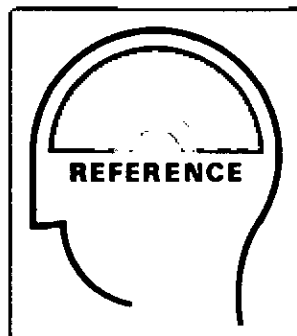


# **GENERAL STANDING ORDERS**

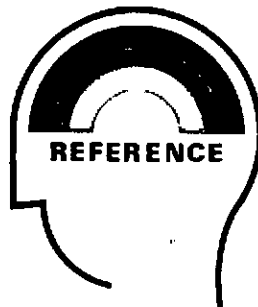
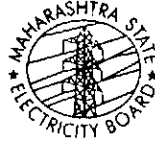
**(Bombay State Electricity Board)**

**Volume III**

**(GSOs. 301 to 575)**



**GENERAL STANDING ORDERS**  
**(Bombay State Electricity Board)**  
**Volume III**  
**(GSOs. 301 to 575)**



*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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## 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:-*

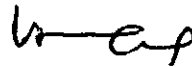
- i) Vol.I (BEB period)*
- ii) Vol.II (BSEB period)*
- iii) Vol.III (BSEB period)*

*This volume is the third in the above series and contains 275 GSOs from Sr.No.301 to 575 out of which 84 GSOs are operative and 191 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.301 to 575. 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. This Index also indicates, at a glance, which GSO is presently operative and which is not. Then, the second index (at the end of the volume) provides GSO references convering all the GSOs i.e. from 1 to 575, subjectwise and alphabetically.*

*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-III contains General Standing Orders from 301 to 575 issued by Bombay State Electricity Board, during January 1958 to June 1960 including Correction Slips, Addenda and Corrigenda, which are printed GSO-wise and date-wise upto end of November 1993.*

*Through the Correction Slip Nos. 159 & 178 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 Nos. 510 & 324 respectively covered in this Volume. Therefore, the relevant portions of the said CSs have been picked-up and incorporated at appropriate places under the said GSOs.*

*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. 301 DATED 14TH JANUARY 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Principles adopted regarding fixation of seniority of non-technical staff of the rank of Assistant Accountant and above excluding Class I Officers.

1. The Bombay State Electricity Board under its Resolution No. 791 dated 27-11-1957 considered and recorded the report of the Sub-Committee submitted to it regarding fixation of seniority in respect of non-technical staff and generally approved the recommendations contained therein and also the broad principles indicated in the report.
2. The Board further decided that if any representations and appeals are received from any employee affected by the decision about the seniority etc., they should be put up to the Board on merits provided sufficient justification is made out for a change of the decision of the Board. The representations are to be placed before the Board with the remarks of the Sub-Committee particularly in regard to any factor brought out or any errors in record or merit not previously brought out.
3. The principles adopted by the Sub-Committee while fixing seniority of the non-technical staff of the level of Assistant Accountants and above and other allied categories having same pay scale but excluding Class I Officers are enumerated below:
  - (a) For the purpose of fixation of seniority, the staff has been divided into two groups viz., Accounts and Audit Group and Establishment, Secretarial and General Group.
  - (b) The corresponding posts in the Bombay State Electricity Board in respects of the various posts existing in the five integrating units have been based on the co-linking statements approved by the Bombay State Electricity Board.
  - (c) The seniority lists for each post as prescribed by the Bombay State Electricity Board have been prepared as on 1-9-1957, separately for each group, in accordance with the principles of seniority approved by the Bombay State Electricity Board under its Resolution No. 10 as issued under G.S.O. No. 269, dated 16-10-1957 i.e., date of assuming charge of the present or equated post or block seniority, except to the extent of the deviations shown hereunder:-
    - (i) Those appointed as direct recruits by the Bombay State Electricity Board before the integration of the various units have been given a block seniority along with such of the staff of the various integrating units promoted in the same grade w. e. f. 1-6-1957.
    - (ii) Wherever block seniorities are proposed, no inter-se ranking has been given.
    - (iii) In certain individual cases where the former administrations have specified the seniority strictly in keeping with the date of assuming charge, the old ranking has been maintained in order not to disturb the inter-se seniority.
4. The Board under the above said Resolution has also approved the recommendation of the sub-committee that all posts on non-technical side minimum of whose pay scale is Rs. 225/- and above be declared as selective posts so that irrespective of seniority suitable persons could be promoted, seniority coming into play only if all other things are equal.
5. The Seniority lists as on 1-9-1957, Statement No. 1 to 10 as approved by the Board, are attached hereto. These seniority lists may please be circulated among the persons concerned and their signatures obtained in token of their having seen the seniority lists. A statement showing the names of the persons to whom the seniority lists have been circulated may be forwarded to the Assistant Secretary (Estt.) Bombay for record.
6. One copy of the Seniority list may please be placed on the notice Board for a period of one month.
7. Representations, if any, may be forwarded to the Establishment Officer, Bombay on or before 31-3-1958. No representations received after that date shall generally be entertained, unless there are valid reasons to do so.

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

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**STATEMENT NO.1 :-**

**Seniority Of Dy. Chief Accounts Officer/Dy. Chief Internal Auditor in the scale of Rs. 400-25-650-EB-30-800(Mfl) as on 1-9-57**

Sr. No.	Name	Qualifications with year of passing		Date of appointment to the present post in present grade or equated grade.	Date of joining the Department	Seniority No.	Remarks
		Qualification	Year of Passing				
1	J.P. Moolay. *	G.D.A.	-	1-7-57	11-4-55	-	* He is a Superannuated personnel employed by BEB & Continued by BSEB Temporarily promoted as Jt. CIA Promotion of all the persons approved under SBR 50 of 18-4-57 w.e.f. 1-7-57.
		G.D.C.A.	-				
		L.S.G.D.	-				
2	Shri G.S. Pendse	G.D.A.	1933	-do-	6-9-55	Block Seniority No.1.	
		A.C.A.	1955				
3	Shri G.J. Gadre	B.Com.	1941	-do-	5-9-55		
		R.A.	1944				
		F.C.A.	1952				

**STATEMENT No.2 :-**

**Seniority of Accounts Officer/Internal Auditors in the scale of Rs. 400-25-500 EB-25-650 as on 1-9-57.**

1	Shri. V.G. Annegiri.	B.Com.	-	14-1-56.	10-4-52	1	Seniority fixed on the basis of date of assuming charge of present or equated post.
2	Shri W.V. Kale.	MA(Com)	1941	12-5-56	21-4-52	2	
3	Shri R.J. Dave.	B.Com.	1949	11-6-56.	11-6-56.	3	
		C.A.	1953				
4	Shri V.M. Pangarkar	B.Com.	1948	1-4-57	23-5-52	Seniority No. 4. Block Seniority.	
		LLB.	1950				
		C.A.	1952				
5	Shri M.H. Bhatkhande	M.A.		2-4-57	3-4-47		
		Passed higher grade Exam. of L.C.Com.	1942				
6	Shri V.S. Marathe	B.Com.	1950	-do-	31-3-55		
		C.A.	1954				
7	Shri D.B. Vyas	C.A.		27-5-57	24-10-55		
		Govt. Diploma in Accountancy	1930				
8	Shri. G.S. Phadnis	B.A.	1946	1-5-57	1-5-57		
		C.A.	1952				
9	Shri. J.M. Rawal	M.Com.	1954	20-5-57	20-5-57	5	
		IInd Class					

## STATEMENT NO. 3 :-

## Seniority of Divisional Accountants/Auditors in the scale of Rs.225-25-425 (Mfl.) as on 1-9-57.

1	2	3	4	5	6	7	
1.	Shri P.C. Sengupta	B.Sc.	1928	15-5-52	19-7-47	1	Seniority fixed on the basis of date of assuming charge of present or equated post.
2.	Shri R.S. Narayan.	B.A.	1937	11-8-52	11-8-52	2	
3.	Shri H.S. Pujari	B.A.(Spl.) Dip. in Com. A.B.I. (Lond.) C.A.	1955	20-3-57	20-3-57		
4.	Shri P.G. Takli	B.Com. C.A.	1945 1955	30-3-57	30-3-57		Seniority No.3. Block Seniority. He has resigned from his post and is to be relieved on 4-12-57 for reasons mentioned in the note.
5.	Shri V.N. Dixit	B.Com.	1937	13-4-57	13-4-57		
6.	Shri R.T. Kapadia.	B.Com. C.A.	1945 1948	25-4-57	25-4-57		
7.	Shri D.N. Aprajit	B.Com. M.Com.	1946 1948	12-4-57	12-4-52		
8.	Shri S.M. Rangnekar	B.Com. C.A.	1952 1955	4-4-57	4-4-57		
9.	Shri S.S. Khadilkar	B.Com. C.A.	1948 1955	13-4-57	13-4-57		
10.	Shri R.T. Shah	B.Com. C.A.	1947 1954	18-4-57	18-4-57		
11.	Shri Tekchand Jain	B.A. (Com.)	1945	1-5-57	1-5-57		
12.	Shri S.V. Chaphekar	B.Sc.	1944	1-6-57	1-6-57		
13.	Shri K.S. Chitre	B.Com. M.Com.	1948 1953	-do-	4-4-55		
14.	Shri V.N. Joshi	B.Com. C.A.	1949 1952	-do-	18-4-55		Seniority No.3
15.	Shri N.R. Dholakia	B.Com. F.S.A.A.	1949	-do-	30-4-55		Block Seniority.
16.	Shri L.G.Oka	B.Com. A.A.C.S.S. (Lond.) A.A.I.A.	1946 1949 1951	-do-	2-5-55		
17.	Shri W.S. Kelkar	B.Com. L.L.B. B.A.	1951 1953 1954	-do-	6-5-55		
18.	Shri E.I. Kasim.	B.Com. C.A.	1952 1955	-do-	2-11-55		



1	2	3	4	5	6	7
19. Shri S.S. Karvinde	B.Com. C.A.	1949 1952	-do-	10-2-56		
20. Shri M.D. Kelkar	BA(Hons) Dip.L.C.C.	1942 1950	1-6-57	1-5-47		
21. Shri V.C. Khare.	B.com. C.A.	1952 1956	-do-	7-4-56		
22. Shri S.S. Joshi.	B.Sc. G.D.A. I.S.M.A.	1932 1933 1938	-do-	23-4-56		
23. Shri M.R. Bhatt	B.Com. C.A.	1951 1955	-do-	4-6-56		
24. Shri V.D. Nadkarni	B.Com.	1944	1-6-57	1-7-55		
25. Shri Y.A. Waghbakriw- lla	B.Com. L.L.B. C.A.	1950 1955 1955	-do-	1-2-57		
26. Shri R.J. Dabri	B.Com. C.A.I.I.B.	1942 1946	-do-	23-5-52	Seniority No.3	
27. Shri B.K.Pandya	B.Com.	1948	-do-	6-8-51	Block Seniority	
28. Shri G.C. Pandya	B.Com. B.A.	1950 1953	-do-	26-3-55		
29. Shri J.R. Jani	B.Com. M.Com. L.L.B.	1941 1954 1949	-do-	6-2-56		
30. Shri H.B. Bhatt	B.Com.	1950	-do-	2-2-56		
31. Shri C.G. Kamat	B.Com.	1949	1-7-57	11-4-55		
32. Shri V.M. Apte	B.A. C.A.	1946 1955	-do-	11-6-56		
33. Shri S. Mohan Rao	B.Com. C.A.	1952 1955	20-8-57	11-9-56	Seniority No.4	
34. Shri G.C. Gandhi.	B.Com. A.C.A.	1952 1956	1-7-57	21-9-56	Block Seniority	
35. Shri L.M. Kalgutkar	B.Com. C.A.	1953 1956	-do-	20-10-56		
36. Shri M.J. Lavkare	B.Com. M.Com.	1950 1952	-do-	2-5-55		
37. Shri M.R.Kulkarni	B.Com. C.A.	1953 1956	1-7-57	17-12-56		
38. Shri K.V.Mehendale	Matric C.A.	1941 1952	-do-	4-6-56		
39. Shri S.R.Deopujari	B.A.	1937	-do-	3-1-57		
40. Shri M.T.Bhandakkar	B.A. LL.B.	1933 1936	-do-	18-1-49		

1	2	3	4	5	6	7
41. Shri C.M.Chaudhary	B.Com. C.A.	1952 1955	3-8-57	3-8-57	Seniority No.5 Block Seniority	Seniority fixed on the basis of date of selection as per principles of fixation of seniority adopted by the B.S.E.B.
42. Shri P.R.Nerlikar	B.Com. Secretarial Inter C.A. CWAA	1944 1952 1953	22-7-57	22-7-57		
43. Shri S.S.Ghosh	B.Com. C.A.	1952 1956	31-7-57	31-7-57	Seniority No.6. Block Seniority	
44. Shri C.S.Kulkarni	B.Com. C.A.	1953 1957	22-8-57	22-8-57		
45. Shri S.N.Kulhalli	B.Com. C.A.	1953 1956	1-8-57	27-3-57	7	
46. Shri A.C.Pillai	B.Com. C.A.	1952 1955	7-9-57	7-9-57	Seniority No.8. Block Seniority	-do-
47. Shri P.V.Damle.	B.Com. C.A.	1951 1957	16-9-57	16-9-57		
48. Shri. S.M. Datye	B.Com.A.	1957	30-9-57	27-5-57		

**STATEMENT NO. 4 :- Seniority list of Divisional Accountant/Auditor in the scale of Rs. 160-15-355 (Mofussil) as on 1st Sept. 1957.**

1. Shri M.K. Madnani	Matric M.I.S.A	1923 1925	1-8-1957 <sup>1</sup>	11-11-48	Seniority No.1 Block Seniority	Seniority fixed on the basis of date of selection as per principles of seniority adopted by B.S.E.B.
2. Shri K.M. Ranade	B.A. B.com.	1936 1942	1-8-57	30-6-1956		
3. Shri S. Balsubramaniam.	B.Com.	1951	1-8-1957	11-4-1955	Seniority No.2. Block Seniority	Separate Block Seniority given as the promotion is ordered in officiating capacity.
4. Shri G.R. Chaturvedi	B.Com. A Group of Final C.A. 1956	1950	1-8-1957	2-6-1956		
5. Shri V.K. Hakke	B.Com.	1954	--	26-4-1955		
6. Shri D.J. Shah	B.Com. LLB.	1949 1952	--	16-5-1955		

**STATEMENT NO. 5 :- Seniority list of Asstt. Accountant/Auditor in the scale of Rs. 150-15-300(M/I) as on 1-9-57.**

1 Shri D.M. Khadakkar	B.A. L.S.G.D	1938 1940	4-10-52	20-7-48	1	Seniority from Sr. No. 1 to 34 fixed on the basis of date of assuming charge of the present or equated post.
2 Shri R.D. Rajhans	B.A.	1951	30-9-52	1-2-47	2	
3 Shri H.P. Chotrani	Matric	1929	17-11-52	3-11-48	3	
4 Shri Y.V. Guse	Matric	1940	7-4-53	20-4-48	4	
5 Shri P.A. Bhide	B.Com. LLB.	1940 1952	2-7-54	2-7-54	5	

1	2	3	4	5	6	7	
6	Shri S.T. Sathe	B.Com. M.Com. LL.B.	1951 1955 1954	7-3-55	8-8-51	6	
7	Shri S. Baisubramanian	B.Com.	1951	11-4-55	11-4-55	7	Promoted as Officiating D.A. in the 2nd grade.
8.	Shri H.H. Nathani	B.Com.	1951	11-4-55	11-4-55	8	Resigned. To be relieved from 31-10-1957.
9.	Shri S.A. Nerurkar	B.Com.	1954	13-4-55	13-4-55	9	
10.	Shri S. Natrajan	B.Com.	1949	18-4-55	18-4-55	10	
11.	Shri V.K. Hakke	B.Com.	1954	26-4-55	26-4-55	11	Promoted as officiating D.A. in 2nd grade.
12.	Shri P.D. Sathe	B.Com. Passed 2nd group of C.A.	1950	3-5-55	3-5-55	12	
13.	Shri S.C. Patel	B.Com. C.A.	1946 1956	9-5-55	9-5-55	13	
14.	Shri D. J. Shah	B.Com. LL.B.	1949 1952	16-5-55	16-5-55	14	Promoted as Officiating D.A. in the 2nd Grade
15.	Shri M.M. Dixit	B.Com. -do-	1945 1947	16-5-55	16-5-55	15	
16.	Shri V.V. Nerurkar	B.Com.	1953	30-6-55	30-6-55	16	
17.	Shri N.B. Joshi	Matric	1946	25-7-55	2-4-47	17	
18.	Shri L.J. Patil	B.Com. M.Com.	1949 1951	24-10-55	9-5-53	18	
19.	Shri H.M. Sheth	Matric	1930	1-12-55	1-12-55	19	
20.	Shri N.R. Sathe	Matric 1st group of C.A.	1929 1953	16-4-56	16-4-56	20	
21.	Shri G.R. Chaturvedi	B.Com. Passed A/c group of C.A.	1950 1956	2-6-56	2-6-56	21	Promoted as - Div. /Acct. in the 2nd grade.
22.	Shri G.H. Lala	Matric	1939	1-8-56	19-1-49	22	
23.	Shri N.T. Acharya	B.Com. LL.B.	1948 1950	13-8-56	13-8-56	23	
24.	Shri K.S. Shah	B.Com. B.Com.	1951 1955	18-8-1956	1-4-52	24	
25.	Shri B.A. Shah	B.Com.	1950	12-11-56	12-11-56	25	
26.	Shri B.L. Dave	B.Com.	1951	16-11-56	16-11-56	26	
27.	Shri K.M. Joshi	B.A.	1940	17-11-56	17-11-56	27	
28.	Shri N.V. Shah	B.Com.	1950	29-10-56	29-10-56	28	
29.	Shri S.P. Bidiani	B.A. B.Com.	1954 1955	20-10-56	3-1-56	29	

1	2	3	4	5	6	7
30. Shri R.C.Pandya	Matric D.Com. L.C.C. M.I.S.A.	1933 1939	21-12-56	21-12-56	30	
31. Shri M.S.Falia	B.A.	1944	25-1-57	25-1-57	31	
32. Shri V.G.Deo	B.Com. L.L.B.	1948 1953	1-2-57	21-10-55	32	
33. Shri P.K.Pachkhede	B.Sc.	1941	22-3-57	21-10-55	33	
34. Shri B.K.Waikar	B.Com. L.L.B.	1949 1952	25-3-57	2-11-55	34	
35. Shri C.V.Jairam	B.Sc.	1944	16-5-57	16-5-57	] Seniority No. 35 Block Seniority	Seniority fixed on the basis of date of Selection on the principle adopted by the B.S.E.B.
36. Shri M.C.Gandhi	B.Com.	1950	16-4-57	16-4-57		
37. Shri C.G.Pethe	B.Com.	1950	3-5-57	3-5-57		
38. Shri R.J.Divekar	B.Com.	1949	6-5-57	6-5-57		
39. Shri G.B.Apte	B.Com.	1950	1-6-57	18-2-55	36	Promoted to the present post w.e.f. 1-6-57.
40. Shri G.H.Subannavar	Matric G.D.C. -do-	1934 1949 1952	12-7-57	11-10-56	] Seniority No.37 Block Seniority	Seniority fixed on the basis of date of Selection as per principles of Seniority adopted by Bom- bay State Electrici- ty Board.
41. Shri O.N.Sheth	B.Com. B.A.	1952 1954	27-7-57	22-10-55		
42. Shri R.D.Hardkar	B.Com.	1951	25-7-57	25-7-57	] Seniority No.38 Block Seniority	-do-
43. Shri K.H. Vakil	B.Com. 1st group of C.A.	1953 AN 1957	30-7-57	30-7-57		
44. Shri R.G.Kadakhia	B.Com.	1951	20-8-57	20-8-57		
45. Shri M.Subramaniam	B.Com.	1951	21-8-57	21-8-57		
46. Shri R.D.Karmarkar	B.Com.	1951	24-8-57	24-8-57	] Seniority No.39 Block Seniority	-do-
47. Shri M.N.Shelat	B.Com.	1951	7-9-57	7-9-57		
48. Shri S.N.Deshmukh	B.Com.	1951		25-6-53		

**STATEMENT NO. 6 :- Seniority of Under Secretary to the Board and E.O.-Cum-Superintendent in the scale of Rs.400-25-600-EB-25-650(Mofussil).**

1. Shri. M.R. Bhagwat	M.A.,LL.B.	1-7-1957	4-11-53	1	Promotion to the present post with effect from 1-7-1957 approved under S.B.R. 50 of 18-9-1957.
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**N.B.** Shri L.P. Rawal, Establishment Officer-cum-Superintendent is a permanent Government Servant on deputation and is continued on temporary basis. He is to revert to his parent Department hence his seniority not fixed.

**STATEMENT NO. 7 :- Seniority of Assistant Secretaries in the scale of Rs.300-25-500 (City) as on 1st September, 1957.**

1	2	3	4	5	6	7	
1.	Smt. A.B. Hathikhanawala	M.A. Ph.D.	1946 1949	13-2-1956	13-2-1956	1	
2.	Shri L.G.Padhye	Matric	1918	14-3-1957	14-3-1957	2	He is a Superannuated personnel employed by the Bombay State Electricity Board.

**N.B.:-** Shri S.M.Shah,Assistant Secretary (Legal) has opted for No.III and is to be relieved from the service of the Board, hence his Seniority not fixed.

**STATEMENT NO. 8.:- Seniority of Establishment Superintendent/Office Superintendent in the scale of Rs.225-25-425 (Mofussil) as on 1st Sept. 1957.**

1.	* Shri A.R.Desal	B.A.	1934	11-3-1947	1-8-1945	1	* He was a permanent Govt. Servant, hence his Seniority as on 1-4-57 was not fixed. It has now been decided to absorb him in B.S.E.B. as Superintendent.
2.	Shri K.B.Marathe	Failed B.Com.	1954	11-7-1954	7-10-1945	2	Seniority fixed on the basis of date of assuming charge of the present or equated post.
3.	Shri J.J.Mehta	B.A.	1942	22-10-56	1-5-1945	3	
4.	Shri G.N.Patankar	Matric	1937	1-5-1957	1-6-1948	] Seniority No.4 Block Seniority	Seniority fixed on the basis of date of selection and date of appointment
5.	Shri J.V.Hambardikar	Matric	1940	1-5-1957	1-6-1948		
6.	Shri J.D.Dave.	B.Sc.	1935	1-6-1957	1-12-1955	] Seniority No.5 Block Seniority	Seniority fixed on the basis of date of Selection.
7.	* Shri M.T. Trivedi	LL.B. B.A.	1940 1955	1-6-1957	17-4-1956		
8.	Shri P.K.Buch	B.A. M.A.	1940 1942	1-6-1957	1-6-1957	6	*Permanent Govt. Servant on deputation.

**STATEMENT NO. 9.:- Seniority of Senior Assistant/Office Superintendent in the scale of Rs.160-15-355 (Mofussil) as on 1st Sept. 1957.**

1.	Shri. A.R. Kaikini	Matric	1941	9-2-1956	1-9-1944	1	Seniority fixed on the basis of assuming charge of the present or equated post.
2.	Shri D.M. Gadgil	B.A.	1938	9-4-1956	15-4-1947	2	

**N.B.:-** Their case for promotion in the first grade of Rs.225-25-425 (Mfi) with effect from 1-5-57 has been approved by the competent panel and the same is being submitted to the Board for confirmation.Their Seniority will, therefore, be fixed at Seniority No.4 Block Seniority along with Shri Patankar and Shri Hambardikar

**STATEMENT NO. 10 :- Seniority list of Establishment Assistant/Stores Assistant/Senior Clerk (Head Office) etc. in the scale of Rs. 150-15-300(Mfl.) as on 1-9-1957.**

1	2	3	4	5	6	7	
1.	Shri. V.S.Kulkarni	B.A.	1936	7-4-1949	7-10-1945	1	Seniority for Sr.Nos.1 to 17 fixed on the basis of assuming charge of the present or equated post.
2.	Shri M.B. Mhasalkar	Matric	1939	25-3-1950	1-5-1947	2	
3.	Kumari N.M.Sahar	B.Sc.	1946	9-12-1949	5-3-1947	3	
4.	Shri Mohamed Navaz Khan	B.Sc. LL.B.	1936	15-4-1950	5-3-1937	4	
5.	Shri G.N.Pingle	B.A.	1938	27-10-52	1-2-1947	5	
6.	Shri R.D.Rajhans	B.A.	1951	30-9-1952	1-2-1947	6	
7.	Shri A.S.Puntambekar	Matric	1940	7-4-1953	29-1-1949	7	
8.	Shri Y.V.Guse	Matric	1940	7-4-1953	20-4-1948	8	
9.	Shri R.P.Parikh	Matric	-	4-5-1954	4-5-1954	9	
10.	Shri R.S.Khatrri	Matric	1929	18-3-1955	29-1-1948	10	
11.	Shri G.S.Gupte	Matric	1926	5-2-1956	24-2-1948	11	
12.	Shri M.G.Palkrit	Inter	1936	8-2-1956	17-6-1948	12	
13.	Shri J.K.Naik	Matric	1945	24-7-1956 (Reg.)	22-4-1947	13	
14.	Shri K.R.Gala	Matric	1942	18-6-1956	9-6-1948	14	
15.	Shri G.V.Dabke	Matric	1945	24-9-1956	27-9-1947	15	
16.	Shri J.R.Shukla	Failed Int.Arts.	1926	25-10-56	3-9-1953	16	
17.	Shri G.G.Dhoke	Matric	1923	15-12-56	6-1-1949	17	
18.	Shri V.V.Ram	B.Com. M.A.	1942	13-3-1957	13-3-1957	Seniority No. 18 Block	Seniority fixed on date of selection as per principle of seniority adopted by B.S.E.B.
19.	Shri K.D.Bakshi	B.A.	1943	19-3-1957	19-3-1957	Seniority.	
20.	Shri R.K.Potnis	B.Sc.	1942	6-5-1957	6-5-1957	19	
21.	Shri M.D.Pujara	Matric	1946	24-5-1957	1-5-1956	20	
22.	Shri J.K.Tamboli	B.Sc.	1945	22-7-1957	22-7-1957	21	-do-

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**GENERAL STANDING ORDER NO. 302 DATED 14TH JANUARY, 1958  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to Chairman.

In accordance with the Board's Resolution No. 942, dated the 31st December, 1957 the Chairman, Bombay State Electricity Board is authorised to accord permission to such of the Officers of the Board who are Members of the Institution of Engineers (India) to attend the Annual General Meeting of the Institution and also to permit Officers for attending meetings of the Central Board of Irrigation and Power.

The absence of the Officers permitted to attend the meetings of the bodies specified above should be treated as on duty and they be allowed to draw T.A.as on tour from their head quarters to the place of the meeting and back but not for other visits to sites etc., that may be arranged by the Convenors of the meeting.

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

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**GENERAL STANDING ORDER NO. 303 DATED 2 1ST JANUARY, 1958  
BOARD'S SECTION.**

Subject:- Appropriate Authorities under Regulation 90 of the Bombay State Electricity Board Employees' Service Regulations.

In accordance with the Board's Resolution No. 922 dated the 31st December 1957, the following

delegations should be inserted in the Sixth Schedule between Sr.No.23 and Sr.No.24 appearing thereat as delegation under Bombay State Electricity Board Employees' Service Regulation 90 which restricts the movement of the Board's employee beyond his sphere of duty. The delegations should be numbered as 23A.

Jurisdiction	Appropriate Authority
1. For movement from one Sub-Division to another within same Division.	For all classes of employees E.E.in charge of the Division.
2. For movement from one Division to another in the same Circle.	For all classes of employees. Sr.E.E. or S.E. in charge of the Circle.
3. For movement from one Circle to another or to the Head Office or vice versa.	(a) C.E.or Dy.C.E. for Technical Staff. (b) Secretary for non-Technical staff other than Accounts and Audit Staff. (c) C.A.O.for Accounts Staff (d) C.I.A. for Audit Staff.

Any correspondence in this regard should be addressed to the Deputy Secretary (Board).

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

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**GENERAL STANDING ORDER NO. 304 DATED 21ST JANUARY, 1958  
BOARD'S SECTION**

**Subject:- Advance to the Employees of the Integrated Areas against C.P.Fund & G.P.Fund Accumulations.**

The Board under its Resolution No. 869 dated 13th December, 1957 has accorded its approval to sanction advances against CPF/GPF accumulations, (from this Board's Funds) to the employees who were subscribers to CPF/GPF Funds under the former M.P.Board (notwithstanding the fact that their accumulations have not so far been transferred to this Board) subject to

(a) prior verification and certificate to the effect that there is adequate amount to the credit of employees C.P.Fund or G.P.Fund account and

(b) later adjustments when their accumulations are transferred to this Board.

2. Further the Board under its above mentioned Resolution has authorised the Secretary in respect of Kutch & Marathwada and Superintending Engineer, Nagpur and Superintending Engineer, Amravati for Vidarbha area in respect of the employees within their respective circles to sanction such advances.

3. Any correspondence in this behalf should be addressed to the Deputy Secretary (Board).

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

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**GENERAL STANDING ORDER NO. 305 DATED 21ST JANUARY, 1958.  
BOARD'S SECTION.**

**Subject:- Powers for recording of Measurements to Overseers and Supervisors.**

Supervisors and Overseers who are in a grade not lower than that prescribed for Sub-Engineers should be held equivalent in rank with the Sub-Engineers for the purpose of recording Measurements in accordance with the Board's Resolution No. 891 dated 31-12-1957 and, therefore, the powers delegated in respect of recording of Measurements (Vide Item 7 on page 2 of the G.S.O. No. 254 of 25-9-1957) by Sub-Engineers are exercisable by the Supervisors and Overseers.

Any correspondence in this respect should be addressed to the Chief Accounts Officer, Bombay.

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

**GENERAL STANDING ORDER NO. 306 DATED 21ST JANUARY, 1958.  
BOARD'S SECTION**

Subject:- Advertisement

In accordance with the Board's Resolution No. 914 dated 31-12-1957 "Lokmat" weekly of Nadiad and "Navbharat" Gujarathi daily of Baroda should be included in the approved list of newspapers for the purposes of the Board's advertisements at the rates indicated below:-

	Advertisement Rate	
	Notice	Display
'Lokmat' weekly of Nadiad.	Rs. 1/12/-per sq.in.	Rs. 1/12/-per sq.in.
'Navbharat' Gujarathi daily of Baroda.	Rs.00.50 nP.per single Col. inch for the 1st advertisement and  Rs.00.37 np.per single col. in. per repetition.	Rs.4/-per sq.in.

2. Any correspondence on the subject should be addressed to the Deputy Secretary (Board).

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

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**GENERAL STANDING ORDER NO. 307 DATED 23RD JANUARY, 1958.  
STORES PURCHASE SECTION**

Subject:- Stores Purchase and Works Contract Procedure.

Board under Resolution No. SBR/64/786/16 dated 27-11-1957 has ordered the following amendments in the Stores Purchase and Works Contract procedure.

(A) The Stores Purchase procedure under item 40 (B) provides for payment of 80% in the case of running Bills if there is a prima facie evidence available regarding the work having been carried out even though the formality of recording measurement has not been completed. For bills upto a limit of Rs.10,000/- it is prescribed that the Executive Engineers should make such payments without reference to Head Office, subject to the procedure of recording measurements being followed.

The effect of the above is that the Executive Engineer will not be able to pay running Bills even upto Rs.10,000/- even though he has a prima facie evidence of 80% work having been carried out, unless the formality of recording measurements is carried out.

To remove this anomalous provision, the Board decided vide the above Resolution that the words "and should be .....recording measurements" appearing in the bracketted portion under item 40(B) (b) (iii) should be deleted.

The relevant bracketted portion after correction will read as under.

"Bills below Rs.10,000/- being payable by the Executive Engineers need not be referred to Head Office".

(B) Under Sub Clause 50(q) of the Stores Purchase procedure authority has been delegated to the Executive Engineers for initial payment of Works Contract Bills. The nature of the bills and the limits of such payment contemplated under this clause are not provided under this Sub-Clause. This Sub-Clause is, however, to be read in the context of the preamble under clauses 50 A which fixes the limits to those prescribed for the Stores Purchase/Works subject to the prescribed procedure and audit.

As these limits are applicable in respect of the Works Contract bills the Board, in the above resolution, decided to amend the Sub-Clause so as to provide the limitations as above.



The amended sub-clause will read as under:

"Works Contract bills initial payment subject to the limits and the procedure prescribed for Works/Stores Purchase .....Executive Engineer".

Any correspondence in this regard should be addressed to the Senior Executive Engineer (Stores).

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

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**GENERAL STANDING ORDER NO. 308 DATED 23RD JANUARY, 1958.  
BOARD'S SECTION.**

**Subject:-** Decentralization of the work relating to the Board's Contributory Provident Fund.

The Board under its resolution No. 444 dated 22nd August 1957 (Sub-paras (2 and (6)) as amended by R.No. 788 of 27-11-57 decided to decentralise the work relating to the C.P.Fund and also empowered the Chairman to approve the detailed scheme in this regard in consultation with the Chairman of the Board of Trustees.

The Chairman, after having consulted the Chairman of the Board of Trustees, is pleased to approve the said scheme as set out below:-

(1) The Personal Ledger Accounts of the subscribers will be maintained in the office of the "Circle" in respect of all the employees attached to that Circle. (The Personal Ledger Accounts of the employees of Kolhapur, Utran, Nadiad and Sabarmati Circles will, however, continue to be maintained by the Head Office until 31st March, 1958). The Personal Ledger Accounts of employees, not attached to any Circle Office, will be maintained in Head Office.

(2) (a) If an employee is transferred to a place outside the jurisdiction of a Circle, his Ledger account sheet, duly posted upto date, will be sent to the circle which controls such P.H. etc. or office.

Intimation of such a transfer should be sent to the Circle Office concerned and copy thereof to the Board of Trustees c/o. Bombay State Electricity Board, Bombay, in the annexed form (A).

Acknowledgement of the transfer of the Ledger account sheet should be sent in the annexed form (B) with a copy thereof to the Board of Trustees of the C.P.F. at Bombay Office.

Necessary accounting entries in respect of such transfer will be passed in the Trustee's books at Bombay which will maintain control accounts-divisionwise-for each circle.

(b) For the purposes of the administration of Provident Fund accounts, the Head Office, in addition to its being the overall controlling office, will be considered as a circle office for the employees working in the Bombay Head Office, Talegaon Division, Ulhasnagar Sub-Division and Kutch and Marathwada areas, as also, provisionally for Kolhapur, Utran, Nadiad and Sabarmati Circles. The Secretary will be the Regional Controller of Board's C.P.F. for, Bombay Circle.

(3) The Principal Officer in charge of the Circle (who will not be below the rank of a Sr. Executive Engineer) will be called the "Regional Controller of the Board's C.P.F." for his respective circle and shall be responsible to the Board as well as to the Board of Trustees of the Fund with regard to the work in general, Accounts and other statutory obligations of the Fund.

(4) The "Regional Controller" shall be assisted by an Assistant Accountant, as senior accounts clerk (of not less than 2 years standing who shall preferably be a B.Com. or a person possessing other equivalent accounts qualifications) and two Jr. clerks. These four persons will be in charge of and responsible for the disposal of the entire day to day work of the C.P.Fund viz. to scrutinize the declarations, nominations, and monthly C.P.F. schedules etc., to enter the details of the schedules in the register and hence to post to the ledger accounts of each subscriber to the fund; to compile (or cause to be compiled) the various monthly returns and other periodical statements, under the E.P.F. Act, to be submitted to the appropriate authority under the said Act and/or to the Head Office or Board of Trustees; as also the required statements of accounts and any other information that may be required from time to time; to prepare the annual statements (abstracts) of each subscriber in the prescribed form and to send the same to them; to prepare periodical reconciliation statements and to attend to

the queries from the subscribers in the respective circle and other relevant correspondence from Head Office, Government officers of the E.P.Fund, and other circle offices.

(5) (a) The Regional Controller of Board's C.P.F. shall, with regard to the subscribers within his jurisdiction, exercise such powers on behalf of the Board of Trustees (subject to the limitations imposed by the C.P.F. regulations, and not being ultra-vires the relevant Acts, rules and/or schemes) as may be delegated by them to him from time to time with the prior approval or concurrence of the competent authority on behalf of the Board.

(b) For the present, he shall have the powers to sanction and pay advances against the C.P.F. accounts which are normally admissible under Regn. No.127 (a) (b) and (c).

He shall issue necessary orders for the recovery of the advances pursuant to Regulation 128 and/or other relevant rules and precedents in force.

**N.B.:-** Cases of paying advances, if any, under proviso to Regulation 127 (D) and Regulation 129 must therefore be submitted for sanction to the Secretary of the Board at Bombay H.O.

(6) All cases of final payments of C.P.F. balances, or transfer of P.F. balance of any subscriber, under the E.P.F. Act, to an undertaking outside the Board, shall be made by the circle offices only after the same are sanctioned by and subject to the directions given by the Bombay Head Office.

(7) (a) Personal Ledger account of each subscriber, in the prescribed form, shall be maintained at the Circle office with retrospective effect as from 1-4-1957 in respect of the Saurashtra and Vidarbha areas and as from 1-4-1958 in respect of the other circles of the former Bombay Board.

(b) Monthly subscriptions collected for the period from April 1957 should, in the first instance, be immediately posted into the personal accounts of each subscriber at the concerned circle office after the relevant C.P.F. schedules (which are duly audited and signed as such) are scrutinized in all respects.

(c) Details of the accumulated Provident Fund balances as at 31st March 1958 shall be furnished by the Head Office to the respective circles after the C.P.F. accounts for the year 1956-57 are finalised in respect of all integrated areas, including also disposal of the amounts received from Accountant General, Bombay in respect of the former Grid Department employees.

This can, however, be done after a list of the subscribers working in each circle (in the annexed form) (C) is submitted to the Head Office by the circle concerned. These lists should be submitted to the Chief Accounts Officer at Bombay, within one month. This mainly applies to the circle offices of the former Bombay Board.

(8) Adequate Funds for payment of advances and other claims in respect of C.P.F. will be made available to each circle office by the Board of Trustees. The said amount should be deposited in a scheduled bank in a current/savings deposit account to be opened (in the name of the Board of Trustees of the C.P.F.) at the head-quarters of the respective circles. Regional Controllers of the Board's Provident Fund will be delegated with requisite powers to operate on the account on behalf of the Board of Trustees. This Bank account of the Board of Trustees should on no account be mixed up with the Board's Funds.

**N.B.:-** The Officers in charge of the circles are requested to inform the Board of Trustees the name of the scheduled Bank which is convenient to them for opening the aforesaid account and the amount which they will normally require for payment of advances etc., after taking into consideration the number of subscribers within their respective circles.

The payments of advances to employees working in divisional offices and Power Houses (at places other than the H.O. of the Circle) in the circle may be made by a Demand Draft on a Bank at the place where the subscriber is working, if there be one, or on a Govt. Treasury/ Sub-Treasury, if any, or by Money Order. The charges for purchasing the D/D on a Bank or treasury as also M.O.commission shall be borne by the Trustees.

(9) Each Divisional or Sub-Divisional Office which maintains Cash-book, shall credit all C.P.F. collections to the Account S.A. VII Contributory Provident Fund account, and shall, immediately but not later than the 2nd of the following month, send to the circle office all the C.P.F. schedules, already audited by the Divisional Auditor, together with separate abstracts showing the total collections of the fund (proforma attached)(D).

(10) (a) Each Circle Office, on receipt of the above abstracts and schedules from all the Divisions and sub-divisions under it shall send to the Board of Trustees at Bombay a summary of C.P.F. collections realised for the Circle as a whole (in the attached form)(E). A copy of same should be forwarded to the Chief Accounts Officer at Bombay per Express Delivery so as to reach him before the 7th of the following month for necessary action.

**N.B.:-** It shall be the responsibility of each circle office to see that all C.P.F.schedules are received in the Circle Office within the time as indicated in (9 above).

(b) The Chief Accounts Officer of the Board at H.O. Bombay, on receipt of the summaries (referred to in (a) above), from all the Circle Offices, shall, before the 12th of each month, pay to the Board of Trustees of the C.P.F. the total amount so collected after adding to it the amount of Board's contribution equivalent to the subscriptions realised and send advices to the Circle Offices, (form F) for passing necessary entries in respect of the Board's contribution and to enable the circle offices to post the same to the credit of the individual accounts of the concerned subscribers.

The payment will be made by a cheque on the State Bank of India, Bombay, unless the Trustees desire the same being made in any other form (i.e. securities etc.)

(11) The Administrative charges payable to Government under para 39 of the E.P.F. Scheme are to be borne by the Board (as Employers), and not by the Trustees. These charges should be debited to Head Office a/c. for being ultimately charged to a new account-head "G.A. 12-E.P.F. Administrative charges account".

(12) Since the overall control of the Fund vests with the Trustees, the officers in charge of circles will comply with the directions given by the Board of Trustees, through the Secretary of the Bombay State Electricity Board, especially with regard to accounts, as the Trustees are, under statutory obligations, required to maintain proper accounts of the Provident Fund and to draw up and submit annual statements of accounts (Balance sheet etc.) to the appropriate Government authority.

(13) Blank Ledger Account sheets and other various forms as well as the set of Account Books to be maintained on behalf of the Board of Trustees will be sent by Head Office to each circle office, shortly.

(14) All correspondence in this connection should be addressed to the Chief Accounts Officer, if any clarification is necessary.

Encl.6 forms ◊

By order of the Chairman  
Sd/-Secretary

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◊ See next page onwards

**Bombay State Electricity Board's Contributory Provident Fund.**  
**Advice of transfer of a subscriber's account from one circle to another.**

Reference: Para 2(a) of G.S.O.No. 308 dt. 23rd Jan.1958.

To:

Sr.Executive/Superintending Engineer,  
 \_\_\_\_\_Circle,  
 \_\_\_\_\_

This is to advise that, consequent upon the transfer of Shri/Smt. \_\_\_\_\_Account No. \_\_\_\_\_ from power House/Office at \_\_\_\_\_ under this Circle to Power House/Office at \_\_\_\_\_ under your circle as from \_\_\_\_\_ 195 , his ledger account, duly posted upto date, is transferred to your circle. The balance at his credit at the end of \_\_\_\_\_ 195 , is Rs. \_\_\_\_\_. Necessary entries have been passed in the concerned books of accounts.

You are requested to acknowledge receipt hereof under intimation to the Board of Trustees C/o Head Office, Bombay.

Sr.Executive/Superintending Engineer.  
 \_\_\_\_\_Circle.  
 (Regional Controller of P.F.Accounts).

Copy to the Board of Trustees, C.P.Fund,  
 C/o Bombay State Electricity Board, Bombay-1.

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**Bombay State Electricity Board's Contributory Provident Fund.**  
**Acknowledgement of transfer of a subscriber's Account from one circle to another.**

Reference: Para 2(a) of G.S.O.No.308 dt. 23rd Jan.1958..

To:

Sr. Executive Engineer/Superintending Engineer,  
 \_\_\_\_\_Circle.  
 \_\_\_\_\_

This is to acknowledge receipt of the ledger account sheet of Shri/Smt. \_\_\_\_\_ account No. \_\_\_\_\_, who has been transferred from Power House/Office at \_\_\_\_\_ under your circle to Power House/Office at \_\_\_\_\_ under this circle. The same was duly posted upto date of transfer and showed a balance of Rs. \_\_\_\_\_ at his/her credit as at the end of \_\_\_\_\_ 195 .

Necessary entries have been passed by this office in the concerned books of accounts of the fund.

Sr.Executive/Superintending Engineer.  
 \_\_\_\_\_Circle,  
 (Regional Controller of P.F.Accounts).

Copy for information to the Board of Trustees of the C.P.F.  
 C/o Bombay State Electricity Board, Bombay-1.

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**Bombay State Electricity Board's Contributory Provident Fund.**  
 Consolidated list of employees working within the jurisdiction of \_\_\_\_\_ Circle, as at 1st  
 February 1958, who were eligible to and were actually subscribing to the Fund as on that date.  
 (Vide para 7(c) of G.S.O.No.308 dt. 23rd January 1958).

Sr. No. subscriber.	Full name of the Designation.	CPF. account No.	Name of P.Hs/office where working.	Balance at credit as on 1-4-1958.	Employee's subscription and interest	Board's contribution and interest.	Remarks.
1	2	3	4	5	6	7	8

**N.B.:-** (1) Names should be entered Power House and/or office wise i.e. to say that they should not be mixed together.

(2) Information in columns 6 and 7 will be filled in by the Head Office, hence they should be kept blank.

(3) The Officer-in-charge of the circle must not fail to sign the last sheet of the statement.

(4) If convenient, full sheets may be used for preparing these statements.

Dated \_\_\_\_\_ Signature.  
 \_\_\_\_\_ Designation.  
 \_\_\_\_\_ Circle.

From D

**Bombay State Electricity Board's Contributory Provident Fund.**  
 (Refer para (9) of G.S.O.No.308 dt.23rd Jan.58.)

**Abstract of Provident Fund collections received in respect of salaries/wages for the month of \_\_\_\_\_ 195, paid in \_\_\_\_\_ 195, under \_\_\_\_\_ Division.**

Sr. Voucher No. under which paid.	Description of schedule stating the Establishment and P.H/Dept. to which it relates.	C.P.F. Repayment of advance.	CPF. collections.	Total collections	Remarks.
		Rs.	Rs.	Rs.	
Grand Total					

\* (In words) Rupees \_\_\_\_\_

Certified that the deductions shown in each of the attached schedules have been checked with the relative paysheets and agree with the deductions as indicated therein. The deductions made are correct as per the regulations in force.

Divl./Assistant Accountant.  
 Divl./Asstt. Auditor

Divisional Officer in charge.  
 \_\_\_\_\_ Designation.

(Reference: Para (10)(a) of G.S.O.No.308 of 23rd January 1958.)

No. \_\_\_\_\_

Circle \_\_\_\_\_

Dt. \_\_\_\_\_ 195 .

**The Board of Trustees of the Bombay State Electricity Board's Contributory Provident Fund,  
C/o Bombay State Electricity Board, Mercantile Bank Building, Fort, Bombay.**

Subject:- Contributory Provident Fund collections made in respect  
of salaries/wages for the month of \_\_\_\_\_ 195 .

Dear Sirs,

I give below a summary of the collections made by this circle on account of Contributory Provident Fund while paying salaries/wages for the month of \_\_\_\_\_ 195 .

Sr.No.	Name of Office, Division or Sub-Dn.etc. which disbursed the salaries/wages.	Subscription including arrears.	Repayment of Advances.	Total Collections.	Remarks if any.
		Rs.	Rs.	Rs.	
1.	Circle's Central Office.				
2.	Head Quarter's Division.				
3.	_____ Division.				
4.	_____ Division.				
5.	_____ Division.				
6.	_____ Division.				
7.	_____ Division.				
8.	_____ Sub-Dvn.				
9.	_____ Sub-Dvn.				
10.	_____				
	Grand Total:				

\* (In words) Total Rupees \_\_\_\_\_

A copy of this letter is being sent to the Chief Accounts Officer at Bombay with a request to pay the above amount to you together with the Board's contribution equivalent to the subscriptions realised or as admissible under the rules and regulations in force in this behalf.

The subscription realised are being posted to the credit of the account of each subscriber maintained in this office.

Yours faithfully,

Sr.Executive/Superintending Engineer,  
\_\_\_\_\_ Circle,

(Regional Controller of Board's Contributory Provident Fund).

Copy forwarded with compliments to the Chief Accounts Officer, Bombay State Electricity Board, Bombay, for necessary action as indicated in para 3 of the above letter.

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(Reference: Para (10) (b) of G.S.O.No.308 dt. 23rd January 1958)

No.AB/P.F./Remittance/

Bombay State Electricity Board, Bombay, 195

To,

The Board of Trustees of the B.S.E.B's Contributory Provident Fund, Bombay-1.

Subject:- Payment of Provident Fund collections together with Board's contribution in respect of salaries/wages for the month of \_\_\_\_\_ 195 (paid in the same month).

Dear Sirs,

I hand you herewith a cheque No. \_\_\_\_\_ of date for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) issued in your favour on the State Bank of India, Bombay, being the total amounts of subscriptions, repayments of advances collected during the above month after adding to it the Board's Contribution, as detailed below:

Serial No.	Name of the Circle which realised the subscriptions.	Details of amount paid				Remarks.
		Subscriptions	Repayment of advance	Board's Contribution	Total	
1.	Bombay Office.					
2.	Nadiad.					
3.	Utran.					
4.	Sabarmati.					
5.	Rajkot.					
6.	Porbandar.					
7.	Nagpur.					
8.	Amravati.					
9.	Kolhapur.					
Total:						

(In words) Total Rupees \_\_\_\_\_

Please let me have your stamped receipt for the above amount.

Encl. 1 Cheque.

Yours faithfully,

Chief Accounts Officer,  
Bombay State Electricity Board, Bombay.

Copy (2 to each) w.c.s.to the Officer-in-charge of each circle for information and for passing an entry in accounts-books in respect of the Board's contribution and for giving credits in respect of same to the individual accounts of the subscriber.

The entries to be passed in this connection will be as under:-

In Board's Books:-

(Dr.BP/SP/H.P/D.P. Prov.Fund and Pensionary charges) (as the case may be) for Board's contribution

Dr.SA.VII Contributory Provident Fund account for subscriptions and advances recovered.

Cr.Bombay Head Office account-Amount shown in this letter against the name of your circle,

(As per the details of each Divisions/Branch pursuant to the P.F.Schedules which are with you.)

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**GENERAL STANDING ORDER NO.309 DATED 25TH JANUARY, 1958  
ESTABLISHMENT BRANCH**

**Subject:-** Authority to the Secretary to certify reasonableness of rent for the purpose of H.R.A. payable in individual cases where it is calculated on percentage of pay and actual rent paid.

In view of the acute shortage of housing accommodation in Greater Bombay and other localities in the State of Bombay, some of the Board's employees are obliged to stay as paying guests, or in Hotels. As it is not always possible to ascertain individually the charges on account of lodging and other amenities for the purpose of determining the Board's share of rent payable to those eligible to it, the Board, under its Resolution No.913 dated 31-12-1957 has authorised the Secretary, Bombay State Electricity Board to certify the reasonableness of the portion of rent to be borne by the Board, and to approve of the H.R.A. payable in each case after taking into consideration, the scale of accommodation, locality etc. by ascertaining it from the Government or Municipal Agencies as the case may be.

Secretary is also authorised to deal with all pending cases in light of above.

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

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**GENERAL STANDING ORDER NO. 310 DATED 6TH FEBRUARY, 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Grant of Washing and Roneo Allowance.

In amplification of para 1 of General Standing Order No. 219 dated 19-7-1957 which lays down the rate for grant of Washing Allowance to Peons who are supplied with office uniforms, it has been decided under Board's Resolution No. 1000 dated 14-1-1958 that the same be given effect to from 1-6-57, the date from which the Service Regulations of the Board have been made applicable to the staff in all the integrated areas. Till then the old rates as sanctioned by the former Boards/Government Departments should prevail.

2. Similarly, the rate of washing allowance paid to Class IV servants working in the mofussil and supplied with uniforms should be raised from Rs.0.50 naye paise to Rs.0.75 naye paise with effect from 1-1-1958 (Vide Resolution referred to above.)

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

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**GENERAL STANDING ORDER NO. 311 DATED 8TH FEBRUARY 1958  
ESTABLISHMENT SECTION**

**Subject:-**Permission to Board's employees to broadcast from All India Radio.

In accordance with the Board's Resolution No. 817 dated the 13th December 1957, it is laid down that in matter of permitting the employees of the Board to broadcast or give recital on the All India Radio, the procedure as laid down by the State Government and which was also followed by the former Bombay Electricity Board should be followed subject to fulfilment of the following conditions in addition to the aforesaid procedure. An extract giving the necessary rules on this subject so far as Government servants are concerned is appended herewith.

a) The Board employees, except those who are sectional Heads or Heads of offices in Mofussil, who are invited by the All India Radio to broadcast or to give recital, should obtain prior permission from the Officer in charge of the Circle through the Divisional Officer concerned in Mofussil and from the Secretary in Head Office.



b) In case of Officers in charge of the Divisions, Circles and Sectional Heads and Heads of Department they should apply for permission to the Chairman.

c) An advance copy of the proposed talk should invariably be furnished to the officer in charge of the Circle through the Divisional Officer or the Secretary or the Chairman as the case may be, to ensure that the proposed talk does not contain any indiscreet reference or any objectionable matter and

d) That the talk or the recital does not interfere with the office time or does not in any way affect the office work. If the subject matter of the broadcast or the recital is in any way connected with the employee's official work or is otherwise of a controversial nature, then the application should be submitted by the Head of the Office or the Section to the Secretary.

The employees so permitted shall be allowed to retain the fee paid to them by the All India Radio for the broadcast talk or recital.

Encl:- As above

Sd/- Establishment Officer

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**Extract from the procedure laid down by the State Govt.  
for the permission to broadcast from All India Radio.**

In supersession of all the previous orders on the subject, the Government of Bombay is pleased to lay down the following revised procedure in the matter of the grant of permission to Government servants under it to broadcast from the All India Radio, viz:-

a) Government servant, except those who are Heads of Departments and offices, who are invited by the All-India Radio to broadcast should apply for necessary permission to their Heads of offices who will be competent to grant the same except when the subject of the talk which the Government servant concerned proposes to broadcast is in any way connected with his official work or is otherwise of a controversial nature. In the latter case the application should be submitted by the Head of Office to the Head of the Department concerned.

b) In the case of Heads of Offices, they should apply for permission to the Heads of their Departments who are competent to grant the permission except when the subject matter of the talk is any way connected with the official work of the officer or is otherwise of a controversial nature. In the latter case, the application should be submitted by the Head of Department to Government.

c) In the case of Heads of Departments they should apply for permission to Government. The Administrative Departments concerned should deal with the application in consultation with the Political and Services Department.

d) Since the authorities of the All-India Radio scrutinize the texts of the talks it is not ordinarily necessary to call for the text of the talks except when the subject matter of the talk is connected with the official work of the Government servant concerned or is otherwise of a controversial nature.

Government is also pleased to direct that applications for permission to broadcast should be dealt with by the authorities concerned as expeditiously as possible.

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**GENERAL STANDING ORDER NO. 312 DATED 8TH FEBRUARY 1958  
BORAD'S SECTION**

**Subject:- Discipline and Appeal Procedure - Inspection of documents - Demand for.**

According to clause 6 (g) of the Discipline and Appeal Procedure which provides for the facility to the accused employee to inspect any documents connected with the enquiry with certain reservations as given therein. Occasions do arise when the required documents are in the offices other than the office where the accused employee is working. This at times results in his undertaking a journey to the office where documents are available for inspection and which gives rise to the question whether the employee should be paid T.A. for such journey. The following amplification as approved by the Board in its Resolution No. 954 dated 14-1-1958 should therefore be added as a note below Regulation 6 (g) of the Employees' Conduct, Discipline and Appeal Procedure.

**Note below Regulation 6 (g).**

"As far as possible the notice served on an employee should be self-contained and should be accompanied by copies of documents which are not confidential and which are considered essential for the person concerned to prepare his explanation. When the employee concerned desires to inspect any proceedings in addition, the authority competent to punish him should decide whether it is really necessary for him to inspect the proceedings. In case, he is satisfied that it is necessary for the employee concerned to inspect them, but copies thereof cannot be supplied to him, he can send the relevant papers to the Officer under whom the latter serves and ask him to inspect them there. In case, however, he finds it inconvenient to send the papers to the other office, he may instruct the employee concerned to come to his office to inspect them. In the latter case, in addition to considering whether it is necessary for the employee concerned to inspect the documents, he should also consider whether the employee cannot prepare the explanation without inspecting the papers, that is, whether it is essential for him to inspect the papers and his defence will suffer for want of papers. In case he is satisfied that it is essential for the employee to inspect the papers, the latter may be allowed travelling allowance for his journey. Otherwise, that is, if he considers that it is not essential for the employee to inspect the papers, he should inform the employee while asking him to inspect the papers in his office, that he will have to travel at his own expense and that he will not be eligible for any travelling allowance."

Any correspondence in this regard should be addressed to the Dy. Secretary (Board).

Sd/- Establishment Officer.

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**GENERAL STANDING ORDER NO. 313 DATED 8TH FEBRUARY 1958.  
ACCOUNTS SECTION**

**Subject:- Payment of Railway Credit Notes Bills in respect of Railway freight payable to Western and South Eastern Railways.**

In view of the fact that a number of consignments in respect of coal and materials have to be cleared practically every day by our offices at Sikka, Shapur, Rajkot, Porbander, Utran, Khaperkheda, Kamptee, Tumsar and Saoner arrangements have been made with Western and South Eastern Railways for the facility of Railway Credit Notes for payment of Railway freight charges in accordance with which these offices are to make out Railway credit Notes and present them to the Railway authorities at these stations instead of paying cash while clearing the consignments.

2. In accordance with the existing delegation of powers, the Officers in charge of the Circle Offices at Rajkot, Porbander, Utran and Nagpur have powers to pay bills upto Rs. 20,000/- only and that bills for higher amounts come to Head Office. As it is now found that the consolidated Railway Credit Notes Bills exceed the amounts authorised for payment by the Executive Engineers in charge of these power stations and also the Superintending Engineers in charge of these Circles, the Board, under its Resolution No. 777 dated 27-11-57 and 919 dated 31-12-57, has authorised the Officers in-charge

of Circle Offices at Rajkot, Porbander, Utran and Nagpur to effect payment in respect of freight charges on supply of coal, stores and equipment at those places by drawing more than one cheque to cover the amount of these bills from the Western and South Eastern Railways with regard to the Railway Credit Notes for the consignments at the places specified in para 1 above whenever the amounts of these bills exceed the present drawing powers of the Circle Officers.

3. Any correspondence in this regard be addressed to the Chief Accounts Officer, Bombay.

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

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**GENERAL STANDING ORDER NO. 314 DATED 11TH FEBRUARY, 1958**  
**For special attention of all field Officers and other staff concerned with**  
**Stores and Stores Accounting.**

Subject:- Annual Physical Stock-Taking as on 31st March, 1958 and submission of Inventories therefor to the Bombay Office, with a copy to the Circle Office.

1. The current financial year of the Board closes on the 31st March, 1958. It is, therefore, necessary to take physical stock of and prepare inventories for:-

1) All Stores-Stock items at each of the main Stores-Centres and Sub-Stores centres held under Stock Suspense Account.

2) All moveable assets held under the Capital Inventories of each division or Power House, separately, for-

(a) Static Machine Tools and Equipment such as Lathes, Drilling & Shaping Machines, Over-head Cranes etc. fixed on foundations.

(b) Portable tools and Equipment including Survey, Measuring, Mathematical, Calibration, Weighing, Testing, Laboratory and Drawing Instruments.

(c) Furniture (Wooden and Steel) including Crockery and Utencils.

(d) Office Equipments such as - Typewriters, Duplicators, Calculating machines, Comptometers, Table Fans, Internal Telephones etc.

(e) Motor Vehicles (Cars & Trucks) and other Transport equipments, (including Jeeps and/or Tractors coupled with Trailors).

(f) Miscellaneous Equipment i.e., any other equipment which may not be conveniently included in any of the above groups.

2. All concerned are requested to carefully read the instructions contained herein and strictly comply with the same.

(a) Supervising Officer shall carry out 100% actual Verification of the Stocks and Capital-Inventory-Items of the Stores-Centres assigned to him and that he shall be responsible for the proper conducting of the above jointly with the field officers, in-charge of the concerned Stores Centre or Sub-Centre.

(b) The Physical count of all Stores and Capital Items, mentioned in Sub-para (1) and (2) of para 1 should be commenced on 24th March, 1958 and completed by the 31st March, 1958. However, if the total number of items to be verified are too many, the Stock-Taking should be continued even after 31st March, 1958 until it is completed.

(c) As far as possible, no issues of Stores and transfers of capital items should be permitted during the period from Monday the 24th March, 1958 till the 31st March, 1958 or later until the Stock-taking is finished, except for emergency. Arrangement should, therefore, be made by all concerned to draw the stores required for the said period, before 24th March, 1958.

(d) Similarly, Stores actually received during the period from 24th March to 31st March, 1958, should be segregated in the Stores-shed (or yard) and not taken into Stock until 1st April, 1958. The S.R. Notes for such items should be prepared on 1st April, 1958. However, a detailed list of the materials received during the above period should be prepared on a separate sheet (proforma attached) as the same will be required for the purpose of closing the account of the year 1957-58 by treating these as "Stores-in Transit" as on 31-3-1958. The supervising officers should insist upon this list being furnished before he leaves the stores centre.

(e) All Stores items should be stacked and arranged properly prior to 24th March 1958 to facilitate convenient and quick physical count thereof. (See further instructions under para 5).

(f) Printed forms of Stock-inventory-Sheets (for Stores & Capital items both) are being sent separately to all the Stores Centres and Sub-Centres. The Stores Stock-Inventory-Sheets should be completed by writing the following details before the 24th March, 1958 utilizing separate sheet or sheets for each group of material:-

(i) Bin Code Numbers arranged Serially (Separately under each group), (Col.1).

(ii) Name and Description of material (Col.2)

(iii) Balance of Stock as per Bin Card on 24th March to be considered as on 31st March, 1958. (Col.4).

All entries shall be in ink (use of ball-pen is permitted). Three or more copies may be prepared-Original to be sent to this office one copy to the circle office and the others for reference of the concerned Stores-Centres and the Division Office.

No erasures are permitted. Corrections should be made by drawing a line across and rewriting the correct figures duly initialled by both the field officer in-charge as well as the Supervising Officer.

(iv) With regard to certain small items such as bolts and nuts, studs, washers, rivets, screws etc., actual count of which may take considerable time, the count may be arrived at by calculation on the basis of the average Nos. per lb./ seer obtained therefrom.

Similarly with regard to items such as conductors (A.C.S.R./Copper) and other items, of which account is kept in length, the quantities should be checked by weighing and calculation.

Entries in Col. (6) indicating "actual stock as counted and verified" should be preferably made by the Supervising Officer himself or at least by a responsible person in his presence and as per his instructions.

After the physical count of Stores and Capital items, in the presence of the supervising Officer, has been taken at each main Stores and Sub-Stores and recorded in the Stock Sheets as per instructions given above, each sheet should be duly signed by the Stock-keeper, the Supervising Officer and the field officer-in-charge responsible for the custody of the stores.

(g) The stock-sheet forms duly completed as above, both for Stores and Capital items should then be sent to the Divisional Offices, if the Stock-Ledgers are kept there, (this must not be delayed beyond 10th April 1958), for filling in the following information:-

(i) Quantity balances as per Stock-ledgers as on 31st March, 1958 (Col.5).

(ii) Average rates as on 31st March, 1958 for each item, after posting the receipts and issues for March, 1958 (Col.12).

(iii) Differences in quantities and values i.e., Col. 8 and 9 and 13 and 14.

(iv) Value of actual (Physical) stock as on 31st March, 1958 (i.e. Col.No. 17).

**N.B.:-** Wherever As. Ps. occur, they should be expressed in decimals of rupees.

(h) Totals of Columns 13, 14 and 17 must be taken and an abstract showing the grand totals of these columns, must also be prepared in the attached form and sent to the Bombay Office along with the Stock-Inventory duly completed as above. This should be signed

by the Store-keeper and field officer i/c.

(i) Differences in quantitative balances Columns 8 and 9 should be thoroughly investigated by the Field Officers-in-charge and a detailed report giving reasons for such shortages and excess sent to the Head Office. This is very essential as the shortages will have to be written off with the sanction of the Board, or other appropriate authority as the case may be.

3. These Stock-Inventories must reach Bombay Office before the 1st June, 1958 - the latest. If, for any special reasons, this is not possible, the Executive Engineer concerned must obtain Chief Engineer's previous written permission for any likely delay in submitting the same, giving reasons therefor.

4. Capital Inventory forms also, after the figures of actual balances are filled in by the supervising officer, should be completed in the Divisional Office and sent to the Head Office not later than 1st June, 1958 (Printed blank forms are being sent separately.)

5. Staff to carry out physical verification:- The work of stock verification (physical count) is to be carried out under the Supervision of the Assistant Engineers and Junior Engineers as per the attached list. The field officers shall give them the assistance or requisite sub-ordinate staff (clerks, mazdoors etc.) for carrying out the above work satisfactorily.

The Executive Engineers and/or Engineers in-charge may, if necessary, engage extra mazdoors for lifting, sorting and arranging the stores properly for the purpose of facilitating the work of physical count, a week or so before as also during the course of actual count.

They should also make necessary arrangements for hiring of weighing Beam-scales/machines, if necessary, for use during stock-taking.

6. Each technical section in the Bombay Office and each division is to spare at least three members of the technical staff (i.e. preferably 2 Junior Engineers and one Assistant Engineer or Deputy Executive Engineer) for the purpose of supervising the work of Stock-taking. A detailed list showing which section has to send the staff to the various Stock Centres is attached. The controlling Officers will please see that they are released on such a day that they will reach their respective Stock-Centres not later than the 23rd March, 1958 evening (nor earlier than 23rd morning). Necessary intimation may be sent, in advance, stating the name and designation of the person who is being deputed with one copy marked to the Chief Accounts Officer at Bombay and one copy of the letter may be given to the person concerned for the sake of official identity. This should be treated as urgent and needful done immediately.

The journey of the staff to be deputed as Supervising Officers for the work of Stock-Taking, shall be on tour basis.

7. It may be that the names of some Stores Centres Sub-centres or Depots might not have been mentioned in the attached list, either through oversight or for information not being furnished to this office or because the same are newly started. In such cases, the officers in charge of the same shall bring this to the notice of the Supervising Officer visiting some other Stores Centre in the former's charge and get the stocks duly verified by the latter.

8. The Supervising Officers shall submit a report to the C.A.O. at Head Office in the attached form (with copy to their (H.Q.) Executive Engineer) after completion of the Stock-taking of the Stores-Centres allotted to them and T.A. & D.A. Bills should only be passed by the various Divisions after such reports are submitted. Disciplinary action will be taken against those who will be found negligent in complying with the instructions contained herein.

All references in this connection should be made directly to the Chief Accounts Officer, Bombay.

Sd/- For Secretary

Encl : 1 list

1. specimen of each form as stated.

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**BOMBAY STATE ELECTRICITY BOARD.**

**List of Stores - Stock Centres and the number of staff to be deputed to act as Supervising Officers**

(Enclosure to G.S.O. No. 314)

dated :- 11th February, 1958)

Sr. No.	Name of the stores or Sub-Centers to be visited	Classification of the Stores - Centers	Approx. number of Bins.	No. of staff to be sent J. Es. A.Es. or Dy. E. Es.	To be deputed by.
1	2	3	4	5	6
<b>Utran Circle</b>					
1.	Utran (O & M)	Main stores	2,500	1 A.E. 1 A.E. 1 J.E.	Sr. E.E.(P&C) Dy.C.E.(S.Z.) "
2.	Bansda (O/M)	" "	300	1 J.E.	Sr. E.E.(P&C)
3.	Gandevi (Const.)	Sub-Stores	200		
4.	Utran "	Main-Stores	600	1 A.E.	Sr. E.E. Sabarmati.
5.	Navsari "	Sub-Stores.	200		
6.	Billimora	"	150		
7.	Bulsar "	"	300	1 J.E.	-do-
8.	Surat "	"	50		
9.	Tapi "	"	200		
10.	Broach-Ankleshwar.	Sub-Stores	50		
11.	Dharampur (O/M)	Main Stores.	500	1 J.E. + Jawhar (See 110 below)	Sr. E.E., Nadiad.
<b>Nadiad Circle.</b>					
12.	Nadiad.	Main-Stores.	700	1 A.E.	Sr. E.E. (Kolhapur)
13.	Anand.	-do-	500		
14.	Pottlad.	-do-	200	1 J.E.	Dy. C.E.(S.Z.)
15.	Baroda.	-do-	600	1 J.E.	Sr. E.E.Sabarmati
16.	Chhota-Udepur.	-do-	400		
17.	Rajpipla.	-do-	700	1 J.E.	Sr. E.E. Kolhapur.
18.	Davgad. Baria	-do-	450		
19.	Santrampur.	-do-	350	1 J.E.	-do-
<b>Sabarmati Circle</b>					
20.	Sabarmati	Main-Stores	450		
21.	Kalol	-do-	250	1 A.E.	E.E. (Utran II Extn.)
22.	Barejadi	-do-	250 (nominal)		
23.	Bavla.	-do-	10		
24.	Deesa.	Main-Stores.	500	1 J.E.	E.E.(O&M) Utran.
25.	Radhapur.	-do-	300		
26.	Himatnagar.	-do-	600	1 J.E.	E.E. (O/M) Utran.
27.	Mansa	-do-	150		
28.	Bhuj	-do-	Information not availa- ble.		
29.	Mandvi.	-do-		1 A.E.	E.E. (")
30.	Nakhatrana.	Sub-Stores	"		
31.	Kandla	"	"		
32.	Mundra				
<b>Rajkot Circle</b>					
33.	Rajkot (Circle : Stores Centre.)	Main-Stores.	"	1 A.E.	E.E. (E&M) Junagadh.

1	2	3	4	5	6
34.	Rajkot (Dvl.Stores Centre.)	"	"		
35.	Kotda Sangni	Sub-Stores.	"	1 J.E.	"
36.	Gondal	"	"		
37.	Virpur.	"	"		
38.	Palitana	Main-Stores	"		
39.	Gariadhar.	Sub-Stores	"	1 A.E.	E.E. Dhoraji.
40.	Talaja	"	"		
41.	Sihor	"	"		
42.	Boatad	Main-Stores.	"		
43.	Gadhoa.	"	"	1 J.E.	E.E. Dhoraji.
44.	Jesdan.	"	"		
45.	Lathi.	"	"		
46.	Lilia.	Sub-Stores.	"		
47.	Rajula.	Main-Stores.	"	1 J.E.	" Porbandar.
48.	Mahuwa	"	"		
49.	Jorawarnagar.	Main-Stores.	"	1 A.E. + Sayla & Chotila.	Sr. E.E., Nadiad. (See 50 & 51 below)
50.	Sayla.	Main-Stores.	Information not availa- ble.	See 49 above.	
51.	Chotila	"	"		
52.	Dharangadhra.	"	"	1 J.E.	Sr. E.E. Nadiad.
53.	Halawad.	"	"		
54.	Lakhtar.	"	"		
55.	Jamnagar.	"	"	1 A.E.	E.E. (E&M) Porbandar.
56.	Dhrol.	"	"		
57.	Jodla.	"	"		
58.	Jamkhambatia.	"	"	1 A.E.	E.E. Shahapur.
59.	Sikka.	"	"	1 J.E.	
<b>Porbandar Circle.</b>					
60.	Shapur.	"	"	1 A.E.	E.E. (Sikka P.II.)
61.	Bhanvad.	"	"	1 J.E.	E.E. Rajkot.
62.	Jamjodhpur.	"	"	1 J.E.	E.E. Surendranagar.
63.	Vadia	"	"	1 J.E.	E.E. Jamnagar.
64.	Amarnagar.	"	"		
65.	Dhoraji	Sub-Stores.	"		
66.	Upleta	"	"		
67.	Junagadh	Main-Stores.	"		
68.	Koshod.	Sub-Stores.	"	1 A.E.	E.E. Surendranagar.
69.	Manawador.	"	"		
70.	Bantwa.	"	"		
71.	Verwal.	Main-Stores.	"	1 A.E.	E.E. Palitana
72.	Talala.	"	"		
73.	Una.	"	"		
74.	Bugasara.	"	"		
75.	Mangrol.	"	"	1 A.E.	E.E. Jamnagar.
76.	Porbandar (E&M)	"	"		

1	2	3	4	5	6
77.	Porbandar (Diesel)	"	"	1 A.E. + Okha See 78 below	E.E. Rajkot.
78.	Okha	Main-Stores	800	See 77 above	
<b>Nagpur Circle.</b>					
79.	Ballarshah	"	Information not available.	1 A.E. 1 J.E.	S.E. Amraoti.
80.	Khaparkheda.	"	"	1 A.E. 1 J.E.	E.E. Aurangabad. S.E. Amraoti.
81.	Nagpur, O/M(South)	"	"		
82.	Wardha.	"	"	1 J.E.	E.E. Aurangabad.
83.	Warora.	"	"		
84.	Nagbhir	"	"		
85.	Nagpur O/M (North) (Kamptee.)	"	"	1 J.E.	S.E. Amraoti.
86.	Tumsar.	"	"		
87.	Katol.	"	"		
<b>Amraoti Circle</b>					
88.	Amravati.	"	"	1 A.E.	S.E. Nagpur.
89.	Akola	"	"		"
90.	Washim	"	"	1 J.E.	
91.	Malkapur.	"	"		Proposed Sub-Stores.
92.	Digras.	"	"		
93.	Paras.	"	"	1 J.E.	E.E. Aurangabad.
<b>Kolhapur Circle.</b>					
94.	Kolhapur.	"	1700	1 A.E. 1 J.E.	Addl. C.E. (N.Z.)
95.	Radhanagri.	"	800	1 J.E.	"
96.	Jaysingpur.	"	100	1 J.E.	Sr. E.E.(Com.)
97.	Islampur.	"	550		
98.	Karad.	"	100		
99.	Chiplun.	"	500	1 J.E.	E.E. Talegaon.
100.	Ratnagiri.	"	650		
101.	Malwan.	"	600	1 A.E. + Vengurla See 102 below	"
102.	Vengurla.	Main Stores.	800	See 101 above	"
<b>Bombay Circle. (H.O.)</b>					
103.	Talegaon.	"	300		
104.	Phaltan	"	250	1 A.E.	E.E. (T&D) Utran.
105.	Bhatgar.	"	150		
106.	Satara.	"	500	1 J.E.	-do-
107.	Wai.	"	350		
108.	Ulhasnagar.	"	300	1 J.E.	-do-
109.	Janjira.	"	300		
110.	Jawhar.	"	200	See 11 above.	
111.	Aurangabad P.H.	"	Information not available		



1	2	3	4	5	6
112.	Nanded.	"		1 A.E.	Sr. E.E. (Stores)
113.	Aurangabad (Rural Electrification Dvn.)			1 J.E.	E.E.(Talegaon)
114.	Dharangaon.	Main-Stores.			
115.	Erandol.	"	600	1 J.E.	Sr.E.E. (Stores)
116.	Parola.	"			
117.	Bombay H.O. Stores Centre.	"	250 + Stationary & Forms.	1 A.E.	Addl. C.E. (N.Z.)

Sd/- For Secretary

N.B.:- This report must be written up and signed by the Supervising Officer before leaving the Stores Centre Visited.

### BOMBAY STATE ELECTRICITY BOARD

Report of the Supervising Officer on completion of the work stock-taking of Stores and Capital items as at 31-3-58.

at \_\_\_\_\_ Centre/Sub-Centre Under \_\_\_\_\_ Dvn./ \_\_\_\_\_ Circle

(Ref: G.S.O. 314 Dated 11th February, 1958.)

- |     |  |                                  |
|-----|--|----------------------------------|
| (1) | Name of the Supervising Officer              | _____                            |
| (2) | (A) Designation :                            | _____                            |
|     | (b) Head quarter:-                           | _____                            |
| (3) | Date of starting the work of physical count: | _____ 1958.                      |
| (4) | Date of completion of the said work :        | _____ 1958.                      |
| (5) | Total number of stores stock items checked:  | _____                            |
| (6) | Total number of Capital items checked:       | _____                            |
| (7) | Special remarks, if any :                    | _____<br>_____<br>_____<br>_____ |

Place: \_\_\_\_\_

Dated Signature of the Supervising Officer

The work of physical count of the Stores-Stock and Capital items has been carried out by the above named Shri \_\_\_\_\_ as above and the relevant Stock-sheets have been handed over to me by him, duly signed wherever necessary.

Place: \_\_\_\_\_

Dated Signature of the Field Officer-in-charge.

Forwarded to the Chief Accounts Officer, Bombay through the \_\_\_\_\_ for information. (Sr. Executive Engineer, \_\_\_\_\_ Division/Circle. (H.O.))

**BOMBAY STATE ELECTRICITY BOARD.**

**Abstract Showing the group-wise and grand total value of the physical stock of stores as at 31st March, 1958. (as per the detailed Inventory sheets attached).**

Division/Circle \_\_\_\_\_ Stores(Centre/Sub-Centre) \_\_\_\_\_ at \_\_\_\_\_

Group No.	Name of Group	Total of value.						Remarks.
		Excess Col. 13.		shortage Col. 14.		Value of actual stock Col. 17.		
1	2	3		4		5		6
		Rs.	NP.	Rs.	NP.	Rs.	NP.	
		G.Total						

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

Store-keeper.

Officer-in-charge.  
Designation: \_\_\_\_\_

Date: \_\_\_\_\_

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**BOMBAY STATE ELECTRICITY BOARD**

Divn:/Circle \_\_\_\_\_

**List of materials received during the period from 24-3-1958 to 31-3-1958 when the normal working of stores was closed for the purpose of annual Stock-taking**

Name of Stores-Centres: \_\_\_\_\_

(List prepared on) Date: \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Date of receiving.	Received from (i.e., name of supplier)	Bin Code No.	Name and description of material received.	Quantity received.	Rate	per	Amount	Remarks.
					Rs.	NP.	Rs.	NP.
Total.								

1. Prepared by: \_\_\_\_\_ 2. Store-keeper: \_\_\_\_\_ 3. Engineer-in-charge: \_\_\_\_\_

4. Countersigned: \_\_\_\_\_ 5. Supervising Officer: \_\_\_\_\_

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**GENERAL STANDING ORDER NO.315 DATED 20TH FEBRUARY, 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Treating the Employees on Regular Establishment of the Bombay State Electricity Board as permanent employees for the purpose of Bombay State Electricity Board Service Regulations.

The Board under its Resolution No.1030 dated 30th January 1958 has decided that unless where it is otherwise specified in individual cases of employees appointed on work-charged establishment, nominal

muster roll or temporary establishment which may hereafter be considered as redundant, or is otherwise repugnant to the context, all the regular employees of the Board as defined in Bombay State Electricity Board Employees' Service Regulation 28A who are appointed or are already borne on regular establishment and who have opted for the Service Conditions of the Board, shall be governed by the Bombay State Electricity Board Employees' Service Regulations as are applicable to permanent employees of the Board.

2. The above decision shall be effective from the date of introduction of the said Regulations but cases of persons who have resigned the service or whose services are otherwise terminated or who have been discharged or dismissed prior to the date of this Resolution by giving terminal notice or by due process of Conduct, Discipline and Appeal Procedure or by terms and Conditions of appointment in individual cases, shall not be re-opened.

3. The above decision shall not be construed and/or applied to the detriment of the employees to whom certain benefits, concessions etc., have accrued or shall accrue as a result of independent decisions that have or may be taken in their cases.

Sd/- Establishment Officer

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**GENERAL STANDING ORDER NO. 316 DATED 20TH FEBRUARY 1958.  
ESTABLISHMENT SECTION**

Subject:- Adoption of General Standing Orders No. 1 to 189.

After the Bombay State Electricity Board was constituted on 1-2-1957, various rules and regulations and procedures were approved by this Board and the decisions taken were circulated for the guidance of all concerned in the form of General Standing Orders. Prior to this, the former Bombay Electricity Board had already issued 189 G.S.Os. The G.S.Os. issued after the new Board was constituted came to be numbered in continuation from 190 onwards. Most of the G.S.Os. which had been issued prior to 1-2-57 and included in the first 189 G.S.Os. were reviewed and reissued either in the form of codified orders or G.S.Os. after 1-2-1957. There are, however, a few G.S.Os. which have remained unapproved specifically by this Board. The question of adoption of these G.S.Os. has been under consideration of the Board for sometime past and it has now been decided under its Resolution No. 1020 dated the 30th January 1958 that pending review of the various General Standing Orders and procedures by the Board in due course, the G.S.Os. numbered 1 to 189 issued by the former Bombay Electricity Board should be deemed to have been operative with the reservation that wherever they are likely to affect the public adversely, the rules and procedures that were operative prior to 1-2-1957 should continue to be operative until they are revised by specific orders of the Board.

Sd/- Establishment Officer

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**GENERAL STANDING ORDER NO. 317 DATED 20TH FEBRUARY 1958  
ACCOUNTS SECTION**

Subject:- Delegation of powers to sign receipts for cash received at distribution Centres headed by Supervisors in Vidarbha Area.

In view of the fact that there are comparatively a few consumers in the Vidarbha area and the distribution Centres are scattered, it would be neither advisable nor economical to instruct the Assistant Engineers to tour the area for the purpose of signing regular receipts. The Board has, therefore, in

partial modification of the powers delegated to the Junior Engineers in regard to signing or receipts over Rs. 50/- upto Rs. 500/- under B.R. No. 2806 dated 16-10-56 (G.S.O.No.149 dt, 30-10-56) has also authorised Supervisors in charge of the distributing Centres in Vidarbha area to sign money receipts upto Rs.500/- under its Resolution No. 970 dt. 14-1-58.

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Establishment Officer

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**GENERAL STANDING ORDER No. 318 DATED 20TH FEBRUARY, 1958**  
(Addendum to G.S.O.No.289)

Subject:- Modifications to Twelfth Schedule-Delegation of Powers "A" 'Creation of Posts.'

Please add Sr. No. "2(3)" below serial No. "2(2)" appearing in the margin of Para 1 of the General Standing Order No. 289 dated 20th December, 1957.

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

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**GENERAL STANDING ORDER NO. 319 DATED 20TH FEBRUARY, 1958**  
**ESTABLISHMENT SECTION**

Subject:- Forwarding of applications of the Board's Employees for posts in Koyna Organisation (Elec.)

Under the Bombay State Electricity Board Employees' Service Regulation No. 159A (j), no employee of the Board is permitted to apply for any post or seek any Service outside the Board without the specific permission of the Board in case of Class I & II Officers and the Chairman in case of Class III & IV staff.

In relaxation of the above restriction the Board under its Resolution No. 1039 dated 30-1-58 has accorded its approval to permit its employees to apply for posts in Koyna Organisation (Elec.) and authorised the Chairman to use his discretion in individual cases of even class I & II employees, in so far as forwarding of their applications for jobs in Koyna Organisation (Elec.) is concerned.

Applications meant for posts in Koyna Organisation (Elec.) should therefore be referred to the Head Office with such recommendations as may be necessary in each case.

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

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**GENERAL STANDING ORDER NO. 320 DATED 7TH MARCH, 1958.**  
**PLANNING & CO-ORDINATION SECTION.**

Subject:- Celebrations for Republic Day 1958.

The Board under its Resolution No. SBR-1040 dated 30-1-58, accorded post facto sanction to the amounts conveyed to the field offices, for celebrations of the Republic Day on 26th January, 1958 as under:-

1) Bombay Office	Rs. 2500/-	(Two thousand and five hundred)
2) Saurashtra Region	Rs. 750/-	(Seven hundred and fifty only.)
3) Vidarbha Region	Rs. 750/-	(Seven hundred and fifty only.)
4) Kutch Region	Rs. 150/-	(One hundred and fifty only.)
5) Marathwada Region	Rs. 200/-	(Two hundred only.)
6) Kolhapur Division	Rs. 350/-	(Three hundred and fifty only.)
7) Nadiad Circle	Rs. 175/-	(One hundred and seventy five only.)
8) Sabarmati Circle	Rs. 150/-	(One hundred and fifty only.)

9) South Gujarat Circle

Total

Rs. 250/- (Two hundred and fifty only.)  
Rs. 5275/- (Rs. five thousand two hundred seventy five only.)

The Board, also decided that for all future occasions of such national celebrations, the allocation should be revised and based as under:-

1) Bombay Office	Rs. 2500/-	(Two thousand and five hundred)
2) Circle office (S.E. or Sr. E.E. or P.H.S.)	Rs. 300/-	(Three hundred) each.
3) Divisional Office	Rs. 100/-	(One hundred) each.

Whenever a particular divisional office is situated in the same premises as Superintending Engineer's, Senior Executive Engineer's office or Power House Superintendent's office no separate provision need be made for such divisional offices. The internal allocation of the sanctioned amounts may however be decided by the Superintending Engineer or the Senior Executive Engineer in-charge of the Circle depending upon the actual requirements of each division or diesel power houses, sub-stations etc. under his control.

The above decisions of the Board are in supercession of the previous resolutions conveyed to the field in the past. Any correspondence on the subject should be addressed to Sr.E.E. (P&C).

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

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**GENERAL STANDING ORDER NO. 321 DATED 7TH MARCH, 1958**

Subject- Administrative set-up of the Board in the mofussil areas and in the Head Office.

The Board vide Resolution No.1003 of 15-1-1958 has taken decision regarding the Administrative set-up of the Board in the mofussil and in Head Office with a view to greater administrative efficiency by a greater measure of decentralisation of the Board's functions than hitherto.

The main features of the revised set-up are

- (1) There shall be a Chief Engineer for the entire organisation.
- (2) The Chief Engineer will be assisted by two Jt. Chief Engineers each of whom will be in charge of a Zone. The Head quarters of the Jt. Chief Engineers will be in the Zones themselves and not in the Head Office.
- (3) The Jt. Chief Engineers shall be responsible to and will be directly under the control of the Chief Engineer.
- (4) All submissions by the Jt. Chief Engineers to the Chairman and through him to the Board, shall invariably be through the Chief Engineer in respect of technical matters and through the Secretary in respect of non-technical matters.
- (5) There shall be two Zones - North Zone and East Zone. North Zone shall comprise areas of Gujarat, Saurashtra and Kutch. The Head Quarters of the North Zone shall be at Ahmedabad (Sabarmati). The East Zone will comprise Vidarbha, Marathwada and Khandesh Districts with Head quarters at Nagpur.
- (6) Each Zone will be under the charge of the Jt. Chief Engineer.
- (7) Areas not covered by the aforesaid Zones will be controlled from the Head Office.
- (8) The Chief Engineer in the Head Office will be assisted by a Superintending Engineer (Technical) who will be in charge of Planning and Project, and 3 Executive Engineers.
- (9) The Superintending Engineer (Civil) will continue to have his Head Quarters in the Head Office and will be under the Chief Engineer as at present, and will be connected with all Civil Works in all the areas under this Board.

(10) To ensure proper functioning of the Zonal arrangements, it has been decided to associate a Member of the Board that will be nominated by it (the Board) for the purpose at the Zonal Head Quarter in the disposal of the local functions, such as selection of candidates for local posts upto a prescribed level by selection panels, with which the Members will be associated, purchase of spare parts, placing of orders on rate contract, purchase of furniture and stationery, placing of orders for printing of forms, purchase of tools and Hardwares, acceptance of lowest tenders for works contracts and stores Purchase upto the prescribed limits, attending to complaints from the public, the press, etc. and service connections (street lights, service connections for agricultural and other consumers subject to the standards prescribed), all within the frame work of the Board's policies and principles prescribed in this behalf.

(11)

- (a) All policy matters,
- (b) all expenses on capital works,
- (c) creation of new posts,
- (d) sanctions for purchases and works contracts and technical sanctions above the prescribed limits,
- (e) All Commercial activities including rates tariffs and conditions of supply and negotiations with licensee and H.T.Consumers,
- (f) Planning Coordination and Projects,

and not covered by the delegations as in Para. (10) shall be matters to be decided in the Head Office i.e. by the Secretary, Chief Engineer or Chairman according to the powers delegated, or by the Board as the case may be.

(12) Budget proposals for new capital works in the respective Zones and staff proposals etc. desired to be included in the budget estimates, should however, be submitted by the Zonal offices for the consideration of the Board.

(13) Besides the normal executive functions of the Jt. Chief Engineer as officer in charge of the respective Zones, the functions prescribed hereunder shall be discharged within the Zone to ensure an effective degree of decentralisation within the powers delegated :-

- (a) Selection of candidates of local posts and other staff matters within the scope of the delegations,
- (b) Stores purchases within the authorised limits,
- (c) Works Contracts within the authorised limits,
- (d) Extention of lines within the sanctioned villages,
- (e) Service connections for agricultural, domestic and industrial purposes according to the prescribed standards,
- (f) Supervisory check on financial matters and payments for works, Stores, wages and salaries in the Zone,
- (g) Accounts and Audit,
- (h) Public relations.

All the aforesaid functions are also to be discharged by the Divisional and Circle Offices within the scope and limits of powers generally and specifically delegated by the Board in this behalf.

(14) Selection panels shall consist of

- (a) One Board Member nominated by the Board for the purpose, to be Chairman of the Selection Committee,
  - (b) Jt. Chief Engineer of Superintending Engineer as the case may be, and
  - (c) One Class I technical officer,
- to be Members of the Selection Committee.

In the case of non-technical posts, one class II non-technical Officer may be co-opted. If a Member cannot attend, the Jt. Chief Engineer will be the Chairman. If the Jt. Chief Engineer is not in a position to attend, he may nominate the Senior-most technical Officer available.

(15) All appointments, promotions and transfers of employees within the Zone, the minimum of whose scale is below Rs. 150/-, should be done by the Zonal Offices or the Circle Offices as the case may be. Cases in respect of these employees need not be referred to the Head Office. All appointments, promotions and transfers, the minimum of whose pay scale is Rs. 150/- and above shall be dealt with by the Head Office.

(16) Normal increments and leave shall, in all cases of class II employees, be done by the Jt. Chief Engineer and those of Class III and IV will be by the Circle Officer, in charge of the Circle. In the case of Class I Officers, increments and leave cases should be submitted to the Head Office for sanction by the appropriate authority.

(17) Casual leave may be granted by the Jt. Chief Engineer for all Class I Officers in the Zone and the Officer in charge of the Circle or Division or Sub-Division shall be competent to grant casual leave to employees of Class II, III and IV. Jt. Chief Engineers and Superintending Engineers or Sr. Executive Engineers in charge of Circles should apply to the Chief Engineer for casual leave (Superintending Engineers and Sr. Executive Engineers through the proper channel.)

(18) Crossing of efficiency bar shall be by the appointing authorities.

(19) Any representations and appeals from any Members of the staff regarding leave, promotion, appointment, transfer, increment etc., or in respect of crossing of efficiency bar in the case of Class IV and Class III employees, minimum of whose pay scale is below Rs. 150/-, shall be submitted to the Jt. Chief Engineer who may decide these cases. However, any representations or appeals pertaining to disciplinary action should be decided by the Jt. Chief Engineer in consultation with the Member. Representations and appeals from other categories of employees should be submitted with the comments of the Jt. Chief Engineer to the Head Office for disposal by the Competent Authority.

(20) Lowest tenders of upto Rs. 25,000 may be accepted by the Jt. Chief Engineer for materials required locally or spare parts etc. Acceptance of tenders upto Rs. 50,000/- including tenders which are not the lowest shall be by the Tender Committee consisting of-

- (1) Board Member (Chairman).
- (2) Jt. Chief Engineer.
- (3) One Class I Technical Officer ] Members.

In case, the Board Member cannot attend, the Jt. Chief Engineer shall be the Chairman of the Tender Committee and he shall nominate another Class I Technical Officer to make up the Tender Committee of three.

(21) For works contracts, the limit is fixed at Rs. 50,000/- per unit if lowest, in favour of Jt. Chief Engineer. Acceptance of any tender upto Rs. 1,00,000/- including those not the lowest shall be by the aforesaid Tender Committee but a report should invariably be submitted to the Head Office whenever a Tender other than the lowest is accepted.

(22) The Jt. Chief Engineer shall have powers to authorise payments for the orders for supplies or for Works Contracts placed by him within the authority delegated to him either under his own powers or with the approval of the local Tender Committee. For larger value of Bills, the same shall be submitted as hitherto to Head Office for payment through the Chief Engineer after necessary audit. Also all final Bills of Works Contracts placed with the approval of the Head Office shall be submitted for payment to the Head Office after necessary audit.

(23) In respect of orders other than those on Rate Contracts of the D.G.S. & D., the payments shall be authorised by the Jt. Chief Engineer for all orders placed from the Zonal Office as per the delegations provided. In respect of the Bills for supply under D.G.S. & D. Rate Contracts, however, the necessary Bills shall be submitted to the Head Office irrespective of the amount to enable the Head Office to make deposits the D.G.S. & D. as a "post deposit party." It is necessary to restrict operation on the Rate Contract as a "post deposit party" from the Head Office only. The Jt. Chief Engineer, will, however place orders on the Rate Contract and sign the same "for Chief Engineer" who is accepted as the "direct demanding Officer under post deposit party."

(24) Wages and salaries shall be paid by the respective Zonal, Circle, Divisional or Sub-Divisional Offices as the case may be, in respect of the staff working in the respective Units.

(25) Bills not within the powers of payment of the Circle Offices, but within the powers of the Jt. Chief Engineer will be approved, audited and passed for payment and forwarded to the respective Circle Offices for payment. The Jt. Chief Engineers will not be disbursing Officers except for incidental expenses of their own offices including establishment, for which they will be provided with a current Account in the State Bank of India.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 322 DATED 15TH MARCH, 1958.  
PLANNING & COORDINATION SECTION.**

**Subject:- Village Electrification works. Amplification of Delegations of giving service connections under the ---**

The Board considered the powers delegated to the field officers in respect of service connections for agricultural and domestic purposes vide item B on page 2 of the G.S.O.No. 254 dated 25th September 1957 which provides powers for giving extensions to service lines upto a limit of Rs. 75,000/- (Seventy-five thousand only). As it was felt that the demand for service connections was likely to increase, necessitating extensions being granted beyond the limit of Rs. 75,000/- (Seventy-five thousand) the Board under its Resolution No. 977 dated 14th January 1958 decided to amplify the delegation of powers to provide for the same as under:-

Chief Engineer/Additional Chief Engineer.	Rs. 1,00,000/-
Chief Engineer/Additional Chief Engineer in consultation with the Chairman.	Rs. 2,00,000/-

The delegation as amplified will read as under:-

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 Rs.	Total value of extension Rs.
Executive Engineer.	10,000/-	50,000/-
Sr. Executive Engineer.	15,000/-	60,000/-
Superintending Engineer.	20,000/-	75,000/-
Chief Engineer/Additional Chief Engineer.	---	1,00,000/-
Chief Engineer/Additional Chief Engineer in consultation with the Chairman.	---	2,00,000/-

Works beyond the total value of extensions within 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.

Any correspondence on the subject should be addressed to the Chief Engineer.

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

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**GENERAL STANDING ORDER NO. 323 DATED 15TH MARCH, 1958  
ESTABLISHMENT SECTION.**

Subject:- Absence from duty of two representatives of the Employees' Union, Utran for attendance in the Industrial Court, Bombay- treating of the - as on duty.

In accordance with the Board's Resolution No. 1010 dated the 30th January 1958, absence from duty of any two employees who are Union representatives and who attend the Court hearing in respect of the Reference made by that Union against the Bombay State Electricity Board should be treated as on duty only in respect of the days the hearing takes place and subject to the conditions of their informing their departmental head about their absence in advance.

The expression "Court hearing" shall relate to the Reference against the Bombay State Electricity Board made by the Union of which the two employees are representatives and shall also mean the date on which the parties to a dispute are summoned in the Court for hearing of the Reference and such other dates to which the Reference may be adjourned for hearing.

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

*(Please also connect G.S.O.514)*

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**GENERAL STANDING ORDER NO. 324 DATED 24TH MARCH, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to instal telephones.

In accordance with the Board's Resolution No. 1086 dated the 27th February 1958, Chief Engineer is delegated with powers to sanction office telephones or extensions, in the Head Office and in the mofussil offices after ascertaining essentiality of the same. Similarly Chairman has been delegated with powers in regard to the residential telephones for the Officers of the Board.

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

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**CORRECTION SLIP NO.178 DATED 1ST JULY 1979  
(TO G.O.18 (P) 28-5-63)**

By its Resolution No.1844 dated 14-6-1976 the Board accorded its approval for the revised delegation of powers in respect of the Service Regulations, the Seniority Regulations, the General Standing Orders and the General orders, as appended in the enclosed statement.

2. The Board further accorded its approval for the allotment of work pertaining to the general administrative matters/powers in respect of Civil to the Technical Member (I) and in respect of Stores to the Technical Member (II).

3. The Board also accorded its approval to give effect from 23-9-75 to the delegation of powers contained in Eleventh Schedule, Sr.No.31 (a) under Note 3 below SR 20 of the Employees' Service Regulations regarding grant of overtime to Vehicle Drivers//Cleaners.

Encl:- 1 Statement

Sd/- Secretary

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**Pick of the relevant portion a Statement appended to  
Correction Slip No.178 dt.1-7-1976 (To GO-18 (P) dt.28-5-1963)**

Regulation No.	Subject	Competent	Authority
G.S.O. 324 dt. 24-3-58	Telephones at the residence of the Officer of the Board.	i) Sanction of residential phones to Board's Officers in the field. ii) -do- in H.O.	Deptl.Head Admn/Accts.-A.M. Tech-TM concerned.

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**CORRECTION SLIP NO. 1 DATED 4-11-1977  
(TO G.S.O. 324 DT. 24.3.1958)**

By its Resolution No. 727 dt. 11.10.77 the Board referred to its earlier resolutions No. 1086 dt. 27.2.58 and 1844 dt. 14.6.76 and accorded its approval to the revised delegation of powers as under:-

- |  |   |   |
|--|---|---|
| 1. Sanction of telephone at the residence of the Officers of the Board in H.O. & field | i. Technical -                                | T.M. concerned in consultation with A.M.  |
|  | ii. Non-Tech. -                               | A.M. in consultation with T.M.  |
| 2. Sanction of office telephone or extensions.   | i. In the field.                              | C.E. concerned.   |
|  | ii. In the H.O. (for other than Deptl. Heads) | - Deptl. Head in consultation with the D.O.F.   |
|  | iii. For Deptl. Heads.                        | Tech - T.M. concerned in consultation with A.M.<br>-Non Tech-<br>A.M. in consultation with T.M. |

The Board further directed that the sanction in this behalf will be given after ascertaining essentiality of the same. Particularly sanction of telephones at the residence of the Board's officers would be given not on the consideration of the status of the Officers but only on the basis of absolute requirement for Board's work.

Sd/- Secretary

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**CORRECTION SLIP NO.2 DATED 2-2-1979  
(TO GSO DT. 24-3-1958)**

By its Resolution No. 1392 dt. 28-12-1978, the Board accorded its approval to the revised delegation of powers for sanction of residential Telephones to Board's Officers as follows:-

- |         |  |  |
|---------|--|--|
| (i) (A) | Sanction of Telephone at the residence of S.E./Sr.P.S.S. and above in Head Office. | - For Tech.Officers T.M. concerned in consultation with A.M.<br>- For Non-Tech.Officers A.M. in consultation with T.M. |
| (B)     | Sanction of Telephone at the residence of S.E./Sr.P.S.S. and above in the field.   | - The concerned Officer is competent to accord sanction for his residential Telephone.                                 |
| (ii)    | Other Officers below the rank of S.E.  | - For Tech.Officers T.M. in consultation with A.M.<br>- For Non-Tech. Officer A.M. in consultation with T.M.           |

Sd/- Secretary

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**CORRECTION SLIP NO.3 DATED 9.9.80  
(to G.S.O. 324 dt. 24.3.1958)**

By their Resolution No.642 dt. 19.7.80, the Board reviewed the existing delegation of powers in the matter of sanction of Telephone at the residence of the officers of the Board as prescribed under G.S.O. 324 dt. 24.3.58 and authorised the Member (Admn.)/Secretary to carry out consequential changes in the said General Standing Order.

Pursuant to the above, the existing delegation of powers in the matter of sanction of Telephone at the residence of the officers of the Board is hereby modified to read as follows:-

- |        |   |   |
|--------|---|---|
| i) (A) | To sanction Telephone at the residence of SE/Sr.PSS and above in Head Office. | i) For Technical Officers TM/TD concerned in consultation with AM & Member (Admn.)<br>ii) For officers of the Accounts Deptt.- A.M. in consultation with T.M. & Member (Admn.)<br>iii) For officers of the GAD-Member (Admn.) in consultation with AM & TM. |
| B)     | To sanction Telephone at the residence of SE/Sr. PSS and above in the field.  | No change.  |

- ii) To sanction Telephone to other officers below the rank of S.E.
- i) For Technical Officers-TM/TD concerned in consultation with AM & Member (Admn.)
- ii) For officers of Accounts Deptt. A.M. in consultation with TM & Member (Admn.)
- iii) For officers of the GAD-Member (Admn.) in consultation with AM/TM.
- Sd/- Member (Admn.)/Secretary.

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**GENERAL STANDING ORDER NO. 325 DATED 24TH MARCH, 1958  
BOARD'S SECTION.**

Subject:- Delegation of powers to the Chairman for creation of posts.

Attention is invited to the Twelfth Schedule 'A' - "Creation of Posts" appended to the Service Regulations (vide G.S.O.No. 254 dated 25-9-57) which include among other things delegation of powers to the Chairman to create temporary posts in Class III & IV for a period of 6 months and Class II posts for 3 months included in the budget estimates on the recommendations of the Sectional Head. In view of the fact that in the budget estimates provision has been made in certain cases, the aforesaid authority granted to the Chairman becomes inoperative. In view of this, the Board in its Resolution No. 1118 dated 27-2-1958 has authorised the Chairman to create temporary posts in categories of Class II, III and IV for a period not exceeding 4 months in case such posts are not specifically sanctioned in the Budget, subject to ex-post facto approval of the Board in respect of such posts which are to be continued on regular or temporary establishment for a period exceeding 4 months.

Any correspondence in this behalf should be addressed to the Deputy Secretary (Board).

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

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**GENERAL STANDING ORDER NO. 326 DATED 24TH MARCH, 1958.  
BOARD'S SECTION.**

Subject:- General Provident Fund.- Facility of contribution to the- sought by the Vidarbha staff.

1. Following the decisions of the Board contained in its Resolution No.1098 dated the 27th February 1958, the employees of the former Madhya Pradesh Electricity Board who have opted for the Bombay State Electricity Board's Service Regulations and who were governed by the Pension-cum-Gratuity Rules and subscribing to the former M.P. Electricity Board's General Provident Fund at the time of joining the service of this Board and in whose case deductions have been made continuously without break after joining the service of this Board should be permitted to continue to subscribe to the General Provident Fund the same amount which they were contributing at the time of their joining the service of the Board subject to the following conditions.

- (i) That this facility will continue only as long as they are governed by the pension-cum-gratuity rules and that it will cease to be operative as soon as they choose to come under the Board's C.P.F.Regulations.
- (ii) That the Board shall have no responsibility for securing in favour of such employees, any exemption from Income Tax Liabilities nor for getting exemption from Civil Attachment.

(iii) That in other matters, the fund will be subject to the same rules as were applicable prior to their joining the service of this Board.

2. The employees specified in para 1 above and who desire to discontinue to subscribe to the General Provident Fund should apply in the specimen form herewith attached to the respective Superintending Engineer in charge of the Circles to return to them the final balances of G.P.Fund from the Board's Funds (without waiting for the balances to be transferred to this Board by the M.P.Board).

3. The Board under the Resolution referred to in para 1 above, has authorised the Superintending Engineer, Nagpur and Superintending Engineer, Amraoti to return the balances to such employees who apply to them in the form and in the manner indicated above after verifying the balance to the credit of the concerned employee and after due scrutiny and audit.

4. Any correspondence in this regard should be addressed to Deputy Secretary (Board).

Encl:- As above.

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

Place:- -----  
Dated:- -----

To,  
The Superintending Engineer,  
Bombay State Electricity Board,  
----- Circle,  
-----

Subject:- Withdrawal of G.P. Fund balance to my credit.

Sir,

I was subscribing to the former M.P. Board's General Provident Fund, under account No. -----, as it was permissible to me, being an employee governed by that Board's Pension-cum-Gratuity Scheme.

2. (As I have now opted for the Bombay State Electricity Board's Service Regulations)/For reasons of my own, I now voluntarily desire to discontinue subscribing to the said G.P.Fund and also wish to withdraw the entire amount standing to my credit in that account, together with interest as admissible under the said Board's rules and regulations governing the said G.P.Fund.

3. You have informed me that the accumulations in the said G.P.Fund are at present held by the present M.P. Board which has succeeded the former M.P. Board and the amount representing the accumulated balances in the said fund in respect of the subscribers who have since joined the services of the Bombay State Electricity Board have not yet been transferred to the Bombay State Electricity Board, together with accounts sheets showing the balances at credit on 31-3-1957.

4. I request you please to obtain the necessary particulars from the M.P. Electricity Board and refund the amount indicated in para 2 above to me. I agree that, if any error is noticed later in the calculation of the amount refunded to me, the excess amount which might have been paid to me may be deducted from my salary or from any other amount due to me by the Board and I hereby authorise you to do so.

Yours faithfully,

Signature:------

Name ----- Designation:------

Through:- ----- (Controlling Officer)

Designation: -----

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**GENERAL STANDING ORDER NO. 327 DATED 31ST MARCH, 1958  
ACCOUNTS/COMMERCIAL SECTION.**

Subject:- Delegation of powers for fixing the price of publications of the Board of the nature of Administration Reports, Service Regulations, Accounts Code etc.

Authority:- B.R. No. 1099 dated 27-2-1958.

Item.	Officer authorised to fix the price, etc.
1) To fix the sale price of publication to public.	Secretary.
2) Free supply to other Boards, Govt. or quasi-Govt. or organisations at their request.	Secretary.

**NOTE:-** Sale of Board's publications other than Accounts Code to the staff will be made at 50% of the value fixed. Sale of Accounts Code to the staff at 75 N.P. per volume or Rs.3/- for complete set of 5 volumes inclusive of sales tax.

2. The Board under its Resolution No. 1089 dated 27-2-58 has also accorded post facto sanction to the booklets of conditions of supply and rates issued free by the Commercial Section uptill now.

The Board further decided that hereafter also, such booklets may be issued free of cost by officers not below the status of an Executive Engineer.

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

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**GENERAL STANDING ORDER NO. 328 DATED 7TH APRIL, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to the Chairman for creation of posts.

Please substitute G.S.O.No.325 dated 24-3-1958 to read as under:-

As in the budget estimates lump sum provision has been made in certain cases, the powers delegated to Chairman under Twelfth Schedule A- "Creation of Posts" appended to Service Regulations vide G.S.O.No. 254 dated 25-9-1957, to create temporary posts in Class III and IV for a period of 6 months and Class II posts for 3 months on the recommendations of the Sectional Heads becomes inoperative as these powers are subject to the posts having been included in the budget estimates.

In view of it, the Board reviewed the position and under its Resolution No.1118 dated 27-2-1958 authorised the Chairman to create temporary posts in categories of Class II, III & IV for a period not exceeding 4 months, in case such posts are not specifically sanctioned in the budget. Further, if such posts are to be continued on regular or temporary establishment for a period exceeding 4 months ex-posto approval of the Board would be necessary.

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

\*\*\*

**GENERAL STANDING ORDER NO. 329 DATED 7TH APRIL, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Authority competent to grant overtime to Employees.

The Board referred to Sr.No.5 (b) in the Sixth Schedule of the Bombay State Electricity Board Employees' Service Regulations wherein the Executive Engineer is authorised subject to the concurrence of the Superintending Engineer of the Circle to grant overtime allowance to the employees; and decided under its Resolution No.1079 dated 27-2-1958, that the power of the Superintending Engineer of according concurrence for the payment of the Bill be exercised by the officer-in-charge of the Circle at such

of the places where there is no Superintending Engineer's post.

Suitable remark should, therefore, be made at Sr.No.5 (b) in the Sixth Schedule of the Bombay State Electricity Board Service Regulations.

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

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**GENERAL STANDING ORDER NO. 330 DATED 14TH APRIL, 1958  
ESTABLISHMENT SECTION.**

Subject:- Travelling allowance to Board's employees for attending interviews.

In supersession of the orders contained in G.S.O.No.40 dated 2-1-1956 and No.81 dated 27th March 1956, it has been decided by the Board under its Resolution No.1197 dated 25-3-1958 that the Board's employees who are called for interview at the Head Office or any of its offices where interviews are held, be held eligible for the fares of the class of accommodation to which they are normally entitled in trains, steamer, bus etc. under the T.A.Rules of the Board as for a journey performed in the interest of work; the absence from the headquarters on such occasions being treated as on duty as heretofore.

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

\*\*\*

**GENERAL STANDING ORDER NO. 331 DATED 14TH APRIL, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to sanction equipment and outfit allowance and incidental expenses to Board's officers.

Authority.	Nature of powers.	Limit.	To whom delegated.	Remarks.
B.R.No. 1185 dated 25-3-1958	(a) To sanction equipment & outfit allowance to senior officers of the Board whenever deputed abroad for specific assignment on behalf of the Board.	Not exceeding Rs. 750/- (lump sum).	Chairman.	Sanction is subject to the fact that this allowance or incidental expenses are not covered in the contractual obligations agreed upon by the contractor or firm.

(b) To sanction Not Chairman.  
 incidental expenses exceeding  
 to the senior Rs. 15/-  
 officers of the perday  
 Board whenever  
 deputed abroad  
 for specific assign-  
 ment on behalf  
 of the Board.

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

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**GENERAL STANDING ORDER NO. 332 DATED 14TH APRIL, 1958.  
 ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to Chairman.

Authority.	Powers to whom delegated.	Nature of powers.	Limits.
B.R.No. 1221 dated 25-3-1958.	Chairman.	To sanction expenditure towards celebrations of power house Anniversary and annual sports.	An amount not exceeding Rs. 1,000/- (one thousand) for each such occasion.

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

\*\*\*

**GENERAL STANDING ORDER NO. 333 DATED 14TH APRIL 1958.  
 ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to shift/fix headquarters of a Sub-Division.

Authority.	Nature of powers.	To whom delegated.
B.R.No. 1166 dated 25-3-58.	To accord permission to fix/shift the headquarters of a sub-division according to the administrative convenience.	Chairman in consultation with the Chief Engineer.

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

\*\*\*



**GENERAL STANDING ORDER NO. 334 DATED 19TH APRIL, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Terms and conditions for providing facilities for practical training to the Engineering students of the various Engineering Colleges and Institutions in the Schemes and projects of the Board.

I.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.1222 dated 25-3-58.	To consider requests received from the Engineering Colleges and Institutions for affording facilities for practical training to the candidates in the schemes and Projects of the Board.	Chairman in consultation with the Chief Engineer.	Subject to terms and conditions laid down in II below and provided further that there is no financial liability to the Board in connection with the training facilities.

II. The Board in the aforesaid Resolution approved the following terms and conditions for affording facilities for practical training to the candidates in the Schemes and Projects of the Board.

- i) The trainees shall be entertained as 'unpaid apprentices' and consequently their employment in the Board shall not carry with it any remuneration.
- ii) The entire cost of training shall be borne by the trainees themselves.
- iii) The Bombay State Electricity Board shall have no liability for accidents etc., during the period of their training.
- iv) The trainees shall abide by the rules and discipline prescribed by the authorities of the Board from time to time.
- v) The trainees shall make their own arrangements for residential accommodation or boarding and lodging etc.
- vi) The Board shall be free not to accept a candidate for training without assigning any reasons, if in the opinion of the Secretary or the Chief Engineer, the candidate is considered unsuitable.

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

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**CORRECTION SLIP NO.1 DATED 13-7-1977  
(To G.S.O. 334 dated 19-4-1958)**

By its Resolution No.518 dated 13-6-1977, the Board referred to its earlier resolution No.1222 dated 25-3-1958 and accorded its approval to delegate Powers to the Technical Member (Gen.) and Technical Member (T&D) as the case may be, to consider requests received from Engineering Colleges and Institutions for

affording facilities for practical training to their students in the schemes and projects of the Board, subject to the terms and conditions laid down in the original Board's resolution and provided further that there is no financial liability to the Board in connection with the training facilities.

Sd/- Secretary.

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**CORRECTION SLIP NO. 2 DATED 6-4-1978  
(TO G.S.O. 334 DT. 19.4.1958)**

The Board referred to its earlier resolution No. 1222 dt. 25.3.58 & 518 dt. 13.6.77 and by its resolution No.887 dt. 28.2.78 read with resolution No. 917 dt. 7.3.78 has accorded its approval to delegate powers to the Chief Engineer concerned in the field to consider the requests received from Engineering Colleges and Institutions for affording facilities for practical training to their students on the Projects and facilities of the Board on the terms and conditions laid down in the original Board resolution which are reproduced below, and provided further that there is no financial liability to the Board in connection with the training facilities.

- (i) The trainees shall be entertained as 'unpaid apprentices' and consequently their employment in the Board shall not carry with it any remuneration.
- (ii) The entire cost of training shall be borne by the trainees themselves.
- (iii) The Board shall have no liability for accidents etc. during the period of their training.
- (iv) The trainees shall make their own arrangements for residential accommodation or boarding and lodging etc. The trainees shall abide by the rules and discipline prescribed by the authorities of the Board from time to time.
- (v) The Board shall be free not to accept a candidate for training without assigning any reasons, if in the opinion of the Secretary or the Chief Engineer, the candidate is considered unsuitable.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO. 335 DATED 23RD APRIL, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Rates of Dearness Allowance for employees on work-charged establishment.

The Board under its Resolution No.1162 dated 25-3-1958 has decided that the rates of Dearness Allowance as sanctioned by the Board for staff borne on the regular establishment under its Resolution No.314 dated 10-7-1957 as communicated under G.S.O.No.226 dated 26-7-1957 should also be made applicable to the monthly rated work-charged staff in all the integrating areas with effect from 1-6-57.

It has further decided that the position with regard to Dearness Allowance in respect of work-charged staff prior to 1-6-1957 should remain as it was under the previous administrations.

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

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**GENERAL STANDING ORDER NO. 336 DATED 23RD APRIL, 1958.  
ACCOUNTS SECTION.**

- Subject:- (i) Delegation of powers to Chairman in respect of revenue collection.  
(ii) Revenue collection work in villages around Wardha.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.1106 Dt.27-2-58.	To approve of any proposal for entrusting Revenue Collection work to the Branches of Banks approved by the Board under Administration of Funds and Properties Regulations.	Chairman.	Provided the terms are the same for similar work being done at other places by their main offices.

Approval is also accorded in the B.R. referred to above that the revenue collection work of the rural villages around Wardha should be entrusted preferably to a co-operative bank if available at Wardha or to the Bank of Nagpur at Wardha which is one of the Banks already approved by the Government under Administration of Funds and Properties Regulations at the rate of two annas per bill, with the usual condition of termination of the arrangement with notice of 3 months on either side.

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

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**GENERAL STANDING ORDER NO. 337 DATED 6TH MAY, 1958.  
ESTABLISHMENT SECTION.**

- Subject:- Delegation of powers of Chief Internal Auditor to Shri J.P.Moolay, Officiating Joint Chief Internal Auditor.

In accordance with the Board's Resolution No.1308 dated the 14th April 1958, Shri J.P.Moolay, officiating Joint Chief Internal Auditor should be in charge of the Internal Audit Section as from the date Shri R.V.Trivedi is transferred to Nagpur, and exercise and perform all the powers and functions which have been delegated to the Chief Internal Auditor, Bombay, till such time as the regular incumbent of that post resumes its charge in Bombay.

2. Under the same resolution Board also decided that in future in the absence of Chief Internal Auditor his powers should be exercised by the Joint Chief Internal Auditor.

Sd/- for Secretary.

\*\*\*

**GENERAL STANDING ORDER NO. 338 DATED 10TH MAY, 1958.  
ACCOUNTS SECTION.**

- Subject:- Maximum amount of cash to be retained in the Division at any time - Delegation of powers in respect of-

Occasions may arise when the prescribed limits of cash to be kept at the Head Office, Circle Offices, Divisional Offices and Sub-Divisional Offices as specified in G.S.O.No.154 dated 5-11-56 read with G.S.O.No.156 dated 24-11-56 are likely to be exceeded for unavoidable reasons requiring condonation of the irregularity by a Competent Authority. The Board has, therefore, delegated powers to the undermentioned officers under its Resolution No.1279 dated 14-4-58 to condone the cases of prescribed cash limits being exceeded.

Authority.	Nature of powers.	To whom delegated.	Jurisdiction.
B.R.No.1279 dt.14-4-58.	To condone the occasions when the cash limits to be kept in a unit as specified in G.S.O. No.154 and G.S.O.No.156.	Secretary.	Head Office with Head Cashier.
	-do-	Joint Chief Engineer of the respective Zones.	All Circles Divisional & Sub-Divisional offices within the administrative control of a Zonal Office.
	-do-	Chief Engineer.	All other offices not coming under the administrative control of any Zonal Offices and other cases in the field.

2. In the same Resolution, the Board also condoned the past cases wherein prescribed cash limits have been exceeded.

3. Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- for Secretary.

\*\*\*

**GENERAL STANDING ORDER NO. 339 DATED 15TH MAY, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Taking of peons on tour by officers-exception to note 1 below Bombay State Electricity Board Employees' Service Regulation No.94.

In accordance with the Board's Resolution No.1350 dated 2nd May 1958, the following explanatory note should be added immediately after Note 1 below Bombay State Electricity Board's Employees' Service Regulation 94.

Explanatory note below note 1 under B.S.E.B. Employees' Service Regulation No.94.

"The above restrictions shall not apply in case of Class I Officer. He may at his discretion take a peon on tour if his attendance is absolutely necessary."

Sd/- for Secretary.

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**GENERAL STANDING ORDER NO. 340 DATED 15TH MAY, 1958.  
ESTABLISHMENT SECTION.**

Subject:- (i) Selection of w.c. and N.M.R. employees for appointment on the regular establishment.  
(ii) Modification to Twelfth Schedule-Delegation of powers-A-Creation of posts - G.S.O.No.289 dated 20-12-57.

In order to facilitate absorption of W.C. and N.M.R. employees on regular establishment by the Competent Panels as envisaged in General Standing Order No.289 dated 20-12-57, the Board under its Resolution No.1342 dated 2-5-58 has delegated powers to the undermentioned officers, on conditions as laid down below:-

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.1342 dt. 2-5-58.	(i) To appoint existing employees on W.C./N.M.R. who have put in 240 day's service in 12 calendar months on regular establishment, even though they might be above the age limit prescribed for Board's service.	Field officers who are competent to make appointments on regular establishments.	Provided they are found suitable for absorption on regular establishment by the Competent Panels and provided that a consolidated statement of such persons is submitted to the Head Office for obtaining approval of the appropriate authority within 6 months from the date of absorption on the regular establishment.
	(ii) To fix the pay of employees on W.C./N.M.R. who were in receipt of emoluments more than what the minimum of the pay-scale plus other allowances could provide for on the regular estt. when they are selected for apptt. on the latter establishment by Competent Panels.	Secretary.	The pay to be fixed in such a way as to ensure that the employee does not draw less than what he would have drawn had he continued on W.C./N.M.R.

ii. In order to minimise references to the Board for continuance of the posts on W.C./N.M.R. beyond the limits within which such posts could be created by the authorities to whom these powers have been delegated under Twelfth Schedule 'A' Creation of Posts, the Board is pleased to remove the restrictions on the period upto which these posts should be created vide B.R. quoted above. The existing remarks under Column 4 headed "Limits" of the said Schedule at Sr. No.1,2 and 3 should therefore, be deleted and substituted as under:-

"For a period and upto the financial limits for which provision exists in the budget of the year concerned and provided the works for which they are created warrants continuance of the posts and provided further that the restriction envisaged under B.R.No.789 dated 27-11-57 (i.e. G.S.O.No.289 dated 20-12-57) that no temporary or W.C. or N.M.R. staff is continued in service beyond 7 months unless such staff is declared as suitable for any time prior to completion of 7 months by the authorities competent to select them for regular establishment is strictly adhered to."

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

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**GENERAL STANDING ORDER NO. 341 DATED 15TH MAY, 1958  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to the Chairman to sanction extension of the training period or stay abroad in respect of Board's staff.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.1323, dt. 2-5-58.	To sanction extension of the training period or stay abroad of any of the Board's staff selected for training or deputed abroad in connection with the Board's work.	Chairman.	Subject to the condition that such extensions if and when necessary do not involve any extra expenditure to the Board.

Sd/- for Secretary.

**GENERAL STANDING ORDER NO. 342 DATED 20TH MAY, 1958  
ESTABLISHMENT SECTION.**

Subject:- Compensatory Local Allowance and House Rent Allowance to Board's employees.

In furtherance to the General Standing Order No.226 dated the 26th July 1957 issued in pursuance of B.R.No.314 dated 10-7-1957 in which the scales of allowances such as Dearness Allowance and House Rent Allowance and Compensatory Local Allowance are prescribed for the employees of the Board, the Board is pleased to sanction under its Resolution No.1329 dated 2-5-1958, the following rates of C.L.A. and H.R.A. to the employees stationed at Nagpur City.

NAGPUR CITY.	C.L.A.	H.R.A.
Class I & II Officers.	Nil.	7 <sup>1</sup> / <sub>2</sub> % of pay. (i.e. amount of actual rent over & above 10% of the Officer's pay limited to 7 <sup>1</sup> / <sub>2</sub> %)
Class III & IV employees.	Rs.	Rs.
Below Rs. 55/-	3/-	7/-
55/- - 100	5/-	10/-
101 - 140	7/-	15/-
141 - 250	10/-	15/-
Above Rs. 250/-	10/-	7 <sup>1</sup> / <sub>2</sub> % of pay. (i.e. amount of actual rent over and above 10% of the employee's pay limited to 7 <sup>1</sup> / <sub>2</sub> %)

The grant of C.L.A. and H.R.A. to employees stationed at Nagpur City shall be with effect from 1-11-57 and shall be paid on the same terms and conditions as are prescribed in G.R., F.D., No.CPA 1057-S6 dated 1-11-57 (copy attached).

II. The existing rate of H.R.A. (i.e. 7<sup>1</sup>/<sub>2</sub>% of the employee's pay) prescribed for employees in Class I and II posted at Ahmedabad should be raised from 7<sup>1</sup>/<sub>2</sub>% to 15% of pay as in case of employees posted in Bombay with effect from 15-3-58 i.e. the amount of actual rent over and above 10% of pay limited to 15% of pay to be paid as H.R.A.; the other conditions for grant of H.R.A. remaining the same.

III. The Board under the same resolution authorised

- (i) the Secretary to sanction H.R.A. at Bhavnagar at rates applicable to Rajkot and Jamnagar as and when office is opened at Bhavnagar or when employees are posted at that place.
- (ii) the Chairman to sanction H.R.A. to employees at Porbandar after examining the conditions at that place.

Sd/- for Secretary.

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Compensatory Local Allowance and House Rent Allowance:  
Grant of - to Government servants posted in the areas  
of the component parts of Vidarbha, Marathwada and  
Saurashtra.

GOVERNMENT OF BOMBAY, FINANCE DEPARTMENT.  
Resolution No.CPA. 1057-S6. Sachivalaya, Bombay, 1st November 1957.  
RESOLUTION OF GOVERNMENT.

Government has had under consideration the proposals for the grant of compensatory local allowances and house rent allowances in the areas of Vidarbha, Marathwada and Saurashtra. Government is accordingly pleased to direct as follows:-

(1) The grant of Compensatory Local Allowance and House Rent Allowance to the Government servants on mofussil scales of pay stationed in the specified localities should be regulated at the rates mentioned below:-

	C.L.A.	H.R.A.
<b>Nagpur City. (Gazetted Officers).</b>		
All Gazetted Officers.	Nil.	7 1/2 per cent of pay.
<b>Nagpur City (Non-gazetted staff).</b>		
Below Rs.55	3	7
55-100	5	10
101-140	7	15
141-250	10	15
Above Rs.250	10	7 1/2 per cent of pay.
<b>Rajkot, Bhavnagar &amp; Jamnagar. (Non-gazetted).</b>		
Below Rs.55	Nil.	5
55-100	Nil.	7
101-250	Nil.	10
Over Rs.250	Nil.	5 per cent. of pay.

(2) The house rent allowance sanctioned for Gazetted Officers in paragraph 1 above will be subject to the conditions mentioned in Government Resolution, Finance Department, No.6567/33-III, dated 6th July 1948 as modified from time to time.

(3) The compensatory local allowance and house rent allowance sanctioned for Non-Gazetted staff in paragraph one above will be subject to the conditions mentioned in Government Resolution, Finance Department, No.6567/33-IV, dated the 15th January 1948 as modified from time to time.

(4) The following allowances should be withdrawn:-

- (i) Dear District Allowance sanctioned by the ex-Madhya Pradesh Government, at Nagpur, Wardha, Amravati, Akola, Buldhana, Yeolmal, Khamgaon, Gondia, Hinganghat, Achalpur, Pulgaon and Badnera.
- (ii) House Rent Allowance sanctioned by the ex-Madhya Pradesh Government at Amravati.
- (iii) House Rent Allowance sanctioned by the ex-Hyderabad Government under general orders for increased cost of living in the areas of Marathwada.

(5) Government servants of the ex-Madhya Pradesh Government posted at Amravati drawing pay between Rs.45 and 50 if they suffer a loss in their Pay and Allowances should be granted "Special Compensatory Allowance" to the extent of the difference between their Pay and Allowances on 31st October 1956 and Pay and Allowances that will be admissible to them after 1st November 1956. The Special Compensatory Allowance should be absorbed in increase in pay and allowances, except the increase of Rs.5/- in dearness allowance sanctioned under Government Resolution, Finance Department, No.CPA.1757-I-S-6, dated the 17th May 1957, if any, that may accrue to the individual concerned after 1st November 1956, in the normal course of his service.

(6) Government servants of the ex-Hyderabad State in the pay range of Rs.270-300 who suffer a reduction in pay and allowances as on 31st October 1956 as a result of the withdrawal of house rent allowance mentioned in paragraph 4 (iii) above should be granted "Special Compensatory Allowance" to the extent of the loss. The Special Compensatory Allowance should be absorbed in increases in pay and allowances as in paragraph (5) above.

(7) These orders should take effect from the date of issue.

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

Sd/- V.D.GANGAL,  
Deputy Secretary to Government.

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**GENERAL STANDING ORDER NO. 343 DATED 22ND MAY, 1958  
ESTABLISHMENT SECTION.**

Subject:- Regulation of next date of increment in case of employees who have exercised Option II.

In accordance with the B.R.No.1270 dated 14th April 1958, the employees of the integrated units, who have exercised option II and who have elected to have their pay fixed at a stage higher in the grade as a result of addition of compensation for curtailment of leave and extra hours of work if the compensation payable does not squarely fit in the grade, shall have their date of next increment in the beginning of the subsequent quarter in which their incremental period from the date of refixation is due to expire as a condition of next higher stage offered and chosen by the employee.

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

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**GENERAL STANDING ORDER NO. 344 DATED 22ND MAY, 1958.  
CIVIL CIRCLE**

Subject:- (i) Fixing the distance from face to face and side to side of buildings.  
(ii) Delegation of powers to Chief Engineer.

In order to standardise the colony layouts, the former Bombay Electricity Board had under its Resolution No.1320 laid down the following distance from face to face and side to side of the buildings.

Between A & another A or any Other smaller Quarter. ...	20 ft.
Between B & another B. ...	20 ft.
Between C & another C or D or E. ...	15 ft.
Between D and another D or E. ...	15 ft.
Between E and another E. ...	15 ft.
Between F and any other quarter (except another F) ...	20 ft.
Between F and another F. ...	15 ft.

2. As no definite rules or practice are being followed in other integrating units of the Board and also that the above limitations laid down by the former Bombay Electricity Board are likely to make our Colonies congested as compared with the layouts even of private building-colonies which are coming up all over, the Board under its Resolution No.1319 dated 2-5-58 has prescribed the minimum distance of 30 feet from face to face and side to side between two buildings as a rule.

3. In the same resolution, the Board has authorised the Chief Engineer to restrict the distances at places where the land acquisition costs are exorbitant.

4. Any correspondence in this regard should be addressed to the Superintending Engineer (Civil) Bombay.

Sd/- for Secretary.

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**GENERAL STANDING ORDER NO. 345 DATED 30TH MAY, 1958.**  
**ESTABLISHMENT SECTION**

**Subject:-** Bombay State Electricity Board Employees' Medical Benefit Scheme.

With a view to providing medical facilities to the employees of the Board, the Board under its Resolution No.1335 dated 2-5-1958 approved the Medical Scheme based on the Panel System supervised by a Medical Adviser. The rules approved thereunder are as under:-

1. This scheme shall apply to all Units of the Board having more than twenty employees on the regular establishment of the Board and shall not apply to those governed by the Employees' State Insurance Scheme and those working in units where the Board has provided its own dispensaries.
2. Subject to para 1 above, employees and members of their families residing at the Head Quarters of the employee shall be eligible to free medical treatment to the extent provided herein.
3. For the purpose of this scheme family means :-
  - (a) Wife in case of male employee.
  - (b) Husband in case of a female employee, if he is residing with and wholly dependent on her.
  - (c) Sons including step-sons, solely dependent on the employee.
  - (d) Unmarried daughters including step-daughters.
4. For the purpose of administration of this scheme, there shall be a Medical Adviser to the Board, who shall be appointed for such tenure and on such remuneration as may be decided by the competent authority appointed by the Board.
5. Panel Doctors at each Unit shall be appointed by the Secretary for such tenure as may be decided, on recommendation of the Medical Adviser taking into account, the number of employees working at a unit and area of their residence. There may be a panel doctor for any number upto fifty employees subject to a limit of sixty. If the number exceeds sixty, there may be two panel doctors and the employees to be attached to each such panel doctor may be divided equitably between the two doctors. The same principle may apply in the case of multiples of fifty employees at each units. The Chairman may however make any suitable changes in the above regard, as may be found necessary for the facility of the actual working of the scheme.
6. If there are more than one panel doctor at one unit, an employee may choose a panel doctor more convenient to him but the decision of the officer in charge of the unit shall however be subject to appeal to the Secretary, whose decision shall be final.
7. The panel doctor shall give free medical treatment for routine ailments to the extent of schedule of medicines, drugs, injections and preventive vaccine as may be drawn up by the Medical Adviser. Any medicines, drugs, injections etc. not included in the schedule shall be paid for by the employee.
8. Cases of accidents, serious illness, which in the opinion of Panel Doctor need immediately hospitalisation, shall not be covered by this scheme and each individual shall make his own arrangements. The Panel doctor may give necessary help to the employee to gain admission in any Government hospital or dispensary.

Provided that in deserving cases of hardship, where the employee himself is concerned, the Secretary on recommendations of the Medical Adviser may reimburse the employee full or any portion of the charges paid by him to the hospital authorities on production of necessary vouchers.
9. In case the employee himself is sick and is not in a position to attend the clinic of the panel doctor, the visit of the Panel doctor to his residence in such emergency only, shall be free, if he is residing within a radius of two miles of the clinic, otherwise, he shall pay to the Panel Doctor conveyance charges @ forty two Naye Paise per mile in excess of two miles each way.
10. The benefits under para 9 shall not be admissible in case of visits to the residence due to the sickness of any Member of the family and the employee shall pay the panel doctor his usual fees.
11. In case the Panel Doctor is of the opinion that he was called to the residence without sufficient

grounds he shall report the matter to the Sectional Head of the employee concerned, who after full consideration of the facts may allow the panel doctor to charge the employee his usual fees, which shall in no case exceed Rs.three.

12. If any employee wants to change his panel doctor, he shall make an application in writing to his Sectional Head giving full reasons for such change and also indicating the name of the panel doctor to whom he wants to be attached and shall do so only after obtaining his permission for the same.

13. The capitation fee to be paid to the Panel Doctor at different units for Married/Unmarried employees shall be fixed by the Secretary on recommendations of the Medical Adviser which shall in no case exceed Rs.30/- (Rs.thirty only) per married employee and Rs.15/- (Rupees fifteen only) for unmarried employee per annum without prior approval of the Board.

14. The Secretary shall be competent to terminate the appointment of any Panel Doctor before the expiry of his tenure on recommendation of the Medical Adviser by giving three months' notice.

15. The Panel Doctor may be permitted to resign his appointment before the expiry of his tenure by giving three months' notice to the Secretary.

16. The payment to the panel doctor at the per capita rate fixed in respect of married and unmarried employees shall be made for each quarter on the basis of the number of such employees attached to his clinic. If the employees are attached or withdrawn other than the first day of the month of each quarter, pro-rata rates shall be payable in respect of such employees.

17. The Sectional Head of the unit shall furnish to the Panel Doctor a list of married and unmarried employees attached to his clinic.

Any change in the list shall be communicated to the Panel Doctor in writing. A copy of the list shall be forwarded to the Divisional Auditor of the Unit.

18. The Panel Doctor shall submit his bill to the Head of the Unit within one month of the close of each quarter in accordance with paras 16 and 17 above. The Sectional Head shall forward such bills to the Divisional, Circle, Zonal Head, as the case may be, if he is not a Divisional, Circle, or Zonal Head and the payment shall be made by the Divisional, Circle or Zonal Head normally within one month of the date of receipt of the bill, subject to scrutiny and audit.

19. In case of any difference of opinion or dispute with regard to the administration of this scheme, the decision of the Medical Adviser shall be final, unless reviewed by the Secretary.

20. If the Panel Doctor is required to travel outside his Headquarters by the order of Medical Adviser or Secretary in connection with any meeting, enquiry or complaint with regard to the administration of this scheme, he shall be eligible to the travelling allowance as per the Bombay State Electricity Board Service Regulations as if he were drawing a basic pay of Rs.500/-p.m. (Rupees five hundred only).

21. The employees working at Units where it is not possible to appoint a Panel Doctor or where the number of employees on regular establishment is twenty or less shall be reimbursed the cost of the medicines or medical treatment taken by them on production of bills duly certified by immediate officer, not below the rank of Class II to the extent of per capita rate payable to Panel Doctor appointed by the Board for similar places in respect of married and unmarried employees.

22. The medical facilities provided at the dispensaries of the Board, wherever existing, may be brought on par with the benefits provided under this scheme.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 346 DATED 30TH MAY, 1958.  
ESTABLISHMENT SECTION**

**Subject:- Introduction of standard terms & conditions governing part-time appointment under the Board.**

In pursuance of the Board's Resolution No.1335 dated 2-5-1958, the following standard terms and conditions governing part-time appointment under the Board are prescribed.

- (1) The appointment of a part-time employee shall be for the duration of the tenure as may be fixed by the Board in the particular case.
- (2) The part-time employee shall attend office as may be decided in the particular case.
- (3) He will be eligible to a consolidated pay (as may be decided in each case) without allowances.
- (4) He will be eligible to (a) weekly offs (b) public holidays as may be decided by the Chairman in each individual case (c) casual leave of ten days and (d) earned leave of fifteen days in a year. He will not be eligible to any other kind of leave on pay.
- (5) He will be governed by the Board's Discipline and Appeal Regulations, except that he would be permitted private practice or to accept any other job not conflicting with his part-time duties under the Board.
- (6) He will not be eligible to any retiring benefits
- (7) He will be eligible to T.A. admissible to the Board's Officer of the grade, which the employee's post has been declared by the Chairman as being equivalent to.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 347 DATED 2ND JUNE, 1958  
ACCOUNTS SECTION**

**Subject:- Delegation of powers to the Chief Engineer and Joint Chief Engineers in respect of opening of billing and Cash Centres.**

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No. 1166 dt. 25-3-58.	To consider and approve the recruitment of staff subject to post-facto sanction of the Chairman for opening of new Billing-cum-Cash receiving Centres provided the number of consumers are at least 600. (allowing for a short fall upto 10% in the estimated number) and for increase in the number of consumers	The Chief Engineer and Joint Chief Engineers.	

in existing billing-cum-cash Receiving Centres as per the standards given below.

**(i) Billing & Accounting staff.**

For the first 600 consumers. 1 Sr.A/cs Clerk.  
For every subsequent increase of 600 consumers or lesser number, the latter not being less than 300 consumers. 1 additional Junior Clerk.

**(ii) Cash Collection & General.**

Per Centre. 1 Asstt. Cashier.  
1 Peon.

**(iii) Meter Reading.**

Upto 1000 consumers. 1 Meter Reader.  
For subsequent increase of 500 to 1000 consumers. 1 Additional Meter Reader.

Subject to the fact that the sanction to posts for (i), (ii) and (iii) by the Joint Chief Engr. concerned is after due scrutiny and audit by the Assistant Audit Officer attached to the Zonal Office with reference to the standards laid down and further that a report is sent to the Head Office of the posts sanctioned on this account every three months for submission to the Board.

II) The Board in the same resolution also approved that each Bill-cum-Cash Receiving Centre be provided with mechanical Billing Equipment, Adding Machine, Cash Book, Steel cupboard with safe locker, furniture etc. as are generally required for a Billing and Cash Office.

III) Any correspondence in this regard should be addressed to the Chief Accounts Officer.

Sd/- Secretary.  
Bombay State Electricity Board.

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**GENERAL STANDING ORDER NO. 348 DATED 2ND JUNE, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Modification to Regulation 81 of the B.S.E.B. Employees' Service Regulations.

In accordance with the Board's Resolution No.1326 dated 2-5-58, the following changes should be made in the proviso to B.S.E.B. Employees' Service Regulation 81.

- (a) Replace "30" occurring in the second line by figure "60".
- (b) Insert the words "any" between the words "for" and "satisfactory" in the penultimate line.
- (c) Delete the words "like ill health."

SO AS TO READ AS UNDER

**Proviso to Regulation 81**

"Provided that the maximum period of such leave may not exceed 60 days on any occasion unless otherwise relaxed in any particular case by the Competent Authority for any satisfactory reasons".

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 349 DATED 2ND JUNE, 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Delegation of powers to the Chairman to sanction advance to officers of the Board selected for training.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No. 1370 dt. 2-5-58.	To sanction advance to officers of the Board who have been selected for training.	Chairman.	<p>Provided that -</p> <p>(i) the Board has agreed to pay to and fro passage for the officers.</p> <p>(ii) the reasonableness of the amount of advance asked for vis-a-vis the actual fares etc. is verified in audit.</p> <p>(iii) the officers receiving the advance undertake to submit t.a. bills therefor within two months after they reach the destination which period may be relaxed upto 6 months by the Chairman as a special case as the journeys would be in the foreign countries.</p>

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 350 DATED 2ND JUNE, 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Delegation of powers to the Chairman for grant of water allowance to the Board's staff posted in the water scarcity areas, during summer season.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No. 1316 dt. 2-5-58.	To grant water allowance to the Board's staff that would be posted and actually residing in the areas where water scarcity conditions might be felt, on the analogy of the orders issued or that may be issued in future by the District Collectors of the respective areas.	Chairman.	Subject to the condition that the necessary provision for the expenditure exists in the Budget Estimates.

Sd/- Secretary.

*(Please also connect GO-72(P) & Adm.Cir.No.23)*

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**GENERAL STANDING ORDER NO. 351 DATED 2ND JUNE 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Delegation of powers to the Chairman and Joint Chief Engineers in respect of providing water-coolers and iced water and khas tatties respectively.

Authority.	Nature of powers.	To whom delegated.	Remarks.
(i) B.R.No. 1339 dt.2-5-58.	To decide and sanction water-coolers to such of the places, where the heat is abnormal.	Chairman.	After ascertaining their availability at a cost estimated at about Rs.2,000/- per water-cooler.
(ii) -do-	To sanction supply of iced water and "khas-tatties" in the areas of Gujerath, Saurashtra, Kutch, Marathwada and Vidarbha as may be considered necessary.	Joint Chief Engrs. North and East Zone for the respective areas under their jurisdiction.	

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 352 DATED 13TH JUNE, 1958.**

**Subject:-** Delays in payments of bills.

A few cases of delays in the payments of suppliers' bills have come to the notice of the Board. Such delays have an adverse effect on the tender quotations. The tendency is to quote higher where payments are prone to be delayed. Prompt payments on the other hand will encourage the tenderer to quote really competitive prices. It is, therefore, advantageous to the Board to see that suppliers' bills are promptly settled. Every effort should hereafter be made to see that the contractors' bills are promptly attended at every stage until the final payments.

Sd/- Secretary

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**GENERAL STANDING ORDER NO. 353 DATED 13TH JUNE, 1958.**

**Subject:-** Compensation for conversion from A.C. to D.C.

At present no specific delegation has been provided for sanctioning the compensation for materials rendered unserviceable as a result of the D.C./A.C. conversion even though a uniform policy has been evolved in respect of determining the compensation to be paid to consumers in connection with the conversion of D.C. supply systems to A.C. system in the entire area under the control of the Board (excepting Rajkot and Jamnagar power houses where existing rules and regulations that were prevailing would continue to become applicable) vide S.B.R.No.871 of 13-12-1957- copy appended. This procedure entailed approval by the Joint Chief Engineer for the respective Zones for finalisation of the amount of compensation to be paid to the owners of D/C equipment.

It is now considered desirable that fixation of compensation should be done as expeditiously as possible for the facility of the consumers in purchasing A.C. equipment as early as possible, and such prompt action is also in the interest of the Board in that the consumers would be in a position to purchase Grid power earlier.

It is, therefore, directed that the Superintending Engineers should fix the compensation on the spot for materials upto Rs. 50/- per appliance in accordance with the rules in force and authorise payments subject to report to Joint Chief Engineer in the respective Zone.

In the case of materials for which higher compensation than Rs.50/- per appliance is considered payable the Officer in charge of the Circle concerned may fix the compensation according to the rules in force but subject to the concurrence of the Joint Chief Engineer. To avoid undue delay in respect of compensation payment above Rs.50/- per appliance, an inventory of all D.C. equipment that require to be converted together with the years of use of such appliances, should be prepared and the different compensation amounts should be computed as per formula already laid down and got approved by the Joint Chief Engineer as per rules in force in the concerned areas. The compensation amount approved by the Joint Chief Engineer should then form the basis on which the compensation should be settled on the spot.

Encl:- As above

Sd/- Secretary.  
Bombay State Electricity Board.

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**Copy of the Board's Resolution No.871 dated 13-12-1957.**

The Board considered the note put up to it and in order to evolve a uniform policy as regards the compensation to be paid to consumers in connection with the conversion of D.C. supply system to A.C. system, in the entire area under the control of the Board, the Board directed:

- (i) that the principle of compensating the consumer for his D.C.appliances and apparatus when the prevailing D.C.system is decided to be changed over to A.C.system may be accepted by the Board, the amount of compensation being worked out as given below:-
- (ii) The amount of compensation payable for any D.C. appliance or apparatus shall be based on the ruling market price of the asset at the time of conversion which will be depreciated in accordance with the life of assets prescribed in the Electricity (Supply) Act 1948. To determine the number of years for which the asset has been in actual use either the original purchase document if available with the consumer will be taken into account or if not available the date of granting its connection to the consumer will be taken as the basis.
- (iii) The consumers will be given an option to receive the full compensation amount for each asset worked out as above in each case the asset will be taken over by the Board or the consumer may agree to receive 50% of the compensation amount determined as above in which case the asset will be allowed to be retained by the consumer.
- (iv) To determine the ruling market rate of an asset as stated in (ii) above, quotations for similar asset will be called for by the Circle office and based on the lowest quotation so received the Superintending Engineer or Senior Executive Engineer in charge of the Circle will be authorised to fix the ruling market value. This fixation of the ruling market value shall be deemed to be valid for a period of 6 months from the date of receiving the quotations.

So far as the Rajkot and Jamnagar Power Houses are concerned where the conversion from D.C. to A.C. has already progressed the existing rules and regulation that prevail at present should continue to be operative till completion of the conversion.

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**GENERAL STANDING ORDER NO. 354 DATED 14TH JUNE. 1958.  
BOARD'S SECTION.**

Subject:- General Provident Fund-Facility of contribution to the- sought by the Vidarbha staff. (modification to G.S.O.No.326 dated 24-3-1958) (Board Resolution No.1098).

Please delete sub-para (iii) of para 1 of G.S.O.No.326 dated 24-3-1958 as it was meant to relate to the administration of the fund in which respect, the Board decided as under:-

“(iii) Regarding the administration of G.P.Fund and other cognate matters, the Board directed that the existing Rules under the M.P.E.B. should be examined after obtaining an authentic copy of the same from the M.P.Board and a suitable proposal submitted to the Board

in this respect in due time."

The necessary correction should please be made in the G.S.O.No.326 dated 24-3-1958.

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

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**GENERAL STANDING ORDER NO. 355 DATED 16TH JUNE, 1958.**  
**ACCOUNTS SECTION**

Subject:- Delegation of powers for condoning irregularity in matter of remittance of Cash Collections into the Board's Working Fund Account.

In consideration of the difficulties experienced on certain occasions when the cash collections cannot be remitted into the Board's "Working Fund Account" within 24 hours inspite of the relaxation specified in G.S.O.No.148 dated 30-10-56, the Board under its Resolution No.1354 dated 2-5-58, authorised the undermentioned officers to condone the delay in this respect after taking into consideration the merits of each case.

Authority.	Officers to whom powers have been delegated.	Nature of powers.	Jurisdiction.	Remarks.
1	2	3	4	5
B.R.No. 1354 dt. 2-5-58.	Joint Chief Engineers of the respective Zones.	To condone the cases of the prescribed time-limit for remittance of Board's Cash into Treasuries or Banks having been exceeded after taking into consideration merits of each case.	All Circle, Divisional & Sub-divisional offices within the administrative control of the Zonal office concerned.	Subject to a report of such cases being made to H.O.
-do-	Chief Engr.	-do-	In case of H.O. and other cases in the field.	-do-

2. In the same Resolution, the Board condoned all the past cases of prescribed time-limit of cash remittance having been exceeded.

3. Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 356 DATED 16TH JUNE, 1958.**  
**ESTABLISHMENT SECTION**

Subject:- Reimbursement of medical examination fees to employees of the Board who superannuate while in the service of the Board.

In accordance with the Board's Resolution No.1406 dated 6-6-1958, the employees of the Board who superannuate while in the service of the Board and whose further continuance in service beyond that age is approved by the Board subject to physical fitness, should be reimbursed the medical charges as in case of appointment of superannuated employees of other organisations.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 357 DATED 16TH JUNE, 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Delegation of powers to Chairman to sanction expenditure in connection with the inauguration ceremonies.

The Board having authorised the Chairman to sanction expenditure upto an amount not exceeding Rs.1,000/- (one thousand) per occasion in connection with the inauguration ceremonies of the Board's new offices, power houses etc, and in such similar functions under its Resolution No.1401 dated 6-6-1958, the following additions should be made in G.S.O.332 dated 14-4-58.

Replace contents in column "Nature of Powers" in G.S.O.No.332 by "To sanction expenditure towards celebrations of power house anniversary, annual sports, inauguration of Board's power houses, new offices etc. and for such similar functions.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 358 DATED 17TH JUNE, 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Introduction of standard terms and conditions governing part-time appointment under the Board. (Corrigendum to G.S.O.No.346 dt. 30-5-1958).

Please insert in parenthesis the following words at the end of the opening sentence of G.S.O.No.346 dated 30-5-1958.

"(Unless in any particular case, it is otherwise decided by the Board)"

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 359 DATED 20TH JUNE, 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Officiating periods- counting of- for purposes of increments.

In accordance with the Board's Resolution No.1176 dated 25-3-1958, the following explanatory note should be added to Regulation No 63 (a) of the B.S.E.B. Employees' Service Regulations.

Explanatory note below Regulation 63 (a).

"(i) Duty referred to in this Regulation is duty in the substantive post held by an employee and not duty in an officiating post, the result being that only duty performed in a post in the time-scale substantively held by an employee should count for increments in that post.

(ii) The benefit of the officiating period shall be available to an employee for purposes of increments only for the period of continuity of the officiating service or for the period of officiating service leading to appointment in that post substantively. Broken periods of officiating duties in the past shall not give cumulative benefit to an employee for purposes of increments that is broken periods of officiating duty in the past do not count for increments when appointed in the higher post either substantively or in an officiating capacity.

(iii) The benefit of increment during officiating period shall not be available to an employee who has been appointed to officiate in a higher post out of turn as a local arrangement without affecting the seniority of others senior to him."

The Board in the same resolution has also approved that cases already decided (prior to the date of its Resolution) contrary to the above principles should not be reopened.

Sd/- Secretary.

**GENERAL STANDING ORDER NO. 360 DATED 27TH JUNE, 1958.**  
**ACCOUNTS SECTION**

Subject:- Delegation of powers to the Chief Engineer and Joint Chief Engineer in respect of opening of Billing and Cash Centres (Corrigendum to G.S.O.No.347 dated 2-6-58, B.R.No.1165).

Please add "+ 1 Junior Clerk" after the words "1 Senior Accounts Clerk" occurring under item (i) Billing and Accounting in column 2 of G.S.O.No.347 dated 2-6-1958 so as to read as under:-

"For the first 600 consumers. 1 Senior Accounts Clerk + 1 Junior Clerk."

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

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**GENERAL STANDING ORDER NO. 361 DATED 2ND JULY, 1958.**  
**ESTABLISHMENT SECTION.**

Subject:- Benefits of Housing Accommodation and other attendant concessions to the staff in the integrated areas.

In pursuance of the Board's Resolution No.1346 dated 2-5-1958, the following rules and regulations are prescribed in the matter of benefits of Housing Accommodation and other attendant concessions to the staff in the integrated areas. These rules and regulations fall within three main heads as under:-

**I Housing Accommodation.**

- (A) In quarters owned by the Board.
- (B) In quarters hired in the name of the Board.

**II Sanitary and other Municipal Taxes.**

**III Payment of compensation to those affected by these Rules.**

The said Rules shall apply to all the staff on regular establishment, irrespective of the options they may have exercised and shall come into force with effect from 1-6-57 save in case of rent limits as laid down in para 1 (B) (2) below and till then the rules as were in vogue under the previous Administrations in their respective areas shall be deemed to have been operative.

**I (A) In quarters owned by the Board.**

1. The following categories of employees shall be eligible for housing accommodation in the Board's quarters.

- (i) Employees on regular establishment engaged on operation & Maintenance including Accounts & Audit staff of the level of Assistant Accountant/Auditor and above.
- (ii) Technical staff on regular establishment employed on Construction Works.

2. The Housing accommodation be provided in the quarters owned by the Board on the basis indicated in the Statement (Appendix I) with authority to the Secretary to add or reduce such categories of employees as may be deemed necessary for the purpose of allotment of the type of quarters and on the terms and conditions given below:-

3. Employees of the categories specified at IA (1) (i) & (ii) when provided with quarters owned by the Board, shall be charged rent at 5% of their pay (i.e. pay plus C.L.A.) and given free supply of water and electricity upto the limits specified in the attached statement (Appendix II). The staff will have to use their own bulbs.

4. For want of requisite type of quarters, the employees who have to be provided with quarters two steps lower than that they are entitled to according to their status i.e. those entitled to 'A' type of quarters if given 'C' type of quarters, shall be charged rent @ 2.1/2% of their pay (i.e. pay plus C.L.A.) instead of 5%.

## EXCEPTION.

In case of staff who are provided with the type of quarters only one step lower than what they are entitled to, the recovery of rent shall be 5% and not 2.1/2% of their pay (i.e. pay plus C.L.A.).

5. Similarly, the employees falling under the above categories and provided with quarters in temporary sheds or 'Kachha' quarters shall be charged rent @ 2.1/2% of the pay (basic pay plus C.L.A.).

6. Rest of the staff who are not eligible for residential quarters owned or leased by the Board shall be charged rent at 10% of their pay i.e. (basic pay plus C.L.A.) or the standard rent whichever is lower. Similarly water and electricity charges shall be recovered at standard rates.

7. In matter of assignment of priority in the allotment of quarters among different categories of staff, the establishment engaged on O & M shall be given first preference. The allotment of quarters to the rest of the staff viz. Technical staff for construction on regular Establishment and others of Zonal Office shall be made in accordance with the principle "first come first served".

### I (B) In quarters hired in the name of the Board.

1. Frequently transferrable employees of the Board such as Superintending Engineers, Senior Executive Engineers, Executive Engineers, Deputy Executive Engineers, Assistant Engineers, Junior Engineers, Sub-Engineers, Accounts Officers, Internal Auditors, Divisional Accountants/Auditors, Assistant Accountants/Auditors and such other categories of employees as Chairman may think fit to be classified as frequently transferrable staff, who are eligible for residential quarters in the premises owned by the Board & who for want of sufficient number of quarters cannot be provided therein, be permitted to hire or have on lease suitable premises in the name of the Board at reasonable rent and charged rent @ 5% of their pay, provided the hired accommodation is within 20% of their pay.

2. The following are maximum rent limits for hiring residential accommodation in the Board's name under the above arrangement as laid down in Board Resolution No.464 dated 12-9-1957. These maximum rent-limits may not, however, be rigidly followed if the Competent Authority, authorised to permit hiring of accommodation is satisfied that it is not possible to acquire residential accommodation within the specified limits and provided the rent does not exceed 20% of the individual's pay in any circumstances.

- (i) (a) Rs. 20/- to Rs. 25/-p.m. for all Class III staff below Junior Engineers.
- (b) Rs. 25/- to Rs. 30/-p.m. for all Junior Engineers.
- (c) Rs. 30/- to Rs. 35/-p.m. for Assistant Engrs.
- (d) Rs. 40/- to Rs. 45/-p.m. for Deputy Ex.Engrs.
- (e) Rs. 60/- to Rs. 80/-p.m. for Executive Engrs.

(ii) The rent limits prescribed above shall apply to the non-technical staff also who fall in the pay grade of Sub-Engineers, Junior Engineers, Assistant Engineers, Deputy Executive Engineers and Executive Engineers.

(iii) The rent-limits fixed above shall apply to each officer but where two or more officers are to have a bungalow or house, corresponding higher limit is permissible.

3. For the above purpose, the Heads of Circles as the case may be, shall be competent authorities in so far as the officers working under them are concerned. In so far as claims of Circle Heads are concerned, Secretary shall be the Competent Authority.

### II. Sanitary and other Municipal Taxes.

Sanitary and such other Municipal taxes not being in the nature of house or property tax shall be recovered from occupants of all quarters (including Board's quarters).

### III. Payment of compensation to those affected by the present rules.

Since in the different regions, no comprehensive rules on the benefits of housing accommodation are in existence and there are employees who are in receipt of these benefits either on rent-free basis or on concessional rent basis either in the Board's own quarters or quarters hired in the name of the Board or in Government quarters including P.W.D. quarters with concessions in water and electricity and since all these benefits are linked up with the individual's posting and not attached to individuals, the Secretary is hereby authorised to fix adequate compensation (to the extent they are adversely affected

by way of rent, electricity charges and water charges) by way of personal pay for such length of time as they would have continued to be in receipt of that concession had these rules not been introduced.

Encl:- As above

Sd/- Secretary.

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**APPENDIX I:- Statement showing the type of quarters and category of staff to whom this should be allotted.**

Type of Quarters	Category of staff to whom these should be allotted.
'A'	Zonal Heads and Circle Heads (Superintending Engineers and/or Senior Executive Engineers).
'B'	Power Station Superintendents, Executive Engineers, Assistant Power House Superintendents.
'C'	Shift Engineers, Dy. Executive Engineers, Assistant Engineers, Foreman (Class II) Accounts Officers, Internal Auditors, Divisional Accountants and Divisional Auditors.
'D'	Doctors, Married Junior Engineers, Electrical Supervisors, Foreman (Class III), Operators, Assistant Accountants/Auditors, Stores Superintendents, Senior Draftsman, Head Clerks, Head Cashiers and persons of similar scales.
'E'	Unmarried Junior Engineers, Electrical Supervisors, Overseers, Sub-Overseers, Sub-Engrs. Operators, Senior Draftsmen, Junior Draftsmen, Accountants and Audit Assistants, Stores Assistants, Head Clerks, Head Cashiers, Tracers and persons of similar scales and married and unmarried Sub-Engineers, Sub-Overseers, Boiler and Turbine Operators, Chemists, Head Clerks, Junior Clerks, etc. etc.
'F'	Class IV employees.

**Note:-** Chief Engineer or the Secretary as the case may be is authorised to add or reduce such category of employee as may be deemed necessary for the purpose of allotment of type of quarters.

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**APPENDIX II:- Concession of Free Electricity and Water to the Employees provided with residential quarters owned by the Board.**

1. **Electric Supply :-** Free supply of electrical energy at undermentioned scales to different categories of staff provided with residential quarters owned by the Board, should be given.

- (a)
- |       |   |                     |
|-------|---|---------------------|
| (i)   | All those included for A & B type quarters    | 50 units per month. |
| (ii)  | All those included for C type quarters.       | 25 units per month. |
| (iii) | All those included for D/E & F type quarters. | 10 units per month. |
- (b) Excess energy consumed over and above the free quota prescribed should be charged at full rates.

There should be metered supply to every house/tenement and steps should be taken to prevent misuse, unauthorised connections etc. within the free quota allowed. There should be no restrictions on use of electricity for radio, ironing, heating etc.

A token rent at annas 4 per meter should be charged.

The excess energy consumed by the occupants of the residential quarters provided for different categories of staff for operation and maintenance works over and above rates, i.e. rates for heating cooking etc., applicable in the areas under tariffs A,B,C,D,E.

The electricity duty for the energy consumed within the free quota should be borne by the Board and that such duty on the excess energy consumed by the occupants should be paid by the occupants themselves.

2) **Water supply:-** Free supply of water for domestic use should be given. The Executive Engineer is authorised to levy such charges as he considers reasonable (a) for excessive use of water, or (b) for commercial or large scale use of water for growing fruits, vegetables, crops or any other purposes.

The employees working on Operation and Maintenance works but not provided with residential quarters should not be held eligible for concession of free supply of electricity and water.

**NOTE:-** The concession of supply of free electricity and water as afforded in the foregoing paras is applicable to such of the employees who are occupying residential quarters owned by the Board and not hired in the name of the Board.

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**GENERAL STANDING ORDER NO. 362 DATED 5TH JULY, 1958.  
CHIEF ENGINEER'S SECTION.**

**Subject:-** Delegation of powers to depute Officers to visit the collieries or other offices concerned.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.1436 dt. 6-6-1958.	To depute Officers under their control, whenever the situation warrants, to visit the collieries or other offices concerned wherever they may be, i.e. for expediting the supply and movement of coal in the context of the delayed and irregular coal receipts at the various power houses under the control of the Board.	Circle/Zonal Heads.	

Any correspondence in this regard should be addressed to the Chief Engineer.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 363 DATED 7TH JULY, 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Land Acquisition for Statutory bodies --- Procedure to be followed in respect of--

It has been notified by the Government of Bombay under its Industries and Co-operation Department's letter No. ESA-2858/127939-Elec., dated the 10th June 1958 that the Land Acquisition Act 1894 does not authorise Government to acquire lands directly on behalf of the Statutory Bodies like the Bombay State Electricity Board. Since, however, the lands are to be acquired for public purpose, Government can acquire lands and transfer them to the Statutory Bodies subject to suitable terms and conditions provided Government pays the cost partly at least as per Section 6 of the said Act. It has since been decided by the Government that in order to enable the Board to get lands acquired, the Government should contribute the nominal cost of Re. 1/- towards the cost of acquisition in every such case.

All the Officers of the Board who are required to acquire land and are competent to do so, should forward the proposals of land acquisition to the respective Collectors or the Deputy Commissioners as the case may be through the Electrical Engineer to Government, Bombay, who will pay the nominal cost of Re. 1/- in each case and pass on the papers to the Collector or the Deputy Commissioner of the District concerned.

A copy of the aforesaid Government letter is enclosed herewith reference to which should be made when forwarding the proposals to Electrical Engineer to Government.

(Encl:- Typed overleaf)

Sd/- Secretary.

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**Immediate. No. ESA-2858/127939/Elec.  
Industries and Co-operation Department,  
Old Secretariat Building, Bombay-1,  
10th June 1958.**

From

The Deputy Secretary to the Government of Bombay,  
Industries and Cooperation Department.

To,

The Secretary,  
Bombay State Electricity Board, Bombay.

Subject:- Land Acquisition for statutory Bodies-Procedure to be followed  
in respect of the--

Sir,

I am directed to state that the Land Acquisition Act 1894 does not authorise Government to acquire lands directly on behalf of the Statutory Bodies like Bombay State Electricity Board. However since the lands are to be acquired for the public purpose, Government can acquire the lands and then transfer them to the Statutory bodies subject to suitable terms and conditions provided Government pays the cost partly at least as per Section 6 of the Land Acquisition Act. The Revenue Department has brought this point to the notice of this Department and it has been decided that in order to enable the Board to get the lands acquired, Government should contribute the nominal cost of Re. 1/- towards the cost of acquisition in every such case.

2) I am therefore to request you that the concerned officers of the Board should forward the proposals of the land acquisition to the respective Collectors or the Deputy Commissioners as the case may be through the Electrical Engineer to Government, Bombay, who will pay the nominal cost of Re. 1/- in each case and pass on the papers to the Collector or the Deputy Commissioner of the District concerned.

Yours faithfully,

Sd/- Deputy Secretary to Government of Bombay  
Industries and Co-operation Department.

Copy forwarded with compliments to the Electrical Engineer to Government, Bombay.

2. The Electrical Engineer is requested to sanction the payment of Re.1/- in each case and pass on the proposals to the concerned Collector or the Deputy

Commissioner.

3. The expenditure should be debited to the head, "13-A-1-Other Taxes and Duties-A-1-(4) Contingencies" and should be met from the grants thereunder.

Copy to-  
The Revenue Department,  
All Deputy Commissioner and Collectors of Districts,  
The Accountant General, Bombay (through the Finance Department),  
The Pay and Accounts Officer, Bombay (through the Finance Department).

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**GENERAL STANDING ORDER NO. 364 DATED 10TH JULY, 1958.  
ESTABLISHMENT SECTION**

Subject:- "Switching on" Ceremonies.

It is the general policy of the Board to give due publicity through the Press whenever a town or a village is electrified. Instructions in this connection have already been issued in the past from time to time.

On occasions, it may be considered expedient to arrange a "switching on" ceremony to popularise the Board's electrification schemes according to the local importance of the particular town or village and of the scheme and also to invite some distinguished persons to grace such occasions. At times, it may even happen that a Minister or a Deputy Minister of the State or the Union Government would be expected to visit the place and it might be thought advantageous to avail ourselves of the opportunity to invite him for the opening or "switching on" ceremony.

When any such ceremony is proposed to be arranged and any distinguished guest is proposed to be invited, it is necessary that the arrangement should be adequate and only commensurate with the importance of the occasion and secondly a representative of the Board of an appropriate status is present on such occasions. To ensure this, whenever such functions are proposed to be arranged, the field officer concerned should, in future, invariably submit proposals to the Chief Engineer through the Joint Chief Engineer, indicating the name and status of the person proposed to be invited for the "switching on" ceremony and the expenses if any, likely to be incurred and obtain well in advance the necessary approval to the proposed ceremony, the arrangements and the expenses proposed to be incurred. The Chief Engineer in turn will obtain the requisite orders.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 365 DATED 14TH JULY, 1958.  
ESTABLISHMENT SECTION**

Subject:- Availability of leave in respect of deputation on foreign training:-

In accordance with the Board's Resolution No.1432 dated the 6th June 1958, it is permissible for the Board's engineers going abroad for training against Suppliers' Contracts and also those going under the various schemes (e.g. Colombo Plan etc.) of the Government of India (save in the case of engineers sponsored by the Board for training and/or studies under the award of foreign scholarship) to avail of half average pay "leave not due" upto the limits specified under Regulation 79 (d) as a

special case without the necessity of medical certificate prescribed under the said Regulation in lieu of extra-ordinary leave which should be adjusted against the existing or future half pay leave, which might accrue to them in the course of their service subsequently. For this purpose a proviso shall be made in the Agreement Bond that if they discontinue to be in the Board's service, for any reason, before the adjustment is completed, they should be held liable to refund the half average leave pay received to the extent of the unadjusted period in addition to their other liabilities in accordance with the existing rules and practice.

In the same resolution, the Board further directed that the aforesaid decision should also be made applicable to all the Engineers who have proceeded abroad after the formation of the Bombay State Electricity Board irrespective of the fact whether their selection was made by the former Bombay Electricity Board or former Saurashtra Electricity Board or former M.P. Electricity Board.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 366 DATED 19TH JULY, 1958.  
ACCOUNTS SECTION**

**Subject:-** Amendment to the General Rules and Directions for the guidance of Contractors - Schedule C- Part II B.

In order to remove the difficulties experienced by the Contractors in the mofussil in lodging Security Deposits in the form of Fixed Deposit Receipts, the existing rule appearing in the General Rules and Directions for the guidance of Contractors - Schedule C-part II B to the effect that Fixed Deposit Receipts from the Bombay office of any Scheduled Bank will only be accepted, should be amended in accordance with the Board's Resolution No. 1411 dated 6-6-1958 to read as follows:-

"The Fixed Deposit Receipts of any Scheduled Bank in Bombay or its Branches in the mofussil will only be accepted."

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary.

**GENERAL STANDING ORDER NO. 367 DATED 23RD JULY, 1958  
ESTABLISHMENT SECTION**

**Subject:-** Travelling Allowance Regulations-Amendment to Regulation 94 (as amended by G.S.O.No.245 and No.288).

In accordance with the Board's Resolution No.1548 dated the 5th July 1958, Srinagar should also be included along with Delhi, Bombay and Calcutta for the purpose of grant of extra 20% daily allowance. The daily allowance at the extra rate for Srinagar shall, however, come into force with effect from 15-6-1958.

Suitable amendment incorporating the above should be made in Regulation No.94 of the Bombay State Electricity Board Employees' Service Regulations.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 368 DATED 23RD JULY, 1958.**  
**ESTABLISHMENT SECTION**

Subject:- Facilities for practical training in Commercial accounts including audit and other matters for staff of other State Electricity Boards, Government or quasi-Government organisations, Delegation of powers regarding-

Authority.	Nature of Powers.	To whom delegated.	Remarks.
B.R.No. 1367 dt. 2-5-58.	To consider and grant requests that may be received for facilities in training in Commercial Accounts, Audit and other matters from other State Electricity Boards, Government or quasi-Government organisations.	Chairman in consultation with the Secretary.	To be granted on the same terms and conditions in which practical training is to be given to Engineering College Students vide G.S.O.No.334 dated 19-4-1958.

The Board, in the same Resolution viz. 1367 dated 2-5-1958 also approved of the grant of training facilities to the selected staff of the Deputy Director of Commercial Audit, Bombay, on the same conditions on which practical training is to be given to the Engineering College students as approved under B.R.No.1222 dated 25-3-1958 vide G.S.O.No.334 dated 19-4-1958.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 369 DATED 23RD JULY, 1958.**  
**ACCOUNTS SECTION**

Subject:- Circumstances when payments may be made by cash.

In accordance with Board's Resolution No.1497 dated 5-7-1958 all payments for amounts over Rs.50/- should, as a general rule, be made by crossed cheques except in the following cases when payments may be made in cash.

- (i) Board's permanent, temporary, work-charged and nominal muster roll employees who are at present being paid in cash to be continued to be paid in cash.
- (ii) All t.a. bills of the employees to be paid in cash if so desired by the employees, otherwise by crossed cheques.
- (iii) All payments in respect of Railway freight, Octroi duty and other statutory payments such as rents, rates and taxes which are required to be paid in cash may be paid in cash.
- (iv) All payments to be made out of the Imprest granted to the Joint Chief Engineers to be paid in cash.

The Board has also approved in the same Resolution that "Bearer cheques" instead of "Crossed cheques" may be issued in order to make them readily encashable by any of the Board's employees or Contractors who have no banking account. Such "Bearer cheques" being issued at the discretion of the Chief Engineer or Chief Accounts Officer for the Head Office and of the Circle or Divisional Officer in the mofussil provided Receipts are obtained from the employees or contractors acknowledging specifically the receipt of the "Bearer cheques" with its numbers and dates.

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 370 DATED 30TH JULY, 1958.  
ESTABLISHMENT SECTION**

Subject :- Grant of Roneo allowance and Delegation of powers thereunder.

Authority.	Nature of powers	To whom delegated.	Remarks.
B.R.No. 1521 dt. 5-7-1958.	To consider and sanction increase in the existing rate of roneo allowance in mofussil offices under circumstances detailed in the "Remarks" column.	Secretary.	If the increase is justifiable on the basis prescribed by the Government i.e. Rs.4/- p.m. where the number of stencils roneoed on each working day is 15 or more.

The Board in the same Resolution has approved the increase in the existing rate of roneo allowance in the Head Office from Rs. 2/- P.M. to Rs.4/-P.M. with effect from 1-6-1958. The Peon entrusted with this work should be paid accordingly.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 371 DATED 31ST JULY, 1958.  
ACCOUNTS (C.P.F.) SECTION**

Subject:- Advances against C.P.F. balances-Competent Authority to sanction.

In accordance with the Board's Resolution No.1536 dated 5-7-1958, the existing schedule V annexed to Bombay State Electricity Board's Employees' Service Regulations now stands cancelled and is hereby substituted by the Schedule V (Revised 1958) as attached hereto. \*

All concerned may please take notice and make suitable remarks at appropriate places.

\* (Typed overleaf)

Sd/- Secretary.

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(Accompaniment  
to G.S.O. 371  
dated  
31st July 1958).

**B.S.E. BOARD'S EMPLOYEES SERVICE REGULATIONS. (READ REGULATION 127)  
SCHEDULE FIFTH (REVISED 1958)**

	Competent Authority to sanction advances against C.P.F. Accumulations.	Scope of Authority.
(1)	Secretary or in his absence, the (Senior) Executive Engineer (Commercial).	For sanctioning advances to all employees in Head Office and in other units not attached to any Zonal Office or Circle.
(2)	Joint Chief Engineer, or in his absence, the next senior-most Technical Officer in the Zonal Office.	-do- -do- to all employees attached to the Zonal Office.
(3)	Officer in charge of the Circle, or in his absence, the next senior-most Technical Officer in the Circle Office.	-do- -do- to all employees within the Circle of whose C.P.F. accounts are maintained at that Circle Office.
(4)	Chief Engineer	To sanction advance to any employee in the organisation (Board) on occasions warranting exercise of this power due to any exigencies. This power is irrespective of the powers delegated to other Officers as at (1), (2) and (3) above.
(5)	Chairman.	To sanction such advances to any Officers not covered by (1) to (4) above.

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**GENERAL STANDING ORDER NO. 372 DATED 5TH AUGUST, 1958.  
CHIEF ENGINEER'S SECTION**

Subject:- Delegation of powers for payment of initial insurance premium-Amendment to G.S.O.No.192.

In accordance with the Board's Resolution No.1533 dated 5-7-1958, the present limit of Rs.1000/- (One Thousand upto which the Secretary is authorised to approve payment of the initial premium of any Insurance should be raised to Rs.5000/- (Five Thousand). The existing delegation of powers in this regard appearing at para 50 (J) ii of G.S.O.No. 192 dated 6-4-1957 should be substituted as under:-

- "To sanction payment of any insurance premium.
- (i) Secretary upto Rs.5000/- (Five thousand) in each case.
  - (ii) Board above Rs.5000/-"

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 373 DATED 5TH AUGUST, 1958.  
STORES PURCHASE SECTION**

Subject:- Delegation of powers in respect of despatch of materials by road.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No. 1545 dt.5-7-1958.	To authorise transportation of materials by Road transport.	Secretary.	In specific cases when it is desired in the interest of work to do so.

Any correspondence in this regard should be addressed to the Senior Executive Engineer (Stores) Bombay.

Sd/- Secretary.

**GENERAL STANDING ORDER NO. 374 DATED 6TH AUGUST, 1958.**

**Subject:-** Constitution of the Zonal Committee to carry out the functions of the Selection Panel and Tender Committee and also functions in para (10) read with para (11) of the G.S.O.No.321 of 7-3-1958.

G.S.O.321 indicated the main features of the revised administrative set-up of the Board in the mofussil areas and in the Head Office.

2. To facilitate proper functioning of the Zonal set-up in the mofussil, the following working arrangement was provided in para 10 of the aforesaid G.S.O.

"To ensure proper functioning of the Zonal arrangements, it has been decided to associate a Member of the Board that will be nominated by it (the Board) for the purpose at the Zonal Head Quarter in the disposal of the local functions, such as selection of candidates for local posts upto a prescribed level by selection panels, with which the Members will be associated, purchase of spare parts, placing of orders on rate contract, purchase of furniture and stationery, placing of orders for printing of forms, purchase of tools and Hardwares, acceptance of lowest tenders for works contracts and stores Purchase upto the prescribed limits, attending to complaints from the public, the press, etc., and service connections (street lights, service connections for agricultural and other consumers subject to the standards prescribed), all within the frame work of the Board's policies and principles prescribed in this behalf."

3. The precise manner in which the above arrangement should work was indicated in para 13 and the subsequent para of the aforesaid G.S.O. under the itemised heads of functions.

4. Consistent with the aforesaid arrangement, the Board has decided under Resolution No.1538 of 5-7-1958 that instead of having different Committees as indicated in the G.S.O. 321, a single Zonal Committee should be constituted to carry on the functions of the Tender Committee and Selection Panel etc. This Committee is to consist of --

- (a) One or two Members of the Board Members of the area,
- (b) Joint Chief Engineer or Superintending Engineer as the case may be (i.e. Joint Chief Engineer in the case of North Zone and East Zone, and Superintending Engineer in the case of Maharashtra) and
- (c) One Class I Officer.

5. The Zonal Committee will function for the various matters indicated in para 10 with the exceptions indicated in para 11 of the aforesaid G.S.O. 321, and also as Tender Committee and Selection Panel.

6. So far as North Zone is concerned, the Board has appointed Shri J.K.Mody and Shri K.C.Patel to be on the Zonal Committee, one of them to function as Chairman on the Zonal Committee either by turn or by mutual understanding. For the convenience of the Board Members, the meetings may be held if considered necessary periodically at Rajkot or at Sabarmati according to the items awaiting disposal and if necessary, at fixed intervals as may be convenient in consultation with Shri Mody and Shri K.C.Patel. The matter should however be left entirely to the convenience of the two Members which the Joint Chief Engineer, North Zone, will always ascertain in the matter of holding the meetings. In case of absence of any of the Members or Officers constituting the aforesaid Zonal Committee, the procedure prescribed under G.S.O. 321 should be followed. Similarly, Shri P.H.Bhutta and Shri G.L.Natu are to function as Chairman of the Zonal Committees for areas of the East Zone and Maharashtra respectively.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 375 DATED 12TH AUGUST, 1958.**  
**ACCOUNTS SECTION -**

**Subject:-** Delegation of powers in respect of placing of orders for stationery, drawing materials, printed forms, books etc.

The Board vide Resolution No.1537 dated 5-7-1958 has delegated powers as per statement attached in respect of purchase of stationery, drawing materials and printed forms required for the mofussil offices.

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Encl:- As above.

Sd/- Secretary.

**Statement showing the delegation of powers in respect of placing of orders for stationery, drawing materials, printed forms, books etc.**

Authority:	Nature of Powers.	To whom delegated:	Limits.	Remarks.
1	2	3	4	5
B.R.No. 1537 dt.5-7-1958	(1) To arrange to place orders for stationery, Drawing materials and printed forms and books as per lists Nos. I, II, & III attached after inviting tenders and acceptance of tenders by Competent Authorities as prescribed for Zonal offices to the limits shown in the appropriate column.  (2) To make arrangements for increased purchases beyond the limits prescribed above subject to the total limit for each of the Circles not being exceeded.	(i) Joint Chief Engineer.  (ii) Superintending Engineer, Maharashtra Circle, Kolhapur.	(a) Divisional Office (with its sub-dn). Rs.25,000/- each per annum.  (b) Circle & Zonal Offices. Rs. 7,500/- each per annum.	Any items of stationery, Drawing materials or printed forms not included in the list of permissible purchases of by Zonal Offices as per Lists Nos. I, II & III or Head Office as per List No. IV and also any of the items referred to at (i) which are required urgently may be purchased by the Circle or Divisional Offices after prior approval of the Joint Chief Engineers in case of Zonal Offices and H.O.in case of Maharashtra Circle subject to the limit for the Circle prescribed not being exceeded and subject further to a report being made to the Secretary for purchase of such unincorporated items.
	(3) For purchase of items specified in list IV.	Stores Purchase Section as per the procedure laid down.	--	--

**Note:-** In the event of the above prescribed limits being likely to be exceeded or in case of urgent necessity reference should be made to the Stores Purchase Officer at Head Office.

LIST NO.I.

BOMBAY STATE ELECTRICITY BOARD.

List of Stationery and Miscellaneous articles to be purchased by offices in Mofussil.

Sr. No.	Description.	Code No.	Unit Nos.	Remarks.
1	2	3	4	5
1.	Trays wooden. 16" x 11"	12250	No.	
2.	Pin cushions ordinary.	17168B	"	
3.	Pin cushions Superior (for use of Class I & II Officers.)	17168C	"	
4.	Scale Postal (Table) (for despatch Section.)	23125	"	
5.	Bags canvas (small) size 13"x11"	34005	"	
6.	Bags canvas (large) 16"x13"	34005A	"	
7.	Bags water proof size.	34005B	"	
8.	Baskets waste paper (Bamboo)	34015	"	

Sr. No.	Description.	Code No.	Unit Nos.	Remarks.
9.	Bells call (for use of Class I & II Officers).	34020	"	
10.	Blotters (wooden)	34030	"	
11.	Case Boards (with two flaps)	34040	"	
12.	Plain straw board 25.1/2"x30.1/2"	34042	"	
13.	Bound Books (Ruled horizontal) 8.1/2"x13.1/2" (5 quires)	34	Book.	
14.	" " (4 quires)	34045	"	
15.	" " (3 quires)	34045A	"	
16.	" " (2 quires)	34045B	"	
17.	" " (1 quire)	34045C	"	
18.	Bound Books (Ruled verticle) 8.1/2" x.13.1/2" (5 quires)	34	"	
19.	" " (4 quires)	34048	"	
20.	" " (3 quires)	34048A	"	
21.	" " (2 quires)	34048B	"	
22.	" " (1 quire)	34048C	"	
23.	Books Exercise (quarto)	34050	"	
24.	Brasso polish (Paste)	34054	tin.	
25.	Brushes soft for typewriter.	34060	No.	
26.	Brushes hard for typewriter.	34060A	"	
27.	Brushes stencil printing size 3/4" round.	34062	"	
28.	Brushes for gum.	34064	No.	
29.	Chalk-Sticks (white)	34072	"	
30.	Chalk sticks (In assorted colours)	"	box.	
31.	Gem clips.	34075	(packet of 100)	
32.	Clips wooden for hanging charts.	34084	No.	
33.	Cloth gunny (for parcelling) etc.	34102	Yard.	
34.	Correcting fluid for stencils.	34124	bottle.	
35.	Developing fluid for stencilling.	34132	"	
36.	Dusters 30" x 30"	34134	No.	
37.	Envelopes plain 5" x 4" (small)	34136	No.	
38.	" " 11" x 5" (medium)	34136F	"	
39.	" " window (5"x4") (small)	34137	"	
40.	" Special for note and D.O. letters (white) 11" x 5"	34142	"	
41.	Erasers pencil and ink.	34144	"	
42.	Erasers typewriters (round)	34146	"	
43.	Erasers Venus soft (for drawing)	34156	"	
44.	Office file covers clip D thick.	34168	"	
45.	File covers thin 14"x9.1/2" (Lace files)	34169A	pair.	
46.	Glass magnifying (drawing)	34184	No.	
47.	Glass washing (for Table)	34190	"	
48.	Gum and gloy bottles (6 ozs)	34200A	bottle.	
49.	Gum and gloy bottles (10 ozs)	34200B	"	
50.	Ink for stencil printing solid (black)	34217	tin.	
51.	" " " " " " " (red)	34217B	"	
52.	Ink powerblue-black (Packet of one oz.)	34218	packet.	
53.	Ink powder red tin of 1 oz.	34224	"	
54.	Ink Fountain blue-black (for officers only)	34232	"	
55.	Ink for duplicating machine.	34240	Lbs.	
56.	Ink for stamp red violet.	34242	bottle of 1 oz.	
57.	Ink-stand twins (glass)	34250	No.	
58.	Ink pots glasses square type.	34252	"	
59.	Ink (wells) (suitable for wooden stands or round stands)	34256	"	
60.	Pen knife (desk)	34264	"	

Sr. No.	Description.	Code No.	Unit Nos.	Remarks.
61.	Laces for files (Thick & strong 32" long)	34270	"	
62.	D.O. letter Heads (Big size)	34276B	"	
63.	D.O. letter Heads (Small size)	34277B	"	
64.	Letter heads quarto size 6,3/4"x8,1/2"	34277D	"	
65.	" " full scap size 8,1/2"x13,1/2"	34277F	"	
66.	Letter Heads large.	34280A	"	
67.	Nibs steel "Rani"	34292	"	
68.	Nibs waverly.	34296	"	
69.	Note-book shorthand.	34306	"	
70.	Oil for typewriters.	34310	bottle.	
71.	Oil cans for typewriters (small)	34312	No.	
72.	Stamp pad (medium)	34318	"	
73.	Paper brown (kraft) 29"x44"	34340	ream.	
74.	Blotting paper (superior) 23"x18"8	34346A	"	
75.	Paper carbon size demy (Pencil)	34406	No.	
76.	Paper carbon for typewriter.	34408	box of 100 each.	
77.	Paper ruled horizontal 12 lbs. (13,1/2"x17,1/2")	34420	ream.	
78.	-do- -do-vertical 12 lbs (13,1/2"x17")	34420A	No.	
79.	Paper waterproof (for packing)	34424	yd.	
80.	Pen racks.	34434	No.	
81.	Pencils black.	34450	" for ordinary use.	
82.	Pencils blue.	34451	"	
83.	Pencils copying.	34452	"	
84.	Pen stylus for stencil plates.	34438	"	
85.	Pencils red.	34458	"	
86.	" Shorthand.	34460	"	
87.	Pencils Lead Refill HB	34470	"	
88.	" " " " H	34470	"	
89.	Pencils Lead Refill B.	34470	"	
90.	" Sharpners (small)	34472	"	
91.	Pen-holders superior.	34474	"	
92.	Pens Ball-point.	34475	"	
93.	Pins common (assorted) size 3/4", 1" & 1, 1/4"	34482	lbs.	
94.	Pokers (steel)	34484	No.	
95.	Punching machine.	34494	"	
96.	Ribbons typewriter.	34502	"	
97.	Rubber stamps date.	34552A	"	
98.	Rulers flats 18"	34554A	"	
99.	Rulers round 24"	34554	"	
100.	Sponges (artificial-rubber) with glass.	34570	"	
101.	Stapler (stitching) machine.	34579	No.	
102.	Tags 4"	34570	"	
103.	" 8"	34580A	"	
104.	Tape white 1/2"	34582	roll.	
105.	Thread for sewing.	34586	ball.	
106.	Twine balls (thin) for office use.	34594	lbs.	
107.	Twine balls (thick) -do-	34594B	"	
108.	Twine jute for parcelling.	34594 F	lb.	
109.	Wax sealing red.	34600A	"	
110.	Paper weight glass.	34604	No.	
111.	File covers thick straw-board 14" x 9, 1/2"	34	pair.	
112.	Files (box lever file)	34	No.	
113.	Envelopes 16" x 6" (large) of kraft paper.	34	"	
114.	Gum Arabic (solid)	34	lbs.	

Sr. No.	Description.	Code No.	Unit Nos.	Remarks.
115.	Nibs red ink.	34	No.	
116.	Pencils auditors No.744 (Crimson)	34	No.	
117.	Candle Wax (12" long)	371131	"	
118.	Phenyle.	37196	Bottle.	
119.	Pairs of scissors.	37431	pair.	
120.	Soap bars.	37467	bar	
121.	Acid bottles (for cleaning wash-basins etc.)	37	bottle.	
122.	Pins stapler (for stitching machines)		Packet of 1000 each.	
123.	Refills for ball point pens.		No.	

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LIST NO.II. List of Drawing Materials with their respective units and Code Numbers to be purchased by offices in Mofussil.

Sr. No.	Description.	Code No.	Units Nos.	Remarks.
1.	Chain books 4"x7" (for surveying)	17017	No.	
2.	-do- -do- 6"x9" for surveying.	"	"	
3.	Books levelling 5"x7"	17017A	"	
4.	" sketch 9"x6.1/2"	17017B	"	
5.	" " 12"x9"	"	"	
6.	Brushes Round No.6"	17026F	"	
7.	" " 7	17026G	"	
8.	" " 8	17026H	"	
9.	" " 9	17026J	"	
10.	" " 10	17026K	"	
11.	" " 11	17026Kl	"	
12.	" " 12	17026L	"	
13.	Brushes sable hair flat for water colour 1/2"	17030	"	
14.	-do- 3"	17030F	"	
15.	-do- 4"	17030H	"	
16.	Brushes sable hair round for water colour No.1	17032A	"	
17.	-do- 2	17032B	"	
18.	-do- 3	17032C	"	
19.	-do- 4	17032D	"	
20.	-do- 7	17032G	"	
21.	Colour water black (Ivory)	17044	Cake or tube	
22.	Colour water blue cobalt.	17046A	"	
23.	-do- French.	17046C	"	
24.	-do- Prussian.	17046E	"	
25.	-do- brown pink.	17048A	"	
26.	-do- Vandyke.	17048D	"	
27.	-do- Cadmlum middle.	17050	"	
28.	-do- yellow.	17050A	"	
29.	Colour water carmine.	17052	"	
30.	-do- crimson lake.	17058	"	
31.	-do- gambege tint.	17060	"	
32.	-do- grey paynes.1	17062	"	
33.	-do- green emerald.	17064B	"	
34.	-do- green prussian.	17064E	"	
35.	-do- indigo.	17066	"	
36.	-do- orange pure.	17070C	"	
37.	-do- orange vermilion (mid tint).	17072D	"	



Sr. No.	Description.	Code No.	Unit Nos.	Remarks.
38.	-do- purple lake.	17075A	"	
39.	-do- Indian red.	17076A	"	
40.	-do- Lead red.	17076B	"	
41.	-do- Light red.	17076C	"	
42.	-do- Scarlet lake.	17078	"	
43.	-do- " Royal.	17078A	"	
44.	-do- Sepia.	17079	"	
45.	-do- Sienna burnt.	17080	"	
46.	-do- Vermillion pink.	17083	"	
47.	-do- Violet.	17084	"	
48.	-do- Chinese white	17086	"	
49.	-do- yellow crome.	17088	"	
50.	-do- " pink.	17088D	"	
51.	-do- " lemon.	17088F	"	
52.	French curves (plastic)	17092	Set.	
53.	" " " (wooden)	17092A	"	
54.	Dividers spring 4" (small)	17095	No.	
55.	Blue print corrector-blue.	17102	bottle.	
56.	-do- brown.	17103	"	
57.	-do- green.	17104	"	
58.	-do- red.	17105	"	
59.	-do- scarlet.	17106	"	
60.	-do- yellow	17110	"	
61.	Ink hexagonal (China make) sticks (Solid).	17111	No.	
62.	Ink drawing Indian black.	17112	bottle.	
63.	-do- sienna burnt.	17114	"	
64.	Ink drawing Caramine.	17115	"	
65.	-do- Chinese -white.	17116	"	
66.	-do- Crimson.	17117	"	
67.	-do- crimson lake.	17117A	"	
68.	-do- Cobalt blue.	17118	"	
69.	-do- green.	17120	"	
70.	-do- emerald.	17120B	"	
71.	-do- green light.	17120E	"	
72.	-do- dark green.	17120F	"	
73.	-do- orange.	17126	"	
74.	-do- Prussian blue.	17128	"	
75.	-do- purple.	17129	"	
76.	-do- scarlet.	17131	"	
77.	-do- sepia.	17132	"	
78.	-do- Vermillion.	17134	"	
79.	-do- Violet.	17135	"	
80.	-do- yellow.	17136	"	
81.	-do- lemon.	17136A	"	
82.	Nibs steel for drawing pens No.606.	17140	No.	
83.	-do- No.520	17140A	"	
84.	-do- No.516	17140B	"	
85.	-do- drawing pens mapping No.404	17140F	"	
86.	-do- No.303	17140G	"	
87.	-do- No.170	17141	"	
88.	Paper tracing sectional 1/16"	17149A	Sheet or roll.	
89.	-do- 1/12"	17149B	"	
90.	-do- 1/10"	17149C	"	
91.	-do- 1/8"	"	"	
92.	Pencils architect (Kohinoor) (Czech)/English.	17156	No.	
93.	Pencil drawing B.	17158	"	

Sr. No.	Description.	Code No.	Unit Nos.	Remarks.
94.	-do- BB	17158A	"	
95.	-do- BBB	17158B	"	
96.	-do- F	17159	"	
97.	Pencils drawing H.	17160	"	
98.	-do- HH	17160A	"	
99.	-do- HHH	17160B	"	
100.	-do- HHHH	17160C	"	
101.	-do- HB	17162	"	
102.	-do- Brown	17164	"	
103.	-do- Sienna burnt.	17164A	"	
104.	-do- Crimson lake.	17164B	"	
105.	-do- Grey.	17164C	"	
106.	-do- Neutral tint.	17164D	"	
107.	-do- Brown sepia.	17164G	"	
108.	-do- Vermillion.	17164H	"	
109.	-do- Violet.	17164J	"	
110.	-do- White.	17164K	"	
111.	-do- Yellow.	17164L	"	
112.	Pencils coloured in sets of 12 assorted colours.	17165	Set.	
113.	Pencils holders.	17166	No.	
114.	Pinholders (Special) npping pens.	17167A	"	
115.	Pins drawing brass 1/2" (Single points)	17168	"	
116.	-do- -do- 3/4"	17168A	"	
117.	Set squares (Plastic) 4", 8", 10" & 12"	17230	"	
118.	T squares 30"	17250	"	
119.	-do- 42"	17250	"	
120.	-do- 48"	17250	"	
121.	-do- 54"	17250	"	
122.	Pads sectional ruled 1/16" size about 8" x 11".	34320	pad	
123.	-do- 1/12" -do-	34320A	"	
124.	-do- 1/10" -do-	34320B	"	
125.	Pad sectional ruled 1/8" size about 8" x 11"		pad.	
126.	Paper sectional 1/16"x22, 1/2"x17, 1/2"	34372	sheet.	
127.	-do- 1/12" -do-	34374	"	
128.	-do- 1/10" -do-	34376	"	
129.	-do- 1/8" -do-	34378	"	
130.	-do- 1/4" -do-	34380	"	
131.	Paper sectional mounted 1/16" size 22, 1/2" x 17, 1/2"	34382	"	
132.	-do- 1/12" -do-	34384	"	
133.	-do- 1/10" -do-	34386	"	
134.	-do- 1/8" -do-	34388	"	
135.	Paper drawing imperial (smooth) 22" x 30"	34	"	
136.	Paper drawing double elephant 40"x27"	34	"	
137.	Crow-quill Pen No.5062 EF		No.	

Sr.No.	Description.	Code No.	Unit.	Remarks.
1.	Bin cards Form ST/3		No.	
2.	Straw Board file covers for bin cards.		Pairs.	
3.	Straw-Board file covers for stock ledgers.		"	
4.	Stock Register forms (ST/5-B)		No.	
5.	Material Allocation Register form (ST/8)		"	
6.	Straw-Board covers for Material allocation register.		Pair.	
7.	Stock Inventory sheets (ST/12)		No.	
8.	Consumers' personal ledger forms.		"	
9.	Straw-Board covers for Consumers' personal ledgers.		Pair.	
10.	Consumers General Ledger Form.		Sets.	
11.	Consumers a/c. No. Register forms.		No.	
12.	Form 33 Energy Bill forms (English) Mechanised.		"	
13.	Form 33 " " in regional language Mechanised.		"	
14.	Bill Collector's daily collection report.		book.	
15.	Docket Voucher forms.		No.	
16.	Journal Voucher forms (Large).		No.	
17.	-do- (small)		"	
18.	Journal Books.		book.	
19.	Ledger books.		"	
20.	Payments intimation cards.		No.	
21.	C.P.F. Nomination form No. 1		No.	
22.	-do- 2		"	
23.	-do- 3		"	
24.	-do- 4		"	
25.	C.P.F. Advance application form.		"	
26.	C.P.F. Application forms (Declaration)		"	
27.	" Advance voucher forms.		"	
28.	" Register books.		Books.	
29.	C.P.F. Personal ledger a/c. sheets.		Nos.	
30.	" a/c. slips (Annual)		"	
31.	Allocation sheets for cash book entries.		"	
32.	Cash Books for divisions.		Book.	
33.	Cash Books susidiary.		"	
34.	Forms of Acceptance of Tenders.		No.	
35.	" indent "Very Urgent" (Pink colour)		"	
36.	" " "Urgent" (Green)		"	
37.	" " (Ordinary) white.		"	
38.	Tender inquiry forms.		"	
39.	Cards-Extension of Tender date.		"	
40.	Forms A-1 Form of application for supply of electricity.		"	
41.	A-5 Form of assurance to take supply when available.		"	
42.	B-1 Form (Post-card) for intimating applicants of the date and time of inspection of site for fixing meter position.		"	
43.	B-2 Form (Post-card) for intimating the land lord about supply to his premises required by his tenant.		"	
44.	B-3 Form (Post-card) for intimating the applicant about the date and time of inspection and test of the installation.		"	

Sr.No.	Description.	Code No.	Unit.	Remarks.
45.	B-4 Delayed payment disconnection notice (In English)/Marathi/Gujarati.		"	
46.	C-1 (Revised) Detailed estimate of quantities for service connection and applications for work order and completion report (in book form) In duplicate serial numbered.		"	
47.	C-1 (A) Detailed cost of service connection in book form in triplicate.		"	
48.	C-3 (L) service connection instalment register.		"	
49.	C-4 Service connection procedure.		"	
50.	D-1 wiring contractors completion and test report.		"	
51.	F-1 (Revised) Register of service connection.		"	
52.	G-1 Meter reading cards for lighting & fans.		"	
53.	Forms G-2 Meter reading cards for domestic appliances.		Nos.	
54.	" G-3 -do- for industrial loads.		"	
55.	" G-6 Monthly statement of operating data and segregation of kilowat hours sold.		"	
56.	Forms G-7 H.T.consumers Meter cards.		"	
57.	" G-8 M.C.Meter cards.		"	
58.	" G-10		"	
59.	" G-11		"	
60.	" G-12A		"	
61.	" G-13		"	
62.	H-1 Monthly statement showing the details of applications, connections and the load connected.		"	
63.	H-2 Monthly report on consumers and connected load for the month of.		"	
64.	H-3 Weekly report to electrical Inspector on Medium and low pressure connections.		"	
65.	H-4 Details of loading on transformers.		"	
66.	J-1 Form of declaration for obtaining service connection on instalment basis.		"	
67.	Pamphlets (K-1) English.		"	
68.	" " Gujarathi.		"	
69.	" " Marathi.		"	
70.	Street lighting service bill forms.		"	
71.	H.T. Consumers Bill forms. (Licensee)		"	
72.	-do- Bill forms (Utram)		"	
73.	Monthly pay roll form.		"	
74.	Service Books.		"	
75.	Monthly performance report books.		"	
76.	T.A./Supplimentary salary bill forms.		"	
77.	Muster roll books.		"	
78.	Memorandum cards (Reminders)		"	
79.	Forms No.4 (Tre valuation schedule)		"	
80.	-do- 3 (Valuation statement of damages)		"	
81.	-do- 2 (Certificate of compensation under f.T.Act).		"	
82.	Forms No.1 (Note under Indian Telegraph Act)		Nos.	
83.	Immediate slips.		"	
84.	Longitude sheets.		"	
85.	Forms Gen-84		"	
86.	Forms PWD No.1.		"	
87.	Forms PWD No.2c Nominal Muster rolls (Inner)		"	

Sr.No.	Description.	Code No.	Unit.	Remarks.
88.	-do- No.411C revised Account of work executed (inner).		"	
89.	-do- No.411 AC revised Account of work executed (inner)		"	
90.	" No.418C Running account Bill 'A' (outer)		"	
91.	" No.418 AC -do-		"	
92.	" No.419C Account of works executed (inner)		"	
93.	" No.42 C, Revised items of works of suppliers (inner).		"	
94.	" No.419 AC Account work executed (inner)		"	
95.	" Gen. 43 C (Acquittance roll forms)		"	
96.	Treasury challans.		"	
97.	Contractors ledger (PWD 431 AC)		book.	
98.	Imprest Cash Books (PWD) 5856		Set.	
99.	Confidential Report forms Gen. 254		---	
100.	Register of Misc. Sanctions PWD 511C		book.	
101.	Banker's Acknowledgement challans (for Saurashtra area)		Book.	
102.	And such of other Government forms in use.		---	

LIST NO.IV.

BOMBAY STATE ELECTRICITY BOARD.

(A) List of Stationery and Miscellaneous articles to be purchased by Head Office.

Sr.No.	Description.	Code No.	Unit.	Remarks.
1.	Ledger-paper for agreements fullscap size: 8.1/2" x 13.1/2"	34325	Ream.	
2.	Paper Fool-scap (cream laid) 5 lbs. 13.1/2" x 8.1/2"	34322D	"	
3.	" " 10 lbs. 17" x 13.1/2"	34332E	"	
4.	" " 2.1/2 lbs. 6.3/4" x 8.1/2"	34332H	"	for noting, drafting typing etc.
5.	Paper thin for typewriter size 8.1/2" x 13.1/2" (Manifold).	34408	"	
6.	" " " " statement size.	34399	"	
7.	Paper duplicating fullscap size 13.1/2"x8.1/2"	34414	"	
8.	Paper duplicating brief size. (13.1/2"x17")	34414A	"	---
9.	Paper stencil fullscap.	34426	Quire	each quire contains 24 sheets.
10.	Paper stencil brief size.	34574	"	

(B) List of drawing materials with their respective units and Code Numbers, to be purchased by Head Office.

Sr.No.	Description.	Code No.	Unit.	Remarks.
1.	Cloth tracing 20"x20 yds.	17037	roll.	
2.	-do- " 30"x20 yds.	17038	"	
3.	-do- " 36"x20 yds.	17038B	"	
4.	-do- " 42"x20 yds.	17038E	"	
5.	Paper drawing antiquarian size: 31"x53" weighing 130 lbs. per ream of 500 sheets.	17144	sheet.	
6.	Paper drawing ferro prussiate 40"x10 yds. white lines on blue ground.	17146	roll.	
7.	Slide rules.	17240	No.	
8.	Cloth tracing sectional 1/8", 24"x10 yds.	17	roll.	
9.	-do- 1/10", 24" x 10 yds.	17	"	
10.	-do- 1/12" -do-	17	"	
11.	Paper cartridge (continuous) unmounted 54" x 50 yds.	34352B	roll.	
12.	Paper cartridge white continuous 60" x 15 yds.	34354	"	
13.	Paper tracing white thick continuous, 42"x20 yds.	34398	"	

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(C) List of printed books and forms to be purchased by Head Office.

Sr.No.	Description.	Code No.	Unit.	Remarks.
1.	Stores Receipt Note Book (ST/1)		book.	
2.	Works completion Certificate books (ST/2).		"	
3.	Stores Receipt Book (ST/4)		"	
4.	Stock Ledger Forms (ST/5-A)		No.	
5.	Material Requisition Book (ST/6)		book.	
6.	" Credit Note Book (Pink) (ST/6A)		"	
7.	Daily Issue per Bin (ST/7)		"	
8.	Monthly Issue per bin (ST/9)		"	
9.	Monthly return of receipts (ST/10)		"	
10.	Measurement books (for work) (Small)		"	
11.	" " " (large)		"	
12.	Form 32- Triplicate receipt book.		book.	
13.	Form 32- Duplicate receipt book.		"	
14.	Sales Tax Declaration forms (L)		"	
15.	" " " " (M)		"	
16.	Purchase Tax Register.		"	
17.	Register of Progress of Tender enquiries		"	
18.	Register of claim from Insurance Officer.		"	
19.	Register of security deposit.		"	
20.	Register of Advance payment made against purchases.		"	
21.	Register of order for supply of Casual Tenders.		Book.	
22.	General conditions of contract for plant and machinery Part I.		"	
23.	General conditions of contract for plant and machinery Part II.		"	
24.	Tender and contract for works.		"	

Sr.No.	Description.	Code No.	Unit.	Remarks.
25.	I-1. Agreement form for street lighting service to Municipality constituted under Bombay District Municipal Act.		Nos.	
26.	I-1(A) Agreement forms for street lighting service with the Borough Municipality.		"	
27.	I-2. Agreement form for street lighting service to Village Panchayat.		"	
28.	I-3.		"	
29.	I-4.		"	
30.	J-E Booklets of conditions.		"	
31.	Booklets, Rate of supply of L.T.		"	
32.	-do- H.T.		"	
33.	Books code instruction (Commercial Section)		"	
34.	Stores Measurement Books.		Book.	
35.	and such of the other items as are found essential to be purchased at H.O. in the interest of work.			

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**GENERAL STANDING ORDER NO. 376 DATED 30TH AUGUST, 1958.  
ESTABLISHMENT SECTION**

Subject:- Rules regarding grant of advance of T.A. and Pay on tour and transfer and delegation of powers thereunder- Modification to G.S.O.No.9, 15, 138 and 192.

In accordance with the Board's Resolution No.1559 dated 11-8-1958, the following rules regarding grant of advance of T.A. and Pay on tour and transfer are issued in supersession of those laid down in G.S.O.No.9, 15 and 138.

Advances on tour and transfer shall be granted to the employees of the Board to the extent specified below.

**A. ADVANCES ON TOUR.**

- |                                 |   |
|---------------------------------|---|
| (i) Class I Officers.           | 75% of the estimated T.A.Bill provided that the probable expenditure is not likely to be less than Rs.150/- |
| (ii) Class II Officers.         | 75% of the estimated T.A.Bill.  |
| (iii) Class III & IV employees. | Full amount of the estimated T.A.Bill irrespective of their terms of appointment under the Board.           |

**B. ADVANCES ON TRANSFER.**

- |   |   |
|---|---|
| (i) All employees who have put in less than one year service.                         | Pay advance equal to the undisbursed pay of their tenure and 50% of the estimated T.A.Bill. |
| (ii) All employees who have put in one year's service but less than 3 years' service. | One month's pay and 75% of their estimated T.A.Bill.  |
| (iii) All employees who have put in 3 years or more service.                          | One month's pay and full amount of their estimated T.A.Bill.                                |

The extent of advances specified above shall be granted and recovered as per rules given hereunder. :-

- (i) No temporary employee shall be asked to proceed on tour unless it is absolutely essential in the interest of work.
- (ii) Employees who have not completed 6 months' service shall not normally be transferred unless due to exigencies of administration.
- (iii) No fresh advance shall be granted to an employee unless earlier advance has been settled. The advance that has remained unrecovered shall be recovered in full from the salary payable to the employee.
- (iv) The advance of pay shall be recovered in not more than 3 instalments. The recovery shall start from the month following the month in which the advance is granted.
- (v) Effective steps shall be taken to effect recoveries of advances and in case it is found that the advance given to an employee against T.A. is not settled within 2 calendar months following the month in which the journey was performed, the amount of such advance shall be recovered in full from the salary bill of the employee concerned.
- (vi) Every employee shall declare in his T.A.Bill the amount of advance taken against that bill. In case no advance is taken against that bill this fact shall also be recorded therein.
- (vii) Employees who are transferred at their own request shall not be eligible to any advance or travelling allowance and they shall bear their own expenses. Any joining time taken by them shall be treated as leave, if due.

The Board in the same resolution has approved of the following delegation of powers which should supersede those specified in para 50 (f) of G.S.O. 192.

- |   |  |
|---|--|
| (a) Grant of pay and T.A. Advances to the extent admissible to Class I Officers, as aforesaid | (1) Joint Chief Engineer in respect of Circle Heads and Officers working in the Zonal Office.<br>(2) Circle Heads in respect of Officers working in their respective Circles.<br>(3) Chief Engineer in case of others.       |
| (b) -do- -do- -do- -do-<br>Class II Officers.   | (1) Zonal, Circle and Divisional Heads for field staff.<br>(2) Superintending Engineer (Tech) in respect of Technical Officers working in Head Office.<br>(3) Secretary in respect of non-technical Officers in Head Office. |
| (c) -do- -do- -do- -do-<br>Class III & IV employees.  | (1) Zonal, Circle and Divisional Heads for field staff.  |



(2) Establishment Officer for Head Office staff.

Sd/- Secretary.

(Please also connect G.S.O.-88 of MSEB)

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**CORRECTION SLIP NO.1 DATE: 15TH MARCH 1975.  
(TO G.S.O. 376 DATED 30-8-1958)**

The Board under its Resolution No.1080 dated 21-2-1975 has accorded its approval to the insertion of Note 'A' below Item B of General Standing Order 376 dated 30-8-1958, as follows:-

"In case of transfer, the employee can be granted transfer travelling allowance advance in one part at the place of his relief if he desires to shift his family members and transport his personal effects immediately, otherwise in two parts, one at the old station, before proceeding on transfer, to cover his travelling expenses and the other at the new place of posting to cover the travelling expenses of his family members, who have to follow him within 12 months from the date of his transfer. Such advance shall include charges for transportation of the personal effect."

Sd/- (N.S.Merchant)  
Secretary.

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**GENERAL STANDING ORDER NO. 377 DATED 30TH AUGUST, 1958.  
ESTABLISHMENT SECTION**

**Subject:-** Delegation of powers for payment of compensation to an injured workman as provided under Workmen's Compensation Act, Amendment to G.S.O.192.

In order to ensure prompt payments of compensation under the Workmen's Compensation Act, the following revised delegation of powers are issued in supersession of the previous delegation of powers specified in para (56) F (i) to (iv) of G.S.O.No.192 of 6-4-1957.

(a) Payment of compensation to staff who have suffered injury/loss of life while on duty within the limits prescribed under the Workmen's Compensation Act or payment of advance there against.	(i) Ex.Engr. upto & inclusive of	Rs.500/-
	(ii) Supdtg.Engr. upto & inclusive of	Rs.750/-
	(iii) Jt.Chief.Engr -do-	Rs.1000/-
	(iv) Chief Engr/Secretary. -do-	Rs.2000/-
	(v) Chairman. above	Rs.2000/-
(b) Any excess amount above the limits prescribed under Workmen's Compensation Act on compassionate grounds.	(i) C.E. upto & inclusive of	Rs.250/-
	(ii) Chairman -do-	Rs. 500/-
	(iii) Board above	Rs.500/-
(c) Payment of medical expenses at actuals.	(i) C.E./Secretary upto & inclusive of	Rs.250/-
	(ii) Chairman. -do-	Rs.500/-
	(iii) Board above	Rs.500/-

Sd/- Secretary.

**CORRECTION SLIP NO.1 DATED : 9TH MAY 1969  
TO G.S.O.NO.377 DATED 30-8-1958  
(Labour and Industrial Relations Section.)**

Subject:- Payment of compensation under Workmen's Compensation Act  
1923.- Delegation of powers to sanction the-

In order to settle expeditiously the claims of compensation under the Workmen's Compensation Act, 1923, in respect of the workmen who are involved in fatal/non-fatal accidents during the course and out of their employment, the Board under its Resolution No.5269 dt. 15-4-1969 has decided to delegate powers to sanction payment of compensation under the aforesaid Act to such of the Senior Power Station Superintendents and Superintending Engineers who have Welfare Officers/Labour Officers attached to them. The Board has further directed that other Field Officers who have no such Officers attached to them should continue to submit their cases to the Head Office for sanction of compensation by the Competent Authority from Head Office to whom such powers have been delegated under G.S.O.No.377 dated 30th August 1958. It should be noted that such of the Officers to whom the post of Assistant Labour Officers have been attached are excluded from the revised delegation of powers as notified above and they should therefore continue to submit their cases to the Head Office for further necessary action in this regard.

2. The authorities to whom the powers as above are delegated should endorse to Head Office a copy of the order sanctioning the compensation in each individual case as and when such occasion arises. They should also forward the monthly statement as per attached proforma to the Head Office indicating the cases in which they have sanctioned compensation to the Workmen in accordance with these powers.

It is also desired that registers showing cases where compensation has been sanctioned should be maintained separately for Fatal accidents and Non-fatal accidents.

Encl:- As above. \* Typed on the reverse.

Sd-/Secretary.

**Monthly Statement showing cases of accidents where  
compensation was sanctioned during the month of ----**

Name of the Office :

Sr.No.	Name and designation of the Workman to whom the accident was caused.	Place of accident.	Date of accident.	Nature of the accident i.e. whether fatal or non-fatal.	Brief description of the accident.	Amount of compensation payable.	No.& date of the order sanctioning the compensation.	Remarks

No.  
Name of the Office  
Date.

Signature -----  
DESIGNATION

Forwarded with compliments to  
The Chief Industrial Relations Officer, M.S.E.Board, Bombay.

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**CORRECTION SLIP NO.2 DATED: 3RD JANUARY, 1970  
TO G.S.O.NO.377 DATED: 30-8-1958  
(Labour and Industrial Relations Section.)**

**Subject:-** Payment of compensation under the Workmen's Compensation Act 1923-Delegation of powers to sanction the----

Under its resolution No.5553 dated 27-10-1969, the Board decided to delegate powers to sanction payment of compensation under the Workmen's Compensation Act 1923, to the Chief Engineer (VG), Nagpur and the Dy.Chief Engineer (P.U.C.), Poona, who have Industrial Relations Officers attached to their offices for tendering advice on Labour & Industrial Relations matters. Accordingly, all the cases pertaining to this subject in the Vidarbha Region will hereafter be dealt with & decided by the Chief Engineer (VG), Nagpur, in addition to other offices to whom such powers have been delegated under Correction Slip No.1 to G.S.O.377 issued by this office on the 9th May, 1969. The Dy.Chief Engineer (P.U.C.), Poona shall deal with such cases occurring in the offices falling under his jurisdiction.

2/-Other Instructions issued in para 2 of the Correction Slip No.1 to G.S.O.377, referred to above will remain unchanged.

Sd/- Secretary.

**CORRECTION SLIP NO.3 DATED: 15-6-1970  
TO G.S.O. 377 DATED 30-8-1958 (L.I.R. SECTION.)**

**Subject:-** Payment of compensation under Workmen's Compensation Act, 1923-- Delegation of powers to sanction the.

Under its Resolution No. 5809 dated 27/4/1970, the Board has decided to delegate to the Secretary full powers to sanction payment of compensation to the staff who have suffered injury/loss of life in an accident arising out of and during the course of employment, within the limits prescribed under the Workmen's Compensation Act and/or to sanction payment of advance against the compensation due under the law. Similar powers delegated to the Field Officers under Correction Slip No.1 and 2 to G.S.O. 377 dated 9th May, 1969 and 3rd January, 1970, respectively will also remain operative in, so far as their respective jurisdictions are concerned.

The Board has further directed that a periodical report regarding causes of particular fatal accidents and steps taken to prevent them should be submitted to the Board by the Director of Research after conducting necessary investigations.

Sd/- Secretary.

**CORRECTION SLIP NO. 4 DATED: 5-8-1971  
TO G.S.O. NO. 377 DATED 30-8-1958.**

**Subject:-** Delegation of powers for payment of compensation to an injured workman as provided under Workmen's Compensation Act - Amendment to G.S.O. 192.

The Board under its resolution No.4540 dated 22-12-1967 has authorised the Chairman to sanction reimbursement of medical expenses in excess of Rs.250/- in connection with treatment of employees who suffer personal injuries in an accident arising out of and in the course of employment and are covered by Workmen's Compensation Act.

The above powers have already been notified under Correction Slip No.6 dated 17-1-1968 to G.O.20 dated 17-6-1963. Since however G.O.20 dated 17-6-1963 primarily deals with matters relating to medical reimbursement whereas G.S.O.377 dated 30-8-1958 deals with matters relating to delegation

of powers for payment of compensation to injured workmen, It is considered more appropriate to issue the instructions contained in the aforesaid Correction Slip as Correction Slip No.4 to G.S.O. 377 dated 30-8-58. This Correction Slip is, therefore, issued in cancellation of Correction Slip No.6 dated 17-1-1968 to G.O.20 dated 17-6-1963 and is effective from the same day on which the Correction Slip No.6 to G.O.20 came into effect i.e. 17-1-1968.

Consequently the delegation of powers specified against item (c) of G.S.O. 377 should be modified to read as under:-

- 1) Chief Engineer/Secretary
- 2) Chairman

Rs.250/-  
Above Rs.250/-

Sd./- Joint Secretary.

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**CORRECTION SLIP NO. 5 DATED: 5-8-1971  
TO G.S.O. NO. 377 DATED 30-8-1958.**

Subject:- Delegation of powers for payment of compensation to an injured workman as prescribed under Workmen's Compensation Act - Amendment to G.S.O. 192.

The Board in its resolution No. 7039 dated 23-11-1970 has decided that an advance upto Rs.100/- for meeting medical charges should be made, on the recommendations of Medical Officer to an employee who meets with an accident arising out of and in the course of employment.

This provision has been notified under Correction Slip No.14 dated 9-12-1970 to G.O.20 dated 17-6-1963. Since, however, G.O.20 dated 17-6-1963 deals with matters pertaining to medical reimbursement scheme whereas G.S.O.377 dated 30-8-1958 deals with matters pertaining to delegation of powers for payment of compensation to an injured workman, It is considered more appropriate to issue the instructions contained in the aforesaid Correction Slip as Correction Slip No.5 to G.S.O.377 dated 30-8-1958. This Correction Slip is therefore, issued in cancellation of Correction Slip No.14 dated 9-12-1970 to G.O.20 dated 17-6-1963 and is effective from the same date on which the Correction Slip No. 14 came into effect i.e. 17-1-1968.

Consequently, the following para should be added at the end of Correction Slip No.4 dated 5-8-1971 to G.S.O.377 dt.30-8-1958.

"An advance upto Rs. 100/- for meeting medical charges shall be made, on the recommendation of Medical Officer, to an employee who meets with an accident arising out of and in the course of employment. The said advance shall be adjusted against the final medical claim of the employee. In case, on such adjustment, the employee has to refund any amount to the Board, the same shall be recovered from his pay in instalment (s) as may be determined by the competent authority".

Sd/- Joint Secretary.

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**CORRECTION SLIP NO. 6 DATED: 5-8-1971  
TO G.S.O. NO. 377 DATED 30-8-1958.**

Subject:- Delegation of powers for payment of compensation to an injured workman as provided under Workmen's Compensation Act.

In pursuance of Board Resolution No.5782 dated 13-4-1970 and, in partial modification of Correction Slip No.4 to G.S.O.377 dt. 30-8-1958, the powers of Chairman to sanction expenditure upto Rs.500/- in respect of reimbursement of medical expenses at actuals incurred in connection with treatment of employees who suffer personal injuries in an accident arising out of and in the course of employment and are covered by Workmen's Compensation Act are redelegated to Secretary/Joint Secretary. Consequently the revised delegation of powers will now read as under:-

- Chief Engineer  
Secretary/Joint Secretary  
Chairman

Upto Rs.250/-  
Upto Rs.500/-  
above Rs.500/-

Sd/- Joint Secretary.

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**CORRECTION SLIP NO. 7 DATED: 9-11-1972  
TO G.S.O. NO. 377 DATED 30-8-1958.**

Subject :- Delegation of Powers for payment of compensation to an injured workman as provided under Workmen's Compensation Act.

By its Resolution No.8181 dated 9-10-72, the Board has delegated powers to sanction diet charges incurred by the Board's employees during their disablement period on account of accident, to the Officers who are competent to sanction reimbursement of medical expenses as per Correction Slip No.6 dt.5-8-1971 (to G.S.O. No.377 dt. 30-8-1958) and authorised to modify G.S.O.No.377 accordingly.

Item (c) of G.S.O. No.377 of 30-8-1958 reading "Payment of medical expenses at actuals" is, therefore, modified to read as under :-

"(c) Payment of medical expenses (including diet charges really essential for recouperment of health of the injured workman) at actuals".

Sd/- Jt. Secretary.

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**CORRECTION SLIP NO. 8 DATED: 25-5-1977  
TO G.S.O. NO. 377 DATED 30-8-1958.**

By its Resolution No. 460 dt. 2.5.77, the Board has accorded its approval for delegation of powers in the matter of reimbursement of medical expenses at actuals incurred in connection with the treatment of any employee, who suffered personal injuries in an accident arising out of and in the course of employment.

Chief Engineer.

Secretary/Jt.Secretary

Accounts Member.

- Upto Rs. 250/-

- Upto Rs. 500/-

- Above Rs. 500/-

Sd/- Secretary.

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**CORRECTION SLIP NO. 9 DATED: 5-4-1979  
TO G.S.O. NO. 377 DATED 30-8-1958.**

Subject :- Delegation of powers for payment of compensation payable under Workmen's Compensation Act, 1923.

By its Resolution No.1542 dt. 2.3.79, the Board has accorded its approval to the following :-

1. To delegate full powers to the Controlling Officers not below the rank of Executive Engineer and equivalent to sanction payment of compensation to the Board's employees as laid down in the W.C. Act. 1923 provided the nature and the amount of the claims are strictly in accordance with the provisions of the said Act and provided further that if interpretation of any of the provisions of the W.C. Act 1923 is involved, the claims should be referred to the Zonal or other concerned Chief Engineer for sanction in consultation with his associate Accounts Officer and Industrial Relation Officer/Labour Officer wherever available.

2. This is in supersession of the existing delegation of powers in this behalf. However, all pending and future claims under the W.C. Act., should be decided and settled as per these delegations.

Sd/- Secretary.

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**CORRECTION SLIP NO. 10 DATED: 18-6-1980  
TO G.S.O. NO. 377 DATED 30-8-1958.**

**Subject:-**Providing of orthopaedic appliances to the Board's employees involved in non-fatal accident.

The Board vide their Resolution No. 547 dt. 27-5-1980 have accorded their approval to delegate powers to all Chief Engineers in the field to sanction expenditure chargeable to revenue upto a limit of Rs. 5,000/- per individual for purchase of orthopaedic appliances, such as calipers, tricycles, wheel chair etc. for the use of Board's employees involved in non-fatal accident while on duty, on the recommendation of the competent medical authorities.

Sd/- (V. Bansal)  
Secretary.

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**CORRECTION SLIP NO. 11 DATED: 23-2-1988  
TO G.S.O. NO. 377 DATED 30-8-1958.**

**Subject:-**Delegation of powers for payment of Compensation to an injured workman/employee as provided under the Workmen's Compensation Act, 1923. -ADVANCE FOR MEETING MEDICAL CHARGES.

The last para of Correction Slip No. 4 dated 5-8-1971 to G.S.O. 377, dated 30-8-1958 as added vide Correction Slip No.5, dated 5-8-1971 to the same G.S.O. (issued in pursuance of the B.R.No.7039, dated 23-11-1970) reads as under:-

"An advance upto Rs.100/- for meeting medical charges shall be made, on the recommendation of Medical Officer to an employee who meets with an accident arising out of and in the course of employment. The said advance shall be adjusted against the final medical claim of the employee. In case, on such adjustment, the employee has to refund any amount to the Board, the same shall be recovered from his pay in instalment(s) as may be determined by the competent authority."

2. In partial modification of the above provision, the Board by their Resolution No. 884, dated 20-1-1988 have accorded approval to delegate powers to the following authorities to sanction an advance to an employee who meets with an accident arising out of and in the course of employment and who requires hospitalisation for a period more than a week to the extent indicated against them respectively, viz., as follows:-

Sr. No.	Authority to whom power is delegated.	Maximum amount of advance that can be granted by the Competent Authority.
1)	Executive Engineer.	.... Upto Rs. 3000/-
2)	Superintending Engineer/ Dy.Chief Engineer.	.... Upto Rs. 4000/-
3)	Chief Engineer.	.... Upto Rs. 5000/-
4)	Accounts Member.	.... Full powers.

3. Under the same Resolution the Board directed that-
- (i) In field offices advance should be granted on the basis of certificate from Medical Officer of the Board or of a Registered Medical Practitioner, as the case may be and in all other cases the same be granted in consultation with Medical Adviser in Head Office;
  - (ii) any deserving case not exactly fitting in with the criteria indicated above should be decided by the next higher authority. Other terms and conditions laid down in B.R.No. 7039, dated 23-11-70 and circulated under C.S. No.5, dt.5-8-71 to G.S.O. 377 shall remain unchanged.
4. This Correction Slip comes into force with immediate effect.

Sd-/(Ravi Kamal Bhargava)  
Member (Admn.)/Secretary

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**GENERAL STANDING ORDER NO. 378 DATED 30TH AUGUST, 1958.  
ESTABLISHMENT SECTION**

Subject:- Grant of washing and Roneo allowance (G.S.O.Nos.219 and 370).

In accordance with the Board's Resolution No. 1611 dated 11-8-1958, the grant of washing allowance which was sanctioned for the financial year ending 31-3-1958 should be continued upto the period, ending 31-3-1959 to such of those Class IV servants who have been supplied with uniforms at the following scales:-

- (i) Re.1.00 p.m to such of those Class IV servants who have been supplied with uniforms and working in the Head Office.
- (ii) R.e.0.75 p.m. to such of those Class IV servants who have been supplied with uniforms and working in the mofussil.

The Board under the same resolution has authorised the Secretary to accord sanction to the further continuance of washing allowance if the same is continued by Government to its employees.

The Board also decided that Roneo allowance of Rs.2/- p.m. sanctioned to one Peon who is entrusted with the roneo work in the Head Office for the year 1957-58 vide G.S.O.No.219 since increased to Rs.4/- p.m. with effect from 1-6-58 vide G.S.O.No.370 should be attached to the post of peon in Head Office entrusted with this work.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 379 DATED 5TH SEPTEMBER, 1958.  
ESTABLISHMENT SECTION**

Subject:- Anti-rabic treatment - Concession to Board's employees undergoing.

In accordance with the Board's Resolution No.1592 dated 11-8-1958, the following concessions should be afforded to the Board's employees who receive dog bite while on duty and have to undergo anti-rabic treatment:

- (i) Actual fee paid for the treatment in Government hospital.
- (ii) Actual travelling expenses from the residence to the civil hospital restricted to single class railway fare each way and actual road expense if any, for the number of days he receives treatment in the hospital.
- (iii) To treat the period of absence (limited to twenty-one days) on account of treatment as special pay with pay, not debitible to any leave account.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 380 DATED 11TH SEPTEMBER, 1958.  
ESTABLISHMENT SECTION**

Subject:- Writing and Maintenance of Confidential Reports in respect of Board's employees.

In accordance with the Board's Resolution No.1158 dated 11-8-1958, the annual confidential reports in respect of all the Board's employees other than those in Class IV service for the year 1958-1959 and onwards should be written and maintained in the confidential report forms prescribed by the Government of Bombay. A copy of the prescribed forms which divide into 3 parts is attached herewith.

The existing forms of confidential reports as are in vogue in different integrating units should be used in respective areas for the year 1957-58 pending printing of forms as now approved by the Board.

Encl:- As above

Sd/- Secretary.

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(CONFIDENTIAL)  
(G.R., P. & S.D., CON. NO. CFR 1256 of 15-10-56).

GEN 254 e. (OUTER)

CONFIDENTIAL REPORT ON GOVERNMENT SERVANTS OTHER THAN THOSE IN CLASS IV SERVICE.

No. \_\_\_\_\_  
Name. \_\_\_\_\_  
Department or Office. \_\_\_\_\_

INSTRUCTIONS.

1. Report should be submitted annually and for the period ending 31st March. It should be maintained for all Government servants other than those of Class IV.
2. Report should be signed in full and dated by the Reporting Officer. His name and designation should be typed or written legibly below his signature.
3. Report should as far as possible be written in manuscript. When the Report is typed for good and sufficient reasons, a certificate that the typing has been done by the Reporting Officer should be added to the Report.
4. If the Government servant has served under the reporting authority for less than six months, the officers under whom he has previously served should be consulted and their opinions incorporated in the report, indicating how far the replies to the questions are based on personal knowledge and how far on reports of other officers.
5. Anything specially creditable or discreditable to the Government Servant should be mentioned, even if not specifically provided for.

6. Severe notice will be taken of perfunctory, cryptic and incomplete report or reports based on personal prejudices.

PART I-A.

Full Name. \_\_\_\_\_  
Father's Name. \_\_\_\_\_  
Date of Birth. \_\_\_\_\_  
Place of Birth. \_\_\_\_\_

Village/Town/Taluka/District.

Nationality and Religion. \_\_\_\_\_  
Whether belongs to Scheduled Castes/Scheduled Tribes/Other Backward Classes. \_\_\_\_\_  
Home of Family. \_\_\_\_\_  
Permanent Address. \_\_\_\_\_  
Whether any immovable property held. \_\_\_\_\_  
If so, what and where. \_\_\_\_\_

Date of Joining Government Service. \_\_\_\_\_  
If service is not continuous, details of previous Government service. \_\_\_\_\_  
Mother-tongue. \_\_\_\_\_  
Languages known. \_\_\_\_\_  
Qualifications and degree. \_\_\_\_\_ University. \_\_\_\_\_ Year. \_\_\_\_\_

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(GR., P.&S.D.CON.NO.CFR.-1256 of 15-10-56)

Gen. 254A c. (Inner)

PART I-B.

ESTIMATE OF GENERAL ABILITY AND CHARACTER.

Name. \_\_\_\_\_  
Period of Report. \_\_\_\_\_  
Post or posts held. \_\_\_\_\_

**Note:-** Indicate remarks specifically in the term wherever suggested. Remarks in respect of every item should be written.

1. INTELLECTUAL:-

Independence of judgement (Yes or No). \_\_\_\_\_

Receptivity (quick, receptive, slow on the up-take, obtuse). \_\_\_\_\_

Initiative. (original, enterprising, resourceful, casual, apathetic). \_\_\_\_\_

Drive (forceful, pushing, forceless, inert). \_\_\_\_\_

2. PHYSICAL CAPACITY FOR DUTIES OF THE POST HELD. \_\_\_\_\_

(Diligent, industrious, toiler, slack, indolent). \_\_\_\_\_

3. TEMPERAMENT (Self-controlled, restrained, excited, panicky). \_\_\_\_\_

4. CHARACTER:- Moral Reputation. (excellent, good, fair, poor). \_\_\_\_\_

Zeal and Energy (Indefatigable, persevering). \_\_\_\_\_

Liveliness. (Spirited, cheerful, dull, gloomy). \_\_\_\_\_

5. GROUP WORK :-

(a) Attitude towards brother officers (friendly, cooperative, obstructive, individualistic, selfish).

Attitude towards subordinates (humane, considerate, sympathetic, indifferent, inconsiderate, hard, soft.)

(b) Loyalty and Fidelity.  
(faithful, obedient, conscientious, dutiful, easy going, irresponsible, obstinate.)

(c) Leadership (if duties demand)  
(Indicate capability to exerting influence, tactfulness, organisational capacity, courage, initiative, firm and imperturbable attitude in difficult times).

(d) Relations with non-officials  
(if duties involve such relations.)  
(considerate, willing, helpful, sympathetic, indifferent, rude, sort.)

(e) Promptness in disposal of work (Yes or No).

(f) Speed of decision  
(Very quick, fairly quick, sure, hesitant, indecisive).

**NOTE:-** The adjectives given in the brackets are merely suggestive and it is open to the Reporting Officer to use any other words which, in his opinion, more correctly describe the officer reported on.

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PART III

1. Has he the necessary ability and character for being continued in the present post? If so, has he been sufficiently tried in his present post and does his work show that he has such special ability and outstanding character as to fit him for promotion to higher rank (apart from selection appointments)?

2. Have Inspecting Officers had occasion to find any serious fault with his work? Refer specifically to any official letters from Inspecting Officers of which he has received a copy praising or censuring him.

3. Has he done any outstanding work or shown any special ability or aptitude? If so, give specific instances should suffice, it is not necessary to give any details.) In case merit certificate has been given to him attach a copy thereof.

4. If the officer is decidedly below average, state the grounds for opinion and suggest if he should be reverted (if acting), or his increments stopped, or he be held up at efficiency bar, etc.

5. Have any remedial defects been brought to his notice in the past and to what extent he has shown improvement in that behalf?

\_\_\_\_\_

6. What remedial defects should in your view be brought to his notice?

\_\_\_\_\_

7. Additional General Remarks.

\_\_\_\_\_

Date. \_\_\_\_\_

Signature, Name and Designation of the Reporting Officer

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(G.C.,P.&S.Deptt.No.CFR-1256-D of 4-4-57.)

Gen.254B c.

**EPHEMERAL ROLL FOR THE YEAR.**

Office of the \_\_\_\_\_

Full name (in block letters). \_\_\_\_\_

Post hold. \_\_\_\_\_

Date of joining the office \_\_\_\_\_

Date	Brief remarks regarding Officer's work, character or conduct deserving to be noted including commendation, warnings, rewards or punishments.	Reference to file or case if any.	Signature.
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To be destroyed one year after the confidential report for the period has been sent.

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**GENERAL STANDING ORDER NO. 381 DATED 11TH SEPTEMBER 1958.  
ESTABLISHMENT SECTION**

Subject:- Supply of uniforms and other articles to the employees of the Bombay State Electricity Board.

In accordance with the Board's Resolution No.787 dated 27-11-1957 read with its Resolution No.1670 dated 23-8-1958, the following categories of employees should be provided with uniforms and or articles as mentioned against them.

I.

(a) Drivers and Chowkidars.

(i) Two sets of Khaki bush shirts and trousers (pants).

(ii) One round or folding cap with departmental mark and number.

(iii) Buttons for the coats (Bush shirts.)

(iv) Pathani chappals.

(v) A badge bearing the name of the department.

(vi) One rain coat with rain proof cap biennially.

(vii) Lathis to Chowkidars only (1 to each).

(b) Cleaners.

- (i) Two khaki shirts.
- (ii) Two khaki shorts.
- (iii) A folding cap.
- (iv) Buttons for shirts.
- (v) Badge bearing the name of the department.
- (vi) Short rain proof cap with a rain coat biennially.

(c) Turners (on maintenance and repairs). Turbine Operators, Turbine Attendants, Turbine Helpers, Condensor Operators, Condensor Helpers, Feed Water Station Operators, Pumping Station Operators, Boiler Operators, Boiler Helpers, Coal and Ash Handling Plant Attendants, Coal and Ash Handling Plant Helpers, Firemen, Assistant Firemen (on operation work) and such other categories of employees governed by the Factory Act and who are required to be provided with tight clothing as also others of the same category working in Power Houses.

Tight clothing as recommended in the Factory Act.

**Note:-** Turners, Fitters and Welders should also be provided with goggles once in two years and not earlier except against broken glasses. (Welders shall be provided with Goggles-special type).

(d) Ash gangman.

- (i) Two sets of shirts.
- (ii) Two sets of shorts.
- (iii) Two pair of whole boots.
- (iv) Rain coat with rain proof cap biennially.

(e) Mid-wife.

2 sarees and two blouses.

(f) Compounder.

2 uniforms.

(g) Dispensary attendant.

2 uniforms.

(h) Wireman, fuseman, cable jointer, Meter-Reader, Sub-Wireman, Helper.

- (i) A pair of shorts (annually).
- (ii) A pair of half-sleeve shirts (annually).
- (iii) One folding cap annually.
- (iv) One badge (only once).

(i) Peons.

- (i) 2 suits with a cap with buttons (annually).
- (ii) One umbrella biennially.
- (iii) One badge once only.
- (iv) Woollen jersey every third year to those working in Vidarbha, Saurashtra, Kutch and Marathwada. For others as per the discretion of the Chairman.

II. Unless where it is otherwise stated, the uniforms and or articles specified above should be provided annually or after such interval as may be decided by the Chairman.

III. Uniforms for Peons in administrative offices should be made of Khadi. Uniforms for employees working in Power Houses and those coming under the Factory Act should be of Khaki Mill cloth.

IV. Kamblis and Raincoats should be purchased by the Joint Chief Engineers and Superintending Engineer, Maharashtra Circle after following the prescribed procedure and stocked according to the anticipated requirement by each of the Construction Divisions and/or Operation & Maintenance Divisions as part of the equipment to be given when the staff is actually detailed for outdoor and/or line work as the case may be.

V. The uniforms should be of approved pattern and where the patterns have not been approved, the approval from the Head Office should be obtained by the Joint Chief Engineers or the Superintending Engineer, Maharashtra Circle in order that there may be common approved pattern for all the areas.

VI. The Board under its Resolution No. 1670 dated 23-8-58 approved the following delegation of powers.

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Authority to whom delegated. Nature of powers.

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Chairman.

(i) To deal with claims of other categories of staff and exercise his discretion to extend the benefit of tight clothing or uniforms as the case may be.

(ii) To approve of the pattern of uniforms and embossment on badges, buttons and such other articles as are required to be used on uniforms.

VII. The Board also accorded permission to include an amount of Rs. 1,31,000/- in the revised budget estimates on account of supply of uniforms and/or other articles to the staff specified above.

Sd/- Secretary.

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Maharashtra State Electricity Board,  
Mercantile Bank Building,  
Fort, Bombay- 1. Dt. 27th August 1969.

**CORRECTION SLIP NO. 1 DATED 27TH AUGUST 1969  
TO G.S.O. 381 DATED 11-9-1958.**

Subject:- Supply of uniforms to Welders

In exercise of the powers delegated to him under clause 6 of G.S.O. No. 41 (Personnel) dated 14-2-1966, and with the concurrence of the Chief Inspector of Factories vide his letter No. FAC/6-I/MSG-195/2876 dt. 2-6-69, the Secretary has accorded his approval to provide tight fitting uniforms consisting of full Pants and full Sleeve Shirts to the Welders in place of the tight fitting uniforms consisting of half Pants and Half Shirts supplied hitherto.

Sd-/Joint Secretary.

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**GENERAL STANDING ORDER NO. 382 DATED 11TH SEPTEMBER 1958  
ACCOUNTS SECTION**

Subject:- Limits of cash to be retained in the Divisional Office- Amendment to G.S.O.No.154 and 156

The Board having approved of the proposal to increase the maximum limit of cash to be held in respect of the:-

- (i) the Ulhasnagar Sub-Division to Rs.2000/- (two thousand), for the last week and Rs.1500/- (fifteen hundred) for the remaining weeks as against the present limit of Rs.500/- throughout the month vide B.R.No.1426 dated 6-6-1958 and
- (ii) Transmission and Distribution Division, Utran, to Rs.5000/- for all weeks as against Rs.3000/- during the last week and Rs.1500/- during the remaining weeks vide B.R.No.1564 dated 11-8-1958.

Suitable amendments should be carried out in G.S.O.No.154 read with G.S.O.No.156 so as to read the relevant portion as under:-

Name of the Dn.	During the last week.	During the remaining weeks.
Utran P.H.Dn. & Chola Division.	Rs.5000/- (Five thousand).	Rs.1500/- (Fifteen hundred).
Utran Trans.& Distribution Dn.	Rs.5000/- (Five thousand) for all weeks.	-
Other Divisions.	Rs.3000/- (Three thousand).	Rs.1500/- (Fifteen hundred).
Ulhasnagar Sub-Division.	Rs.2000/- (Two thousand).	Rs.1500/- (Fifteen hundred).

All correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.383 DATED 11TH SEPTEMBER, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Admissibility of transfer travelling allowance to staff on work-charged establishment and delegation of powers thereunder:-

Though transfer travelling allowance is not admissible to staff on the work-charged establishment as per Regulation 174 of the Bombay State Electricity Board Employees' Service Regulations, occasions occur when the work-charged staff are required to be transferred from one place to another in the interest of Board's work. The Board has accordingly in its Resolution No.1649 dated 23-8-1958 delegated powers in that behalf as under:-

Authority.	Powers to whom delegated.	Nature of powers.
B.R.No.1649 dated 23-8-1958.	(i) Secretary. (ii) Joint Chief Engineers.	To grant joining time, T.A.etc. to staff on work-charged establishment, when their transfers are made in the interest

of Board's work according to the Service Regulations as are applicable to staff on regular establishment.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 384 DATED 11TH SEPTEMBER, 1958.  
BOARD'S SECTION.**

Subject:- (i) Legal Aid to employees of the Board when prosecuted for any act while on duty.

(ii) Delegation of powers thereunder.

In accordance with the Board's Resolution No.748 dated 27-11-57 read with Resolutions Nos.1174 dated 25-3-1958 and 1580 dated 11-8-1958, legal aid may be provided to the employees of the Board when they are prosecuted for any alleged offence committed while in the performance of their duty, at the Board's cost according to the prescribed procedure under G.S.O.No.212, provided that the incident was beyond their control or was due to the circumstances imposed on them. The following are the Competent Authorities and the class of employees to whom they can sanction Legal aid.

Competent Authority.	Class of Employees.
1) Officer in Charge of the Circle.	Employees in the Circle.
2) Joint Chief Engineer.	Staff working in Zonal Office and Units under the said Zonal Office not included in any Circle Office.
3) Secretary in the case of non-technical staff and Chief Engineer in the case of technical staff.	Staff working in Head Office & in Units not specifically included in any of the Circle or Zonal Office (except those indicated in (4) below)
4) Chairman.	(a) Officer in charge of the Circle. (b) Chief Accounts Officer. (c) Chief Internal Auditor. (d) Secretary. (e) Joint Chief Engineer. (f) Chief Engineer.

**Note:-** A higher authority is always competent to exercise the power of the Competent Authority without the necessity of a specific delegation. When such higher authority exercises the power, the decision of the higher authority shall prevail.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.385 DATED 11TH SEPTEMBER, 1958  
ESTABLISHMENT SECTION.**

**Subject:-** Delegation of powers under Bombay State Electricity Board Employees' Service Regulation 68.

The Board having authorised the Secretary/Chief Engineer as the case may be, to grant with the prior approval of the Chairman, the special pay as admissible under Regulation 68 of the Bombay State Electricity Board Employees' Service Regulations under its Resolution No.1645 dated 23-8-1958, the following modifications should be carried out at Sr.No.19 of the Sixth Schedule to B.S.E.B. Employees' Service Regulations.

Substitute the word "Board" appearing at Sr.No.19 in column 4 by "Secretary/Chief Engineer as the case may be with the prior approval of the Chairman."

The modified delegation at Sr.No.19 in the Sixth Schedule will read as under:-

Sr.No. Regulation No.		Nature of powers.	Authorities prescribed.	Remarks.
1	2	3	4	5
19	68	Authority competent to grant special pay in the case of employees holding additional charge.	Secretary/Chief Engineer as the case may be with prior approval of the Chairman.	

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 386 DATED 24TH SEPTEMBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Delegation of powers to the Chairman in respect of foreign training of Board's employees under the award of Scholarship of foreign countries or training under allied conditions.

Authority.	Nature of powers.	To whom delegated.
B.R.No.1515 dt. 5-7-1958.	To decide individual cases of foreign training to be afforded to the Board's employees under an award of scholarship of foreign countries or training under allied conditions in consultation with Government, if necessary, and lay down the terms and conditions, if any, on which the Board's employees on their return from such foreign training /study may be deputed to Government for being utilised on teaching or such other work (which may be of a different nature from that assigned to the employees) for which they would be required to work as per the terms and conditions of the grant of scholarship/training facilities.	Chairman.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.387 DATED 24TH SEPTEMBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Anti rabic treatment- concession to Board's employees undergoing -Corrigendum to G.S.O. 379 dated 5-9-1958.

Please read "special leave" for "special pay" appearing in sub para (iii) of G.S.O. No.379 dated

5th September 1958, so as to read the said sub-para as under:-

"To treat the period of absence (limited to twenty one days) on account of treatment as special leave with pay, not debitable to any leave account."

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 388 DATED 24TH SEPTEMBER, 1958  
ESTABLISHMENT SECTION.**

Subject:- (i) Opening of a Pension Fund.

(ii) Competent authority to sanction pension, commuted value and pension contribution.

In accordance with the Board's Resolution No.1641 dated the 23rd August 1958, the following decisions are taken in matter of pension in respect of such employees of the Board who were on pension-cum-gratuity scheme prior to their joining the services of this Board.

- (i) To adopt the forms of pension as are prescribed by the Government of Bombay in respect of pensions to be paid by the Board subject to modifications as may be found necessary.
- (ii) To open a Pension Fund and to pay the pensions from that fund at places where Board's offices are situated. The detailed operation of this Fund shall be subject to prior approval of the Board.

The Board under the same resolution delegated powers to the following officers of the Board for sanction of pension etc.

Authority.	Nature of powers.	To whom delegated.
B.R.No.1641 dated 23-8-58.	(a) To sanction all cases of pension, commuted value of pension and interim relief to employees or to their legal heirs on the recommendations of Chief Internal Auditor where pension etc. is payable by the Board.	(i) Chief Engineer or Secretary in case. (a) all Class I non-technical and technical Officers and (b) Class II, III & IV employees not under the jurisdiction of zonal offices. (ii) Joint Chief Engineer in case of all class II, III and IV employees in the Zones.
	(b) To sanction payment of pension contribution to Government in respect of permanent Govt. servants on deputation to the Board, on confirmation from the Accountant General.	(i) Joint Chief Engineer in case of employees in the Zones. (ii) Secretary in case of others.
	(c) To approve the amount of commuted value of pension	(i) Joint Chief Engineer for employees in the Zones.

to be claimed from Govt. in (ii) Secretary in case of others.  
respect of permanent Govt.  
servants transferred to the  
Board.

(d) To approve of the modifications to the forms. Secretary on the pension recommendations of the Chief Internal Auditor.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.389 DATED 24TH SEPTEMBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Reallocation of the employees of the Bombay State Electricity Board to other Boards and vice versa- Delegation of powers to Chairman.

In accordance with Board's Resolution No.1667 dated 23-8-1958, the Chairman is authorised to decide cases of reallocation of the employees of the Bombay State Electricity Board to other Boards and vice versa in light of the terms and conditions mentioned below:-

- (i) That employees of the other Boards having domicile in the State of Bombay only be reallocated to this Board subject to availability of vacancies.
- (ii) That employees of the other Boards shall agree to accept the pay-scales and service conditions of this Board and also the pay that may be fixed in accordance with the Bombay State Electricity Board's Pay Fixation Regulations 1957 i.e. as if their services were placed at the disposal of this Board from 1-4-57 and their pay fixed on 1-6-57 and they being allowed to draw the pay, they would have drawn on that basis from the date of joining this Board.
- (iii) That in the case of employees holding higher posts, where as a result of reallocation the interest of the Board's employees is likely to be prejudiced, the reallocation may normally be allowed on mutual basis except under extraordinary circumstances.
- (iv) That any employee of this Board desiring to be reallocated to the Board to which he formerly belonged prior to the reorganisation of States, may be allowed to do so at the discretion of the Chairman provided the concerned Board is agreeable to accept the employee on the conditions fixed by the Board or otherwise the employee is prepared to forego the benefits, if any.
- (v) That where the posts are filled in by direct recruitment, employees of lower categories of the other Boards may be allowed to join the service of this Board provided it does not result into heavy financial liabilities.
- (vi) That the concerned Board shall pay the Provident Fund contribution and leave salary for the period from 1-4-57 B.N. to the date of reallocation to the Board to which a certain employee is reallocated.
- (vii) That the re-allocated employees shall be given transfer t.a. and joining time with pay at the discretion of the transferring authority and the expenses shall be borne by the Board to which the employee is reallocated.
- (viii) That in the case of employees of the other Boards, if the Board is not agreeable to accept the liabilities of the interim period from the date of reorganisation to the actual date of re-allocation, the concerned employee must agree to forego the benefit which might have accrued to him in view of his being the employee of that Board.
- (ix) That seniority of an employee who will be re-allocated to this Board shall be fixed as if he was re-allocated to this Board from 1-4-57 but the employee shall have no ground to represent against the promotion of his juniors, if any, nor shall his case be given special consideration on account of this.

**NOTE:-** The conditions (i) to (ix) should be deemed broadly to be the policy and minor adjustments that may be warranted are within the Chairman's authority.

The Board in the same resolution also decided that cases for re-allocations should not be considered after 31-3-1959 without prior approval of the Board.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 390 DATED 25TH SEPTEMBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Delegation of powers- Amplification of G.S.Os. 254 and 321.

In General Standing Order No.321 dated 7-3-1958, the main features of the revised mofussil administrative set-up and the scope of functions were indicated. Higher limits of delegations in certain matters were also mentioned in the said G.S.O. With a view to achieving a greater measure of decentralisation for the quick and efficient disposal of the administrative work in the mofussil units, the Board under its Resolution No.1582 dated 11-8-1958 reviewed the powers delegated in the past. The revised powers delegated by the Board are stated below in amplification of G.S.O.No. 321 dated 7-3-1958.

**I. Establishment matters.**

It is provided under G.S.O.No.321 dated 7-3-1958 that all appointments, promotions and transfers of employees within the zone, the minimum of whose scale is below Rs.150/- should be done by Zonal Office or Circles as the case may be. Consistent with this, the following procedure is hereby prescribed.

**A. Selection:-**

The Board has, vide G.S.O.No.374 dated 6-8-1958, constituted Zonal Committee to carry out the functions of the selection panel. This Committee shall hereafter function in the matter of selection of every candidate for filling vacancies of posts the minimum of whose pay scale is below Rs.150/- in the jurisdiction of each zone. If a higher starting salary is proposed in any particular case, it shall be subject to the approval of the Board. Overage shall be subject to condonation of the competent authority already prescribed in this behalf.

**B. Appointments:**

Appointments of the candidates selected by the Zonal Committee for appointments to vacancies in the sanctioned posts shall be by the competent authorities.

**Joint C.E. (or S.E. in the case of Maharashtra.)**

All Class III posts the minimum of whose pay scale is below Rs.150/- for the entire zone and Class IV posts in the case of posts attached to the Zonal Offices.

**Circle Officer in charge.**

All Class IV posts in the respective circle.

**C. Promotions:**

The same procedure as in the case of selection of candidates for appointment to vacancies shall be followed in the case of promotion to posts the minimum of whose pay scale is below Rs.150/- Every case of promotion shall be submitted to the Zonal Committee and on the recommendation of that Committee, the competent authority to make appointments, shall order promotions.

**D. Transfers:**

Transfers of all Class IV and Class III employees minimum of whose pay scale is below Rs.150/- shall be effected as indicated hereunder:

**Class IV employees within the Circle.**

**Circle Officer in Charge.**

Class III employee minimum of whose pay scale is below Rs.150/- within the Circle.

-do-

Any transfer of any Class IV or Class III employee (the minimum of whose pay scale is less than Rs.150/-) from one Circle to another Circle within the Zone.

Joint Chief Engineer.

#### **E. Normal increments:**

Normal increments of all Class III and IV employees shall be ordered in the normal manner by the Circle Officer incharge (or the Jt.C.E. in the case of similar staff in Zonal Office.) In the case of all Class II employees, the normal increments shall be granted by the Joint Chief Engineer (or the Superintending Engineer in the case of Maharashtra). All increments of Class I officers in the field shall be granted by the Head Office as hitherto by Chief Engineer or Secretary as the case may be.

#### **F. Leave:**

Leave may be granted by the Circle Officer in the case of Class IV and Class III employees minimum of whose pay scale is less than Rs.150/- or by the Joint Chief Engineer in the case of similar staff attached to the Zonal Office. Similar Leave may be granted by the Circle Officers to other Class III employees also, provided such grant of leave does not involve promotion or any local officiating arrangement. In the case of Class II employees in the Zone, leave may be granted by the Joint Chief Engineer provided such grant of leave to Class II employees does not involve any local promotion nor any officiating arrangement. If grant of leave would involve any promotion or officiating arrangement, the orders of the Chief Engineer or Secretary as the case may be shall always be sought in advance. Under no circumstances shall any local promotion or any officiating arrangement be countenanced if done without the prior sanction or authority from the Chief Engineer or the Secretary as the case may be.

Leave in the case of all Class I employees shall be granted by the Chief Engineer or the Secretary as the case may be.

#### **G. Casual Leave:**

Casual leave may be granted by the Joint Chief Engineer (or Superintending Engineer in the case of Maharashtra) for all Class I Officers in the Zone and the Officer-in-charge of the Circle or Division or Sub-Division shall be competent to grant casual leave to employees of Class II, III and IV. The Joint Chief Engineer and Superintending Engineer in charge of the Circle shall apply to Chief Engineer for casual leave (the Circle officers in charge shall apply through proper channel).

#### **H. Crossing Efficiency Bar:**

The appointing authority shall be the authority competent to sanction crossing of the efficiency Bar. In the case of employees in the zonal offices, the minimum of whose pay scale is less than Rs.150/-, the Joint Chief Engineer (and Superintending Engineer in the case of Maharashtra) shall be the competent authority to sanction crossing the efficiency bar.

#### **I. The Audit Staff.**

The Board has generally recognised the principle that the Audit should enjoy a certain degree of independence of the general administration so that in the matter of general service benefits and prospects, the audit staff may be directly under the Chief Internal Auditor. What should be the degree of such independence will however depend largely on the administrative convenience which the Chief Internal Auditor will be in a position to decide. Normal increments and transfers within the zone in the case of employees the minimum of whose scale below Rs.150/- can be sanctioned by the Joint Chief Engineer (and Superintending Engineer in the case of Maharashtra), if necessary with the concurrence of the Chief Internal Auditor. The question as to in which cases prior concurrence of the Chief Internal Auditor should be obtained shall be decided by Joint Chief Engineer (or Superintending Engineer in case of Maharashtra) and the Chief Internal Auditor in consultation with each other as a matter of general policy. Recruitments and promotions will be effected after the selection is made by the Zonal Committee with which the Chief Internal Auditor or his nominee will be associated. The Joint Chief Engineer (and Superintending Engineer in the case of Maharashtra) will be the competent authority to grant casual leave and even earned leave provided that if the grant of such earned or other leave involves promotion, or officiating

arrangement, the Chief Internal Auditor's prior instructions should invariably be sought before such leave is granted.

This is so far as Establishment matters are concerned. The procedure relating to Stores Purchases and works contracts is also reviewed to the extent necessary to become consistent with the degree of decentralisation envisaged by the Board.

## II. Stores Purchase.

A) Under G.S.O.No.375 dated 12-8-1958 powers have been delegated regarding (a) Stationery (b) Drawing materials and (c) Printing of Forms and Registers required for the respective Field Offices. These shall be as indicated hereunder:-

- (a) The Joint Chief Engineers are authorised to arrange to place orders for stationery, Drawing materials and printed forms and Books as per list attached to G.S.O.No.375 dated 12-8-1958 after inviting tenders and acceptance of tenders by competent authority as already prescribed for Zonal Offices to the limits shown below:-

	Per annum
(i) Divisional office (with its sub-division).	Rs.25,000/- each.
(ii) Circle & Zonal Offices.	Rs.7,500/- each.

- (b) The Joint Chief Engineers are also authorised to make arrangements for increased purchases beyond the above prescribed limits subject to the total limit for each of the Circle not being exceeded.
- (c) Any items of stationery, Drawing materials or printed forms not included in the list of permissible purchases by Zonal officers or Head Office, and also any of the items referred to at (a) above which are required urgently may be purchased by the Circle or Divisional Offices after prior approval of the Joint Chief Engineers subject to the limit for the Circle prescribed not being exceeded and subject further to a report being made to the Secretary for purchase of such unlisted items.
- (d) So far as the Divisions coming under Superintending Engineer, Kolhapur are concerned, the latter shall have powers to purchase similar materials required for the Divisions and Circle office under his control upto the limits prescribed in (a) subject to the proviso at (b) above.
- (e) In the event of the above prescribed limits being likely to be exceeded, reference should be made to the Stores Purchase Officer at Head Office for further supplies and in case of urgent necessity, the Secretary may authorise the Circle officers to make purchases locally.

### (B) Other Stores:

The limits of powers in the matter of acceptance of tenders for supplies prior to the establishment of Zonal offices were as under:-

Rs.10,000/-	Executive Engineer.
Rs.20,000/-	Superintending Engineer.
Rs.30,000/-	Chief Engineer (now Secretary).
Rs.1,00,000/-	Chairman on the recommendation of the Chief Engineer/Secretary.

Under G.S.O.No.321 dated 7-3-1958 it has been decided that the Joint Chief Engineer may accept tenders upto Rs.25,000/- provided they are the lowest. Acceptance of tenders upto Rs.50,000/- including tenders not the lowest, may be done by the Zonal Committee. The delegations of powers in the matter of acceptance of tenders for the supply of Stores and materials other than stationery, drawing materials and printing of forms and registers, shall be as under:-

### (a) In the Field.

- |   |                                       |
|---|---------------------------------------|
| (i) Upto and including provided the lowest. | Rs.10,000/- Divisional Head           |
| (ii) -do- -do-                              | Rs.20,000/- Circle Officer in charge. |
| (iii) -do- -do-                             | Rs. 25,000/- Jt. C.E.                 |

(In the case of tenders which are not the lowest, the limits specified above shall be reduced to 50% and any tenders in excess of the reduced limits shall be submitted to the next higher authority

for its decision.)

- (iv) Upto and including not the lowest. Rs. 50,000 Zonal Committee.  
(v) Above Rs.50,000/- Board (through Purchase Committee).

**NOTE:-** A report of tenders accepted not being the lowest shall invariably be submitted to the Chairman through the Chief Engineer/Secretary.

**(b) Head Office.**

- (i) Upto and including provided the lowest. Rs. 10,000/- Sr.E.E.(Stores).  
(ii) -do- -do- Rs. 30,000/- Secretary/C.E.  
(iii) Upto and including not the lowest. Rs.50,000/- Chairman with power of redelegation (Powers already redelegated stand).  
(iv) Above Rs.50,000/-including not the lowest. Board through Purchase Committee.

**NOTE:-** The above powers shall not be subject to any monthly or annual limits but shall be subject to the existing requirements of administrative approval and technical sanction as laid down in the procedure and also subject to the stock limits as may be fixed by the Chief Engineer (vide G.S.O.192 item 60 under Delegation of Powers.)

**C.** The officers competent to accept tenders shall be competent to sign contracts and agreements provided that the contracts above the limits of Circle officers upto Rs.50,000/- accepted in the Field shall be signed by the Joint Chief Engineer and those accepted in Head Office(Rs.10,000/-and above) shall be signed by the Secretary/Chief Engineer.

**D. Authority to sanction purchases, or incur expenditure on purchases.**

Local purchases of materials, articles (including consumable stores), equipment, furniture etc., required for central office, zonal offices and circle and Divisional offices including workshops, Power Houses and Laboratories, upto the limits specified below:-

**In the Field:**

Divisional Head upto	upto Rs.50/-	per article.
Circle Officer in charge	upto Rs.200/	--do- -do-.
Jt. Chief Engineer	upto Rs.300/	--do- -do-.

**In the Head Office.**

C.A.O./Sr.E.E.(Stores)	Rs. 50/-	per article.
Secretary/Chief Engineer.	Rs. 500/-	-do- -do-.
Chairman.	Rs.2,000/-	-do- -do-.

These shall have no monthly or annual limits but other existing procedural formalities shall invariably be followed.

**III. Works Contracts.**

**A. Acceptance of Tenders:**

**In the Field:**

- (i) Junior Engineer in executive charge, upto (provided the lowest). Rs. 1,000/-  
(ii) Asstl. Engr. -do- -do- Rs. 3,000/-  
(iii) Divisional Head -do- -do- Rs. 10,000/-  
(iv) Circle Officer in charge. -do- -do- Rs. 25,000/-  
(v) Joint Chief Engineer (and Superintending Engineer for Maharashtra). -do- Rs. 50,000/-  
(If not the lowest- next higher authority).  
(vi) Zonal Committee including not the lowest. -do- Rs. 1,00,000/-

**NOTE:-** A report on all tenders accepted if not the lowest shall invariably be submitted by the Joint Chief Engineer (or Superintending Engineer for Maharashtra) to the Chairman through the Chief Engineer.)

**In the Head Office.**

- (1) Chief Engineer upto Rs.2,00,000/- including not the lowest (subject to approval by Chairman in case of not the lowest.)
- (2) Chairman including not the lowest. Upto Rs.10,00,000/- ----- .
- (3) Board..... without limit. -----

B. The Officers competent to accept tenders for works contracts are competent to sign contracts and agreements provided contracts above the Circle limits, upto Rs.1,00,000/-accepted in the field, shall be signed by the Joint Chief Engineer (Superintending Engineer for Maharashtra) and those accepted in Head Office shall be signed by the Chief Engineer.

IV. All other powers not modified as above shall be operative as hitherto and all the existing procedural formalities should also be followed in respect of the delegations indicated herein above.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.391 DATED 30TH SEPTEMBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Authority to the Secretary to certify reasonableness of rent for the purpose of H.R.A. payable in individual cases where it is calculated on percentage of pay and actual rent paid. (Modification to G.S.O.No.309 dated 25-1-1958).

The Board under its Resolution No.1691 dated 12-9-1958 having decided that claims of House Rent Allowance of employees who stay in houses acquired on leave and licence basis, sub-tenancy basis and by some such other arrangement where direct rent receipts are not forthcoming should be brought within the ambit of the authority given to the Secretary in this regard vide G.S.O.No.309 dated 25-1-1958 and also that the condition of ascertaining the normal rent from the Government or the Municipality may not be adhered to at his (Secretary's) discretion, the original authority specified in G.S.O. 309 should be modified to read as under:-

"In view of the acute shortage of housing accommodation in Greater Bombay, and other localities in the State of Bombay, some of the Board's employees are obliged to stay as paying guests or in hotels or in houses acquired on leave and licence basis or sub-tenancy basis or by some such other arrangement where direct rent receipts are not forthcoming. As it is not always possible to ascertain individually the charges on account of lodging and other amenities for the purpose of determining the Board's share of rent (not exceeding the limits admissible under the rules) payable to those eligible to it, the Board, under its Resolution No.913 dated 31-12-1957 read with Resolution No.1691 dated 12-9-1958 has authorised the Secretary, Bombay State Electricity Board to certify the reasonableness of the portion of rent to be borne by the Board and to approve of the H.R.A. payable in each case after taking into consideration, the scale of accommodation, locality etc. by ascertaining it from the Government or the Municipality. This condition of ascertaining the normal rent from these agencies may not, however, be adhered



to at the discretion of the Secretary.

Secretary is also authorised to deal with all pending cases in light of above."

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 392 DATED 4TH OCTOBER, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to the Chairman to deal with cases of absence of staff for reasons beyond their control.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.1707 dt.12-9-58.	To consider the circumstances and deal with cases of absence of staff who are unable to attend office on account of the circumstances beyond their control.	Chairman.	--

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 393 DATED 4TH OCTOBER, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to the Chairman under Regulation 63(a) of the Bombay State Electricity Board's Service Regulations. (Modification to Sixth Schedule.)

The Board having delegated powers to the Chairman in pursuance of Regulation 63 (a) of the Bombay State Electricity Board's Service Regulations for permitting an employee to count the period of extraordinary leave for increment, when such leave is granted for reasons of ill health under its Resolution No.1710 dated 12-9-1958, these delegations should be suitably incorporated in the Sixth Schedule to the B.S.E.B.Employees Service Regulations.

Add the following as Sr.No.16(A) below Sr.No.16 of the Sixth Schedule to B.S.E.B. Employees' Service Regulations.

Sr.No.	Reg.No.	Nature of powers.	Authorities prescribed.	Remarks.
1	2	3	4	5
16A	63(a)	To permit an employee of the Board to count the period of extraordinary leave for increment, when such leave is granted for reasons of ill-health.	Chairman.	----

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 394 DATED 7TH OCTOBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Delegation of powers to the Chairman in matter of relaxation of age-limit and grant of higher starting salary in respect of staff of a licensee required to be absorbed in the service of the Board.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No. 1704 dt. 12-9-58.	To relax the age limits upto 55 years and grant of higher starting salary not exceeding 4 advance increments in respect of staff of a licensee required to be absorbed in the service of the Board.	Chairman.	-----

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 395 DATED 7TH OCTOBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Competent Authorities for sanctioning t.a.bills in the mofussil offices. (Modification to Sixth Schedule).

The Board having approved the revised delegation for sanctioning the t.a.bills for the employees in the mofussil under its Resolution No. 17 13 dated 12-9-1958, as under:-

Category of Employee.	Competent Authority to sanction T.A.Bills
Joint Chief Engineer. Superintending Engineers and Senior Executive Engineers. All Class I Officers In the Circle and Divisions. All Class II, III & IV Staff.	Chief Engineer. Joint Chief Engineer. Superintending Engineers. Executive Engineers.

The Joint Chief Engineers and Superintending Engineers are also the competent authorities in respect of T.A. Bills of subordinate staff in their respective offices."

Suitable corrections should be made at Sr. No.23 of the Sixth Schedule to B.S.E.B.Employees Service Regulations so as to read the delegations thereat as follows:-

Sr. No.	Reg. No.	T.A.bills of category of employees.	Competent Authority to sanction t.a. bills.
1	2	3	4
23	89	(i) Chief Engineer. (ii) Secretary. (iii) Chief Internal Auditor.	Chairman.
		(iv) (a) Joint Chief Engineers. (b) Superintending Engineer, Maharashtra and (c) All Class I & II technical officers in Head Office.	Chief Engineer.
		(v) All Class I & II non-technical officers in Head Office.	Secretary.
		(vi) (a) Superintending Engineers (except S.E.Maharashtra Circle.) (b) Senior Executive Engineers (in the mofussil) and (c) also Class I & II officers attached to Zonal offices.	Joint Chief Engineer.

- |  |   |
|--|---|
| (vii) All Class I Officers in the Circles and Divisions.   | Superintending Engineer.  |
| (viii) All Class II, III & IV staff in Divisions.  | Executive Engineers.  |
| (ix) All Class III & IV staff in H.O. except audit-staff.  | Establishment Officer.  |
| (x) Class III & IV audit staff.  | Chief Internal Auditor.   |
| (xi) Subordinate staff working in the offices of Joint Chief Engineers and Superintending Engineers. | Joint Chief Engineer & Superintending Engineer in their respective offices. |

The Board in the same resolution has directed that the Chief Engineer should obtain regular monthly returns of the travelling done by the Superintending Engineers and Senior Executive Engineers in the appended form.

Encl:- 1 form.

Sd/- Secretary.

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Officer's Name:-  
Details of travelling:-

Total mileage done in the month	Places visited	Purpose of visits	Total number of days out of Head quarters	Total T.A. amount sanctioned	Remarks
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**GENERAL STANDING ORDER NO.396 DATED:- 13TH OCTOBER, 1958.  
ESTABLISHMENT SECTION.**

Subject :-Supply of uniforms and other articles to the employees of the Bombay State Electricity Board (in continuation of G.S.O.No.381 dated 11-9-1958.)

In exercise of the powers delegated to him under B.R. No.1670 dated 23-8-1958 (G.S.O.No.381) with regard to the approval of the pattern of uniforms and embossments and such other articles as are required to be used on uniforms, the Chairman has accorded his approval to the following:-

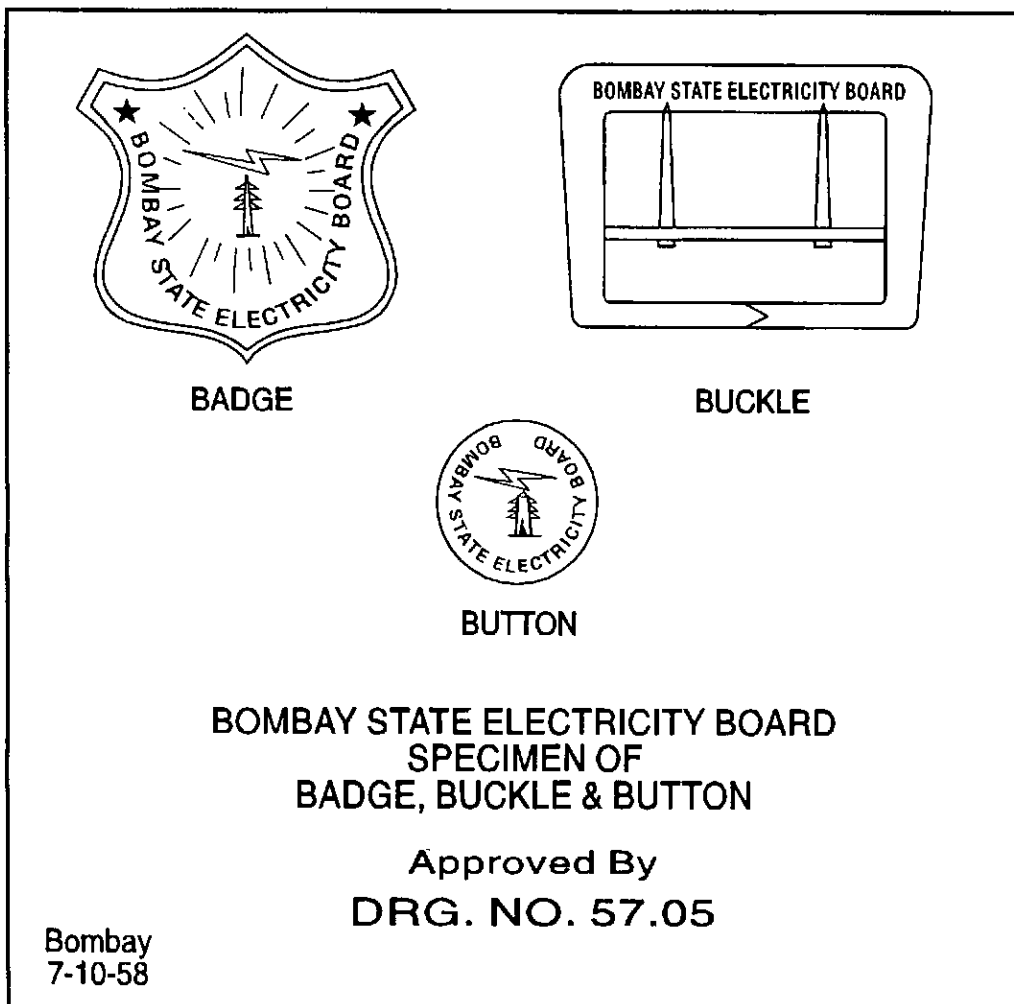
Category	Cloth & Colour.	Pattern.	Remarks.
Peons.	White khadi.	The same pattern as in vogue in the former Bombay Electricity Board.	Drawing of these is being forwarded to S.Es. and Jt. C.Es. separately.
Other categories as are detailed in G.S.O.No.381 to whom tight clothing is not prescribed.	Khaki khadi.	As prescribed in G.S.O.-No.381.	---

Categories as are detailed in Khaki Mill As prescribed ---  
 Cloth. Factory Act:  
 G.S.O.No.381 to whom tight clothing is prescribed.

2. The drawing of the badges, buckles and buttons required to be used on uniforms and as approved by the Chairman is attached hereto.(overleaf).

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.397 DATED 20TH OCTOBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Supply of uniforms and other articles to the employees of the Bombay State Electricity Board (in continuation of G.S.O.No.381 dated 11-9-1958 and No.396 dated 13-10-1958.)

In continuation of G.S.O.No.381 and 396 enclosed herewith is a drawing of the pattern of uniform that is prescribed for Peons of the Bombay State Electricity Board. The pattern should be strictly adhered to in the interest of observance of uniformity in all the offices of the Board.

**NOTE :-** It is not expedient to have numerous blue prints of the drawing for all the offices on the mailing list of this office, hence blue prints in duplicate are sent only to Joint Chief Engineers, Superintending Engineers and Divisional Officers in the mofussil and Chief Accounts Officer, Chief Internal Auditor and Senior Executive Engineer (Stores) in the Head Office.

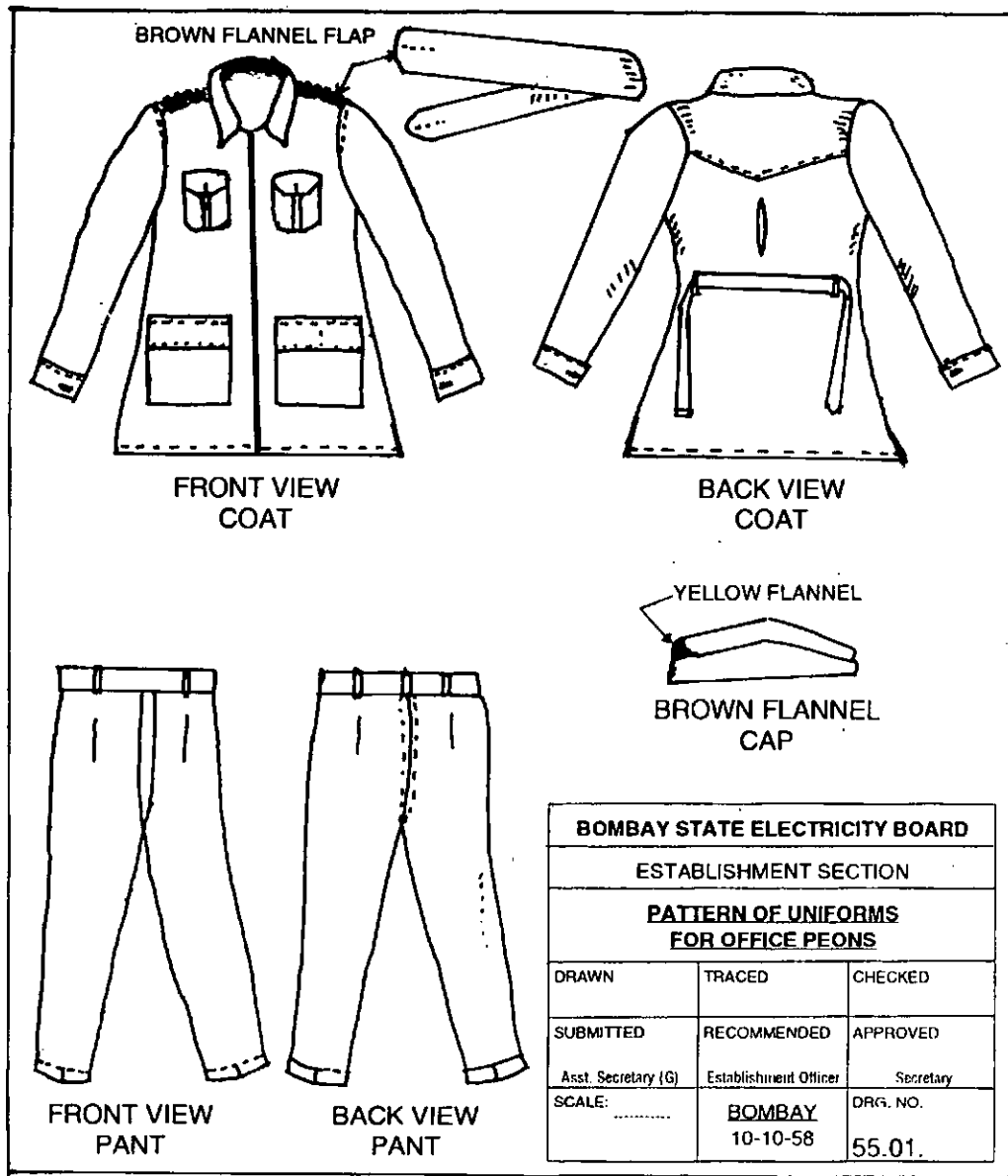
Arrangements may be made by the Zonal, Circle and Divisional Heads to have the uniforms stitched for the employees working in the offices under their jurisdiction. In the case of employees in Sub-Divisions, Divisional Heads should arrange to have the uniforms stitched for them.

Encl:- As above ◊

Sd/- Secretary.

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◊ See on next page



**GENERAL STANDING ORDER NO.398 DATED 20TH OCTOBER, 1958.  
ESTABLISHMENT SECTION.**

Subject :- Registration of Firms and approved Suppliers of Stores.

While scrutinising the list of "approved suppliers of Stores" so far registered against each group of commodity, the Board under its Resolution No.1496 dated 5-7-1958 decided to **discontinue the present practice of issuing casual tenders by rotation to the Class "C" contractors but instead, to display such tenders on Notice Board for perusal of Contractors' representatives.** It has also been decided to retain levy of Registration fee of Rs.50/- for the first five years' period and further registration beyond 5 years' period to be made on payment of a nominal fee of Rs.20/- for every subsequent 5 years' period.

The Board in the same resolution decided as under :-

- (a) If any class "C" contractor represents that the revised rules are not acceptable to him and asks for refund of his registration fee, the proportionate amount of the registration fee for the unexpired portion of the 5 years' period may be refunded to him and his name deleted from the "approved list of suppliers to the Board."

Any application for registration, if received in future, should be considered 'de novo' on merits and such suppliers should pay a fresh registration fee of Rs.50/-.

- (b) When tenders are received from registered as well as non-registered suppliers, all other things being equal and the price difference being small between the tenders of registered contractors and that of non-registered contractors, preference may be given as far as possible to the registered contractors at the discretion of the sanctioning authority. Further, the registered contractors in class 'C' may be allowed 60% payment against R/R and balance 40% within 2 months after receipt of material at site, instead of 100% payment within 2 months after receipt of goods at site made to a majority of 'C' class contractors at present while the non-registered suppliers may be paid only 100% after receipt of materials.
- (c) Casual tenders may, however, continue to be issued to the Class 'A' & 'B' contractors of the Board.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.399 DATED 24TH OCTOBER, 1958.  
ESTABLISHMENT SECTION.**

Subject :- Modification to B.S.E.B. Employees' Service Regulation 85.

The Board having delegated powers to the Chairman, under its Resolution No.1769 dated 3-10-1958, to decide the cases of employees not governed by the provisions of the Workmen's Compensation Act for grant of disability leave under Regulation 85 and also to sanction ex-gratia payment not exceeding the amount that would have been admissible under the Workmen's Compensation Act had the provisions of that Act been applicable to the employees involved in the accident in the discharge of their duties, Regulation 85 should, therefore, be modified to read as under:-

**Regulation 85 :-**

"The Chairman may grant such disability leave to employees not governed by the provisions of the Workmen's Compensation Act as he may decide for any injury or disability caused to them while discharging the duties assigned to them by or on behalf of the Board and also sanction exgratia payment which should not, however, exceed the amount that would have been admissible under the Workmen's Compensation Act, had the provisions of that Act been applicable to the employees involved in the accident in the discharge of their duties."

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.400 DATED 24TH October, 1958.  
ESTABLISHMENT SECTION.**

**Subject :-** Bombay State Electricity Board Employees' Medical Benefit Scheme. (Modification to G.S.O.No.345 dated 30-5-1958).

The Board having approved of certain modifications in the rules of the Medical Benefit Scheme notified under G.S.O.No.345 dated 30-5-1958 (under its Resolution No.1749 dated 3-10-1958), the following changes should be carried out in the rules of the said Scheme.

(i) Add the following as proviso to rule 1.

"Provided that the employees working at Units where the Board is having its own dispensaries, but has not provided them with Board's quarters, may be given the benefit of this Scheme with the approval of the Chairman, subject to the condition that they shall not be eligible to free medical facilities in the Board's own dispensaries except in case of accidents while on duty."

(ii) Substitute the existing rule 8, by the following:-

"Subject to the provisions of any Labour Law for the time being in force, cases of accidents, serious illness, which in the opinion of the Panel Doctor need immediate hospitalisation, shall not be covered by this Scheme and each individual shall make his own arrangements. The Panel Doctor may give necessary help to the employees to gain admission in any Government hospital or dispensary."

(iii) Add the following as proviso to rule 22 :-

"Provided that the Secretary on the recommendations of the Medical Adviser may include any additional drugs, injections, vaccine etc. in the Schedule of Drugs to be supplied by the Board's dispensaries even though such drugs etc. are not included in the schedule of Drugs to be supplied by the Panel Doctor and there will not be any distinction in the treatment and use of the drug for the employees and their families, wherever the Board has provided its dispensaries i.e. the drugs prescribed under Schedule 'B' could also be used for the employees' families."

**NOTE :-** The term 'Medical facilities' used in this para does not include transport facilities provided to the employees at certain places.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 401 DATED 8TH NOVEMBER 1958.  
STORES PURCHASE SECTION.**

**Subject :-** Delegation of powers for despatch of materials by road and by passenger trains etc.

Authority	Nature of powers.	To whom delegated	Limits	Remarks.
B.R.No. 1800 dt.3-10-1958	To accord approval to the transportation of materials by road transport in specific cases as detailed in the Remarks Column.	Joint Chief Engineers and Superintending Engineers.	---	When due to non-availability of goods booking, it is considered in the interest of work that the transport by road would be preferable especially when the materials have to be despatched on urgent basis and where the cost of road transport compares favourably with the cost $\phi$



of despatch by passenger train in respect of orders directly placed from the Zonal, Circle and Divisional offices under their control.

-do-	To approve of despatch of materials by passenger train in circumstances detailed in the Remarks Column.	Ex. Engrs.	When estimated difference in freight charges between the passenger and goods transport is upto Rs.50/- in each case.	In case of any goods to be consigned by goods train being held up for despatch on account of non-availability of railway booking and the same are urgently required at site.
-do-	-do-	Superintending Engrs.	When estimated difference as above exceeds Rs.50/- but does not exceed Rs.100/- in each case.	-do-
-do-	To approve of despatch of materials by passenger train in circumstances detailed in the Remarks Column.	Joint Chief Engineers.	When estimated difference as above exceeds Rs.100/- in each case.	In case of any goods to be consigned by goods train being held up for despatch on account of non-availability of railway booking and the same are urgently required at site.

Any correspondence in this regard should be addressed to the Executive Engineer (Stores) Bombay.

Sd/- Secretary

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**GENERAL STANDING ORDER NO. 402 DATED 14TH NOVEMBER, 1958.  
STORES PURCHASE SECTION.**

Subject :- Revised terms of payment applicable to Class "C" contractors to the Board and delegation of powers thereunder.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.1805 dt.3-10-58.	To approve payment of 90% against shipping/forwarding documents and balance 10% within 2 months after receipt of materials at site instead of the normal payment of 60%/40% respectively to Class "C" contractors in special cases as directed by the Board.	Secretary.	---

Any correspondence in this regard should be addressed to the Executive Engineer (Stores) Bombay.

Sd/-Secretary.

116 **Bigger type OPERATIVE & Smaller type REDUNDANT**

BSEB GSO 401 & 402

**GENERAL STANDING ORDER NO.403. DATED 18TH NOVEMBER, 1958.  
BOARD'S SECTION.**

Subject:- Report of Losses.

Whenever, any embezzlement, defalcation or loss of the Board's money or property due to theft, accident or other causes is discovered, an immediate (i.e. within 24 hours) report should be submitted by the Officer in charge of the administrative unit to the Joint Chief Engineer concerned or the Superintending Engineer in the case of Maharashtra Circle, as the case may be, and a copy of such report should be invariably endorsed to the Chief Engineer. The Joint Chief Engineer or the Superintending Engineer, Maharashtra as the case may be, shall enquire the nature of the defalcation or loss and the circumstances that made it possible and submit his report to the Chief Engineer indicating the steps proposed to be taken regarding fuller investigation and enquiry. If matters are not within his competence, the appropriate authority should be requested to appoint an enquiry officer as the circumstances may warrant. When the matter is fully investigated, a further and complete report should be submitted to the Chief Engineer indicating the nature and extent of the loss, showing errors or neglect of rules of procedure by which such loss was rendered possible and the prospects of recovery and indicating the flaws and loop holes if any in the prescribed procedure if any.

The submission of such a report does not debar the officer concerned from taking any further action which the situation may warrant.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.404 DATED 18TH NOVEMBER, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to the Chairman to deal with cases of absence of staff for reasons beyond their control- (Amplification of G.S.O.No.392 dated 4-10-1958).

Please add the words "such as due to riots, civil commotion, derangement of normal conditions, etc." after the word "control" appearing in column "Nature of powers" in G.S.O.No.392 dated 4-10-1958 so as to make the whole delegation of powers read as under:-

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.1707 dt.12-9-58.	To consider the circumstances and deal with cases of absence of staff who are unable to attend office on account of the circumstances beyond their control such as due to riots, civil commotion, derangement of normal conditions etc.	Chairman.	

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.405 DATED 18TH NOVEMBER 1958.  
ESTABLISHMENT SECTION.**

Subject :- Delegation of powers to Chairman to order officiating promotions. Modification to Twelfth Schedule.

The Board having approved under its Resolution No.1859 dated the 29th October 1958, to delegate powers to the Chairman to order officiating promotions in any categories for a period not exceeding one year to meet the local exigencies with minimum possible deflection from seniority, the relevant delegations of powers appearing at foot-note below Twelfth Schedule-D Promotions should be substituted as under:-

"The Chairman is delegated with powers to order officiating promotions in any categories for a period not exceeding one year to meet the local exigencies with minimum possible deflection from seniority."

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.406. DATED 20TH NOVEMBER, 1958.  
ACCOUNTS SECTION.**

Subject:- Delegation of Powers-Passing and Payment of Running Account Bills and Final Bills for Works Contracts.

1) In amplification of Board's Resolutions Nos.SBR.441 dated 22-8-1957, SBR. 565 dated 24-9-1957 and SBR. 1003 dated 15-1-1958 embodied in G.S.O.Nos. 254 and 321 wherein the limits in matters of passing and payment of Running Account Bills and Final Bills are laid down and with a view to achieve a greater measure of decentralisation for the quick and efficient finalisation of works contract bills, the following clarifications are made for the guidance of all concerned. The powers delegated thereunder are as follows :-

**Delegation of powers:-**

Competent Authorities.	Limits for passing and payment of R.A. Bills (By drawing more than one cheque if necessary).	Limits for passing and payments of final Bills for Works Contracts of contracts value upto (irrespective of the amount of the final bill).
	Rs.	Rs.
(A)	(B)	(C)
Executive Engineer.	30,000	20,000.
Superintending Engineer.	75,000	50,000.
Joint Chief Engineer.	1,00,000	1,00,000.
Chief Engineer.	Upto any limit.	Upto any limit.

**2) Passing of Running Account Bills:-**

All R.A.bills irrespective of the fact whether the works orders are placed by H.O., Joint Chief Engineer's office, former Madhya Pradesh and Saurashtra Electricity Boards or the Government of Hyderabad or Kutch are to be passed and paid by the various authorities keeping the above limits in view.

The following procedure should be followed in forwarding the R.A.Bills to the competent authorities for passing and payment when they are not within the powers of the Divisional Engineers:-

- a) Those bills which are within the powers of the S.E. to pass and pay should be forwarded after audit at Divisional level direct to the Circle office.
- b) Those bills which are beyond the powers of the S.E. but are within the powers of ϕ

Joint Chief Engineer should be forwarded direct to Zonal Office without routing through Circle Office.

c) Those bills which are beyond the powers of both the Circle and Zonal offices should be forwarded to the Head Office without routing through the Circle or Zonal Office.

**NOTE:-** i) Since all R/A Bills are passed and paid by the competent authorities only on the basis of prescribed certificates there is no need of routing such bills through the Circle or Zonal office which is not competent to pass and pay.

ii) The R/A. Bills should however be accompanied with the certificates prescribed by the Board under Accounts Code Circular No.AC/GWA/2/dated 22nd July 1957.

### **3. Passing of Final Bills:-**

In so far as the final bills are concerned the following procedure should be followed in forwarding to the competent authorities for passing and payment when they are not within the powers of Divisional Engineer:-

a) Those final bills which are within the powers of the S.E. to pass and pay should be forwarded after audit at Divisional level to the circle office where they are required to be audited fully before making payment.

b) Those final bills which are beyond the powers of the S.E., but are within the powers of Joint Chief Engineer should be forwarded to Zonal office routing them through Circle Office where they are required to be checked fully.

c) Those final bills which are not within the powers of both S.E. and Joint Chief Engineer should be forwarded to H.O. through the Circle Office where they are required to be checked fully and also through Zonal Office.

**NOTE:-** i) Limits for passing payment of final bills as mentioned in para 2 (c) above are referred to the total contract value of the work irrespective of the amount covered in the final bill.

ii) The final bills are required to be checked fully at the circle office before they are paid there or forwarded to higher authorities. They are also to be routed through Zonal office when payment is to be arranged at H.O. with a view to ensure that the work has been carried out satisfactorily in the opinion of Joint Chief Engineer and in accordance with the order.

iii) The final bills, when they are forwarded to higher competent authority for passing and payment, should be accompanied with the contract documents, relevant correspondence files, Measurement books, Material account, certificates, previous R.A.bills and other relevant papers.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 407 DATED 24th NOVEMBER, 1958.**

### **CHIEF ENGINEER'S SECTION.**

**Subject:-** 1) Terms and conditions for grant of licence for installing and maintaining fixed and mobile wireless stations for various transmission lines.

2) Delegation of powers to Chief Engineer.

The Board under its Resolution No. 1839 dated 29-10-58 approved the following terms and conditions stipulated by the Government for grant of licence for installing and maintaining the fixed and mobile wireless stations for various transmission lines.

- (a) the personnel operating the equipment are technically qualified, preferably in traffic procedure,
- (b) the payment of annual royalty, which is at present under revision. An amount of Rs. 550/- per annum per fixed or base station at the current rates, is payable immediately, on demand and when a final decision is arrived at in the matter, the amount so fixed will be payable from such date as decided by the Central Government,
- (c) payment of a licence fee of Rs. 15/- per annum per station, fixed or mobile,
- (d) the network would be handed over to the Central Government when it is in a position to take over the network as a part of general or special plan of telecommunication improvement of the area concerned and
- (e) the wireless equipment proposed to be used shall be subject to the type approved by the Central Government.

2. The Board under the same resolution approved the following delegation of powers:-

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No. 1839 dt.29-10-58.	To accept the above stated terms and conditions as also revisions thereto as specified at condition (b) above whenever required for other transmission lines of the Board.	Chief Engineer.	---

In consideration of the fact that there were not adequate facilities of telephones in Saurashtra, the Board in the same resolution also directed that suitable provision should be made in budget for the year 1959-60 to meet the expenditure and suitable proposal submitted to the Competent Authority for providing telephones wherever necessary.

4. Any correspondence in this regard should be addressed to the Chief Engineer, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 408 DATED 24TH NOVEMBER, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Use of service stamps in the Board's offices in the State of Bombay.

In view of the fact that the use of service stamps ensures to a very large

extent the prevention of any misuse of stamps in the various offices, the Board under its Resolution No. 1889 dated 29-10-58 approved the use of service stamps in the Head Office and other mofussil offices of the Board in addition to the use of franking machines wherever provided.

Suitable amendment has been carried out in the P. & T. Guide by the Post Master General, Bombay, at the instance of Government of India, Ministry of Transport and Communications whereby this Board can make use of service stamps.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.409 DATED 28TH NOVEMBER, 1958.  
BOARD'S SECTION.**

Subject:- Delegation of powers regarding granting of sanction to the detailed technical estimates.

Authority.	Nature of power.	To whom delegated.	Limits
B.R.No.1834 dt.29-10-58.	To grant sanction to the detailed technical estimates for works within the administratively approved amounts within the limits specified in the "limits" column.	Joint Chief Engineer.	Upto Rs. 3 lacs.

The copies of the technical estimates so sanctioned should invariably be sent to the Head Office for record.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.410 DATED 28TH NOVEMBER, 1958.  
STORES PURCHASE SECTION.**

Subject:- Clarification regarding delegation of powers to the Senior Executive Engineer (Stores).

In view of the abolition of the cadre of Senior Executive Engineers with effect from 1-11-1958, the Board under its Resolution No. 1920 dated 29-10-58, decided that the seniormost Executive Engineer in charge of the Stores Purchase Section should exercise the powers hitherto delegated to the Senior Executive Engineer (Stores) under G.S.O. No. 192 and No. 390.

Any correspondence in this regard should be addressed to the Executive Engineer(Stores) in the Stores Purchase Section, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.411 DATED 28TH NOVEMBER, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Inclusion of "Vishal Sahyadri" Marathi daily of Poona in the list of Newspapers for Board's advertisement-Addition to G.S.O.No. 256 dated 27-9-1957.

In accordance with the Board's Resolution No. 1913 dated 29-10-1958, "Vishal Sahyadri" Marathi daily of Poona should be included in the list of newspapers for Board's local and regional advertisements, the rates to be charged to the Board being Rs.4.50 per single column inch.

"Vishal Sahyadri" (Poona) should be added immediately after Kesari (Poona) in Statement I accompanying G.S.O.No.256.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.412 DATED 28TH NOVEMBER, 1958.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to re-employ the superannuated employees of the Board.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.1871 dt.29-10-58.	To re-employ superannuated employees of the Board if considered necessary in the interest of the Board's work below the level of Executive Engineers and employees of the corresponding status.	Chairman.	For a period not exceeding one year.
	To re-employ superannuated employees of the Board in similar circumstances whose minimum of the payscale is below Rs. 150/- in consultation with the Regional Committee.	Apoining authorities in the field.	-do-

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.413 DATED 28TH NOVEMBER, 1958.  
PLANNING & COORDINATION SECTION.**

Subject:- Delegation of powers to purchase Acts and Rules and other essential reference books.

Authority.	Nature of powers.	To whom delegated.	Limits.
B.R.No.1832 dt.29-10-58.	i) To sanction purchase of copies of essential Acts and Rules (as far as possible bare Acts) and other essential reference books that are required for day to-day use within the limitations specified in the "limits" column.	Joint Chief Engineer & Superintending Engineer, Maharashtra.	Rs.100/- per Division & Rs.200/- per Circle and Zonal Office per annum, to be met from the provision of Rs. 3000/- sanctioned under B.R.No.1573 dt.11-8-58.
-do-	ii) To raise the annual limit of Rs.3000/- provided in the Board's Resolution No.1573 dt. 11-8-58 upto Rs. 5000/- annually for any zone, if the Joint Chief Engineer concerned finds the provision inadequate to cover the requirements of the Zonal office and of the Circle office or Divisional Office.	Chairman.	

Any correspondence in this regard should be addressed to the Executive Engineer (P&C) Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 414 DATED 28TH NOVEMBER, 1958.  
PLANNING & COORDINATION SECTION.**

**Subject:-** Delegation of powers to the Chairman to authorise Board's participation in exhibitions.

Authority.	Nature of powers.	Powers to whom delegated.	Limits.
B.R.No.1868 dt.29-10-58.	To authorise Board's participation in exhibitions that may be sponsored by the State or Central Government and to incur expenditure to the extent specified in the "Limits" column.	Chairman.	Upto Rs.2500/- for each of such exhibitions.

Any correspondence in this regard should be addressed to the Executive Engineer (P&C) Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 415 DATED 28TH NOVEMBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Amplification of B.S.E.B. Employees Service Regulation 94-G.S.O. No.367.

In accordance with the Board's Resolution No. 1892 dt.29-10-1958, the following explanatory note should be added to B.S.E.B. Employees' Service Regulation 94.

**Explanatory note below Regulation 94:-**

"If the journey from Headquarters exceeds 100 miles, the Daily Allowance at the rates indicated in (b) would be operative irrespective of any break in journey within or without 100 miles range."

Sd/-Secretary.

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**GENERAL STANDING ORDER NO. 416 DATED 28TH NOVEMBER, 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Grant of higher starting pay to Junior Engineers.

In pursuance of the Board's Resolution No. 1855 dated 29-10-58, candidates who are either degree holders or who have passed Sections A and B of A.M.I.E. (India) or Diploma holders in Electrical Technology from the Indian Institute of Science, Bangalore, should be granted a higher starting pay of Rs.200/- p.m.(Rs.195/- p.m. as basic pay plus Rs. 5/-p.m. as personal pay to be absorbed in the next increment) on their appointment as Junior Engineers in the grade of Rs.150-15-300 (mfl) under the Board with effect from 1-11-1958.

2. The Board further directed that the pays of the existing Junior Engineers who are either degree holders or who have passed Sections A and B of A.M.I.E.(India) or diploma in Electrical Technology from the Indian Institute of Science, Bangalore and who are drawing pay less than Rs. 200/-p.m. be raised and fixed at Rs.200/-p.m.(Rs.195/-p.m. as basic pay and Rs. 5/- p.m. as personal pay to be absorbed in the next increment) in the grade of Rs.150-15-300 (mfl) with effect from 1-11-1958 keeping their present date of next increment unchanged.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 417 DATED 29TH NOVEMBER, 1958.**  
**ESTABLISHMENT SECTION.**

Subject:- Grant of higher starting pay to graduates etc.

In accordance with the Board's Resolution No. 1858 dated 29-10-1958, the existing practice of granting higher starting pays to graduate Junior Clerks, Typists and Stenotypists as also of one advance increment from the date of passing while in the service of the Board should be continued as heretofore.

A copy of the Office Order No.E/434/34069 dated 19-7-1957 showing the starting pay to be offered to graduates of various faculties as also shorthand allowance to Stenotypists according to speed is also attached herewith for ready reference.

Encl:- Typed overleaf.

Sd/- Secretary.

No.E-434/34069  
Bombay State Electricity Board,  
Mercantile Bank Building, Fort,  
Bombay-1. Dated:- 19th July 1957.

**OFFICE ORDER.**

The Bombay State Electricity Board under its Resolution No.310 dated 10.7.1957 has accorded its approval for the grant of higher starting pay as prescribed below to candidates either appointed or to be appointed in the cadre of clerks, typists or steno typists in revised scale of Rs.55-5-90-EB-5-120 (Mfl.) and Rs.75-5-140-10-200 (City).

	Scale.	Starting Pays.
1. Mofussil scale of Rs.55-5-90-EB-5-120	Matriculate or S.S.C. Graduates.	Rs.55/- Rs.65/-
	Honour Graduates, Double Graduates, B.Com.'s.	Rs.70/-
2. City Scale of Rs.75-5-140-10-200	Matriculate or S.S.C. Graduates.	Rs.75/- Rs.85/-
	Honour Graduates, Double Graduates, B.Com.'s	Rs.95/-

**N.B.:-** The words Honour Graduates used in this context mean those Honours Graduates who have passed with honours in the old syllabus prior to 1950. In case of those who have graduated with honours in the new syllabus introduced from the year 1950 they would be held eligible for higher starting pay admissible to graduates only. If, however, they have acquired a class higher than that required for mere passing, then they will be eligible to a higher start viz. Rs.70/- in Mofussil and Rs.95/- in city as admissible to double graduates, B.Com.'s.

The Board in the above said Resolution has further accorded its approval that those clerks, typists stenotypists, in the above two scales who graduate while in service, should also be given higher starting pay as admissible to graduates from the date of passing the degree examination and if they are already drawing that pay, or more, they should be given one advance increment. Grant of this advance increment need not, however, alter the normal date of his increment.

The Board in the above said Resolution has also accorded its approval to grant of Short Hand Allowance to Steno typists at the rates prescribed below:-

For a speed of 60 to 99 words per minute.	Rs.15/-
For a speed of 100 to 129 words per minute.	Rs.30/-
For a speed of 130 and above words per minute.	Rs.40/-

In view of the above Resolution the pay of all graduate Jr. Clerks who were given higher starting pay of Rs.60/- plus Rs.4/- as p.p. in the scale of Rs.55-5-90EB-5-100 (Mfl.) be refixed at Rs.65/- with affect from the date of their appointments.

Sd/- A.B.Mathikhanawala.  
Assistant Secretary (General).

**GENERAL STANDING ORDER NO. 418 DATED 3RD DECEMBER, 1958.  
BOARD'S SECTION**

Subject:- General (Non-Contributory) Provident Fund (Facility sought by Vidarbha staff./Rules & Regulations for administration of-

Reference:- G.S.O.No. 326 dated 24-3-1958 as corrected under G.S.O.No. 354 dated 14-6-1958 (B.R.No.1098 dt. 27-2-1958.)

The Board under its resolution No.1609 dated 11th August 1958 read with B.R.No.1750 dated 3-10-1958 and No. 1918 dated 29-10-1958 approved the regulations relating to the administration of the General (Non-contributory) Provident Fund a facility sought by certain employees in Vidarbha area of the former M.P.Electricity Board now under the service of this Board.

These regulations, styled as "**the Bombay State Electricity Board's General (Non-contributory) Provident Fund Regulations 1958**", are appended hereto, marked "R".

These should be circulated for the information of those who are eligible to subscribe to the same and the declaration forms (pro-forma attached) of those who desire to continue to subscribe to this Fund should be submitted to the Secretary (Provident Fund Section) at Head Office, Bombay, for further appropriate action **before 31st December 1958.**

Encl:-(1) One set of Regulations.  
(2) Pro-forma of Declaration.

Sd/- Secretary.

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**Bombay State Electricity Board's General (Non-Contributory) Provident Fund  
Declaration Form.**

I \_\_\_\_\_ working as \_\_\_\_\_  
(in block letters)  
\_\_\_\_\_ in P.H./office of \_\_\_\_\_  
(Designation)  
at \_\_\_\_\_ in \_\_\_\_\_

Circle do hereby declare as under :-

- (1) I have read the regulations of the General (Non-Contributory) Provident Fund of the Board as circulated under G.S.O.No. 418 dated 3rd December 1958. I am an Employee of the Board as defined in Regulation No.2 (1) (iv) thereof and that I am eligible to subscribe to this fund as provided in Regulation 4 thereof.
- (2) I agree to be bound by them and by any subsequent additions to, modifications of and alterations in the same as may from time to time hereafter be made with due regard to Regulation No.29.
- (3) I agree to the deductions on account of my monthly subscriptions      ◊

being made from my pay as per Regulation No.14 (read with No.12).

- (4) I am not subscribing (nor have I opted to subscribe) to the Board's Contributory Provident Fund, or under the E.P.F. Scheme 1952.
- (5) I was contributing to the G.P. Fund of the former M.P.E. Board under Account No.-----
- (6) My date of birth is -----
- (7) I am married\*/un-married.

Place -----  
DATED -----

-----  
(Signature of employee)

---

**CERTIFICATE BY THE SUPERINTENDING ENGINEER.**

I have examined (\*caused to be examined) all the above particulars and certify that they are correct.

Dated -----

-----  
Superintending Engineer,  
----- Circle.

---

\* N.B.:- Please delete whichever is not applicable.

**Bombay State Electricity Board's General (Non-Contributory)  
Provident Fund Regulations 1958.**

In exercise of the powers conferred by Clause (c) read with Clause (k) of Section 79 of the Electricity (Supply) Act 1948 (LIV of 1948), the Bombay State Electricity Board is pleased to make the following regulations for the purpose of establishing and maintaining a General (Non-Contributory) Provident Fund for the benefit of a section of its employees, who may be eligible to subscribe to this fund as provided hereafter.

1. These regulations may be called as "The Bombay State Electricity Board's General (Non-Contributory) Provident Fund Regulations, 1958."

These Regulations shall come into force with immediate effect.

**2. Definitions:-**

- (1) In these regulations, unless there is anything repugnant to the subject or context.
- i) "Board" means - The Bombay State Electricity Board.

- ii) "Contributions" means - any sum credited by or on behalf of any employee (eligible to contribute to this fund) out of his salary but does not include any sum credited as interest.
- iii) "Family" means (a) in the case of a male subscriber, the wife or wives of and children of a widow or widows and children of a deceased son of the subscriber.

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased, under the customary law of the community to which he belongs, to be entitled to maintenance, she shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscriber subsequently indicate, by expressly writing to the Secretary, that she shall continue to be regarded as a member of his family.

- (b) In the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and/or children of a deceased son of a subscriber.

Provided that if a subscriber, by notification in writing to the Secretary, expresses her desire to exclude her husband from her family, the husband shall thenceforth be deemed to be no longer a member of the subscriber's family, in matters to which these regulations relate, unless the subscriber subsequently cancels formally, in writing, her notification so excluding him.

**Note:-** "Children" means legitimate children and includes adopted child, if adoption is legally recognised, under the personal law of the subscriber, as conferring on to the adopted child the status of a natural child.

- (iv) "Employee", for these regulations, means an employee of the Bombay State Electricity Board who is not entitled to subscribe to the Contributory Provident Fund of this Board, or to the E.P.F. Scheme 1952.
- (v) "Fund" means the Bombay State Electricity Board's General (Non-Contributory) Provident Fund, 1958.
- (vi) "Government" means the Government of Bombay, unless otherwise specified.
- (vii) "Year" means the financial year beginning on 1st April and ending on the 31st March of the following calendar year.
- (viii) "Secretary" means the Secretary of the Bombay State Electricity Board.
- (ix) "Trustees" means members of the Board of Trustees appointed for the purposes of management of this fund.
- (x) "Approved" Scheduled Bank for the purpose of these Regulations means a Scheduled Bank with which the Board has opened a current, savings or call deposit account."

2) Any other expression employed in these regulations which is defined in the Bombay State Electricity Board employees Service Regulations is used in the same sense, so far as it is not inconsistent with these regulations, as defined therein.

- 3) The fund shall be administered by the Board through the Board of Trustees.
- 4) (1) These Regulations shall apply only to such employees of the former M.P. Electricity Board now in the service of this Board who were governed by the Pension Rules or the Pension-cum-gratuity rules of that Board, were subscribing to the M.P. Electricity Board's General (Non-Contributory) Provident Fund till 31-3-57 and were permitted to continue to subscribe to the General (Non-Contributory) Provident Fund subject to the restrictions prescribed in S.B.R. No.1098 dated 27-2-1958, more specifically detailed in these Regulations.
- (2) Save such employees as indicated in (1), no employee shall be eligible to subscribe to this fund.
- (3) If an employee desires to withdraw the entire accumulations standing to his credit in this fund, he shall be eligible to do so; but having once withdrawn his accumulations, he shall cease to be a subscriber of this fund and under no circumstances shall he be eligible to rejoin the fund.
- (4) The Secretary may, under exceptional circumstances, permit a subscriber temporarily to suspend his contributions but such permission shall be restricted to a period not exceeding 3 months.
- 5) (i) The fund shall be vested in the same Board of Trustees to which the Board has entrusted the management of the Contributory Provident Fund of the Board.
- (ii) The functions and responsibilities of the Trustees shall be to manage the fund according to these regulations. The rules and regulations governing the business to be transacted at the 'Trustees' meetings, in respect of this fund, shall be the same as those in the case of the C.P.Fund.
- 6) The Board shall arrange for the transfer, into the names of the trustees, of such securities and or cash as the M.P. Electricity Board might have transferred or may hereafter transfer to the Board in respect of the (previous) General Provident Fund dues of the concerned employees.
- 7) The overall control of the said General (Non-Contributory) Provident Fund shall be vested in the Board of Trustees, actual administration, including the grant of temporary loans to subscribers and recovery thereof, maintenance of separate accounts for each subscriber and such other matters pertaining to the fund being carried on by the Secretary or such other competent authority on behalf of the Trustees as may be directed by the Board from time to time in consultation with the Trustees. The fund shall be subject to annual audit by the Auditors of the Board.
- 8) A subscriber shall, as soon as may be after joining the fund, send to the Secretary a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the fund, in the event of his death before that amount has become payable, or having become payable, has not been paid; (for specimens see appendix 1 to 4).

**Provided if, at the time of making a nomination the subscriber has a family, the nomination shall not be made in favour of any person or persons other than the member of his family.**

9) Other regulations governing the nominations as are applicable to the Contributory Provident Fund of this Board shall also apply to this fund.

10) An account shall be opened in the name of each subscriber in which shall be credited:-

- i) The subscriber's subscriptions.
- ii) Interest as provided under Regulation No.17.

**11) Rate of subscription:-**

Every subscriber shall subscribe monthly to the fund, when on duty only or on leave (excluding extra-ordinary leave) but not when on foreign service or under suspension.

12) The amount of subscription shall be the same as the employee was subscribing immediately prior to his joining the service of this Board and which he, since thereafter, has been continuously subscribing without break. The amount of subscription shall remain constant and shall not be variable with changes in the pay of the employee resulting from increments or promotion etc.

13) If a subscriber is transferred to foreign service, he shall withdraw the entire amount standing to his credit in the fund and stop further subscriptions to the fund. **If he does not do so, the amount standing to his credit in the fund shall cease to earn interest from the last date of the month following the month of such transfer.**

14) Subscriptions to the fund shall be recovered at the time of disbursing the emoluments to a subscriber in the same manner as recoveries are made in respect of Contributory Provident Fund.

15) The Board shall not contribute anything to the account of subscribers of this General (Non-Contributory) Provident Fund, except interest as provided in regulation 17.

16) (a) A separate account shall be kept for each subscriber showing the amount of his subscriptions, month to month, and interest thereon as it accrues. The account shall be maintained in whole rupee, fractions of rupee being rounded to nearest whole rupee. Annas eight or (50 np) shall be taken as next whole rupee.

(b) The said account shall be maintained for each subscriber in the form appended hereto (appendix 5).

**17) Interest:-**

- (i) The account of a subscriber shall be credited with interest at the rates as the Board might have approved or shall approve in respect of the Contributory Provident Fund.

- (ii) The procedure of calculating interest on the monthly subscriptions as also previous accumulations etc., will be the same as is applicable to the subscription portion of the Board's Contributory Provident Fund.

18) The rules governing the grant of temporary advances from the amount standing to the credit of a subscriber in this fund shall be the same as are applicable to advances in respect of this Board's C.P.F., with the following variation and addition:

- (1) That a subscriber may be allowed a loan from the amount standing to his credit in this fund only 3 months after payment of the last instalment with all interest on the previous loan that may have been granted to him and
- (2) That a loan may be granted, at any time, for the purchase of a house or site or for purchasing or constructing a house for himself or his family, which may be repayable at the option of the subscriber, provided that the number of instalments in which this advance is repayable will not exceed 25. The limit for this loan (2) shall be 90% of the amount standing to his credit.

19) Advances granted to the subscribers against the G.P.F. balance standing to their credit as per the foregoing regulation shall be recoverable in the same manner as applicable to the advances granted to the subscribers of the Board's Contributory Provident Fund except as specially provided in Regulation 18 (2) (ante).

#### **Advances for payment of premium towards Insurance Policies.**

20) The provisions governing the loans to be granted to the subscribers of this General (Non-Contributory) Provident Fund will be identical with those regulating the grant of such loans to the subscribers of the Contributory Provident Fund.

#### **Circumstances in which accumulations are payable**

21) The amount standing to the credit of subscribers shall become payable under the following circumstances :-

- i) When a subscriber quits the service, or is transferred to a foreign service.
- ii) When a subscriber has proceeded on leave preparatory to retirement or, while on such leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service.
- iii) If a subscriber dies before the amount under sub-clause (i) and/or (ii) above has become payable or having become payable has not been actually paid, the amount shall be paid in the manner as provided under regulation No. 141. Sub-Regulation (1) and (2) of the Bombay State Electricity Board's Contributory Provident Fund Regulations.

22) When the amounts standing to the credit of a subscriber to this fund has become payable in accordance with the foregoing regulation, it shall be the duty of the Secretary to make payment of the amount as provided in Section 4 of the Provident Fund Act, 1925. The procedure regulating the payment will

be as prescribed by Sub-Regulations (2), (3) and (4) of regulation 143 of the Bombay State Electricity Board's Contributory Provident Fund Regulations.

**Procedure regulating the management of the Fund.**

23) All sums received under these regulations shall be credited by the Trustees in the fund's account with the Bank, in the first instance, before 6th of every month or within three days of receipt from the Board and all payments to be made in respect of the fund shall be made from this account.

24) When paying a subscription either by deduction from the emoluments or in cash, independently, a subscriber shall quote the number of his account in the fund which shall be communicated to him by the Secretary. Any change in the said account number shall similarly be communicated to the subscriber by the Secretary.

**25) Annual Statement of account :-**

A statement of his account with the fund shall be furnished to each subscriber every year not later than 31st December in each year. The statement shall be in the form annexed hereto (appendix 6). On receipt of the statement the subscriber should satisfy himself as to its correctness; and should bring to the notice of the Secretary any errors, which he may notice, within 6 months from the receipt of the statement by the subscriber. The figures mentioned in the statement shall be subject to correction and adjustment if any error is detected at a later stage.

26) Transfer, assignment or attachment of the Fund shall be governed by the Provisions of Section 3 of the Provident Fund Act 1925, provided the necessary recognition to this fund under Section 8 (2) of the said Act is accorded by the Appropriate Authority, and the subscriber shall be bound by the terms thereof or of any statutory modification or re-enactment of the same.

27) The trustees shall, from time to time, pay to the persons entitled thereto such sums as may be payable under the provisions of these regulations and shall, if necessary, raise the moneys required for the same by sale of the securities held by the trustees, or of sufficient part thereof, or by raising a loan on the security of the securities held by them.

28) All moneys of the fund shall, in the first instance, be deposited in one of the approved Banks at Bombay or at any other place as may be decided by the Board of Trustees, to the credit of an account styled "Bombay State Electricity Board's General (Non-Contributory) Provident Fund." Out of the moneys realised on account of the fund, such money as is not immediately required for the purposes of the fund shall be invested in Government loans as also in loans floated by the Municipal Corporations of Bombay, Poona, Ahmedabad and/or Nagpur, if both the principal and interest thereof are guaranteed by Government.

28.A) The current accounts opened by the Trustees, in the name of the Fund, as provided in Regulation 28, with an approved "Scheduled Bank" as well as a "Safe Custody" account with a Bank which the Trustees may find it necessary to open for proper administration of the Fund, may be operated upon jointly by any two members of the Board of Trustees.



29) The trustees, with the consent and previous approval of the Board, may, from time to time, repeal, vary or alter these regulations and frame such other rules and regulations with regard to the working and management of the fund as the trustees may, from time to time, think fit, provided that no alterations or additions to or variations in the foregoing regulations made in exercise of this discretion shall operate to prejudice or adversely affect the interest of any subscriber subsisting at the time of making such an alteration or addition or variation.

Provided further that, in case the Fund gets recognition from the Income Tax Authorities, no additions or alterations in the foregoing regulations shall be made without the previous consent or approval of the Commissioner of Income Tax having jurisdiction over the fund.

30) A trustee or Trustees shall not at any time be made liable for any more money than shall have actually come into his or their own proper hands or for the loss or variation in the price of the Government or other securities held by them or for failure of any Bank, Company, or firm or due to the dishonesty of any clerk or servant or other person with whom any part of the trust property may be deposited or be placed in charge, or be liable for any other than his own immediate wilful acts, deeds and defaults; and every such trustee shall be at liberty from and out of all or any part of the fund, in the first place, to reimburse himself all sums of moneys, cost, charges, damages, expenses, demands, whatsoever, which he can, shall or may reasonably bear, sustain or be put to in any manner, howsoever, by reason or on account of his acceptance or execution of the trust, anything herein above contained to the contrary thereof in any wise notwithstanding.

31) Every trustee shall be entitled to be indemnified by the fund against all proceedings, costs and expenses occasioned by any claim in connection with the fund not arising from his negligence or fraud.

32) Any act done under B.C.S. or M.P.C.S. General Provident Fund Rules or any Provident Fund Scheme of the former Bombay or M.P.E. Board, before coming into force of these regulations, shall be deemed to be in order and will not be disputed under these regulations. Similarly any action taken by the Board or trustees in the transitional period, consequent upon the transfer of the administration to the Board, shall be deemed to be in order.

33) The money to be invested in Government securities etc. as per the foregoing regulations shall be invested by the Trustees separately and not in combination with the moneys of the B.S.E. Board's C.P.F.

34) Any dispute or difference which may arise with any subscriber or his executor, administrator, nominee or representative and the trustees, or between any subscriber or his executor, administrator, nominee or representative and the Board as to the meaning or the effect of any regulation, or as to any other matter relating to or arising out of the same, shall be referred to the Board, whose decision in that regard shall be final and binding upon the concerned subscriber, his executor, administrator, nominee or representative as also on the trustees.

35) In the interpretation of these regulations, unless it is repugnant to or inconsistent with the subject or context, singular includes plural and male includes female.

For Married persons.

**BOMBAY STATE ELECTRICITY BOARD'S G.P.FUND  
(NON-CONTRIBUTORY)**

(See Regulation 8)

(APPENDIX 1)

**FORM OF NOMINATION No.I.**

(When the subscriber has a family and wishes to nominate one member thereof)

I, \_\_\_\_\_ G.P.F.A/c No. \_\_\_\_\_,  
hereby nominate the person mentioned below, who is a member of my family as defined in regulation 2 (iii) of the Board's General (Non-Contributory) Provident Fund Regulations, 1958, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:-

Name and address of the nominee.	Relationship with subscriber	Age of Nominee.	Contingencies on the happening of which the nomination shall become invalid.	Name, address & relationship of the person if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
1	2	3	4	5

Dated this— day of — 19— at (place) —

Signature of subscriber

Two witnesses to Signature.

Name. Signature.

1. \_\_\_\_\_  
2. \_\_\_\_\_

Examined & admitted.

Dy.Chief Accounts Officer(C)



for Unmarried persons.

**BOMBAY STATE ELECTRICITY BOARD'S G.P.FUND (NON-CONTRIBUTORY)**  
(See regulation 8)

(Appendix 3)

**FORM OF NOMINATION No.III.**

(When the subscriber has no family and wishes to nominate one person).

I, \_\_\_\_\_ G.P.F.A/c No. \_\_\_\_\_ having no family as defined in regulation 2(iii) of the Board's General (Non-Contributory) Provident Fund Regulations, 1958 hereby nominate the person mentioned below, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:-

Name and address of the nominee	Relationship with subscriber	Age of Nominee.	Contingencies on the happening of which the nomination shall become invalid.	Name, address & relationship of the person if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
1	2	3	4 *	5

\* **Note:-** When a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Dated this day of \_\_\_\_\_ 19\_\_\_\_\_

at(Place) \_\_\_\_\_

Signature of subscriber.

Two witnesses to signature.

Name \_\_\_\_\_ Signature. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Examined & admitted.  
Dy:Chief Accounts Officer(C)

For unmarried person.

**BOMBAY STATE ELECTRICITY BOARD'S G.P.FUND(NON-CONTRIBUTORY)**

(Appendix 4)

(See regulation 8)

**FORM OF NOMINATION No.IV.**

(When the subscriber has no family and wishes to nominate more than one person)

I, \_\_\_\_\_ G.P.F.A/c No. \_\_\_\_\_  
 having no family as defined in regulation 2(iii) of the Board's General (Non-Contributory) Provident Fund Regulations 1958 hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the persons in the manner shown below against their names:-

Name and address of the nominee.	Relation-ship with subscriber.	Age of Nominee.	Amount of share of accumulations to be paid to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, address & relationship of the person if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
1	2	3	4	5 @	6

\* **Note:-** This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.

@ **Note:-** When a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ at (Place) \_\_\_\_\_

Signature of subscriber.

Two witnesses to signature.

Name. \_\_\_\_\_ Signature. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Examined & admitted.  
 Dy.Chief Accounts Officer(C)

**BOMBAY STATE ELECTRICITY BOARD'S GENERAL (NON-CONTRIBUTORY) PROVIDENT FUND. (SEE REGULATION 16 OF G.P.F.RULES 1958).  
PERSONAL LEDGER ACCOUNT. (APPENDIX 5)**

A/C NO. \_\_\_\_\_

CIRCLE

NAME \_\_\_\_\_ DESIGNATION \_\_\_\_\_

DATE OF JOINING FUND) \_\_\_\_\_

Year & Month	EMPLOYEE'S SUBSCRIPTION			Total Rs.	Advance granted Rs.	Progre- ssive balance Rs.	OTHER DETAILES
	Salary & D.A. paid Rs.	Sub- scription Rs.	Repay- ment of Advance Rs.				
1	2	3	4	5	6	7	Previous year's outsta- nding balances:-
Opening Balance.							I Advance Rs.----- II Advance Rs.-----
April							Advance granted Rs.--- Recoverable in --- instalments of Rs.— Each.
May.							
June.							
July.							
August.							
September							
October							Superentending Engineer/Secretary Paid, C.V.No.----- Date-----
November							
December							Remarks (If any)
January							
February							
March							
Total.							

SUMMARY	Rs.	N.P.	Rs.	N.P.	INFORMATION IN REGARD TO INCOME TAX	AMOUNT Rs.
Balance on the 1st April 195 ----- B/F					1) Exempt Contributions: (Upto 1/6th of the total of column.2.) -----	
Subscriptions during the year -----					2) Exempt Interest: (Upto 1/3rd of the total of column.2.) -----	
Repayments of Advance -----					3) Not exempt contributions. (Col. 3 less amount at (1) above.) -----	
Interest for the year					4) Not exempt interest: (Interest on subscriptions less amount at (2) above.) -----	
Total						
Less-advance granted -----						
Closing Balance on the 31st March 195 ----- C/F NET						

MEMO OF NON-REPAYABLE ABSTRACT OF FINAL PAYMENT. WORK DONE  
ADVANCES INITIALS  
MONTH & AMOUNT PAID  
YEAR Rs.

1) Account Closed

(Date) -----

2) Amount paid to the  
employee/nominee Rs.

3) Recovered from member Rs.  
----- Accounts Offi-  
cer.

Posting done by -----

Monthly Product worked out by -----

Mon.Prod.Totals cast by -----

Int. on sub.& Cont. calculated by -----

Summaries written up by -----

Int. on Sub. Checked by -----

Int. on Cont. Checked by -----

Summary Checked by -----

(APPENDIX 6)

**BOMBAY STATE ELECTRICITY BOARD'S GENERAL (NON-CONTRIBUTORY) PROVIDENT FUND.**  
**ANNUAL ABSTRACT OF ACCOUNT FOR THE YEAR 195 \_\_\_\_\_ 195 \_\_\_\_\_**

(Vide rule 25 of G.P.F. Rules 1958)

(RATE OF INTEREST :- \_\_\_\_\_ % PER CENT.)

Name of Subscriber :- Shri/Smt. \_\_\_\_\_

G.P.F. ACCOUNT NO.	PARTICULARS.	OPENING BALANCE AS ON 1-4-19		CREDITS DURING THE YEAR.		INTEREST EARNED FOR THE YEAR.		TOTAL OF COLUMNS 3, 4 & 5		WITHDRA- WALS DURING THE YEAR.		CLOSING BALANCE AS ON 31-3-19	
		Rs.	Np.	Rs.	Np.	Rs.	Np.	Rs.	Np.	Rs.	Np.	Rs.	Np.
1	2	3	4	5	6	7	8						
	Employee's Subscription												
	TOTAL.												

**NOTE:-** (1) The subscriber is requested to satisfy himself as to the correctness of the above statement and bring to the notice of the Chief Accounts Officer (P.F.Sn), within six months of the receipt hereof, errors (if any) noticed.

(2) If not made already, the subscriber is requested to make a nomination, in the prescribed form immediately.

Signature \_\_\_\_\_

Date \_\_\_\_\_ 195 \_\_\_\_\_

Designation of Officer \_\_\_\_\_

\*\*\*



**GENERAL STANDING ORDER NO. 419 DATED 15TH DECEMBER 1958.  
ESTABLISHMENT SECTION.**

Subject:- Telephones installed at the residence of Board's officers Charges to be paid by the Board.

In pursuance of the Board's Resolution No. 1962 dated 26-11-1958, the entire expenditure under the message rate system incurred on the outgoing calls from the telephones provided by the Board at the residence of its officers should be borne by the Board with effect from 1-12-1958.

Sd/- Secretary

**N.B.:-** As the Provisions of G.S.O. No. 418 pertain only to Vidarbha Region, it has not been issued to other regions. Other regions are therefore requested not to ask for copies thereof viz. G.S.O.418.

\*\*\*

**GENERAL STANDING ORDER NO. 420 DATED 15TH DECEMBER 1958.  
STORES PURCHASE SECTION.**

Subject:- Tenders-Rules regarding-

The Board under its Resolution No.1796 dated 3-10-58 has directed that any variations proposed by the tenderers after the tenders are submitted, even though advantageous to the Board should not as a matter of policy be normally encouraged.

Any correspondence in this regard should be addressed to the Executive Engineer, Stores, Bombay.

Sd/- Secretary

\*\*\*

**GENERAL STANDING ORDER NO. 421 DATED 15TH DECEMBER 1958.  
CHIEF ENGINEER'S SECTION.**

Subject:- Delegation of powers in respect of purchase of coal.

Authority.	Nature of powers.	Powers to whom delegated.	Remarks.
B.R.No. 1900 dt. 29-10-58.	To purchase coal required for the use of workshop etc. at controlled rates upto the limits shown in the "Remarks" column.	Executive Engineers.	Upto the extent of Rs.400/- as and when required subject to an overall ceiling of Rs. 2000/- per year.

Any correspondence in this regard should be addressed to the Chief Engineer, Bombay.

Sd/- Secretary

\*\*\*

**GENERAL STANDING ORDER NO. 422 DATED 15TH DECEMBER 1958.  
P & C SECTION.**

Subject:- Utilization of funds or equipment ordered for a sanctioned scheme which has to be abandoned for valid reasons- policy regarding.

The Board in its meeting on 29-10-1958 noted an instance when equipment ordered for a particular scheme was transferred to another scheme in a different area of the Board, as the former scheme though sanctioned could not be undertaken for valid reasons.

With reference to the above case, the Board vide its Resolution No. 1843 dated 29th October 1958 has laid down the following general policy to be adopted in such cases involving question of utilization of funds or equipment of a sanctioned scheme which has to be abandoned for valid reasons:-

"If a sanctioned scheme is abandoned, for valid reasons, with the approval of the Competent authority, the funds, provided for the scheme should become available for the modified scheme, that may be proposed for the development of the area. The intention should be, to utilise the funds eventually for the development of the same area though temporary adjustments may have been made to meet the ways and means position or to utilise the materials at places where they are more urgently required and which if not so utilised, would have remained idle."

Any correspondence on the subject may be carried out with the Planning and Coordination Section.

Sd/- Secretary

\*\*\*

**GENERAL STANDING ORDER NO. 423 DATED 24TH DECEMBER 1958.  
STORES PURCHASE SECTION.**

Subject:- Change in the present procedure of inviting tenders and reduction in the minimum price of the tenders.

In pursuance of the Board's Resolution No. 1986 dated the 26th November 1958, the minimum price of the casual tender should be fixed at Re. 1/- per tender instead of Rs.2/- with effect from 1-1-1959.

2. Under the same resolution, the Board authorised the Secretary to use his discretion in matter of issuing casual advertised tenders free of cost as follows:-

Authority.	Nature of powers.	Authority to whom discretion given.	Remarks.
B.R.No. 1986 dt. 26-11-1958.	To issue casual advertised tenders free of cost to those firms who deal in or are manufacturers of specific items, Government of India concerns who are not registered with the Board but can offer their materials at competitive rates, for selected materials where, in ordinary course, quotations of others are found to be high.	Secretary	

Any correspondence in this regard should be addressed to the Executive Engineer (Stores) Bombay.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO. 424 DATED 24TH DECEMBER 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Admissibility of claims in respect of packing charges preferred by employees on transfer- Explanatory note below B.S.E.B. Service regulation 108 A

In accordance with the Board's Resolution No. 1937 dated 26-11-1958, the following explanatory note should be added below Regulation 108 A of the B.S.E.B. Employees Service Regulations

**Explanatory note below Regulation 108 A.**

"An employee on transfer is entitled to claim packing charges at the rate of As.8/- per maund of permissible luggage under Regulation 108 limited to the actual cost incurred irrespective of the actual weight of the luggage."

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.425 DATE 27TH DECEMBER 1958.  
ESTABLISHMENT SECTION.**

**Subject:-** Supply of uniforms and other articles to the employees of the Bombay State Electricity Board (in continuation of G.S.O.No. 381,396 and 397)

In continuation of G.S.O.No 381, 396 and 397 please find enclosed herewith a drawing of the pattern of the badges, buttons and buckles **with dimensions** for information and guidance of all the Zonal, Circle and Divisional Offices.

**Note:-** It is not expedient to have numerous blue prints of the drawing for all the offices on the mailing list of this office, hence blue prints in duplicate are sent only to the Joint Chief Engineers, Superintending Engineers and Divisional Officers in the mofussil and the Chief Accounts Officer, Chief Internal Auditor and Executive Engineer (Stores) in the Head Office.

Each Zone and Maharashtra Circle should arrange to have buttons, badges and buckles made for their area locally.

*Encl:- Missing*

Sd/- Secretary

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**GENERAL STANDING ORDER NO.426 DATED 27TH DECEMBER 1958.  
BOARD'S SECTION.**

**Subject :-** Addition to B.S.E.B. C.P.F. Regulations.

In pursuance of the Board's Resolution No.1750 dated 3-10-1958, the following Regulation should be added as Regulation 149-A in the B.S.E.B. 's Employees Service Regulations.

"The current account opened by the Trustees, in the name of the Fund, as provided in Regulation 149, with the State Bank of India, Bombay, as well as a "Safe Custody" account in the name of the Fund which the Trustees may find it necessary to open with the State Bank of India (or with any other approved scheduled Bank, if circumstances warrant it)

for proper administration of the Fund, may be operated upon jointly by any two members of the Board of Trustees."

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.427 DATED 27TH DECEMBER 1958.**

**Subject :-** Condonation of irregularity in making payments of incidental charges or late payment of statutory taxes, rent bills and other bills etc, and sanctioning of resulting penalty charges in respect thereof.

The Board considered the necessity of delegating powers for condoning irregularity in respect of prescribed procedure or delay in making payments thereby resulting in a loss and additional expenditure for the Board and delegated the following powers for the same as under vide SBR No.1984 dated 26-11-1958.

- |    |   |  |
|----|---|--|
| 1) | To penalise or waive the recovery from the Board's staff or contractors and sanction the expenditure of demurrage, wharfage charges etc, paid for non-clearance of goods in time when the expenditure is to be borne by the Board taking into consideration the merits of each case.  | <b>In Mofussil.</b><br>SuperIntending Engineer. Upto : Rs.50<br>Jt.C.E. Upto : Rs.100<br>C.E. Upto : Rs. 200<br>Board Beyond Rs. 200 |
| 2) | To penalise the Board's staff or condone the irregularity and sanction the expenditure incurred by way of payment to outsiders the amount of penalty or interest charges under statutory obligations or special contracts including loss of prompt payment discount, when the expenditure is to be borne by the Board after taking into consideration merits of each case and after all the efforts with the authorities to waive the same have failed. | <b>In Head Office:-</b><br>Secretary or Chief Engineer Upto Rs. 200<br>Board: Beyond Rs.200.   |

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.428. DATED 9TH JANUARY 1959.**

**Subject :-** The Bombay State Electricity Board (Administration of Funds and Properties) Regulations 1957.

In exercise of the powers conferred by Section 79 of the Electricity (Supply) Act, 1948, Government of Bombay have approved under their Industries and Co-operation Department, Resolution No.ESA-2658 Elec. of 3rd November, 1958 to substitute the Regulation under clause 3 (6) of the Bombay State Electricity Board (Administration of Funds and Properties) Regulations 1957, by the following : (A copy of the G.R. is attached for reference).

**"(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,  | (e) how long not in use,                    |
| (b) purchase value,    | (f) probable sale value or upset price and, |
| (c) how long in use,   | (g) whether proposed to dispose of as-      |
| (d) depreciated value, | (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.

**NOTE:-** The detailed report as required above need not be made in the case of disposal of scrap material.

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 of which is not more than Rs.500/- and Rs.50/- respectively and in respect of scrap material the estimated sale value of which is not more than Rs.50/- .                          | Executive Engineer (subject to report to Superintending Engineer.) |
| (ii) -do- -do- -do- is not more than Rs.1,000/- and Rs.100/- respectively and in respect of scrap material the estimated sale value of which is not more than Rs.100/-   | Superintending Engineer.   |
| (iii) for any material, the original price and the depreciated book value of which is not more than Rs.2,500/- and Rs.250/- respectively and in respect of scrap material the estimated sale value of which is not more than Rs.250/-                      | Chief Engineer.  |
| (iv) -do- -do- -do- is not more than Rs.5,000/- and Rs.500/- respectively, and in respect of scrap material the estimated sale value of which is not more than Rs.500/-  | Chief Engineer with the prior approval of Chairman.                |
| (v) for any material, the original price and the depreciated book value is more than Rs.5,000/- and Rs.500/- respectively i.e. without limit, and in respect of scrap material the estimated sale value of which is more than Rs.500/- 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 the approval of the Chairman.	Rs.100/-
Board.	Above Rs.100/-

The substitution of the Regulation as approved by the Government of Bombay should therefore be made in G.S.O.No.295.

Sd/- Secretary.

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**Regulation of the Bombay State Electricity Board.  
Under Section 79 of the Electricity (Supply)  
Act 1948-Approval to.**

Government of Bombay,

Industries and co-operation Department, Resolution No.ESA.2658-Elec.  
Bombay-1, 3rd November 1958.

- Read** Government Resolution, Industries and Cooperation Department,  
No.ESA.2657-K, dated 3rd April 1957.  
Government Resolution, Industries and Cooperation Department,  
No.ESA.2657-K, Dated 11th June 1957.  
Government Resolution, Industries and Cooperation Department,  
No.ESA.2657-K, dated 17th August 1957.  
Government Resolution, Industries and Cooperation Department,  
No.ESA.2657-Elec. dated 9th December 1957.  
Government Resolution, Industries and Cooperation Department,  
No.ESA.2658-Elec. dated 20th May 1958.  
Government Resolution, Industries and Cooperation Department,  
No.ESA.-2658-Elec. dated 11th August 1958.

Letter No.SCR.18(Pt.III)/4 1328, dated 25th July 1958.

**Resolution:-** In exercise of the powers conferred by Section 79 of the Electricity (Supply) Act 1948, Government of Bombay is pleased to approve the following Regulation of the Bombay State Electricity Board, in place of clause 3 (6) of the Bombay State Electricity Board (Administration of Funds and Properties) Regulations 1957, approved by Government in Government Resolution, Industries and Cooperation Department, No.ESA.2657-K, dated 3rd April 1957, viz.

**“(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 disposal 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.

**NOTE :-** The detailed Report as required above need not be made in the case of disposal of scrap material.

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 and in respect of scrap material the estimated sale value of which is not more than Rs.50/- | Executive Engineer (Subject to report to Superintending Engineer). |
| ii) -do- -do- -do- -do- are not more than Rs.1,000/- and Rs.100/- respectively and in respect of scrap material the estimated sale value of which is not more than Rs.100/-  | Superintending Engineer.   |

- |      |   |   |
|------|---|---|
| iii) | -do- -do- -do- -do- not more than Rs.2500/- and Rs.250/- respectively and in respect of scrap material the estimated sale value of which is not more than Rs.250/-  | Chief Engineer.                                     |
| iv)  | -do- -do- -do- -do- are not more than Rs. 5,000/- and Rs.500/- respectively and in respect of scrap material the estimated sale value of which is not more than Rs.500/-  | Chief Engineer with the prior approval of Chairman. |
| v)   | for any material, the original price and the depreciated book value are more than Rs.5,000/- and Rs.500/- respectively i.e., without limit, and in respect of scrap material the estimated sale value of which is more than Rs.500/- 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 the approval of the Chairman.	Rs. 100/-
Board.	Above Rs. 100/-

By order and in the name of the Governor Bombay.

A.S.Bukhari.  
Assistant Secretary to Government.

\*\*\*

**GENERAL STANDING ORDER NO.429 DATED 12TH JANUARY 1959.  
C. E.'S SECTION.**

Subject :-Accidents due to leakage and other faults of electrification  
- payment of compensation etc.

In accordance with the Board's Resolution No.1907 dated the 29th October 1958, all claims arising out of accidents due to leakage, faulty electrification or similar causes are, as far as possible, to be settled without the claimants having to go to Court. The following decisions have been taken by the Board in this regard :-

- (i) The claims referred to above should be referred to the Sub-Committee which may examine the claims and make recommendations to the Board.
- (ii) The present Purchase Committee constituted under B.R.No.1334 dated 2-5-1958 should be re-designated as a Sub-Committee of the Board which may examine all cases of compensation due to accidents caused to third parties (i.e.those not covered by the Workmen's Compensation Act) by leakage or faulty electrification or similar causes.
- (iii) In all such cases, the details in the accompanying form \* should be furnished

After the Board decides the compensation to be paid, it may be offered to the claimant concerned after ascertaining that the claimant is the legal heir and that there are no other claimants for any share in the compensation. In all such cases, the parties should be asked to furnish succession certificates or such other prescribed legal authority regarding exclusive title to the claim in question. After obtaining such succession certificate or authority or proof of the legal title of the claimant, the amount may be paid to the claimant. The payment should be in full satisfaction of the claim and a full discharge receipt from the party concerned should invariably be obtained in duplicate wherein it should be declared by the party concerned that it or any one else on behalf of the injured or deceased as the case may be has no further claim against the Board with regard to this accident. One copy of the full discharge receipt and the party's declaration as aforesaid should be forwarded to the Head Office for record after actual payment is made.

Any correspondence in this regard should be addressed to the Chief Engineer, Bombay.

\* Encl:-Typed over-leaf

Sd/- Secretary.

---  
BOMBAY STATE ELECTRICITY BOARD

Report of Accident.

Division :- \_\_\_\_\_

Circle :- \_\_\_\_\_

- 
1. Date and time of accident. \_\_\_\_\_
  2. Place of accident (state the pole No.etc. here & also line section and sub-division). \_\_\_\_\_
  3. Injured person's name. \_\_\_\_\_  
Address. \_\_\_\_\_
  - Sex \_\_\_\_\_ Age \_\_\_\_\_
  4. Whether outsider or departmental. \_\_\_\_\_
  5. Usual occupation of the injured person and monthly earning. \_\_\_\_\_
  6. Nature and details of accident (giving Fatal/Non fatal, extent of injury or disablement etc.) \_\_\_\_\_
  7. (a) Cause of Accident. \_\_\_\_\_  
(b) State exactly what the injured person was doing at the time. \_\_\_\_\_



8. Whether artificial respiration etc. was tried. \_\_\_\_\_
9. Injured person is being treated by. \_\_\_\_\_
10. Extent of loss or damage to property if any (cattle etc.) and to whom it belongs. \_\_\_\_\_
11. Compensation claimed if any along with such proof or evidence of expenses incurred if any in support of the claim as the claimant may produce. \_\_\_\_\_
12. Compensation recommended against claim if any. \_\_\_\_\_
13. Remedial measures proposed for prevention of such accidents. \_\_\_\_\_
14. Remarks. \_\_\_\_\_
- Date \_\_\_\_\_ Signature. \_\_\_\_\_

\*\*\*

**GENERAL STANDING ORDER NO.430 DATED 13TH JANUARY 1959.  
BOARD'S SECTION.**

Subject :- Inclusion of "Pratap" Gujerathi newspaper in the list of newspapers in the approved list of the Board. (modification to G.S.O.No.256 dated 27-9-1957).

In accordance with the Board's Resolution No.1958 dated 26th November 1958, "Pratap" Gujerathi a daily of Surat, should be substituted for "Sami Sanj" of Surat (which has ceased publication) for the purpose of advertisements of the Board as the former has unconditionally agreed to publish news items of this Board free of cost. The rates to be charged to the Board by this newspaper shall be Rs.3/- per column inch.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.431 DATED 13TH JANUARY 1959.  
ACCOUNTS SECTION.**

Subject :- Powers for recording of measurements to Storekeepers and Assistant Storekeepers and persons in charge of Stores. (Modification to G.S.O.No.192 dated 6-4-1957)

The Board having decided under its Resolution No.1729 dated the 12th September 1958 to delegate powers to the Assistant Storekeepers to record measurements upto Rs.50/- subject to 25% check by Junior Engineer or Assistant Engineer as in the case of Storekeepers, suitable addition should be made at (i) a in part O - "Recording of Measurements" under "Works Contracts" in G.S.O.No.192 so as to read the relevant portion at (i) a as under :-

" i) (a) Storekeepers and Assistant Storekeepers. Upto Rs.50/- Subject to 25% check by Junior Engineer or Assistant Engineer."

2) The Board in the same resolution further decided as under :-

(i) That the designations of Senior Clerks and Junior Clerks who are in the grade of Storekeepers and Assistant Storekeepers respectively and who are in charge of stores should be changed to that of Storekeepers and Assistant Storekeepers respectively.

(ii) That in the absence of Storekeepers or Assistant Storekeepers, any clerk detailed to undertake the duties of Storekeeper or Assistant Storekeeper should be empowered

to record measurements to the extent of powers delegated to the Storekeepers provided the clerk has been duly covered under the Group Fidelity Insurance by prior intimation to the Commercial Section in the Head Office.

3) Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 432 DATED 16TH JANUARY 1959.  
CHIEF ENGINEER'S SECTION.**

Subject:- Delegation of powers for finalising the allotment of coal.

In pursuance of the Board's Resolution No.2031 dated 22-12-1958, the following delegation of powers are approved by the Board in matter of finalising allotments against increase in permanent quota or against ad hoc quotas.

Authority.	Nature of Powers.	To whom delegated.	Remarks.
B.R.No.2031 dt. 22-12-58.	<b>Ad hoc quota.</b> To finalise the allocations against adhoc quotas after taking into consideration the ability of the supplier to supply the increased quantities as also the quality of coal being supplied by them.	Respective Superintending Engineers.	
	<b>Permanent quota.</b> To finalise allotments against the increase in permanent quota.	Chief Engineer.	

Any correspondence in this regard should be addressed to the Chief Engineer, Bombay.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO. 433 DATED 16TH JANUARY 1959.  
STORES PURCHASE SECTION.**

Subject:- Modification to "Insurance" clause incorporated in all the acceptance of Tender forms and Insurance intimation Form.

In pursuance of the Board's Resolution No.1990 dated 26-11-1958 the "Acceptance of Tender" form and "Intimation Form" (Rail Transit Insurance) should be revised as under.

The existing "Insurance" clause appearing in the "Acceptance of Tender" form should be modified to read as under:-

"In all cases of supplies the insurance shall be effected by you with Government Insurance Fund or if so desired by the Board, with your or other insurers for all risks as provided by clause 20 of the General Conditions of Contract, for the total value of the order plus 10% to cover freight, S.T. and other incidental charges."

Similarly the existing items (ii) and (iii) viz. "Sales Tax and General Sales

Tax" and "Packing and Forwarding Charges" appearing in column (2) of the "Intimation Form" (Rail Transit Insurance) should be deleted and replaced by "(ii) 10% of the total cost of the materials for covering S.T., freight and other charges."

Any correspondence in this regard should be addressed to the Executive Engineer (Stores Purchase) Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 434 DATED 21ST JANUARY 1959.  
PLANNING & COORDINATION SECTION.**

Subject:- Electrification of towns and villages not included under the sanctioned schemes in the Second Five Year Plan. (Supersession of G.S.Os. 182 and 240).

As per the Board's Resolution No. 1759 dated 3-10-58 read with its Resolution No. 1944 dated 26-11-1958 on the subject cited above, electrification of towns and villages not included under the sanctioned schemes in the 2nd Five Year Plan should be taken up only if they are economically justifiable on the basis separately prescribed by the Board viz. returns of 15% and 20% for major and minor schemes respectively and also if the 50% revenue on the above yard-stick is assured in the first year together with a promise of taking street light by the Panchayat provided necessary funds are available,

2. The above decision of the Board supersedes the basis laid down in G.S.O.No. 182 as modified by G.S.O.240.
3. All the concerned officers of the Board should, therefore, consider the future cases of electrification of towns and villages specified above in light of the basis specified in para 1 above.
4. Any correspondence in this regard should be addressed to the Executive Engineer (Planning & Coordination) Bombay.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO. 435 DATED 21ST JANUARY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Revision of the grade of Assistant Accounts/Audit Officers.

In pursuance of the Board's Resolution No. 2063 dated 22-12-1958 read with its Resolution No.2107 dated 5-1-1959, the existing grade of the posts of Assistant Accounts/Audit Officers viz. Rs.275-25-450(mfl) should be revised to Rs.300-25-500(mfl) with effect from 15-3-1958, the date from which the two zonal offices were formed.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO. 436 DATED 21ST JANUARY 1959.  
CHIEF ENGINEER'S SECTION.**

Subject:- Works Contract Procedure-Opening of tenders (Addendum to G.S.O.No.192-  
"Works Contract Procedure").

In pursuance of the Board's Resolution No. 2056 dated 22-12-1958, the following note should be added below paragraph E of the "Works Contract Procedure" in G.S.O.No.192.

**Note below paragraph E of the Works Contract Procedure.**

"The Junior Engineer or the Assistant Engineer in erection charge of the works, sub-division or power house who is authorised to accept tenders upto prescribed limits, shall have the authority to open, in the presence of Junior Engineer or Sub-Engineer or in the absence of both, Senior Accounts Clerk attached to the Sub-division or Power House as the case may be, tenders received by him to the extent of the value of the tenders which he is authorised to accept."

Any correspondence in this regard should be addressed to the Chief Engineer, Bombay.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO. 437 DATED 21ST JANUARY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Payment of Muster Rolls upto prescribed limits-Delegation for-subject to post-audit, (Modification to provision (e) at (50) in G.S.O.No.192).

In pursuance of the Board's Resolution No.2057 dated 22-12-1958, the existing provisions at (e) of (50) of G.S.O.No.192 should be replaced to read as under:-

- (e) Muster Rolls for Class III & IV
- 1) Establishment Officer in case of Head Office.
  - 2) Executive Engineer for Division.
- Employees.

In regard to the works (Civil & others such as Constructional, Electrical) done departmentally, the Executive Engineer shall have the authority to delegate to the Assistant Engineer powers of passing and payment of N.M.Rolls without pre-audit subject, however, to post audit upto 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 the Executive Engineer may direct, provided that the number of man hours and daily rates for the various classes of labour are got approved by him 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 to visit the site due to preoccupation, he may pass the muster and depute an other 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 periodically.

The Executive Engineer shall also have the authority to delegate to the Junior Engineer powers in respect of the aforesaid works subject to a ceiling of Rs.150/- in any month and further subject to the proviso as indicated above.

Sd/-Secretary.

**GENERAL STANDING ORDER NO. 438 DATED 22ND JANUARY 1959.**  
**ESTABLISHMENT SECTION.**

Subject:- Revision of delegation of powers for incurring expenditure on repairs to vehicles (suspension of G.S.O.No.192, 223 and 254).

In pursuance of the Board's Resolution No.2082 dated 22-12-1958, the following revised delegations of powers are issued in the matter of servicing, maintenance and repairs of motor-vehicles attached to the mofussil units of the Board. These delegations are issued so as to enlarge the existing scope of delegations to facilitate timely repairs and replacements in respect of motor vehicles belonging to the Board and therefore supersede all the previous decisions on the subject conveyed in G.S.O.No.192, 223 and 254.

I. (1) (a) Annual limits per motor vehicle attached to mofussil unit for repairs and maintenance including spare parts, tyres, tubes, batteries, servicing of vehicles etc.

**ANNUAL LIMIT AND DELEGATION OF POWERS.**

Year of Operation.	Light Vehicle under 3 tons.	Heavy Vehicle 3 Tons and Over.	
First.	Rs. 300	Rs. 400	)Executive
Second.	Rs. 600	Rs. 800	)Engineers and
Third.	Rs. 1000	Rs. 1500	)Superintending
Fourth.	Rs. 1500	Rs. 2500	)Engineers for
Fifth.	Rs. 1000	Rs. 1200	)Vehicles in their
Sixth.	Rs. 1500	Rs. 2500	)respective
Seventh.	Rs. 1200	Rs. 1500	)charge.

(b) If due to any circumstances like accident, etc. these limits are to be exceeded, prior sanction of the authorities noted below should be obtained after giving detailed justification for incurring the expenditure.

- i) Upto Rs.500 beyond the amounts stated in 1(a) above per vehicle per annum -- Joint Chief Engineer.
- ii) Any further amount without limit:- Chief Engineer on the recommendations of Joint Chief Engineer or Superintending Engineer in the case of Maharashtra.

**NOTE:-**

- i) The above amounts do not include cost of petrol, lubricating or other oil and greases. These have to be purchased as per existing procedure and delegations.
- ii) Statutory charges for the vehicles like vehicle tax, insurance, inspection fees etc. are also not included in the above amounts. They should be paid separately as and when they become due.

While calling for quotations for repairs to vehicles, there would be normally difficulty in getting complete quotations for repairs including spare parts if any required as the garages invariably state that unless the vehicle is opened they will not be able to quote. To obviate this difficulty, Joint Chief Engineer or Superintending Engineer in the case of Maharashtra was therefore, authorised to declare "approved repairers" in different places where the vehicles could be sent for repairs without calling quotations. Every year, tenders should be invited by the Joint Chief Engineer (and by Superintending Engineer for Maharashtra Circle) for quoting labour charges for repairs of different items and approved repairers appointed by them for the year for getting the work done. For spare parts, the firm should supply the list required after opening the vehicle and quotations from local firms including the garage where the work would be carried out, should be obtained and orders placed after following the purchase procedure.

II. In so far as the motor vehicles attached to Head Office are concerned, the Secretary was authorised to sanction and incur expenditure on repairs and replacements in respect thereof, with the delegation of powers and procedure as specified in Office Order No.E-483/21335 dated 11-4-1958 remaining in force as heretofore.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO. 439 DATED 23RD JANUARY, 1959  
ESTABLISHMENT SECTION.**

**Subject:- Grant of Charge Allowance to Assistant Accountants/Auditors posted to hold independent charge of accounts/audit.**

In pursuance of the Board's Resolution No.2143 dated the 5th January 1959, such of the Assistant Accountants/Auditors who are posted to hold independent charge of account/audit of a Division should be granted Charge Allowance of Rs.25/- p.m. with retrospective effect from 1-6-1957 B.N.

2. Charge allowance as aforesaid should, as a special case, be also granted to Assistant Accountant/Auditor posted to hold independent charge of accounts/audit at the Construction Sub-Division, Ulhasnagar, from the date specified in para 1 above.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO. 440 DATED 23RD JANUARY 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Delegation of powers to Chairman regarding conditional options exercised by the employees of the former Boards and Departments of Electricity of Kutch and Marathwada in matter of grades, service conditions, hours of work, conduct, discipline etc.(Circular No. SCR 131 (2) dated 7-3-1957).

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.2146 dt.5-1-59.	To deal with cases of conditional options as aforesaid exercised by some employees, in such manner as he may deem fit.	Chairman	----

Sd/-Secretary

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**GENERAL STANDING ORDER NO. 441 DATED 29TH JANUARY 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Effective date of the Board's decision.

In view of the fact that there is often some time lag between the date of passing of resolution by the Board and that of giving effect to the same which time-lag is often inevitable due to procedural formalities, the Board under its Resolution No. 2122 dated 5-1-1959 decided as under:-

"That where no specific date for giving effect to the Board's decision has been indicated in the Board's resolution itself, the Chairman will specify the date on which the Board's decision should be given effect to provided that the implementation of the Board's decision should not normally exceed two months from the date of the Board's resolution.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO.442 DATED 29TH JANUARY 1959.  
ESTABLISHMENT SECTION.**

Subject :- Delegations of powers to the officers of the Board to act under the various provisions of the Electricity (Supply) Act, 1948.

In the discharge of the duties and functions enjoined on the Board under the various provisions of the Electricity (Supply) Act, 1948, the Board has to act through the different Sections under the respective Sectional Heads of its organisation and also officers in charge of the various units in the mofussil, and whenever the Sectional Heads or officers in charge of the Units have to act in accordance with the decisions taken and policies laid down by the Board, a general authority is deemed necessary for the said officers to correspond with or issue notices to the licensees, consumers etc. and also to sign documents including those that may have legal significance. In order to meet these requirements, the Board, under its Resolution No.2026 of 22-12-1958, delegated powers as under:-

I The Chief Engineer/Secretary/Joint Chief Engineers/ Superintending Engineers/Executive Engineers in charge of the Divisions or acting as Sectional Heads at the Head Office, are authorised to correspond with or demand information from or issue notices to any member of the public taking or desirous of taking supply of power or any consumer or any licensee, on behalf of the Board, in pursuance of the general policy or of specific decisions of the Board, as may be generally or specifically directed by the Board or in discharge of the general obligations enjoined on the Board under the various Sections of the Act, more particularly under Sections 26, 27, 32 to 37, 41 to 47, 55, 57, 58 and 75 of Electricity (Supply) Act, 1948.

II The Board also similarly delegated following powers under Section 13 of the Electricity (Supply) Act regarding execution of different classes of Agreements, contracts, deeds, instruments and other documents to the various officers of the Board in respect of works, supplies or services already sanctioned by the competent sanctioning authority:-

Item No.	Class of Instruments.	Authority to which delegated	Extent of the power delegated.
1	2	3	4
1)	All instruments relating to the purchase, supply and carriage and insurance of materials, stores, machinery and erection thereof including Civil Construction Contracts.	<p><b>(1) Purchase (i.e. Supplies)</b>  <b>(i) In Head office.</b>                      (a) E.E.(Stores)                      (b) Secretary/ C. E.</p> <p><b>(ii) In the Mofussil.</b>                      (a) Divisional Head.                      (b) Circle Officer.                      (c) Jt.C.E.                      (d) Secretary/C.E.</p> <p><b>(2) Works</b>  <b>(i) In Head Office.</b></p>	<p>Upto and including Rs.10,000/-                      beyond Rs.10,000/-</p> <p>Upto and including Rs.10,000/-                      -do- Rs.20,000/-                      -do- Rs.50,000/-                      Above Rs.50,000/-</p>

Chief Engineer to sign all contracts, with authority to redelegate his powers of signing Civil Contracts to Superintending Engineer (Civil) upto the limits he (C.E.) may specify.

1	2	3	4
		(ii) In the Mofussil.	
		(a) J.E. in Executive charge	Upto Rs. 1,000/-
		(b) A.E. in Executive charge	-do- Rs.3,000/-
		(c) Divisional Head in executive charge	-do- Rs.10,000/-
		(d) Circle Officer in executive charge.	-do- Rs.25,000/-
		(e) Jt.C.E.& (S.E.in case of Maharashtra).	-do- Rs.1,00,000/-
		(f) C.E.	Above Rs.1,00,000/-
		<b>[3] Supplies plus Erection.</b>	Same as in (1) above.
		<b>[4] Transport.</b>	Officer not below the rank of E.E.
		<b>[5] Insurance.</b>	
		(i) H.O.	
		C.E./Secretary or any other officer authorised by either-not below the rank of Executive Engineer.	
		(ii) In Mofussil.	
		Officers in charge of the units concerned not below the rank of Executive Engineer.	
2)	Security or guarantee bonds, for due performance and completion of any agreement, Contract or deed and discharge thereof.	Officer not below the rank of Assistant Engineer or equivalent status.	Officers upto the rank of Dy. E.E. or equivalent status upto Rs.5,000/-
3)	All instruments connected with reconveyance of property given as Security.	(a) Secretary/C.E. in Head Office. (b) Mofussil. Officer not below the rank of E.E.	
4)	Agreements in respect of telephones, purchase of electrical energy, office equipments, catering contracts and allied matters.	(a) Secretary/C.E. for Head Office. (b) Officer in charge of the units concerned, not below the rank or status of an E.E. in Mofussil.	
5)	All agreements for supply of electrical energy to High Tension Consumers or notices for termination of same.	Chief Engineer/ Secretary or the officers that may be authorised by either.	
6)	All agreements for supplying electrical energy for street lighting service.	-do- as in (5)	
7)	All agreements relating to hire or loan of equipment, Tools, Plants material etc. etc. to the consumers.	-do- as in (5)	-do- as in (5)



1	2	3	4
8)	-do- Contractors.		Officers in charge of the Unit concerned not below the rank of Executive Engineer.
9)	All L.T. agreements for supply of electrical energy, and notices for termination of same.	-do- as in (8)	
10)	All agreements for giving on hire any space for advertisement or any other purpose.	-do- as in (8)	
11)	All agreements relating to lease, license, rent of immovable property.	-do- as in (8)	
12)	Agreements or Instruments for sale of any asset or property of the Board.	Officers not below the rank of Jt.C.E. and C.E. or Secretary.	
13)	Land acquisition agreements, Instrument or deeds for purchase of immovable property.	-do- as in (8)	
14)	Agreement with local Authorities, Railway or other Central and State Government authorities including agreements for street works, crossing Railway works, Railway siding etc.	-do- as in (8)	
15)	All Statutory Notices, directions or actions in exercise of statutory powers under the Electricity (Supply) Act, 1948.	C.E./Secretary or the officers that may be authorised by either.	
16)	-do- -do- -do- -do- under the Indian Electricity Act, 1910.	-do- as in (15)	
17)	(a)Use of Seal.	Officers of the Head Office at Bombay competent to execute the agreements, deeds, or instruments.	
	(b) Custody Seal.	The Secretary shall be in custody of the Seal and Seal register.	
18)	Documents to be sealed.	Chief Engineer and/or Secretary shall have the powers to decide which of the agreements, deeds or instruments shall be sealed.	

19) All other documents not provided herein.

With the prior approval of C.E. or Secretary, Officers not below the rank or status of Executive Engineer.

Sd/- Secretary

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**GENERAL STANDING ORDER NO.443 DATED 3RD FEBRUARY 1959.  
ESTABLISHMENT SECTION.**

Subject :- Principles for the fixation of the seniority . (Modification to G.S.O.No.269 dated 16-10-57 and G.S.O.No.129 dated 6-8-1956).

In pursuance of the Board's Resolution No.2133 dated the 5th January 1959, principle at Sr.No.(1) in G.S.O.No.129 dated 6-8-1956 accompanying G.S.O.No.269 should be modified to read as under:-

- (a) For purpose of fixation of seniority, length of service in the cadre should count from the date of selection for promotion to the post in the higher cadre by the competent authority.
- (b) Whenever order of preference is indicated while making selections, the seniority should be fixed as per the order in which the selection is made.
- (c) In case where the order of preference is not indicated while making selections, the seniority should be fixed on the following basis:-

Date of selection in the cadre for all Class I, II and Class III excluding non-technical staff and pay in the case of all Class III non-technical and Class IV employees. In the event of two employees being found to have been selected on one date or have the same pay, then the date of next increment, that being the same, the entire length of service in the organisation and that also being the same, the older should have precedence over the younger.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.444 DATED 21ST FEBRUARY 1959.  
CHIEF ENGINEER'S SECTION.**

Subject :-Revised terms and conditions for power line crossing Railway tracks.

In pursuance of the Board's Resolution No.2129 dated 5-1-1959, the accompanying revised terms and conditions as received from the Railway Authorities for Railway crossing as approved by the Board are sent herewith for information (Appendix A).

- 2) The Board in the same resolution also approved that these terms and conditions be also accepted even in old cases which were not finalised if insisted upon by the Railways.
- 3) The following delegation of powers has also been approved by the Board in this context.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.2129 dt.5-1-59.	To agree finally to the terms and conditions as embodied in Appendix A if as a result of the correspondence with them, the Railways do not agree to revising the supervision charges from 15% to 12.1/2%.	Chief Engineer.	

4) Any correspondence in this regard should be addressed to the Chief Engineer, Bombay.

(Encl :- Appendix A).

Sd/- Secretary.

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#### APPENDIX 'A'

#### TERMS AND CONDITIONS TO BE AGREED UPON BY THE ELECTRIC SUPPLY COS. LTD.

##### B. Other than Level Crossings.

- 1) The supply Company shall pay to the Railway Administration the cost of preparation of Plan and Estimate at the rates given in the schedule under Para 932-E of the Engineering Code, subject to a minimum of Rs.25/-. This amount will not be refunded to the Supply Company, if the work is not subsequently carried out.
- 2) The Supply Company shall pay to the Railway Administration a sum of Rs.75/- in cash (Rs.50/- for preparation charges of the Agreement plus Rs.25/- towards the cost of stamping charges and registration of the agreement).
- 3) The Supply Company shall pay to the Railway Administration in advance a sum of Re. 1/- per annum or part thereof as rent for the facility irrespective of the number of cables laid provided all the cables are covered by one place and one agreement. Any additional cable laid after the completion of the agreement will be subject to the levy of the additional rent.
- 4) The Supply Company shall pay to the Railway Administration the sum of Rs.12/- as a Security Deposit.
- 5) The Supply Company shall pay to the Railway Administration the supervision charges at 15% on the cost of the work (excluding cost of Cables) to be carried out by the Supply Company within the Railway limit.
- 6) In the event of the facility being no longer required by the Supply Company, the electric cables will be removed by the Supply Company and the Railway land shall be restored to its original condition by the Railway Administration at the cost of the Supply Company as increased by the usual supervision charges at 15%, the labour charges being increased by 20% to allow for cheap food grain

concession if granted to the labour.

7) The Supply Company shall indemnify the Railway Administration against any claims for compensation under the Workmen's Compensation Act of 1923 or any subsequent amendments thereof, during the course of the execution of the work of repairs, maintenance, removal, renewal and use.

8) The Supply Company shall maintain, repair and renew the work at their own cost under the supervision of the Railway staff and shall pay to the Railway Administration, the usual supervision charges at 15%.

9) Neither the Supply Company nor their employees, representatives or Agents shall at any time enter upon the Railway land for any purpose whatsoever in connection with the said Electric cables and/or the works erected or to be erected in connection therewith without the previous consent in writing of the Railway Administration.

10) The Supply Company shall pay to the Railway Administration cost including the usual supervision charges of all works in connection with the removal or relaying of the cables etc., which may be necessitated in case the Railway at any time finds it necessary to make any alterations in their existing lines of rails or in the fencing or construct new lines or buildings or other works.

11) The Supply Company shall pay to the Railway Administration, the cost of work carried out by the Railway plus 20% of the cost of labour to cover cheap grainshop concession and 15% Supervision Charges on the whole cost.

12) The Supply Company shall pay to the Railway Administration, the cost of special precautionary measures adopted by the Railway to carry out the work as increased by Supervision Charges at 15%.

13) The Supply Company shall make good any damage or loss to Railway property on account of the presence of the cables.

14) Either party shall be at liberty to terminate the agreement after giving to either of them three Calendar Months' Notice in writing to that effect. On giving or receiving the notice, action will be taken by the Railway as laid down in Condition 6.

14A) Upon giving or receiving the notice referred to in Clause 14 the Supply Company shall at their own cost remove the Electric Cables and all works erected in connection therewith from the property of the Railway Administration and shall restore the Railway land to its original condition to the satisfaction of the Railway Administration in all respects. In the event of the Supply Company failing to remove the Electric cables, Works as aforesaid and to restore the land to its original condition, the manner herein before provided, the Supply Company must de-energise the cable and that being done, the Railway Administration shall be entitled at its option immediately after the termination of this Agreement, to carry out such work of removal and restoration without being responsible for any loss or damage whatsoever done to the Electric Cables, cast iron pipe line, conduit or other works as aforesaid or any part thereof. In such event, the Supply Company shall pay to the Railway Administration on demand all costs incurred by the Railway Administration in connection with such work, including supervision charges, the amount of such costs to be determined by the Railway Administration in its absolute discretion. The said Electric

Cables, Cast Iron pipe line and other materials used in connection therewith and belonging to the Supply Company shall be and remain the property of the Supply Company but the Railway Administration shall be entitled to retain the same, but without any liability therefore, until the amount of such costs as aforesaid shall have been paid by the Supply Company to the Railway Administration.

\*15) The Supply Company shall pay to the Railway Administration the extra cost due to probable rise in maximum demand and extra energy consumption caused by speed restriction imposed on Electric trains while the work in connection with the said electric supply line or any repairs, alterations or additions or renewal thereof are proceeding.

16) All sums payable to the Administration under any of the terms and conditions of these present shall, if not paid within a month from the date on which payment thereof was demanded in writing, bear interest at 10% per annum.

\*Note:- This is applicable when the work is carried out in the electrified area.

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**GENERAL STANDING ORDER NO.445 DATED 27TH FEBRUARY 1959.  
ACCOUNTS SECTION.**

Subject :- Bombay State Electricity Board (Administration of Funds and Properties) Regulation 1957. Modification to G.S.O.No.295.

In pursuance of the Board's Resolution No.1182 dated 25-3-1958, the accompanying Schedule as approved under G.R.Industries and Co-operation Department, No.ESA.2658-Elec dated 30-12-1958 should be substituted as Schedule II for Schedule II accompanying G.S.O.No.295.

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Encl:- Schedule II Typed overleaf.

Sd/- Secretary.

N.B.:- As the provisions of G.S.O.No.444 pertain only to Offices in North Zone, it has not been issued to other regions. Other regions are therefore requested not to ask copies thereof viz. G.S.O.444.

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**SCHEDULE II. (Please see Regulations No.2 (3) ).**

**A) Powers of withdrawal and signing cheques drawn on all Treasuries and on all Banks in the Bombay State.**

	Limit upto and including (Rs.)	Authorised Officer or Member of the Board to operate (or officer of the equivalent rank).
i)	10,000/-	Officer in charge of a Sub-Division or Deputy Chief Accounts Officer (Singly).
ii)	30,000/-	Officer in charge of a division, Chief Accounts Officer (Singly).
iii)	75,000/-	Officer in charge of a Circle or Joint Chief Engineer (Singly).
iv)	1,00,000/-	Chief Engineer or Secretary (Singly).
v)	Upto any amount.	Any Member of the Board jointly with Chief Engineer or Secretary.

**B) Powers to operate the Board's safe deposit account with State Bank of India.**

Limit.

Upto any amount.

Authorised Officer.

Jointly by any two of the following officers viz. Chief Engineer, Secretary, Chief Accounts Officer.

**C) Powers to purchase, endorse, sell or otherwise deal with Government and other securities**

**Including Board's Investment with Banks.**

	<b>Limit. (Upto &amp; inclusive). Rs</b>	<b>Authorised Officer or Member of the Board.</b>
i)	25,000/-	Officer in charge of a Division.
ii)	50,000/-	Officer in charge of a Circle.
iii)	1,00,000/-	Chairman or Secretary or Chief Engineer.
iv)	Any amount.	Any Member of the Board jointly with Chief Engineer or Secretary.

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**GENERAL STANDING ORDER NO.446 DATED 27TH FEBRUARY 1959.  
ACCOUNTS SECTION.**

**Subject :-** Levy of fees for supply of information regarding payments and receipts.

The Board, vide Resolution No.2111 dated 5-1-1959, decided to levy a charge at the rates prescribed below for furnishing information in a certified form or otherwise in respect of receipts issued or payments made or any other similar information required by consumers or contractor's for the past years in view of the time and effort involved in the collection of such information.

Rs.5/00 for any one financial year or a part thereof, provided that in case the information required for a month or a smaller period and not older than 12 months, a charge of Rs.2/00 instead of Rs.5/00 should be levied.

**NOTE :-** If a consumer has lost the energy bill and requires a duplicate copy of the bill only ten naye paise should be charged as per Para 27 (e) of the "Conditions and Miscellaneous charges for supply of Electrical Energy."

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.447 DATED 27TH FEBRUARY 1959.  
ACCOUNTS SECTION.**

**Subject :-** Budget Estimates and Budgetary Control Appropriate authorities in respect of -

In pursuance of the Board's Resolution No.2183 dated 17-1-1959, the Board enjoined duties and responsibilities as indicated below on the authorities in the Board's organisation in matter of Budget Estimates and Budgetary control.

<b>1) Functions.</b>	<b>Officers responsible.</b>	<b>Remarks.</b>
1) Estimating Officers.	(a) Officers in charge of Circles in the Mofussil. (b) Section Heads in Head Office.	To estimate receipts and expenditure for the ensuing year, taking into account all contingent factors.
2) Officers through whom the estimates are to be channelled to the C.E. and the Secretary as the case may be.	(a) Planning & Project Engineer for technical side. (b) Establishment Officer re. establishment.	These officers are responsible to check the figure and eliminate errors and to make up omissions if any after consulting the officers in charge of respective Circles & Head Office Section Heads.

3) Officers for consolidating and finally shaping the estimates in the prescribed form. Chief Accounts Officer.

4) Controlling Authority to watch the progressives of actuals against estimates. (1) Chief Engineer and (2) Secretary.

The C.A.O. is to prepare the estimates on the basis of the information received after scrutiny and in consultation with C.E. and the Secretary.

The C.E. and/or Secretary as the case may be is to call for progressive returns every month and pass them on to the C.A.O. who is to bring to the notice of the C.E. any expenditure disproportionate to the budget sanctions. The C.A.O. will on the basis of the returns submit to the Chairman and later to the Board the quarterly statements as provided under the Administration of Funds and Properties Regulations.

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary

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**GENERAL STANDING ORDER NO.448 DATED 27TH FEBRUARY 1959.  
ESTABLISHMENT SECTION.**

- Subject:- (a) Competent Authority to certify extension of the tour period.  
(b) Competent authority to permit an employee to go beyond the Circle and Division limits within the State on office work.  
(Modification to Schedule VI to the B.S.E.B. Service Regulations).

In pursuance of the Board's Resolution No.2201 dated 17-1-1959, the following delegations should be substituted for the existing delegations at item 24 of Schedule VI to the B.S.E.B. Employees Service Regulations.

Sr.No.	Regulation No.	Nature of powers.	Authority prescribed.	Remarks.
1	2	3	4	5
24	93(2) & (3)	(a) To certify necessity of extension of the tour period beyond the first 10 days upto the limits prescribed in Regulation 93(2) and (3) of the Service Regulations; and  (b) To permit an employee to go beyond the Division & Circle limits (within the limits of the State) on office work.	(A) In Head Office: In the case of Chief Engineer and Secretary.  Class I(Non-Technical) Class I(Technical) Class II(Non-Technical) Class II(Technical) Audit Staff.  Class III & (IV)  (B) In mofussil. (i) Jt. Chief Engineer, Nagpur & Superintending Engrs. in charge of Circles. (ii) Staff of the Jt. Chief Engineer's Office, Nagpur. (iii) Staff working in Circle Office, Divisional & other units under the Circle charge. (a) Class I & II Officer. (b) Class III & IV staff.	Chairman.  Secretary. Chief Engineer. Secretary. Chief Engineer Chief Internal Auditor. Jt.Chief Internal Auditor. Section Head Concerned.  Chief Engineer  Jt. Chief Engineer   Superintending Engr. Incharge of the Circle Superintending Engr. or Ex.Engr. in charge of the Circle or Division as the case may be.

Provided that in the case of audit staff in the mofussil, the Chief Internal Auditor/Joint Chief Internal Auditor and the Superintending Engineer concerned may mutually settle the question and limits of prior consultation with the Chief Internal Auditor.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 449 DATED 12TH MARCH 1959.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to the officers of the Board to act under the various provisions of the Electricity Supply Act 1948----- corrigendum to G.S.O.No. 442 dated 29-1-1959.

Please add the following below the remarks appearing in Col.4 (Extent of the powers delegated) against item No.2 on page 3 of G.S.O.No.442 dated 29-1-1959.

"Officers of the rank of Executive Engineer and above..... above Rs. 5,000/-"

Sd/-Secretary.

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**GENERAL STANDING ORDER NO. 450 DATED 12TH MARCH 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Medical Examination of Bombay State Electricity Board's Employees-  
reimbursement of fees etc.

Pending final instructions of the Government or till such time the Board approves of any other arrangement in regard to its employees being examined and certified for the service of the Board under B.S.E.B. Employees' Service Regulation 39(c), the Board accorded its approval under its Resolution No.2216 dated 20-2-1959 to the continuance of medical examination of fitness for employment of the candidates in all the integrated units by the Medical Authorities prescribed by the former administrations.

The Board also approved under the same resolution, the reimbursement of fees paid by the employees for such examination at the rates prescribed by the former administrations though under the former M.P. Electricity Board, Class I and II employees were required to bear their own fees.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO. 451, DATED 12TH MARCH 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Telephones installed at the residence of Board's Officers-charges  
to be paid by the Board.

In partial modification of the orders issued in G.S.O. No.419 dated 15-12-1958, on the subject noted above, it is notified that all charges pertaining to outgoing local calls booked from the residential telephones provided by the Board at the residence of its Officers should be paid by the Officers themselves while on leave other than casual leave. If the period of leave is less than a month, the charges should be determined proportionately and paid by the Officers in respect of the period of leave taken.

sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO. 452, DATED 17TH MARCH 1959.  
P. & C. SECTION.**

**Subject:-** Electrification of towns and villages not included under the sanctioned schemes in the Second Five year Plan. (Corrigendum to G.S.O. 434 dated 21st January 1959).

Please read G.S.O. No.182 instead of '180' appearing at all places in G.S.O. No.434 dated 21st January 1959.

Sd/- Secretary.

**GENERAL STANDING ORDER NO. 453, DATED 19TH, MARCH 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Modification to Note I (c) to Regulation 39 of the B.S.E.B. Employees Service Regulations.

In accordance with the Board's Resolution No. 2274 dated 20-2-1959, Note I(c) below Regulation 39 of the B.S.E.B. Employees Service Regulations should be modified to read as under.

**Note I(c) below Regulation 39.**

For the medical examination of the candidates for appointment or continuance in the service of the Board, the appropriate Medical Officer shall be (a) the Government District Medical Officer (whatever may be the designation in different areas and regions) in Districts, (b) the Presidency Surgeon or an

Officer of equivalent rank as the Chairman may decide, in cities where there is no District Medical Officer, or (c) any other competent Medical Officer that the Board may appoint from time to time in this behalf generally or for specific areas or for specific categories of employees.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 454, DATED 13TH, APRIL 1959.  
PLANNING & CO-ORDINATION SECTION.**

**Subject:-** Sanction of expenditure for celebration of Republic Day and such occasions of national importance.

The Board, under its Resolution No. 2218 dated 20-2-59, having sanctioned an amount of Rs.500/- (Five Hundred only) for Zonal Offices towards expenditure for celebration of Republic Day and such occasions of national importance in future with certain other modifications, the allocation of amounts sanctioned previously for this purpose and conveyed under G.S.O. No.320 dated 7-3-1958, and rules thereunder should be suitably revised to read as under.

- |                         |   |
|-------------------------|---|
| (i) Bombay office.      | Rs. 2,500/- (Two thousand five hundred only.) |
| (ii) Zonal office.      | Rs. 500/- (Five hundred only.)                |
| (iii) Circle office.    | Rs. 300/- (Three hundred only each.)          |
| (iv) Divisional office. | Rs. 100/- (One hundred only each.)            |

2) Whenever a Circle Office and/or Divisional Office are situated in the same premises as the Zonal Office, no separate provision need be made for the concerned Circle and/or Divisional Office, the internal allocation of the sanctioned amount being decided by the Zonal Head.

3) Similarly whenever a particular Divisional Office is situated in the same premises as the Superintending Engineer's or Power House Superintendent's Office, no separate provision need be made for such Divisional office, the internal allocations being made by the senior most officer.

4) In the same resolution, the Board accorded its post facto sanction for the allocation of Rs. 500/- each for the Zonal office at Nagpur and Ahmedabad for Republic Day celebration 1959.

5) Any correspondence in this regard should be addressed to the Executive Engineer (P&C) Bombay.

Sd/- Secretary.

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**CORRECTION SLIP NO. 1 DATED 1-12-80.  
(to GSO No.454 dated 13-4-59 read with GSO No.483 dt.8-7-59.)**

By their Resolution No. 799 dt.29-10-1980, the Board accorded their approval to revise the existing limits of expenditure to be incurred in connection with celebration of Republic Day and such occasions of national importance (as laid down in G.S.O. No.454 dated, 13-4-59 read with G.S.O. No.483 dated 8-7-59) as follows:-

<b>Office</b>	<b>Revised limit of expenditure.</b>
(1) Head Office, Bombay.	Rs. 2500/-

- (2) Zonal Office.  
(3) Circle Office or Power House.  
(4) Divisional Office.

Rs. 800/-  
Rs. 500/-  
Rs. 200/-

The conditions laid down in paras 2 & 3 of G.S.O. No.454 dated 13-4-59 in respect of internal allocation of the sanctioned amount shall, however, remain unchanged.

Sd/- Member (Admn)/Secretary.

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**GENERAL STANDING ORDER NO. 455, DATED 20TH, APRIL 1959  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers in respect of permission to be granted to Board's employees to join Home Guards, Territorial Army, Aux. Air Force and such other organisations.

In partial modification of G.S.O. No. 41 dated 4-1-1956 read with G.S.O. No.258 dated 28th September 1957 issued on the subject, the Board under its Resolution No. 2359 dated 28th March, 1959 has decided that the Officers in charge of the Circles and the Joint Chief Engineer in charge of the Zone shall be the competent authorities to grant permissions to such of the Board's employees who desire to join Home Guards, Territorial Army and Auxiliary Air Force etc. and also to relieve them for parades exercises, training camps etc. attendant on the employees by virtue of their being members of such organisations, subject to the conditions specified in G.S.O. No.41 and 258.

In so far as the Head Office is concerned, the Secretary shall continue to exercise these powers as here before.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 456 DATED, 14TH MAY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Employees of the Board-facilities to--.

The Board under its Resolution No. 2357 dated 28-3-1959 has accorded its approval-

1) to give the benefit of the new scales of pay of this Board retrospectively with effect from 1-4-1957 instead of 1-6-1957 to the workmen who have exercised option No.1 and are still in service on the following conditions.

(a) The incremental date already fixed shall remain unaltered.

(b) In the case of employees who have received any promotion or increase in the pay during the period from 1-4-1957 to 31-5-1957, the pay fixation already done shall stand i.e., the retrospective benefit should not result in double benefit. If in implementing this decision of the Board, any difficulty or anomaly is felt, the Chairman was authorised to decide such cases on merits, broadly within the scope and spirit of the above.

2) to grant additional Rs. 5/- D.A. in the case of employees drawing Rs. 100/- or less except that in the case of employees to whom the benefit of Chola-Ulhasnagar Award has been made applicable as a result of which they get Rs. 10/- according to the said Award they will not be eligible to this extra D.A. of Rs. 5/- as this will be deemed to have been included in the Award of addition of Rs. 10/- p.m. However, when such employees are transferred from Ulhasnagar-Chola to other places, then they will be eligible to get Rs.5/- as additional D.A. instead of Rs. 10/-.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 457, DATED 14TH MAY, 1959.  
ESTABLISHMENT SECTION.**

Subject:- Supply of uniforms and other articles to the employees of  
Bombay State Electricity Board- inclusion of line staff for the-

The Board under its Resolution No. 2357 dated 28-3-1959 has accorded its approval to the supply of uniforms consisting of 2 khaki shorts and 2 Khaki half sleeve shirts with red strips, to the entire line staff right from Inspectors down to the Helpers every year.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO. 458 DATED 14TH MAY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Educational facilities to the employees of the Board.

The Board under its Resolution No. 2357 dated 28th March 1959 has, as a matter of general policy, decided that wherever Power Houses of a capital cost of Rs. 5 crores or more have been installed at out of the way or remote places where educational facilities are not available, the Board should provide land and building for primary or secondary school as the Board may decide, to the District School Boards where such Boards can undertake to run the school.

The Board shall not be liable for running the school, and it will be the responsibility of the District School Boards to run the school at their cost.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.459, DATED 14TH MAY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Employees of the Board-facilities to-

In accordance with the Board's Resolution No.2357 dated 28-3-1959 it has been decided that in future whenever any Power house costing Rs. 5 crores or more is under construction, arrangements should be made for temporary hutments which may be so planned that later on, most of them can be availed of by the Operation and Maintenance staff when the construction work is complete and the power houses are commissioned. The construction staff may be charged a rental of 2.1/2% of the pay. Such facility of accommodation should be available only to the skilled staff employed during construction period only. The unskilled staff are recruited locally and hence the question of providing accommodation for them should not arise. This provision should invariably be included in the project estimates.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.460, DATED 14TH MAY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Employees of the Board-facilities to the-

In accordance with Board Resolution No. 2357 dated 28-3-1959 the Board has directed that wherever safety equipment is required to be provided according

to Law, immediate step should be taken to see that such equipment is provided without delay and without any exception.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.461, DATED 23RD MAY 1959.  
PLANNING & COORDINATION SECTION.**

**Subject:-** Delegation of powers regarding work carried out by Board for H.T. Consumers.

The Board under its Resolution No.2427 dated 6th April 1959 has empowered the Superintending Engineers to authorise Executive Engineers to execute miscellaneous work (the types of which shall be specified and prescribed by C.E.) on behalf of the H.T. consumers on the basis of actual cost of material and labour plus 15% overhead charges, subject to an annual limit of Rs.5000, any excess over this being required to be sanctioned by the Chief Engineer.

Any correspondence in this behalf may be addressed to Executive Engineer (P&C) Bombay.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.462, DATED 23RD MAY 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Grades for the Doctors at the Dispensaries of the Board.

In pursuance of the Board's Resolution No.2382 dated 28th March 1959 the following grades are prescribed for the posts of Doctors at the Dispensaries owned by the Board.

Gr.I.	For dispensaries where the No. of employees on regular establishment is between 500 and 750.	Rs. 225-25-425
Gr.II.	For dispensaries where the No. of employees on regular Establishment is between 150 and 500.	Rs. 150-15-300.
Gr.III.	For Assistant Doctors and where the No. of employees on regular establishment is less than 150.	Rs. 100-10-200.

2. The Board in the same Resolution also decided that a Doctor working in a lower scale should not be considered eligible for a higher scale automatically merely on the grounds of increase in the number of staff at that place and authorised the Chairman to permit giving of a higher prescribed grade on merits.

3. The Board also decided that such of the Doctors appointed in the Board's Dispensaries should be permitted to undertake private practice, if they so desire, provided their day-to-day work in the Board's Dispensaries does not suffer and provided further that they do not utilise any of the Board's materials such as Vehicles, Instruments and Medicines, etc. for treating their private patients.

4. The Board in the same Resolution has further decided that though normally the Zonal Committee is the selection panel for recruitment of candidates for the posts in the field offices, the minimum of whose pay scale is below Rs.150/- the selection panel for recruitment of the candidates for the posts of Doctors in the field offices, even for those minimum of whose payscale is below Rs. 150/- should consist of the Chairman, the Secretary and the Medical Adviser.

5. The Board further authorised the Chairman, in consultation with the Secretary and the Medical

Adviser to select candidates for appointment to the posts of Doctors either on part-time or full time basis provided prior approval of the Board is obtained before appointments of Doctors in the Grade I viz Rs.225-25-425.

The Board further directed that when the terms of the Doctors at present appointed expires, the posts should be advertised again inviting fresh applications.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.463, DATED 23RD MAY 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Circles to be distinguished by their respective Head Quarters places.

The Board under its Resolution No.2343 A dated 28-3-1959 has directed that for facility of reference, the various Circles of the Board should, hereafter, be known and distinguished by their respective Head Quarter places such as Rajkot Circle, Nadiad Circle, Kolhapur Circle and Utran Circle etc. and not as South Gujarat Circle or Maharashtra Circle as at present.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.464, DATED 23RD MAY 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Condonation of the delay in producing the physical fitness certificate.

The Board under its Resolution No.2365 dated 28-3-1959 has authorised the "Appointing Authorities" to extend the time limit upto a total period of one year for producing the necessary physical fitness certificate in relaxation of Regulation 39 of the Bombay State Electricity Board Employees Service Regulations on the merits of each case.

Sd/- Secretary

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**GENERAL STANDING ORDER NO.465, DATED 23RD MAY 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Permission to travel by Mail Express Train on transfer.

In accordance with Board's Resolution No.2352 dated 28-3-1959, the following note should be added immediately below Bombay State Electricity Board Employees Service Regulation No.108 (ii)-(Railway Fare):-

"Note:-(1) The journeys on transfer may be performed by Mail/Express or Passenger train at the discretion of the employee and he should be allowed to draw the actual Rail fares of the train by which he and his family members performed the journey while the two additional fares should be as of the passenger Train, provided when actual fares by Mail/Express train are claimed, a certificate to the effect that the journey was performed by such a train, is recorded by the claimant on the T.A.Bill."

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.466, DATED 23RD MAY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Sanction of Pension when due without waiting for the receipt of commuted value from the Government.

The Board under its Resolution No.2428 dated 6th April 1959 has accorded its general approval to the sanction of Pension to its employees who are governed by pension scheme and where such pension etc. is payable by the Board, without waiting for the recovery or payment to be made from or to Government.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.467, DATED 23RD MAY 1959  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to Chairman-Permission to allow Board's Officers to act as paper-setter and examiner of any University or educational institution.

Reference:- G.S.O.No. 292 of 24-12-1957 regarding powers delegated to the Chairman-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.

The Board vide Resolution No.2335 dated 28-3-1959 has further authorised the Chairman to permit the Officers of the Board to act as a paper-setter and examiner of any University or educational institution and allow them to retain remuneration/fees that may be paid to them by the Universities or educational institutions in connection with the work of paper setting and/or examining answer books etc.

Sd/- Secretary.

*(Please Also connect GSO 292 & 562 and Admn.Cir.No.29)*

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**CORRECTION SLIP NO.1 DATED 19TH SEPT. 1970  
(G.S.O. 467 dated 23-5-1959)**

Subject:- Re-Delegation of Powers-Permission to allow Board's Officers to act as Paper-Setter and Examiner of any Universities or Educational Institution.

The Board under its Resolution No.5972, dated 10th August, 1970 decided that the powers to permit Board's Officers to act as paper-setters/examiners/experts/guest lecturers/guides of any University or Educational Institution and allow them to retain remuneration/fees that may be paid to them by the University/Institution, which are at present vested in the Chairman under Resolution, 2335 dated 28th March 1959 should be redelegated to the Heads of the Departments concerned.

Sd/- Joint Secretary.

**GENERAL STANDING ORDER NO.468, DATED 23RD MAY 1959.  
ESTABLISHMENT SECTION.**

**Subject:- Competent authority for fixation of number of instalments for the recoveries of excess or overpayments.**

The Board under its Resolution No.2361 dated 28th March 1959 has delegated powers to the following Officers to fix the number of instalments in respect of excess or overpayments made to the employees, on the recommendations of the immediate superior officers or the Sectional Head, after giving consideration to (1) the amount involved (2) pecuniary position of the employees and (3) the period for which the employee is likely to continue in the service of the Board.

- |   |  |
|---|--|
| (1) For all staff in H.O.-                                    | Secretary.                                     |
| (2) For staff in Zonal Offices.-                              | Joint Chief Engineer.                          |
| (3) For staff in Circle, Divisional, Sub-Divisional Offices.- | Superintending Engineer in charge of a Circle. |

The Board also decided that where the amount to be recovered is less than 10% of the total monthly emoluments of the employees, the same should be recovered in full, from the ensuing month's salary and if the same is either 10% or more, it should be recovered in suitable monthly instalments in such a way that the amount payable every month is not more than 10% of the emoluments of the employee, if he seeks repayment by instalments. This will not apply to T.A. advance. The Board directed that the T.A. Advances, if not recovered within 3 months from the date of performance of the journey, shall be recoverable from the salary bills.

**Note:- Such deductions in the case of employees governed by any labour laws shall be subject to the provisions of these laws.**

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.469, DATED 9TH JUNE 1959.  
ESTABLISHMENT BRANCH.**

**Subject:- Medical Examination of Bombay State Electricity Board Employees.**

The Board referred to its earlier Resolution No.2216 dated 20-2-1959 (G.S.O.No.450 dated 12-3-1959) under which it accorded sanction to the continuance of arrangements which were prescribed by the integrated units for conducting the medical examinations of the candidates for physical fitness and decided under its Resolution No.2349 dated 28th March 1959 that hereafter such examinations should be conducted by the (1) Medical Adviser in respect of Staff appointed at Head Office and all Class I and Class II Officers appointed in the services of the Board, (2) Doctors appointed by the Board at its Dispensaries and (3) the Senior Panel Doctor, (to be selected by the Secretary on the recommendations of the Medical Adviser) at the Head Quarters of each of the Divisional Offices. Such of the Class I and Class II Officers who may find it inconvenient to come to Bombay for the Medical Examination should be examined by the Doctor who is in-charge of conducting such examinations at the Circle Head Quarters. The female candidates should get examined by the nearest qualified lady doctor approved by the appointing authority. For the purposes of conducting the Medical Examination, such Doctors be paid the examination fee of Rs. 5/- per Candidate.

The Board also approved the proposal that each Candidate to be deputed for the Medical Examination should produce a certificate to the effect that he had undergone & Radiological Screening of the Chest at the Government Hospital or at the Clinic of the Medical Adviser at his own expense.

The Board also decided that the Declaration by the Candidate, the letter of cognisance and the



certificate to be issued should be as per the Appendices 'A', 'B' and 'C' respectively (attached). The declaration should be obtained before the candidate is deputed for Medical Examination and the same should be forwarded to the Doctor along with the letter of cognisance which should be given to the candidate for delivery to the concerned authority for conducting the Medical Examination. After the examination, the Medical Authority concerned should issue and forward to the Head of the Office a certificate as given in Appendix 'C'.

The Board directed that the Medical Examinations for physical fitness should be as per the conditions mentioned under BSEB Service Regulation No.39 and notes thereunder.

Sd/- Secretary.

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DECLARATION.

APPENDIX 'A'.

I, Shri/Shrimati/Kumari \_\_\_\_\_ who is appointed as a \_\_\_\_\_  
\_\_\_\_\_ in the Bombay State Electricity Board, hereby declare that I was not declared  
unfit for Government Service or any statutory Board's Service previously by any duly constituted medical  
authority. I also declare that I have undergone Radiological Chest Screening at the \_\_\_\_\_  
\_\_\_\_\_ Hospital and a certificate to that effect is enclosed.

Date :-

Signature :-----

Attested

Signature

Head of the Office,

Bombay State Electricity Board.

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APPENDIX 'B'.

Letter of cognisance  
(To be issued to the Doctor who is to conduct the examination.)

No.

Bombay State Electricity Board 195.

From : (Designation of the Head of the Office)  
Bombay State Electricity Board,

To: Dr. \_\_\_\_\_  
(Doctor), B.S.E. Board,

Address: \_\_\_\_\_  
\_\_\_\_\_

Subject:- Medical Examination for physical Fitness for Board's service.

Dear Sir,

The Bombay State Electricity Board has been pleased to allow you to undertake the work of physical fitness examination of the candidates employed by the Bombay State Electricity Board and you are eligible to receive the medical examination fee of Rs. 5/- per candidate.

2) Accordingly, I have to request you kindly to examine the bearer Shri/Smt/Kumari \_\_\_\_\_  
\_\_\_\_\_ a candidate for employment to the post of \_\_\_\_\_  
in the Bombay State Electricity Board and furnish me with your opinion regarding his/her health, age  
and also fitness or otherwise for the Board's Service.

The particulars of this candidate are given below :-

1) Name:

2) Age:

3) Height:

4) Figure:

5) Personal marks - 1) \_\_\_\_\_

2) \_\_\_\_\_

6) Post to which appointed or proposed to be appointed:

7) The class of service to which appointed/or proposed to be appointed (as per Board's Regulation).  
Class I/II/III/IV.

The candidate has made a declaration before me to the effect that he/she was not declared unfit for Government Service or any statutory Board's service previously by any duly constituted medical authority. He/she has also declared that he/she has undergone Radiological Chest Screening at \_\_\_\_\_  
\_\_\_\_\_ Hospital and the necessary certificate is also enclosed alongwith his/her declaration.

I shall be glad if you will kindly send your report in the matter as early as possible.

Encl:- Two.

Yours faithfully,

Copy to:-

- 1) Audit Officer.
- 2) Personal file.

Head of the Office.

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APPENDIX 'C'

FORM OF CERTIFICATE

Name of the Doctor:

Address: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that I have this day examined Shri/Smt/Kumari \_\_\_\_\_  
\_\_\_\_\_ a candidate for employment in the Bombay State Electricity Board and cannot discover that the he/she has any disease, communicate or otherwise, constitutional weakness or bodily infirmity except \_\_\_\_\_

I do not consider this a disqualification for employment in the Office of the \_\_\_\_\_

His/her age is according to his/her own statement \_\_\_\_\_ years and by appearance about \_\_\_\_\_ years. He/She has been vaccinated and has also undergone Radiological Chest Screening.

Marks of identification:

Impression of the Left hand thumb.

Signature of the Doctor with qualifications.

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GENERAL STANDING ORDER NO.470, DATED 9TH JUNE 1959.  
ESTABLISHMENT SECTION.

Subject:- Review of Departmental Examinations.

The Board under its Resolution No.2369 dated 28-3-1959 reviewed the position with regard to the various Departmental Examinations prescribed in G.S.Os. No.4,19,22,32,52,94,117 (and 285) issued by the former Bombay Electricity Board, with the exception of bracketed one and adopted by the Bombay State Electricity Board with effect from 30-1-1958 under Board's Resolution No. 1020 dated 30-1-58 (vide G.S.O.No. 316 dated 20-2-1958) and felt that the time limits stipulated in the aforesaid G.S.Os. cannot ipso facto apply to all its employees as those time limits were meant for the erstwhile B.E.B. Employees and therefore, tentatively approved that the time-limits specified in those G.S.Os. should be made effective for all the staff from the date this Board decided to adopt, the aforesaid G.S.Os. i.e. with effect from 30th January 1958.

2) The Board also decided that increments held up solely on account of non-holding of examinations prescribed by the former administrations should be released, as the employees could not be penalised for no fault of theirs. The Board further decided that efforts should, in future, be made to hold examinations at scheduled times and if for some reason or the other the examination is not held, the employees concerned should not be penalised by withholding increments.

3) With regard to the Audit and Accounts Examination prescribed by the Board under G.S.O. No.285 dated 26-11-1957, the Board decided that,

- (a) Chartered Accountants should be exempted from appearing in Part I of the examination. However they shall have to pass Part II unless specifically exempted in any particular case by the competent authority.
- (b) It should be made voluntary for the staff of the corresponding rank working in Sections other than Accounts/Audit/Stores and instead a separate suitable examination be prescribed for them immediately.
- (c) The undermentioned modifications should be made in the Accounts and Audit Examination in so far as the Accounts and Audit and Stores staff is concerned.
- (i) Following the P.W.D. Rule, Senior Accounts Clerks, Assistant Accountants/Auditors and Divisional Accountant/Auditors who are on probation and are 40 years of age or above and who will be 40 years of age before the date of confirmation in their existing grade be exempted from passing the Departmental Examination. Should they, however, desire to be considered for Promotion to the next higher grade they shall have to pass the examination with requisite number of marks (i.e. 60% marks in both the parts unless exempted in part I.)
- (ii) Divisional Accountants/Auditors and Assistant Accountants/Auditors in the integrated areas as also of the former Bombay Electricity Board who had already been confirmed by the respective Boards/Departments may be exempted from appearing for the Departmental Examination in view of their qualifications and past experience and service by the Chief Accounts Officer or the Chief Internal Auditor by virtue of the powers vested in them by the Board Resolution No.702 dated 30-10-57 and that the rule for passing the examination with qualifying marks should only apply to new entrants as from 1st April, 1957 or employees who were not confirmed as on 30-10-1957 unless otherwise specifically exempted by the Chairman and further that the Assistant Accountant/Auditors who are or may be exempted by the Chief Accounts Officer and Chief Internal Auditor respectively should not be required to pass the Departmental Examination even when promoted as Divisional Accountants/Auditors.
- (iii) Junior Clerks, Cashiers, Assistant Cashiers, Storekeepers and Assistant Storekeepers should be encouraged to appear for the examination. Of these who have more than 4 years service and experience in any of the Board's service should be permitted to appear for the examination. Those who secure 45% marks or more should have preference for being considered for promotion to the posts of Senior Accounts Clerks.
- 4) With regard to the Accounts and Audit Examination prescribed by the Board under G.S.O.285 dated 26-11-57 the Board also authorised Chairman to
- (i) promote Senior Accounts Clerks to the post of Assistant Accountants/Auditors looking to their seniority in service and merit before passing the Departmental Examination with the requisite qualifying marks subject to their passing the Departmental Examination within 2 years of the date of promotion and in the meanwhile they be permitted to draw their first increment in the promoted grade if the competent authority recommends the same.
- (ii) relax the rule in that the Divisional Accountants/Auditors and Accounts/Audit Assistants should be permitted to pass the Examination within 2 years of their joining instead of one year in individual case and that the first increment may be granted if their work is found satisfactory.
- (iii) Permit candidates to appear for the departmental Examination beyond the time limits laid down by the Board.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.471 DATED 9TH JUNE 1959.  
ESTABLISHMENT SECTION.**

Subject:- Board's Vehicles-Use of-For non-official purposes.

The Board had earlier decided vide S.B.R.No.362 of 28-7-1957 to allow the use of staff vehicle for non-official purposes at a concessional rate as a matter of facility to the staff and also to important visitors, Government Officials etc. subject to the proviso that such use did not in any way affect the Board's work and provided further the vehicle was available. The Board has since revised these rates under Resolution No.2401 of 28-3-1959 as indicated below:-

- (A) The following shall be the rates to be charged for the vehicles used for non-official purposes.
- (i) Annas six per mile with a minimum of Rs.3/- (If the car is used on Sundays or Holidays the minimum shall be Rs.5/-).
  - (ii) Annas eight per mile if the car is over 14 H.P. or is a station wagon with a minimum of Rs.3/- (If the car is used on Sundays or Holidays the minimum shall be Rs.5/-).
  - (iii) Rupee one per mile in the case of lorry (or truck) with a minimum of Rs.5/-.
- (B) The detention charges shall be as under:-
- (a) for the first hour. No charge.
  - (b) for each subsequent hour upto 8 hours.
    - (i) for cars,Jeeps or Station wagons. 75 N.P. per hour
    - (ii) for Trucks. Re.1/- per hour.
  - (c) For each hour subsequent to 8 hours.
    - (i) for cars. Re.1/- per hour.
    - (ii) for Lorries. Rs.1.25 per hour.
- (C) In case the staff vehicle is permitted by the competent authority to be used by a member of the staff for non-official purposes, the charges payable will be 2/3 rds of the bill prepared at the aforesaid rates.
- (D) In all cases, the mile should be read as "round mile" i.e., from "Garage to Garage". In other words empty mileage should be paid for as if it were a loaded mile.

The Competent Authority to permit the use of staff vehicle under the aforesaid circumstances and conditions is the Officer-in-charge of the Unit to which the staff vehicle is attached.

The above orders do not affect the concessions already granted by specific orders of the Bombay State Electricity Board in respect of the use of the Board's vehicles by way of amenities to the staff of Utran, Ballarshah and such other places.

It is however understood that use of staff vehicle by employees of the Board and others as aforesaid on payment of the charges, even at reduced rates would be objectionable under the Motor Vehicles Act unless the Vehicle is registered under the Transport Series.

No vehicle should, therefore, be given for non-official use on payment unless the normal formalities of registration under the appropriate series and a permit if required are obtained. If extra amount is payable as tax as a result of such registration, necessary prior approval should be obtained from the Head Office.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.472, DATED 13TH JUNE 1959.  
ACCOUNTS SECTION.**

Subject:- Delegation of powers in respect of placing of orders for stationery drawing materials, printed forms books etc.

In further amplification of G.S.O.No.375 dated 12th August 1958 issued on the subject, the Board

BSEB GSO 471 & 472

Bigger type OPERATIVE & Smaller type REDUNDANT

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under its Resolution No. 2364 dated 28-3-1959 has further delegated powers (as per statement 'A' attached) in respect of the purchases of stationery articles, drawing materials and printed forms and books, required for mofussil offices.

The items of stationery, drawing materials, printed forms and books, as shown in statement 'B' attached should be added to the respective lists I, II & III (i.e. to be purchased by mofussil offices) as shown therein. The items of certain prescribed forms and books which would thus remain to be purchased and supplied by Head Office, and as shown in statement 'B' should remain in list No. IV subject to para (iii) under Remarks column of statement 'A' attached.

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary.

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#### STATEMENT 'A'

Delegation of powers in respect of placing of orders for stationery, drawing materials, printed forms, books etc.

Existing delegation of powers as per Board's Resolution No. 1537 dated 5-7-1958 (G.S.O.No.375 dated 12-8-1958)

Nature of power.	To whom delegated.	Limits	Remarks.
1. To arrange to place orders for Stationery drawing materials, and printed forms and books as per List I, II & III (accompanying G.S.O.No.375) after inviting tenders and acceptance of tenders by competent authority as prescribed for Zonal Offices to the limits shown in the appropriate columns.	Jt.C.E. for Zonal and circle offices. For Divl. offices (with its sub-divisions). S. E. Maharashtra , Circle.	Rs. 7,500/- each per annum.  Rs.25,000/- each per annum.	Any item of stationery drawing materials or printed form not included in the list of permissible purchases of by Zonal Office as per lists I, II & III or H.O. as per list No.IV and also any of the items referred to at (i) which are required urgently may be purchased by the Circle or Divl. Offices after prior approval or Jt.C.Es. in case of zonal offices and H.O. in case of Maharashtra circle subject to the limits for the circle prescribed not being exceeded and subject further to a report being made to the Secretary for purchase such unincuded items.
2. To make arrangement for increased purchases beyond the limits prescribed above, subject to the total limit for each of the circles not being exceeded.	For Circle Offices. For Divl. offices (with its sub- divisions.)	Rs.7,500/- per annum. Rs.25,000/- each per annum.	
<b>Note:-</b> In the event of the above prescribed limits being likely to be exceeded or in case of urgent necessity reference should be made to the S.P.O. at Head Office.			
3. For purchase of items specified in List IV.	S.P.Sec. as per procedure laid down.	No limit	

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Further delegation of powers as approved by the Board vide B.R. No.2364 dated 28-3-1959.

Nature of power	To whom delegated.	Limits	Remarks
1. To arrange to place orders for stationery, drawing materials and printed forms and books as per lists I, II & III (accompanying G.S.O. 375), after inviting tenders and acceptance of tenders by competent authorities as prescribed to the limits shown in the appropriate columns.	Jt.C.E.For Zonal Office only. S.Es. For Circle Offices.	Rs. 10,000/- per annum. Rs. 15,000/- per annum.	i) The items which are at present included in list No. IV (i.e. to be purchased and supplied by H.O.) accompanying G.S.O.375 should be added in the respective lists Nos. I, II & III (i.e. to be purchased by Mofussil Offices) as shown in the attached list. Thus the remaining items in list IV as shown separately in the same list would continue to be purchased and supplied by H.O. to all mofussil offices in need.
2. To make arrangements for increased purchases beyond the limits prescribed above, subject to the limits for each of the circle not being exceeded. <b>Note:-</b> In the event of the above prescribed limits being likely to be exceeded reference should be made to S.P.O. at H.O.	S.Es. For Divl. Offices. (with its sub-Dn).	Rs.45,000/- each per annum.	ii) Any items of stationery Drawing materials or printed forms not included in the list of permissible purchases by Circle offices as per list I, II & III (after certain items of list No. IV are added as mentioned above) which are required urgently may be purchased by the Circle Office or Divl. Office (in latter case prior approval of Circle is necessary) subject to the limits for the Circle prescribed are not exceeded.
3. For purchases of items specified in list IV.	S.P.Sec. as per procedure laid down.	No limit.	iii) Any item of list IV (to be purchased and supplied by H.O.) which is required urgently by mofussil offices and the supply from H.O. is likely to be delayed either due to insufficient stock of the item in question or the same being out of stock, may be purchased by Circle Office after obtaining prior approval of Secretary through C.A.O., Bombay subject to the limits prescribed for Circle offices are not being exceeded.

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## STATEMENT 'B'.

Description of materials etc. as included in the existing list No.IV (to be purchased and supplied by H.O.) accompanying G.S.O.375 of 12-8-1958 which is now split up as shown below.

The following items which are included in the existing list No.IV (to be purchased and supplied by H.O.) should now be added to the lists I, II and III (to be purchased by Mofussil Offices) as shown below.

Sr.No. as per List IV (A)	Description.	Code No.	Unit.	Remarks.
1.	Ledger-paper for agreements foolscap size 3 1/2"x3 1/2".	34325	Ream.	
	Paper foolscap (cream laid) 5 lbs. 13 1/2"x 8 1/2".	34332D	"	Should be added to list No.I giving Sr.Nos. from 124 to 133.
3.	-do- -do- 10 lbs. 17"x13 1/2"	34332E	"	
4.	-do- 2 1/2 lbs. 6 3/4 x8 1/2"	34332H	"	
5.	Paper thin for typewriter size 8 1/2"x13 1/2" (Manifold)	34408	"	
6.	-do- (Statement size).	34399	"	
7.	Paper duplicating foolscap size 13 1/2"x8 1/2"	34414	"	
8.	Paper duplicating brief size (13 1/2"x17")	34414A	"	
9.	Paper stencil fullscap	34426	quire (each quire contains 24 sheets).	
10.	Paper stencil brief size.	34574	-do-	
Sr. No. as per list IV (B)				
1.	Cloth tracing 20"x20 Yds.	17037	roll.	
2.	-do- 30"x20 "	17038	"	
3.	-do- 36"x20 "	17038B	"	Should be added to list No.II giving Sr.Nos. 138 to 150
4.	-do- 42"x20 "	17039E	"	
5.	Paper drawing antiquarian size 31"x53" weighing 130 lbs. per ream of 500 sheets.	17144	sheet.	
6.	Paper drawing ferro prussiate 40"x10 yds. white lines on blue ground.	17146	roll.	
7.	Slide rules.	17240	No.	
8.	Cloth trading sectional 1/8", 20"x10 Yds.	17	roll.	
9.	-do- 1/10", 20"x10 Yds.	17	"	
10.	-do- 1/12" -do-	17	"	
11.	Paper cartridge (continuous) unmounted 54"x50 Yds.	34352B	"	
12.	Paper cartridge white continuous 60"x15 Yds.	34354	"	
13.	Paper tracing white thick continuous 42"x20 Yds.	34398	"	

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The following items thus remaining in the List No.IV (to be purchased and supplied by H.O.) should be re-numbered as follows:

Sr.No. as per List IV (C)	Description.	Code No.	Unit.	Should be re-numbered as follows in List IV.
3.	Stores Receipt Book (ST/4)		Book	1
10.	Measurement Books (for work) (Small)		"	2
11.	-do- -do- (Large)		"	3
12.	Form 32 - Triplicate receipt book		"	4
13.	Form No.32 - Duplicate receipt book		"	5
22.	General condition of contract for plant and Machinery Part I.		"	6
23.	General condition of contract for Plant and Machinery Part II.		"	7
24.	Tender and contract for works.		"	8
25.	1 - 1 Agreement form for street lighting service to Municipality constituted under Bombay District Municipal Act.			9
26.	1 - 1 (A) Agreement forms for street lighting service with the borough Municipality.		Nos.	10
27.	1 - 2 Agreement form for street lighting service to village Panchayat.		No.	11
28.	1 - 3			12
29.	1 - 4			13
30.	J - E Booklets of conditions.		No.	14
31.	Booklets, Rate of supply of L.T.		"	15
32.	-do- H.T.		"	16
33.	Books code of instructions (commercial section).		"	17
34.	Stores Measurement Books.		Book	18
35.	And such of the other items as are found essential to be purchased at H.O. in the interest of work.		Book	19

Sr.No. as per List IV (C)	Description.	Code No.	Unit.	Remarks
1.	Stores Receipt Note Book (ST/1)		Book.	
2.	Works Completion certificate		"	
3.	Books (ST/2)		"	
4.	Stock Ledger Forms (ST/5A)		Nos.	
5.	Material Requisition Book (ST/6)		Book	
6.	Material Credit Note Book (Pink) (ST/6A)		"	
7.	Daily issue per Bin (ST/7)		"	
8.	Monthly issue per Bin (ST/9)		"	
9.	Monthly Return of Receipts (ST/10)		"	
10.	Sales Tax Declaration Forms (L)		"	
15.	-do- (M)		"	
16.	Purchase Tax Register.		"	
17.	Register of progress of Tender enquiries		"	
18.	Register of claim from Insurance Officer.		"	
19.	Register of Security Deposit.		"	
20.	Register of Advance payment made against purchases.		"	
21.	Register of order for supply of casual Tenders.		"	

Should be added to list No.III giving Sr.Nos. from 103 to 118.



**GENERAL STANDING ORDER NO.473, DATED 15TH JUNE, 1959.  
ESTABLISHMENT SECTION**

**Subject:-** Delegation of powers to the Chairman to extend the posting of an employee on his present pay and payscale against higher post with special pay permissible under G.S.O. No.246.

The Board under its Resolution No. 2492 dated 29th April, 1959 has delegated powers to the Chairman to extend the posting of an employee on his present pay and payscale against higher post with special pay permissible under G.S.O. No.246 dated 12th September, 1957 for a period of one year.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.474 DATED 15TH JUNE, 1959.**

**Subject:-** Stay of Government Auditors, Board's Servants on duty, distinguished visitors etc. in Board's Rest House/Inspection Bungalows.

The Board under its Resolution No.2457 dated 29th April, 1959 has decided that Government Auditors, Board's servants on duty, other distinguished visitors, as may be approved by Chairman who stay or may have stayed in Board's Rest House/Inspection Bungalows may not be charged any rent but in the case of officers and staff on duty occupying the Board's Rest Houses and Inspection Bungalows, they should be charged the normal water and electricity charges for which reasonable rates should be fixed.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 475, DATED 15TH JUNE, 1959.  
CHIEF ENGINEER'S SECTION.**

**Subject:-** Unauthorised changes in the original design and scope of works, supply and/or erection terms.

It is observed that in the case of works under progress for which orders for supply of plant and equipment or erection have been placed in terms of the sanction of the competent authority alterations and modifications are later made in the original design or scope of supply or erection terms by the field officers, without obtaining prior sanction of the competent authority, even when such changes entail extra cost to the Board. On occasions, discussions are held by the field officers with the Supply or Erection Contractors and even letters are exchanged relating to such changes which might amount to the acceptance of the proposed changes on behalf of the Board. Situations are thereby created which compel the Board to accept the proposed changes and extra cost. In a few cases in respect of certain projects the Board had no choice but to accept the changes and the extra cost involved as a fait accompli. The alternative to such acceptance and consequent reversion to the original design, would have been payment of cancellation charges and extension of time to the contractors for the supply and erection, which would have resulted in a greater financial loss to the Board. When such cases come to the Board, the Board's sanction becomes unavoidable and in effect becomes a mere superfluity.

All officers concerned are hereby instructed that in future whenever any changes or modifications in the design or scope of the original sanction are considered necessary, they should approach the competent authority with full details of the essentiality and/or relative advantages of the proposed change and precise financial implications entailed,

for scrutiny of the changes and procurement of the sanction of the competent authority. The suppliers or contractors should, in no case, be allowed to proceed with any revised design until sanction of the competent authority for the revised design is obtained. If the sanctioning authority is the Board, the sanction is likely to be delayed till the Board meets. It is therefore necessary that the proposals for changes should be submitted to the Head Office well in advance allowing adequate time for contingent delays as aforesaid.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 476, DATED 22ND JUNE, 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Substitute arrangement in place of Doctors appointed at the Board's dispensaries and in place of panel Doctors appointed under the Medical Benefit Scheme.

The Board under its Resolution No. 2462 dated 29th April, 1959 has decided that.

- (1) Whenever a Doctor working at the Dispensary of the Board proceeds on casual leave, he should make arrangements to make available the services of another local Doctor who may be paid a fee of Rs. 10/- per day whenever he attends to the work of the Doctor at the Board's dispensary. In case of earned leave due to these Doctors when sanctioned, the Officer-in-charge, of the Unit where the Board owns a Dispensary, should after following the usual procedure be authorised to engage a local Doctor on the recommendations of the Board's Doctor, on the minimum of the grade pay in which the permanent incumbent is working.
- (2) No payment should be made to any Panel Doctor whenever he is away from Head Quarters and that he should arrange to get the services of any other local Doctor and/or other Panel Doctor (if there is more than 1 Panel Doctor in that area) to treat the employees of the Board in the same way he makes arrangements in respect of his private patients in such circumstances.
- (3) All the employees who apply for leave on Medical grounds should hereafter produce the Medical Certificates only from the Doctors appointed at the Dispensaries of the Board or from the panel Doctor to whose clinic they have been attached. In cases of doubt, the certificates so given should be examined and countersigned by the Medical Adviser and his decision recommending or otherwise the leave applied on Medical grounds should be deemed as final, if the same is due to the employee under the rules. Where, however, the employee is not attached to the Clinic of the Panel Doctor or where no Panel Doctor have been appointed the employees may be permitted to produce the Medical Certificates from the Registered Medical Practitioners, but the Officer-in-charge of the office should satisfy himself about the bonafides of such certificate and consult the Senior Panel Doctor of the District, if necessary, and to obtain his counter-signature. In respect of staff from the Head Office the Medical Adviser may be consulted in this regard, if necessary, when a certificate is not produced from the Panel Doctor and such certificates may be forwarded to him for countersignature.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.477, DATED 22ND JUNE 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Zonal set-ups-Functioning thereof.

In continuation of this office order No. E-BSEB/1/2389 dated 15th January 1959 (copy attached), the Chairman, in exercise of the powers delegated to him under Board's Resolution No. 2106 dated 22-12-1958, directs that the powers exercisable by the Superintending Engineer, Kolhapur, more particularly as per G.S.O. No.390 dated 25-9-1958 shall be exercised by the Superintending Engineers of all other Circles as well.

Encl:- As above

Sd/- Secretary.

**COPY OF OFFICE ORDER NO. E-BSEB-1/2389, DATED 15TH JANUARY 1959.  
ESTABLISHMENT SECTION.**

**Subject:- Zonal set-ups- Functioning thereof-**

In pursuance of the Board's Resolution No. 2106 dated 22-12-58, the following orders are issued:-

**1. Regarding North Zone:**

- (a) The North Zone Office at Sabarmati is to be discontinued hereafter and steps are to be taken from now on for the closure of the same by and not later than 31-3-1959. The Joint Chief Engineer will therefore take such action in consultation with the Chief Engineer as may be necessary for the closure of that office such as transfer of records etc. to the Circle Offices and/or Head Office, as may be necessary.
- (b) The Superintending Engineer of the Circles under the North Zone shall hereafter (i.e. from the date of receipt of this order) correspond directly in all matters with the Head Office and not through the Joint Chief Engineer.
- (c) The Joint Chief Engineer, Sabarmati shall refer back immediately to the field offices all pending references received from them with necessary instructions to the field officers concerned to review the position and to make a fresh reference in each case direct to Head Office, if required.
- (d) Such nucleus staff as may be decided by the Chief Engineer may continue to function under the Joint Chief Engineer in the Zonal Office at Sabarmati, for the purpose of the closure of that office by 31-3-1959, or such earlier date as may be considered necessary. The other staff shall be relieved immediately for absorption elsewhere as per the orders that may be separately issued in this behalf.
- (e) In exercise of the authority delegated by the Board, Chairman is pleased to direct that an expenditure not exceeding Rs. 1,000/- should be incurred in implementing the changes referred to above and in the meanwhile the Joint Chief Engineer should submit estimates of the probable expenditure followed by figures of actual expenditure, so that a report may be made to the Board if such expenditure happens to be in excess of the limits of the existing delegated powers.

**2. Regarding East Zone.**

- (a) In so far as East Zone is concerned, in view of the fact that there are two major Schemes of expansion at Khaperkheda and Paras on hand, the Board has not thought it desirable to effect any major changes in the existing arrangement for the present till such time a review of the same is considered as justifiable. However, in order to avoid duplication and delay, administrative matters such as those enumerated in Appendix 'A' attached hereto, shall be referred to Head Office by Circle Officers directly with copies endorsed to Joint Chief Engineer, except that for purely routine matters such copies need not be sent.
- (b) The Joint Chief Engineer, Nagpur, should examine very early the staff position as there should be scope for curtailment of the sanctioned strength, corresponding to the reduced work-load, and submit a report.

**3. Common to both the Zones**

The Zonal Committees both in the North Zone as well as East Zone shall continue to function as at present with the only change that instead of these Committees having to work with the Joint Chief Engineer to assist them, they will now work with the Superintending Engineer of the Circle concerned, as in the case of Maharashtra Circle. For this purpose the Chairman, as authorised by the Board in the aforesaid resolution, has been pleased to delegate to the Superintending Engineers of North and East Zones, the powers as delegated to Superintending Engineer (Maharashtra).

Encl:- Appendix 'A'

Sd-/H.R. Vajifdar  
Secretary

## APPENDIX 'A'

Items of administrative nature which may be referred by or to the Circle Officers of the East Zone direct, with copies endorsed to Joint Chief Engineer. (For purely routine matters such copies need not be sent.)

- 1) All Statutory obligations coming under various Central or State Government Acts which require Head Office sanctions.
- 2) Establishment matters requiring condonation or sanction of Head Office. If Joint Chief Engineer's specific views are required then they will be called for.
- 3) All monthly, quarterly and other accounts statements and stores statements.
- 4) All monthly and quarterly progress reports for Plan Schemes and Lift Irrigation Schemes and Employment Opportunity Schemes.
- 5) Payment of bills for materials and against Running Account which has to be arranged at Head Office.
- 6) Cost of generation statements.
- 7) Report of Electrical accidents.
- 8) Report of Energising new Villages or lines.
- 9) Indents for spare parts.
- 10) Indents for Rate contract and other standard materials such as steel, cement, VIR wires, meters insulators, conductors, S.C. materials etc.
- 11) Reports of major breakdowns.
- 12) Urgent matters requiring special sanction of Chief Engineer or Chairman without intermediate powers to other Officers.
- 13) Normal operation technical data which has to be periodically furnished to C.W.P.C. etc.
- 14) Monthly or other periodical progress reports required by the Commercial section.
- 15) Any other items that may be decided by the Chairman.

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### GENERAL STANDING ORDER NO.478, DATED 22ND JUNE 1959.

Subject:- Delegation of powers in respect of invitation of Tenders-Modification to G.S.O.No.390 dated 25th September 1958.

Though the powers in favour of the Executive Engineer, Superintending Engineer, Joint Chief Engineer and Zonal Committee in the matter of acceptance of tenders for work and supplies have been enhanced under G.S.O.No.390 dated 25-9-1958 (Paras II B and III A on pages 5 and 6 of the G.S.O.), the powers of inviting tenders have not been correspondingly increased. In modification of the earlier delegations in this respect the Board vide its Resolution No.2481 dated 29-4-1959 delegated increased powers for inviting tenders as under:-

	For Stores.Rs.	For Works. Rs.
Executive Engineer	Upto 10,000	Upto 10,000/-
Superintending Engrs. in-charge of Circles.	Upto 50,000	Upto 1,00,000/-

Tenders for works or supply beyond the aforesaid limits will be invited in Head Office.

The Board further directed that any deviations in the past in the matter of inviting tenders upto the above limits shall be deemed to have been covered by the above delegations, that is, in effect the above delegations shall have retrospective effect from the date on which wider powers for accepting tenders were delegated.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.479, DATED 29TH JUNE 1959.  
ESTABLISHMENT SECTION.**

Subject:- Supply of umbrellas to Bill Collectors, Meter Readers and Meter Inspectors.

Chairman, in exercise of the powers delegated to him, under item (i) of para VI of G.S.O.No.381 dated 11th September 1958 has accorded his approval to the supply of an umbrella biennially to the undermentioned categories of employees who are entrusted with outdoor duties.

- 1) Junior Clerks (Bill Collectors).
- 2) Junior Clerks (Meter Readers).
- 3) Meter Inspectors.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.480, DATED 29TH JUNE 1959.  
ESTABLISHMENT SECTION.**

Subject:- Shifting of the Head Quarters of a division from one place to another within the Circle-delegation of powers in respect of-

Authority	Nature of Powers	To whom delegated:	Remarks.
B.R.No.2556 dated 29-5-59.	To shift the Head Quarters of a Division from one place to another within the Circle.	Chairman on the recommendations of the Chief Engineer.	----

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.481, DATED 8TH JULY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers under Bombay State Electricity Board Employees Medical Benefit Scheme-G.S.O.No.345 dated 30-5-1958.

In pursuance of the Board's Resolution No. 2514 dated 29-5-1959, the following delegation of powers are approved by the Board.

Authority	Nature of powers	To whom delegated	Remarks.
B.R.No.2514 dated 29-5-59.	To allow reimbursement of cost of treatment in respect of families of employees during serious illness in deserving cases at places where no Panel System or any other system of Medical assistance is in existence.	Chairman	----

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.482, DATED 8TH JULY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Grant of Daily Allowance to Peons on tour.

In accordance with the B.R.No. 2604 dated 9th June 1959 the existing last slab i.e. "Peons and others drawing less than Rs. 40/- p.m." mentioned below Regulation No.94 of the B.S.E.B. Employees' Service Regulations should be amended to read as under :-

"Below Rs. 40/-p.m."

2. The Board in the same Resolution further directed that in all cases of Peons drawing Rs.40/- or above where the Daily Allowance may have been paid in the past on the basis of Rs.3/- or Rs. 4/- as the case may be, per day, no recoveries should be made.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.483, DATED 8TH JULY 1959.  
PLANNING & COORDINATION SECTION.**

Subject:- Sanction of expenditure for celebration of Republic Day and such occasions of national importance-(addendum to G.S.O-No.454 dated 13th April 1959)

Please add "or P.H.S." after "Circle Office" appearing in item (iii) of para I of G.S.O. No.454 dated 13th April 1959, so as to read the modified item as under.

"Circle Office or P.H.S.

Rs. 300/- (Rupees Three hundred only each.)"

Sd/- Secretary.

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**CORRECTION SLIP NO.1 Dated 1-12-80.  
(to G.S.O. No.454 dated 13-4-59 read with GSO No. 483 dated 8-7-59)**

By their Resolution No.799 dated 29-10-1980, the Board accorded their approval to revise the existing limits of expenditure to be incurred in connection with celebration of Republic Day and such occasions of national importance (as laid down in G.S.O.No.454 dated 13-4-59 read with G.S.O.No. 483 dated 8-7-59) as follows.

Office	Revised limit of expenditure.
1. Head Office, Bombay.	Rs. 2500/-
2. Zonal Office.	Rs. 800/-
3. Circle Office or Power House.	Rs. 500/-
4. Divisional Office.	Rs. 200/-

The conditions laid down in paras 2 & 3 of G.S.O. No.454 dated 13-4-59 in respect of internal allocation of the sanctioned amount shall, however, remain unchanged.

Sd/- Member (Admn.)/Secretary.

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**GENERAL STANDING ORDER NO.484, DATED 8TH JULY 1959.  
ESTABLISHMENT BRANCH.**

Subject:- Scales of allowances under the Bombay State Electricity Board.

In further modification to item C (a) of the statement attached to G.S.O. No.226 dated 26th July 1957, the Board under its Resolution No. 2503 dated 29-5-1959 has decided that in so far as the grant of H.R.A. to Class I and II employees working at Bombay and Ahmedabad in Mofussil Scales is concerned, the existing rates of H.R.A. be revised as under.

- |                                 |  |
|---------------------------------|--|
| i. Pay upto Rs.999/-            | The amount of actual rent over and above the 10% of the pay limited to 15% of the pay.     |
| ii. Pay of Rs.1000/- and above. | The amount of actual rent over and above the 10% of the pay limited to 12.1/2% of the pay. |

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.485, DATED 15TH JULY 1959.  
PLANNING & COORDINATION SECTION.**

Subject:- Delegation of powers for extension of Schemes in Villages already electrified (Modification to G.S.O.No. 254 dated 25-9-57 read with G.S.O.No.322 dated 15-3-1958.)

In pursuance of the Board's Resolution No.2141 dated 5-1-1959 on the present system of estimating the cost for extensions in villages already electrified, the following note should be substituted for Note 2 appearing against item 8) Village Electrification works on page 2 of G.S.O. No.254 dated 25-9-1957.

"For calculating the minimum gross return viz. 15% for Major Schemes and 20% for Minor Schemes as fixed by the Board, the estimates of capital cost involved should be based on the standard estimates (copy enclosed) and for revenue return a minimum of Rs. 100/- per Horse Power per year should be considered."

2. Similarly, in pursuance of the same Resolution, the following should be substituted for those appearing in G.S.O.No. 322 dated 15-3-1958 in the matter of delegation of powers for extension of schemes in Villages already electrified.

Designation of Officer.	Individual Schemes.	Total
Executive Engrs.	Rs.10,000/-	Rs.50,000/-
Superintending Engrs.	Rs.20,000/-	Rs.75,000/-
Joint Chief Engrs.	Rs.30,000/-	Rs.1,00,000/-
Chief Engineer.	Rs.50,000/-	Rs.1,50,000/-
Chief Engineer in consultation with the Chairman.	No limit.	No limit.

3. With the above modifications, (item 8) Village Electrification Works on page 2 of G.S.O. No.254 dated 25-9-1957 as modified by G.S.O. No.322 dated 15-3-1958 will read as per statement attached.

4. Any correspondence in this regard should be addressed to the Chief Engineer, Bombay.

Encl:- As above

Sd/- Secretary.

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**Item 8) Village electrification works on page 2 of G.S.O.No.254 dated 25.9.1957 as modified.**

8) Village Electrification Works. In sanctioned villages service connection is to be given free upto 1000 ft. radius from the Centres or 500 ft. from last point.

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 establishment 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:-

Designation of Officer.	Individual Schemes.	Total.
Executive Engrs.	Rs. 10,000/-	Rs. 50,000/-
Superintending Engrs.	Rs. 20,000/-	Rs. 75,000/-
Joint Chief Engrs.	Rs. 30,000/-	Rs. 1,00,000/-
Chief Engineer.	Rs. 50,000/-	Rs. 1,50,000/-
Chief Engineer in consultation with Chairman.	No limit.	No limit.

Works beyond the total value of extensions within 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 purpose of implementing the above, there shall be no limitation on the H.P. installed so long as the minimum revenue is assured by the prospective consumers.

**Note 2:-** For calculating the minimum gross return viz. 15% for Major Schemes and 20% for Minor Schemes as fixed by the Board, the estimates of capital cost involved shall be based on the standard estimates (copy enclosed) and for revenue return a minimum of Rs. 100/- per Horse Power per year should 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 villages 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.

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### Standard Estimated Costs.

The estimated costs given below do not include the standard centages which should be added at the end of every estimate prepared for sanction. The estimate for H.T.Line is for ACSR and for L.T.Lines All Aluminium. If copper is to be used additional amount on account of difference in cost is to be added.

I. Estimated cost of H.T. Single circuit line will average span of 300 ft. and using 0.03 sq.in.cu. Eqt.ACSR and 60 lb. Rail poles as supports.

(a) 11 KV Line ... Rs.9,000/- per mile.

(b) 22 Kv Line ... Rs.9,800/- per mile.

II. Estimated cost of Transformer centres including two poles, guye structures, Dropout fuses, L.As., Transformer, Distribution box with switch & fuses earthing, airing etc. complete.

	11 KV/400 V.	22 KV/400V.
(a) 100 KVA ..	Rs. 7,400	.. Rs. 8,900
(b) 75 KVA ..	Rs. 7,100	.. Rs. 8,400
(c) 50 KVA ..	Rs. 5,800	.. Rs. 6,800
(d) 15 KVA ..	Rs. 4,600	.. Rs. 5,900
(e) 15 KVA ..	Rs. 4,300	.. Rs. ----

III. Estimated cost of L.T. 3 phase 5 wire line using all aluminium conductors and separate ground wire and average span of 150 ft. If no separate ground wire is proposed but the neutral is used as earth wire also, then Rs.200 may be deducted from the estimate per mile.

	Average span 150 ft.	Average span 100 ft.
(a) Copper equivalent No.4 SWG Conductor for phase, No.6 for neutral, No.8 for street light and No.8 GI wire for earth wire.	Rs.12,600 per mile	Rs.15,800 per mile
(b) --do-- but using No.6 & No.8	Rs.11,000 per mile	Rs.14,200 per mile
(c) --do-- but using No.8	Rs.10,500 per mile.	Rs.13,700 per mile

IV. Estimated cost of L.T.single phase 3 wire line using all aluminium conductor and separate ground wire with average spans of 150 ft. & 100 ft. If separate ground wire is not required Rs.200 per mile may be deducted.

	Average span 150 ft.	Average span 100 ft.
Copper equivalent No.8 SWG conductor for phase, neutral & street light & No.8 GI wire for earthwire.	Rs.8,600 per mile	Rs.11,600 per mile.

V. Estimated cost of L.T. 3 phase 4 wire line using all aluminium conductors with average span of 250 ft. for agricultural & other loads outside village limits.

(a) Copper equivalent No.4 SWG conductor for phase & No.6 for neutral.	Rs. 10,100 per mile.
(b) --do-- but using No.6 & No.8	Rs. 8,500 per mile.
(c) -do- but using No.8	Rs. 8,000 per mile.

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**GENERAL STANDING ORDER NO.486, DATED 15TH JULY 1959.  
ESTABLISHMENT SECTION.**

Subject:- Payment of royalties in respect of departmental Telephone lines and Telephone connections-Delegation of powers in respect of-----

Authority	Nature of powers.	To whom Delegated	Limits	Remarks
B.R.No.2584 dated 9-6-59.	To sanction payment of royalties in respect of departmental Telephone system and Telephone connections to the Post & Telegraph Department.	Ex. Engr. in charge of a Division. S.E. of a Circle. Chief Engr.	Upto and including Rs. 3,000/- Upto & including Rs. 15,000/- above Rs. 15,000/-	

Sd/- Secretary.

**GENERAL STANDING ORDER NO.487, DATED 15TH JULY 1959.  
C. E.'S SECTION.**

Subject:- Delegation of powers to Chief Engineer to give carting contracts.

Authority	Nature of powers.	To whom delegated.	Remarks.
B.R.No.2330 dated 28th March 1959.	To give carting contracts upto Rs. 50,000/- for a project at one place in any year and to redelegate powers to Superintending Engrs. in this respect upto Rs. 10,000/-	Chief Engineer.	

Any correspondence in this regard should be addressed to the Chief Engineer, Bombay.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO.488, DATED 15TH JULY 1959.  
C. E.'S SECTION.**

Subject:- Disposal of coal ash delegation of powers relating to

Athorlty	Nature of powers.	To whom delegated	Remarks
B.R.No.2393 dated 28-3-59.	Sale of coal ash at concessional rates to the social and Educational Institutions at the rate of 25 N.P per 100 cft. or above.	Chief Engineer in consultation with the Chairman.	

B.R. 2396  
dated 28-3-59

Sale of coal ash after following the normal procedure of inviting competitive tenders or bids under auction sales.

Chief Engineer.

Any correspondence in this regard should be addressed to the Chief Engineer, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.489, DATED 31ST JULY 1959.  
STORES PURCHASE SECTION.**

Subject:- Local Purchases-Delegation of Powers in respect of.

Read:-

- i) Para 28 of G.S.O.No.192 dated 6-4-1957.
- ii) Para 50 (P) (iii) of G.S.O.No.192 dated 6-4-1957.
- iii) Appendix B to G.S.O. No.192 dated 6-4-1957.
- iv) Item 4 on page 2 of G.S.O.No.254 dated 25-9-57.
- v) Para II D of G.S.O. No.390 dated 25-9-1958.

In accordance with the Board's Resolution No.2510 dated 29-5-1959, various delegations existing at present for local purchases vide G.S.Os. as cited above shall stand revised as under:-

Authority	Nature of powers	To whom Delegated.	Limits	Remarks.
B.R.No.2510 dated 29-5-59	To sanction purchases or to incur expenditure on local Purchase, such as petty purchases, Local Purchases, Purchases for emergency articles (including consumable stores) equipments, furniture, etc. required for Central Office, Zonal, Circle, Divisional Offices and other field units including Power Houses and Laboratories etc.	<b>In Head Office</b> Chief Accounts Officer/Ex. Engr.(Stores) Secretary/Chief Engr. Chairman on the recommendations of Secretary/Chief Engr.	Upto Rs.50/- per article  Upto Rs.500/- Per article Upto Rs.2000/- per article.	
		<b>In the Field</b> Engineer in charge of units.	Upto Rs.20/- per article.	Subject to the monthly report to the concerned Divisional Head.
		Divisional Head	Upto Rs.50/- per article.	--
		Circle Officer in charge	Upto Rs.200/- per article	--
		Joint Chief Engr.	Upto Rs.300/- per article	--

2. The annual limits for purchase of total number of articles within the scope prescribed above, by the respective Officers shall be to the extent shown below.

Engineer in charge of units. Upto Rs. 1,000/- per annum.  
Executive Engineer. Upto Rs. 10,000/- per annum.

Superintending Engr.

Upto Rs.25,000/- per annum for each division under his control.

3. The Board in the same Resolution further directed that in the past local purchases/exceeded the monthly limits prescribed under Appendix B of the Stores purchase Procedure (G.S.O 192 read with the relevant delegations under G.S.O.254) but did not exceed the overall annual limit of Rs.25,000/- per division or local purchases for emergency purposes were made under para II-D of G.S.O.390, such purchases should be deemed to have been regularised.

4. Any correspondence in this regard should be addressed to Executive Engineer(Stores).

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.490, DATED 31ST JULY 1959.  
STORES PURCHASE SECTION.**

Subject:- Preliminaries necessary for making payment in respect of purchase of petrol, kerosene and motor-lubricants from M/s. Burmah Shell Oil Co. Bombay.

The Board, under its Resolution No.2269 dated 20-2-1959, has approved that for the purchases of petrol and other products (of M/s Burmah Shell) which are directly taken from suppliers' pumps to the Board's vehicles and where they are not taken to stock, the measurements need not be recorded in the Stores Measurement Book but S.R.Note should be prepared every month for the total quantity of materials received based on the counterfoil copies of the requisition book provided by M/s Burmah Shell, dealerwise and productwise and material requisition should also be drawn simultaneously by debiting to the expenditure head of account concerned.

2) The Board also condoned the irregularity of non-recording of measurements in the measurement books in the past provided the procedure outlined above is followed. For detailed instructions reference is invited to General Circular No. SP/Bills/Burmah-Shell/21046 dated 3-4-1959 and Accounts Code Circular No. AC/STA/8/ dated 22-6-1959.

3) The Board in the same resolution further authorised the Circle and Divisional Officers henceforth to make payments of M/s Burmah Shell's bills direct to M/s Burmah Shell Oil Co., Bombay after the bills are duly audited by the Auditors at the respective Circle and Divisional levels from the point of view of expeditious settlement of the Suppliers bills.

However the above procedure is not applicable for supplies made of fuel oil and lubricating oils by M/s Burmah Shell, for which the prescribed procedure regarding recording of measurements, preparation of S.R. Notes etc. should be followed and payments for these will be made from Head Office only in regard to orders placed by the Head Office and accordingly S.R.Notes should be forwarded to Head Office as before.

4) Any correspondence in this regard should be addressed to the Executive Engineer (Stores) Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.491, DATED 8TH AUGUST, 1959.  
ESTABLISHMENT SECTION.**

Subject:- Delegation of powers to the Chairman to sanction advances to Officers of the Board selected for training (Corrigendum to G.S.O.No.349 dated 2nd June, 1959.)

Please substitute the word-"Head Quarters" in place of the word- "Destination" occurring in line 5 of condition No. (iii) of G.S.O.No.349 dated 2nd June 1959.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.492, DATED 21ST AUGUST 1959.  
ESTABLISHMENT SECTION.**

Subject:- Supply of rain coat, rain proof cap, etc. to Chowkidars-Amplification to item I (a) of G.S.O.No.381 dated 25-9-1958.

For the purpose of supply of uniforms and rain proof articles to Chowkidars as specified in item I (a) of G.S.O.No.381 dated 25-9-1958 it has been decided that the nomenclature "Chowkidar" should also be held to mean the following categories.

- (i) Watchman.
- (ii) Watchman-cum-Peon.
- (iii) Watchman-cum-Mazdoor.
- (iv) Chowkidar-cum-Mali.
- (v) Night watchman and
- (vi) Any other nomenclatures denoting primarily duties of Chowkidar.

2. It has further been decided that rain proof articles i.e. rain coat and rain proof cap should only be supplied to such of the Chowkidars (Watchman) etc. who are entrusted with outdoor duties.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.493, DATED 31ST AUGUST 1959.  
CHIEF ENGINEER'S SECTION.**

Subject:- Technical soundness of the sanctioned schemes.

The Board under its Resolution No.2802 dated 13th August 1959 has directed that (a) whenever any scheme is sanctioned, the soundness of the technical estimates should be scrutinised carefully to see that all items of expenditure relating to the scheme have been taken into account and embodied in the estimates and that no important item of plant and machinery involving expenditure is lost sight of, and (b) that such scrutiny should be done and a report submitted by the Chief Engineer to the Board within three months of the administrative sanction of the current schemes.

2. All the field Officers who are concerned with the estimates in respect of such schemes should take a note of the above directive of the Board and while forwarding their estimates to the competent authority for sanction should invariably send a certificate that (a) above is fully complied with in preparing the scheme or project estimates.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.494, DATED 5TH SEPTEMBER 1959.  
CHIEF ENGINEER'S SECTION**

Subject:- Procedure relating to purchases.

In order to improve and ensure proper efficiency relating to purchases, the Board under its Resolution No.2800 dated 13-8-1959 has directed that the following procedure should hereafter be adopted and rigidly adhered to in dealing with tender items.

- (a) All major tenders of Rs.5 lakhs and above should be examined by the Accounts Section and they must be put up along with their (i.e., Accounts Section's) comments to the Purchase Committee. Emphasis is on the point that the comments of the Accounts Section should invariably be put up along with the item itself.
- (b) The Chief Engineer should arrange to see that tenders duly scrutinised are invariably put up to the Purchase Committee within two months from the date of the opening of the tenders duly completed as indicated in (a) above.
- (c) The notes on purchase items should be forwarded to the Purchase Committee as and when they get ready. All the items meant for the following meeting of the Board and required to be examined by the Purchase Committee should reach the Members of that Committee well in advance to enable them to meet about a week ahead of the Board meeting as may be found convenient to the Members of the Purchase Committee and to submit recommendations to the Board.
- (d) In any matters where heads of departments (i.e.C.E., C.A.O., C.I.A. as heads of Stores Purchase, Accounts and Audit Sections) differ, the matter should be placed before the Board in a note along with their respective opinions in extenso.
- (e) In future, in matters of tenders for purchases, if, after the decisions of the Board, a Member of the Purchase Committee, for any reason, considers that the decision of the Board may not be acted upon, he shall immediately notify the Chairman in writing simultaneously giving a copy of his advice to the Chief Engineer who will hold up action till after the matter is reconsidered or settled, as the case may be, at the Board's level. If in exceptional circumstances such intimation has had unavoidably to be given verbally, such intimation should be confirmed in writing within two days.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO.495, DATED 17TH SEPTEMBER 1959.  
ESTABLISHMENT SECTION**

**Subject:-** Facility to avail of accumulated leave (in excess of the limits specified in Board's Regulations) to the credit of Board's employees at the time of joining the services of the Board (Modification to G.S.Os.No.220 and 282.)

**Reference:-** B.R.No.2741 dated 13-8-1959.

Vide the above resolution, the Board has approved that the time limits for availing of the facility of accumulated leave specified in G.S.O.No.220 dated 20th July 1957 and No. 282 dated 18th November 1957, should be extended upto 31-3-1961 i.e. 2/3rd of the accumulated leave to the credit of the employees should be availed of by 31-3-60 and the balance during the following 12 months ending 31-3-1961.

2.The Board in the same Resolution has further directed that no further extension of time for availing of this facility would be granted.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.496, DATED 17TH SEPTEMBER 1959.  
ACCOUNTS SECTION**

**Subject:-** Delegation of powers in respect of-Passing & Payment of Bills. (Modification to G.S.O. No.231 dated 12-8-1957.)

In partial Modification to G.S.O.No.231 dated 12th August 1957, the Board under its Resolution No.2625 dated 9th July 1959 read with B.R.No.2652 dated 26th July 1959 has directed that the powers delegated to the Executive Engineers should also be deemed to have been delegated to the Power House Superintendents in this behalf and has further raised the limits in respect of the powers of passing and payment of Bills by the Divisional and Circle Officers as under.

- |   |                     |
|---|---------------------|
| (i) Ex. Engrs./Power House Superintendents. | Rs.30,000/- singly. |
| (ii) Superintending Engrs.                  | Rs.75,000/- singly. |

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.497, DATED 21ST SEPTEMBER 1959.  
ESTABLISHMENT SECTION**

**Subject:-** Grant of Permanent Travelling Allowance to the Officers of the Board. (Supersession of the Provisions of G.S.O.No.234 read with G.S.O.Nos. 287 & 296.)

In pursuance of the Board's Resolution No.2126 dated 5-1-1959, the provisions of G.S.O.No.234 read with G.S.O. Nos. 287 and 296 should be replaced by the following.

1. (a) All the Officers-in-charge of Circle or Division, who have to tour considerably within their jurisdiction, should be provided with a departmental vehicle preferably a personal jeep type carrier for purpose of inspection and supervision if no such vehicle is available at present.
- (b) P.T.A. at the following rates be granted to the Officers, who have not been allotted a departmental vehicle till such time a vehicle is allotted to them.
  - (i) Superintending Engineer @ Rs. 175/-p.m.
  - (ii) Executive Engineer @ Rs. 130/-p.m.
- (c) Grant of P.T.A. should be governed by the Bombay State Electricity Board Employees Service Regulations.
- (d) The provisions regarding grant of conveyance allowance and mileage allowance to Officers maintaining their own cars as prescribed under G.S.O. 234 read with G.S.O.287 and 296 shall not be applicable to Officers who are granted P.T.A.

2. The Board also decided in the same resolution that the Officers who have purchased their own cars with the aid of loans granted to them by their former administration and have not yet repaid the loan with interest, be given an option either.

(i) to use his own car and draw the P.T.A. prescribed above, till the loan is repaid and the departmental vehicle is provided to him thereafter.

or

(ii) to have the Board's vehicle for official use in which case he shall not be eligible to any P.T.A., conveyance or mileage allowance and the instalments of loan granted shall be recovered as hitherto till the loan with interest thereon is fully repaid.

As regards pending (i.e.past) Bills, the Board decided that the bills should be settled so that in no case the employee gets in excess of 50% above the P.T.A. admissible under this resolution.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.498, DATED 29TH SEPTEMBER 1959.**

Subject:- Refund of Motor Vehicle Tax in respect of the period during which the vehicles are off road.

Attention of all the field Officers is drawn to the provisions contained in the Bombay State Motor Vehicle Act. whereby a proportionate refund of the Motor Vehicle Tax paid can be claimed from the Regional Transport Officer authorities, in case, a vehicle is out of use for a period not less than a complete calendar month and if an intimation of non-use of the vehicle is given in time. They should ensure that refunds of such taxes for non-use of vehicles should invariably be claimed by giving timely intimation of such non-use to proper authorities.

The Commercial Audit Department has reported a case where a Divisional Officer failed to claim proportionate refund of the tax for 3 motor vehicles which were not in use for more than a month. In reply to the audit remarks the Divisional Office has replied to the Commercial Audit Department that the intimation which was required to be given in advance could not be given as the time required for repairs could not be ascertained from the repairers. The reply given by the Divisional Office is quite unsatisfactory. The Officers-in-charge should be in a position to ascertain the nature of repairs required and the approximate time required for repairs before a work order is given. Wherever the time required for repairs is likely to exceed a month a notice of non-use of vehicle should invariably be given in time with a view to ensure that wherever the actual period of non-use exceeds a calendar month refund of Tax paid could be claimed.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.499, DATED 13TH OCTOBER 1959  
ACCOUNTS SECTION**

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

In the procedure prescribed in G.S.O. 195 of 9th April, 1957 in respect of payments exceeding Rs. 500/- received in the Sub-Divisions or Power Houses, it has been stipulated that the party making the payment should be instructed to make payment of all amounts exceeding Rs.500/- invariably by cheque or Demand Draft drawn in favour of the Board. Parties who may not have any banking account



or facility of payments by demand draft might prefer to make payments in cash. In order that such parties may not be inconvenienced, the concerned Officers in the field may accept such payments if offered in cash. For this purpose para (1) of the procedure mentioned above is modified as under:-

"1) The party concerned should be instructed to make payment of all amounts exceeding Rs.500/-, as far as possible, by cheque or Demand Draft drawn in favour of the Bombay State Electricity Board or alternatively in Cash."

Consequent on the above, the temporary Receipt (referred to in the aforesaid G.S.O.195) will be required to be modified where payment is received in cash. For this purpose, the word 'cash' may be inserted in the Temporary Receipt and in the copy endorsed to the Executive-in-charge of the Division, he may merely be requested to send the stamped receipt.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.500, DATED 13TH OCTOBER 1959.  
ESTABLISHMENT SECTION.**

**Subject:-** Continuance of the employees beyond the age of superannuation and delegation of powers for their pay fixation.

**Reference:-** (i) B.R.No.2624 dated 9-7-1959.  
(ii) B.R.No.2723 dated 13-8-1959.

In accordance with the B.R. referred to at (i) above, the Board has accorded its approval to the continuance of the trained and experienced persons on such technical posts as Boiler Operators, Turbine Operators, Junior Engineers, upto the age of 58 years after they have attained the age of 55 years, by yearly extensions, subject to their producing the required medical certificate of fitness, with the prior approval of the Chairman.

2. Similarly the Board under its Resolution referred to at (ii) above has also approved that the authorities to whom powers have been delegated to re-employ superannuated employees vide G.S.O.No.412 dated 28-11-1958 shall also have the powers to fix the pays of re-employed superannuated employees on the pay not exceeding the pay which they were drawing on the date of their superannuation save in cases of Board's employees who are in pensionable service in whose case pay should be fixed in such a way that pay plus pension and pension equivalent does not exceed the last pay drawn in the substantive post at the time of superannuation or the payment of pension and pension equivalent may be suspended during the period of re-employment whichever is convenient.

sd/- Secretary.

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**GENERAL STANDING ORDER NO. 501 DATED 13TH, OCTOBER 1959.  
CHIEF ENGINEER'S SECTION**

**Subject:-** Compensation for damage to the Crops and delegation of powers in connection therewith.

Occasions arise when Board's transmission and distribution lines are laid in the fields, and the owners of the fields claim compensation for the damage caused to their fields (standing crops). The Board, therefore, under its Resolution No. 2810 dated 4th September 1959 has-

a) approved that suitable compensation may be paid in respect of the damages occurring to the standing crops while laying Board's transmission lines, if a mutually agreeable amount can be worked out by conducting Panch Kyas with the help of Revenue and/or Panchayat Authorities.

b) delegated the following powers in respect of the amount payable as compensation in each claim for damage to the standing crops;

(1) Asstt. Engr.

upto Rs. 25/- in each claim.

- (2) Ex. Engr.  
 (3) Supdt. Engr.  
 (4) C.E.

upto Rs. 100/- in each claim.  
 upto Rs. 300/- in each claim.  
 upto Rs. 500/- in each claim.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 502 DATED 13TH, OCTOBER 1959.  
 ACCOUNTS SECTION**

Subject:- Payment of Imprests and disbursement of salaries without pre-audit-delegation of powers in respect of.

Authority	Nature of powers	To whom delegated	Remarks
B.R.2739 dated 13-8-59.	To permit payments being made without pre-audit in exceptional cases or condone payments being made without pre-audit (but post audited) in respect of Imprests and disbursement of salaries.	Chief Engineer in consultation with Chief Internal Auditor at Head Office.	

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 503, DATED 13TH, OCTOBER 1959.  
 ESTABLISHMENT SECTION**

Subject:- Grant of C.L.A. & H.R.A. to Board's employees stationed at Poona.

Read:- (i) G.S.O. No. 226 dt.26-7-57.  
 (ii) G.S.O.No. 342 dt.20-5-58  
 (iii) G.S.O.No.484 dt.8-7-59

In accordance with the B.R. No. 2757 dated 13-8-59 the Board's staff stationed within the limits of Poona Municipal Corporation shall be granted C.L.A. & H.R.A. at the following rates with effect from 14-2-1959 (i.e. the date of the opening of Geneshkhind sub-Division).

	C.L.A. Rs.	H.R.A. Rs.
(1) Pay below Rs. 55/-	3	7
(2) Pay ranging from Rs. 55-100	5	10
(3) Pay ranging from Rs. 101-140	7	15
(4) Pay ranging from Rs. 141-250	10	15
(5) Pay above Rs. 250	10	7 1/2% of pay.
(6) Class I & II Officers.	-	7 1/2% of pay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 504, DATED 13TH, OCTOBER 1959  
ESTABLISHMENT SECTION**

**Subject:-** Delegation of powers to depute employees on tour basis for more than 60 days- modification to Service Regulation No. 93.

Authority	Nature of powers.	To whom delegated	Remarks.
B.R.No. 2822 Dt.4-9-59.	To depute employees on tour basis for more than 60 days considering the exigencies of Board's work and to hold them eligible for D.A. at the rates prescribed vide Service Regulation No.93 (3).	i) Chief Engineer for Technical staff.  (ii) Secretary for non-technical staff	

The above delegation of powers should be appropriately inserted below Sr. No. 24 of the Sixth Schedule to B.S.E.B. Employees' Service Regulations and numbered as 24 A.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.505, DATED 13TH, OCTOBER 1959.  
CIVIL SECTION**

**Subject:-** Execution of works in the absence of technical sanction of the competent authority for schemes administratively approved by the Board.

The Board under its Resolution No. 2576 dated 29th June 1959 has directed that technical sanctions for schemes administratively approved by the competent authority should invariably be obtained in proper time in advance so that commencement of work may not be delayed on that account.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 506, DATED 13TH, OCTOBER 1959.  
ESTABLISHMENT SECTION**

**Subject:-** Corrections in G.S.Os. 493 and 494.

The following Corrections may please be noted-

(i) In G.S.O. 493.

The correct no. of the Board Resolution is 2720 (f) of 26-7-1959 and not No.2802 dated 13-8-1959.

(ii) In G.S.O. 494.

The correct No. of the Board Resolution is 2720 (d) of 26-7-1959 and not No. 2800 dated 13-8-1959.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 507 DATED 13TH OCTOBER 1959.  
PLANNING & CO-ORDINATION SECTION**

**Subject:-** Delegation of powers to purchase Technical and/or Non-technical books for Libraries in Field offices.

In supersession of all previous resolutions on the subject, the Board under its Resolution No.2733 dated 13-8-59 decided to revise the delegation of powers regarding the purchases for Libraries in Field Offices, as under:-

Office.	Annual Amount Rs.	Sanctioning Authority.	Remarks.
(1) Jt.Chief Engineer's Office.	2,000/-	Jt.Chief Engineer for Technical & Non-technical publications.	For use of the Joint Chief Engineer's office only.
(2) Superintending Engineer's Office.	1,250/-	*Superintending Engineer - for Technical & Non-Technical Publications.	*Rs.1,250/- for S.E.'s office - include the total amount required by the Offices of the Ex.Engineers under its control at the rate of Rs.100/- per office as shown in item No.3.
(3) Executive Engineer's Office.	100/- for purchase of Acts & Rules & other reference books for day-to-day reference only.	*Superintending Engineer.	

The journals & periodicals that may be subscribed by the Circle Office are to be circulated to the various divisional offices as well.

The purchases to be made by Superintending Engineers including those to be made for Ex.Engrs. would be those required for day to day reference more particularly Specification Manuals, Design Manuals etc. and not text books.

The Joint Chief Engineer (E.Z.) and all Superintending Engineers are further authorised to purchase their requirements locally and not through S.P.O.Bombay, if so desired by them.

The Board also directed that similar provisions should be applicable to the new Circle and/or Divisional Offices that may be established in future.

Sd./Secretary.

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**GENERAL STANDING ORDER NO.508 DATED 18TH OCTOBER, 1959.  
STORES PURCHASE SECTION.**

**Subject:-** Payment of security deposit in case of Works Contracts.

**Read:-** (i) Item G (a) on page 7 of the Works Contract Procedure in G.S.O. 192 dated 6-4-1957.

(ii) Item (b) of the Board's Resolution No.22 dated 27-3-1957 appended to the Works Contract Procedure in G.S.O. 192 dated 6-4-1957.

In partial modification of the provision regarding the methods of payment of Security Deposits in case of works contracts, as indicated in items (i) and (ii) above, the Board under its Resolution No.2716 dated 26th July 1959 read with SBRNo.2871 dated 4th/5th September 1959 has approved that the revised provision in the matter of Security Deposit under Works Contract Procedure shall read as under:-

" For all contractors (including those who have paid a permanent security deposit of Rs.2,000/-) the condition for payment of security deposit for works contracts, for contracts for labour and/or rate contract will be 10% of the value of the contract in each case to be recovered by cash or equivalent securities or Bank/Guarantee or in the alternative, 5% Bankers' Guarantee or Cash or equivalent securities and the balance 5% from running account bills at the discretion of the S.E. in charge (at 10% of each running bill so that the full security deposit is recovered by the time half of work is done or alternatively from the first and second running bills, or from the final bills if no running 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 etc.

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/-. The Security Deposits can be waived in appropriate cases, with the approval of the next higher competent authority only."

Sd./Secretary

(Please also connect GSO- 18 of MSEB)

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**GENERAL STANDING ORDER NO. 509, DATED 20TH, NOVEMBER 1959.**

**Subject:-** Newspapers for Board's Advertisements.

**Authority:-** B.R. No. 2976 dated 10th, October 1959.

The previous orders and instructions in the matter of selection of newspapers for purposes of Board's advertisements have been reviewed by the Board and the following instructions are issued:-

1) There shall be five lists- A,B,C,D and E as under:-

List A:- Newspapers for global advertisements.

List B:- List of approved newspapers outside the State.

List C:- Advertisements pertaining to the whole of the State.

List D:- Advertisements pertaining to Greater Bombay.

List E:- Advertisements for specified areas.

- 2) The global advertisements for specialised items will be issued by the Chief Engineer.
- 3) Advertisements requiring country-wide publicity should be published ordinarily in one or more leading newspapers of the Bombay State shown in list C according to the value and importance of the order and also one leading newspaper of Madras, Calcutta and Delhi each shown in List B.
- 4) Advertisements requiring State wide publicity should be published ordinarily in one or more newspapers in each of the Regional Languages mentioned in List C. When necessary, advertisements may also be published in newspapers of some other Indian languages and in one or two English newspapers in List C.
- 5) Newspapers included in the lists D and E should be used in the case of classified and other advertisements that is to say advertisements calling for tenders for local requirements of comparatively lesser value than those requiring statewide publicity inviting applications for posts to be filled in etc., according to the publicity required in each case.
- 6) Advertisements pertaining to the Greater Bombay should be published in one or more newspapers in each of the groups of the newspapers in List, D.
- 7) Advertisements requiring publicity in an area larger than a district or in specified areas should be published in one or more newspapers in List E, having a circulation in area in

question and if considered necessary, in newspapers in List C, one each from the District concerned.

- 8) The order in which the newspapers have been arranged in the respective lists does not indicate any priority.
- 9) The medium of advertisement should be selected according to the requirements of each occasion keeping in view the broad principles that advertisements should not go to the same newspapers so frequently and to such an extent as to create a monopoly; nor should some of the newspapers included in the lists be denied advertisements altogether.
- 10) The number of newspapers to be used should be determined according to the requirement of each occasion. For this purpose, the broad policy indicated in G.S.O. 256 should be generally taken for guidance, with the discretion that each case may justify.
- 11) The aforesaid classification is broadly for the guidance and should not be deemed as barring the discretion of the Officer concerned in selecting any newspaper as the medium of advertisement, provided it is in one or the other of five lists.
- 12) In selecting newspapers for purposes of Board's advertisements, the broad aspects besides the magnitude of circulation that should weigh with the Officers issuing advertisements should be:-
  - a) The newspapers should agree to charge rates not higher than those chargeable for Government advertisements.
  - b) The newspapers should agree to give publicity to news-items of the Board free of charge.
- 13) The aforesaid instructions indicate broadly the scope of the discretion of the Officers concerned in the matter of selection of newspapers and of issue of advertisements. In case of any exigency including the question of rates, resulting in deviation from the aforesaid procedure, the Secretary is the competent authority to deal with such exigencies.

Sd/- Secretary

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#### LIST A.

##### Newspapers for Global publicity.

- 1) The Times of India, Bombay and Delhi.
- 2) The Statesman, Calcutta and Delhi.
- 3) The Hindu, Madras.
- 4) The Hindustan Times, Delhi.
- 5) The Amritbazar Patrika, Calcutta.
- 6) The London Times In the U.K.
- 7) Deutsche Allemegeine in Germany.
- 8) Machinery Lloyd, 6, Cavendish Place, Regent Street, London W.1. (Who have agreed to publish Board's advertisements free of charge.)

In addition to the above, specimen copies of tender specifications should be sent to (a) Indian Embassies, Consulates or Trade Commissioners in Europe and America and (b) Foreign Embassies, Consulates or Trade Commissioners, in India who will in turn arrange for the necessary publicity among their respective foreign concerns. [Four to six copies of tender specifications may be supplied on the condition that the tendering party should pay the purchase price in case specimen copies supplied to the Foreign Embassies and Consulates etc., 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.]

**LIST B.**

List of approved newspapers outside Bombay State.

- 1) The Times of India, Delhi edition.
- 2) The Statesman, Delhi and Calcutta.
- 3) Hindu, Madras.
- 4) Amritbazar Patrika, Calcutta.
- 5) Hindustan Times, Delhi.

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**LIST C.**

Applicable to advertisements etc. pertaining to whole State of Bombay.

**English Newspapers.**

- 1) The Times of India, Bombay.
- 2) The Indian Express.
- 3) The Free Press Journal.
- 4) Hitwad, Nagpur.
- 5) Nagpur Times, Nagpur.

**Gujarati papers.**

- 1) Bombay Samachar, Bombay.
- 2) Janmabhoomi, Bombay.
- 3) Gujarati Samachar, Ahmedabad.
- 4) Sandesh, Ahmedabad.
- 5) Jai Hind, Rajkot.
- 6) Phulchab, Rajkot.
- 7) Nutan Saurashtra, Rajkot.
- 8) Gujarat Mitra, Surat.

**Marathi Newspapers.**

- 1) Loksatta, Bombay.
- 2) Sakal, Poona.
- 3) Maharashtra, Nagpur.
- 4) Tarun Bharat, Nagpur & Poona.
- 5) Kesari, Poona.
- 6) Gavkari, Nasik.
- 7) Satyawadi, Kolhapur.
- 8) Navashakti, Poona.

**Hindi papers.**

- 1) Nav Bharat Times, Bombay.
- 2) Nav Bharat, Nagpur.
- 3) Dainik Vishwamitra, Bombay.

**Sindhi papers.**

- 1) Hindustan, Bombay (For Kalyam and Ulhasnagar area's.)

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**LIST D.**

Applicable to advertisements etc., pertaining to Greater Bombay.

**English Newspapers.**

- 1) The Times of India, Bombay.
- 2) The Indian Express, Bombay.
- 3) The Free Press Journal, Bombay.

**Gujarati Newspapers.**

- 1) Janmabhoomi, Bombay.
- 2) Bombay Samachar, Bombay.
- 3) Janshakti, Bombay.

**Marthi Newspapers.**

- 1) Loksatta, Bombay.
- 2) Navakal, Bombay.
- 3) Navashakti, Bombay.

**Hindi Newspapers.**

- 1) Navbharat Times, Bombay.
- 2) Dainik Vishwamitra, Bombay.

**Sindhi papers.**

- 1) Hindustan, Bombay- For Kalyam and Ulhasnagar areas.

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**LIST E.**

Applicable to advertisements For regional publicity.

**I- Saurashtra-Kutch.**

- 1) Phulchhab, Rajkot.
- 2) Nutan Saurashtra, Rajkot.
- 3) Kutch Mitra (for publicity in Kutch only), Bhuj.
- 4) Jai Hind, Rajkot.

**II- (i) Ahmedabad papers.**

- 1) Gujarat Samachar.
- 2) Sandesh.
- 3) Prabhat.
- 4) Janasatta.
- 5) Prabhat.

**(ii) Baroda Papers.**

- 6) Lokasatta.
- 7) Navbharat.

**(iii) Surat Papers.**

- 8) Gujarat Mitra.
- 9) Pratap.

- III-(I) Poona.**
- 1) Tarun Bharat, Poona and Nagpur.
  - 2) Vishal Sahyadri, Poona.
  - 3) Sakal, Poona.

**(II) Ratnagiri.**

- 4) Vainateya, Ratnagiri.

**(iii) Kolhapur.**

- 5) Satyawadi.
- 6) Pudhari.

**(iv) Karad.**

- 7) Navsandesh.

**(v) Satara.**

- 8) Janakranti.

**(vi) Sholapur.**

- 9) Sholapur Samachar.

**(vii) Nagpur.**

- 10) Navbhart, Nagpur (Hindi).
- 11) Maharashtra, (Marathi)
- 12) Hitwad (English)
- 13) Tarun Bharat (Marathi)
- 14) Nagpur Times (English)

**(viii) Marathwada & Nasik.**

- 15) Gaonkari, Nasik (Marathi)

**(ix) Amraoti.**

- 16) "Matrubhoomi", Akola (Marathi)

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**GENERAL STANDING ORDER NO. 510, DATED 20TH, NOVEMBER 1959.  
ESTABLISHMENT SECTION**

Subject:- Grant of Advances to the employees of the Board for the purchase of Motor Cars/Motor Cycles and Pedal Bicycles.

The Board under its Resolutions No. 2320 dated 28th March 1959 and No. 2948 dated 10th October 1959 has accorded its approval to the grant of advances for the purchase of Motor Cars/Motor Cycles/Pedal Bicycles in the manner and on the terms and conditions mentioned in Appendix 'A' and to the extent given below, subject to the condition that the grant of advance shall not by itself be deemed to be an argument or case in support of the claim for grant of any Conveyance Allowance or Permanent Travelling Allowance.

	<b>Limit of Advance.</b>	<b>Mode of Recovery.</b>
1) Motor Car Advances.	Rs. 10,000 or six month's pay or the anticipated price of the car (including Sales Tax) whichever is less.	Recoveries to be effected in 60 equal monthly instalments, unless the employee desires to repay in lesser number of instalments.
2) Motor Cycle Advances.	Rs. 3,000 or six month's pay or the anticipated price of the Motor Cycle (including Sales Tax) whichever is less.	Recoveries to be effected in 60 equal monthly instalments, unless the employee desires to repay in lesser number of instalments.
3) Pedal Bicycle Advance.	Rs. 250 or six month's pay or the actual price of the Cycle (including Sales Tax) whichever is less.	In 12 equal monthly instalments.

The orders regarding grant of advances shall be effective from 1-4-1959 except in special cases where circumstances warrant immediate grant of advances.

The Board also decided that the rates of interest to be charged on these advances should be equal to the rate of interest which the Board would pay on



its own borrowing during the year in which the advances are granted.

The Board delegated powers to S.E. to sanction advances to Class II, III and IV employees for purchase of Motor Cycles and Pedal Cycles as the case may be and to Chairman to sanction advance to Class I Officers for purchase of Motor Cycles and Cars. Requests for repeated advances i.e. when an advance is asked for before repaying the earlier advance, shall be decided by the Board.

The Board under its Resolution dated 10th October 1959 has further directed that the expenditure for this purpose should be met from the working capital of the Board for which necessary sanction should be obtained at the beginning of each financial year.

Encl:- As above

Sd/- Secretary.

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### APPENDIX 'A'

#### BOMBAY STATE ELECTRICITY BOARD.

#### Regulations for the grant of advances for the purchase of Motor Cars, Motor Cycles, Pedal Bicycles.

In exercise of the powers conferred by Section 79 (K) of the Electricity (Supply) Act, 1948, the Bombay State Electricity Board is pleased to make the following Regulations for the grant of advances to the Board's employees for purchase of Motor Cars, Motor Cycles and Pedal Bicycles.

#### Regulations for the grant of advances for the purchase of Motor Cars, Motor Cycles and Pedal Bicycles.

1) These Regulations may be called "the Bombay State Electricity Board Regulations for the grant of advances for the purchase of Motor Cars, Motor Cycles and Pedal Bicycles"

They shall come into force with effect from 1-4-1959.

2) In these Regulations, unless there is anything repugnant to the subject or context,

"Board" means the Bombay State Electricity Board.

"Chief Accounts Officer" means the Chief Accounts Officer, Bombay State Electricity Board.

- 3) (i) Advances for purchase of Motor Car shall be given only to Class I employees ( both technical and non-technical)
- (ii) Advances for purchase of Motor Cycles shall be given only to those employees whose substantive pay is not less than Rs. 150/-p.m.
- (iii) Advances for purchase of Pedal Bicycles shall be given only to those employees whose duties involve maintenance of Pedal Bicycles and whose substantive pay is not less than Rs.30/- p.m.
- 4) Advances shall not be granted to employees who do not hold substantively

any post in Board's services as the pay of such employees does not constitute adequate security for the advances, provided that-

- i) In any special case, where the circumstances admit of the provision of adequate security, an advance may be sanctioned, in accordance with these Regulations.
- ii) Such advances granted to the employees who do not hold substantive appointments should not exceed 75% of the purchase price of the vehicle and they should be sanctioned ordinarily only when there is reasonable prospect of the employee continuing in the Board's employ till the complete repayment of advance.

5) The total amount of the advance or part thereof must be drawn within two months of sanction; otherwise the sanction shall be considered to have lapsed

6) All advances shall be repayable with interest at such rate as may be fixed by the Board from time to time. The amount of interest calculated accordingly shall be recovered in one or more instalments, each such instalment being not appreciably greater than the instalment by which the Principal was recovered. The recovery of interest shall commence from the month following that in which the whole of the Principal has been paid.

**Note:-** Interest on advances shall be charged generally at the rate of interest which the Board will have to pay on its own borrowings during the year in which the advances are sanctioned.

7) An advance shall be given only when sanctioning authority considers that it is in the interest of the Board's service that the employee concerned should use the vehicles, for which an advance has been applied for, for the discharge of his duties.

8) 1) The total amount to be advanced to an employee for purchase of a Motor Car shall not exceed Rs.10000 or six months' pay, or the anticipated price of the Car whichever is less. If the actual price paid is less than the advance taken, the balance shall be forthwith refunded to the Board.

2) The total amount to be advanced to an employee for purchase of a Motor Cycle shall not exceed Rs. 3,000/- or six months' pay or the anticipated price of the Motor Cycle whichever is less. If the actual price paid is less than the advance taken, the balance shall be forthwith refunded to the Board.

3) The total amount to be advanced to an employee for the purchase of a Pedal Bicycle shall not exceed 6 months' pay or Rs.250/- or anticipated price of the Bicycle whichever is less. If the actual price paid is less than the advance taken, the balance should forthwith be refunded.

9) Recovery will be made by deducting monthly instalments equal to 1/60th part of the advance, (in so far as the advances for the purchases of Motor Car and Motor Cycles are concerned) and in instalments equal to 1/12th part of the advance (in the case of Pedal Bicycle advance) from the pay bill of the employee concerned. The authority sanctioning advances may, however, permit recovery to be made in a smaller number of instalments, if the employee receiving advance so desires.

**Note:-** 1. The amount of the advance to be recovered monthly should be fixed in whole rupee except in the case of last instalment, when the remaining balance including any fraction of a rupee should be recovered.

**Note:-** 2. The recovery of the advance should commence from the first issue of pay after the drawing of the advance. Thus if the advance is paid in January the recovery should be effected from the pay bill of January itself.

10) Except for special reasons which shall be recorded in writing, a fresh advance shall not be sanctioned within a period of 4 years from the date on which the previous advance was drawn.

11) Except when an employee proceeds or retires on leave other than leave on average pay or earned leave not exceeding four months, or retires from service, or reverts to his permanent appointment where he holds a lien, or is transferred to an appointment the duties of which do not render the possession of the vehicle necessary, the previous sanction of the Sanctioning Authority is necessary to the sale by him of the vehicle purchased with the aid of an advance which has not been fully repaid. If any employee wishes to transfer such a vehicle to another employee of the Board who performs the duties of the kind that renders the possession of the vehicle necessary, the Sanctioning Authority may permit the transfer of the liability attaching the vehicle to the latter, provided that the records a declaration that he is aware that the vehicle transferred to him remains subject to the mortgage bond and that he is bound by its terms and provisions.

12) In all cases in which the vehicle is sold, before the advance received for its purchase from the Board has been fully repaid, the sale proceeds shall be applied, so far as may be necessary, towards the repayment of such outstanding balance. When the employee is not in a position to repay to the Board immediately on the sale of the vehicle the whole of the outstanding amount, specific sanction of the Board shall be obtained for its sale and if the insurance has run out in the meantime, steps shall be taken to renew the insurance; provided that when the vehicle is sold only in order to purchase another vehicle the Sanctioning Authority may permit an employee to apply the sale proceeds towards such purchase subject to the following conditions:-

- (a) The advance outstanding shall not be permitted to exceed the cost of the vehicle,
- (b) The advance outstanding shall continue to be repaid at the rate previously fixed, and
- (c) The new vehicle shall be mortgaged and insured (in the case of Motor Car/Cycle) as required by the Regulations.

**Note I:-** It is not permissible for a Board's employee to deliver the vehicle which is under mortgage with the Board in advance of his receiving the price thereof.

**Note II:-** An employee who draws an advance for the purchase of a vehicle is expected to complete his negotiations for the purchase and to pay finally for the vehicle within one month from the date on which he draws the advance, failing such completion and payment, the full amount of advance drawn, with interest thereon for one month shall be refunded to the Board. At the time of drawing the advance, the employee shall be required to execute an agreement in the form in Appendix I and on completing the purchase he shall further be required to execute a mortgage bond in the form in Appendix II, hypothecating the vehicle

to the Board as security for the advance. The cost price of the vehicle purchased shall be entered in the schedule of specification attached to the Mortgage Bond. The advance will be paid by the Sanctioning Authority after the Borrower has submitted the required agreement in the prescribed form to the Sanctioning Authority. The Sanctioning Authority shall also obtain a certificate from the Borrower that the vehicle in question is bought within one month of the sanction.

**NOTE III:-** (1) The form of mortgage bond executed by an employee drawing an advance for the purchase of Motor Car/ Motor Cycle provides insurance against full loss by fire, theft or accident. Insurance on owner driven or other similar qualified terms is not sufficient for the purpose of this rule. Insurance policies at a reduced rate of premium shall, however, be accepted as adequate in the following cases, provided that, in cases falling under clause (a) the borrower agrees to execute a subsidiary bond in the form in appendix III

- a) When the owner of the Motor Car/ Motor Cycle undertakes to meet the first Rs.100/- of a claim preferred against an Insurance Company, in the event of an accident; or
- b) When the Car is not insured against accident for any season of the year during which it is not used but is stored in garage.

(2) The Borrower shall insure the Motor Car/Motor Cycle bought against the advance with the Insurance Company approved by the Board within one month from the date of purchase of the Motor Car/Motor Cycle. A list of the Insurance Companies approved by the Board is shown in Appendix IV. As soon as possible the sanctioning authority shall obtain from the Officer drawing the advance a letter from the Motor Insurance Company with whom the vehicle is insured, to notify to them the fact that the Board is interested in Insurance policy scheme. He shall himself forward this letter to the Company and obtain their acknowledgement. In the case of insurance effected on annual basis, this process prescribed above shall be repeated every year until the advance has been fully repaid to the Board. Contravention of these orders shall render the concerned employee to refund the whole of the amount advanced with interest accrued, unless sufficient and justifiable reasons are shown to the contrary.

The amount for which the Motor Car /Motor Cycle is insured during any period shall not be less than the outstanding balance of the advance with interest accrued at the beginning of that period and the insurance shall be reviewed from time to time until the amount due is completely repaid. If at any time for any reason the amount insured under a current policy is less than the outstanding balance of the advance, including interest already accrued, the Officer shall refund the difference to the Board. The amount to be refunded must be recovered in not more than three monthly instalments.

13) Advances for the purpose of Motor Cars/Cycles to an Officer in foreign employ should be granted from the funds of the foreign employer, and when the latter desires to make such an advance, he should apply to the Board, for the necessary sanction. The Board may grant sanction in such cases subject to the proviso that the advance shall be regulated by the same conditions as would apply if the employee were serving directly under the Board. In special cases, however,

where an employee's services have been lent to Foreign employer whose financial position will not permit of the advance being made from his funds, the Board may sanction the advances from its revenues, provided the Applicant's duties are such as to render the possession of a Motor Car/Motor Cycle practically a necessity.

14) Advances may also be granted for the Motor Car/Motor Cycle which is already purchased, provided application for the advance is made within one month of taking delivery of the vehicle.

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#### APPENDIX 'I'

##### Form of Agreement (Security)

(To be executed by the employee on Stamp Paper of Rs. 1-8-0)

An agreement made this ----- day of the month of ----- the year one thousand nine hundred and ----- Between ----- (hereinafter called the Borrower, which expression shall include his legal representatives and successors) of the one part and the Bombay State Electricity Board, (hereinafter called the Board which expression shall include its legal representatives, successors and assignees) of the other part. Whereas the Borrower has applied to the Board for a loan of Rs.----- (in words) (Rupees -----) for the purchase of Motor Car/Motor Cycle/Pedal Bicycle and the Board has agreed to lend the said amount to the Borrower on the terms and conditions contained in the Board's Regulations for the grant of advances for the purchase of vehicles and the terms and conditions hereinafter contained. Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs.----- paid by the Board to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Board (i) to repay to the Board the said amount with interest at Rs.----- per cent by monthly deductions from his salary and hereby authorises the Board to make such deductions and (ii) within one month from the date of these presents to expend the full amount of the said loan for the purchase of a Motor Car/Motor Cycle/Pedal Bicycle or if the actual price paid is less than the loan, to repay the difference to the Board forthwith and (iii) to execute a document hypothecating the said Motor Car/Motor Cycle/Pedal Bicycle to the Board as Security for the amount lent to the Borrower as aforesaid and interest thereon. And it is hereby lastly agreed and declared that if the Motor Car/Motor Cycle/Pedal Bicycle has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of the Board, or dies, the whole amount of loan and interest accrued thereon shall immediately become due and payable.

In witness whereof the Borrower has hereunto set his hand the day and year first above written.

Signed by the said -----  
In the Presence of -----

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APPENDIX II  
Form of Mortgage Bond.

(To be executed by the employee on Stamp Paper  
of Rs. 15 upto Rs. 1,000/- and Rs. 5/- For every Rs. 500/- or part thereof)

This indenture made this ----- day of the month of ----- of the year one thousand nine hundred and ----- between ----- (herein after called the Borrower which expression shall include his legal representatives and successors) of the one part and the Bombay State Electricity Board (hereinafter called the Board which expression shall include its legal representatives, successors and assignees) of the other part witnesseth as under:-

Whereas the borrower has applied for and has been granted an advance of Rs.----- to purchase a Motor Car/Motor Cycle/Pedal Bicycle and whereas one of the conditions upon which the said advance has been granted to the Borrower is that the Borrower would hypothecate the said Motor Car/Motor Cycle/Pedal Bicycle with the Board as security for the amount lent to the Borrower and whereas the Borrower has purchased with the amount or partly with the amount so advanced as aforesaid the Motor Car/Motor Cycle/Pedal Bicycle particulars whereof one set out in the Schedule hereunder written.

Now therefore the Borrower doth hereby covenant to repay to the Board the sum of Rs.----- aforesaid or balance thereof remaining unpaid at the date of these presents by monthly payment of Rs.----- each on the first day of every month commencing from ----- and will pay interest on the sum for the time being remaining due and owing at the rate of Rs.----- per cent and the Borrower doth agree that such payments may be recovered by monthly deductions from his salary and in further pursuance of the said agreement the Borrower doth hereby assign and transfer to the Board the said Motor Car/Motor Cycle/Pedal Bicycle by way of security for the said advance and the interest thereon.

And the Borrower doth hereby agrees and declares that he has paid in full the purchase price of the said Motor Car/Motor Cycle/Pedal Bicycle and that the same is his absolute property and that he has not pledged, and so long as any moneys remain payable to the Board in respect of the said advance will not sell, pledge or part with the property in or possession of the said Motor Car/Motor Cycle/Pedal Bicycle provided always that it is hereby agreed and declared that if any other said instalments of principal or interest are not paid or recovered in manner aforesaid within ten days after the same are due or if the Borrower dies or any time ceases to be in the service of the Board or if the Borrower sells, or pledges or parts with the property in or possession of the said Motor Car/Motor Cycle/Pedal Bicycle or becomes insolvent or makes any composition or arrangement with his creditors or if any person takes proceedings in execution of any decree or judgement against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable and it is hereby agreed and declared that the Board may on the happening of any of the events hereinbefore mentioned, seize and take possession of the said Motor Car/Motor Cycle/pedal Bicycle and either remain the possession thereof without removing the same or else may remove and sell the said Motor Car/Motor Cycle/Pedal Bicycle either by public auction

or private contract and may out of the same moneys retain the balance of said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges, expenses payments properly incurred or made in maintaining, defending and realising its rights hereunder and shall pay over the surplus, if any, to the Borrower, his executors, administrators or personal representatives. Provided further that the aforesaid power of taking possession or selling of the said Motor Car/Motor Cycle/Pedal Bicycle shall not prejudice the right of the Board to sue the Borrower or his personal representatives for the said balance remaining due and interest or in the case of Motor Car/Motor Cycle/ Pedal Bicycle being sold the amount by which the net sale proceeds fall short of the amount owing, and the Borrower hereby further agrees that as long as any moneys are remaining and owing to the Board he the Borrower will insure and keep insured the said Motor Car/Motor Cycle against loss or damage by fire, theft or accident with the approved Insurance Company and will produce evidence to the satisfaction of the above authority that the Insurance Company with whom the said Motor Car/Motor Cycle is insured have received notice that the Board is interested in the Policy and the Borrower hereby further agrees that he will not permit, or suffer the said Motor Car/Motor Cycle/Pedal Bicycle to be destroyed or injured or to deteriorate in a greater degree, than, it would deteriorate by reasonable wear and tear thereof and further that in the event of any damage or accident happening to the said Motor Car/Motor Cycle/Pedal Bicycle the Borrower will forthwith have the same repaired and made good.

In witness whereof the said Borrower hath hereunto set his hand the day and the year first above mentioned.

Signed by the said -----

In presence of -----

**N.B.:-** Underlined portion does not apply in the case of Pedal Bicycle.

- 1) Description of Motor Car/Cycle.
- 2) Maker's name.
- 3) Description.
- 4) No. of cylinders.
- 5) Engine Number.
- 6) Chassis No.
- 7) Cost price.
- 8) Signed by the Borrower in the presence of -----and -----

Signature of the Borrower -----

In the presence of

1) -----

2) -----

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APPENDIX III

Form of Subsidiary Bond

(To be executed by an employee on stamp paper of Rs. 1-8-0)

Whereas by an Indenture of Mortgage made on ----- between ----- (hereinafter called the "Borrower" which expression shall, unless excluded by or repugnant to the context include his legal representatives and successors) of the one part and the Bombay State Electricity Board (hereinafter called the Board which expression shall include its legal representatives, successors and assignees) of the other part the Borrower had assigned and transferred unto the Board the ----- Motor Car/Motor Cycle bearing Registration No.----- and more particularly described in the Schedule attached to the said Indenture by way of security for the due repayment as therein provided of the sum of Rs.----- only advanced to the Borrower by the Board and interest thereon and has agreed inter alia to keep the said Motor Car/Motor Cycle insured against loss or damage by fire or theft or accident and whereas the Borrower has insured the said Motor Car/Motor Cycle with the ----- Insurance Company under Policy No.----- dated the -----day of 19 ....in the sum of Rupees ----- only subject however to the Borrower undertaking to bear himself the first sum of (Rupees ----- only) of each claim arising under the said policy of insurance; and whereas the Board has subject to the execution of these presents, agreed to accept the said policy of insurance as sufficient compliance with the terms of the said agreement to insure, entered into by the Borrower in the said Indenture of Mortgage. Now therefore it is hereby declared and agreed, in pursuance of the said agreement and in consideration of the promise that the Borrower doth hereby indemnify the Board from all damage, interest, costs, charges and expenses on account of or attributed to the Borrower, who has undertaken as aforesaid to bear himself the first sum of Rs.----- (Rupees ----- only) of each claim arising under the said policy of insurance, that these presents shall be deemed to form part of the said Indenture of Mortgage dated -----.

Signed and delivered by the said ----- on the ----- day of ----- 19 - in the presence of -----.

Signature of the Borrower

In the presence of -----

APPENDIX IV

List of Insurance Companies approved by the Bombay State Electricity Board for purposes of B.S.E.B. Regulations for the grant of advances for purchase of Motor Car/Cycles.

- 1) The New India Insurance Co.Ltd., Bombay.
- 2) The New Great Insurance Co. of India Ltd. Bombay.



- 3) The Vulcan Insurance Co. Ltd., Bombay.
- 4) The British India General Insurance Co. Ltd., Bombay.
- 5) The Indian Globe Insurance Co. Ltd., Bombay.
- 6) The Indian Mercantile Insurance Co. Ltd., Bombay.
- 7) The Jaibharat Insurance Co. Ltd., Bombay.
- 8) The Universal Fire and General Insurance Co. Ltd., Bombay.
- 9) The Oriental Fire and General Insurance Co. Ltd., Bombay.
- 10) The Jupiter General Insurance Co. Ltd., Bombay.
- 11) The Vishva Bharti Insurance Co. Ltd., Bombay.
- 12) The Standard General Insurance Co. Ltd., Calcutta.
- 13) The Hindustan General Insurance Society Ltd., Calcutta.
- 14) The National Insurance Co. Ltd., Calcutta.
- 15) The Concord of India Insurance Co. Ltd., Calcutta.
- 16) The Bharat Fire and General Insurance Ltd., New Delhi.
- 17) The Ruby General Insurance Co. Ltd., New Delhi.
- 18) The New Asiatic Insurance Co. Ltd., New Delhi.
- 19) The Prithvi Insurance Co. Ltd., Madras.
- 20) The United India Fire and General Insurance Co. Ltd., Madras.

**N.B.:-** Enquiries made with the office of the Controller of Insurance and subsequent informal enquiries made with the Indian Insurance Companies Association's Pool reveal that Sr. Nos. 11, 16 and 19 have suspended their business and Sr. No.2 and 17 have shifted their offices at Baroda and Calcutta respectively.

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**CORRECTION SLIP No.1, DATED 23-9-1974.**

to 1) G.S.O. 510, DATED 20-11-59.

2) G.S.O. 40, DATED 7-2-61.

3) G.O.2 (P), DATED 26-4-62.

Subject:- Grant of advances to the employees of the Board for the purchase of Motor Car/Motor Cycles and pedal Bicycles- Amendments of.

The Board under its Resolution No. 778, dated 11-9-1974 accorded its approval to the following, subject to the condition that the advances will be granted at the discretion of the Competent Authority if adequate budget provision is available:

- 1) To increase the maximum limit for grant of
    - a) Motor Car Advance to Rs. 16,000/- or 16 months pay or anticipated price of Motor Car whichever is less, recoverable in not more than 70 monthly instalments.
    - b) Motor Cycle advance to Rs. 4,500/- or 12 months pay or anticipated price of Motor Cycle whichever is less recoverable in 50 monthly instalments.
    - c) Scooter advance to Rs.3,000/- or 12 months pay or anticipated price whichever is less recoverable in 50 monthly instalments.
    - d) Cycle advance to Rs. 360/- or actual cost whichever is less recoverable in 36 instalments.
- The interest on Cycle advance should be 4% instead of 3%.

- 2) To raise the lower limit of basic pay of Rs. 150/- to Rs. 220/- and to link it in future with the minimum of the pay-scale of posts to whom the State-wise seniority is made applicable for grant of Motor Cycle/Scooter advance.
- 3) To grant Moped Cycle (Vickey, Suvega, Luna, Lambretta 48 etc.) advance to the employee working on regular establishment whose minimum of the pay-scale is Rs. 150/ and above, limited to Rs. 2000/- or 12 months pay or actual cost whichever is less recoverable in 50 monthly instalments, on the same terms and conditions as are applicable for the grant of advance for the purchase of Motor Cycles/Scooter.
- 4) To grant tricycle advance to the handicapped employees working on regular establishment irrespective of their pay limited to Rs. 2,500/- or 12 months pay or actual cost of tricycle whichever is less recoverable in 50 monthly instalments, on the same terms and conditions as are applicable for grant of advance for the purchase of Motor Cycles/Scooter.
- 5) To delete the clauses: (i) "He is working at a place where there is no transport facility" from item (a) and (b), and (ii) "Provided that he resides at a distance of more than a mile from the place of work" from item (c) of G.O. 2(P) dated 26-4-62 and to read items- a (ii) and b(ii) as items a (i) and b(i) of the terms and conditions prescribed for grant of Pedal Cycle under the above G.O.

The employees will have to make their own arrangements for parking the Pedal Cycle near the office or Railway Station as the case may be.

Sd/- (N.S.MERCHANT)  
Secretary.

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**CORRECTION SLIP NO. 2, DATED 7TH, MAY 1975.  
To G.S.O. 510 DATED 20-11-1959.**

Subject:- Rate of interest chargeable on the advances for purchase of Motor Car, Motor Cycle, Scooter, Moped-Cycle, Tricycle etc.

- 1) The Board in partial modification of its earlier Resolution No. 2320 dt. 28-3-1959 and 2948 dated 10-10-59 accorded its approval vide its Resolution No. 1116 dated 25-3-1975 to charge half percent more interest on the advances for the purchase of Motor Car/Motor Cycle/Scooter/Moped Cycle/Tricycle etc. than that prescribed for House Building loan/ Advances from time to time.
- 2) The Board directed that the Cycle advance will however continue to bear interest at four percent as decided under Board's Resolution No. 778 dt. 11-9-1974 notified under Correction Slip No. 1 dated 23-9-1974 to G.S.O. 510 dated 20-11-1959, G.S.O. 40 dated 7-2-1961 and G.O.2(P) dated 26-4-1962.
- 3) These orders are effective from the date of Board's Resolution i.e. 25-3-1975.
- 4) It may be pointed out that the Board under its resolution No. 7740 dated

14th January 1972 notified under G.O.No. 65(P) dt. 3rd March 1972 has decided to charge the same rate of interest to the employees for advances granted in a year for purchase/construct of house/flat Building as charged by the State Government to its employees for the same purposes.

5) Accordingly all the Officers concerned are requested to take a note of above for calculation of interest on the advances sanctioned for the purchase of Motor-Car/Motor Cycle/Scooter/Moped-Cycle/Tricycle etc.

Sd/- (N.S. Merchant)  
Sd/- Secretary.

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**CORRECTION SLIP NO.159 DATED 29-9-1975  
(To GO-18 (P) DATED 28-5-1963)**

By its Resolution No.1374 dt. 29-8-75, the Board has accorded its approval for re-delegation of powers in respect of Maharashtra State Electricity Board Employees' Service Regulations, Recruitment Regulations and GO-2 (S&S) and GSO-510 as shown in the aforesaid statement.

Encl:- 1 Statement.

Sd/- Joint Secretary (Tech.)

Pick of the relevent portion of statement annexed to Correction Slip No.159 dt. 29-9-1975 (To GO-18 (P) dt. 28-5-1963).

Reguln. No.	Subject	Existing Competent Authority	Revised Competent Authority	Remarks.
<b>CAR ADVANCE (GSO-510)</b>				
	Car Advance and Motor Cycle Advance to employees in pay Gr.I		1. Chairman-for Deptl.Heads 2. Deptl.Heads-for pay Gr.I	

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**CORRECTION SLIP NO. 3 DATED 31-12-1977  
to G.S.O. 510, DATED 20-11-1959.**

subject:- Grant of advances to the employees of the Board for purchasing Motor Car/Motor Cycle/Scooter, etc. Amendment of the rules regarding:-

The detailed rules on the above subject have been embodied in G.S.O. 510, dated 20-11-1959. Certain amendments to those rules last made by the Board by its Resolution No. 778, dated 11-9-1974 were notified under Correction Slip No. 1, dated 23-9-1974. The orders regarding rate of interest chargeable on the advances for purchasing Motor Car, Motor Cycle, Scooter, Moped Cycle, Tricycle, etc. have been notified under Correction Slip No. 2 dated 7-5-1975.

2) In view of the increase in the cost of Motor Cycle/Scooters and considering

the nature of duties of Sub-Engineers and equivalent technical categories and other relevant factors, the Board by its Resolution No. 820, dated 17-12-1977 has accorded its approval to:-

- i) raise the limits laid down in Correction Slip No 1 dated 23-9-74 to G.S.O. 510 dated 20-11-59, for advances for purchase of Motor Cycle/Scooter, as follows:

**a) Advance for purchase of Motor Cycle:-**

Twelve Times of monthly pay of the Board's employee or price of the Motor Cycle or Rs. 5,500/- whichever is the least, recoverable in not more than 55 monthly instalments.

**b) Advance for purchase of Scooter:-**

Twelve times of monthly pay of the Board's employee or price of the Scooter or Rs. 4,500/- whichever is the least, recoverable in not more than 55 monthly instalments.

- ii) to hold Sub-Engineers and other equivalent categories of Staff, eligible for an advance for purchase of a Motor Cycle/Scooter or any Moped Cycle according to the choice of the applicant, subject to limits and terms and conditions laid down in the rules.
- iii) to add the following condition in the matter of regulating the grant of advance for purchase of a conveyance/vehicle in cases where the employee wants to replace his old vehicle, viz.:-

"If an employee has applied for an advance to replace his old vehicle, he would be entitled to an advance equivalent to the difference between the sale price of his old vehicle and the price of the new vehicle or the amount of vehicle advance admissible as per rules, whichever is less".

3) The limits for advances for purchase of Motor Car and other vehicles as well as recovery instalments in these cases will remain unchanged. The other terms and conditions regarding grant of conveyance advances remain unchanged except that in view of the revision of pay scales under G.O. 80 (P) dated 19-1-1977, advances for purchasing Motor Cycle/Scooter may be granted to employees drawing pay in the revised scale of pay whose minimum is Rs. 280/- and above and advances for purchasing Moped Cycle (Vickey Suvega, Luna, Lambretta-48, etc.) may be granted to the employees drawing pay in the revised scale of pay whose minimum is Rs.210/- and above.

Sd/- (D. Mehta)  
Secretary

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**CORRECTION SLIP NO. 4, DATED 3RD, MARCH 1979  
TO G.S.O. 510, DATED 20-11-1959.**

Subject:- Grant of advances to the employees of the Board for purchasing Motor Car/Motor Cycle/Scooter, etc.- Amendment of the rules regarding.

By its Resolution No. 1544, Dated 2-3-1979, the Board has accorded its approval to raise the limits laid down in the Correction Slip No. 3, dated 31-12-1977 to G.S.O. 510, dated 20-11-1959, for advances for purchase of Motor Cycle/Scooter, as follows:-

**a) Advance for purchase of Motor Cycle:-**

Sixteen times of monthly pay of the Board's employee or price of the Motor Cycle or Rs. 7,000/- whichever is the least, recoverable in not more than 60 monthly instalments.

**b) Advance for purchase of Scooter:-**

Sixteen times of monthly pay of the Board's employee or price of the Scooter or Rs. 6,000/- whichever is the least, recoverable in not more than 60 monthly instalments.

2) The limits for advances for purchase of Motor Car and conveyances other than those mentioned above, as well recovery instalments in those cases remain unchanged. The other terms and conditions regarding grant of conveyance advances also remain unchanged.

3) In accordance with the Board's decision the above amendment is effective from the date of issue of this Correction Slip.

Sd/- (D. Mehta)  
Secretary.

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**CORRECTION SLIP NO. 5 DATED 19.7.79.  
TO G.S.O. 510, DATED 20-11-1959.**

Subject:- Advance for the purchase of Motor Car/Cycle to Government Officers on deputation to the Board.

By its Resolution No. 1779 dated 12-6-1979, the Board has accorded its approval to incorporate the following condition as No.13 A below No. 13 in the Appendix 'A' appended to G.S.O. 510 dated 20-11-1959.

"13-A:- Advances for the purchase of Motor Car/Cycle to Government Officers on deputation to the Board may be granted from the Board's fund on production of "No objection" from the parent office.

The other terms and conditions of such advances will be the same as are applicable to the Board's employees excepting that the amount of stamp duty shall be borne by the Board as Government employees are exempted from the said duty under the State Government".

Sd/- Secretary

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**CORRECTION SLIP NO.6 DATED 16TH, NOVEMBER 1979.  
TO G.S.O. 510, DATED 20-11-1959**

Subject:- Grant of advance to the employees of the Board for purchasing Moped Cycle.

1) The Board under its Resolution No. 98 dated 28-9-1979 has accorded its approval to increase the maximum limit of advance for the purchase of Moped Cycle (Vickey, Suvega, Luna, Lambretta 48 etc.) to Rs. 3000/- or 12 months basic pay or actual cost of the Moped Cycle, whichever is less.

2) The recovery should be made by 50 monthly instalments on the same terms and conditions, prescribed in the G.S.O. 510 dated 20-11-1959 as amended from time to time for the grant of advance for the purchase of Motor Cycle/Scooter.

3) This amendment has prospective effect from the date of issue of this Correction Slip.

Sd/- Member (A) and Secretary.

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**CORRECTION SLIP NO. 7 DATED 18-11-88.  
TO G.S.O. 510, DATED 20-11-1959**

Subject:- Grant of Advance for purchase of Motor Cycle/ Scooter  
Enhancement of limit thereof and Extension of Moped Advance.

By their Resolution No. 1209 dated 26-10-1988, the Board have accorded

their approval to the following and to amend the G.S.O. 510 dated 20-11-1959 accordingly.

1) To enhance the existing limit of advances for purchase of Motor Cycle and Scooter, as below:-

Sr. No.	Type of vehicle.	Amount of Advance	No. of instalment for recovery.
1.	2.	3.	4.
a)	Motor Cycle.	Rs. 14,000/- or twenty months basic pay or the actual cost of the Motor Cycle whichever is less.	Recoveries to be effected in 60 equal monthly instalments.
b)	Scooter	Rs. 10,000/- or twenty months basic pay or the actual cost of the Scooter whichever is less.	Recoveries to be effected in 60 equal monthly instalments.

2) To extend the facility of Moped advance to the following categories of post covered under C.S. No. 7 dated 30-6-83 to G.O. 90 dated 13-3-1979.

a) Lineman, (b) Wireman, (c) Electrician working on Line, (d) Line Inspector (e) Bill Collector/Meter Reader (f) Line Foreman (g) L.D.C. (Meter Reader)/ L.D.C.(Bill Collector) (h) Such other equivalent categories or categories higher than forgoing categories of employees whose work/duties enjoin on them to move about on duty frequently within the area of their jurisdiction/Head quarters.

3) These amendements shall be effective from the date of Board Resolution, i.e. 26-10-1988.

Sd/- (Bhaskar Patil)  
Member (Adm.)/Secretary.

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**CORRECTION SLIP NO. 8 DATED 10-9-1993  
TO G.S.O. 510 DATED 20-11-1959.**

Subject:- Grant of advance for purchase of vehicles-Enhancement of limit thereof.

The Board vide their Resolution No.473 dt.29.7.93 accorded approval to adopt the Government Resolution, F.D.No. अग्रिम-१०८९/(१०)/विनिमय, दिनांक २६ जुलै १९९१ partially to the extent of enhanced limit of amount of advances for purchase of Motor Cycle, Scooter, Moped and Bicycle and make them applicable to the Board's employees from 1.4.93 onwards. However, there shall be no change in the existing pattern of eligibility of employees for grant of such advances.

2. Consequently, the limits of amount of advances for purchase of Motor Cycle, Scooter, Moped and Bicycle and instalments of recovery as laid down in G.S.O. 510 dt.20.11.59 and G.O.2 (P) dt. 26.4.62 shall stand revised as follows:-

Sr. No.	Type of vehicle	Amount of Advance	No. of Instalment of recovery including interest	Remarks
1.	Motor Cycle (New)	Rs.20,000/- or 10 months Basic Pay or the actual cost of Motor Cycle whichever is least.	60 equal monthly instalments.	
2.	Motor Cycle (Old)*	Rs.10,000/- or 5 months Basic Pay or the actual cost of old Motor Cycle whichever is least.	30 equal monthly instalments.	*The vehicle should not be old more than 5 years.
3.	Scooter (New)	Rs.12,000/- or 8 months Basic Pay or the actual cost of vehicle whichever is least.	48 equal monthly instalments.	
4.	Scooter (Old)*	Rs.6,000/- or 4 months Basic Pay or the actual cost of vehicle whichever is least.	24 equal monthly instalments.	*The vehicle should not be old more than 5 years.
5.	Moped (New)	Rs.5,000/- or 4 months Basic Pay or the actual cost of vehicle whichever is least.	30 equal monthly instalments.	
6.	Moped (Old)*	Rs.2,500/- or 2 months Basic Pay or the actual cost of vehicle whichever is least.	15 equal monthly instalments	*The vehicle should not be old more than 5 years.
7.	Bicycle (New)	Rs.1000/- or the actual cost of Bicycle including taxes whichever is less.	10 equal monthly instalments.	
8.	Bicycle (Old)*	Rs.500/- or the actual cost of cycle whichever is less.	5 equal monthly instalments.	*The vehicle should not be old more than 5 years.

3. By the same Resolution the Board accorded approval to authorise the Chairman to revise, in consultation with the Member (Adm.)/Secretary, the Technical Member and the Accounts Member, the amount of vehicle advances, interest rates or make any other changes as may be necessary.

4. Cases where vehicle advances have already been sanctioned/paid as on the date of this Correction Slip should not be re-opened.

5. The scale of stamp duty for Agreement for drawal of advance, subsidiary Bond and Mortgage (Hypothecation) Bond and also rates of interest/Penal Interest will be notified separately.

6. This Correction Slip comes into force with immediate effect.

Sd/- (S.K.Podder)  
Member (Adm.)/Secretary

*Please See Pages 263 & 264 for C.S. No. 9 Dt. 13-12-1993 to G.S.O. 510*

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**GENERAL STANDING ORDER NO. 511 DATED 20TH NOVEMBER 1959**  
**ESTABLISHMENT SECTION**

Subject:- Switching on Ceremonies arranged by Municipalities or Grampanchayats.

Authority:- B.R. No. 2667 dated 26th July 1959.

Under G.S.O. No. 364 of 10th July, 1958 the procedure to be followed by the field officers concerned in connection with the "Switching on" ceremonies is indicated with a view to popularising the Board's electrification schemes according to the local importance of the particular town or village. This relates to occasions when such ceremonies are sponsored by or on behalf of the Board.

2) There may, however, be occasions when a Municipality or Grampanchayat of town or village which is to be supplied with power may arrange for such inauguration function. On such occasions, some distinguished persons might be invited by the Municipality or the Grampanchayat to grace the occasion. Though the function may have been contemplated and the expenses borne entirely by the Municipality or the Grampanchayat concerned, the Board's local officers will have to give cooperation more particularly in case such functions are arranged on the Board's premises. In such cases though the Board's officers are not required to make any special arrangements in connection with the function, it would be appropriate that the Board's representative of the appropriate status commensurate with the importance of the occasion and befitting the status of the distinguished guests invited to perform the inaugural ceremony, remains present on the occasion on behalf of the Board. There may also be some incidental expenses (however small they may be) to be incurred on behalf of the Board. The Board under the aforesaid Resolution has authorised the Chairman to sanction the expenditure upto Rs. 100/- on each such occasion, with authority to redelegate the powers to the local officer.

3) The officers should therefore, invariably approach the Chief Engineer well in advance with the details about the programme, the estimated expenditure that may be incurred by the concerned local officer, the arrangements proposed to be made and the name of the distinguished guest(s) invited by the Municipality



or the Grampanchayat for the occasion so that the Chief Engineer may take necessary steps to issue instructions in connection with such functions and to communicate the powers that may be redelegated by the Chairman under the authority granted to him, in each case. Even apart from the necessity or otherwise of incurring such expenditure on behalf of the Board, the local officers in charge of the Circle or the Division concerned should invariably report in advance whenever such switching on ceremonies are proposed to be arranged for by Municipalities and Grampanchayats.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 512 DATED 20TH NOVEMBER 1959.  
ESTABLISHMENT SECTION**

Subject:- 1) Effective dates for the starting of medical benefit scheme.  
2) Employees not covered under the medical benefit scheme reimbursement to.-

The Board under its Resolution No. 2884 dated 10th October 1959 has observed that even though G.S.O. No.345 on Medical Benefit Scheme was issued on 30-5-58, the scheme could not be implemented upto 1-9-1958, in mofussils and upto 1-12-58 in Head Office. The Board, therefore directed that this scheme should be deemed to have been operative with effect from 1-9-1958 for mofussils as well as for Head Office; and that the provisions of G.S.O. No. 345 should be made effective from the said date.

2) The Board in the same Resolution has further decided that re-imbusement of medical expenses etc. envisaged in rule 21 of G.S.O.No.345 dated 30-5-58 shall be allowed to such of the employees who cannot avail of the treatment under the Scheme and whose places of residences are far away from the nearest available Panel Doctor as may be judged by the Medical Adviser in each individual case.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.513 DATED 20TH, NOVEMBER 1959  
ESTABLISHMENT SECTION**

Subject:- Prevention of epidemics in areas round about places-Delegation of powers to Heads of offices where the Board has established its own dispensaries to purchase medicines etc. for-

Authority:	Nature of Powers.	To whom delegated:	Remarks.
B.R. No.2885 dt. 10-10-59.	To purchase medicines drugs, injections etc. not included in the schedule of drugs to the extent of Rs. 100/- at any one time if and when epidemics break out in round about areas provided that ex-post facto sanction is obtained from the Secretary each time when such powers are exercised by Heads of Offices.	Heads of offices at places where dispensaries have been established by the Board.	

2) The Board further directed that advantage should be taken of the medicines and vaccines supplied free by the Public Health Department during epidemics for which the appropriate local authorities should

be approached who will arrange for inoculation of Board's staff and also people round about during epidemics.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 514, DATED 20TH NOVEMBER, 1959  
ESTABLISHMENT SECTION**

Subject:- Absence from duty of the representatives of the employees unions to attend the conciliation proceedings-delegation of powers in respect thereof modification to G.S.O. No. 323 dated 15th March 1958.

Authority.	Nature of powers..	To whom delegated.	Remarks.
1	2	3	4
S.B.R.No. 2982 Dt. 10-10-59.	To grant permission to the extent of two more representatives of the staff union (in addition to the two allowed under G.S.O. No. 323) to attend the conciliation proceedings and/or court hearing, according to the importance of the matter, if a request is made by the staff union.	Secretary.	--

Sd/- Secretary.

*(Please also connect GSO-3 of MSEB & Adm. Cir. No. 20)*

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**GENERAL STANDING ORDER NO. 515, DATED 20TH, NOVEMBER 1959.  
ESTABLISHMENT SECTION**

Subject:- Grant of washing allowance to class IV employees of the Bombay State Electricity Board at the enhanced rates.

Read:- G.S.O. No. 378 dated 30th August 1958.

In partial modification of the above referred G.S.O., the Board under its Resolution No. 3906 dated 26th October 1959 has accorded its sanction to the grant of washing allowance to Class IV employees, to whom uniforms are issued at the enhanced rates as indicated below:-

- (1) Re. 1.25 P.M. per head for those posted in Offices in Bombay and Bombay Suburban Dist.
- (2) Re.1/-P.M. per head for those posted to work at places where circle and divisional offices are located.

- (3) Re. 0.75 NP per head for those posted to work in other mofussil offices as at present.
2. These rates will be effective from 1-9-1959 to 31-3-1960.
3. The Board in the same Resolution has further delegated powers to Secretary to accord sanction to approve of the rates of washing allowance from time on the lines of those sanctioned by Government.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 516, DATED 23RD NOVEMBER 1959.  
ESTABLISHMENT SECTION**

**Subject:-** Supply of Turbans instead of a cap to the Sikh employess of the Board.

The Sikh employees of the Board who are eligible to uniforms prescribed by the Board, which include a cap and who prefer to wear a turban instead of a cap may be provided with two khaki (Mill cloth) Turbans of 5 yards each instead of a cap annually.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 517 DATED, 26TH NOVEMBER 1959.  
STORES PURCHASE SECTION**

**Subject:-** Registration of contractors and modification of terms and conditions for approved contractors.

The Board under its Resolution No. 2699 dated 26th July 1959 has approved the procedure of registration of contractors and modifications of terms and conditions for approved contractors as indicated in the enclosure attached.

Sd/- Secretary.

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**(Accompaniment to G.S.O. 517)**

**Subject:-** Registration of Contractors and terms and conditions to be made applicable to the approved contractors.

As it was felt desirable to have a uniform policy in respect of registration of contractors and general terms and conditions regarding payment of Earnest Money, Security Deposit, levy of penalty etc. to be made applicable to the approved suppliers of Stores, in conformity with the procedure followed by Government, Quasi Government Organisations in this respect, the information about the systems prevailing in the Western Railway, Port Trust and office of the Director of Industries was obtained. The system adopted so far by the Board in this respect was compared with procedure followed in the aforesaid organisations and it has been decided to adopt the procedure detailed below in regard to the registration of the contractors and in regard to the terms and conditions to be made applicable to the approved contractors:

- 1) **REGISTRATION.**  
A) **General Policy.**

Contractors will be registered under 2 Classes only, viz. A & B instead of 3 classes as at present.  
The Minimum conditions for registration under either Class shall be-

- 1) The firm should be of at least 5 years standing.
- 2) The average value of stocks normally held by the firm should not be less than Rs. 1,00,000/-
- 3) The firm should be on the approved list of either provincial or Central Governments, large autonomous bodies or very large private concerns.

**i) Class 'A' Contractors:**

Class 'A' contractors will comprise of all those firms which fall under the following categories:

- 1) Sole importers of heavy plant & Equipments OR Large Manufacturers OR Fabricators of structural steel on large scale OR Large controlled stockists of ferrous and non-ferrous metals.
- AND
- 2) Firms which have executed 5 orders worth over Rs. 10 lakhs each or 1 to 5 orders aggregating over Rs. 50 lakhs very satisfactorily and have maintained good business relations with the Board from its inception.

The Board will be the competent authority to register contractors under Class 'A'. However, applications from firms other than those mentioned above, or those firms which do not satisfy the conditions mentioned above, may be directly rejected by the Chief Engineer.

**ii) Class 'B' Contractors:-**

Class 'B' contractors will comprise of all distributors and dealers of average means, small scale manufacturers, printers, furniture suppliers etc. qualifying the minimum conditions given above. In the case of furniture suppliers, and printers, condition No. 2 regarding stock need not be insisted upon.

As it has been decided to do away with Class 'C' Contractors, the performance of the existing Class 'C' contractors should be reviewed. Such of those contractors who have satisfactorily executed a large no. of orders say about 12 and/or orders of values aggregating over Rs. 1,00,000/- since the formation of the Boards, or in 4 years, will be eligible for registration under Class 'B', provided they agree to deposit the Permanent Deposit and also satisfy the Minimum conditions laid down for 'B' class suppliers above.

The Board will be the competent authority to register contractors under Class B. The applications from the contractors which do not satisfy the conditions laid down may be rejected by the Chief Engineer.

**iii) Class 'C' Contractors.**

Such of the Class 'C' contractors who do not desire to be registered under Class 'B' or who are not selected by the Board for registration under 'B' class, may be continued under class 'C' till the expiry of the registration period in the respective cases. However, as regards terms of payment in their cases 100% payment alone should be made to them only after receipt of materials at site as originally provided, instead of 60% payment against R/R and 40% after receipt of the material at site. Further, the existing terms and conditions for payment of Earnest Money, Security Deposit etc. should be enforced till the expiry of the registration period in each case.

**2) Permanent Deposit.**

- i) **From Class 'A':-** A sum of Rs. 10,000/- should be taken towards Permanent Deposit from Class 'A' contractors.
- ii) **From Class 'B':-**
  - (a) The present practice of taking Rs. 1,000/- towards Permanent Deposit may continue for items listed in schedule 'A'.
  - (b) From those contractors dealing with materials included in Schedule 'B', like furniture dealers, printers, foundries, suppliers of mathematical instruments and of medicines, since these suppliers do not get many orders, a deposit of Rs. 250/- only per item under each group may be taken subject to a maximum of Rs. 1,000/- for registration.
- iii) A Class 'A' contractor is exempted from the payment of Earnest Money for all tenders and Security Deposit for orders of value upto Rs. 50,000/- on the specific understanding that in case of any failure by him to accept an order in accordance with the terms of the tender or to fulfil the Contract satisfactorily,

the amount payable as Earnest Money and Security Deposit will, at the discretion of the Board, be adjusted from the Permanent Deposit of Rs. 10,000/- at the rates specified hereunder:

Earnest Money @ 1% of the value of the Tender subject to a minimum of Rs. 250/-

Security Deposit @ 10% of the value of the order.

Similarly, a Class 'B' contractor will be exempted from the payment of Earnest Money for Tenders of estimated value upto Rs. 2½ lakhs as they have paid a permanent deposit of Rs. 1,000/-. In case of any failure either to accept the order or to fulfil the contract satisfactorily in accordance with the terms of the contract the permanent deposit of Rs. 1,000/- is liable to be adjusted towards either Earnest Money or Security Deposit at the rate specified hereunder:

Earnest Money @ 1% of the value of the Tender subject to minimum of Rs. 250/-

Security deposit @ 10% of the value of the order.

In that event the concerned contractors will be required to make up the required permanent deposit before they can get any facility of 'B' class contractors.

iv) The registered contractors may also be intimated that in the event of their failure either to accept an order in accordance with our standard conditions or to fulfil the contract satisfactorily as per the terms and conditions of the supply order, the Earnest Money, Security Deposit and liquidated damages are liable to be adjusted at the discretion of the Board from the Permanent Deposit and/or any amount outstanding against their Bills for supplies effected against any other orders already placed with the contractors.

**v) Mode of payment of Permanent Deposit.**

The present practice of taking this Deposit in cash, Government Securities, Fixed Deposits Receipts in the name of B.S.E.B. for a period of one year to be timely renewed of approved Banks may continue.

**3) Casual Tenders.**

- i) Casual tenders should be issued to the registered contractors by way of "Fortnightly Stores Bulletins" on payment of Rs. 24/- per annum.
- ii) No intimation need be sent to the registered contractors in respect of advertised tenders.
- iii) Tender forms and Tender covers should be sold to the suppliers (a) Re. 1/- per 100 forms and Re. 1/- per 100 covers and the Tenderers must submit their quotations on the Board's forms and covers only. Otherwise their quotations should be rejected.

**4) Earnest Money.**

- (a) Class 'A' Contractors may be exempted from payment of Earnest Money as per present practice.
- b) As regards Class 'B' contractors Earnest Money deposit may be recovered as follows:-
  - i) Nil for values upto Rs. 2.5 lakhs.
  - ii) 1% for values over Rs. 2.5 lakhs, subject to a ceiling of Rs. 10,000/-.
- i) Class 'C' contractors: (till they remain on the Board's register).
  - i) For Tenders upto Rs. 3,000/- Nil.
  - ii) For tenders upto first Rs. 2.5 lakhs. @ 1% subject to a minimum of Rs. 250/-.
  - iii) For tender for the next Rs. 7.5 lakhs. @ 1/2%
  - iv) For tenders for the balance over Rs. 10 lakhs. @ 1/4%.

**Security Deposit:** Payable by the registered contractors as follows:-

**i) Class A-**

- a) for values upto Rs. 50,000/- Nil.
- b) for the next Rs. 50,000/- 5%.

- c) For the next Rs. 9,00,000/- 3%.  
 d) For the balance over Rs. 10,00,000/- 1% subject to an overall deposit ceiling of Rs. 50,000/-.

**ii) Class B.**

- a) For values upto Rs. 3,000/- Nil.  
 b) For the next Rs. 47,000/- 10%.  
 c) For the next Rs. 50,000/- 5%.  
 d) For the next Rs. 9,00,000/- 3%.  
 e) For the balance over Rs. 10,00,000/- 1% subject to an overall deposit ceiling of Rs. 50,000/-.

**iii) Class 'C' (till they remain on register).**

- a) For values upto Rs.3,000/- Nil.  
 b) For values above Rs. 3,000/- 10%.

**Mode of payment of Earnest Money and Security Deposit.**

i) Earnest Money should be paid by cheque on a scheduled Bank at the places where from the tender has been issued by those tenderors who are from that place. Others should pay by means of Demand Drafts payable on any scheduled bank in the place from where the tender has been issued.

ii) Security Deposit may be accepted in cash, Government Securities or Bank Guarantees from approved Banks if the amount of Security Deposit payable exceeds Rs. 5,000/-. In case of Bank Guarantees the suppliers should undertake to renew the guarantee at least one month before expiry of the validity date, failing which the Board will be at liberty to cash the Bank Guarantee. This condition should be included in the supply orders.

**7) Terms of Payment.**

**i) Class 'A' contractors.**

The present terms of payment viz. 95% against shipping/forwarding documents and balance 5% within 2 months after receipt of materials at site, unless otherwise stated in the terms of contract may continue.

**ii) Class 'B' Contractors.**

The present terms of payment viz. 90% against shipping/forwarding documents and balance 10% within 2 months after receipt of materials at site, unless otherwise stated in terms of contract, may continue.

**Class 'C' Contractors (till they remain on the Board's register.)**

Contractors under Class 'C' may be paid 100% payment within 2 months after receipt of materials at site instead of the present mode of 60% advance and balance 40% after receipt of materials at site.

**8) Penalty Clause:-**

This clause should be retained in all supply orders. However, in respect of orders for supply of spare parts of proprietary nature, the Superintending Engineer (Stores) is authorised to waive this clause, if insisted upon by the suppliers.

**9) Replacement of goods lost in transit:-**

This clause should be retained in the supply orders. However, (a) Chief Engineer is authorised to waive this clause if insisted upon by the suppliers and (b) the Superintending Engineer (Stores) is authorised to approve deletion of this clause in case of materials of proprietary nature.

**Termination of Contract.**

10) This clause should be retained in the supply orders.

a) However, the Superintending Engineer (Stores) is authorised to approve deletion of this clause if any supplier insists on the same, for orders for spare parts or parts of proprietary nature only.

b) In all other cases, the suppliers who do not agree to accept this clause may be informed that this is a formal clause applicable to all registered contractors of the Board and may be accepted by them as generally it will not be imposed upon reputed firms unless under extra-ordinary circumstances. The Chief Engineer is however authorised to delete this clause in exceptional cases after considering the circumstances of the case, if the suppliers still, insist on the deletion.

#### 11) Black-listing of Contractors.

When a contractor fails either to tender according to our terms and conditions or to accept and execute the order placed with him, he should be warned in the first instance. If he still persists, the matter may be referred to the Board, for blacklisting of such contractors, depending upon the loss suffered and the seriousness of the case. When the contractor is blacklisted, Government and other Electricity Boards should be intimated regarding the contractor's performance.

#### 12) General:-

In those cases where the offers quoted are ex-stock, or against the firm's Import Licence and the contractors are prepared to reserve the goods only on the strength of suitable confirmation from the Board, and if in such cases the acceptance of tender has been recommended by the Chief Engineer to the Board, but delay is likely to occur in obtaining the approval of the Board in its next meeting, the suppliers concerned may be informed, without any commitment that an order is likely to be placed for on them for the items tendered by them subject to the final approval of the Board.

#### SCHEDULE -A-

Sr. No.	Group. No.	Description of materials.	Sr. No.	Group. No.	Description of materials.
1.	1	Building Materials.	20.	24	Lighting fittings & lamp shades & spares.
2.	2	Bare Metal Wires.	21.	27	Oils and grease.
3.	3	Battery & Battery charging equipment.	22.	28	Overhead line materials (supports, gauging equipment, clamps etc.)
4.	4	Control cables & accessories.	23.	29	Power House auxiliaries.
5.	6	Cranes and hoists.	24.	30	Power transformers & spares.
6.	7	Control panels.	25.	31	Pumping Sets.
7.	8	Diesel Engine & spares.	26.	32	Paints and Varnishes.
8.	10	Earthing equipment & Spares.	27.	33	Public lighting materials.
9.	13	Fuses & fusing materials.	28.	34	Power cables & accessories.
10.	14	Generators & Exciters.	29.	36	Pipes & pipe fittings.
11.	15	Generators, Exciters spares.	30.	37	Relays and indicators.
12.	16	Hardware materials.	31.	38	Switchgear outdoor & spares.
13.	17	House service meters and spares.	32.	39	Switchgear Indoor & spares.
14.	18	H.T. meters and spares.	33.	40	Steel structures.
15.	19	Instrument Transformers & Spares.	34.	41	Synchronous condensers & regulating.
16.	20	Indicating & recording instruments.	35.	42	Steam Reciprocating Engines & spares.
17.	21	Insulated Wires.	36.	43	Stationery materials.
18.	22	Insulating materials, such as insulators etc.	37.	44	Sundry materials.
19.	23	Lightning Arrestors.	38.	45	Turbines & spares.

Sr. No.	Group No.	Description of materials.	Sr. No.	Group No.	Description of materials.
39.	46	Tele-communication equipment.	43.	50	Testing laboratory equipment.
40.	47	Tools, plants & implements.	44.	51	Valves gates, spares.
41.	48	Timber.	45.	52	Wiring materials & accessories.
42.	49	Transport equipment.	46.	53	Workshop equipment.

**SCHEDULE 'B'**

Sr. No.	Group No.	Description of materials.	Sr. No.	Group No.	Description of materials.
1.	5	Carbon brushes.	4.	25	Mathematical instruments.
2.	11	Foundry and handling materials.	5.	26	Medical requirements.
3.	12	Furniture.	6.	35	Printed forms and books.

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**CORRECTION SLIP NO.1 DATED 7-7-1990  
TO G.S.O. 517 DATED 26-11-1959.  
STORES PURCHASE SECTION**

**CORRECTION SLIP NO. 2 DATED 7-7-1990  
TO G.S.O. NO.1. DATED 22-7-1960  
STORES PURCHASE SECTION**

**Subject:-** Cancellation of Registration of Contractors with Maharashtra State Electricity Board.

The Board by their Resolution No. 431 dated 29/3/1990 have resolved that the procedure framed for registration of contractors vide Board Resolution No.2699 dated 26-7-1959 as notified under General Standing Order No.517 dated 26th November 1959 (BSEB) and General Standing Order No.1 dated 2nd July 1960 (MSEB) be cancelled. The Board directed that all the suppliers registered with the Board should be given intimation regarding the cancellation of their registration. The Board authorised the Dy. Chief Accounts officer (SB), Bombay to return the Permanent Deposits to the Contractors after completing all the formalities of no objection etc.

- 2) The Board further directed that advertisement in the newspaper should be given regarding cancellation of the registration of the suppliers.
- 3) The above provisions comes in to force with immediate effect.

Sd/- (C.S. Sastry)  
Director of Personnel.

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**GENERAL STANDING ORDER NO. 518, DATED 30TH NOVEMBER 1959.  
ESTABLISHMENT SECTION**

**Subject:-** Medical Examination fee-reimbursement of, to the employees.

**Read:-** 1) G.S.O. No.35 dated 22nd December 1955 (copy attached.)  
2) G.S.O. No. 469 dated 9th June 1959.

While conducting physical fitness examination of candidates by the Board's Medical authorities occasions arise when they detect certain defect in some candidates. G.S.O. Nos. 35 and 469 don't indicate whether such candidates should be subjected to a further medical examination by a specialist in a particular medical line etc. The Board under its Resolution No.2915 dated 10th October 1959 has therefore



decided that if a defect is noticed by the Board's Medical authorities while conducting the physical fitness examination of the candidates, they should report the full facts of the case to the Medical Adviser through the office from where the employee is sent for Medical Examination. The Medical Adviser should examine the case further and decide whether or not the concerned employee should be deputed to a specialist or any other proper authority in the area for testifying the defect noticed by the local Medical authority of the Board.

2) The Board further directed that so far as past cases are concerned, the decisions of the Civil Surgeon of the Districts or the Presidency Surgeon should prevail.

3) The Board in the same Resolution has also directed that the fees that might be required to be paid in such cases should be paid by the Board with the approval of the Secretary.

Encl:- (Typed Overleaf)

Sd/- Secretary.

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Bombay Electricity Board,  
Mercantile Bank Building, Fort,  
Bombay:-1/22nd December 1955.

#### GENERAL STANDING ORDER NO.35

Government of Bombay having been pleased (in its resolution No.LSG & P.H.No. PFC 1055-S dated 8-12-1955) to allow the Presidency Surgeon, Bombay and all the Civil Surgeons in the districts to undertake the work of physical fitness examination of the candidates employed by the Bombay Electricity Board at the rates of fees indicated below and as the Board has already resolved to bear these charges vide BEBR/7/1139/50 dated 1-11-1955, the Divisional officers and Sub-Divisional Officers are advised to direct the Board's employees and prospective candidates for employment in the service of the Board to the respective Civil Surgeons of Districts with the letter of cognisance as prescribed by Government in the B.C.S.R. The class to which the employee belongs should please be indicated in that letter to enable the Government Medical authority to charge the fees.

(a) Class II employees and above according to Board's Regulation .....Rs.10/-each.

(b) Class III and below according to Board's Regulation .....Rs.5/-each.

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

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#### GENERAL STANDING ORDER No. 519, DATED 1st DECEMBER 1959. ESTABLISHMENT SECTION

Subject:- Employment Exchange- Assistance of the- to be sought for-

The Board under its Resolution No. 3029-D dated 26th October 1959 has decided that whenever vacancies occur in the various branches of the organisation and occasion for advertising these post arises, copies of the advertisements should be forwarded to the Employment Exchange with a request to recommend suitable persons for consideration by the Board's Selection Panel for these vacancies.

The Board further directed that this procedure should invariably be adopted hereafter in respect of all categories of posts for which direct recruitment is proposed and the posts are advertised.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 520 DATED, 15TH DECEMBER 1959.  
CHIEF ENGINEER'S SECTION**

**Subject:-** Delegation of powers in respect of placing of orders for stationery drawing materials, printed forms, etc.- Modification to G.S.O. No. 375 and 472.

The limit of Rs. 10,000/- (Ten thousand) per annum upto which the Joint Chief Engineer, is authorised to arrange for the purchase of items of stationery etc. for the Zonal Office having now been increased to Rs. 15,000/- (Fifteen thousand) per annum under B.R. No. 3086 dated 18-11-1959, suitable modification should be made in Statement A accompanying G.S.O. No.472 dated 13-6-1959 by substituting Rs.15,000/- in place of Rs.10,000/- in the latter half of the Statement.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 521 DATED 17TH DECEMBER 1959.  
ESTABLISHMENT SECTION**

**Subject:-** Incremental rate to be operative in case of employees whose maximum of the pay-scales have been protected.

**Authority:-** B.R.No. 3065 dated 18-11-1959.

In the case of employees of the former Bombay, Saurashtra and M.P. Electricity Boards and of the Electricity Departments of Kutch and Marathwada who were absorbed in the service of this Board and whose maximum of the old pay scale is protected where it was higher than that of the corresponding pay scale in this Board, a clarification was sought from the Board as to what should be the incremental rate after they reach the maximum of this Board's scale. The Board has given a ruling that in such cases, the incremental rate that was applicable to the old scale should be deemed to be operative in respect of increments that would be earned after reaching the maximum of the pay scale under this Board.

While fixing pay in such cases, where the pay drawn on 31-5-1957, with addition of compensation exceeds the Bombay State Electricity Board grade, the difference between the maximum and the pay so fixed should be considered as personal pay to be absorbed in future increments.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.522 DATED 26TH DECEMBER 1959.  
BOARD'S SECTION**

**Subject:-** Inclusion of "Indian Express" for Board's advertisement.  
(G.S.O. Nos. 256, 411 and 430)

The Board under its Resolution No.3149 dated 2-12-1959 approved inclusion of "Indian Express" Delhi and Madurai (Madras) editions in the approved list for Board's advertisements requiring countrywide publicity.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 523 DATED 26TH DECEMBER 1959.  
ESTABLISHMENT SECTION**

**Subject:-** Provisions for the payment of Travelling allowance in certain eventualities. Additions to B.S.E.B. Employees Service Regulation No. 108.

In accordance with the Board's Resolution No. 3133 dated 2-12-1959, the following explanatory notes should be inserted under Regulation No. 108 of B.S.E.B. Employees' Service Regulation.

**Explanatory Note III.**

"Whenever an employee is transferred while on earned leave and he undertakes the journey to the new station from the place where he is enjoying his leave, he shall be eligible to transfer T.A. from the place wherefrom the journey is performed to the new station limited to what he would have been eligible to if the journey were performed from the old station to the new station."

**EXPLANATORY NOTE IV.**

"If the family of an employee on transfer joins the employee at the new station, within the prescribed period, from a station other than the old station of the employee, transfer T.A. from the place where from the journey is performed to the new station should be permitted limited to what would have been admissible if the journey were performed from the old station of the employees to the new station."

b) To permit the employees called for interview, who are on leave, to claim fare as prescribed under G.S.O. No. 330 dated 14-4-1958 from and to the place wherefrom the journey is performed limited to what would have been admissible if the journey were performed from and to the Head Quarters of the employee.

c) To declare the journeys performed by the employees of the Board to attend meetings of the development Committees at various levels, within or with the sanction of the appropriate Authority, as journeys performed in the interest of the Board."

The Board further decided that past cases pending for want of decision should be disposed of as per the above decisions but past cases already decided need not be reopened.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.524 DATED 26TH DECEMBER 1959.  
CHIEF ENGINEER'S SECTION**

Subject:- Authority to purchase wood or any other materials that are available from Government Departments.

In regard to requirements of wood or any other materials that are available from Government Departments, the Board under its Resolution No. 3084 dated 18-11-1959 has decided that such purchases should be made from Government Departments at the scheduled rates of Government, without inviting tenders.

Sd/- Secretary

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**GENERAL STANDING ORDER NO.525 DATED 29TH DECEMBER 1959.  
ESTABLISHMENT SECTION**

Subject:- Permission to employees of the Board who are Chartered Accountants to attend the Chartered Accountants Conference-Delegation of powers in regard to--

Authority	Nature of powers.	To whom delegated.	Remarks.
B.R.No. 3142 dated 2-12-1959.	To permit such of the members of the staff who are Chartered Accountants and who are the Members of the Institute of Chartered Accountants of India to attend the Chartered Accountants' Conference held under the auspices of the Institute of	Chairman.	--

Chartered Accountants of India by turns in such a way as not to cause any administrative inconvenience and to avail of the same facilities as are extended to the Engineers as per G.S.O. No. 302.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 526 DATED 29TH DECEMBER 1959.  
ESTABLISHMENT SECTION**

Subject:- Forwarding of applications of the Board's employees for posts in the Koyna Organisation (Electrical) (G.S.O. No.319 dated 20-2-1958).

The Board under its Resolution No. 2851 dated 4-9-59 decided that in view of its own difficulty about technical staff, applications from Board's employees meant for posts in other organisations including Koyna Organisation should be refused. This supersedes the orders contained in G.S.O. No. 319 dated, 20-2-1958.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 527 DATED 29TH DECEMBER 1959.  
CHIEF ENGINEER'S SECTION**

Subject:- Compensation for damage to the crops and delegation of powers in connection therewith (G.S.O. No. 501)

The accompanying forms should be used when Board's transmission and distribution lines are to be laid in the fields and compensation becomes payable to the owners of fields for damage caused to the standing crops vide G.S.O.No. 501 dated 13-10-1959.

Sd/- Secretary.

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No 1.

**NOTICE UNDER INDIAN TELEGRAPH ACT OF 1885.**

To,

You are hereby informed that the proposed transmission line of the Bombay State Electricity Board will go through your fields noted hereunder, and that the following trees and crops belonging to you and standing underneath our line will have to be cut or removed in exercise of the powers under the Indian Telegraph Act conferred upon the Bombay Electricity Board by Section 42 of the Electricity (Supply) Act, 1948. If you agree, the trees or crops will either be handed over to you on the understanding that no compensation will be paid to you or the trees be sold by public auction and you will be compensated for the loss, at the value assessed by the Revenue Department, Government of Bombay and or the Bombay State Electricity Board as noted hereunder:-

- 1) Name of Owner.
- 2) Field R.S. No.
- 3) Name of Village.
- 4) Name of Taluka.
- 5) Particulars of trees or crops to be cut:-

Value assessed by the Revenue Department of the Government of Bombay and or the Bombay State Electricity Board. (in figure)  
(in words)

Junior Engineer.

Assistant Engineer.

(Original: to be retained by the Officer in charge)

T.6 F. No. Between towers and

**BOMBAY STATE ELECTRICITY BOARD.**

Certificate for compensation for tree clearance under Indian Telegraphs Act.

This is to certify that trees, etc., mentioned below were felled under the orders of the Assistant Engineer/Junior Engineer and taken over by the Board.

Left in possession of the owner, as per mutual agreement with the owner:

The trees are situated in

and belong to. Sr. No. of village in taluka.

Compensation as assessed by the revenue department/Board will be paid by the Board for the trees taken over by the Board.

Conditions accepted.

Signature of owner.

Dated signature of Assistant Engineer/Junior Engineer.

Approved.

A.E./J.E.

Particulars of the tree etc., cut:-

Dated signature of Assistant Engineer/Junior Engineer.

**Note:-** No trees or crops be cut or removed without prior agreement of the owner.

No.3

**Modified Form.**

Valuation statement of damage done to the trees, crops etc. proposed KV line to

Name of owner:

Address:

Location of damage.

Between Towers.

Reference to T.C.F. No.:-

S.No.

Particulars of damage:

Village.

Owner's assessed value

Taluka.

Rs. As.

Owner's signature for above

Technical Assistant's assessed value

Rs. As.

Revenue Officer's assessed value

Rs. As.

Signature of Assessing Officer and designation:

Agreed Value.

Rs. As. (Rupees)

Signature of owner for agreeing to the value.

Dated signature of Talati or Village Patil in identification of the owner:

Dated signature of Mamlatdar:

Dated signature of Technical Assistant:

Dated signature of Assistant Engineer/Junior Engineer

in token of the acceptance of the agreed value:

Total amount payable Rs. As. (Rupees).

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Remarks (if any) of  
owner:

Technical Assistant

Revenue Officer

Assistant Engineer/ Junior Engineer.

**(Duplicate) To be returned to the Board Office.)**

T.C.F. No. between towers and

**BOMBAY STATE ELECTRICITY BOARD.**

Certificate for compensation for tree clearance under Indian Telegraphs Act.

This is to certify that trees, etc., mentioned below were felled under the orders of the Assistant Engineer/Junior Engineer and taken over by the Board.

The trees are situated in.

Sr.No. of village in taluka and belong to.

---

Compensation as assessed by the revenue department/Board will be paid by the Board for the trees taken over by the Board

Conditions accepted.

Signature of owner.

Dated signature of Assistant Engineer/Junior Engineer.

Approved.

A.E./J.E.

---

Particulars of the trees etc., cut:-

dated signature of Assistant Engineer/Junior Engineer.

\* Reference to date of cutting.

\*\* Reference to date of auction and challan number and date.

**NOTE:-** \* To be filled by the Jr. Engr/Assistant Engineer.

\*\* To be filled in the Office.

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**(TRIPLICATE) (To be issued to the party)**

No. between towers and

**BOMBAY STATE ELECTRICITY BOARD.**

Certificate of compensation for tree clearance under Indian Telegraphs Act.

This is to certify that trees, etc., mentioned below were felled under the orders of the Assistant

**Engineer/Junior Engineer and taken over by the Board**

The trees are situated in

Sr. No.            of village            in            taluka and belong to

---

Compensation as assessed by the revenue department/Board will be paid by the Board for the trees taken over by the Board.

Conditions accepted.

Signature of owner.

Dated signature of Assistant Engineer/Junior Engineer.

Approved.

A.E./J.E.

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Particulars of the tree etc., cut.

Dated signature of Assistant Engineer/Junior Engineer.

\* Reference to date of cutting.

\*\* Reference to date of auction and challan number and date

**NOTE:-**        \* To be filled by the junior Engineer/Assistant Engineer.

                  \*\* To be filled in the Office.

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## TRUE VALUATION SCHEDULE

## SECTION I.

Sr. No.	Between Survey pag. Nos.	Village	Taluka	Name of owner	Address	Revenue Survey No.	Species	Number	Description	Compensation recommended	Signature of Revenue Inspector	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13

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**GENERAL STANDING ORDER NO. 528 DATED 6TH JANUARY 1960.  
ESTABLISHMENT SECTION**

**Subject:-** Revision of delegation of powers for incurring expenditure on repairs to vehicles.  
(Modification to G.S.O. No. 438 dated 22-1-1959.)

The Board under its Resolution No. 3161 dated 2-12-1959 amplified the provisions of G.S.O. No. 438 dated 22-1-1959. as under:-

- (a) The existing annual limits upto the 7th year of operation as authorised under G.S.O. 438 should be for repairs and maintenance including spare parts, batteries and servicing of vehicles but excluding cost of tyres and tubes and
  - b) similar provision upto Rs.1,200/- in the case of light vehicles and Rs. 1,500/- for heavy vehicles excluding cost of tyres and tubes should be deemed to be available for subsequent years as well.
  - c) Tyres and tubes may be purchased as and when required according to normal purchase procedure.
- 2) If the cost of repairs exceeds this amount in any of the subsequent years, then the reasonableness of such repairs should be examined with respect to the economic running of the vehicle and if it is not found suitable then further action regarding replacement by a new vehicle and disposing of the old vehicle should be taken and proposals submitted to higher authorities.
- 3) In view of the difficulties of inviting tenders or even quotations before entrusting the work of servicing and repairs particularly when a vehicle is required to be opened up for the defect to be located, and in modification of the procedure prescribed in G.S.O. No. 438 dated 22-1-1959, approved the following arrangements:-
- (i) The Local Officers in charge of Divisions should select 2 or 3 or more vehicle repairers locally reputed to be reliable as "approved repairers" and entrust the work of vehicle repairs to any one repairer each time by turn without the necessity of inviting comparative quotations. Whenever a vehicle is being given for repairs, full details should be ascertained as to the:-
    - a) Nature of repairs required,
    - b) Parts required to be replaced,
    - c) Cost of such parts,
    - d) Labour cost and other incidentals (inclusive of the repairers' margin of profit).(If the repairers are not prepared to furnish a break-up of item (d), it need not be insisted on.)
  - ii) In case the cost of repairs exceeds the limits prescribed, the sanction of the next higher Officer should be obtained.
  - iii) Wherever there are facilities of such repairs in Government or Semi-Government workshops, the Field Officers may avail themselves of these facilities without the necessity of obtaining quotations.
  - iv) If the Field Officers concerned are in a position to have the repairs carried out in the Board's workshops, they should be permitted to have the repairs done departmentally.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 529 DATED 8TH JANUARY 1960.**

**Subject:-** Grass, garden produce, garden accumulations etc., in the Board's compound surrounding Power Houses, Sub-stations etc. disposal of----

In regard to the disposal of grass, garden produce, garden accumulations, litter, waste-material debris, refuse and such other materials or articles found in

the Board's compound surrounding power houses, sub-stations etc. under the control of the Board and which are of no use to the Board, the Chairman under the powers vested in him vide Regulation 4 of the Administration of Funds and Properties Regulations, 1957, is pleased to direct that these should be sold by auction in the normal manner that is, the auction should be held after giving sufficient local publicity by putting up notices on Notice Board etc. the procedure prescribed in G.S.O. 63 (enclosed) in this connection should be followed in each case, and as per delegations mentioned therein.

Encl:- As above

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 63. DATED 21ST FEBRUARY 1956  
ESTABLISHMENT SECTION**

The Bombay Electricity Board has examined the present delegation of powers in regard to (1) Sale of unserviceable materials and Tools and Plant and (2) Sale of scrap-mentioned under item No.'C' in Appendix 'A' of resolution No. 318 copies of which have been forwarded by the Superintending Engineer (P & C) under his PC(BR)/12316 dated 12th April, 1955, and in view of the facts regarding Unserviceability and sale value of such materials, the Board has, as per its resolution No. 1568, passed at its 64th meeting held on 2nd February 1956, modified the present delegation as shown below:-

**"C" Disposal by sale or otherwise of Board's property.**

(c) Sale of unserviceable materials and Tools and Plant.

Executive Engineer Rs.100/- Sale value at one time subject to annual limit of Rs. 500/-

Chief Engineer beyond Executive Engineer's powers upto Rs. 2000/- Tender Value.

Board beyond Rs.2000/- Tender Value.

(d) Sale of scrap

-do-

The Board has also directed that the sale should invariably be under intimation to the Head Office and to the highest bidder in an auction. It should also be held after giving sufficient local publicity by putting up on Notice Board etc., and the auction should be held in the presence of the local auditor of the Board.

2. The Board has further directed that any serviceable or unserviceable material should not be sold to any employee of the Board.

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

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**GENERAL STANDING ORDER NO. 530 DATED 8TH JANUARY 1960.  
ESTABLISHMENT SECTION**

**Subject:- Supply of uniforms to Sweepers, Sweepers-cum-Gardeners and Gardeners attached to mofussil offices.**

The Chairman in exercise of the powers delegated to him as per item (i) of para IV of G.S.O. No. 381 dated 11th September 1958 has accorded his approval to the supply of undermentioned articles to the employees in categories of Sweepers, Sweepers-cum-Gardeners and Gardeners attached to all field offices.

(Orders for supply of uniforms to the corresponding categories of employees in Head Office have already been issued separately under this Office Order No.

E/V/Misc/62516 dated 8-10-1959.)

The uniforms should be of Khaki Mill Cloth.

2 shorts khaki.

2 half sleeve shirts with buttons.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 531 DATED 9TH FEBRUARY 1960.  
ESTABLISHMENT SECTION**

Subject:- General provisions for grant of Death Gratuity to employees of the Board.

The Board under its Resolution No. 3255 dated 6-1-1960 has accorded its approval to the following general provisions in regard to grant of Death Gratuity to employees of the Board who die while in service. They are on the lines of the provisions existing under the Government of Bombay.

If an employee on regular establishment, who is not governed under the existing Pension-cum-Gratuity scheme irrespective of the fact whether he is classified as workman or not, dies while in service, his nominee or legal heirs as the case may be, shall be paid Death Gratuity of an amount equal to the difference between the scale given below and the payable amount of employer's Contribution (Board and Government) with interest thereon together with the commuted value of pension, if any, credited to the C.P.F. or E.P.F. Account of the said employee. In case the payable amount of employers's contribution (Board and Government) with interest thereon together with the commuted value of pension, if any, credited to the C.P.F. or E.P.F. account of the said employee is equal to or more than the scale given below, no Death Gratuity shall be payable.

**SCALE OF DEATH GRATUITY.**

Completed years of service.	Death Gratuity.
Less than one year.	Nil.
1	2.1/2 months pay.
2	5 months pay.
3	7.1/2 months pay
4	10 months pay.
5 and above.	12 months pay.

The pay for the purpose of calculation of Death Gratuity shall be the pay last drawn subject to a maximum of Rs. 1500/- p.m.

Secretary is the competent authority to sanction the claims of Death Gratuity after due scrutiny under the aforesaid provisions.

The Board has directed that the claims of Death Gratuity should be dealt with, without delay or time-lag and settled expeditiously.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO. 532 DATED 9TH FEBRUARY 1960.**

Subject:- Bombay State Electricity Board (Administration of Funds and Properties) Regulations-1957 Amendment to- G.S.O. 295 dated 30-12-1957.

In accordance with the Board's Resolution No. 3231 dated 6-1-1960 read with Government Resolution, Industries and Co-operation Department No. ESA-2659-Elec-I dated 9-12-1959 (copy attached), the following new sub-regulation should be inserted after sub-regulation (2) of Regulation (2) of the Bombay State Electricity Board (Administration of Funds and Properties) Regulations 1957 notified under G.S.O. No. 295 dated 30-12-1957. The new sub-regulation should be numbered as (3) and the existing sub-regulation should be renumbered as (4).

"(3) The Board may entrust its revenue receiving work in respect of dues payable by the Board's energy consumers and its other constituents on account of energy consumption, deposits and such other dues, to any of the Scheduled Banks mentioned in (2) above or to any Cooperative Bank at a rate of remuneration to be sanctioned by the Board to the aforesaid Banks, which in the Board's opinion is economic and reasonable.

Provided that in the case of Cooperative Banks and Cooperative Societies doing Banking work the Government's prior approval shall not be necessary but the Board shall before entrusting such work to any of the Cooperative Banks or such societies doing banking work, invariably consult the Registrar of Cooperative Societies and be guided by his advice."

Sd/- Secretary.

Regulations of the  
Bombay State Electricity Board.  
Under Section 79 of the  
Electricity (Supply) Act, 1948.  
Approval of

Government of Bombay, Industries & Cooperation Department,  
Resolution No. ESA 2659 Elec. I, Bombay 1, 9th Decembar 1959.

Read Government Resolution, Industries & Cooperation Department No. ESA. 2657  
-K (i) dated 3rd April 1957;

Government letter, Industries and Cooperation Department No. ESA-2658/99378  
Elec dated the 24th February 1959;

Letter No. SCR, 18. III\ 71491, dated 6th November 1959.

**RESOLUTION:-** In exercise of the powers conferred by Section 79 of the Electricity (Supply) Act, 1948, Government of Bombay is pleased to insert the following new sub-regulation after the sub-regulation (2) of regulation (2) of the Bombay State Electricity Board (Administration of Funds and Properties) Regulations 1957 approved by Government in Government Resolution, Industries and Cooperation Department No. ESA. 2657-K, dated 3rd April 1957;

"(3) The Board may entrust its revenue receiving work in respect of dues payable by the Board's energy consumers and its other constituents on account of energy consumption, deposits and such other dues, to any of the Scheduled Banks mentioned in (2) above or to any Cooperative Bank at a rate of remuneration to be sanctioned by the Board to the aforesaid Banks, which in the Board's opinion is economic and reasonable.

Provided that in the case of Cooperative Banks and Cooperative Societies doing Banking work the Government's prior approval shall not be necessary but the Board shall before entrusting such work to any of the Cooperative Banks or such Societies doing banking work, invariably consult the Registrar of Cooperative Societies and be guided by his advice.

2) The existing Sub-Regulation (3) should be renumbered, as (4).

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

Sd/- K.V.SESHADRI.  
Deputy Secretary to Government.

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GENERAL STANDING ORDER NO.533 DATED 9TH FEBRUARY 1960.  
ACCOUNTS SECTION

Subject:- Pledging of National Plan Savings Certificates and National Savings Certificates as Security Deposit with the Board.

The Board under its Resolution No. 3267 dated 6-1-1960 has decided that in addition to cash and Government Securities, 12- Year National Plan Savings Certificates, National Savings Certificates and

10- Year National Plan Section 51 Certificates may also be accepted as various types of deposits from the Contractors and consumers.

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.534 DATED 9TH FEBRUARY 1960.  
ESTABLISHMENT SECTION**

**Subject:-** Fixation of rates to be charged for water and electricity in Board's Rest Houses /Inspection Bungalows.(G.S.O. No 474 dated 15-6-1959.)

In accordance with the Board's Resolution No. 3290 dated 15-1-1960, officers and staff (other than those who are treated as distinguished visitors) irrespective of whether they are Government servants or Board's employees who stay in Board's Rest House/Inspection Bungalows should be charged for water and electricity as under:-

Water and Electricity. 25 naye paise for a stay upto 8 hours and 50 naye paise per day for stay beyond first 8 hours.

This is in continuation of G.S.O. No. 474 dated 15-6-1959.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.535 DATED 9TH FEBRUARY 1960.  
ESTABLISHMENT SECTION**

**Subject :-**Delegation of powers in respect of facilities to be extended to Members of Parliament visiting the Projects and Works of the Board.

<b>Authority.</b>	<b>Nature of powers.</b>	<b>To whom delegated.</b>	<b>Remarks.</b>
B.R.No.3186 dt. 6-1-60.	To provide accommodation to the Members of Parliament in Board's guest houses, rest houses or other available quarters of the Board free of cost and also to sanction the necessary expenditure for board and local transport in each such case when their visit to the Board's Projects and Works is official i.e. arranged through the Department of Parliament Affairs.	Chief Engineer.	When the visit is private the same facilities except the free board should be provided. If arrangement is made for supplying food, the Members of Parliament should pay for it.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.536 DATED 9TH FEBRUARY 1960.  
ESTABLISHMENT SECTION**

Subject :- Time-limit for submission of claims of reimbursement of medical expenses.

In accordance with the Board's Resolution No.3248 dated 6-1-60, the following time-limits and competent authorities are laid down for submission and settlement of claims for re-imbusement of medical expenses wherever they are permissible under the Medical Benefit Scheme approved by the Board.

- (a) Bills for reimbursement should be submitted to the prescribed authority within 3 months from the date on which the expenditure has been incurred and the same be settled within the next three months.
- (b) Secretary is authorised, on the recommendation of the Medical Adviser, to condone the delay in respect of claims submitted after 3 months but before six months and to settle them within 9 months from the date on which the expenditure was incurred.
- (c) Chairman is delegated with powers to condone the delay in respect of claims submitted after six months but before 1 year and to settle them within 1.1/2 years from the date on which the expenditure was incurred.
- (d) Board's specific sanction should be obtained in respect of claims submitted after 1 year and claims not settled within 1. 1/2 years from the date on which expenditure was incurred.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.537 DATED 9TH FEBRUARY 1960.  
ESTABLISHMENT SECTION**

Subject :- Bombay State Electricity Board Employees Medical Benefit Scheme. (Amplification to G.S.O.No.345 dated 30-5-1958.)

The Board under its Resolution No.3277 dated 6-1-1960 has decided that the Medical Benefit Scheme already introduced at a particular place under rule 1 of B.S.E.B. Employees' Medical Benefit Scheme notified under G.S.O.No.345 dated 30-5-1958 should not be discontinued if, as a result of any change in the working of the scheme, the number of employees working at that place falls short of the minimum prescribed number of employees, and the same should be continued until further orders in each case, provided the Panel Doctor is agreeable to continue to work on the same terms and conditions even with the reduced number of employees.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.538 DATED 9TH FEBRUARY 1960.  
ESTABLISHMENT SECTION**

Subject :-Delegation of powers to Chairman regarding training of Board's employees in other Corporations, Statutory bodies etc.

<b>Authority.</b>	<b>Nature of powers.</b>	<b>To whom delegated.</b>
B.R.No.3252 dated 6-1-1960.	To send Board's employees for training in other Corporations, Statutory Bodies etc. in or outside Bombay State as on tour for a short period of a month or two and to permit them to draw Travelling allowance & Daily allowance as admissible under B.S.E.B. Employees Service Regulations.	Chairman.

Sd/- Secretary.

**GENERAL STANDING ORDER NO.539 DATED 13TH FEBRUARY 1960.  
ESTABLISHMENT SECTION**

Subject :- Employees Medical Benefit Scheme- reimbursement to the employees.

In accordance with B.R.No.2312 dated 27th January, 1960, the Board has accorded its approval to the reimbursement of medical expenses in deserving cases where the employee himself is concerned in cases of serious illness where medicines, injections, drugs, etc. not included in the Schedule of drugs are used either by the Panel Doctor or by the Registered Medical Practitioners practising at place where no Panel Doctors have been appointed. Such proposals should be examined by the Medical Adviser for approval by the Secretary.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.540 DATED 15TH FEBRUARY 1960.  
ESTABLISHMENT SECTION**

Subject :- Delegation of powers to Chairman to sanction free transport facility.

Authority.	Nature and scope of power.	To whom delegated.
B.R.No.3333 dt. 27-1-60.	To sanction free transport facility to the members of staff and their family residing in Board's colonies situated far away from the towns & where there is no adequate and cheap transport facilities on the terms broadly set out below :-  (i) To allow the use of a departmental vehicle when not required on duty.  (ii) That in all not more than 2 trips in either directions (colony to the town) per day are arranged for this facility at fixed hours.  (iii) That the facility conceded is on strict understanding that it shall not be claimed as a matter of right from the Board and that the Board shall be free to discontinue this arrangement temporarily or permanently as the Board may decide without assigning reasons or the necessity of prior notice or intimation.	Chairman.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.541 DATED 15TH FEBRUARY 1960.  
ESTABLISHMENT SECTION**

Subject :- Determination of the nature of quarters acquired by this Board from Housing Boards vis-a-vis the Board's own quarters for the purpose of G.S.O.No.361.

The Board under its Resolution No.3211 dated 6-1-1960 has decided that wherever quarters are acquired by this Board under the arrangement and conditions more or less similar to those set out in Board's Resolution No.281 dated 10-7-1957 (copy attached) in respect of quarters acquired from the Saurashtra Housing Board at Shapur, Porbandar, Sikka, etc., such quarters should be treated as Board's own quarters for the purpose of G.S.O.No.361 in the matter of recovery of rent, electricity charges, water charges etc. That is concessional rent @ 5% of pay plus C.L.A. should be charged to staff engaged on actual operation and maintenance and technical staff engaged on construction works with free supply of water and electricity to the extent permissible. Other staff should be charged @ 10% of pay plus C.L.A. or the standard rent whichever is lower with water and electricity charged at standard rates.

The Board's decision should be given effect to from the date each employee occupied the Saurashtra Housing Board's quarters or from 1-4-1957, the date of dissolution of the former Saurashtra Electricity Board consequent on its merger with the Bombay State Electricity Board whichever be later.

Encl :- As above

Sd/- Secretary.

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#### RESOLUTION 281 :-

In connection with the construction of 60 Industrial workers tenements taken in hand by Saurashtra Housing Board at the request of the State Electricity Board, at Sikka, the Housing Board needed a loan of the following sizes of round bars, for want of which the construction works were held up.

- (i) 2 tons 3/8" dia. from the Sikka P.H.
- (ii) 4.1/2 tons 5/8" dia. Jamnagar Power House.
- (iii) 6 tons 5/8" dia. The Central Stores Rajkot.

As after a review of the stock position, it was found possible to loan the material, the materials were advanced by the Officer on Special Duty, Rajkot, to the Housing Board on condition of their returning the same out of the stock that he would receive against his own steel quota certificate.

The Board further noted that in addition to the 60 quarters, at Sikka, the Saurashtra Housing Board had agreed to construct 100 numbers of Industrial Workers tenements at Porbundar and 40 numbers at Shahpur. The Board observed that on the basis of the estimated expenditure and the prevailing rates of taxes, the economic rent per E type quarter would come to about Rs.35/-p.m. The conditions of rents are as under :-

- i) The Bombay State Electricity Board would pay to the Saurashtra Housing Board the rent of these quarters at Rs.8/-p.m. from the date they are handed over complete in all respects.
- ii) The Bombay State Electricity Board would agree to pay the rent irrespective of whether the quarters are allotted and occupied or they remain vacant.
- iii) The quarters under reference would be provided with electric street lights and adequate number of sanitary blocks would be erected for the families expected to stay in these colonies. The Saurashtra Housing Board has been requested to make necessary arrangements for adequate supply of water to these colonies.
- iv) These quarters are not provided with electrical wiring. The Housing Board has been requested to get these quarters electrified at their own cost. If they desired to raise the rent of these quarters on the basis of cost and installation of wiring, the Bombay State Electricity Board would agree to such an increase in the rent depending upon the extra cost incurred on the wiring to these quarters. It has been further suggested to them that, in case, the Housing Board finds it difficult to arrange for the extra funds for the electrification of these quarters, the Bombay State Electricity Board would be prepared to advance the necessary funds or undertake the work of wiring on itself on the understanding that the Saurashtra Housing Board agrees to the adjustment of the cost against the rent to be paid.

The Board considered the proposal to approach the Housing Board for the construction of 100 more quarters of B, C and D types, comprising of 50 tenements at Porbundar and 50 more at Shahpur and Sikka on the same basis as above. If they do not agree to construct B and C type of quarters, they should be requested to build at least 'D' type of quarters which can be used for the housing of slightly higher class of employees at Power Houses.

The Board approved the proposal of hiring of the quarters built by the Saurashtra Housing Board, at Porbundar, Shahpur and Sikka on the terms and conditions as given above and also to take on rent the additional 100 numbers of B, C and D type quarters or only D type quarters on the same basis as above, if the Saurashtra Housing Board agrees to construct either B, C and D type quarters or only D type quarters.

The Board also gave ex-post facto approval to the loan of 12.1/2 tons M.S.Rounds Bars advanced by the Officer on Special Duty, Rajkot to the Housing Commissioner, Rajkot on the understanding that



the Housing Commissioner would return the Round Bars out of the stock that he would receive against his own steel quota certificate later.

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**GENERAL STANDING ORDER NO. 542 DATED 15TH FEBRUARY 1960.**

**Subject:-** Passing and Payment of Running Account Bills and Final Bills for works contracts.

In supersession of the powers embodied in G.S.O.No. 406 the following revised powers for the passing and payment of Running Account and Final Bills for Works Contracts have been approved by the Board in its Resolution No.3343 dated 27-1-1960.

**(1) Running Account Bills.**

All R.A.Bills irrespective of whether the Works Orders have been placed by the H.O., Joint Chief Engineer's Office, the former Madhya Pradesh or Saurashtra Electricity Boards or the Government of Hyderabad or Kutch, are to be passed and paid by the Executive Engineers, upto any limit (by drawing more than one cheque if necessary) to the extent of the measurements taken and advance payment bills to the extent of 75% of the estimated value of work, subject to the following provisions:-

- (a) If any item of the Contract work as executed exceeds the estimated quantity for that item as included in the technically sanctioned estimate, the R.A.bill should be restricted to the latter lower quantity only, till the sanction of the Competent Authority is obtained for the excess quantity of work done.
- (b) If any item of work is got done by the contractor for which a tender rate does not exist in the contract document, payment for such items of work, even though executed, should not be made in the R.A. Bills till the rates for such items are fixed and got approved from the Competent Authority.

**2. Final Bills:-**

- (a) The limits for passing and payment of Final Bills of Contract value (irrespective of the amount of the Final Bill) will be as under:-

Executive Engineer	Rs.10,000/-
Superintending Engineer.	Rs.25,000/-
Jt.Chief Engineer.	Rs.50,000/-
Chief Engineer.	Upto any limit.

**Note:-** These powers may be exercised by the various authorities in respect of all contracts, whether accepted by them or by any higher authorities, so long as the contract has been satisfactorily executed and any variation from the contract e.g. non-observance of the date of completion and consequential levy of penalty, has been sanctioned by the Competent Authority.

- (b) All the Final Bills for Electrical works, before they are checked in the Accounts and Audit Sections of the Divisions, Circle, Zonal and Head Office, should be technically checked in the Technical Sections of the respective offices.
- (c) All the Final Bills for civil works of contract value above Rs.10,000/- should be sent to the Superintending Engineer(Civil) for technical check before passing for payment.

The procedure for the passing and payment of Final Bills as per above revised limits should, however, remain as already prescribed in para 3 of the G.S.O.406.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 543 DATED 26TH FEBRUARY 1960.**  
**ESTABLISHMENT SECTION**

**Subject:-** Eligibility of the employees working as Assistant Operators/Sub-Engineers for absorption in the alternative higher grades on the basis of experience gained by them despite inadequacy of qualifications and fixing the length of experience in this behalf.

In pursuance of the Board's decision contained in its Resolution No.3185 dated 6-1-1960, following orders are issued:-

- (i)Rs.60-6-120. (i) The undermentioned minimum qualifications already specified for the grant of the marginally noted grades prescribed for the posts of Assistant Operators/Sub-Engineers should be strictly adhered to, at the time of initial recruitment.
- (ii)Rs.80-8-160.
- (iii)Rs.100-10-200.

**I. (Qualifications specified for grant of each of the aforesaid grades).**

**For (i) Grade of Rs.60-6-120 (Authority G.S.O.69)**

Non-recognised diploma in electrical/mechanical Engineering.

**For (ii) Grade of Rs.80-8-160 (Authority G.S.O.69 read with G.S.O.118)**

- a) First Class Supervisors' Competency Certificate of the P.W.D.Bombay or
- b) Five Years' experience after passing Second Class Wireman's Certificate examination of the P.W.D.Bombay or
- c) Non-recognised diploma acquired by undergoing a satisfactory course of study of not less than 2 years' duration after passing the Matriculation S.S.C.examination with three or more years of satisfactory service in the Organisation in the scale of Rs.60-6-120 or
- d) Diploma acquired through a course of 3 years after Matriculation or S.S.C. with suitable experience.

**For (iii) Grade of Rs.100-10-200(Authority G.S.O.228)**

Recognised Diploma of three years' course after Matriculation/S.S.C. Examination awarded by any State formed Technical Board.

**II.** The above qualifications may, however, be relaxed to the following extent, only for the purposes of grant of the prescribed alternative grades by way of promotion to the existing Assistant Operators/Sub-Engineers (in the prescribed alternative higher grades) so as to provide incentive to the existing staff and to avoid dissatisfaction amongst this category of employees.

- (a) Employees working in the grade of Rs.60-6-120 prescribed for Assistant Operators/Sub-Engineers may be held eligible for the higher grade of Rs.80-8-160 in case they have completed four years service in the present grade in the Organisation and acquired good reports during the preceding three years irrespective of the fact whether they have passed Matriculation or S.S.C. or not.
- (b) If however, any of the aforesaid employees has completed over 7 years service, he may be held eligible for consideration directly for the grade of Rs.100-10-200.
- (c) Similarly those who are working in the grade of Rs. 80-8-160 may be considered eligible for the grant of the higher grade of Rs.100-10-200 prescribed, provided they have completed 8 years in the existing grade of Rs.80-8-160 and acquired good confidential reports during the preceding 3 years irrespective of their being Matriculation/S.S.C. or not.

**III.** In case of persons with previous experience appointed in any of the grades, not more than half of the useful service rendered by them outside the organisation, should be considered for the purposes of computing total period of experience for being eligible for the higher grade.

**IV.** The Board also held that consideration of the existing Assistant Operators/Sub-Engineers for absorption in the prescribed grade in accordance with the criteria laid down above should be within the powers of the Zonal Committees.

Sd/- Secretary.

**GENERAL STANDING ORDER NO. 544 DATED 26TH FEBRUARY 1960.  
ACCOUNTS SECTION**

Subject:- Supplies and Services to be obtained from Government financed organisations.

In accordance with the Board's Resolution No.3311 dated 27-1-1960, Officers of the Board who have been delegated with powers to procure supplies or services are authorised initially for a period of one year to obtain, at their discretion, in case of emergency only without following the normal formalities and procedure of calling for tenders etc., supplies or likewise to procure services, whenever urgently required, within the sanctioned limits in each case, from the concerned Government or Government sponsored organisations including blind schools, social service centres and such other organisations which, though privately run, have been approved by Government for handling Government work at specified rates. The supplies to be obtained or the services to be procured shall be of the nature of--

- (i) Printing of forms, Registers, Accounts Books, Budget, Administration Reports, and Office Printing work, supply of Desk Diaries etc.
- (ii) Transport work that can be entrusted to the State Transport Corporation, repairs, maintenance and overhaul etc. of the Board's vehicles etc. which can be entrusted to Government workshops or State Transport work-shops, wherever such facilities exist, servicing of typewriters, caning of chairs, stitching of uniforms and so on.

2. The discretion provided above shall be exercised only in cases of emergency and in all other cases, the normal procedure should be followed.

3. Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.545 DATED 4TH MARCH 1960.**

Subject:- Supplies and Works contract- Delegations in respect of-

The Board under its Resolution No.3315 dated 27-1-60 decided that when a contract is for supply-cum-erection, the total of the limits prescribed for Works and Supply in G.S.O.No.390 should be deemed to be the limit of the powers for the respective authority for giving such contracts irrespective of the cost under individual heads.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.546 DATED 4TH MARCH 1960.**

Subject:- Village Electrification works-extension of poles under the-delegation of powers to the field officers in connection with.

Powers have been given to the field officers to carry out extension works in villages already electrified as and when occasions arise upto the prescribed limits, after a sanctioned village electrification work is completed. The provision in this respect was initially made in the works contract procedure indicated in G.S.O.192 dated 6-4-1957. These powers were subsequently amplified under G.S.Os.No.254 dated 25-9-1957, No.322 of 15-3-1958 and No.485 of 18-7-1959. Initially powers were delegated to Divisional

Officers to carry out extension works upto 5 poles per sub-division or power house, at a time. In the case of Superintending Engineers, this limit was fixed at 50 poles, estimated to cost about Rs.20,000/- per division. This was subject (a) to obtaining post facto sanction of the next higher officer in each case before further extension works were taken up and (b) to submission of a monthly report for information and approval of the Board. Consistent with the policy adopted by the Board for providing greater scope to the field officers for execution of the work with fewer occasions to approach the Head Office, these powers were further revised, delegating wider power to the divisional officers and Circle Officers. These were indicated in the aforesaid G.S.Os.Nos.254,322 and 485.

For facility of reference, the uptodate power delegations in respect of extension works in villages already electrified are consolidated and indicated below:-

- (a) Powers in respect of extension works in villages already electrified. The works include Transmission and/or distribution lines, and/or transformer centres.

Designation of Officer.	Maximum limits for individual extension.	Total.
Ex.Engineer.	Rs.10,000/-	Rs.50,000/-
S.E.	Rs.20,000/-	Rs.75,000/-
Joint C.E.	Rs.30,000/-	Rs.1,00,000/-
C.E.	Rs.50,000/-	Rs.1,50,000/-
C.E. in consultation with the Chairman.	No limit.	No limit.

- (b) Procedure to be followed for recoupment of the Powers.

Sanction for works for extensions beyond the limits of the powers of the officer concerned as specified above, shall not be given by the said officer without obtaining the post facto sanction of the next higher authority. For example, if an Executive Engineer has six extensions to be provided each estimated to cost Rs.10,000/- he will first sanction five extensions and then recoup the power of further sanction by getting post facto approval of the next higher authority (in this case S.E.) before he sanctions the sixth extension.

In the case of Superintending Engineers, the Board has decided in S.B.R.No.2554 dated 29th May 1959 that powers to sanction new extensions may be deemed to have been recouped no sooner a report in respect of sanctioned extensions is made to the Head Office and the acknowledgement thereof is received from the Chief Engineer.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 547 DATED 17TH MARCH 1960.  
ESTABLISHMENT SECTION**

Subject:- Board's-vehicles-Use of-for non-official purposes- (G.S.O.No.471 dated 9-6-59).

The Board under its Resolution No.3403 dated 16-2-60 has, in supersession of its previous decisions to permit use of the staff car on payment, decided that the Board's vehicles should not be given for private purposes on payment. The Board's vehicle may, however, be permitted free of charge but under very special and extraordinary circumstances and provided that the vehicle is not required for Board's official purposes. For this purpose the Board has declared the Secretary as the Competent Authority in respect of staff at Head Office and the officers of the rank of Executive Engineer and above for staff working in mofussil offices.

2. The Board has reiterated that the Competent Authorities should use their discretion and permit the use of vehicle for private purposes scarcely, if ever, except under very exceptional and unavoidable circumstances and that they should submit a report to the next higher authority indicating the circumstances in which permission was given.

3. The Board also directed that a proper register should be maintained to record the use of staff vehicle.

Sd/- Secretary.

**GENERAL STANDING ORDER NO. 548 DATED 17TH MARCH 1960.  
ESTABLISHMENT SECTION**

**Subject:- Supply of uniforms and other articles to the employees of  
the Bombay State Electricity Board (G.S.O.No.396 dated  
13-10-1958.)**

In exercise of the powers delegated to him under B.R.No.1670 dated 23-8-1958 (G.S.O.No.381) with regard to the approval of pattern of uniforms, embossments and such other articles as are required to be used on uniforms, the Chairman has approved that the uniforms prescribed for all vehicle drivers should in future be stitched out of Khaki Mill Cloth instead of Khaki khadi.

The above orders are in partial modification of the orders conveyed through G.S.O.No.396 dated 13-10-58.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 549 DATED 17TH MARCH 1960.  
ESTABLISHMENT SECTION**

**Subject:- Grades for the Doctors at the dispensaries of the Board. (Modification to  
G.S.O.No.462 dated 23-5-1959).**

Following decisions are taken by the Board under its Resolution No.3410 dated 16-2-1960 in partial modification of its earlier Resolution No.2382 dated 28-3-1959 notified through G.S.O.No.462 dated 23-5-1959.

1. The grades for the posts of Doctors at the dispensaries of the Board shall be as under:-

- |        |   |                |
|--------|---|----------------|
| Gr. I  | For dispensaries where the number of employees on regular establishment is 250 or more.   | Rs. 225-25-425 |
| Gr. II | For dispensaries where the number of employees on regular establishment is less than 250. | Rs.150-15-300  |

2. Gr. III viz. Rs.100-10-200 prescribed under G.S.O.No.462 dated 23-5-59 shall be abolished except for the Assistant Doctor at Rajkot in whose case the same should be considered as personal to him.

3. Chairman is authorised to decide the cases of such of the Doctors who are working in the Board's dispensaries in the grade of Rs.150-15-300 for absorption in the grade of Rs.225-25-425 if the total number of employees working at such places exceed 250.

4. Part-time appointment may also be made in the grades prescribed in para 1 above on fixed pays inclusive of all allowances with no increments if full-time doctors are not available.

5. Private practice as envisaged in para 3 of G.S.O.No.462 dated 23-5-59 should be withdrawn with the prior approval of the Chairman and doctors who were permitted to undertake private practice be paid special allowance for loss of private practice as shown below:-

Gr. I. (Rs. 225-25-425)	Rs.50/- p.m.
Gr. II. (Rs. 150-15-300)	Rs.25/- p.m.

6. Suitable modifications/additions should please be carried out in G.S.O.No.462 dated 23-5-1959.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 550 DATED 4TH APRIL 1960.  
ESTABLISHMENT SECTION**

**Subject:-** Effective date of the Board's decision in regard to grant of Permanent Travelling Allowance (G.S.O.No.497 dated 21-9-1959)

The Board under its Resolution No.3428 dated 11-3-60 has approved that the Board's decision contained in its Resolution No.2126 dated 6-1-59 and notified through G.S.O.No.497 dated 21-9-59 should be given effect to from 21-9-59 i.e. from the date of G.S.O.No.497.

2. The Board in the same resolution also decided that Circle Heads should be the Competent Authority to sanction P.T.A. to Divisional Heads under them and Joint Chief Engineer/Chief Engineer to the Circle Heads under him. This decision should also be given effect to from 21-9-1959.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 551 DATED 4TH APRIL 1960.  
ESTABLISHMENT SECTION**

**Subject:-** Compensation for extra hours of work to Government servants on deputation to the Board.

The Board under its Resolution No.3458 dated 11-3-60 has decided that such of the Government employees on deputation to this Board who hold lien on their permanent posts and who are working without any attendant benefits, be given, with the concurrence of their parent departments, compensation as in case of Board's own staff for performing duties for scheduled extra hours of work so long as they are on deputation to this Board.

Sd/-Secretary.

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**GENERAL STANDING ORDER NO. 552 DATED 11TH APRIL 1960.  
ESTABLISHMENT SECTION**

**Subject:-** Benefits of Housing Accommodation and other attendant concessions. (G.S.O.No.361 dated 2-7-1958.)

The Board under its Resolution No.3429 dated 11-3-60 took the following decisions in regard to rules on the benefits of housing accommodation and other attendant concessions notified in G.S.O.No.361 dated 2-7-1958.

**I. (a) Who are eligible to accommodation in the Board's quarters?**

The Board decided that transferable staff borne on the regular establishment may be considered as eligible to housing accommodation in Board's quarters subject to the priority being given to the technical staff employed for O & M of plant and equipment and those employed for construction. Accounts and Audit and other transferable staff borne on regular establishment may be accommodated in the Board's quarters if there are vacant quarters available for allotment.

**(b) Who are eligible to concession indicated in G.S.O. No.361?**

The Board decided that the concessions indicated in the note regarding rent and electricity shall be available to such of the regular employees who are engaged on Operation and Maintenance of plant and equipment and whose presence might be required at the works at any hour of the day and night and to such of the regular employees who were engaged in actual construction. The supervisory staff who were not normally required to do shift duties shall not be entitled to these concessions.

II. The Board in the same resolution also approved of the following clarifications arising out of G.S.O.No.361.

- (i) The Superintending Engineer (Civil) shall assess the quarters owned by the Board (including those constructed by the Housing Boards and treated as Board's own quarters for the purpose of G.S.O.No.361) at each place with a view to equating them and submit a detailed report to the Chief Engineer who shall decide as to which types shall come under the six broad categories of quarters of the Board's Utran Power House Colony.
- (ii) With regard to sub-para 3 of para 1(A) regarding providing of bulbs in the quarters owned by the Board or quarters of Housing Board treated as Board's own quarters for the purpose of G.S.O.No.361, the Board decided that the cost of bulbs originally installed in quarters by the Board should not be recovered from the occupants but only the cost of replacement of bulbs should be recovered.
- (iii) With regard to extent of concessions of free supply of electricity admissible under sub-para 3 of para 1(A) read with appendix II to G.S.O.No.361, it is clarified that free supply of electricity shall be available to only such of the employees borne on regular establishment who have to pay 5% of their pay plus C.L.A. as rent upto the limits specified in Appendix II of G.S.O.361. Free supply of water as clearly prescribed shall, however, continue to be given in the quarters built by the Board where such facility is provided by the Board as a part of its works.
- (iv) In regard to para II of the G.S.O.No.361, the Board clarified that where combined taxes are paid for Board's quarters like those at Bijlinagar, the Circle Heads should separate taxes on account of sanitation, water etc.(exclusive of property and house tax) and recover the same from the occupants. Taxes in the nature of property and house tax shall be borne by the Board.
- (v) With regard to para 1(B) of G.S.O.361, the Board decided that frequently transferable staff who are eligible to housing accommodation in the Board's quarters will be eligible to such accommodation provided accommodation is available in the Board's own quarters, for which the employees shall be liable to pay 10% of pay plus C.L.A. If no such accommodation is available the employee may engage outside rented accommodation in which case, the Board will pay as House Rent allowance upto the limit of 15% above 10% of the pay plus C.L.A. which is payable by the employees. This rule will apply only to places where the Board has built a colony for the staff and no accommodation becomes available to the employee concerned. It shall not apply to other places.

However, such of the regular employees who are engaged on operation and maintenance of the plant and equipment and whose presence is required at the works at any hour of the day and night and those of the regular employees engaged on actual construction will be eligible to a concession of paying the rent at the rate of 5% of pay plus C.L.A. This concession however shall not be available to the supervisory staff who are not normally required to do shift duties. Such of the Operation and Maintenance staff who are eligible to the concessional rent of 5% and not having been provided with accommodation in the Board's own quarters, may engage private rented premises within a reasonable distance in which case they will have to bear the rent upto 5% of the pay plus C.L.A. while the Board will bear rent upto 20% over the said 5%.

- (vi) The Board referred to Appendix II to G.S.O.361 and the rule regarding metered supply to every house/tenement etc. and decided that this rule shall not apply to temporary tenements.
- (vii) For the purpose of these rules, the Board decided to permit employees who wish to stay together in Board's own quarters to occupy one quarter jointly. With regard to charging of rent and payment of H.R.A., the Board decided as under:-

"In case an employee shares accommodation with another in the Board's own or rented quarters, the employee to whom the quarter is allotted will be responsible for the payment of rent chargeable to him. Such Joint-occupation shall not be deemed to have created a right of tenancy in favour of the other occupant and in case the employee to whom the quarter is allotted has for any reasons to quit the quarter, the other occupant shall

also quit it immediately, unless he is authorised by the Executive Engineer to occupy same."

- (viii) An employee entitled to pay concessional rent at 5% of pay plus C.L.A. if given quarters one step lower than what he is entitled to, shall be charged at 3.3/4% of his pay plus C.L.A. This concession shall also be available to employees who are required to pay rent at 10% of pay plus C.L.A. or the standard rent whichever is lower as follows:-

Those entitled to pay rent at 10% of pay plus C.L.A. if given quarters one step lower shall be charged at 7.1/2% of pay plus C.L.A., if given quarters two steps lower shall be charged rent at 5% of pay plus C.L.A.

- (ix) These rules shall be effective from the first date of the month following the month in which this G.S.O. is issued or 1-5-1960 whichever is earlier. If, however, as a result of these clarifications, there are cases of reduced recoveries of rent both in the Board's own quarters or quarters hired in the name of the Board, they should be deemed to have been waived and the irregularity condoned. The Board also decided not to withdraw the present concessions in the case of existing incumbents (i.e. workmen) as long as they are working in their present posts. On their transfers or promotions the rules as now modified will apply.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 553 DATED 11TH APRIL 1960.  
ESTABLISHMENT SECTION**

Subject:- Rules regarding retention of quarters by Board's employees on transfer.

The Board under its resolution No.3430 dated 11-3-60 decided as under regarding retention of Board's quarters or quarters hired in the name of the Board by the Board's employees on their transfer.

- (i) If an employee of the Board in occupation of Board's own quarters or quarters hired in the name of the Board is transferred to another station, he may be allowed to retain the quarters at the old station for a period not exceeding 2 months from the date of his transfer. During this period he shall be charged either the standard rent or 10% of his pay plus C.L.A. whichever is lower. If, however, the employee is not in occupation of the Board's own quarters or quarters hired in the name of the Board, he shall be allowed to draw house rent allowance (if admissible at his old head-quarter station) for a period not exceeding 2 months, irrespective of the fact whether or not H.R.A. is admissible at the new station provided the employee gives a certificate that the members of his family as defined for the purpose of drawal of H.R.A. continued to occupy his old residence and continued to incur the same expenditure on House Rent.
- (ii) The Board also decided that in such cases it is necessary that an employee who is to be transferred should be informed at least one month in advance as far as possible.

2. The Board also decided that if there have been cases in the past where an employee of the Board under transfer has been allowed to retain Board's quarters or quarters hired in the name of the Board at a concessional rent should be deemed to have been condoned by the Board.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 554 DATED 11TH APRIL 1960.  
BOARD SECTION**

Subject:- Competent Authorities to condone delays in submission of T.A.Bills.

In supersession of the powers delegated and notified earlier in the matter of condonation in respect of T.A.Bills, the Board under its Resolution No.2115 dated 5-1-1959 has decided that the T.A.Bills which have been submitted by



the claimants within the permissible time but were delayed in scrutiny and passing, the authorities next above the sanctioning authority are empowered to pass all delayed bills (a) subject to a report being made by that authority (i.e., the authority next above the sanctioning authority) to the Joint Chief Engineer in the case of bills in the Divisions delayed for less than 4 months beyond the permissible limit and (b) subject to a similar report regarding such bills delayed beyond 4 months being submitted to the Chief Engineer in respect of technical personnel and to the Secretary in the case of non-technical personnel giving detailed explanation for the causes of the delay and steps taken to prevent such delays.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 555 DATED 11TH APRIL 1960.  
ESTABLISHMENT SECTION**

Subject:- Introduction of Small Saving Scheme of the Government of Bombay.

In regard to introduction of Small Saving Scheme of the Government of Bombay and appointment of Internal Agents thereunder, the Board under its Resolution No. 3460 dated 11-3-60 accorded its approval to the following.

1. The Zonal, Circle, or Divisional Heads may recommend to the Competent Authority under the Small Savings Scheme, names of suitable employees who may be willing to give the required security, for appointment as Internal Agents under the Scheme in respect of units under their jurisdiction where 25 or more employees are working.
2. To permit deduction of the amount of Small Savings from the salary of the employees through pay bill as per their consent slip and payment of amount so collected to the Internal Agents invariably by crossed or order cheque, favouring the appropriate postal authorities for procuring and delivering the Small Savings Certificates to the employees.
3. To open a new Suspense Account Head for this purpose.
4. To permit the employees appointed as internal Agents to retain the amount of commission in full with them.
5. The agents so appointed shall collect business from staff members and do all the work allied or incidental thereto out of office hours, except for payment of money in the P.O. or collection of certificates from the P.O. which shall be permissible during Office Hours only once or twice each month.

The Board emphasised the need of proper care being taken in selecting only suitable persons as agents, that the procedure adopted is fool-proof and that no scope is left for any irregularity or fraud.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO. 556 DATED 19TH APRIL 1960.  
ESTABLISHMENT SECTION**

**Subject:-** Employees Medical Benefit Scheme-reimbursement to the employees.

In accordance with the Board's Resolution No.3542 dated 7th April 1960, the decision to reimburse the cost of medical expenses as notified in G.S.O.No.539 dated 13th February 1960 should be deemed to be effective from 1-9-1958 i.e. the date of introduction of the Medical Benefit Scheme.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.557 DATED 19TH APRIL 1960.  
ESTABLISHMENT SECTION**

**Subject :-** Basis for determination of standard rent of quarters constructed by the Board.

In accordance with the Board's Resolution No.3529 dated 7-4-1960, the standard rent in respect of Board's buildings/quarters should be worked out @ 7.1/2% per annum of the capital cost of the building and the land covered by it. Standard rent thus arrived at should be proportionately divided by the number of blocks/rooms contained in the building to arrive at the monthly rent of a block/room as the case may be.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.558 DATED 19TH APRIL 1960.  
ESTABLISHMENT SECTION**

**Subject :-** Delegation of powers to the Chairman and Regional Members of the Board in respect of relaxation of age-limit in respect of staff for appointment on a purely temporary basis. (G.S.O.No.210 dated 25-5-57 read with G.S.O.No.214 dt.10-6-57.)

Authority	Nature of powers.	To whom delegated	Remarks.
B.R.No.3486 dt.23-3-60.	(i) To relax the age-limit upto 35 years in case of non-technical staff and 40 years in case of technical staff provided that such persons are appointed on purely temporary basis for a period not exceeding 4 months or the sanction of the Board to the relaxation of age-limit beyond the prescribed limit is obtained within that period if the persons are to be continued beyond 4 months or to be appointed on regular basis.	Chairman.	These delegation of powers are in addition to those delegated to Chairman under G.S.O.No.210 read with G.S.O-.No.214
	(ii) To relax the age-limit upto 30 years in case of non-technical staff and upto 35 years in case of technical staff provided that such persons are appointed on purely temporary basis for a period not exceeding 4 months or the sanction of the competent authority is obtained within 4 months from the date of appointment of such persons if they are to be appointed on regular basis.	Regional Members of the Board.	

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.559 DATED 19TH APRIL 1960.  
ESTABLISHMENT SECTION**

**Subject :-** Delegation of powers to Chairman to grant permission to the employees of the Board who are members of the Institute of Cost and Works Accountants to attend All India Cost Conference.

Authority	Nature of Powers.	To whom delegated.	Remarks.
B.R.No.3490 dt.23-3-60.	(i) To permit such of the members of the staff who are Members of the Institute of Cost and Works Accountants of India to attend "All India Cost Conference held under the auspices of the Institute, by turn in such a way as not to cause any administrative inconvenience and to avail of the same facilities as are extended to Engineers as per G.S.O.No.302.	Chairman.	
	(ii) To permit at his discretion such of the employees who are Members of other such academic Institutes and recognised by Government to attend such academic Conferences held under the auspices of the Institutes of which they are Members and to avail of the same facilities as are extended to Engineers under G.S.O.No.302 provided the Chairman is satisfied that such participation by the employees is likely to contribute to the interest of the Board.	Chairman.	

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.560 DATED 28TH APRIL 1960.  
ESTABLISHMENT SECTION**

**Subject :-** Concessions to be given to the employees who receive snake bites.

In accordance with the B.R.No.3527 dated 7th April, 1960, the concessions as are afforded to employees undergoing anti-rabic treatment under G.S.O. No. 379 dt. 5th Sept. 1958 read with G.S.O. NO. 387 dated 24th September 1958 should be extended to cases of snake bites also, if the employee receives snake bite while in the service of the Board.

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Sd/- Secretary.

**GENERAL STANDING ORDER NO.561 DATED 28TH APRIL 1960.  
CIVIL SECTION**

**Subject :-** Payment of R.A.Bills when withheld for technical reasons-delegation of powers to Chairman.

Authority	Nature of powers	To whom delegated.	Remarks.
B.R.No.3518 dated 23-3-1960.	To authorise payments against R.A.Bills which are held up for various technical reasons as specified at item T of G.S.O.No.192 e.g. extension of time, contract not being placed by competent authorities, insufficient	Chairman.	

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**GENERAL STANDING ORDER NO.562 DATED 28TH APRIL 1960.**

**ESTABLISHMENT SECTION**

Subject:- Delegation of powers regarding forwarding of applications of Board's employees to Universities/Educational Institutions for appointment as paper setters and/or examiners.

Reference:- G.S.O. No. 292 dated 23-5-57 and G.S.O. No. 467 dt. 23-5-59.

Authority	Nature of powers	To whom delegated.
B.R.No.3010 dated 26-10-59.	To permit the employees of the Board to apply for appointment as paper setters and/or examiners at any University or Educational Institutions and also to permit them to accept such appointments if offers are received by them from any University or Educational Institutions.	Chairman.

- Instructions (i) All applications for appointment as paper setters and/or as examiners  
AND  
(ii) All offers received by officers for appointment as paper setters and/or examiners would be subject to the approval of the Chairman.

Sd/- Secretary.

*(Please also connect GSO's 292 & 467 and Adm.Cir.No.29)*

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**GENERAL STANDING ORDER NO.563 DATED 28TH APRIL 1960.  
BOARD'S SECTION**

Subject :- Regulations under Section 79 (d) of the Electricity (Supply) Act 1948.

Authority :- B.R.No. 3287 dated 15-1-60 and B.R.No.3466 dated 11-3-1960.

Regulations as framed by the Board under Section 20 read with Section 79 (d) of the Electricity (Supply) Act 1948 and approved by Government in the Industries and Co-operation Department No.95369-Elec-I dated 9-2-60 are hereby notified vide Appendix A for information of all concerned.

Encl :- Appendix A.

Sd/- Secretary.

APPENDIX-A

**Regulations under section 79 (d) of the Electricity (Supply) Act, 1948 for all matters necessary or expedient for regulating the operations of the Board under section 20 of the Electricity (Supply) Act, 1948.**

**1) Interpretations :-**

(a) In these regulations, unless the context otherwise provides, the "Board" means the Bombay State Electricity Board, as constituted under Section 5 of the Electricity (Supply) Act, 1948 (LIV of 1948).

(b) Other expressions have the meaning assigned to them in the Indian Electricity Act, 1910 (IX of 1910), and the Electricity (Supply) Act, 1948 (LIV of 1948), and the Rules thereunder as amended from time to time.

**2) Board's Trading Activities :- The Board may:-**

(a) manufacture, purchase, sell or let on hire any electric machinery, control gear, fittings, wires, ancillaries, apparatus for lighting, heating, cooling or motive power or for any other purpose for which electricity can or may be used;

(b) maintain shops and show rooms for the above purposes and for the display and demonstration of electrical goods for promotion and encouragement of the use of electricity;

Provided that, as far as possible, the Board shall not work at a loss in respect of these activities.

**3) Maintenance of Registers :-**

Separate registers shall be maintained for the properties of the Board in the trading activities and for the properties of manufacturers and dealers kept in the show rooms for display or sale.

**4) Maintenance of Accounts :-**

Separate accounts shall be maintained for the various activities referred to in regulation 2.

**5) Sale of Displayed Goods :-**

The Board may stock electric machinery and appliances for the purpose of sale on behalf of the manufacturers or dealers on consignment and commission basis at rates which may be mutually agreed upon.

**6) Rentals for Display :-**

The Board may charge rentals to the manufacturers and dealers for the display of electrical machinery and appliances at rates to be mutually agreed upon between the Board and such manufacturers and dealers.

**7) Sale Prices :-**

The prices at which articles are sold shall be those fixed by the manufacturers or dealers in the area of the Board plus such incidental and handling cost as may be determined by it and in the case of the Board's own manufacture, by the Board.

**8) Hiring of Machinery :-**

The Board may let on hire at its discretion electrical machinery, appliances etc. to any bonafide user of electricity on such terms and conditions as may be prescribed by the Board. These terms and conditions may include provision:

(a) for compulsory insurance of the said machinery, appliances etc. at the cost of the hirer,

(b) for repairs and maintenance by the hirer,

(c) for loss or damage to the said machinery, appliances etc. due to causes other than normal wear and tear, to be made good by the hirer,

(d) for determining the amount payable by the hirer to the Board for such loss or damage and

(e) for any other allied matter connected with such hiring.

**9) Sale on Hire-Purchase :-**

The Board may sell at its discretion electrical machinery, appliances etc., on hire purchase system to any bonafied user of electricity on conditions that may be prescribed by the Board.

Provided that no such machinery or appliance shall be sold on hire purchase system without an agreement in such form as may be prescribed by the Board from time to time for the purpose, which shall include a provision for down payment of not less than such part of the selling price of the article as may be laid down in the agreement, and the balance by instalments so as to ensure to the Board the selling price of the equipment, handling charges, interest charges, insurance charges and such other charges chargeable to the hire purchaser.

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**GENERAL STANDING ORDER NO.564 DATED 28TH APRIL 1960.  
ESTABLISHMENT SECTION**

Subject :- Benefits of temporary quarters to the employees on N.M.R.

In pursuance of the Board's Resolution No.3850 dated 26-2-1960 read with Board's Resolution No.3540 dated 7th April, 1960 wherever temporary quarters have been constructed by the Board, the employees on the N.M.R. should be provided accommodation in the temporary quarters and charged rent @ 10% of their monthly wages but no extra charge on account of water or electricity charges should be levied.

2) The Board has further directed that N.M.R. employees who are provided with accommodation in the temporary quarters should be asked to vacate them as soon as the work is finished.

3) If the employees on N.M.R. are subsequently absorbed on regular establishment they should get the quarters according to their status and priority as per G.S.O.No.361 as may be modified from time to time.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.565 DATED 29TH APRIL 1960.  
ESTABLISHMENT SECTION**

Subject :-Grant of Bad Climate Allowance to the employees of the Board.

Authority	Nature of powers.	To whom delegated.	Remarks.
B.R.No.3546 dt. 7-4-60.	To sanction Bad Climate Allowance to employees at places other than those specified in the attached * list and to increase the rate of allowance if the same is done by Government.	Chairman.	

Encl:- \*(Typed on reverse)

Sd/- Secretary.

\* List of places at which Bad Climate Allowance is being paid by Government in Saurashtra Region.

Name of District:- Sorath

Name of Places.

1. Amblas,	13. Dhava,	25. Khirdhar,	37. Rasulpara,
2. Anida,	14. Faliavad,	26. Lushala,	38. Ratidhar,
3. Ankolwadi,	15. Ghunsia,	27. Madhopur,	39. Sangodra,
4. Bamnasa,	16. Gundran,	28. Malzinzva,	40. Semalia,
5. Bhalchhel,	17. Madmatia,	29. Mandorna,	41. Semalvav,
6. Bhimdevai,	18. Haripur,	30. Moruka,	42. Surva,
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8. Borvav,	20. Jamalpara,	32. Pipalva,	44. Umrethi,
9. Chitrad,	21. Jasadhar,	33. Raidi,	45. Vadala,
10. Chitrod,	22. Jasapur,	34. Ramlechi,	46. Vadla,
11. Damanya,	23. Javantri,	35. Rampara,	47. Virpur,
12. Dhanej,	24. Jepur.	36. Rasulpara.	48. Vithalpur.

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**GENERAL STANDING ORDER NO.566 DATED 29TH APRIL 1960.  
ESTABLISHMENT SECTION**

Subject :-(i) Advance of pay to the employees of the Board on the eve of important festivals. (Modification to G.S.O.No.267 dated 12-10-57 read with Circular No.EP-8/17078.)

(ii) Delegation of powers etc.

The Board under its Resolution No.3600 dated 19-4-60 accorded its approval to the inclusion of "Gudi Padva" as an important festival for Hindu employees of the Board for the purpose of grant of advance of pay i.e. G.S.O.No.267 read with Circular No.EP-8/17078 dated 12-3-1960 provided that the advance of pay shall be available only on one occasion in a calendar year for the members of Hindu Community serving in an establishment i.e. no Hindu member of any establishment should get more than one such advance in a calendar year.

Authority.	Nature of powers.	To whom delegated.	Remarks.
B.R.No.3600 dated 19-4-60.	To sanction advance of pay to employees of the Board on the analogy of orders contained in G.S.O.No.267 dated 12-10-57 read with Circular No.EP-8/17078 dated 12-3-60, on occasions other than those specified under G.S.O.No.267 depending upon the importance of the occasions to a particular community provided that the advance will be admissible only on one occasion in a calendar year for members of each community serving in an establishment i.e. no member of any	Chairman.	

establishment should get more than one such advance in a calendar year.

3) For the purpose of these rules calendar year shall mean 1st January to 31st December of each year.

4) The Board in the same resolution accorded its post facto approval to the action taken in issuing orders to sanction the advance of pay to Hindu employees of the Board in Marathawada, Vidarbha and Maharashtra on the eve of Gudi-Padva.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.567 DATED 29TH APRIL 1960.  
ESTABLISHMENT SECTION**

Subject :-Grant of permission to Board's employees to attend meetings of Divisional Development Councils and other meetings convened by the local officers of Government in Bombay or in Districts when invited to attend - delegation of powers in respect of  
---

Authority	Nature of powers.	To whom delegated	Remarks.
B.R.No.3556 dated 7-4-1960.	To permit any member or members of the staff to attend Development Council meeting and such other meetings convened by the local officers of Government in Bombay or in districts where the officers of the Board are invited to attend.	C.E. in case of technical staff. Secretary in case of non-technical staff.	

The Board in the same Resolution has further authorised the Chief Engineer in case of technical staff and Secretary in case of non-technical staff respectively, to sanction pending bills, if any, in respect of journeys performed by the officials of the Board in connection with such meetings.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.568 DATED 29TH APRIL 1960.  
ESTABLISHMENT SECTION**

Subject :-Legal Procedure-Modification to G.S.O.No.212 dt. 28-5-57.

In accordance with the Board's Resolution No.3615 dated 19-4-60, para 3 of the Legal Procedure accompanying G.S.O.No.212 dated 28-5-57 should be modified to read as under :-

BSEB GSO 566,567 & 568

Bigger type OPERATIVE & Smaller type REDUNDANT

259



"In cases where the services of the Government Law Officers are not available, or are not proposed to be availed of, a local pleader with a good standing shall be engaged with prior sanction therefor from the Secretary."

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.569 DATED 19TH MAY 1960.  
ESTABLISHMENT SECTION**

Subject :- Delegation of powers to the Chief Engineer to promote diploma holder Sub-Engineers, Assistant Operators, Supervisors etc. as officiating Junior Engineers.

Authority	Nature of powers.	To whom delegated.	Remarks.
B.R.No.3526 dt. 7-4-60.	To promote diploma holder Sub-Engineers, Assistant Operators, Supervisors, etc. to the posts of Junior Engineers in officiating capacity, relaxing the condition of 3 years service as laid down by the Board till such time they are promoted as Jr.Engineers on regular basis.	Chief Engineer.	The pays of such promotees should be fixed as per Board's Rules.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.570 DATED 19TH MAY 1960.  
ESTABLISHMENT SECTION**

Subject :- Pay Fixation Regulations 1957- (G.S.O.No.198 and 521.)

With reference to Regulations Nos. 10 and 11 of the B.S.E.B. Pay Fixation Regulations (G.S.O.No.198) and decisions contained in G.S.O.No.521 dated 17-12-1959, the Board under its Resolution No.3606 dated 19-4-60 has decided that the benefit of next higher stage as provided for in Regulations referred to above be extended to those whose maximum of the old grade has been protected and who had reached the maximum of the B.S.E.B. grade. (with the addition of the element of compensation for extra hours of work and curtailment of leave facilities.)

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.571 DATED 23RD MAY 1960.  
ESTABLISHMENT SECTION**

Subject:- Seniority lists to be made available for inspection.

In accordance with the Board's Resolution No.3640 dated 29-4-60, a copy of the list of employees of each category showing their relative seniority should be made available to the employees for inspection in July every year.

Divisional Heads, Circle Heads, Zonal Head and Head Office should ensure that these instructions are complied with rigidly.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.572 DATED 23RD MAY 1960.  
ESTABLISHMENT SECTION**

Subject :- Transfer of employees.

Without prejudice to B.S.E.B. Employees Service Regulation 42 which lays down that the employees of the Board may be transferred from one post to any other post within or outside the sphere of duty or place of employment or to any place as the exigencies of administration require it has been decided by the Board under its Resolution No.3640 dated 29-4-60 as under :-

An employee should not generally be transferred from one place to another unless he has completed at least 3 years in the place where he was stationed. There might be special circumstances when transfer would have to be made before the expiry of this period but in such cases, the minimum hardship should be caused to the employee on account of his transfer. Transfers should generally be made when schools or colleges are closed i.e. in May or October.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.573 DATED 23RD MAY 1960.  
ESTABLISHMENT SECTION**

Subject :-(i) Grant of Roneo Allowance.  
(ii) Grant of Blue-printing allowance.

In accordance with the Board's Resolution No.3640 dated 29-4-1960, a Class IV servant who is entrusted with the work of roneoing should be granted a roneo allowance of Rs.5/-p.m. irrespective of the stencils roneoed per day with effect from 1-5-1960.

The Board in the same resolution also approved that in case any member of Class IV is asked to do the work of blue printing either casually or continuously, an allowance at the rate of 50 N.P. per day should be paid to such employee. This shall also have effect from 1-5-1960.

Sd/- Secretary.

\*\*\*

**GENERAL STANDING ORDER NO.574 DATED 23RD MAY 1960.  
ESTABLISHMENT SECTION**

Subject :- Officiating in a higher post.

The Board under its Resolution No.3640 dated 29-4-60, has decided that if a vacancy of a post is likely to continue for more than 3 months, the appointment to that post should be made on an officiating basis and not by asking an incumbent of a lower post to hold charge of the higher post in addition to his own unless owing to exigencies of service, it may not be possible to make an officiating arrangement. It may happen that at a particular place where a vacancy of more than 3 months occurs, the senior most person in that category may be found to be working elsewhere and it may be administratively not feasible to order transfer of the seniormost employee working elsewhere to make officiating arrangement. In such an event, the seniormost employee of the local office concerned where the vacancy of more than 3 months occurs may be appointed on officiating basis on a clear understanding that the officiating arrangement is without prejudice to the seniority of others over him and does not bestow on him any right or preference for promotion to that post on a regular basis.

Sd/- Secretary.

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**GENERAL STANDING ORDER NO.575 DATED 23RD MAY 1960.  
ESTABLISHMENT SECTION**

**Subject :-** Modification to B.S.E.B. Employees Service Regulation No.59A and part of Regulations 43 & 54.

In accordance with the Board's Resolution No.3640 dated 29-4-1960, the following modifications should be carried out in Regulations 59A and Regulations 43 and 54 of the B.S.E.B. Employees Service Regulations:-

**(i) SUBSTITUTE THE EXISTING REGULATION 59 BY:-**

"An increment shall be drawn as a matter of course on the date on which it falls due unless it is withheld as a measure of punishment or owing to the non-fulfilment of conditions such as crossing of E.B., passing of departmental examinations etc."

**Explanatory Notes:**

This shall have effect from 29-4-60. Employees whose increments are already regulated on quarterwise basis i.e. 1st January, 1st April, 1st July and 1st October shall continue to draw them on these days in their respective year of increment unless postponed by extraordinary leave, period of suspension etc. but employees who are new entrants or on probation on or after the date of the Board's Resolution shall get the increments on completion of their incremental period or probationary period, whichever be later :-

**(ii) SUBSTITUTE THE EXISTING TABULATED PORTION IN REGULATIONS 43 & 54 PERTAINING TO CATEGORIES OF EMPLOYEES AND PRESCRIBED NOTICE PERIOD BY:-**

<b>Categories of employees</b>	<b>Prescribed notice period.</b>
(i) All employees, whose minimum of the pay-scale is less than Rs.150/- appointed on a purely temporary basis.	24 hours notice.
(ii) All regular employees, the minimum of whose pay scale is Rs.150/- and below and those who are on probation irrespective of their payscale and other temporary employees not covered by (i) above.	One month.
(iii) All regular employees, the minimum of whose pay scale is above Rs.150/- but below Rs.400/-	Two Months
(iv) All regular employees, the minimum of whose payscale is Rs.400/- and above.	Three months.

Sd/- Secretary.

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**CORRECTION SLIP NO.9 DATED 13-12-1993**

**(TO G.S.O.510 DATED 20-11-1959)**

**Subject:- Grant of Advances to the employees of the Board for purchase of Motor Cars/Motor Cycles/Pedal Bicycles. - Increase in the limit of Motor Car Advance.**

In exercise of the powers delegated to him vide C.S.No.8 dated 10-9-93 to the GSO-510 dt.20-11-59, the Chairman in consultation with the Member (Adm)/Secretary, the Technical Member and the Accounts Member has accorded approval to enhance the existing limit of advance for purchase of new Motor Car, from Rs.16,000/- or 16 months pay or anticipated price of the Motor Car, whichever is the least to Rs.1.25 lakhs or 25 months basic pay or the actual cost of the Motor Car, whichever is the least, recoverable in not more than 100 monthly instalments and thereafter interest in not more than 60 monthly instalments.

2. The grant of Motor Car advance as per the enhanced limit as aforesaid shall be subject to the following conditions, viz:-

- (i) The Motor Car advance may be granted to the Officer belonging to Pay Group I at the discretion of the Competent Authority (viz. the Chairman in the case of a Head of Department and the Head of Department in the case of other Pay Group I Officers) provided adequate budget provision is available. The existing procedure of Field Officers securing confirmation from H.O. about availability of Funds before sanctioning the Motor Car Advance shall continue.
- (ii) The Sanctioning Authority should be satisfied that the applicant Officer has the capacity to repay the entire loan i.e. the advance together with interest thereon as per Regulations in force (vide GSO 510 dt.20-11-59) before the date of his retirement from service.
- (iii) On the Motor Car advance sanctioned to the Officer, interest at the rate decided by the Board from time to time shall be charged and shall be recovered from the Officer in not more than 60 monthly instalments. The recovery of interest shall start from the month following the month in which the recovery of the principal amount of the advance is completed.
- (iv) The total amount of advance or part thereof must be drawn within 2 months of sanction or before the end of financial year, whichever is earlier; otherwise the sanction shall be deemed to have lapsed unless revived by the Competent Authority.
- (v) While recovering the advance through monthly salary the principal amount should be recovered in not more than 100 monthly instalments and thereafter the interest at the prescribed rate should be recovered in not more than 60 monthly instalments. However, if the Officer is going to retire on attaining the age of

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superannuation prior to completion of 160 instalments, then instalments should be so fixed that the entire advance with interest thereon will have been recovered prior to actual date of retirement. The Authority sanctioning the advance may, however, permit recovery to be made in smaller number of instalments, if the Officer receiving the advance so desires.

- (vi) The Officer to whom the Motor Car advance is sanctioned should submit the required documents as per existing Regulations including receipt for payment made to the authorised dealer, within one month from the date of disbursement of the Motor Car advance. If the actual price paid is less than the amount of advance, the balance should be refunded to the Board forthwith in one lumpsum.
- (vii) The recovery of Motor Car advance should commence from salary of the month following the month in which the Motor Car was purchased.
- (viii) If the Motor Car is not purchased within one month from the date on which the Motor Car advance was actually disbursed then, the Officer shall be liable subject to the provisions of law, to repay the entire Motor Car advance together with penal interest in one lumpsum forthwith. For this purpose failure to produce the receipt for the payment made to the authorised dealer within the time stipulated in condition No.(vi) above shall tantamount to failure to purchase the Motor Car within one month from the date the Motor Car Advance was actually disbursed.
- (ix) Till the entire Motor Car Advance together with interest thereon is fully repaid by the Officer, his Motor Car shall stand mortgaged(hypothecated) to the Board. For this purpose, the Officer should submit the required mortgage bond in the prescribed form as per the Regulations in force (vide GSO-510 dt. 20-11-59). Similarly, till the Motor Car advance together with interest thereon is fully repaid, the Motor Car should be insured and it should be ensured that the Insurance remains valid and in force till the re-payment of entire advance together with interest thereon.
- (x) In the Mortgage Bond the details about 'make', 'model' and the 'chassis No.' should be very clearly mentioned.
- (xi) The terms and conditions not mentioned above but laid down in the Regulations notified under the GSO 510 dt.20-11-59 as amended from time to time (e.g. execution of an agreement in the form as per Appendix-I of the Regulations notified under the GSO 510 dt. 20-11-59 prior to drawing the advance) remain unchanged.

3. This Correction Slip comes into force with immediate effect. However, the cases already decided should not be re-opened.

Sd/- (V.M.Lal)  
Member(Adm.)/Secretary

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**GENERAL STANDING ORDERS**

1 to 575

**Alphabetical Index to subjects covered by GSOs issued by BEB & BSEB****Abbreviations and Symbols used in this Alphabetical Index**

~	Substitute to head word(s)	Grp.	Group
&	And	GSOs	General Standing Orders
AC	Alternate Current	HQs	Head Quarters
Acctt.	Accountant	HRA	House Rent Allowance
Asstt.	Assistant	ICWA	Institute of Cost Works Accountants
BCSRs	Bombay Civil Service Rules	Jr.	Junior
BEB	Bombay Electricity Board	Jt.	Joint
BSEB	Bombay State Electricity Board	MPEB	Madhya Pradesh Electricity Board
CAO	Chief Accounts Officer	MP(s)	Member(s) of Parliament
CIA	Chief Internal Auditor	MV	Motor Vehicle
Co.	Company	NMR	Nominal Muster Roll
CPF	Contributory Provident Fund	NOG	No Objection Certificate
CW&PC	Central Water & Power Commission	NSC(s)	National Saving Certificate(s)
DC	Direct Current	O&M	Operation & Maintenance
DGS&D	Director General of Supplies & Disposal	PHD	Public Health Department
Dy.	Deputy	Pvt.	Private
EEs	Executive Engineer(s)	r/o	respect of
E&M	Electrical & Mechanical	SE(s)	Superintending Engineer(s)
ESI	Employees State Insurance	Sr.	Senior
etc.	etcetera	TA	Travelling Allowance
Govt.	Government	T&P	Tools & Plants
GPF	General Provident Fund	u/s	under section
GP Note(s)	Government Promisory Note(s)		

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[Bracketed numerals refer to GSO/CS Nos.]

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- Acceptance of Tenders [192,254,390,436,478]
- Administrative Approval for extension of Lines [272]
- Advance against Compensation payable under Workmen's Compensation Act [377,377/3]
- Advance against Medical charges in accident [377/5,377/11]
- Advance against Supply Bills [210]
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- Appointment to Posts [111,254,390]
- Approving modification to Pension Forms [388]
- Approving pattern of Uniform & other articles [381]
- Assistant Engineer under training [278]
- Awarding Contracts in anticipation of Board's Approval [232]
- Bad Climate Allowance sanction [565]
- Bills passing subject to Audit [7,13,231,237,238,254,406,496,542]
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- Budget Estimates & Budgetary Control [447]
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- Compensation to Consumers for conversion from DC to AC [353]
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- Efficiency Bar crossing [111,254,390]
- Electrification Works beyond limits of powers by obtaining post facto Approval [546]
- Entertainment expenditure [207]
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- Execution of Agreements, Contracts, Deeds, Instruments & Documents [442]
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- Exercising during local arrangement [246]
- Expenditure for boarding & local transport to MPs [535]
- Expenditure for celebrations of Power House Anniversary [332]
- Expenditure for Inauguration ceremonies of new Offices/Power Houses [357]
- Extending benefit of Uniform to other categories [381]
- Extending period of Abroad training [341]
- Extending period of stay Abroad in connection with Board's work [341]
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- Fixing price of publications [327]
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- Jt. CAO [241]
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- Pension where it is payable by Board [388]
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- Permission to attend Conciliation proceedings/ Court hearing by Union Representatives [514]
- Permission to attend Conference of Academic Institutes [559]
- Permission to attend Conference of Chartered Accountants [525]
- Permission to attend Conference of ICWA [559]
- Permission to attend Development Council meeting [567]
- Permission to serve Educational/Non-political Body/Institute in honorary capacity [292]
- Posting of Employees against higher post with Special Pay [473]
- Practical training to Engineering students [334,334/1,334/2]
- Promoting Diploma holders as Jr.Engineers [569]
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- Purchase of Kamblis as part of Equipment [381]
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### Delegation Of Powers (Contd.)

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- Selection of candidates [254,374,390]
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- Stores Purchase [192,254]
- Supply Contract awarding in anticipation of Board's Approval [232]
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- Tender acceptance [192,254,390,436,478]
- Tender acceptance which is not lowest [135,192,390]
- Tender invitation by Field Officers [192,254,478]
- Trainee Assistant Engineer [278]
- Training in other Corporations/Statutory Bodies etc. for short period [537]
- Training to Staff of other Electricity Board, Govt., Quasi Govt.Organisations [368]
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- Transfer TA to Work-charged Staff [383]
- Transfers [111,254,276,390]
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  - Uniform & Other articles [381]
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  - Work-charged Staff(Selection) [289]
  - Works Contract awarding in anticipation of Board's Approval [232]
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- Compensation for extra hours of work to Government Employees on ~ [551]
- Deputing Officers to collieries to expedite Supply/movement of coal [362]
- Employees on return from Abroad Training/ Study may be deputed to Govt. [386]
- Equipment Allowance whenever deputed Abroad [331]
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### **Deputation (Contd.)**

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### **Electrification (Contd.)**

- Extension of Lines (Administrative Approval) [272]
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- Decentralisation of Administrative Works [321,390]
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- Discontinuance of Orderlies [235]
- Executive Engineers in Circle Offices to sign all Papers/ Documents/Bills [238]

- Exercising powers during local arrangement [246]
- Posting Employees against higher post with special pay [473]
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- Subscription to Newspapers [290]
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- Condoning Medical defects [210]
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- Permission to act as Paper Setter/Examiner at University/Institute [562]
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  - Permission to serve Educational/Non-political Body/Institute in honorary capacity [292]
  - Permission to act as Paper Setter/Examiner of University/Institute [467,467/1,562]
  - Permission to apply for posts in Koyna Organisation (Elec.) [319]
  - Permission to attend Annual General meeting of Institution of Engineers(India) [301]
  - Permission to attend Conference of Academic Institute [559]
  - Permission to attend Conference of Chartered Accountants [525]
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- Annual abstract of GPF Account [418]
- Application for registration as approved Suppliers [192]
- Appointment Letter to Work-charged/Temporary Staff [201]
- Approving modifications to Pension Forms [388]
- Certificate by SE on GPF Declaration [418]
- Certificate for Compensation for Tree clearance under Indian Telegraph Act [527]
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- Adopting Pension Forms prescribed by ~ [388]
- Avaling Vehicles repairs facilities in ~ Workshops without obtaining quotation [528]
- Boards participation in Exhibitions sponsored by ~ [414]
- Collectors authorised to allow Board's Employees to appear for Regional Language Exam [208]
- Commuted value of Pension to be claimed from ~ in r/o servants transferred to Board [388]
- Compensation for extra hours of work to ~ Employees on deputation [551]
- Employees returning from Abroad Training/Study may be deputed to ~ [386]
- Festival Advance as per rules in force under ~ [267]
- Land Acquisition Procedure [363]
- Orders to be followed in r/o Home Guard [41]
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- Pension contribution to ~ in r/o ~ servants on deputation to Board [388]
- Procedure for disposal of references received from ~ [268]
- Sanction of Pension without waiting for Receipt of commuted value from ~ [466]
- Stamp Duty of Vehicle advance to ~ Officers on deputation to be borne by Board [510/5]
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- Tricycles to Employees involved in non fatal accident [377/10]
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- Competent Authority [111,210]
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- Diploma in Electrical Technology Jr.Engineer(E&M) [126]
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- Jr.Engineers [416]
- Licensee Staff absorbed in Board [394]
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- Authorising purchases of materials/articles for Offices [140]
- Awarding Contract in anticipation of Board's Approval [232]
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- Lamps on Brackets [160]
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- Blacklisting of Contractors/Suppliers [517]
- Certificate for Compensation for Tree clearance under Indian Telegraph Act [527]
- Changes in original Design & Scope of Works Supply or Erection terms [475]
- Compensation for conversion from DC to AC [353]
- Compensation for damage to Crops [501,527]
- Deputing Officers to Collieries for expediting supply/movement of Coal [363]
- Distance from face to face & side to side of Buildings [344]
- Electrification of Towns/Villages not included in the Schemes [240,299,434]
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- Licence for installing Fixed & Mobile Wireless Station [407]
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- Certificate for Compensation for Tree clearance under Indian Telegraph Act [527]
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- Notice under Indian Telegraph Act 1885 for Tree cutting [527]
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- Valuation Schedule for Compensation for damage to Trees [527]

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- Installation [324]
- Office ~ [216]
- Payment of Royalties of Departmental ~ System/Connections [486]
- Residence of Officer [216]
- Residential Telephones not on consideration of Status but on requirement [324/1]
- Terms & Conditions for Licence for Wireless Station [407]

## TEMPORARY EMPLOYEE(S)

- Form of Appointment Letter [201]
- Not to ask to proceed on tour unless essential [376]
- Not to retain beyond six months unless selected [289]

## TENDER(S)

- Acceptance of ~ [192,254,390,436,478]
- Acceptance of ~ which is not lowest [135,192,390]
- Casual ~ [398,423]
- Categories of ~ forms in different colours [192]
- Extra items of Works Contracts in progress [192]
- Fixing price [192]
- Functions of ~ Committee to be carried on by Zonal Committee [374]
- Insurance clause in Acceptance of Tender [433]
- Inviting by Field Officers [192,254,478]
- Lowest ~ (Definition) [192]
- Mode of Receipt [189,192]
- Modification in Form of Acceptance of Tender [433]

- Modification in intimation Form [433]
- Opening of ~ [192,436]
- Penalty clause in all Contracts [192]
- Price for casual ~ [423]
- Procedure of issue of casual ~ by rotation to Class 'C' Contractors discontinued [398]
- Procedure relating to Tenders [192,398,494,506]
- Purchase of Wood or any other Materials from Govt. Departments without inviting ~ [524]
- Reduction of Security Deposit [189,192]
- Report on all accepted ~ if not lowest [390]
- Supplying copies free of cost to Foreign Embassies, Consulates or Trade Commissioners [192]
- Variation proposed by Tenderer after submission not to encourage even advantageous [420]
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- Summarily when overstayed Joining Time [125]
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- Powers to trainee Assistant Engineer [278]

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- Advance of pay [376]
- Advance of pay to be recovered in not more three instalments [376]
- Advance of TA [9,15,138,376,376/1]
- Advance of TA may be granted in two parts if family to follows later [376/1]
- Commutated value of Pension to be claimed from Govt. in r/o Govt. servants transferred to Board [388]
- Competent Authority [111,254,276,390]
- Condoning overpage in Handing/Taking over charge [243,GO- 18(P)/171]
- Continuing to draw HRA as admissible at old headquarters [553]
- Conveyance charges from residence to Station & vice versa [23]
- Employees not completed six months service not to be normally transferred [376]
- Employees transferred at request not eligible to any Advance [376]
- Failure to relive on ~ amounts to act of Misconduct [224]
- Generally be made when Schools/Colleges are closed [572]
- Handing/taking over arrangement [229]
- Informing Employee about ~ at least one month in advance as far as possible [553]
- Joining Time of Employee transferred at request treated as Leave if due [376]
- Journeys by Mail/Express train permission on ~ [465]
- Mileage for Conveyance of kit by Road [23]
- No ~ unless completed three years at one place [572]
- Overpage condoning [243,GO-18(P)/171]
- Packing charges [125,424]
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- Reallocation of Employees on State Reorganisation [389]
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- Time limit for Handing/Taking over charge [107]
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### TRAVELLING ALLOWANCE

- Advance for tour [9,15,138,376]
- Advance not settled within two months from month following journey to recover from Salary [376]
- Advance on Transfer [9,15,138,376,376/1]
- Advance remained to be unadjusted to be recovered in full from salary [376]
- Anti rabic treatment in Govt.Hospital [379]
- Appearing Departmental Exam in Accounts [285]
- Appearing Hindi Exam [116]
- Appearing Professional Exam [116]
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- Certifying extension of Tour beyond ten days [448]
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- Competent Authority for Mileage Allowance [296]
- Competent Authority to approve tour [9]
- Condoning delay in scrutiny & passing of Bills submitted in Time [554]
- Condoning Time barred claim [210]
- Conveyance charges from residence to Station & vice versa on transfer [23]
- Daily Allowance at extra rate at Srinagar [367]
- Daily Allowance for going to short distance places [23]
- Daily Allowance rates [245,252,288,482]
- Daily Allowance to Line Staff [37]
- Day for regulating Daily Allowance [51]
- Deputing Employees on tour basis for more than sixty days [504]
- Deputing Officers to Collieries to expedite supply/movement of Coal [362]
- Distance from HQs to be considered by shortest route by Rail/Road & not radius [245,252]
- Drawal of Daily Allowance in addition to Mileage [23]
- Effective date for Permanent Travelling Allowance [550]
- Employee to declare amount of Advance taken in Bill [376]
- Employee transferred at request not eligible for any Advance [376]
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- Family joining from other Station on transfer [523]
- Govt. Law Officer [212]
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- Interview for Promotional posts [40,81,330]
- Journey undertaken to inspect documents by Employee facing Disciplinary Action [312]
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- Movement of Employees beyond sphere of duty on tour [303]
- Not to proceed on tour outside Jurisdiction/State [21]
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- Packing charges on transfer [125,424]
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- Permanent Travelling Allowance (Competent Authority) [254,550]
- Permanent Travelling Allowance rates [497]
- Reallocated Employees on State Reorganisation [389]
- Reimbursement of cancellation charges of Railway & Air passage [211]
- Reservation cancellation charges [211]
- Return of Travelling done by SEs & Sr.EEs [395]
- Summoned in the Court [88]
- Taking Peons on tour by Officers [10,339]
- Temporary Employees not to be asked to proceed on tour unless absolutely essential [376]

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- Goggles to Fitters, Turners & Welder [381]
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# **GENERAL STANDING ORDERS**

**(Bombay State Electricity Board)**

**Volume III**

**(GSOs. 301 to 575)**

