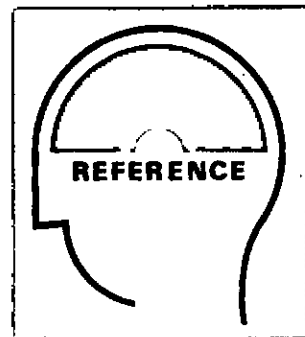


GENERAL STANDING ORDERS

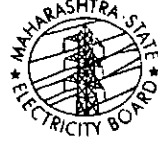
(Bombay Electricity Board)

Volume I

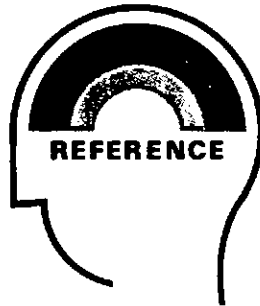
(GSOs. 1 to 189)



GENERAL STANDING ORDERS
(Bombay Electricity Board)
Volume I
(GSOs. 1 to 189)



आस्थापना अधिकृत (३ अ)
-स. ए. चि. मंडळ, मुंबई.



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

भास्थापना अधिष्ठाक (३ अ)
म. ए. बि. मंडळ, मुंबई.

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. In continuation of the same objective, this volume contains the GSOs issued during the period of Bombay Electricity Board, i.e. from April 1955 to March 1957.

Out of the 187 GSOs issued during the BEB period, presently operative instructions on concurrent subjects are covered by only 41 GSOs. Two GSOs bearing Nos.5 & 184 had not been issued. 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 issued during the period of the BEB and adopted by MSEB via BSEB. However, while the texts of operative GSOs are printed in bigger type, that of redundant ones are printed in smaller type. Similarly, the non-operative part(s) of certain operative GSOs are also printed in smaller type.

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

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

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



Date: 27-12-1993
Bombay

(Vinay Mohan Lal)
Member(Adm)&Secretary

PREFACE

This Volume-I contains General Standing Orders from 1 to 189 issued by Bombay Electricity Board, during April 1955 to March 1957 including Correction Slips, Addenda and Corrigenda, which are printed GSO-wise and date-wise upto end of November 1993.

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 Digaskar, 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.



(V.G.Deshmukh)
Director of Personnel

Date: 27-12-1993
Bombay

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GENERAL STANDING ORDER NO.1 DATED 14-4-1955
Board's Section

Subject:-Classification And Compilation Of Orders And Instructions.

A number of orders and instructions have already been issued from time to time and more will be issued in due course as occasions arise, for the guidance of the Central and Divisional Offices. The importance of these orders and proper compilation thereof does not need to be stressed.

2.To facilitate reference, the various orders should be properly classified and serially numbered. All orders may not be of equal importance. Some orders may be of local significance only, while others may be applicable to all Divisions. Some orders may be of ephemeral nature while others may be of permanent or semi-permanent importance.

3.For the facility of compilation, the various orders should be classified in the following groups:-

- | | |
|-----------------------------|------------------------------|
| 1) General Standing Orders. | 3) Establishment Orders. |
| 2) Routine Orders. | 4) Administrative Circulars. |

4. (a) General Standing Orders.

(a) General Standing Orders are in the nature of bye-laws which lay down procedure for regular conduct of administration. These are of permanent nature subject to amendment or cancellation by subsequent General Standing Order.

All orders of permanent importance shall be issued as General Standing Orders. For example -

Orders regarding procedure to be followed in case of provisions of stores, calling for tenders, or making petty purchases, procedure for disciplinary action, etc. Such orders issued by the Central Office, shall be cited as General Standing Orders while those issued for the guidance of the Central Office only shall be referred to as CENTRAL OFFICE STANDING ORDERS. Each set of these orders shall be serially numbered.

The Divisional Officers may also have to issue their own orders either on the basis of any instructions issued from the Central Office or independently, if occasions for such orders arise. But in the latter case, approval of the Central Office shall be taken before finalisation.

(b) The General Standing Orders are to be drafted by the Section, concerned with the subject, and after they are approved by the Secretary, or the Chairman they should be serially numbered and issued by the General Branch. The compilation shall be done centrally by the General Branch.

5. Routine Orders

(a) Routine Orders are orders of less importance and may be of a permanent or temporary nature, for example - assignment of duties to different members of the staff, according to the prevailing exigencies of work, etc. Generally all matters of routine nature should be regulated through Routine Orders.

(b) Routine Orders shall be drafted by the Branch Officer and issued by the General Branch. All the Routine Orders should be serially numbered and compiled centrally by the General Branch.

6. Establishment Orders.

(A) Establishment orders relate to appointments, promotions, transfers, increments, sanction of leave and such other matters relating to the personnel of establishments of Bombay Electricity Board. They may not be of permanent significance but may be important for purpose of reference particularly for audit and would need to be compiled carefully in order to make them available for reference in case of particular individuals at any future date. These are classified as:-

(a) General Establishment Orders and,

(b) Central Establishment Orders.

The General Establishment Orders may pertain to the Central Office and in addition to any Division or Divisions. Central Establishment Orders would relate to the Central Office only and all postings within the Central Office would be included in this category.

(B) Establishment orders shall be drafted and serially numbered and issued by the Establishment Officer, (with the approval where necessary of the Secretary or Chairman or the Board.)

7. Administrative Circulars.

(a) These are circulars issued in the form of instructions for the guidance of the staff of the various Branches. The occasion for such instructions may arise in one Branch but they may be circulated to all Branches for their guidance under similar circumstances.

(b) These will be drafted by the respective sectional officer concerned and issued after obtaining the approval of the Secretary or the Deputy Secretary, as the case may be, depending on the subject concerned.

8. Compilation

The various orders referred to above and classified under one or the other category mentioned above will serve the purpose for which they are issued only if their compilation is systematic. Unless this is done, these orders will have no reference value. Hence proper compilation is of major significance for administrative efficiency. All General Standing Orders, Routine Orders, Establishment Orders and Administrative Circulars shall be two sets of files in respect of various orders referred to above.

(a) Master file; and

(b) Reference files.

(a) Master File:

Master files should be maintained separately for each of the four categories of orders or instructions enumerated above and arranged serially and chronologically. There shall be one set of master file with the General Branch in the Central Office. Care should be taken to see that the master file is properly maintained and always kept upto date. While the master file described above shall contain all orders and instructions compiled in chronological order, there shall be another set of Branch master files containing all orders issued under any of the categories enumerated above, compiled according to subjects. These branch master files shall be kept by the Officer-in-charge of the Branch or the Section ministerial head.

(b) Reference Files:

A Reference File is the file which contain all orders or instructions issued under one or the other of the four classes of orders mentioned in the list above with which a particular section is directly or indirectly concerned. A Reference File shall be in the custody of the section head but the officer in charge of the section shall see that the file is kept upto date. These files should be compiled according to broadly grouped subjects.

9. The officer in charge of each section in the Central Office shall see that all the master files and reference files are properly maintained and proper indices prepared so that each section may have a concise and indexed record of all important orders readily available for reference. The index should be-

Order or Circular No. and Date.	Subject	Page No.
---------------------------------	---------	----------

Further, a record of correction slips should be maintained at the beginning of each file after the index in the following form.

2....

Bigger type OPERATIVE & Smaller type REDUNDANT

BEB-GSO 2

G.S.O.No. and Date of issue

Corrected order.

Initials of the in-charge

10. Any amendments to the orders shall be properly slipped in the master file, Branch master file and reference files and indices of the amendment made in the originals, i.e. all affected orders.

The amendment slips should not be bunched and filed separately but should be pasted in the appropriate places in the file. When an order is cancelled, it should be simply scored in red ink and reference number and date and the number of subject file in which the cancellation order has been filed should be indicated. The issuing authority of an order or a circular shall indicate on the copy of that order or circular kept in the office master file, the number of the file leading upto the issue of that order or circular and also section to which copies have been circulated so that the correction slips if received later should be sent to all concerned.

11. This Standing Order will come into force with immediate effect. Circulars and Orders issued so far and kept in files may as far as possible be brought in line with the provisions of this General Standing Order.

Sd/- For Secretary.
Bombay Electricity Board.

GENERAL STANDING ORDER NO.2 DATED 27-4-1955

Subject:-Regulation 82 of the Bombay Electricity Board Employees Service Regulations.

The employees of the Bombay Electricity Board who are governed by the Factory Act are eligible to get leave only as provided in regulation No.78 of the Bombay Electricity Board Employees Service Regulations.

2. Daily wage earners and casual workers are not eligible to any paid weekly offs. It was however observed by the Board that Regulation 82 as it stood would give an impression that daily wage earners and casual workers governed by the Factory Act would be eligible to paid holidays and paid weekly offs. This is not correct. In order to remove any doubt about it, the Regulation has been amended by the Board under its Resolution No.385 of 16-4-1955. The corrected Regulation 82 reads as follows:-

Regulation 82

"Daily wage earners and casual workers (unless otherwise required by the provisions of any Labour Law in the case of any particular categories of employees governed by such Labour Law) shall not be entitled to any paid leave provided in this Chapter or to any paid weekly off.

(Explanation :- Daily wage earner or casual worker is one who is employed for work day to day and paid at the daily rate.)"

The correction in the Employees' Service Regulations should be immediately recorded in all the copies and precaution taken to see that no copy of the Service Regulations remains uncorrected and also to see that daily wage earners and casual workers are not given any paid holiday or paid weekly off.

Sd/- For Secretary.

GENERAL STANDING ORDER NO.3 DATED 2-5-1955.

Subject:-Security Deposit to be furnished by Board's Officers and Employees.

A doubt has been raised by one of the Sub-Divisions as to from whom the Security Deposit is to be taken in case there are no persons of the designation as Bill Collectors, Cashiers, and Store-keepers as laid down by the Board vide No.BEBR/21/227/16 dated 1-3-1955.

All concerned should, therefore, note that in case there are no persons of the designations as Bill Collectors, Cashier and Store-keeper, the Security Deposit, as laid down by the Board vide the resolution referred to above, has to be recovered from the persons concerned, doing the respective duties as they are actually in charge of Board's funds and stores.

Sd/-Superintending Engineer,
(Planning & Co-ordination)

GENERAL STANDING ORDER NO.4 DATED 14-5-1955.

Subject:-Examinations-Professional-Procedure and Rules regarding-Junior Engineers (E&M), Assistant Engineers'(E&M) and (Civil) and Deputy Executive Engineers.

The Bombay Electricity Board has reviewed the position with regard to the necessity of passing of Professional Examination by Officers of certain categories as prescribed in the Government Resolution P.W.D.No.630/36 dated 2-2-1949 and modified by G.R. P.W.D.No. PEG.1353 dated 8-3-1954 and has decided as follows vide Board's Resolution No. BEBR/4/334/21 dated 6-4-55.

(i) FOR JUNIOR ENGINEERS (E&M)

(a) All the Junior Engineers who are fresh entrants should pass the examination in the Electricity Act of 1910 and the Rules thereunder (1937) within 3 years of joining; they will be eligible to appear for the examination after completion of 1 year's satisfactory service (including probation). For existing staff, the period for passing the examination will be 3 years from the date of issue of these orders.

(b) Unless the Junior Engineers pass the examination within the stipulated period, their increments shall be withheld. If they pass their examination after 3 years, they will start earning increments from the date of passing their examination.

(c) No examination has been prescribed for Junior Engineers (Civil), as they are not very much concerned with the provisions of the Electricity Act in their duties on Civil Engineering works.

(d) Sub-Engineers may be allowed to appear for the examination when they are promoted as junior Engineers.

(ii) ASSISTANT ENGINEERS (E & M)

a) All the Assistant Engineers (E & M) should pass an examination in the following:-

(1) Electricity (Supply) Act, 1948

(2) Elements of Commercial Accounts. (A suitable book to be prescribed by the Board)

(3) Telegraph Act.

(b) The Assistant Engineers should also pass an examination in the subject of Indian Electricity Act, 1910, and the Rules thereunder (1937) if they have not passed this examination as Junior Engineers.

(iii) FOR ASSISTANT ENGINEERS (CIVIL)

The following subjects are prescribed for the examination:-

(1) Elements of Commercial Accounts (a suitable book to be prescribed by the Board)

(2) Selected Sections of the Electricity Act, 1910 and the Rules thereunder.

(3) Telegraph Act.

(iv) All Assistant Engineers who are new entrants should pass these examinations within 3 years from the date of their appointment and the existing Assistant Engineers should pass within 3 years from the date of the issue of these orders.

(v) The candidates who obtain 50 percent marks will be declared to have passed the examination and if any candidate has passed previously in one subject, he may be exempted from appearing in the same subject.

(vi) The Deputy Executive Engineers who have not already passed the Professional Examination are required to pass this examination as only those who pass this examination will be eligible to further promotion.

(vii) The age limit shall be 40 years i.e. any officer who is 40 years or above, need not appear for these examinations. If he is found professionally efficient, he shall be eligible for increments and promotion in the usual manner.

(viii) If Junior Engineers, Assistant Engineers and Deputy Executive Engineers, fail to pass the examination within the prescribed period, their increments and promotions will be withheld except in case of those who are 40 years on 31-3-1955.

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

GENERAL STANDING ORDER NO.5. ... NOT ISSUED.

GENERAL STANDING ORDER NO.6 DATED 23-5-1955.

Subject:-Concession of free supply of electricity and water to the staff employed on Operation and Maintenance works.

The Bombay Electricity Board has decided to extend the following facilities to the staff employed on Operation and Maintenance works and provided with residential quarters vide Board's Resolution No.BEER/7/337/21 dated 6-4-1955.

(1) (a) **Electric Supply**:- Free supply of electrical energy on the undermentioned scales to different categories of staff employed on Operation and Maintenance Works and provided with residential quarters.

(i) Executive Engineers	50 units per month.
(ii) Assistant Engineers	25 units per month.
(iii) Others	10 units per month.

(b) Charges at full rate for excess energy consumed. There should be metered supply to every house/tenement and steps should be taken to prevent misuse, unauthorised connection etc. within the free quota allowed. There should be no restrictions on use of electricity for radio, ironing, heating etc.

(c) A token rent at annas 4/- per meter should be charged.

(2) **Water Supply**:-Free supply of water for domestic use. 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 above decision of the Board should be complied with strictly.

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

GENERAL STANDING ORDER NO.7 DATED 17-6-1955.

Subject:-Delegation of Powers.

In partial modification of Resolution No.318 passed in the meeting of the Bombay Electricity Board held on the 24-3-1955, the Board has approved the Delegation of Powers in detail as shown in the statement (Appendix A) and has directed that the existing clauses F and K (a) to (j) in the Resolution should be replaced by clauses shown in the said Appendix.

Encl:- As above

Sd/-Superintending Engineer,
(Planning & Co-ordination)

6....

Bigger type OPERATIVE & Smaller type REDUNDANT

BEB-GSO 6&7

APPENDIX 'A'(Resolution No.465)

Subject:-Delegation of Powers

- (1) For passing of bills subject to audit
- (2) For Renting of Offices from Private Parties in the Divisions.
- (3) To record measurements.

(1) Certain Administrative difficulties have arisen in the passing of bills in the Head Office, powers for which have been delegated by the Board under their Resolution No.318 of the 24th March, 1955 under Clause 'K' of the Resolution and hence it is necessary to define the delegations of powers in more detail.

The Board has therefore approved the following proposed delegation of powers in detail in partial modification of the Resolution No.318. The existing clause K (A) to (J) in the Resolution No.318 is to be replaced by the following:-

K.Powers to incur expenditure and to pass bills for payment subject to audit, and other allied powers.

- | | |
|---|---|
| (a) All stores purchases made by Central Purchase Stores Department, Head Office. | Stores Purchases Officer |
| (b) All emergency and petty stores purchase made locally by the Executive Engineers. | Executive Engineer. |
| (c) Members travelling and other allowances | Members of the Board. |
| (d) (i) Salary bills of officers at Head Office Class I & II | Chief Engineer |
| Class III & IV | Establishment Officer. |
| (ii) Salary bills of officers in Divisions. | Executive Engineer. |
| (e) Muster Rolls for Class III & IV Employees. | Assistant Establishment Officer.
Executive Engineers for Divisions |
| (f) (i) Travelling and other expenses of Officers & staff including Advances of T.A. upto 75% of the estimated T.A. bill. | Chief Engineer for Class I Officers in H.O. |
| (ii) Advance of transfer T.A. upto 75% of the estimated T.A. bill | Superintending Engineer (P & C) for class II Officers. |
| (iii) Advance upto one month's pay in the case of transfers. | Establishment Officer for Class III & IV employees. |
| (g) Stores & Works Contracts, Advertisements and Stamp Fees on contracts and Agreements. | Stores Purchase Officer for Head Office
Executive Engineers for Divisions. |
| (h) Auditor's services & expenses | Board. |
| (i) Legal services. | |
| (i) To file suits or to defend in case of civil suits. | Secretary in consultation with Chairman. |
| (ii) For payments of legal fees & expenses. | Secretary upto Rs.1000/- in each case-
Board-above Rs.1,000. |
| (j) Insurance Premiums payable in respect of Board's properties. | Secretary Rs.1,000/-
Board beyond Rs.1,000/- |

(k)	General Office Supplies And Expenses-	
	(i) Office Equipment maintenance, Stores Advertisements and other expenses for Central Stores Purchase Department, Head Office.	Stores Purchase Officer (Subject to the procedure prescribed for Stores purchases)
	(ii) -do- for Head Office other than Stores Purchase Department	Superintending Engineer (Planning & Co-ordination) -do-
	(iii) -do- for Divisions.	Executive Engineer, -do-
	(iv) Repairs and Maintenance of Head Office furniture, Buliding, fans & lighting system.	Superintending Engineer (Planning & Co-ordination) Upto Rs.500/- (subject to prescribed Procedure). Chief Engineer upto Rs.1000/- -do- Board beyond Rs.1000/-
	(v) Office Equipment maintenance, stores, advertisements and other Expenses for Divisions.	Executive Engineer Upto 500/- (Subject to prescribed procedure) Chief Engineer Upto Rs.1000/- (Subject to prescribed procedure) Board - Above Rs.1000/-
(l)	Postage, Telegrams and Receipt Stamps, Personnel Advertisements.	Establishment Officer for Head Office Executive Engineers for Divisions.
(m)	Rents, Rates and Taxes	Accounts Officer for Head Office Executive Engineers for Divisions.
(n)	(i) Telephone Rental Call and Electricity charges at Head Office	Establishment Officer.
	(ii) -do- in Divisions	Executive Engineers.
(o)	Clothing Class IV employees (subject to the approval of the pattern & number of uniforms, by the Board.)	Establishment Officer, for Head Office. Executive Engineers for Divisions.
(p)	Other General Expenses.	
	(i) Library and other books and subscriptions to papers and periodicals.	Technical-Chief Engr. upto Rs.500/- for the year. Non-technical- Secretary upto Rs.500/- Beyond Rs.500/- Board.
	(ii) Casual labour employed after obtaining appropriate sanction	Accounts Officer for Head Office Executive Engineers for Divisions.
	(iii) Petty expenses (including stationery & other items) not classified under any other heads	Accounts Officer upto Rs.25/- in each case Chief Engineer upto Rs.100/- in each case, Board beyond Rs.100/- Executive Engrs. for Divisions upto Rs.50/- in each case. Beyond Rs.50/- (Superintending Engineer)
(q)	Works contract Bills initial payments.	Executive Engineer.
(r)	Works contract bills Upto Rs.10,000/- Over Rs.10,000/-	Executive Engineer Chief Engineer.
(s)	All final payments of Works Contracts exceeding Rs.10,000/-	Chief Engineer

NOTE: All the above delegation of powers are subject to posts being sanctioned and appointed by Competent Authority in the case of staff expenditure and in other respects, subject to the procedure

prescribed for incurring the expenditure and subject further to the expenditure being within the limits of Budget Provisions sanctioned by the Board and placed at the disposal of the Branch concerned.

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

(2) (F) Renting Store Houses

Some cases have recently arisen in which it has been found necessary to rent office premises in the Divisions but no delegations of powers has been granted in this respect.

The Board has therefore approved addition of the words "and offices" in clause F of the delegation of powers under Board Resolution No.318 of 24-3-1955 after the words "Renting Store Houses":- (i.e. taking on rental)

F. Renting Store Houses and Offices.

Executive Engineer	Upto Rs.25/- per month.
Superintending Engineer	Upto Rs.50/- per month
Chief Engineer	Upto Rs.100/- per month
Board	Above Rs.100/-

(3) (L) Powers for recording measurements.

In the absence of delegation of powers for recording measurements, measurements have been recorded under the previous powers as below.

Junior Engineer	Upto Rs.250/-
Assistant Engineer	Upto Rs.20,000/- without any check.
Assistant Engineer	Over Rs.20,000/- with atleast 5% check by Executive Engineer.

Considerable difficulty has been experienced with reference to the low limits of powers given to Junior Engineers which has invariably necessitated the calling of an Assistant Engineer from other places involving delay and long travelling and moreover some of the materials such as fuel oil is consumed before the Assistant Engineer arrives.

Considering that under a proper system of Stores Accounting as instituted there is always a check of the Receipts and issues of materials, the limit in regard to the Junior Engineer could very well be raised to cover the majority of cases to avoid calling upon the Assistant Engineer on practically each and every occasion which the low limit of Rs.250/- necessitates.

Hence the Board has approved the following limits for recording measurements of Stores supplies of Works:-

Junior Engineer (in his absence the Foreman)	Rs.1,000/-
Junior Engineers	Rs.2,500/- (Excluding fuel & bulk provision of power.) upto Rs.5000/-
Assistant Engineer.	Over Rs.20,000/- upto Rs. 40,000/- with atleast 15% check by Deputy Executive Engineer.
Executive Engineer	Over Rs.40,000/-

GENERAL STANDING ORDER NO.8 DATED 23-7-1955.

Subject:-Continuance of Contract Officers under Board's Service.

In accordance with Board's Resolution No. BEBR /2/408/25 dated 2-5-1955 as amplified by the subsequent resolution No. BEBR/9/639/33 of 29th June 1955, the officers appointed by Government on contract basis and transferred to the Bombay Electricity Board, who have been or will be retained in service by the Board after the expiry of the present contract, will be treated as regular employees of the Board and they will be deemed to be governed by the Bombay Electricity Board Employees' Service Regulations in all respects with the exception of the provisions of Regulations 43, 54 and 142. These provisions relate to the notice of termination of service and deductions from C.P. Fund in certain cases. The relative decisions taken by the Board in this behalf are explained as under:-

a) In the case of officers of the rank of Executive Engineer and above, their services would stand terminable by giving six months notice on either side.

b) In case of officers below the rank of Executive Engineer their services would stand terminable by giving 3 months notice on either side.

c) The Employer's Contribution would be payable in full for the contracted period regardless of restrictions provided under regulation No.142. So far as the Board's contribution for the period of regular employment under the Board after the expiry of the contract period is concerned, the entire period of their service both on contract and under Regulation 142 and if there is any shortfall in the total minimum service of 15 years (prescribed under regulation No.142), the Board will have discretion to make deductions only in respect of Board's service.

d) The period of leave due, which may have remained unavailed by the officer during the period of contract would be carried forward upto the limit of accumulation permissible under the Service Regulations.

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

GENERAL STANDING ORDER NO.9 DATED 22-7-1955.

The following correction may please be carried out in the Bombay Electricity Board Employees Service Regulations:-

1. Correction: Slip No.V

For item (K) (F) (i) & (ii) of the Appendix 'A' Resolution No.465 General Standing Order No.7 forwarded under Superintending Engineer (P&C)'s No.PC(BR)/19717 dated 17th June, 1955, the following should be substituted.

K. (F)

- | | |
|--|--|
| (i) Advance of T.A. & other expenses upto 75% of the estimated T.A. in respect of Class I Officer. | Chief Engineer |
| (ii) Advance of T.A. & other expenses upto 75% of the estimated T.A. in respect of Class II Officers. | S.E. (P&C) for H.O. and Executive Engineers for Divisional and Sub Divisional Offices |
| (iii) Advance of T.A. & other expenses upto 75% of the estimated T.A. bill in respect of Class III & IV Employees. | E.O. for Head Office and Executive Engineer for Divisional and Sub-Divisional Offices. |

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BEB-GSO 8&9

The existing Sub-Clause (iii) regarding advance upto one months pay in the case of transfers should be read as Sub-Clause (iv) consistent with the above powers.

II. Correction Slip No.VI

For item No.23 from VI-Schedule (forwarded under this office No.BEB-10/19314 dated 14th June, 1954 with regard to the authorities competent to sanction T.A. bills, the following should be substituted.

Authorities competent to sanction T.A. Bills.

For Superintending Engineers & Sr. Ex. Engrs.	Secretary
For All Ex. Engineers. (Class I Officers)	S.E. (P & C)
For Assistant Engrs. in H.O.	-do-
For -do- in Divisional Offices	Divisional Ex. Engrs.
For Class III & IV employees in H.O.	Establishment Officer.
For -do- -do- in divns. & Sub. Divns..	Divisional Ex.Engrs.

III Correction Slip No.VII.

For item No. A(1) (ii) of Appendix, Resolution No.318 forwarded under Superintending Engineer (P&C)'s No. PC(BR)/12316 dated 12th April, 1955, with regard to the powers for creation of temporary posts on monthly rates basis the following should be substituted.

Item No.	Nature of Power	Executive Authority	Limits of Powers
A(i)	1) Other Temporary staff		
	(a) Daily rated staff in H.O.	S.E. or Sr.Ex. Engr.(Comm.)	On Standard Schedules
	(b) Daily rated staff in Divisions.	Ex.Engr. of the Division.	On Standard Schedules approved by S.E.
	2) Monthly rated staff.		
	(a) For Head Office & Divns. upto 1 month only for Class III & IV Employees.	Chairman	On Standard Pay
	(b) Beyond one month for Class I,II,III & IV employees.	Board	

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

GENERAL STANDING ORDER NO.10 DATED 22 JULY, 1955.

Subject:-Taking of Peons on tour.

The foot note below Bombay Electricity Board Service Regulation No.94 does not permit an Officer to take a Peon with him on tour on office duty without the specific sanction of the Competent Authority and such authorities have been defined under schedule VI item No.23 forwarded under this office No.BEB-

10/19314 dated 14th June, 1955. The Officers in mofussil are some times required to take a Peon while they proceed on tour and it is not possible for them to wait for orders each time from the competent authorities in this behalf before proceeding on tour. The Board has therefore reviewed the position and in amplification of Regulation No.94 it has been decided that an Officer may be allowed to take a Peon on tour while on official duty in the following circumstances:-

- i) When the Officer is carrying cash of a value of Rs.1,000/- or more for disbursement.
- ii) When the Officer is required to carry heavy records or equipment.
- iii) When the Officer is camping at an out of way place in tent or Inspection Bungalow.

provided that the concerned touring Officer certifies in the Peon's T.A. bill the necessity of taking a Peon with him, before the T.A. bill is submitted for sanction.

Sd/-N.S.MERCHANT
Establishment Officer,
For Secretary

GENERAL STANDING ORDER NO.11 DATED 5-8-1955

Extract from the minutes of the 36th meeting of the Bombay Electricity Board, held on 14-7-1955, regarding Delegation of Powers to make Imprest Advances. - Board Resolution No.719.

"(A) In supersession of Clause E(a) of the Board Resolution No.318 of 24th March, 1955, the Board decided to delegate powers as indicated below:-

CLAUSE (E)

- | | | |
|--|--|--|
| (a) (i) To Dy.Enginers, Asst.Engrs. & Jr.Engrs., executive in-charge for payment of monthly salaries & Wages. | Executive Engineer. | Full extent on the basis of pay bills & pay sheets being preaudited at Divisional Centre |
| ii) To Dy.Enginers, Assistant Engineers, & Junior Engineers for payment of specific expenditure such as Railway freight, temporary labour etc. | Executive Engineer.
For railway freight
For other expenses | Temporary advances on the basis of estimates subject to post audit.
Full extent
Maximum Rs.1,000/- |
| iii) To Dy.Enginers, Assistant Engineers & Junior Engineers for day to day Sundry expenses | Executive Engineers. | Permanent imprest not exceeding Rs.500/- as Executive Engineer may decide. |

(B) (i) In order to facilitate urgent payments which are usually heavy & numerous in the Head Office, particularly in the first week of each month, the Board authorised a permanent imprest of Rs.1000/- to be retained by the Head Cashier as cash on hand and an additional imprest of Rs.1,500/- during the first seven days only of each month.

(ii) The Board authorised the permanent advance of Rs.100/- to be held by the Head Cashier to meet petty cash payments."

The draft minutes are subject to confirmation by the Board at its next meeting but an abstract is sent to facilitate disposal in the meantime.

BEBR/2/719/36.DATE : 19-7-1955

Passed on with compliments to the Accounts Officer for favour of disposal in the light of the Board's decision. The relevant case papers are sent herewith.

Sd/-Assistant Secretary,
Bombay Electricity Board.

GENERAL STANDING ORDER NO.12 DATED 5-8-1955

Extract from the minutes of the 36th meeting of the Bombay Electricity Board held on 14th July, 1955 regarding relaxation of procedure regarding recording of measurements. - Board Resolution No.731

*(A) The Board observed that inordinate delays occur in settling bills for supplies made and works carried out by contractors and prescribed the following time limits for submission of bills and disbursements thereof:

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

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

(i) The Technical Section concerned	Two Weeks
(ii) Accounts Section	One Week
(iii) Audit and final disbursement	One Week

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

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

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

(b) Limitations indicated below:-

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

(ii) For bills between Rs.15,000/- to Rs.25,000/- to be submitted to Chairman through Chief Engineer and

(iii) For bills above Rs.25,000/- Board's approval should be obtained.

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

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

The draft minutes are subject to confirmation by the Board at its next meeting but an abstract sent to facilitate disposal in the meantime.

BEBR/2/731/36.Date : 18-7-1955

Passed on with compliments to the Accounts Officer for favour of disposal in the light of the Board's decision.

The relevant case papers are sent herewith.

Sd/-Assistant Secretary
Bombay Electricity Board

GENERAL STANDING ORDER NO.13 DATED 18-7-1955

Extract from the Minutes of the 36th Meeting of the Bombay Electricity Board, held on 14th July 1955, regarding delegation of powers - Passing bills for payments above Rs.10,000/- - Board Resolution No.743.

"The Board considered the difficulties explained in the note submitted to it in rigidly following the procedure prescribed in Resolution No.465 of 12-5-1955 with regard to delegation of powers in passing bills for payments for works contracts as provided in Clause K(q), (r) and (s) and in order to obviate the involved procedure and consequent delay in passing the bills, the Board decided in amplification of Board Resolution No.731 of 14-7-1955, and in partial modification of clause 'K' of the Board's resolution No.465, that all running bills of Rs.10,000/- and over which are sent to the Head Office shall be permitted to be passed for payments on the certificate of the Executive Engineer that the work as per details in the bill has been satisfactorily carried out and duly certified by the Divisional Accountant as having checked it and by the Divisional Auditor as having audited it without the necessity of further audit being carried out at the Head Office.

The proposed revised procedure will apply largely to running account bills for Works Contracts and Supply of coal at Utran. The bills for stores supplies are unaffected by the revised procedure. Bills for stores supplies are to be paid by the Head Office."

BEBR/26/743/36 Dated 18-7-1955

Passed on with compliments to the Accounts Officer for favour of disposal in the light of the Board's decision. The relevant case papers are sent herewith.

Sd/-Assistant Secretary
Bombay Electricity Board

GENERAL STANDING ORDER NO.14 DATED 8-8-1955

Subject:-Concession of free supply of electricity and water to the staff employed on operation and maintenance works.

In amplification of order issued in the General Standing Order No.6/17083 of 23-5-55 the following orders are issued.

14....

Bigger type OPERATIVE & Smaller type REDUNDANT

BEB-GSO 12,13&14

आस्थापना (२२)
ग. व. १५. २००३, ३५५

(i) The excess energy consumed by the occupants of residential Quarters provided for different categories of staff for operation and maintenance works should be charged at the domestic appliance rates, i.e. rates, for heating, cooking etc., applicable in the areas under tariffs, A,B,C,D,E.

(ii) 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.

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

GENERAL STANDING ORDER NO.15 DATED 13-8-1955

The question regarding the conditions for the grant of advance of T.A. as on tour or transfer was examined by the Bombay Electricity Board, at its 39th meeting held on 6th August 1955 and in amplification of resolution No.465 as amended by Correction Slip No.V-General Standing Order No.9 forwarded under this office letter No.E.11/BEB-10/23618 dated 22nd July 1955, the Board decided that the following conditions should be borne in mind while sanctioning the advance against Travelling Allowance either on tour or transfer.

(i) As a general rule, those employees who have put in service of more than 3 years and who are likely to be made permanent in due course should be given advance to the full extent.

(ii) New appointees may not normally be transferred within six months except under urge of administrative exigencies.

(iii) If persons who have put in less than six months service are transferred, they may be given an advance upto the limit of the undisbursed pay of the tenure and 30% of the amount of their estimated T.A.bill.

(iv) Those who have put in more than six months service but less than 3 years, are transferred, they may be given an advance of pay equivalent to their undisbursed pay of their tenure in their old post from where they have been transferred and 50% of the amount of their estimated T.A. Bill.

(v) Persons who have sought transfers for their own convenience and not necessarily for the administrative reasons should not be given any advance of T.A. nor the travelling allowance and that they should bear their own T.A. expenses. They may be paid only the amount of pay, if applied, on the scales laid down in (i) to (iv) above, and the joining time shall be treated as leave to be debited to the transferee's leave account.

(vi) In respect of T.A. on tour, all the employees other than Class I and Class II officers may be given advance of T.A. equivalent to 75% of their estimated T.A. Bill, irrespective of their term of employment under the Board, if such an advance is applied for and recommended by the Officer under whom they may be working. It would be the responsibility of the officer recommending the amount of advance to make sure that the advance paid is recouped from the employee after he returns from tour. In respect of Class I & II officers, T.A. Advances as on tour equivalent to 75% of their estimated T.A. Bill may be paid unless their probable expenses are not likely to be less than Rs.150/-

(vii) No fresh advance shall be made to any employee unless the earlier advance has been settled; and any advance that has remained unrecovered should be recovered in full from the salary payable to the employee.

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

GENERAL STANDING ORDER NO.16 DATED 16-8-1955

Subject:-Mofussil Legal Procedure

In pursuance of the Board Resolution No.756 of 21-7-1955 the following procedure should be adopted by the Officers of the Board in the mofussil in handling legal matters connected with the Board.

1.The Local Government Pleader in each District should, as far as possible, be engaged to conduct legal proceedings on behalf of the Board. The Divisional Executive Engineer should contact or address the Government Pleader and obtain confirmation of his having agreed to take up cases on behalf of the Board. This will preclude the Government Pleader from appearing in any case against the Board and from giving legal advice to any party against the Board. As the Board has been established by Government with the entire capital provided by Government to carry on the functions entrusted to it by Government under the Electricity Supply Act, there can be no occasion of any dispute between the Government and the Board it would therefore cause no inconvenience to the Government Pleader to take up the work of the Board as the Board is functioning on behalf of the Government. The position may be explained by the Executive Engineers to the respective Government Pleaders.

2. The following are the terms prescribed by the Board

(a) **Civil suits and claims by or against the Board**

The fee payable for civil suits filed in the Court should be upto the limits indicated below:-

Claims	Maximum Fees to be sanctioned
Upto Rs.5,000/-	5%
Above Rs.5,000/-	2.1/2%

(b) The fees will be sanctioned by the Secretary of the Board subject to the above maximum, on Assistant Secretary's submission.

(c) The fees for claims over Rs.10,000/- shall be sanctioned by the Board in each individual case irrespective of the maximum prescribed.

(d) T.A. and conveyance charges, if any travelling is entailed, shall be paid on the basis of to and fro fare, single and daily allowance of Rs.7-8-0 which according to Board's Regulation is inclusive of the incidentals (i.e.daily allownce).

(e) The fare would be of the class to which a Government Pleader is entitled under Government Rules.

(f) There will be no separate payment for any casual consultations or any legal advice that may be sought on occasions but if any specific work connected with the legal action is entrusted to him, he will be paid according to the practice in vogue.

3. In criminal matters, fees shall be paid on the basis of Rs.10/- per day. Fees shall be payable only if the case is actually conducted or proceeded with, otherwise as for example if the case is adjourned or the case is posted for judgement or final orders, no fees would become payable.

4. The Board has delegated powers to sanction and initiate legal action as mentioned below:

(A) Civil cases involving claims by or against the Board.

Claims	Competent Authorities	
Upto Rs.500/-	1) Dy.Executive Engineers 2) Assistant Engineers 3) Junior Engineers	With the approval of Divisional Executive Engineer.
Above Rs.500/- to Rs.3,000/-	Executive Engineers	With the approval of Superintending Engineer
Above Rs.3,000/- to Rs.5,000/-	Senior Executive Engineer (Com) and Superintending Engrs. (as the case may be).	
Above Rs.5,000/- to Rs.10,000/-	Chief Engineer in consultation with Chairman.	
Above Rs.10,000/-	Board.	

(b) Criminal Cases.

i) In respect of cases under the Indian Electricity Act 1910 and Electricity (Supply) Act 1948, the Divisional Executive Engineer or any officer incharge of the unit, with the approval of the Divisional Unit may initiate proceedings but in urgent matters, action may be taken as may be warranted by the circumstances of the case, and approval of the Divisional Executive Engineer obtained later. A report in all cases should be forwarded to the S.E. of the circle concerned.

ii) Similarly in other minor matters also involving criminal proceedings the procedure indicated in (i) should be followed and a report should invariably be sent to the Superintending Engineer.

iii) In serious cases such as embezzlement, fraud and similar acts of criminality, a report should be sent to the Superintending Engineer after taking legal opinion where necessary and in consultation with Secretary or Chief Engineer and Chairman, may issue instruction regarding action to be taken.

5. Subject to the above, Executive Officer incharge of the power house or Division as the case may be shall be competent authority to initiate or defend legal action (civil or criminal) on behalf of the Board in Board's name and shall engage pleaders, sign and execute plaints, complaints, written statements, applications or petitions on behalf of and in the name of the Board and appear, produce or withdraw any documents or moneys in the court and settle or compromise any claim or case with Board's prior sanction and do all lawful acts and things in connection with any court.

General Directives

6. In criminal cases which are non-cognisable, the local Executive Officer of the Board shall immediately file a complaint before the magistrate and in cognisable cases,

inform the local police officer. In either event he should simultaneously submit a report to this office of the action taken and furnish this office with the copies of all the relevant case papers as provided in 4 (b).

7. The Executive Officer shall maintain a register of all legal matters showing the subject, progress and conclusion of the cases along with the expenditure and money recovered and shall furnish the Head Office with a quarterly statement showing the number of cases pending at the beginning of the quarter, number of cases outstanding at the end of the quarter under Report.

By order.

Sd/-Deputy Secretary
Bombay Electricity Board.

GENERAL STANDING ORDER NO.17 DATED 19-8-1955.

It has been observed in the past that both in the mofussil and Head Office the incumbents who perform the journeys under the orders of their superiors do not prefer and submit their T.A. bills immediately and sometimes even after a lapse of a long time. Such delays create complications. In some cases the claims for pay and allowances are preferred even after the expiry of the financial year when the grants of the year have already lapsed. The Bombay Electricity Board has therefore decided to prescribe time limits for submission and settlement of T.A. bills as indicated below.

	Time limit for submission after end of the month in which the tour is done..	Time limit for settlement from the date of receipt of the claim
a) Ordinary T.A.bills	15 days	15 days
b) Transfer T.A. bills	One month	One month
c) Pay & allowances (other than regular pay bills).	One month	One month

2. Under item No. II from General Standing Order No.9, Authorities competent to sanction T.A. bills have been indicated. In amplification of those powers, the Bombay Electricity Board has decided to delegate the powers to sanction Time barred T.A. claims as under :-

Class of Employee	Claims which are more than one month old but less than 6 months
a) Claims of Class III & IV Employees in Divisions	Superintending Engineers of their respective circles.
b) Claims of Class III & IV Employees in Head Office	Deputy Secretary (General & Establishment)
c) Claims of Class II officers.	Chief Engineer
d) Claims of Class I officers	Chief Engr. with the approval of the Chairman.

18....

Bigger type OPERATIVE & Smaller type REDUNDANT

BEB-GSO 16&17

All cases of more than 6 months old should be referred to the Board for sanction.

3. The Bombay Electricity Board has directed that all outstanding claims should be settled within a period of 3 months from the date hereof and if any of them become time barred on the 1st November, 1955, they should be submitted to the Board with an explanation of the persons concerned for delay which may or may not be accepted by the Board and the claims may be liable to be rejected or retrenched if the explanation is not found satisfactory.

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

GENERAL STANDING ORDER NO.18 DATED 20-8-1955

Subject:-Bombay Electricity Board Employees' Service Regulations - Rule No.78(ii)

In connection with the provisions for accumulation of leave permissible under Regulation 78(ii) of the Board's Service Regulations Vis-a-Vis the unavailed of leave which has accumulated to the credit of different categories governed by the Factory Act, it has been decided to relax the restriction regarding accumulation of leave and to permit the employees to avail leave standing to their credit as on 5-11-1954 during and within one year from the date of the issue of the Board's orders i.e. 1-8-1955. If the leave remains unutilised, for whatever reasons, after the expiry of the above period i.e. after 31-7-1956, such accumulation will be governed by Regulation 78(ii) of Board's Service Regulations.

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

GENERAL STANDING ORDER NO.19 DATED 10-9-1955.

Subject:-Examinations in Hindi-Passing of - By Board's Servants.

The Board reviewed the position with regard to the necessity of passing of the Examinations in Hindi as prescribed by the Government by Board employees of Class I, II and III Services vide its Resolution by No.BEBR/9/819/39 dated 8-8-55, and decided as follows:-

1. All Board Employees except those who belong the Class IV services should be required to pass one of the following Exams.:-

- i) The Pravin Examination of the Maharashtra Bhasha Sabha, Poona.
- ii) The Vinit Examination (Fourth Examination of the Gujarat Vidyapith, Ahemadabad)
- iii) The Quabil Examination conducted by the Hindustani Prachar Sabha, Wardha & Bombay.
- iv) The Praveshika i.e. the fourth Grade Examination of the Dakshina Bharat Hindi Prachar Sabha, Dharwar.

II. All Board Employees (Technical & non-Technical) except Class IV should be required to pass the Examination within three years from the date of issue of the Board Resolution (i.e. 8-8-1955) if they are already in service on that date and within two years of the date of their appointment if they are appointed after that date unless they have already passed it.

III. Any person from non-technical staff who fails to pass one of these examinations within the prescribed period, be liable to have his increments and promotions withheld until he passes one of the

examinations. Likewise any technical officer who fails to pass these examinations within the prescribed period, will not be eligible for any promotion provided that the Chairman or Secretary, may for special reasons extend the period prescribed for passing the examination. An increment so withheld shall become payable to the person concerned with effect from the date on which he passes the examination and all future increments shall accrue to him as if no increment had been withheld, provided:

(a) that the next increment shall become due after 12 months from the date of passing the qualifying examination subject to the adjustment as provided in Regulation 59 A and

(b) that he shall not be entitled to a refund of the actual pay he has lost owing to one or more of his increments being withheld.

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

GENERAL STANDING ORDER NO.20 DATED 1-9-1955.

In amplification of the provisions contained in Regulation 78 of the Bombay Electricity Board Employees' Service Regulations and in supercession of the orders issued in this office circular No.E 342/7076 dated 24th February, 1955 the following provisions in respect of leave depending on work exigencies should be made applicable to the categories of the employees listed in Appendix 'A' to the Bombay Electricity Board Employees' Service Regulations, irrespective of whether working in the field or in the Power Houses.

i) Paid weekly off.

ii) One days earned leave for each 20 days of actual duty performed, as provided in Regulation 78, which can be accumulated only upto 45 days.

iii) Five days paid casual leave during the year (non accumulative).

iv) Two days paid holidays for (1) Republic day and (2) Independence day.

v) Eight days sick leave on half average pay during the year (commutable) which can be accumulated upto 60 days on half average pay or 30 days on full pay.

The above leave concessions should not be made applicable to casual workers or daily wage earners.

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

GENERAL STANDING ORDER NO.21 DATED 1-9-1955

It has been decided by the Bombay Electricity Board under its Resolution No.BEBR/25/881/41 dated 24-8-1955 that no officer or empolyee should proceed outside his jurisdiction without the prior sanction of the appropriate authority. In case of travel outside Bombay State, prior sanction of the Board must be obtained.

All Sectional Heads at Bombay and Divisional and Sub Divisional officers in mofussil are requested to please note the above position for their guidance and also apprise the members of the staff working under them about it.

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

20....

Bigger type OPERATIVE & Smaller type REDUNDANT

BEB-GSO 19,20&21

GENERAL STANDING ORDER NO.22 DATED 1-9-1955

Subject:-Regional Language Examination-Passing of-by the officers of the Bombay Electricity Board.

The Board reviewed the position with regard to the necessity of passing the Regional Language Examination by the Technical Officers of the Board of and above the rank of Junior Engineers, vide its Resolution No.BEBR/3/859/41 dated 23-8-1955, and decided as follows.

i) All Junior Engineers shall pass one of the three Regional Languages of this State, viz. Gujarati, Marathi or Kannada as prescribed in the Chapter II in Section II of the Manual of Departmental and Language Examination Rules (Bombay) within three years from the date of the Board Resolution i.e. 23-8-1955, or of their appointment whichever be later.

ii) Class I and Class II officers of and above the grade of Assistant Engineers who are already in the service of the Board on 1-4-1955, need not pass the examination except voluntarily.

iii) All Assistant Engineers appointed after 1-4-1955 including Junior Engineers promoted after that date as Assistant Engineers shall pass the Regional Language Examination in the same manner as provided in (i) above.

iv) No officer whose mother tongue happens to be any of the three languages, need pass the Regional Language Examination.

v) Those who do not pass the Regional Language Examination as prescribed above within the prescribed time, will continue to draw their increments but will be disqualified from further promotion until they pass the examination and in the meantime, they will be superseded in seniority by those who have passed the examination.

vi) Relaxation or exemption in any particular case may be granted by the Chairman in consultation with Secretary and Chief Engineer.

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

GENERAL STANDING ORDER NO.23 DATED 10-9-1955.

The following additions and /or corrections may please be carried out in the Bombay Electricity Board Employee's Service Regulations.

I. Correction Slip No. VIII

The following may be added after Note (ii) below Regulation No.108(iii).

(iv) Mileage allowance for Conveyance of kit by road on transfer between the places not connected by rail/steamer.

An employee on transfer shall be eligible to claim actual expenses for conveyance of kit by road between the places not connected by rail/steamer subject to a maximum of Annas 8/-per mile for the whole kit for its transport by road and this prescribed rate shall include coolie charges and other incidental expenses such as packing charges etc. This provision also covers transportation charges from residence to railway station, bus stand or dock as the case may be, and vice versa at the old H.O. and new H.O. respectively.

v) Conveyance charges from residence to station or bus stand and vice versa in the case of transfer T.A. Claims.

The following mileages shall be admissible to the employees of different grades as conveyance charges from residence to Railway station, bus stand, Dock, Air port etc. (as the case may be) or vice versa at the old H.Q. and new H.Q. in respect of transfer T.A. Claims.

- i) 2 mileages for self.
- ii) 1 mileage for wife.
- iii) 1 mileage for all other members of the family.

The limits admissible for different grades of employees will be as under;

- | | |
|----------------------------------|---|
| 1) An employee of the 1st grade | The actual cost of hiring conveyance in whole or in part, subject to a limit of Ans.9/- per mile. |
| 2) An employee of the 2nd grade. | -do- subject to a limit of Ans.7/-per mile.. |
| 3) An employee of the 3rd grade. | The actual cost of hiring not more than 2 seats in a conveyance subject to a limit of 3.1/2 annas per mile. |
| 4) An employee of the 4th grade | The actual cost of hiring one seat in a conveyance subject to a limit of Ans.2/- per mile. |

II. Correction slip No.IX.

For the existing mileages prescribed under Regulation No.97, the following mileages should be substituted and the words "limited to actual expenses" should be added after the last word "below" in that Regulation and thereafter the words, "A certificate of actual expenses incurred should accompany the T.A.Bill" should be added. The corrected regulation will read as under:-

"If an employees is required to travel by road on duty in his own car or motor cycle or a hired or borrowed car or motor bicycle, he will be entitled to mileage rate specified below limited to actual expenses and a certificate of actual expenses should accompany the T.A. Bill:-

Grade	Own car or hired per mile	Own Motor Cycle or hired or borrowed per mile	Any other road conveyance Per mile
I	0-6-0 plus 0-3-0	0-2-0 plus 0-1-6	0-2-0 plus 0-1-6
II	0-4-0 plus 0-3-0	0-2-0 plus 0-1-6	0-2-0 plus 0-1-6
III	Per hired car 0-4-0 plus 0-2-0	0-2-0 plus 0-1-6	0-2-0 plus 0-1-6
IV			0-2-0

III. Correction Slip No.x

The following should be added to Regulation No.101 A.

"A voucher or a certificate should be furnished by an employee indicating the precise mode of conveyance used and amounts paid for such conveyance, especially when alternative mode of conveyances are available such as transport provided by Air Lines, Suburban railways, public conveyances etc."

IV. Correction Slip No.XI

The word 'or' between the words "Steamer" and "Airfare" in the last line of Regulation No.91, should be substituted by, "and the word" and for road journeys performed either by public conveyances or departmental vehicles" should be added after the last word "Airfare". The corrected Regulation No.91 will then be read as under:

"91. An employee not in receipt of permanent travelling Allowance shall normally be eligible to draw daily allowance for journey on duty commencing from the day of the journey upto and inclusive of the day on which he returns to the head-quarters in addition to the Railway, Steamer, Airfare and for road journeys performed either by public conveyance or departmental vehicles."

V. Correction Slip No.XII.

The following should be added as Note (i) below regulation No.92.

"(i) Where employees are required to go to places of short distance from their H.Q., the drawal of daily allowance may be allowed only in respect of road journeys which are beyond the radius of five miles from H.Q. and /or Municipal limits."

VI. Correction Slip No.XIII.

The word "exceeding" appearing before Rs.500/- P.M. in sub-clause (a) under correction Slip No.II for Reg.No.98 should be substituted by the word 'of' and the words "and above" should be added after Rs.500/- P.M." The corrected sub clause (a) will read as under:

(a) Employee of the first grade and also employees of the I Class
2nd grade in receipt of pay of Rs.500/- P.M.and above

VII. Correction Slip No.XIV.

The following should be added as Note (i) below sub-clause (c) in correction slip No.II for Reg.No.98

"(1) Grade II Officers drawing pay below Rs.500/- may travel in Class I accommodation in Bombay and Suburban Local Train services since IInd class accommodation is not available in these trains."

The item Nos. VI and VII referred to above should take effect from 1st July, 1955.

VIII. Correction Slip No.XV

For the existing item No.22 under schedule No.VI to the Bombay Electricity Board Employees' Service Regulations, the following should be substituted.

*22 BEB Employees
Service Regulation
No.86(i)

Authority Competent to grant casual leave

(i) Chief Engineer & Sectional Heads

Chairman.

(ii) Class I Officers (other than Sectional Heads but including Divisional Officers) and class II officers in Head Office.

Sectional Heads

(iii) Class II officers in Divisions.

Divisional Ex.Officers

(iv) Class III & IV employees

Sectional Heads in Head Office and Divl. or sub-divl. Officers as the case may be, in Divisions.

2. The Bombay Electricity Board has decided that when extra charges on transfer are claimed in accordance with Regulation No.108 Note (ii) a certificate should be furnished by the employee declaring that a shorter and cheaper route was not available when journeys were performed.

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

GENERAL STANDING ORDER NO.24 DATED 27-9-1955.

Subject:-Nomination as per para 7 for the purpose of para 6 of the Licence No.1 A (L) 2173 of 30-8-55 granted to the Board under the Bombay Sales Tax Act, 1953.

The undersigned hereby nominates the Sr.Executive Engineer (Commercial) Bombay, the Stores Purchase Officer, Bombay, the Assistant Stores Purchase Officer, Bombay and all Executive Engineers at the Head Office and Divisional Offices to sign the certificates in Form L or M on behalf of the undersigned in respect of all goods purchased by the Board under the Licence entitling purchases to be made free of General Sales Tax or at reduced rates as per Section 12 of the Act. The Nomination shall have the retrospective effect from the date of the Licence namely, 30th August, 1955.

Sd/-Chief Engineer.

Licence No.1A (L) 2173 E/1AA/861

FORM F.

District Bombay

(See. Rule 9(1))

LICENCE UNDER SECTION 12 OF THE BOMBAY SALES TAX ACT, 1953.

Shri. ----- The Chief Engineer who is of carrying on the business known as Messers. Bombay Electricity Board and is a registered dealer under the Bombay Sales Tax Act, 1953, holding certificate of registration number 1A 2963 dated 24-8-55 is hereby granted a Licence under section 12 of the said Act subject to the conditions specified in paragraphs 4 to 9 of this Licence and the provisions of the said Act and the rules made thereunder.

2. The only/chief place of business of the licensee in the State of Bombay is situated at Room/Flat No.....Name of the Building: Mercantile Bank Building Municipal No. -, Ward/Locality:- M.G.Road Flora Fountain, village Post Office: G.P.O. Taluka:-

3. The licensee has additional places of business in the State of Bombay at the addresses specified below:-

As per list I

4. This licence shall be valid with effect from the 30th day of August 1955.

5. (1) The sales of other dealers to the licensee will be free of general sales tax in the case of -

(i) goods certified by him in Form K declaring that the goods are intended for resale by him,

(ii) goods other than those specified in entries 1 to 18 (both inclusive) of Schedule B to the said Act, and certified by him in Form L declaring that the goods are intended for use by him is raw materials, processing materials, machinery, tools, plant, equipments, full, lubricants, containers or packing materials in the manufacture of processing of goods for sale; provided that the goods purchased are included in the following list, namely:-

List.

As per list II & III

(2) The following classes of goods re-manufactured or processed for sale by the licensee:-

Electrical Energy.

6. The licensee or any person nominated by him under paragraph 7 of this licence shall furnish to the selling dealer a certificate in Form K or L as the case may be, in respect of any goods purchased by the licensee under this licence. The certificates in the said Form K or L furnished by the licensee shall be serially numbered by him in chronological order and the licensee shall keep and produce before the Collector or the assessing authority if so required, mechanically duplicated (or carbon) copies of such certificates duly signed and dated.

7. The licensee may for the purpose of paragraph 6 of this licence nominate any person to sign certificates on his behalf in respect of goods purchased by the licensee under this licence and the name and signature of the person so nominated shall be entered in the statement appended to this licence.

8. The licensee or any person nominated by him under paragraph 7 of this licence shall produce this licence for the inspection of any dealer from whom he purchases any goods under this licence or for the inspection of the Manager or Agent of such dealer whenever required to do so.

9. If the turnover of sales for the purpose of section 12 of the Act of the licensee during any year ending on the 31st March fails to exceed Rs.50,000 the licensee shall return this licence along with all duplicate copies thereof to the Collector or any Officer authorised by him of being cancelled under sub-section (2) of section 12 of the said Act.

Seal.
Place: Bombay
Dated : 30-8-55

Signature: S.M.Shirwadkar,
Designation: Sales Tax Officer A-Ward, Bombay

Statement of persons nominated by the licensee for the purpose of paragraph 6 of the licence

Date of nomination.	Full name of the person nominated.	Signature of the person nominated.	Signature of licensee.
No.11417		(True Copy)	Sd/-For Chief Engineer

LIST I

Sr. No.	List of additional places of Business.	Registration Certificate No.	Date of Reg.Cert.
1.	Nadiad	12/G487	5-11-54
2.	Baria	14/J/82	27-8-54
3.	Himatnagar	4/E/18	10-4-55
4.	Santrampur	14/M/25	9-10-54
5.	Mansa	SM/161	2-8-54
6.	Radhanpur	OA/44	
7.	Deesa	XL/173	of 1948.
8.	Utran	17/B/113	19-6-54
9.	Rajpipla	15 CRI/126	24-7-54

Sr. No.	List of additional places of Business.	Registration Certificate No.	Date of Reg.Cert.
10.	Chhota Udepur	9-C-52	17-11-54
11.	Gandevi	18/F/75	14-12-54
12.	Jawhar	19/R/25	3-9-54
13.	Dharangaon	21/H/25	22-10-54
14.	Kothapur	32/A/676	10-7-54
15.	Ratnagiri	30/H/79(i)	8-7-55.
16.	Chiplun	30/H/79(ii)	8-7-55
17.	Malwan	30 H/79/III	8-7-55
18.	Vengurla	30 H/79/(iv)	8-7-55
19.	Islampur	31 F/37	21-9-54
20.	Hubli	36/E/449	12-5-54
21.	Hukeri	34/P/71	22-10-54
22.	Satara	26/B/13	17-9-54
23.	Phaltan.	26/M/83	3-11-54
24.	Bhatgar	25/T 8	24-12-54
25.	Janjira	29/M/17	22-10-54

Note:- All other Power Houses are being instructed to register themselves immediately.

Sales Tax Officer

For Bombay Electricity Board,
Sd/-B.K.R.Prasad,
Chief Engineer.

(True Copy)

Sd/-For Chief Engineer

LIST II.

List showing the materials required for use in the generation of ELECTRICITY.

I. Diesel Power Houses:-

- Cables and accessories as under:-
 - PILC or PI Aluminium sheathed armoured and unarmoured cable and accessories.
 - VIR weather proof and ordinary cables and accessories.
- Compressor sets and receivers and piping with accessories and spares.
- Diesel Engine Alternator sets complete with accessories including silencer, exhaust and fuel Pipes and spares.
- Diesel Oil.
- Engine driven emergency lighting sets and/or compressors complete with accessories and spares.
- Fuel oil storage tanks and piping complete with accessories.
- Heat exchangers for diesel sets.
- Motor pump sets, complete with all accessories, suction and delivery fittings and switchgear including starters etc.
- Oil filters and purifiers with accessories, & spares.

110. Overhead travelling cranes complete with all accessories including gantry rails and girders.
11. Switches, switch and fuse gear with control boards and fittings, accessories and lightning arrestors.
12. Water collers and tanks and piping.

II. Steam Power Houses.

1. Ash Handling plant, complete with accessories and spares.
2. Automatic steam pressure and temperature reducing equipment with accessories and spares.
3. Auxiliary condensate receivers.
4. Auxiliary oil pumps.
5. Boilers with accessories and spares, including Boiler tubes composition borax, fire Resisting bricks.
6. Battery sets.
7. Battery charging sets.
8. Cables and accessories.
9. Coal, Firewood and bunkers for the same
10. Coal handling plant with accessories and spares.
11. Compressors with receivers and piping and accessories.
12. Condensing plant with auxiliaries and spares.
13. Continuous boiler blow-down equipment with accessories.
14. Degasing plant and accessories.

15. Feed heating equipment and accessories.
16. A furnace oil and oil storage tanks.
17. H.T. and L.T. Switchgear with control boards and fittings.
18. House service distribution gear.
19. Measuring instruments of all sorts.
20. Oil Purifiers and filters.
21. Overhead cranes with accessories.
22. Sand filter.
23. Softening plant for boiler make-up water with accessories and spares.
24. Station Transformers.
25. Steam ejectors.
26. Steam piping and fittings.
27. Steam traps.
28. Steam turbo-alternator sets with complete accessories and spares.
29. Turbine oil coolers.
30. Valves and fittings.
31. Water ozonisation plant.
32. Water pipe line and fittings.
33. Water pumping sets and accessories.
34. Water reservoirs with complete piping and fittings.
35. Water separator.
36. Weighing machines and accessories.

True Copy

Sd/-Sales Tax Officer

Sd/-For Chief Engineer.

III. Hydro Electric Power Houses.

1. Acid
2. Belting (leather, hair, rubber and others)
2. Belting fastners and lacing
3. Belting paste.
4. Belting Ball bearings and rollers.
6. Brushes, carbon.
7. Battery sets and accessories.
8. Cranes and accessories.
9. Electric cables.
10. Ebonite rods, tubes and sheets.
11. Ex-generators with accessories and spares.
12. Hydraulic turbines, accessories and spares.
13. Switch-gear.

IV. General requirements for all Power Houses.

1. Acid
2. Asbestos ropes, packings, sheets and cloth.
3. Bricks (for foundations and channels etc. only)
4. Cement (_____ do _____)
5. Chequered plates or curbing and manhole covers for cables and pipes trenches.
6. Compressor plants and accessories including pipes etc.
7. Conduits, bends, tees, etc. and saddles.
8. Cork sheets.
9. Diesel Generating plant with accessories, and spares.
10. Earthing material.
11. Electric Cables and accessories.
12. Electrical control gear, including devices of all sorts and descriptions.
13. Electrical fittings including brackets, switches, insulators, fans, etc.
14. Electrical instruments, apparatus & appliances
15. Emery cloth, powder and wheels.
16. Expansion joints and accessories.
17. Eyebolts with nuts.
18. Fibre rods, tubes and sheets.
19. Fire-house canvas, pneumatic and accessories.
20. Fire bricks and fire clay.
21. Fuse and fuse boards.
22. G.I. Pipes, bends, couplings etc., and fittings.
23. Glass jars batteries etc.
24. Hemp and rubber of all kinds.
25. Hoists.
26. Hook bolts, nuts, etc. for pipe and cable work etc.
27. Hoops and strips etc. for pipe, cable work etc.
28. Insulating and other tapes and insulating materials of all kinds.
29. Insulators of all types and sizes.
30. Iron lating links.
31. Iron or steel materials including fabrication and
 - a) Bolts and nuts and washers.
 - b) Nails
 - c) Pipes and sheets.
 - d) Rivets.
 - e) Special steel for tools.
32. Jacks and jibs.
33. Junction boxes.
34. Kerosene oil and diesel oil
35. Lagging materials
36. Lead pipes and lead sheets.
37. Leather (Ordinary hydraulic & chamois) for joints etc.
38. Lubricating oils and greases.
39. Motors (electrical) with accessories.
40. Name plates.
41. Packing materials.
42. Penstocks with accessories.
43. Pipes and accessories including those of brass and copper.
44. Pumps with accessories and spares.
45. Rods.
46. Rollers and ball bearings and accessories.
47. Ropes (Wire, Manilla etc.)
48. Shaftings.
49. Switchgear.
50. Taps.
51. Testing, recording and measuring instruments, apparatus and appliances other than electrical.
52. Tools.
53. Transformers and accessories including transfer oil.
54. Valves of all types and sizes with accessories and spares.
55. Waste cotton.
56. Water pipe line and fittings.
57. Wire, Binding and wiring for electric purpose including those of brass and copper.
58. Wiring materials including cleats. screws etc.

For Bombay Electricity Board,
Sd/-Chief Accounts Officer.

Sd/-Sales Tax Officer

(True copy)

Sd/- For Chief Engineer

LIST III

List showing goods required for transmission and distribution.

1. Acid.
2. Aluminium Paint with medium.
3. Angle Iron and other sections.
4. Asbestos Cement Sheets.
5. Ball bearing and Rollers.
6. Barbed wire.
7. Batten Wooden.
8. Batteries sets and accessories.
9. B.C. Batten lamp holders.
10. Beams R.S.
11. Belting Fastners and facings.
12. Belting (leather, hair rubber and others)
13. Belting Paste.
14. Binding Wire.
15. Bird Guards.
16. Blocks wooden.
17. Boards Control and service.
18. Belts-Nuts and Washers.
19. Boxes, Cables distribution.
20. Bow Stay.
21. Brushes.
22. Bulbs for testing.
23. Cables Electric.
24. Cases and capping wooden.
25. Casing Protective Wooden.
26. Cement.
27. Channels steel.
28. Choke coils.
29. Cleats procelain.
30. Coach screw eyes.
31. Coal tar.
32. Colours of all types.
33. Compounds different types for cables.
34. Connector procelain.
35. Conductors-copper steel A.C.S.R., All-Al-luminum, copperweld etc.
36. Copper wire.
37. Cranes and accessories.
38. Cross Arms.
39. Cross Arms clamps and braces etc.
40. Cross bracing gear.
41. Cut outs-Iron Clads-single indoor type service.
42. Cutout Iron Clads triple pole indoor type service.
43. Cut out fuses.
44. Earthing materials.
45. Earth wire brackets and clamps.
46. Earth wire fittings.
47. Earth wire staples.
48. Ebonites rods, tubes and sheets.
49. Energy meters.
50. Equipments Battery charging.
51. Equipments earthing and protector.
52. Expanded metal Sheets.
53. Fastenings iron and Brass for doors and windows.
54. Flat iron steel.
55. Fuse Boxes.
56. Fuse single pole L.T. sectionalising.
57. Fuse switches.
58. Fuse outdoor re-wireable service with brackets and screws.
59. Fuse wire.
60. Fuses serial.
61. Guy sets and parts.
62. Hand Gloves (Rubber)
63. Instruments measuring and testing.
64. Insulators.
65. Insulators assemblies and parts.
66. Iron Bars, round and square etc.
67. Jointing wire and materials.
68. Lightning Arrestors.
69. Line Taps.
70. Line tap connectors.
71. Line Seed oil.
72. Materials for poles and tower foundations.

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| 73. Meter Boards and Boxes. | 102. Switchgears, switches. |
| 74. Metal and shingle. | 103. Tape black adhesive insulating. |
| 75. Mild steel, angles, tees and plates. | 104. Tape white cotton. |
| 76. Oils for switchgear. | 105. Tape yellow empire. |
| 77. Oils for transformers. | 106. Tension assemblies with straps bolts and nuts and clamps. |
| 78. Nails Bolts and nuts. | 107. Tubes leading in porcelain. |
| 79. Out rigger Brackets. | 108. Timber. |
| 80. Paints and accessories. | 109. Testing instruments. |
| 81. Panes and glasses. | 110. Tele-communication equipment. |
| 82. Planks wooden for transformers, platforms and flooring and for other purposes. | 111. Tools electricians. |
| 83. Plates G.I. and steel (and for other purposes) | 112. Tools jointers. |
| 84. Pipes, bends couplings etc. conduit. | 113. Tools and tackles for transmission and distribution lines. |
| 85. Pipes bands couplings galvanised iron. | 114. Tools for constructions and maintenance of overhead and underground transmission and distribution line. |
| 86. Pipes bands couplings iron. | 115. Transformers, tools and accessories. |
| 87. Pipes asbestos and Earthenware. | 116. Tower, steel, G.I. and painted. |
| 88. Poles tubular, steel, wooden R.C.C. and rails. | 117. Tarpaulin. |
| 89. Rollers steel joints and rails. | 118. Wire Galvanised iron. |
| 90. Rubber matting. | 119. Wire nails. |
| 91. Saddles Galvanised. | 120. Wire galvanised steel. |
| 92. Sand. | 121. Wire steel solid stranded G.I. |
| 93. Screws. | 122. Wire binding copper Aluminium steel etc. Porcelain bridges (upto the point of connection supply to the consumers premises). |
| 94. Sheets trafford | 123. Lead Sheets. |
| 95. Sheets plain corrugated iron. | 124. Lead Pipes. |
| 96. Solder and Solder flux. | 125. Earthenware Tiles. |
| 97. Street light brackets, and other fixtures. | 126. Meter Spare. |
| 98. Steel fabricated and iron fabricated switch gear. | 127. Porcelain cleats and bridges. |
| 99. Steel wire. | |
| 100. Suspension insulators. | |
| 101. Stone cut for coping. | |

For Bombay Electricity Board
Sd/- Chief Accounts Officer

True Copy

Sd/- For Chief Engineer

**CORRIGENDUM DATED 14-7-56 TO GENERAL STANDING ORDER NO.24
forwarded under this office letter No.G/77/S.Tax/30323 dated 27-9-1955.**

Subject:-Nomination as per para 7 for the purpose of para 6 of the Licence No.1 A (L) 2173
of 30-8-55 granted to the Board under the Bombay Sales Taxes Act, 1953.

1. The following should be added after the words "Head Office and Divisional Offices" appearing in the above General Standing Order in line No.4/5 "and the Assistant and Junior Engineers of Power Houses and Construction Schemes"

2. The word "and" appearing in line No.3 before the words "all Executive Engineers" in line No.4 should be deleted.

3. The General Standing Order No.24 when corrected will read as follows:-

"The undersigned hereby nominates the Sr.Executive Engineer (Commercial) Bombay, the Stores Purchase Officer, Bombay, the Assistant Stores Purchase Officer, Bombay, all Executive Engineers at the Head Office and Divisional Offices and the Assistant and Junior Engineers in charge of Power Houses and Construction Schemes to sign the Certificates in form L or M on behalf of the undersigned in respect of all goods purchased by the Board under the Licence entitling purchases to be made free of General Sales Tax, or at reduced Rates as per Section 12 of the Act. The nomination shall have the retrospective effect from the date of the Licence namely, 30th August 1955."

Sd/-Chief Engineer,

CORRIGENDUM DATED 31-7-1956 TO GENERAL STANDING ORDER NO.24

Subject:-Nomination as per para 7 for the purpose of para 6 of the Licence No. IA (L) 2173 of
30th August 1955 granted to the Board under the Bombay Sales Tax Act, 1953.

For the words "Senior Executive Engineer (Commercial)" appearing in para 3 of the corrigendum to General Standing Order No.24 forwarded on 14th July, 1956 the words "Superintending Engineer (Commercial)" may please be substituted.

Sd/-Assistant Secretary (General)
For Chief Engineer

GENERAL STANDING ORDER NO.25 DATED 6-10-1955

Subject:-Service Regulations of the Bombay Electricity Board.

The position with regard to the service conditions applicable to the work-charged establishment had not been specifically defined in Bombay Electricity Board Employees' Service Regulations as it was generally understood that they being neither permanent nor temporary employees, would be (as they actually are) treated as on par with casual workers or daily wages earners, the only difference being that the cost in respect of the work-charged staff was to be debited to Capital Head of expenditure while that of the later is debited to either the Capital or Revenue expenditure Head as the case may be. The Board however felt that it would be better to bring out this position clearly in the Service Regulations and decided to amplify them by introducing certain provisions to clarify the position. These are embodied in the following correction slips.

Correction Slip No.XVI

The following Regulation may be added after Regulation No.36, and it should be numbered as Regulation No.36 A.

"36 A. Work-charged staff comprises the class of employees who are employed casually or for any period or continued with or without a fixed limit in connection with a specific project for the actual execution as distinct from general supervision of work of construction, installation, repairs or maintenance and whose wages are charged normally to the Capital Head of Expenditure of the Scheme, but excludes any employees borne on regular establishment sanctioned permanently, or temporarily for a specific period, who are temporarily transferred to the work-charged establishment on account of works exigencies.

Correction Slip No.XVII.

The accompanying new Chapter as Chapter covering Regulations Nos.173 & 177 with the heading Regulations relating to Service conditions of work charged staff, casual workers and daily wage earners should be added after Chapter No.IX.

This superceeds the orders issued in this office No.E/BEB/10/20552 of 25-6-1955.

Encl:- As above

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

CHAPTER X.

Regulations relating to service conditions of Work-charged staff, Casual Workers and Daily Wage earners.

Regulation 173:

Notwithstanding any provisions in the foregoing Chapters, members of the work-charged establishment, casual workers and daily wage earners, are not entitled to any retiring benefits, leave salary or travelling or other allowances, except as provided below in the case of the members of the work-charged establishment who will be eligible to:-

(a) Wound or injury compensation as provided under the Workmen's Compensation Act.

(b) Leave (in addition to the paid weekly off) to such of the work-charged establishment staff who are paid at monthly rates and who have been in service for a period exceeding twenty two months continuously, upto 1/22nd of the period of continuous duty performed and limited to one month at a time, granted subject to the following provisions:-

Provided that he signs an agreement to resume duty under the work-charged establishment after expiry of the leave, and undertake to work for a least six months thereafter on pain of forfeiture of leave salary provided further that no leave salary shall become payable if a substitute is required to be appointed in his place.

Note:-For purposes of this Regulation leave salary shall be the monthly rate of pay drawn at the time of grant of leave.

(c) Actual Travelling expenses permitted by the competent authority to be incurred while travelling on duty with no additional allowance or incidentals.

Regulation 174.

No transfer T.A. will be admissible to any member of work- charged staff or to any casual worker or daily wage earner, as transfer from one work to another or from one place of work to another shall be deemed to be fresh employment.

Regulation 175.

An employee borne on work-charged establishment, a casual worker or daily wage earner when appointed to a post as a regular employee, shall start on the minimum of the time scale of the post.

Regulation 176.

Save as provided in Regulation 173, an employee borne on work-charged establishment, a casual worker or daily wage earner is not entitled to any casual leave, earned leave, any paid holiday or periodical increments in the pay, their services shall be terminable without notice.

Regulation 177.

The work-charged staff, daily wage earners, and casual workers are governed by the B.E.B. Employees' Conduct, Discipline and Appeal Procedure.

GENERAL STANDING ORDER NO.26 DATED 6-10-1955

The following corrections may please be carried out in the Bombay Electricity Board Employees' Service Regulations.

I. Correction Slip No.18.

For the existing Regulation No.43 the following should be substituted as Regulation No.43

"43 Except as provided in Regulation No.44, no employee shall quit the service of the Board, unless he gives an advance notice in writing as prescribed below or pays to the Board the amount of the salary in lieu of the prescribed notice period and is permitted by the Competent Authority to quit the service:-

Categories of Employees	Prescribed Notice Period.
(1) All temporary employees the minimum of whose pay scale is below Rs.150/-per month.	One month
(2) All permanent employees the minimum of whose pay scale is below Rs.150/-	Two months
(3) All employees the minimum of whose pay scale is Rs.150/- or above, but below Rs.400/-	Three months
(4) All employees the minimum of whose pay scale is Rs.400/- or above.	Six months.

Provided that the restriction regarding the notice period or payment to the Board in lieu of the notice may be relaxed by the competent authority.

Note:- For purposes of Regulations 43 and 54,

(a) 'salary' includes the employee's basic pay personal pay, and special pay and the dearness allowance of the post held at the time of the notice or of quitting the service and does not include any other allowances and,

(b) 'month' is to be counted from one day in one month to the corresponding day in the next month."

II. Correction Slip No.19.

For the existing Regulation No.54, the following should be substituted as Regulation No.54.

"54. The services of an employee, who does not hold a permanent appointment in the service of any Government Department from which he may have been on deputation, are liable to be terminated by the competent authority with a notice as (prescribed below) in writing or with salary in lieu of the noticed period.

Categories of Employees	Prescribed Notice Period
(1) Temporary employees the minimum of whose pay scale is Rs. below Rs. 150/-	One month
(2) Permanent employees the minimum of whose pay scale is below Rs. 150/-	Two months
(3) All employees the minimum of whose pay scale is Rs. 150/- or above but below Rs. 400/-	Three months
(4) All employees the minimum of whose pay scale is Rs. 400/- or above.	Six months

Provided that the services of casual workers and daily wage earners may be terminated without notice.

Note: The necessity of notice provided in this regulation does not apply in the case of employees who are dealt with under Regulation 162."

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

GENERAL STANDING ORDER NO.27 DATED 13-10-1955

The Bombay Electricity Board has reviewed the provisions made for the Traveling Allowance and Daily Allowance under Regulation Nos.90-101-A of the Bombay Electricity Board Employees' Service Regulations and has directed that these provisions are mainly intended to apply only to those Employees who are normally required to work in an office to which they are attached and not to those whose duty is normally or during specified periods is to attend to out door work including the work on Electricity lines and who have constantly to move about or within the beat of work assigned to them. To clarify this position, the Bombay Electricity Board, decided to introduce certain provisions in the Regulations as indicated below. The following Corrections, and/or deletions and/or additions to the Bombay Electricity Board Employees' Service Regulations should therefore please be made forthwith. The Board has also directed that all the withheld T.A. & D.A. claims should be governed by these provisions and that cases of similar claims which have already been settled need not be re-opened.

Correction Slip No.20.

The following Regulation should be added after Regulation 21 and it should be numbered as Regulation No.21-A.

"21-A. "Line Staff":- means employees or classes of employees classified as such, more particularly specified in Eleventh Schedule (Appendix E) who have normally to work on lines within the beat of their duty assigned to them from time to time."

Correction Slip NO.21.

The bracketed letter "(A)" occurring in the existing Regulation 93 which had been a typographical error in the cyclostyled copy should be deleted.

Correction Slip No.22.

आस्थापना अधिकारी (३ अ)
ग. प. वि. मंडळ, मुंबई.

The following note should be added below Regulation No. 90.

"Note(1) Regulations 90 to 94 (excluding Regulation 93 A) apply to employees whose normal work is in the Head Quarters of the office to which they are attached and who have occasionally (such occasions being far and few between) to visit an outside place for special work. It does not apply to the Line Staff."

Correction Slip No.23.

The following Regulation should be added after Regulation No. 93 and it should be numbered as Regulation No."93-A."

"Regulation No.93 A. In the case of line staff,

a) No daily allowance would be admissible if an employee leaves the Head Quarters on line duty and returns the same day unless he had to be outside five miles from the Head Quarter limits for more than 12 hours.

b) If the stay outside 5 miles from the Head Quarter limits is for more than 12 hours, he will be eligible to a daily allowance at half the rate prescribed in Regulation 94 for each day of 24 hours or any fraction of a day exceeding 12 hours."

Correction Slip No.24

For the existing Regulation No.101-A, the following should be substituted as Regulation No.101-A.

"Regulation No.101-A. Regulations 95 to 101 do not apply to any employees included in the Line Staff, (Eleventh Schedule) detailed for duty within the allotted beat, such employees being eligible to get only the actual cost of travelling which they are permitted by the competent authority to incur."

Correction Slip No.25

Add to the Bombay Electricity Board Employees' Service Regulations the accompanying Eleventh Schedule which specify the categories of Employees under the "Line Staff."

Correction Slip No.26

The following additions should be made in the Sixth Schedule to the Bombay Electricity Board Employees' Service Regulations:-

Sr.No.	Regulation No.	Nature of power	Authorities prescribed
4-A	21-A	Competent Authority for purpose of item No.14 from the Eleventh Schedule	S.E. of the Circle concerned or Ex.Engineer authorised by him.
26-A	101-A	-do-	-do-

A copy of Eleventh Schedule referred to in Correction Slip No.25 mentioned above is enclosed.

Encl:-As above

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

Resolution 21 A
Line-Staff

1. Linemen.
2. Line helpers.
3. Wiremen.
4. Electricians working on the lines.
5. Masons and other artism class employed detailed for work on the lines.
6. Line Foremen.
7. Line Inspectors.
8. Vehicle drivers and Cleaners.
9. Bill Collectors.
10. Meter readers.
11. Sub-Engineers detailed for line works.
12. Junior Engineers detailed for construction works on the lines and not exclusively for work in Power House.
13. Junior Engineers detailed for rural electrification (Operation and Maintenance)
14. Any other employee or class of employees who may, from time to time, be classified by the competent authority as coming under the category of Line Staff.

GENERAL STANDING ORDER NO.28 DATED 24-10-1955

Subject:-Concessions of free supply of electricity and water to the staff employed on operation and maintenance works and provided with residential quarters.

In amplification of the orders issued in General Standing Orders Nos.6/17083 dated 23-5-1955 and 14 dated 8-8-1955, the following orders are issued:-

(i) Sr.Executive Engineers and Deputy Executive Engineers on operation and maintenance works and provided with residential quarters should, in the class of Executive Engineers and Assistant Engineers, be eligible to a free supply of Electricity upto 50 units and 25 units per month respectively.

(ii) The employees working on operation and maintenance works but not provided with residential quarters should not be made eligible for concessions of free supply of Electricity and water.

(iii) The concession of free supply of electricity approved under the Board's Resolution No.BEBR/7/337/21 dt.6-4-1955. (General Standing Order No.6/17083 dt.23-5-55) should be effective from 1-4-1955.

(iv) The concessions regarding electricity and water granted to the employees at Utran by Government prior to the constitution of the Bombay Electricity Board should be deemed to have been extended by the Board upto 31-3-1955.

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

GENERAL STANDING ORDER NO.29 DATED 1-11-1955

Subject:-Accumulated Leave under the old rules in the case of Staff governed by clause 78 of the Bombay Electricity Board Employees' Service Regulations.

In amplification of the orders issued in the General Standing Order No.18 dated 20th August, 1955, the Bombay Electricity Board, has under its resolution No.BEBR/19/1118/49 dated 20th October, 1955, decided that the period of one year for availing of accumulated leave prescribed by the General Standing Order referred to above should be extended further by one year from 1-8-1956, subject to the condition that 2/3rd of the Leave accumulated till 5-11-1954 should be availed of within one year from 1-8-1955, and the balance together with the Leave earned from 5-11-1954 should be allowed and be utilised within the period of extension now granted. After the expiring of the period now specified, the restrictions with regard to leave accumulation provided in Regulation 78 of the Bombay Electricity Board Employees' Service Regulations will become strictly operative.

Sd/-Deputy Secretary (G & E)
For Secretary

GENERAL STANDING ORDER NO.30 DATED 23-11-1955

Subject:-Procedure regarding rate and payment of overtime allowance to employees governed by the Factory Act and Minimum Wages Act.

The Bombay Electricity Board in its Resolution No.BEBR/7/1010/46, dated 5-10-1955 approved the procedure regarding rate and payment of overtime allowance to employees governed by the Factory Act and Minimum Wages Act and accordingly the following orders are issued for the guidance of operating units.

OVERTIME RATE.

Overtime rate shall be as prescribed in Section 59 of Chapter VI of the Factories Act, 1948 and the Bombay Factories Rules 1950.

PROCEDURE REGARDING PAYMENT OF OVERTIME ALLOWANCE.

Claims in respect of overtime payment to staff under the Factory Act should be preferred in the pay bill form or muster Roll for Daily Labour the amount claimed for each person for each month being shown separately, if it pertains to a period spread over more than one month. The rate at which and periods for which overtime charges in respect of each of the incumbents are drawn should be specified in the remarks column of the pay bill and reference to the original bill (regular Establishment bill) for the respective months should be given against each.

The Bills should be supported by certificates from the Head of Office to the effect that:-

(1) The employees for whom overtime allowance is claimed in this bill have actually earned that by working overtime.

(2) The periods for which overtime allowance is claimed in this bill have been checked and time should be furnished.

(3) That the period of overtime for which payment is claimed has been sanctioned by competent authority.

(4) That these allowances have been taken into account in calculating the income tax due from the employees concerned.

OVERTIME REGISTER:

Overtime Register in the form prescribed in Factories Act & Minimum Wages Act should be maintained and kept on upto date. The specimen of the form is enclosed herewith for information and Guidance.

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

GENERAL STANDING ORDER NO.31 DATED 10-12-1955

Subject:-Residential Quarters for Divisional Accountants/Auditors and for Accounts/Audit Assistants in the mofussil with concession of free supply of electricity and water.

The Board under the Resolution No.BEBR/26/1189/51 dated 8-11-55 decided that the Divisional Accountants/Auditors in the grade of Rs.160-10- 260-15-355 (mofussil) and the Accounts/Audit Assistants in the grade of 150-10-270 (mofussil) should be treated as on par with and be allotted the same type of quarters as Assistant Engineers and Junior Engineers respectively, provided there are vacancies.

The Board also decided to give them the same concession in respect of free supply of electricity and water w.e.f. 1-4-1955 as mentioned in the General Standing Orders Nos.6/ 17083 dated 23-5-55, 14 dated 8-8-1965 and 28 dated 24-10-55.

2. With regard to allotment, the general principle of "First Come first served" should be observed in respect of particular class of Quarters and no deviation should be made nor vacant Quarters kept reserved by the Executive Engineers for future allotment without special permission of the Chief Engineer or the Secretary.

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

GENERAL STANDING ORDER NO.32 DATED -12-1955

Subject:- Regional Language Examination. Passing of by the non-muslim displaced persons in the employ of the Bombay Electricity Board.

Under the orders contained in Government Resolution, Public Works Department, No. ESE 1251 dated the 18th January 1952, it was incumbent on the non-muslim displaced employees of the Public Works

Department to pass the Regional Language Examination within 2 years from the date of issue of the Government Resolution or from joining Service. Those who could not pass the examination within the limit of time did not get increments. By its Resolution No. P.W.D. RLE 1055 dated 9-2-55, Government gave extension of time to Government servants to pass the examination till 1-2-1957. The question as to whether or not these orders should be applied to the non-muslim displaced employees of the Board was considered by the Board and decided as under :-

1) Not to deviate from the procedure and policy adopted by Government with regard to the passing of Regional Language Examination by non-muslim displaced persons.

Consequent on the period of passing the Regional Language Examination in the case of non-muslim displaced persons having been extended by Government till 1-2-57, Board decided in its Resolution No. 1313 dated 1-12-55 to extend the benefits of the extension of the same time limit to the non-muslim displaced employees in the service of the Board by restoring to them the withheld increments, and also by paying the accumulated arrears in respect of withheld increments, if similar benefit has been given by Government to such employees.

2) Board also decided in the same Resolution that there was no case for recalculation of the T.A. claims on the basis of what these employees would have been eligible to, if the increments had not been withheld.

In view of these decisions, the increments withheld in respect of non-muslim displaced employees should be released and arrears if any paid to them.

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

GENERAL STANDING ORDER NO.33 DATED 12-12-1955

The Government of Bombay, having directed under Government Resolution, Finance Department, No.TRA-1055 dated 29th September, 1955, that the T.A. of Government servants who are lent for being appointed to autonomous industrial or commercial undertakings or corporation or statutory body or local authority in which any funds of Government of Bombay have been invested will be governed by the rules of the Government as contained in the B.C.S.Rs.Manual, as amended from time to time, the Bombay Electricity Board, has under its Resolution No.12/1273/54 dated 24th November, 1955, decided, consistently with Government instructions to apply the appropriate provisions of the B.C.S.Rs. relating to T.A. to permanent employees from Government who have been lent to the Bombay Electricity Board. It may, however be noted that with regard to those who had held permanent posts in the pre-merged State services, etc. Board has made a reference to Government to define their position i.e. whether Government propose to treat them as permanent employees of Government on deputation to the Board. The provisions relating T.A. as contained in the Bombay Electricity Board Employees' Service Regulations as amended from time to time should therefore be made applicable to such employees. So far as the remaining employees of the Board are concerned, their travelling allowances will be governed by the Board's Service Regulations.

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

CORRIGENDUM DATED 12-12-1955 TO GENERAL STANDING ORDER NO.33

The instructions contained in General Standing Order No.33 dated 12-12-1955 regarding grant of T.A. to Government servants on deputation to the Board's service should have effect from 1-10-55 as per the orders

contained in G.R.F.D. No.TRA-1055 dated 29-9-1955. The cases already decided prior to 1-10-55 should not be reopened.

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

GENERAL STANDING ORDER NO.34 DATED 20-12-1955.

In accordance with the provisions of Section 79(e) of the Electricity (Supply) Act, 1948, the Bombay Electricity Board has as per resolution No.1186 (forwarded by the Deputy Secretary (Board) under his No.BEBR.24/1187/51-12/1301/55 dated 6th December, 1955,) declared

- (A) General holidays as per list I.
- (B) Sectional holidays as in list II and.
- (C) Other Sectional holidays as in list III.

(A) **General Holidays** mentioned in the list I may be availed of by all employees irrespective of the sect or religion to which they belong.

(B) **Sectional Holidays** shown in list II may be availed of as casual leave by the employees belonging to the respective Sect or Religion, the absence being debited to the casual leave account.

(C) **Other Sectional Holidays** shown in list III may be availed of by the employees belonging to the different Sects with the prior sanction of the authority competent to grant casual leave and subject to the condition that the days so availed of shall be debited to their casual leave account.

The following days are to be holidays during the year 1956 for the Head Office and administrative units of the Board in the mofussil:-

List I

(A) General Holidays

1.	New Year's Day	1st January	Sunday
2.	Indian Republic Day	26th January	Thursday
3.	Mahashivratri	10th March	Saturday
4.	Holi (2nd day)	26th March	Monday
5.	Ramzan-Id (Id-ul-Fitr)	12th May	Saturday
6.	Bakri-Id (Id-ul-Azha)	19th July	Thursday
7.	Independence Day	15th August	Wednesday
8.	Narali Purnima	21st August	Tuesday
9.	Gokul Ashtami	29th August	Wednesday
10.	Parsi New year	1st September	Saturday
11.	Ganesh Chaturthi	8th September	Saturday
12.	Mahatma Gandhi's Birthday	2 nd October	Tuesday

- | | | | |
|-----|--|----------------------|--------------------|
| 13. | Diwali (2 days i.e. Diwali and New year Day) | 2nd and 3rd November | Friday, & Saturday |
| 14. | Christmas Day | 25th December | Tuesday |

NOTE: No holiday has been declared on account of Dassera (14th October), as this falls on Sunday.

List II

(B) Sectional Holidays

For Christians

Good Friday	30th March	Friday
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For Parsis

Jamshedji Naoroz	21st March	Wednesday
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Khordad Sal	6th September	Thursday
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For Muslims

Muharram	17th August	Friday
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Id-e-Milad	17th October	Wednesday
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For Hindus

Ramanavami	19th April	Thursday
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For Jains

Mahavir Jayanti	23rd April	Monday
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Note: No Sectional holiday has been declared on account of Samvatsari (9th September), as this falls on Sunday.

List III

(C) Other Sectional Holidays

For Hindus

Gudi Padva	12th April	Thursday
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Diwali (1st day Narak Chathurdeshi or Kali Chaudas)	1st November	Thursday
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For Parsis (Shehenshahi)

Zarhost-no-Diso	8th June	Friday
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Gatha Gahambars (Gatha III)	29th August	Wednesday
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Parsi New Year's Eve (Gatha V)	31st August	Friday
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For Parsis (Kadmi)

Zarho-no-Diso	9th May	Wednesday
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Gatha Gahambars (Gatha III)	30th July	Monday
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Parsi New Year's Eve (Gatha V)	1st August	Wednesday
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New Year	2nd August	Thursday
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Khordad Sal	7th August	Tuesday
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For Muslims (Sunni)

Shab-e-Barat	29th March	Thursday
Muharrum	16th August	Thursday

For Muslims (Shiah)

Shahadat-e-Hazrat Ali	3rd May	Thursday
Muharrum	16th August	Thursday
Shahadat-e-Imam Hasan	4th October	Thursday
Id-e-Moulud	22nd October	Monday

For Jews

Pasach (1st day)	27th March	Tuesday
Shabouth	16th May	Wednesday
Thishabeab	17th July	Tuesday
Rosh-Hoshana (1st day)	6th September	Thursday
Eve of Kippur	14th September	Friday
Kippur	15th September	Saturday
Sukkoth (last day)	28th September	Friday

For Jains

Chaitra Sud 15	25th April	Wednesday
Shravan Vad 30	4th September	Tuesday
Kartik Sud 15	17th November	Saturday

For Hindus from Sind For Sikhs

Birthday of Shri Guru Gobind Singhji ✓	20th January	Friday
Death Anniversary of Martyr Guru Arjun Devji	12th June	Tuesday

For Christians

Christmas	27th December	Thursday
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NOTES:-1. No day has been notified as holiday in List III on account of Muslims (Sunni) Ramzan Id (Id-ul-Fitr) (13th May), Muslims (Shiah) Ramzan Id (Id-ul-Fitr) 13th May, Jain Shravan Vad 13 (2nd September); Pajushan Bhadarva Sud 5 (9th September); Hindus from Sind-Birthday of Guru Nanak Devji (18th November), as these holidays fall on Sundays.

2. If any of the Muslim Sectional Holidays (both Sunni and Shiah) notified above does not fall on the day notified, the Muslim servants of the Board (Sunni or Shiah) as the case may be, may be granted a Sectional Holiday in lieu of holiday on the day notified.

With regard to holidays of local importance declared by the Collector of the District, the Executive Engineer, in charge of the Division may grant on such days Sectional holiday to the employees concerned subject to the condition that such local holidays availed of, are to their casual leave accounts.

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

GENERAL STANDING ORDER NO.35 DATED 22-12-1955

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 had 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 the Government in the B.C.S.Rs. 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

GENERAL STANDING ORDER NO.36 DATED 23-12-1955

The Bombay Electricity Board has, as per its resolution No. 1292 dated 1st December 1955, (forwarded by Deputy Secretary (Board)) under his No. BEBR/3/1292/55 dated 6th December 1955) made the following amendment to the Bombay Electricity Board Employees' Service Regulations:-

Correction Slip No.27,

For the existing provisions (e) under item 'K' in the Schedule 'K' of delegation of powers vide General Standing Order No.7 dated 17th June 1955, the following should be substituted.

Item.	Power delegated
(e) Muster Rolls for Class III & IV Employees.	Executive Engineers for divisions or under their authority the Asstt. Engineers or Junior Engineers subject to a ceiling of Rs.150/- in any one month in the case of specific work, provided that the no. of man hours and the rates for the various classes of labour are got approved by them in advance from the Executive Engr., of the Division.

2/- The above modification should take effect from 1-12-1955 i.e. the date of the resolution of the Board.

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

GENERAL STANDING ORDER NO.37 DATE 23-12-1955

The Bombay Electricity Board reviewed the provision relating to the Travelling Allowance as admissible to the line staff and modified under General Standing Order No.27 dated 13th October, 1955, and decided under its Resolution No.1316 dated 1st December, 1955 (forwarded by Deputy Secretary Board under his No.BEBR/27/1316/55 dated 6-12-55) that employees declared by the competent authority as coming under the "Line Staff" should be held eligible to get daily allowance at the rates prescribed under the Bombay Electricity Board Employees Service Regulation No.94 as shown below, in supersession of the previous provisions notified through Correction Slip No.23 forwarded under the General Standing Order referred to above.

Correction Slip No.28

For the existing regulation No.93 A, the following should be substituted:-

"93 - A In the case of line staff D.A. should be allowed as under:-

- 1) For stay beyond 5 miles from H.Q. for the period from 8-12 hours. 1/2 rate
- 2) For stay beyond 5 miles from H.Q. for the period from 12 to 24 hours. 3/4 rate.
- 3) For stay beyond 5 miles from H.Q. for more than 24 hours. full day.
- 4) For stay beyond 5 miles from H.Q. for any fraction of the day after completion of 24 hours stay The rate will be as in (1) or (2) above as the case may be."

2) The Bombay Electricity Board has also decided that the provisions relating to Line Staff should be made applicable to employees borne on Work-charged establishment and the following correction should therefore be made to the Bombay Electricity Board Employees' Service Regulation No.173 (c).

Correction Slip No.29.

For the existing Regulation No.173 (c) substitute "travelling expenses as admissible to the members of Line Staff."

- 3) The above modifications should take from 1-12-1955. i.e. the date of the Resolution of the Board.

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

GENERAL STANDING ORDER NO.38 DATED 23-12-1955

The question of the delegation of powers to the Executive Engineers in charge of the divisions to grant temporary local promotions in short term vacancies has been examined by the Bombay Electricity Board and in amplification of the provisions mentioned in the Seventh Schedule to the Bombay Electricity Board Employees' Services Regulations, the Board has, as per its Resolution No.1297 dated 1-12-1955 (forwarded by Deputy Secretary (Board) under his No.BEBR/8/1297/55 dated 6-12-1955) delegated powers to the Executive Engineers in charge of divisions to order promotions from among the staff working in the respective division consistent with seniority in that division, upto the level of Senior Accounts Clerks on the ministerial establishment and Sub-Engineers on the Technical side, in leave or short term vacancies, not exceeding three months, in all, provided ex-post facto sanction from Head Office is obtained for such temporary local promotions.

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

GENERAL STANDING ORDER NO.39 DATED JANUARY 1956

Subject:-Exemption from payment of octroi charges.

A copy of Government, P.W.D. Letter No.0/4300-A dated 3-12-1955 is enclosed for information and guidance.

Executive Engineers of the divisions are requested to pay the Octroi charges to the Municipalities from the dates the claims are preferred by them. The information regarding the materials imported within the Municipal limits will be available from the measurement books maintained by the sub-divisions and power houses.

To enable the officers to verify whether the charges are admissible or not the following general principles are laid down for guidance.

- 1) Octroi duty is payable on materials imported for consumption within the Municipal limits.
- 2) No Octroi duty charges are admissible for goods passing through a Municipal limits.
- 3) When part of the goods is unloaded within a Municipal limit Octroi duty is payable only on the goods unloaded within the Municipal limits.
- 4) Where Octroi duty is paid but the material is taken out of the Municipal limits within six months from the date of its import within the Municipal limit refund of the Duty paid should be claimed from the Municipality. For this purpose, it is essential to have indisputable proof of transport of materials outside through the Municipal limits should be kept and proper record maintained as required by the Municipal bye laws and refunds claimed in time.
- 5) In past cases, where no Octroi duty is paid, the duty is not payable in case the material is taken out of the Municipal limits within the six months from the date of import within the Municipal limits.
- 6) The Octroi duty charges claimed may please be verified within the Municipal bye-Laws in force at the time of importing the material within the Municipal limits.

The bills may therefore be passed and paid by the Executive Engineers concerned under the general principles referred to above without further reference to this office.

Sd/-Deputy Secretary (Board)

GENERAL STANDING ORDER NO.40 DATED 2-1-1956

It has been decided by the Board in its Resolution No.BEBR/13/1404/58 dated the 29th December, 1955 that whenever its employees are called to Head Office for interview in connection with higher poststhey should be held eligible for the fare of the class next lower to the one to which they are entitled to under the Regulations e.g. those who are normally entitled to travel in first class in the Railway will get IInd class fare for each way and no incidentals nor daily allowance.

Board has similarly been pleased to decide that absence of such employees from the original Head Quarters should be treated as if they were on duty.

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

GENERAL STANDING ORDER NO.41. DATED 4-1-1956

The Bombay Electricity Board under its Resolution No. 1367 dated 15-12-1955 considered the various orders issued by Government of Bombay relating to facilities given to Government servants joining the Territorial Army and Home Guards and decided as under:-

1) To allow the eleven employees of the Board mentioned in the attached statement to continue to be members of the Territorial Army or Home Guards organisation to which they are attached at present.

2) Authorised the Secretary (a) to allow such of the Board's employees as can be released in an emergency without affecting the minimum essential functions of their respective Offices, to join the Territorial Army or the Home Guard's organisation, if they desire to do so, (b) to withhold such permission at his discretion, to such employees who are holding essential key posts.

3) To follow generally the Bombay Government's orders issued from time to time in respect of Territorial Army and Home Guards.

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

*Appendix 'A' showing List of Board Employees
who are Members of the Territorial Army or
Home Guards is printed on the following page*

A LIST OF BOARD EMPLOYEES WHO ARE MEMBERS OF THE TERRITORIAL ARMY OR HOME GUARDS.

APPENDIX 'A' (Resol.No.1367)

Sr. No.	Name.	Designation.	Bank in the T.A.	Date of enrolment in T.A.	Rank in Home Guards	Date of enrolment in Home Guards.	Remarks
1	2	3	4	5	6	7	8
1.	Shri K.R. Gala.	Senior Accounts Clerk. Bombay Head Office.	-	-	Divisional Commander. Officer Commanding Zone 'F' Home Guards, Greater Bombay.	19-10-1947	
2.	Shri C.R. Bhalerao	Jr.Draftsman (E&M) Bombay Head Office.	-	-	Platoon Commander. Attached to H.Q. Fire Fighting Wing H.G.G.B.	1-5-1950	
3.	Shri D.G.Kanchwala	Junior Engineer (E&M) Bombay Head Office.	-	-	Platoon Commander. Attached to H.Q. Motorised Section H.G.G.B.	-/0-/1953	
4.	Shri A.M.Nadaf.	Fitter, Hubli	-	-	Section Leader Attached to Hukeri Unit.	Since last 3 years.	
5.	Shri M.M.Nadaf.	Fitter, Helper, Hubli.	-	-	Home Guard attached to Hukeri Unit.	-do-	
6.	Shri R.A.Goli.	Power House Cleaner Hubli	-	-	-do-	-do-	
7.	Shri.P.M.Solanki.	Meter Reader, Gandevi.	-	-	Home Gurard attached to Billimoria Unit.	8-10-1953.	
8.	Shri A.B.Parab.	Wireman, Vengurla.	-	-	Home Guard attached to Billimoria Unit.	1-8-1949.	
9.	Shri M.H.Shaikh.	Power Station Cleaner Vengurla.	-	-	-do-	27-10-1949.	
10.	Shri B.V.Paradkar.	Wireman, Ratnagiri.	-	-	Section Leader attached to Ratnagiri Unit.	1-9-1949.	
11.	Shri G.G.Ambre.	Peon, Bombay Head Office.	GNR No.11003556 Urban Unit.	in 1952.	-	-	

GENERAL STANDING ORDER NO.42 DATED 20-1-1956

The Bombay Electricity Board, under their Resolution No.1421 of 29-12-1955 have amplified the delegation of powers regarding recording of measurements. The following are the powers in this respect as modified and amplified to date.

- | | |
|---|--|
| i) Store Keeper. | Upto Rs.50/- subject to 25% check by Junior Engineer or Assistant Engineer. |
| ii) Junior Engr. or Sub Engineer or in the absence of both Foreman. | Upto Rs.1000/- |
| iii) (a) Junior Engineer. | Upto Rs.2,500/- (excluding fuel and provision of bulk power limit being Rs.5,000/-) |
| (b) Sub-Engineer | Upto Rs.2,500/- (excluding fuel and bulk power, limit for which being Rs.5,000/-) subject to 25% check by Assistant Engineer or Deputy Executive Engineer. |
| iv) Assistant Engineers | Upto Rs.10,000/- without check. |
| v) Assistant Engineer | Between Rs.10,000/- to Rs.20,000/- subject to 10% check by Deputy Executive Engineer or 5% check by Executive Engineer. |
| vi) Assistant Engineer | Between Rs.20,000/- to Rs.40,000/- subject to 15% check by Deputy Executive Engineer or 10% check by Executive Engineer or Sr.Ex.Engr. |
| vii) Assistant Engineer or Deputy Executive Engineer. | Over Rs.40,000/- subject to 15% check by Executive Engineer or any higher Officer. |

Sd/-Chief Accounts Officer.

GENERAL STANDING ORDER NO.43 DATED 9-1-1956

The Bombay Electricity Board has considered the question of assistance to be given to co-operative societies in the matter of realisation of their dues from the constituents of such societies who are the employees of the Board from their salary bills and the Board has, as per its resolution No.1332 passed at the 56th meeting held on 9th December 1955, authorised the drawing officers to make deductions of the dues payable to such societies from the pay bills of the employees, subject to the following conditions, consistently with the provisions of the Bombay Cooperative Societies Act, and the Payment of Wages Act, under which the employer is under an obligation to effect recoveries by deductions of dues from employees salaries, in favour of cooperative Society:-

1) The employee has signed an agreement in favour of the Society declaring that the employer shall be competent to deduct from the salary or wages payable to him by the employer, such amount as may be specified in the agreement.

2) The deductions would be for the amount specified.

3) A true copy of the agreement shall be furnished by the Society to employer.

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Bigger type OPERATIVE & Smaller type REDUNDANT

BEB-GSO 42&43

4) The Cooperative Society is approved by the Registrar of Cooperative Society, Government of Bombay.

5) The dues claimed by the societies are properly verified and outstanding.

6) The employee is a member of the Society.

By signing the pay bills, the employees will be deemed to have agreed to effect recoveries from their Salary.

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

GENERAL STANDING ORDER NO.44 DATED 21-1-1956

On the subject of the procedure for submission of papers for sanctions or for orders at various levels. Circulars and standing orders have been issued from time to time. For example, it is the office order No.P.C. (A)/7563 dated 1-3-1955, duties and responsibilities of various sections and also the method of submission and securing orders or sanctions were indicated. In the Central Office Standing Order No.1, orders were issued regarding submission of papers to Chairman. Similar orders have been issued from time to time on allied matters on different occasions but all these orders have not been consolidated and coordinated but are scattered in different sections and it is observed that these orders are not strictly followed nor are they easily available to all concerned for reference. An effort has to be made to consolidate all such orders and to re-issue them in the form of General Standing Orders or routine orders or administrative circulars as explained in the General Standing Order No.1 of 14-4-1955.

2. With this view, two copies of all circulars and orders issued by different Sections in the Head Office including those issued from Head Office for the guidance of the respective Sections in the Divisions, should be forwarded to the Deputy Secretary (G&E) within one month not later than 20th February 1956, to enable him to consolidate the orders.

3. In future all orders and circulars should be in the form of

- 1.General Standing Order.
- 2.Routine Orders.
- 3.Establishment Orders
- 4.Administrative Circulars.

as explained in the General Standing Order No.1 (which is now being re-issued with modifications). Every order or circular however important or insignificant it may, be should be serially numbered and issued

through the General Section. In order to avoid duplication of numbering and conflict of instructions, it is necessary to channelise all such orders and circulars through one Section.

4. As the consolidation and compilation of the orders issued in the past, as indicated in para 2 above is likely to take some time, it is considered desirable for the information of the Chief Engineer, Superintending Engineer's and other Sectional Heads and also the staff in their respective Sections in the Head Office, to restate the procedure of submissions at different levels. These should not be assumed to replace all the previous orders on the subject. The old orders stand, but they may be deemed to have been modified by this circular, only to the extent where there is a conflict or change in the details, between the previous orders and this circular.

Issue of Circulars and Standing Orders.

5. As stated above, it is imperative that all orders of general interest and those applicable to all Sections should invariably be issued in the form of General Standing Order. The procedure has been explained in detail in the General Standing Order No.1 and a copy is appended for ready reference. All the orders irrespective of the Section which may have sponsored the draft orders, will hereafter issue over the signature of the Chief Engineer or Secretary or by the Deputy Secretary (G&E) for Chief Engineer or Secretary as the case may be.

6. Submission of papers by Sections

i) Technical matters

(a) All important papers (however minor the importance may be) relating to technical matters should be routed through the Chief Engineer to the Chairman with the recommendations of the Chief Engineer for Chairman's decision.

(b) Matters of routine nature may be directly disposed of by the Chief Engineer but such papers should be submitted to the Chairman, after disposal for his information.

(c) In any matter in which the Superintending Engineer of the Circle concerned has a different view from the one expressed by the Chief Engineer, in any technical or procedural matter, the Superintending Engineer concerned is expected to resubmit the papers through the Chief Engineer to the Chairman for his decision. The Superintending Engineers have a right of appeal to the Chairman in such matters whenever they have conscientious difference of opinion and they shall exercise it in the interest of efficiency of the organisation as proper scanning and understanding of the different points of view are absolutely essential for efficiency and better results. The disagreeing Superintending Engineers should therefore not hesitate to submit their points of view for the decision of the Chairman. Such resubmission shall not be viewed with displeasure but will, on the other hand, be viewed as indicative of the anxiety of the Superintending Engineer to achieve better results, as it would give scope for discussion of the different and alternative

points of view. If the Chairman feels the necessity of modification in the Chief Engineer's decision, he will issue orders on his responsibility in this regard within his powers after taking all factors and aspects of the matter into consideration, if necessary overriding the views of the Chief Engineer or the Superintending Engineer, or of both. If he thinks that the matter is of sufficient importance, he may, in his discretion, even consult any of his colleagues on the Board for their views before he gives a final decision.

Incoming papers.

7) All letters addressed to this office (except those addressed personally to the Chairman or Officers of the Board) are received in the Registry which will separate important papers (including all letters received from the Government of Bombay and Government of India) from those which are of a very routine nature and submit the former directly to the Chairman first. He will indicate his views or give definite instructions, where he feels it necessary to do so, on the papers before passing them through Chief Engineer to the Section concerned for disposal. Where he merely initials the papers, it should be understood that he has no particular comments or views to express or instructions to give. But the Chief Engineer may express his views, if he has any to express, on such papers. If, in cases wherein the Chairman has expressed his views or has issued instructions, the Chief Engineer has any other views, he will discuss the matter personally with the Chairman who may, if he agrees with the Chief Engineer, amend his instructions (or retain them if he is convinced that his instructions should stand), before passing on the papers to the Sections concerned for action.

8. All telegrams received by Superintending Engineers or Chief Engineer or by the Sectional Head concerned should be shown to the Chairman at the earliest opportunity with indication of action taken or proposed to be taken, if action is called for.

9. On certain papers, the Chairman remarks Superintending Engineer or other Section Heads, to speak or discuss in matters of lesser importance. If the Chief Engineer has any views on the subject under reference, he may indicate on the papers that he would like to be present at the discussion, in which case, the Chief Engineer and the Superintending Engineer concerned should jointly discuss the subject with the Chairman and take instructions for the disposal.

10. All papers received and seen by the Chairman should first be passed on to the Chief Engineer so that he may be generally posted with regard to the Chairman's instruction particularly on technical matters, and may, in important matters, take special note and pursue the matter to see that the Section Heads have taken necessary action in time.

11. In important technical matters, the Chairman might desire the Chief Engineer to discuss in which case, the Chief Engineer should discuss with or without the Superintending Engineer concerned and the Chairman's instructions should thereafter be passed on to the Superintending Engineer concerned for disposal.

12. In other cases, the Chairman may call the Chief Engineer, Superintending Engineer, Executive Engineer, or Stores Purchase Officer for discussion, and instructions issued by the Chairman will be carried out by them unless the Superintending Engineer concerned or the Chief Engineer has a different view, in which case, as indicated above the Chief Engineer or the Superintending Engineer as the case may be, and the Officer concerned, should jointly discuss with the Chairman and his final instructions should be obtained and action taken accordingly.

13. This arrangement of submission of papers, direct discussion by the Chairman with subordinate Officers and direct instructions to the subordinate Officers, is intended to avoid delay in taking action and to help quick and efficient disposal, but this situation should not be exploited by subordinate Officers and staff to bypass one or the other Officer who is concerned in the disposal, or any senior officer in charge of the Section, nor should the Officer concerned or Senior Officer in charge of the Section, make this arrangement as an excuse for avoiding his responsibility for the disposal.

14. Normally, the Chief Engineer is expected to see that all Technical Sections function efficiently and that the Chairman's instructions and the policies of the Board are duly executed and carried out and to submit his views to the Chairman in all technical matters. The relation of the Chief Engineer and the Chairman is to some extent similar to the status between the General Manager in a firm, and the Managing Agents. The Chairman of the Board-as the head of the entire undertaking answerable to Government and the Public, has the final responsibility for the efficient working of the Organisation and the various schemes undertaken by or entrusted to the Board. The Chief Engineer will advise the Chairman in all technical matters and will exercise the authority delegated to him and carry out through the technical officers, the Board's policies and the functions assigned to him from time to time.

15. Every Officer, however, subordinate he may be, has a right to appeal to the Chairman and such direct approach for discussion of any official matter, should not be looked upon as disrespect to the Senior Office or breach of discipline. If the Chairman calls an officer for discussion the discussion will be for the specific matter, to the point, and to the extent, information is required by him (Chairman) for the issue of instruction on the specific matter under discussion, and no senior officer need feel that he is by-passed or ignored. The Chairman will see that no subordinate officer called for direct discussion attempts to abuse the facility for personal advantage. The fundamental aspect of the direct discussion, and instruction is avoidance of tortuous delay, point-less and wordy notings and counter notings, procedural labyrinth and consequent languid disposal, characteristic of the much maligned 'red-tapism'. In a commercial undertaking, it is essential that such sprags in the wheel are removed and quick results achieved by prompt decision in all matters.

Out going papers

16. It is the responsibility of the Section Heads to see that all letters on important matters intended to be issued are first shown to the Chairman and his approval obtained before issue. Copies of other letters which are otherwise important or those affecting operation and maintenance and plant efficiency or those concerning staff proposals and also those relating to service conditions etc. should also be submitted to the Chairman for approval before issue but in case of papers of lesser importance, the office copies should be put up to him after issue, so that he may be fully in touch with the working of the whole Organisation.

Board Agenda.

17. All proposals for the sanction of the Board must receive prior approval of the Chairman before they are included in the Agenda. Matters relating to staff should be submitted to the Chairman through the Deputy Secretary (G & E) who should vet all such proposals before they are submitted to the Chairman for approval for inclusion in the agenda.

Stores Purchase.

18. All proposals for placing orders for purchase of stores and materials required for the various Schemes should be first submitted to the Chairman with a detailed analysis for scrutiny through the Chief Engineer before being submitted in the final form of inclusion in the Agenda.

Works Contracts

19. All proposals for works contracts and tenders of the value of Rs.5,000/- and above, should as in the case of Stores Purchase, be analysed in detail and submitted to the Chairman through the Chief Engineer for scrutiny before being submitted in the final form of inclusion in the Agenda.

Commercial

20. The Commercial Branch is directly under the Chairman. All proposals for the Board and all commercial aspects of the Undertaking, including supply, rates, conditions of extensions, purchase of power and allied matters should be submitted to the Chairman for decision within his powers or for submission to the Board for approval.

Bills of Contractors.

21. All Bills above Rs.10,000/- each or part bills of a Contract exceeding Rs.25,000/- should be put up to the Chairman before payment is actually made.

Technical Sanction.

22. All technical sanctions to approved Schemes of important works above Rs.25,000/- though within the powers of the Superintending Engineer or Chief Engineer should be submitted to the Chairman for information.

Loans and Finances of the Board

23. These matters are at present partly dealt within the Board Section and partly by the Chief Accounts Officer. Some matters particularly loan condition etc., under the Five Year Plan Rs.2.84 crore loan programme, have been dealt with in the Northern Circle and Planning and Co-ordination. All correspondence on these subjects wherever they may have been dealt with i.e. either by the Chief Accounts Officer or any other Section Head, should be passed through the Deputy Secretary (Board) to the Chairman and replies after they are approved should be outwarded from the Board Section. This is necessary to ensure that there is no conflict of views on financial matters.

No letters relating to loans, and finances of the Board, investments etc., should be issued unless they are approved by Chairman first.

24. All investments are to be done with the sanction of the Board but the Chairman's prior approval should be obtained by the Chief Accounts Officer before any proposal is submitted for inclusion in the Agenda.

Establishment Section.

25. The Establishment Section is directly under the Chairman and every proposal regarding staff increase or decrease, creation of new posts or change of scale, change in the service conditions should be first vetted by the Deputy Secretary (G & E) and put up to the Chairman for approval.

Board Section

26. All proposals regarding amendment to the Service Regulations and Conducts, Discipline & Appeal Procedure and all matters regarding interpretation of Service Regulations, should be submitted to the Chairman through Deputy Secretary, (Board) for his (Chairman's) final decision of prior approval if they need Board's sanction or concurrence.

Correspondence bearing on important policy matters, financial matters with Govt. including those relating to Legislative Assembly and Council question are to be routed through the Board Section, irrespective of the Section which may have dealt with them or initiated them.

The above procedure should in future be strictly followed.

By order of Chairman

Sd/-Dy. Secretary(Board)

GENERAL STANDING ORDER NO.45 DATED 24-1-1956
(Board Section)

Subject:-House Tax on Colony, sub-station and other buildings belonging to the Board and situated within Municipal Limits.

Various references have been made by the Executive Engineers in charge of various Divisions to the Head Office regarding higher assessment of the Board's buildings situated within Municipal limits. It should be observed that under the Municipal Boroughs Act, provision exists for an appeal to be preferred within the prescribed time limit. No increase in any Municipal taxes could be valid, if they are not notified first in the local papers and an opportunity to be heard is not given to the persons who are likely to be affected by the proposed increase. It is therefore, necessary that a timely protest should be submitted if such a notification appears in the local newspaper or a notice is received from the Municipality notifying its intention to increase the tax rates. If inspite of protests, the Municipality notifies the rates, there is a time limit provided for appeal and if these preliminary steps have been taken in time, there are other remedies available to appeal to the Directors, Local Authorities and to Government. If the preliminary remedies provided under the Municipal Borough's Act and the Rules and the bye-laws made thereunder, are availed of in time, it would be possible to get the assessment reduced to some extent in appeal.

All Executive Engineers in charge of Divisions should please watch Municipal notifications in future to see if the rate increases are notified and submit timely protests and prefer appeals within the prescribed time.

With regard to the rates of assessment and other questions involved in the payment of building tax levied by the Municipalities or other Local authorities the Executive Engineers should decide the issues themselves on the basis of the Tariff Rates in force according to the bye-laws of each Municipality or local authority after verifying the present rateable value and assessments, without the necessity of referring the matter to the Head Office.

By order of the Chairman

Sd/-(N.S.MERCHANT)
Deputy Secretary (Board)
for Secretary.

GENERAL STANDING ORDER NO.46 DATED 30-1-1956

The Bombay Electricity Board has, as per its resolution No.1352 dated 9th Dec.,1955.(forwarded by Deputy Secretary(Board) under his No.BEBR/23/1352/58 dated 14th Dec.,1955) made the following amendments to the Bombay Electricity Board Employees' Service Regulations.

Correction Slip No.30

For the existing sub-Clause (iv) of Regulation 126 and the proviso thereto the following should be substituted.

(iv) "In addition to the amount to the credit of the employee, interest will be payable in the circumstances and in the manner prescribed in Regulation 143(4)."

Correction Slip No.31

For the existing sub-clause (4) of Regulation 143 the following should be substituted:

"(4) when the amount standing to the credit of a subscriber has become payable under regulations 139, 140 or 141, the competent authority shall authorise payments to the extent of 90% of the ex-facie book figure of the balance of the credit of subscriber within one month and the balance within three months provided that any amount remains unpaid for no fault of the subscriber or his nominee, as the case may be, interest at the rate prescribed under clause 126 shall be allowed on the balance outstanding after the expiry of one month or of three months, as the case may be, upto the end of the month preceding the one in which the amount is tendered.

Provided that no interest shall be paid in respect of any period after the date which the competent authority has communicated to the claimant as the date on which the outstanding amount would be paid."

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

GENERAL STANDING ORDER NO.47 DATED 30-1-1956

The Bombay Electricity Board has, as per its resolution No.1432 passed at its 59th meeting held on 29th Dec. 1955 forwarded by the Deputy Secretary Board, under his No.BEBR/17/1432/59 dated 4th Jan. 1956 reviewed the existing provisions regarding the admissibility of the class of accommodation, in the Railways to the different categories of employees consequent on the reclassification of accommodation in the Railways w.e.f. 1-4-1955, and observed that there was no provision in the Service Regulations of the Board in regard to the admissibility of higher class in case of non-availability of accommodation in the class to which an employee is normally entitled to and also with regard to the class in which the employee could travel in case the trains on the particular line do not have the particular class of accommodation in which he is normally entitled to travel and with a view to remedy the deficiency, decided to recast the regulation No.98 for the existing Regulation vide Correction Slip No.32 as under which should be made applicable with immediate effect.

Correction Slip No.32

For the existing Regulation 98, the following new regulation should be substituted.
98. The following shall be the Classes to which an employee shall be eligible to travel by Railway

(A) Where there are air conditioned and Class I, II and III accommodation.

- (a) Employees of the Grade I and also employees of the II Grade in Class I receipt of pay of Rs.500/- p.m. or above.
- (b)(i) Employees of the II Grade in receipt of pay below Rs.500/- p.m. and Class II
- (ii) Employees of the III Grade in receipt of pay exceeding Rs.100/- p.m.

- (c)(i) Employees of the III Grade in receipt of pay not exceeding Rs.100/- p.m. and Class III
- (ii) Employees of the IVth Grade.

(B) Where there are airconditioned and Class II and III accommodation and no Class I

- (a) All employees of Grade I and the employee of Grade II, drawing Rs.750/- p.m. and above. Highest class i.e. airconditioned accommodation.
- (b) Employees of the Grade II drawing a pay less than Rs.750/-p.m. and Grade III employees drawing a monthly salary exceeding Rs.100/- p.m. Class II
- (c) Grade III employees drawing Rs.100/- p.m. or less & Grade IV employees Class III

(C) Where there are airconditioned accommodation and Class I & III accommodation and no class II.

- (i) All employees of the Ist Grade and of the IInd Grade. Class I.
- (ii) All employees of the IIIrd and IVth Grade. Class III.

(D). The concession of the class of accommodation envisaged in sub-clauses (B) and (C) higher than the provided in (A) above, will be admissible provided Class I and II accommodation, as the case may be, does not exist in any of the trains running on the line and not merely in the train in which the employee has chosen to travel.

(E) Notwithstanding the provisions in the forgoing clauses the competent authority may, on the recommendation of the Executive Engineer in charge of the Division, concerned:

(a) declare periodically that traffic between two given points within a distance of 75 miles on the Railway is heavy and will continue to be heavy during the specified period, which shall not, without fresh declaration, exceed three months and thereafter;

(b) permit travel by an employee in the next higher class than that to which he is entitled under sub-clause (A) for reasons of not getting any accommodation in, the class to which he is normally entitled, due to seasonal congestion of traffic on the line between the points specified in and during the period declared under (a) above;

provided that the Executive Engineer-in-charge of the Division certifies that (i) in spite of the declaration, the employees did try but failed to get accommodation in the class to which he is normally entitled and (ii) that the employee actually travelled in the next higher class. The competent authority under Clauses E(a) is Chairman.

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

GENERAL STANDING ORDER NO.48 DATED 4-2-1956

At the time of considering some departmental candidates for promotion as Senior Accounts Clerks in the scale of Rs.135-8-175-10-205(City) in the Head Office, the interviewing panel observed that some of the candidates had no experience in the maintenance of commercial accounts. It was, therefore, made incumbent on all the Senior Accounts Clerks promoted and posted in the Accounts Section in Head Office to read the following two books on accounts and to appear for a test at the end of 3 months.

- (a) First Steps in Double Entry Book-keeping.
- (b) Questions and answers in Book-keeping both by J.R.Batlilobi.

In view of the diverse nature of work, in sections other than Accounts Section, the Senior Accounts Clerks posted in those sections were kept on probation for one year. During this period, if their work and/or conduct were found not satisfactory, they rendered themselves liable for reversion.

The Board, in its Resolution No. 1481, dated the 12th Jan. 1956, reviewed the condition of passing the departmental test in book-keeping at the end of 3 months imposed on the departmental candidates promoted as Senior Accounts Clerks in the Accounts Branch in Head Office and the condition of mere satisfactory service in the case of Senior Accounts Clerks working in other sections in Head Office and also those working in the mofussil offices and decided to introduce a common test for all the Senior Accounts Clerks throughout the Board. The following syllabus and procedure has been approved by the Board in its Resolution cited above.

Syllabus:- As outlined in a separate sheet attached.

(b) The examination will be conducted in the first week of June and the first week of December every year preferably on Saturday after office hours, first such examination to be conducted in June, 1956. The examination will be conducted in the Head Office and other Divisional Offices to which all the papers set by the above authorities will be despatched in sealed covers so as to reach the Divisional centres, a couple of days before the examination. The sealed covers should be opened and distributed only at the commencement of the examination. The exact date and time will be communicated in advance to all the centres by the Chief Accounts Officer. Immediately after the examination, the Executive Engineers will collect the answer papers and send them to Head Office in sealed covers for assessment etc. Senior Account Clerks in the Divisions and at other places may appear for the examination at the nearest divisional centres irrespective of the Division in whose jurisdiction they may fall.

(c) All those who actually undertake a journey to the nearest centres may be held eligible for one single class Railway fare to the class of accommodation they are entitled to, according to Regulations. both ways, if the two stations are connected by Railway otherwise, to actual expenses admissible under the Regulations without the element of daily allowance. Absence for this purpose from their original Head-Quarters may be treated as duty. Grant of T.A. in the manner provided above should be restricted to only one occasion even though the candidates may be at liberty to appear for this examination any number of times whenever held during the course of two years.

(d) In view of the fact that these candidates have also to appear for Hindi and some of them also for Regional Language Examinations within a specified time limit for fear of losing any increment or promotion that may come their way, the original time limit of 3 months is extended to 1 1/2 years from the date of their appointments to those posts or promotions as the case may be, so that they may appear for the examination to be held in December, 1956. For all others already in the grade, they are required to pass this within 2 years from the date of the Board's Resolution. Candidates are at liberty to appear for this examination any number of occasions during the period of 2 years.

(e) Failure to pass this examination within 2 years may be met with a penalty of stoppage of increments or reversion, in the discretion of the Secretary.

Encl:- As above

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

SYLLABUS FOR THE SENIOR ACCOUNTS CLERKS EXAMINATION.

The following Chapters from the First Steps in Double Entry Book-Keeping by J.R.Batliloi.

CHAPTER I. (Complete) - Elements of Double-Entry.

II. (Complete) - Rules of journalising.

III. (Complete) - Ledger Accounts.

IV. (Complete) - Sub-divisions of Journal

V. (Complete) - Cash Book

VI. (Complete) - Banking Transactions.

VII. (Part) - Bill Transactions - Acceptance of a Bill-Dishonour of Bills-Noting & protesting-Discounting Bills-Renewal of Bills-Bills payable Account-Dishonour of Bills payable-Retiring Bills Payable-Payable under Discount-Foreign and Documentary Bills.

VIII. (Complete) - The Journal Proper.

IX. (Complete) - The Trial Balance.

X. (Complete) - The Trading Account.

XI. (Complete) - The Profit & Loss Account.

XII. (Complete) - the Balance Sheet.

XV. (Part) - Company Accounts. Entries in regard to share capital and Debenture issues- Debentures- Debenture interest Book-Issue of Debentures at Discount- Issue of Debentures at a Premium- Redemption of Debentures.

XVI. (Complete) - Depreciation and Reserve and other Funds.

XVII. (Complete) - Capital and Revenue Expenditure, Receipts and payments and Income & Expenditure Accounts.

XIX. (Complete) - Self-Balancing Ledgers

XXII. (Complete) - Excluding Foreign Branches.

2. Questions and Answers in Book-keeping By J.R.Batliloi.

Questions and Answers from this book relating to the Chapters mentioned above.

3. Procedure in force under the Bombay Electricity Board for Store Purchases, Works Contracts, Electric supply material and branch accounting and Commerical correspondence and precis writing (General).

GENERAL STANDING ORDER NO.49 DATED 3-2-1956 Establishment Section.

Under the Bombay Electricity Board Employees' Service Regulation No.107, joining time pay is allowed to an incumbent who is under the orders of transfer from one place to another. The manner in which such joining time pay is to be regulated or the rate at which it should be allowed is, however not mentioned in the Regulations. The matter has been examined by the Bombay Electricity Board at its 61st meeting held on 12th Jan. 1956 and the Board has, as per its resolution No.1492 forwarded by the Deputy Secretary (Board) under his No.BEBR/19/1492/61 dated 27th Jan. 1956, decided that the joining time pay should be allowed in the following manner:-

If it is a case of mere transfer in the same grade or a promotion to a higher post the employee during the joining time should be held eligible for the pay of the post he is vacating if the pay in the new post is less

than that attached to the one he is vacating, he should be held eligible for the joining time, the pay of the new post. The benefit of the higher pay of the post he is vacating will cease on the day he hands over the charge of the old post.

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

GENERAL STANDING ORDER NO.50 DATED 8-2-1956
Establishment Branch.

Under the Bombay Electricity Board Employees' Service Regulations as amended from time to time several powers have been delegated to the Superintending Engineer (Planning and Co-ordination) such as to sanction T.A. Bills of class I Officers, grant of advances of T.A. etc. As the post of Superintending Engineer (P&C) has been held in abeyance under Board's resolution No.1302 dated 5th December, 1955 the Bombay Electricity Board has, as per its resolution No.1517 passed at the 62nd meeting held on 14th Jan. 1956, decided that the powers which the Superintending Engineer (P&C) was to exercise under the Bombay Electricity Board Employees' Service Regulations (such as sanctioning of T.A. Bills of Class I Officers, granting of advances against T.A. etc) should be exercised by the Superintending Engineer of the Circle concerned in respect of the staff attached to the respective Circles and by the Chief Engineer in respect of other staff which does not come under any of the Circles.

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

GENERAL STANDING ORDER NO.51 DATED 8-2-1956
Establishment Section.

The Bombay Electricity Board has, as per its resolution No.1537 passed at the 63rd meeting held on 27th Jan. 1956 recorded under No.BEBR/9/1537/63 dated 2nd Feb. 1956 decided that the following note to Bombay Electricity Board Employees' Service Regulation No.96 and 99 should be added with effect from the date of the resolution viz.27th Jan 1958.

Correction Slip No.34

Note to Regulations 98 and 99

For the purposes of these Regulations day shall be of 24 hours beginning from the commencement of the journey and daily allowance shall be calculated at the rates prescribed under Regulation No.94 for each such day or part of the day exceeding 6 hours.

2. All the claims of travelling allowance should be regularised and excess payments, if made should be recovered from the employees concerned.

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

GENERAL STANDING ORDER NO.52 DATED 9-2-1956

Subject:-Examinations in Hindi-Passing of - by Board Servants.

In amplification of the Board's Resolution No.BEBR/9/819/39 dated 8th August 1955 (vide General Standing Order No.19 of 10th September, 1955) the Bombay Electricity Board under its Resolution No.BEBR/4/1532/63, dated 2nd February, 1956 decided that the facility afforded under Government letter E.D.No.HNE/1455/81504-C, dated 11th Jan 1956, for appearing for the Hindi Examination conducted by the Government Ad-Hoc Board be extended to the Board's employees and they be permitted to appear and qualify in the same examination as an additional alternative to the four Hindi courses and examinations prescribed in the Board's Resolution No.819 (General Standing Order No.19) at the option of the employees.

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

GENERAL STANDING ORDER NO.53 DATED 9-2-1956

Subject:-Power of Telegraph Authority - Sections 12 read with Section 29.

Prior to the constitution of the Bombay Electricity Board, the Executive Officers of the Electric Grid Department were empowered to exercise the powers of the Telegraph Authority in accordance with the Government Notification P.W.D. No. 7756/36-1946 of 25-2-1946. These powers would become available to the Officers of the Board if (a) the Government specifically empower the officers of the Board to exercise these powers as provided under section 51 of the Indian Electricity Act of 1910 and (b) the Board follows the procedure as provided in Section 42 of the Electricity (Supply) Act 1948. With regard to (a), Government have been addressed in the matter on 14-1-1956.

Action has to be taken as provided in Section 42 of the Electricity (Supply) Act and for this purpose, the Board has resolved to embody, in all the schemes undertaken for prosecution, a provision under Section 42, that the Officers of the Board not below the rank of the Sub-Engineers may exercise all or any of the powers of the Telegraph Authority in the course of the execution of the schemes such as placing of any wires, poles, wall brackets, stay, apparatus and appliances for the transmission and distribution of electricity or for distribution of telegraphic and telephonic communications necessary for the proper co- ordination of the works of the Board, in the areas (to be specified in each case) in which the schemes are being taken up for execution. The fact of the "provision" having been made in the sanctioned schemes has to be brought to the notice of the Members of the public who are likely to be affected by the exercise of these powers. For this purpose, the notification to be issued under Section 29 of the Act should contain a mention of the provision for the exercise of the powers to the effect indicated above. An outline of the draft notification to be issued under section 29 embodying the provision to meet the requirement of Section 42 is appended for guidance.

While prosecuting the works of construction of transmission and distribution lines etc., as indicated above, the undermentioned instructions should be followed. These

instructions relate to the exercise of the Powers under Part III of the Indian Telegraph Act 1885 read with Section 42 of the Electricity Supply Act 1948:-

(a) Whenever any powers are to be exercised under the Indian Telegraph Act 1885 in respect of any property vested in or controlled by or under the management of any local or Telegraph Authority, the permission of that Authority shall invariably be secured by the Officer of the Board in charge of the works and when any alterations or repairs to the existing works are proposed, a reasonable notice shall be given to the authority concerned.

(b) While exercising the powers in respect of any property (agricultural or non-agricultural) vested in or owned by a private person, care should be taken to see that as little damage as possible is caused and if the owner or the person in whom the property vests objects to or resists the exercise of the powers, the Officer of the Board in charge of works should refer the matter to the District Magistrate in whose jurisdiction, the property is situated in accordance with Section 16 of the Indian Telegraph Act 1885.

(c) With regard to the removal of obstructions that are likely to interrupt or the present procedure of notifying the parties and the magistrate or any other appropriate local officer and getting the order for removal of trees etc. should be followed by the Officers of the Board as provided under Clause 18 of the Indian Telegraph Act.

(d) The Officers of the Board in charge of the works should particularly note the essentiality of strictly complying with the provisions of Section 17 of the Indian Electricity Act by giving due and timely notice to the Telegraphic Authority.

(e) It may become necessary in certain cases for the Board to pay nominal compensation for the damage to any property. Such cases should be referred to the Board for consideration when claims are received, from parties concerned, with a note from the Executive Engineer in charge of the works.

(f) It should be noted the officers of the Board will be exempt from the requirements of provisions of Sections 12 to 16 and 18 and 19 of the Indian Electricity Act of 1910 if the provision for exercise of the powers for carrying out the various items of the works connected with the scheme as indicated above and this fact has to be notified along with the Scheme as provided in Section 29 read with Section 43 of the Electricity (Supply) Act 1948.

By order of Chairman

Encl:- As above

Sd/-Dy. Secretary (Board)

PUBLIC NOTICE NO. _____ CIRCLE (N/S/PS)

Bombay Electricity Board, Bombay

Preliminary Notification of the Proposed Scheme.

In pursuance of Section 29, Sub-section I, and Section 42 of the Electricity(Supply) Act, 1948, it is hereby notified that the Board proposes to undertake the following schemes and shall have and shall exercise for the placing of any wires, poles, wall brackets, stays, apparatus and appliances for transmission and distribution of electricity, or for the transmission and distribution of electricity, or for the transmission and telegraphic or telephonic communications necessary for the proper co-ordination of the works of the Board under the said schemes in the areas indicated in clause (2) below, all the powers which the telegraph authority possesses under part III of the Indian Telegraph Act, 1885 (XIII of 1885) with regard to a telegraph established or maintained by the Government or to be so established or maintained:-

1. Name of the scheme:-
2. Brief particulars of the Scheme and the areas in which the works are to be executed.
3. Area to be served
4. Financial Estimate
5. Estimated Capital Cost
6. Estimated Expenditure
7. Estimated Revenue
8. Controlled stations.

The Licensees or any other persons interested are hereby notified to make representations or objections, if any to the Board on or before ----- (Date) ----- for consideration of the Board. For further particulars or classification, the Superintending Engineer, ----- Circle Head Office, Bombay Electricity Board, Bombay or the Local Office of the Board may be addressed in time

Secretary
Bombay Electricity Board

GENERAL STANDING ORDER NO.54 DATED 9-2-1956

Board reviewed the duties and responsibilities attached to the posts of Storekeepers. Assistant Storekeepers, Storekeeper-cum-clerks, Bill collector-cum-stores clerks etc. in the organisation as enumerated in the accompanying statement and observed that the pay scale of Rs.70-5-100-8-140-10-150 (mfl) prescribed for the posts of Storekeepers was inadequate and not commensurate with the responsibilities devolving on them and sanctioned in its Resolution No.BEBR/14/1523/63 dated the 2nd February 1956, the following pay scales in respect of the posts mentioned below.

The posts of Storekeepers which are at present in the scale of Rs.70-5-100-8-140-10-150 (mfl) should be brought on the time-scale of Rs.100-8-140-10-170 (mfl) or Rs.92-8-140 (mfl) to be allowed according to the magnitude of stores work at each division or sub-divisions, which will be decided by the Chairman in consultation with the Superintending Engineers of the respective circles under whose jurisdiction these Divisions or Sub-Divisions fall. Those in time-scale of Rs.100-8-140-10-170 (mfl) should be termed as Senior Storekeepers and those in the scale of Rs.92-8-140 (mfl) as Junior Storekeepers with the exceptions mentioned below:-

(The above will constitute a cadre strength of the existing payscale and the Junior and Senior Storekeepers will be liable to be varied by increase or decrease inter-se as the work may justify) by the Chairman in consultation with the Superintending Engineers concerned.

The exceptions are:-

i) Out of the 3 posts of Storekeepers at Guledgud Power House, only one post should be brought on the time scale of Rs.100-8-140-10-170 (mfl). As regards the other two posts, they should be continued in the existing scale viz. Rs.70-5-100-8-140-10-150 (mfl) with a view to abolishing the above posts after examination.

ii) Out of the two posts of Storekeepers sanctioned for Hukeri Power House only one post is sanctioned in the time-scale of Rs.100-8-140-10-170(mfl), As regards the other post, it should be continued on the existing scale, for the time being, with a view to abolishing the above posts after examination.

iii) That one post of Assistant Storekeeper in the scale of Rs.46-3-85-EB-4-105 (mfl) at Rajpipla Power House should be brought on the time scale of Rs.100-8-140-10-170 (mfl) or Rs.92-8-140 (mfl) as the Chairman may decide in consultation with the Superintending Engineer concerned.

2. In matter of fixation of pay of the incumbents whose posts are brought on the time-scale of Rs.100-8-140-10-170 (mfl) or Rs.92-8-140 (mfl), as the case may be, the Board has decided as follows:-

(i) That as far as the existing Storekeepers in the Bombay Electricity Board and the Assistant Storekeeper at Rajpipla in particular are concerned they should be allowed to draw the same pay in the old time-scales till such time as they reach a stage of Rs.90/- in that time-scale. After this, their cases should be referred to Head Office to decide the stage at which they should be brought on the revised time-scale. Cases of incumbents who are already drawing pay of Rs.90/- or over should also be referred to Head Office for orders.

(ii) That as far as the new recruits are concerned they should be held eligible to enter the revised scale at its minimum according to the recommendations of the recruiting panel.

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

GENERAL STANDING ORDER NO: 55 DATED 13-2-1956
Establishment Section

Subject:-Examinations. Professional - Procedure and Rules regarding-of Junior Engineers (E & M), Assistant Engineers (E&M) and (Civil) and Deputy Executive Engineers.

In pursuance of the decisions taken by the Bombay Electricity Board under its Resolution No.BEBR/5/1514/62 dated 30-1-1956, the following orders with regard to Rules and Procedure for conducting the Professional Examination, are issued in continuation and in partial modification of those issued under General Standing Order No.4/1621 dated 14-5-1955.

i. Authority Competent to convene committee for conducting the examination.

The Secretary, Bombay Electricity Board.

- | | | |
|------|---|--|
| ii. | Authority competent to declare the results of the examination. | The Secretary, Bombay Electricity Board. |
| iii. | Composition of the Examination committee to draw papers, examine them and submit its report to the authority competent to declare the result. | The exam. committee will consist of the Chief Engineer, 2 Superintending Engineers, 1 of whom will be Superintending Engineer (Commercial). In respect of Exam for Junior Engineers, the Chief Accounts Officer will be an additional member of the committee formed for examining the Assistant Engineers and Deputy Executive Engineers as "Elements of Commercial Accounts" is prescribed as one of the subjects for these Officers. The Chief Engineer will be the President of the Committee. On receipt of the report from this committee, the Secretary will declare the results. |
| iv. | The percentage of marks to be obtained for passing the exam. in any subject as well as for passing the exam with distinction. | The percentage of marks prescribed for passing the exam by the Assistant Engineers and Deputy Executive Engineers who have to pass in more than one subject, will be 50% in each subject, and 60% in the aggregate. A candidate obtaining 60% of marks in any one subject but fails to pass the exam may be exempted from appearing for that subject in the next sitting. Since the Junior Engineers are required to pass the exam in one subject only, the minimum required for passing will be 55% of the total marks obtainable.

The written exam under Electricity Acts and Rules would be with books |
| v. | Syllabus for "Elements of Commercial Accounts". | a) First steps in Double Entry book-keeping.

b) Questions and answers in Book keeping. Both by J.R.Batliboi. Detailed syllabus is attached and the examination will be without Books. |
| vi. | Method of applying for permission to appear for the exam. | The employee desirous of appearing for the P.Exam should submit his written application to the Deputy Secretary (General & Establishment) through the |

concerned Sectional or Divisional Head, as the case may be, so as to reach not later than the 15th August. The Sectional or Divisional Head forwarding the application shall record his opinion on the application whether he considers the applicant fit for appearing for the exam. On receipt of sufficient number of applications, decision will be taken to hold the exam. In case, number of applications so received is not considered sufficient to warrant holding of the exam the candidates will be advised accordingly and asked to avail of the next chance.

vii. Date and place of Examination

The Professional Exam may normally be held once a year and on the first Monday of October. If the first Monday of October falls on a holiday the exam may be held on the day following the holiday or the holidays. The place will be notified each time in advance.

viii. Authorities competent to grant extension of time limit for passing the exam on the grounds of - a) non-appointment of exam committee and b) For any other reasons.

Board will be the competent authority to grant extension of time limit for passing the Professional Exam in case of sickness or for any other reasons excepting for the reasons of non-holding of exam in any year due to insufficiency of the number of applicants wishing to appear for the exam in which case extension upto one year may be granted by the Secretary to those employees who would become liable for the punishment prescribed for not passing the exam in that particular year.

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

SYLLABUS FOR ELEMENTS OF COMMERCIAL ACCOUNTS.

The following Chapters from the First Steps in Double Entry Book-Keeping by J.R. Batliboi.

- Chapter I. (Complete) Elements of Double-Entry.
- Chapter II. (Complete) Rules of journalising.
- Chapter III. (Complete) Ledger Accounts.
- Chapter IV. (Complete)
Sub-divisions of Journal.
- Chapter V. (Complete) Cash Book.
- Chapter VI. (Complete) Banking Transaction
- Chapter VII. (Part) Bill Transactions-Acceptance of a Bill-Dishonour of Bills-Noting & protesting - Discounting Bills - Renewal of Bills - Bills payable Account-Dishonour of Bills Payable-Retiring Bills payable. Payable under Discount-Foreign and Documentary Bills
- Chapter VIII.(Complete) The Journal Proper.
- Chapter IX.(Complete) The Trial Balance.
- Chapter X.
(Complete) The Trading Account.
- Chapter XI.(Complete) The Profit & Loss Account.
- Chapter XII.(Complete) The balance Sheet.
- Chapter XV.(Part) Company Accounts. Entries in regard to share capital and Debenture issues-Debentures-Debentures interest Book-Issue of Debentures at Discount-Issue of Debentures at a Premium-Redemption of Debentures.
- Chapetr XVI.(Complete) Depreciation and Reserve and other Funds.
- Chapter XVII.(Complete) Capital and Revenue Expenditure Receipts and payments and Income & Expenditure Accounts.
- Chapter XIX.(Complete) Self Balancing Ledgers.
- Chapter XXII.(Part) Excluding Foreign Branches.

2. Questions and Answers in Book-Keeping by J.R.Batliboi.

Questions and Answers from this book relating to the Chapters mentioned above.

Correction Slip No.1

To Administrative Circular No.9638 (Finance and Accounts) dt.17.2.1965 regarding subsidiary Rules and Syllabus for the Departmental Accounts Examination.

and

Correction Slip No.1

To G.S.O. No.55 (Estt.Section) dated 13.2.1956 regarding Professional Examination.

The Board vide its Resolution No.894 date 28.2.1978 has accorded its approval to:

i) Delegate powers to the Accounts Member to grant exemption from passing Lower/Higher Accounts Examination to the employees who are re-employed in the services of the Board, and who have already passed the said examination prior to their re-employment in the Board.

ii) delegate powers to the Technical Member(T&D)/Technical Member (Generation) to grant exemption from passing the Professional Examination prescribed by the Board for its technical employees to those who are re-employed in the services of the Board and who have already passed the said examination prior to their re-employment in the Board.

Sd/-Secretary.

**CORRECTION SLIP NO.2 DATED 6-7-1984
(To G.S.O.No.55 Dated 13-2-1956)**

Subject:-Rounding off Marks prescribed for passing/securing exemption at Departmental Examinations.

The Board by their Resolution No.921, dated 23-5-1984 have accorded their approval to add the following clause in General Standing Orders and General Orders Governing various Departmental Examinations as shown # below:-

Clause	No.of GSO/GO	
"If the total marks secured by a candidate in any paper is not in whole number but in fraction, the fraction shall be rounded off to the next higher integer. Provided, where the paper consists of more than one Section, total marks secured in the whole paper shall be rounded off."	G.S.O.55, Dt.13.2.1956	-In Clause No.IV by renumbering 1st para as 'a' and new para as 'b' and para 2 as 'c'

Pick of the relevant portion

2. The above provision is effective from the date of issue of the Correction Slip.

Sd/-(Dr.D.K.SANKARAN)
Member(Adm.)/Secretary

GENERAL STANDING ORDER NO. 56 DATED 14-2-1956
Establishment Branch.

Subject:-Delegation of Powers. Recording Measuremets of bulk supply-Purchase units.

The Bombay Electricity Board has, under its resolution No.1535, passed at the meeting held on 27th January, 1956, condoned the irregularity of meter reading and measurement recording by a Juniorr Engineer instead of an Assistant Engineer or Deputy Executive Engineer, as per delegation of powers notified under General Standing Order No.42 dated 6th January, 1955, in respect of bulk supply of energy purchased from the Ahmedabad Electric Supply Co.Ltd., and decided that so far as Meter Reading is concerned in respect of bulk supply of power, a Junior Engineer and/or in his absence the Assistant Engineer may record all measurements, subject to occasional check by verification of recordings of readings and consumption and personal meter reading check on the basis of the past readings and average consumption by the Assistant Engineer or Deputy Executive Engineer.

Sd/-(N.S.Merchant)
Secretary (G.&E.)
For Secretary.

GENERAL STANDING ORDER NO.57 DATED 14-2-1956
Establishment Section.

The Bombay Electricity Board has as per its resolution No.1340 passed at its 56th Meeting held on 9th Dec., 1955, forwarded by Deputy Secretary (Board) under his No.BEBR/11/1340/56 dated 13th December, 1955, authorised the Secretary, Bombay Electricity Board to fix the pay of incumbent transferred from one post to another in overlapping scales of pay consistently with the general principles enunciated in Regulation No.58 of the Bombay Electricity Board Employees' Service Regulations. The following correction may therefore be carried out in the Sixth Schedule under which various competent authorities have been defined under the Bombay Electricity Board Employees' Service Regulations.

Correction Slip.No.33

Sr.No.	Regulation No.	Nature of power	Authority perscribed
15-A	58	Authority Competent to fix the pay of the incumbents transferred from one post to another in overlapping scales.	Secretary.

2. The Board has also as per its resolution No.1520 passed at the 62nd meeting held on 14th January, 1956, forwarded by Deputy Secretary (Board) under his No.BEBR/11/1520/62 dated 30th January 1956, authorised the Secretary to fix the pay of the employees who on their becoming super-numeraries as a result of retrenchment or other reasons are absorbed in lower vancant posts subject to the condition that such pay shall not without the approval of the Board exceed the pay they were drawing, immediately prior to their absorption.

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

GENERAL STANDING ORDER NO. 58 DATED 14-2-1956
Establishment Branch.

Subject:-Deposits made by the consumers prior to 30.3.1955 credited to wrong heads of Accounts.

The Bombay Electric Grid Department used to receive Deposits from consumers of the following nature:-

- (a) Load canvassing Deposits returnable or adjustable after service connection was given.
- (b) Service connection Deposit adjustable on basis of actual cost.
- (c) Energy Security Deposit returnable when Consumer gives up the Service connection or adjustable towards payment of Energy Bills.

These Deposits, were normally to have been credited to 'Deposits' account and entered in a Deposit Register, which in the case of the previous Bombay Division comprising North Gujarat, Merged States, Diesel and Nursery Schemes has not been written up for the last 6 years and is now being written up afresh.

Where immediate refund of such Deposits had been requested, the items have been traced from the records and claims settled after confirmation that such Deposits were actually credited to 'Deposit' Account.

2. In investigating such cases, it has been found that although the records show that the Deposits have been received, the deposits however, have not been credited to "Deposit Account", the aggregate amount of which is transferable by the Government to Board, but credited to other heads of accounts as follows:-

- a) Grid Department Revenue Head of Account due to departmental clerical errors.
- b) Grid Department Capital Receipts due to departmental clerical errors.
- c) Some other Government head of account due to mistake of Treasury staff.

Furthermore in some cases the Grid Department, because of not receiving intimation and the challans for Deposits made into the Treasuries directly by the consumers have not accounted for such Deposits in their Monthly Accounts submitted to Accountant General.

All such cases were under investigation and correspondence involved between the Board, Accountant General, Treasury Officers and the Government in the meanwhile such Deposits have not been refunded and consequently resulted in complaints from the consumers.

3. Where there is evidence of the deposits having been paid, from the Consumers point of view there is no justification for not refunding the Deposit because of internal accounting mistakes of the Department or Treasury staff.

Moreover under Section 60 (1) of the Electricity (Supply) Act, 1948 it appears that the Board has also to accept such liabilities.

The Bombay Electricity Board considered the position referred to above at its meeting held on 27th January, 1956, and as per its resolution 1530 approved and authorised the payments of such deposits for which clear evidence of payment having been made and received by the Grid Department exists, subject to transfer and subsequent adjustment by the Government.

In view of the Board's resolution, the mofussil offices are requested to take necessary action and debit the refunds or adjustments of the deposits referred to above to a new Suspense Account called "Un-supported Deposit Account" for which a register should be maintained in which full particulars of each case should be

given and the questions of wrong allocation of the Deposits should be pursued with the Accountant General and/or the Treasury Officer concerned as the case may be. As far as the deposits held by Head Office Division existed upto 31st March, 1955 are concerned, no refund or adjustment should be made without the approval of the Chief Accounts Officer, who will take up the question of wrong allocation with the concerned authority.

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

GENERAL STANDING ORDER NO.59 DATED 15-2-1956
Establishment Branch.

Subject:-Fidelity Guarantee Insurance for Board's employees.

The question of the Scheme for Fidelity Guarantee Insurance for Board's employees was under the consideration of the Bombay Electricity Board for some time past, and the Board has, as per its resolution No. 1494 passed at the meeting held on 12th January 1956, decided to accept the following scheme for the Board's employees:-

(1) The fidelity guarantee covers should be taken out in respect of the categories of Cashiers, Assistant Cashiers, Storekeepers and Bill Collectors; the Junior Engineers and Engineers-in-charge of the Operating Stations etc. need not be covered against fidelity.

(2) The cover should be taken out for group insurance for a total amount of Rs. 100,000/- per year in respect of Cashiers and Storekeepers Rs. 50,000/- for each category and Rs. 50,000/- per year for the Bill Collectors at the following rates of premium:-

- | | |
|-------------------------------|-----------------|
| (a) Cashiers and Storekeepers | Rs. 1% p.a. |
| (b) Bill Collectors | Rs. 1 1/4% p.a. |

Plus Rs. 10/- per capita in each case.

(3) Employees who do not actually hold the posts of Cashiers, Storekeepers or Bill Collectors but are transferred to the posts involving also the work of Cashiers, Storekeepers or Bill Collectors, as the case may be, may also be covered against fidelity guarantee if it is considered necessary by the Divisional Head concerned depending upon the risk involved in such individual cases but the premia should be paid by the Board.

(4) If any Cashier, Storekeeper or Bill Collector has already paid any amount or any instalments towards the security deposit, the amount so recovered may be returned to him after taking his fidelity bond. If any securities or cash amounts are held up against any Assistant Engineers, Junior Engineers etc. or Engineers-in-charge of Operating Stations etc. the same may be released to the respective parties.

(5) The Board will pay the necessary premia in respect of the concerned employees in the categories to be covered provided two personal sureties of Rs. 500/- each are furnished by respective employee to be covered. However, those employees who have already paid the required cash securities and are willing to retain their securities with the Board, will not be required to furnish the two personal sureties as above. If, however, any employee is not able to furnish two sureties as required above, he should pay an yearly premium on the amount of Rs. 900/- at the rate of as 10/-per Rs.100/- per annum in the case of Cashiers and Storekeepers and at the rate of As.-12-per Rs. 100/- per annum in the case of Bill Collectors.

2. All the offices in mofussil are requested to take the necessary action and submit a list of employees working in their offices who are required to be insured as per Board's directives (with details of nature of security opted for by them) to the Superintending Engineer (Commercial) under intimation to Chief Accounts Officer.

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

GENERAL STANDING ORDER NO.60 DATED 15-2-1956
Establishment Section.

Subject:-Allotment of quarters to various categories of staff at power houses and sub-stations

The question of allotment of quarters to various categories of staff posted at power houses and sub-stations of the Board has been examined by the Bombay Electricity Board at its meetings held on 1-12-1955 and 27th January, 1956. Under its resolution No.1320 of 1-12-1955 as modified by resolution No.1539 dated 27-1-1956 the Board has revised the basis of the allotments of quarters as shown in column 3 in place of the original basis of allotment of such quarters as shown in column 2 of the subjoined statement.

Type of Quarter	Category of staff to whom these were originally allotted	Category of staff to whom these should be allotted as per Board's orders.
'A'	Executive Engineer	Superintending Engineer Senior Executive Engineer
'B'	Assistant Engineer	Executive Engineer
'C'	Junior Engineer	Deputy Executive Engineers, Assistant Engineers, General Foreman, Doctor, Divisional Accountant, Divisional Auditors.
'D'	Operators, etc	Married Junior Engineers, Elect. Supervisors, Operators, Account/Audit Assistants, Stores Superintendent, Head Cashier and persons of similar scales.

'E' Clerks, Lineman etc.

Unmarried Junior Engineers, Supervisors, Operators, Accounts and Audit Assistants, Stores Superintendents, Head Cashier and persons of similar scale and married and unmarried Sub Engineers, Sub-overseers, Boiler & Turbine Operators, Chemist, Head Clerks, Junior Clerks etc.,

'F'

Class IV employees

The above revised basis of allotments should now be taken into account for all proposals of new staff quarters and realotments of existing quarters wherever necessary.

2. The Board has also as per its resolution dated 27-1-1956 referred to above, approved the improved design of 'B' type quarters with flat R.C.C. roofing and overall increase of floor area by 150 sq.ft. at an increase of Rs.1500/- on the estimated capital cost as per blue print attached herewith in substitution of the original 'B' type quarter.

Sd/-Deputy Secretary (G&E)
for Secretary

GENERAL STANDING ORDER NO.61 DATED 18-2-1956
Establishment Branch.

Subject:-Residential accommodation in the quarters owned or leased by the Board.

The Bombay Electricity Board reviewed the previous orders issued and the decisions taken from time to time on the subject of residential accommodation provided in the quarters owned or leased by the Board and is pleased to decide that the staff as mentioned below should be held eligible for allotment of residential accommodation.

1. The employees on regular establishment engaged on the O/M
2. The Divisional Accountants, Divisional Auditors, Accounts Assistant and Audit Assistants.
3. The technical staff on regular establishment employed on construction works.

For the accommodation so provided concessional rent of 5% of the emoluments (viz. Pay and C.L.A.) should be charged with free electricity and water according to the scale admissible under General Standing Order No.6/17083 dated 23-5-1955 and as amplified under General Standing Orders Nos. 14 and 28 dated 8-8-1955 and 24-10-1955 respectively.

Rest of the staff, if provided with residential quarters owned or leased by the Board should be charged rent @ 10% emoluments (i.e. Pay and C.L.A) or the standard rent, whichever is lower and charges for water and electricity should be recovered at standard rates.

With regard to the assignment of priority in allotment of quarters among the different categories of staff the establishment engaged on Operation/Maintenance should be given the first preference. Allotment of quarters to the rest of the above staff viz. construction, Audit and Accounts, should be made in accordance with the principle of 'first come first served'. In regard to allotment of different type of quarters to the respective categories of staff, the orders issued in this regard should be followed strictly and no deviation should be made without specific prior sanction of the Chief Engineer or the Secretary.

The above orders should take effect from 1-2-1956.

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

GENERAL STANDING ORDER NO.62 DATED 21-2-1956
Board Section

The Board has noticed that in several proposals submitted to it for sanction of expenditure, the details regarding the provision made in the budget or the source of meeting the expenditure are not mentioned.

The Board desires that particulars should invariably be furnished in all the proposals submitted to the Board requiring sanction of expenditure, indicating -

- (a) the Budget provision in the current year or in the next year, as the case may be;
- (b) the Head of Account to which the expenditure is debitable;
- (c) if no provision exists in the sanctioned budget, whether a provision is proposed to be made in the revised estimates.

2. In the case of staff proposals, it would help the decision of the Board if details of the staff already sanctioned, the Board's Resolution under which the sanction had been given and the additional staff now required, are mentioned.

By order of the Chairman

Sd/-Deputy Secretary
Bombay Electricity Board

GENERAL STANDING ORDER NO.63 DATED 21-2-1956
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 & 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. 2,000/- Tender Value.

Board beyond Rs.2,000/- 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)
for Secretary.

GENERAL STANDING ORDER NO. 64 DATED 28-2-1956
Establishment Section

Subject:-Pledging of National Savings Certificates

Under Circular No. PG-50/26397 dated 17-9-1952, all the Operating Stations have been advised that they should accept National Savings Certificates as Security Deposits in lieu of cash deposits from the consumers as per rule M of the Post Office National Savings Certificate Rules, 1944. The National Savings Commissioner, Ministry of Finance, Government of India, has now informed vide his No. 1576/18(10) (1)-56/Postal dated 9th February, 1956 that since the Bombay Electricity Board is not a Government Department nor it does come under definition of Local Authority under General Clauses Act of 1897, the Board cannot be treated as Local Authority for the purposes of rule M of the Post Office National Savings Certificate Rules. The procedure outlined in this office circular dated 17-9-1952 has, therefore, to be revised now in view of the above communication from the National Savings Commissioner and it is requested that no National Savings Certificates should, hereafter, be accepted as Security Deposits. In case of those certificates which have already been pledged, the consumers should be informed to furnish cash deposits and take away such certificates which have been pledged by them as Security deposit.

2. Action indicated above should be taken immediately and a report in this behalf should be submitted to the Superintending Engineer (Commercial) under an intimation to the Chief Accounts Officer.

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

GENERAL STANDING ORDER NO.65 DATED 28-2-1956
Establishment Section.

The Bombay Electricity Board has, as per its resolution No.1626 passed at the 66th meeting held on 16th February, 1956, decided that the categories of employees mentioned in Correction Slip No.35 stated below attached to the Power House of the Board should be treated as addition to Appendix 'A' under Regulation No.78 of the Bombay Electricity Board Employees' Service Regulations to be serially numbered from 38 to 42.

Correction Slip No.35:

Add following categories in Appendix 'A' under Regulation No.78.

- | | |
|-----------------------|-----------------|
| 38) Assistant Fireman | 41) Painter. |
| 39) Sarang | 42) Attendants. |
| 40) Moulder | |

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

GENERAL STANDING ORDER NO.66 DATED 28-2-1956
Establishment Section.

The question of sanctioning a uniform grade of pay and prescribing the minimum qualification, experience, etc., for the post of Line Inspector in all the Divisions and Sub-Divisions under the Bombay Electricity Board was examined by the Board at its 65th meeting held on 9th February, 1956. The Board has, as per its resolution No.1611 decided that a uniform time scale of pay of Rs.80-8-160 should be attached to the post of Line Inspector who possesses the requisite qualifications, experience, etc., as shown below :-

i) A recognised diploma in Electrical Engineering with minimum one year's experience on H.T. & L.T. Lines and proficiency in climbing the poles and towers unaided and also working on the lines etc.

OR

ii) First Class Supervisor's Certificate of the P.W.D. Bombay with minimum experience of 3 years on H.T. and L.T. Lines and proficiency in climbing poles and towers unaided and working on the lines etc.,

OR

iii) Second Class Wireman's Certificate of the P.W.D. Bombay with minimum experience of 5 years on H.T. & L.T. Lines and proficiency in climbing poles and towers unaided and working on the lines etc.

The Board has also directed that the incumbents in the existing Line Inspectors' posts should be absorbed in the grade of Rs.80- 8-160, if they possess the prescribed requisite qualifications and experience mentioned above.

Under the same resolution the Board has also approved an alternate time scale of pay of Rs.60-6-120 for the posts of Line Inspectors in respect of those employees who do not possess the prescribed qualifications and experience mentioned above and directed that such employees should be absorbed and continued in this alternate grade till such time they qualify themselves for absorption in the higher time scale of Rs.80-8-160 i.e. the incumbents should be continued in the time scale of Rs. 60-6-120 till they acquire the qualifications and experience prescribed for the post of Line Inspectors in the time scale of Rs.80-8-160.

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

GENERAL STANDING ORDER NO.67 DATED 2-3-1956

Subject:-Telegraphic Abbreviated Addresses.

In supersession of all the previous orders issued on the subject, the Bombay Electricity Board, has as per its resolution No.1447 dated 5-1-1956 and as modified under Resolution No.1476 dated 12-1-1956 decided that the following telegraphic abbreviated addresses for the Bombay Electricity Board Head Office at Bombay and the various units under it in mofussil shall be operative with effect from 1-3-1956 until further orders.

- | | |
|---------------------|--|
| 1. ELGRID, Bombay | for Bombay Electricity Board Head Office at Bombay. |
| 2. ELGRID, Hubli | for Bombay Electricity Board. Operation & Maintenance divn., Hubli. |
| 3. ELGRID, Nadiad | for Bombay Electricity Board Operation and Maintenance Divn. Nadiad. |
| 4. ELGRID, Surat | for Bombay Electricity Board Construction Division, Surat. |
| 5. ELGRID, Kolhapur | for Bombay Electricity Board Operation and Maintenance divn. Kolhapur. |
| 6. ELGRID, Baroda | for Bombay Electricity Board Operation and Maintenance Sub-divn. Baroda. |
| 7. POWER, Surat | for Bombay Electricity Board Operation and Maintenance Divn., Utran. |

The above orders are issued for the information and guidance of all concerned.

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

GENERAL STANDING ORDER NO.68 DATED 2-3-1956

Subject:-Continuance of staff sanctioned upto 29-2-1956.

The Board has under its Resolution No. 1688 passed in the 67th meeting held on 23rd February 1956, accorded sanction for the continuance of all establishment including work-charged, Daily wage earners and on Nominal Muster Roll, that was sanctioned by it upto 29-2-56, till the 31st March 1956.

All the concerned officers are requested to note and quote the authority of the above Resolution for drawal of salary for the month of March 1956, payable on the 1st of April, 1956.

Sanction for continuance beyond the 31st March 1956 will be communicated in due course of time.

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

GENERAL STANDING ORDER NO.69 DATED 2-3-1956
Establishment Section.

Subject:-Fixing up of a limit of good service for promotion to subordinate Technical posts.

The question of general principles of fixing up of a limit of good service for promotion to subordinate Technical posts has been examined by the Bombay Electricity Board at its 49th and 66th meetings held on 21st October 1955 and 16th February 1956 respectively. Under its resolution No. 1105 dated 21st October 1955, the Board has decided that the diploma holders working in the organisation in the capacity of Sub-Engineers, Assistant Operators, etc. with 5 years of satisfactory approved service may be held eligible for consideration for promotion to the posts of Jr.Engineers in the time scale pay of Rs.150-10-270 in their turn. Similarly under resolution No.1628 dated 16th February 1956, the Board has also decided that non-recognised diploma holders who start normally on Rs. 60/- in the scale of Rs. 60-6-120 as Assistant Operators, Meter Testers, Line Inspectors or in any other capacity with 3 years satisfactory approved service may be held eligible for consideration for promotion to the posts of Sub-Engineers, Assistant Operators, Meter Testers, Line Inspectors, etc. in the higher grade of pay of Rs.80-8-160 provided the non-recognised diploma has been acquired by undergoing a satisfactory course of study of a duration of not less than 2 years after passing the Matriculation/S.S.C. Examination.

2/- The Board has further authorised the Chief Engineer to decide which non-recognised diplomas should be deemed to be offering a satisfactory course of study for the purposes of these promotions.

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

GENERAL STANDING ORDER NO.70 DATED 6-3-1956
Board Section

Subject:-Submission of Items to the Board - Regulation of.

Circular instructions were previously issued to the various Sections to send items meant for the agenda of the Board Meetings, at least two clear days ahead of the day fixed for the Board Meeting. In spite of these instructions, the notes on items are often sent to this Section late with not much regard to the time limit fixed. Meetings are generally held on Thursdays and the time for receipt in the Board Section after approval of the Chairman is obtained thereon, is before Tuesday noon.

Late submission of notes leaves little time to the Board Section to see whether all the accompaniments etc., are in order. The Members too, do not get sufficient time to study the cases and to ask for supplementary information if they need any. If the notes are sent sufficiently in advance and the Members get time to study and also to obtain any supplementary information in time, it helps the Board to take quick decisions. The Board Members have been specifically assured that the notes on items will be in their hands at least 48 hours before the time fixed for the Board Meeting. If in respect of any item any Member wants any information and it does not reach the Member in time, the item is likely to be postponed. Late submission of notes to the Members thus creates further delay and causes considerable inconvenience in having to watch the postponed items and bringing them on the agenda again besides other difficulties and complications likely to arise due to the postponement.

In order to avoid delay by postponement of consideration and decision on such items and to regulate the procedure of submission of notes to the Members of the Board, the Board, in its 66th Meeting held on 16-2-1956, has taken a specific decision in this connection and abstract from which is reproduced below :-

"(a) The items for the Agenda should normally be submitted to the Board Members 48 hours ahead of the time fixed for the Board Meeting.

(b) If any Member desires any clarification, he may intimate to the Deputy Secretary (Board) the point on which he (the Member) would desire fuller information so that the information could either be sent in advance to the Member or could be placed on the table for the information of all concerned."

The concerned Section Heads are, therefore, requested that the above instructions issued by the Board may kindly be adhered to.

Sd/-(N.S.MERCHANT)
Deputy Secretary
Bombay Electricity Board

GENERAL STANDING ORDER NO.71 DATED 8-3-1956

Subject:-Redesignation of some categories of staff for O & M Division, Utran for Administrative Convenience.

The Bombay Electricity Board has sanctioned inter-alia the following posts for Utran Power House:-

1.	Shift Engineers	4 posts	220-15-400 (Mfl.).
2.	General Foreman (Elect.)	1 post	-do-
3.	General Foreman		-do-

The pay scale of all these categories is identical with that of Assistant Engineer but as their designation are different it is observed that they are not classified as Class II Officers on par with the Assistant Engineers whose minimum of scale is also Rs.220/-. Thus while applying Board's Rules and Regulations the case of Shift Engineers and General Foreman is required to be treated as a special case to enable them to get the same benefits of Travelling Allowance, Daily Allowance, etc., that are given to the Assistant Engineers.

2/- Similarly the Board has sanctioned one post of Operator in the Junior Engineer's scale of pay of Rs.150-10-270 for Tapti Sub-Station and one post of Operator in the scale of Rs. 80-8-160 for Gandevi Sub-Station. Both these sub-stations are attached to the Utran Power House. The incumbents of these posts are required to hold independent charges of their respective sub-stations and perform the same duties as those of the Junior Engineers or Sub-Engineers. However, the powers delegated by the Board for recording measurements, holding imprest, maintaining Muster Roll etc. have been restricted to Junior Engineers and Sub-Engineers only and the designation of "Operator" does not convey that they are also eligible to exercise the same powers. This is likely to create unnecessary complications in the future.

The Bombay Electricity Board has examined the above position and has, as per its resolution No. 1659 passed in the 67th meeting held on 23rd February 1956 decided (subject to the incumbents possessing the prescribed recognised qualifications) to redesignate -

- i) Shift Engineers, at Utran as Assistant Engineers (O & M) in the same time scale viz., Rs.220-15-400 (Mofussil).
- ii) General Foreman (Elec.) at Utran as Assistant Engineer (Electrical) in the same time scale viz., Rs.220-15-400 (Mofussil).
- iii) General Foreman, at Utran-as Assistant Engineer. (Mech.) in the same scale viz., Rs.220-15-400 (Mofussil).
- iv) Operator at Gandevi as Sub-Engineer in the same time scale viz., Rs.80-8-160 (Mofussil).
- v) Operator at Tapti Sub-Station as Junior Engineer in the time scale of Rs.150-10-270 (Mofussil).

The Board has further directed that the scale of pay of Rs.80-270 should be held personal to the present incumbent at the Tapti Sub-Station so long as he will be working at Tapti Sub-station.

4/- The Board has also authorised the incumbents of these posts referred to above to exercise the same powers and to enjoy the same benefits as are available to the Assistant Engineers, Junior Engineers and Sub-Engineers as the case may be.

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

GENERAL STANDING ORDER NO.72 DATED 8-3-1956
Establishment Branch.

Subject:-Installation of Consumer's own meters.

As per condition 13(b) of the conditions of Supply of the Board, the Board has to provide a meter at the consumers premises only if so required by the consumer; otherwise the consumer is at liberty to provide his own meter (Section 26 -I.E. Act 1910) which however should be of an approved make. Normally, it is the practice to test the meters before they are put into service to see whether they are in working order even though they must be brand new meters with the manufacturers' seals intact as the rotating parts of the meters are likely to go out of adjustment during the transit.

When the consumer provides his own meter and if it is a brand new meter with the original seal of the makers, it may be accepted for connection from the consumer if the mofussil officers are reasonably satisfied that the meter is in working order. If the meter is not in working order, the consumer should be required to produce a test certificate from the proper authority about the meter's accuracy and adjustment or to have his meter tested by the Board on paying the standard charges of the Board. In such cases, in order to satisfy ourselves that a brand new meter is in working order, it may be tested by the Engineer in charge of the Power House either at site or at the sub-station by burning a known wattage lamp of say 100 Watts, for some duration without any charge to the

consumer. Only in the case of any doubt about its accuracy or its being out-of-order the consumer may be insisted to produce a test certificate or to have the meter tested by the Board.

If the meter provided by the consumer is found to be recording incorrectly, it should be brought to the notice of the consumer that the meter requires testing and calibration. It should be left to the option of the consumer to decide whether he should get the meter tested and calibrated by the Board or from any other sources acceptable to the Board and to produce a test certificate from them.

Once the meter is put into service, the consumer need not be asked to submit the meter for test at regular intervals. However, if at any time the Engineer I/C doubts the correctness of the meter, he may test it at site with a lamp of known wattage and if the meter is found to record incorrectly, the consumer should then be informed accordingly and asked to get his meter tested either by the Board, or from any other sources acceptable to the Board, otherwise his supply can be disconnected after giving him 7 days' notice in writing under condition 13(a) of our Conditions of Supply.

Whenever a consumer gets his meter tested by the Board he is to be charged at the standard rates for meter testing approved by the Board.

Meters installed at the consumers' premises whether owned by the Board or by the consumer should be accessible for inspection and tests to the staff of the Board.

As per the information available to the Board from its own operating stations as well as from the meter testing department of a licensee, the meters manufactured by Krizik Skoda are defective in operation and therefore they should not be accepted from any consumer for installation at his premises. Meters of other known makes, either indigenous or foreign, may be accepted, the names of some of which are given hereunder for reference:

Indigenous	Foreign	
Remco	Landis & Gyr	Conty
Aaron	C.G.S.(Italian)	Ferranty.
Jaipur Meters	Siemens	G.E.C.
	A.E.G.	Metro-Vickers
		Chamberlain & Hookham.

Any correspondence in this regard should be addressed to the Superintending Engineer(Commercial) for clarification of points, if any.

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

GENERAL STANDING ORDER NO.73 DATED 8-3-1956

Subject:-Additions in the Accounts Heads prescribed by the Board.

Reference:-(1) This Office No. A/Accts/Headings/24189 of 24-7-55.
(2) This Office No.A/Accts/Headings/29701 of 21-9-55.
(3) This Office No.A/Accts/Headings/1113 of 9-1-1956.

The following additional Account Heads are added to the list of deposit and Suspense Accounts which may be operated wherever necessary.

A. (1) SA XXV Temporary Service Connection Deposit (Refer Circular No.A/Tempo Service connections/4447 dated 3-2-1956).

(2) SA XXVI Fabrication Account

(3) SA XXVII Workshop Account (Refer Circular No.A/Gen/Fabrication/2250 dated 17-1-56).

(4) SA XXVIII Unsupported Deposit Account (Refer General Standing Order No.58 of 14-2-1956).

B. In addition to these Suspense Accounts following Accounts may also be operated wherever necessary.

IV Miscellaneous Capital Receipt Account.

(For crediting penalty charged and recovered to works contractors).

C. It must please be noted that all the Suspense Accounts (S.A. Accounts) are required to be supported by maintaining proper registers the balances of which are required to be agreed with the controlling Totals in the Head Office Ledgers.

D. Any correspondence on the subject should be addressed to Chief Accounts Officer.

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

GENERAL STANDING ORDER NO.74 DATED 8-3-1956

Subject:-Submission of Consumer's General Ledger abstract as per this office Circular No.PC(BED)/11231 of 30-3-55.

The abstract of bills preferred to consumers per month was required to be sent to Head Office together with the Cash Abstracts and Materials Accounting Statements. Hereafter as from the March 56 Accounting statements the Consumers' Ledger abstract should be sent to Chief Accounts Officer as follows :-

(a) The assessment figures under columns 1 to 34 only of the Consumers' General Ledger (newly printed) as per copy attached should be submitted as soon as the bills are sent out to consumers with following additional information.

i) Month for which assessment is made.

ii) Date and month and bills submitted.

This is required for monthly compilation of Accounts of the month for which assessment is made and should be forwarded direct to the Chief Accounts Officer as soon as all the bills are prepared and recorded.

(b) The above figures should also be submitted as usual with the Monthly Accounting Returns.

2. Correspondence if any, in this behalf, should be addressed to the Chief Accounts Officer.

Encl:- # Copy of form E.S/6

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

Enclosure Not Traceable

GENERAL STANDING ORDER NO.75 DATED 12-3-1956

Subject:-Physical Stock Tacking as on 31st March, 1956.

1. As the financial year is closing on the 31st March, 1956 it is necessary to take a physical Inventory of -

- (a) All Stores items at each of the main Stores Centres and Sub-Stores Centres, held under Stock Suspense Accounts.
- (b) All moveable capital assets held in the Capital Inventories of each Division or Power House separately for:-
 - (i) Static machine tools such as Lathes, Drilling and other machines fixed on foundations.
 - (ii) Portable tools and equipment including Survey Mathematical, Measuring, Calibration, Testing and Drawing Instruments.
 - (iii) Furniture, Crockery and Utensils.
 - (iv) Office Equipment such as Typewriters, Comptometers, Calculating Machines, Table Fans, Internal Telephones, etc.
 - (v) Motor Vehicles

2. The Physical count of all Stores and Capital Items under 1(a) and (b) above should be commenced on the 25th March, 1956 and completed by the 31st March, 1956.

As far as possible no stores issues or Transfers should be permitted during the period in question, except under emergency and arrangements should be made to draw the stores that may be required for the week in question before the 25th March, 1956. Also no Receipts of stores should be taken into stock during the period and therefore no S.R.Note should be written and dated between 25th and 31st March. Any Such stores received should be segregated and not included in Stores Inventory.

As and when the physical count each item is completed and rechecked, in case of doubt it should be recorded in the attached statements giving necessary details as required.

All entries of physical count in the Statements should be made in Ink without erasing and any corrections if required should be made immediately and intialled by the Supervising Officer.

With regard to certain items such as Bolts, Nuts etc. the count of which may take considerable time, the count may be arrived at by weighment and calculation on average basis.

The Field Officers should arrange immediately in advance of the 25th March, 1956 to stock stores items properly with a view to facilitate the physical count of the same.

3. After the physical count of Stores and Capital Items has been taken at each Main Stores or Sub-Stores and recorded in separate sheets as attached they should be daily signed by the responsible officer

appointed to take the physical Inventory, as also Store-keeper and by the Engineer-in-charge, responsible for the custody of the stores.

4. The cyclostyled forms are being sent in advance and the Field Officers are required to enter all available information in advance, before 25th March 1956 such as:-

(a) Stores: Bin Code Numbers serially under each group and Description with size.

(b) Capital Inventory Items (Movable): Description, quantity and size, including name plate details of machines and equipment.

5. The forms in question after being duly entered with the physical quantities of Stores Items or Capital Items would then be forwarded to the Divisional Office where the Stock Ledgers are kept so that-

(a) The Entries in respect of quantities shown in Stock Ledgers, average Rate of each item as on 31st March 1956, on the basis of total balances of value and quantities as shown in Stock Ledger after posting of Receipts and Issues for March, 1956, the differences in quantity and value, and value of actual Stock, at average rate.

The totals of value of Stock for each Group and Stores Centre as whole corresponding to each Stock Suspense Account should also be taken before forwarding the Stores Inventories to the Head Office.

The difference in quantities as between actuals and as shown in Stock Ledger should be investigated and a complete report in respect of the shortages or excesses should also be sent to Head Office with detailed reasons for the same as the shortages will have to be written off with the sanction of the Board.

(b) The rest of the Capital Inventory Form can be completed at the Divisional Office.

6. Staff to carry out physical verification.

The physical count is to be carried out under the Supervision of the Junior and Assistant Engineers as per attached list with the assistance of the requisite Subordinate staff (Clerk etc.) to be spared by the Divisional and Power Houses concerned.

The Executive Engineers may arrange to engage the services of extra Mazdoors temporarily required for lifting, sorting etc., of stores at various Stores Centres to facilitate counting.

7. In case the Stock Taking cannot be completed by the 31st March 1956 the Supervising Officers concerned must continue the Stock Taking until it is completed for the Stores Centres allotted to them.

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

Stores Centres. (Main & Sub-Stores)	Supervising Staff. A.Es or J.E.s	Approx No. of Items.	To be deputed from
1. North Gujarat - Nadiad.	2	1000	from S.E.South Head Office.
2. North Gujarat - Anand - Petlad - Boroda	1	1000	from S.E. South Head Office.

Stores Centres. (Main & Sub-Stores)	Supervising Staff. A.Es or J.E.s	Approx No. of Items.	To be deputed from
3. North Gujarat Sabarmati Kalol Barejadi Kaira.	1	850	from E.E., Utran.
4. Himatnagar	1	700	from E.E., Utran
5. Santranpur Devgad-Baria	1	700	from E.E. Utran.
6. Mansa	1	200	from E.E., Surat.
7. Radhapur	1	400	from E.E., Surat.
8. Deesa	1	300	from E.E., Surat.
9. South Gujarat - Utran - Tapti	2	2000	from S.E., P & C Head Office.
10. South Gujarat - Navsari - Billimora - Bulsar	1	600	from S.E., P & C Head Office.
11. South Gujarat - Gandevi.	1	500	from E.E., Nadiad.
12. Banasda Power House.	1	300	from E.E. Nadiad.
13. Rajpipla Power House.	1	600	from E.E., Nadiad.
14. Chhota-Udepur Power House.	1	450	from E.E., Sabarmati.
15. Dharangaon Erاندol & Parola.	1	500	from E.E., Sabarmati.
16. Jawhar	1	150	from E.E., Sabarmati.
17. Surat Construction.	1	500	from E.E., Chola
18. Kolhapur & R.H.E.	1	1050	from E.E., Hubli.
19. Ratnagiri & Chiplun Power Houses.	1	950	E.E., Hubli
20. Malwan & Vengurla Power Houses.	1	1300	E.E., Hubli
21. Islampur Power House.	1	500	S.E., Com., Head Office.
22. Hubli Power House.	1	500	from E.E., Kolhapur.
23. Jog Karnatak 'A' Harihar Byadgi Ranibennur Haveri.	1	800	from E.E., Kolhapur
24. Jog-Karnatak 'B' Kawalwad Sirsi Hangal	1	600	from E.E., Kolhapur

Stores Centres. (Main & Sub-Stores)	Supervising Staff. A.Es or J.E.s	Approx No. of Items.	To be deputed from
25. Jog Karnatak Hubli Receiving Sation. Dandeli Dharwar. Gadag.	1	700	from E.E., Chola.
26. Guledgud & Ilkal Power Houses.	1	700	from E.E., Chola.
27. Hukeri & Bailhongal Power Houses.	1	900	from S.E., North Head Office.
28. Janjira Power House.	1	300	Acct. Br., Head Office.
29. Satara Power House.	1	600	S.E.North, Head Office.
30. Phaltan & Bhatgar Power Houses.	1	350	from S.E., North Head Office.
31. Chola & Ulhasnagar.	1	300	from S.E., Com., Head Office.
32. Bombay.	1	200	S.E.Com., Head Office.
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BOMBAY ELECTRICITY BOARD

Division:- _____

Stores Material Stock Sheets on 31st March, 1956

Sub-div.:-

N.B.:- Use separte sheet for each Group Enter Bin Code Code Number serially
Group No.:- _____

Sub-Store At:-

Bin Code	Item No. in serial order	Description of Material	Unit	
1	2	3	4	
<u>Quantity</u>			<u>Quantity as per H.O. Storage Ledger</u>	
As per Bin Card	As per Stock Ledger	Actual		
4	5	6	7	
<u>Difference in Quantity (6-5)</u>		<u>Difference in Quantity (6-7)</u>		
+	-	+	-	
8	9	10	11	
Average Rate as on 31-3-56	<u>Difference in value between 5 and 6</u>		<u>Value of actual Stock as on 31-3-56. (6 x 12)</u>	
	+	-	Rs.	As.
			Ps.	
12	13	14	15	

BOMBAY ELECTRICITY BOARD
Capital Inventory as on March, 1956

Division:-
Place:-

Static Machine Tools and Equipment/Portable Tools and Equipment/Furniture/Office Equipment/Motor Vehicles.

- N.B.:- 1) Please Strike out whichever is not required.
2) Please use separate sheet for each category.

Sr. No.	Description with size, specification, etc.	Quantity as on 1-4-1955	Quantity additions during 1955-56
1	2	3	4
Total Quantity	Actually Laying		Amount from Capital Inventory for Col.3
	Serviceable	Unserviceable	
5	6	7	8
Purchase value for Col.4		Remarks regarding shortage, breakage, unserviceable, etc. prior to 1-4-55 and during 1955-56	
9			10

GENERAL STANDING ORDER NO.76 DATED 15-3-1956
Establishment Branch

Attention is invited to General Standing Order No.17 dated 19th August 1955 in which the period of submission and settlement of T.A. claims as prescribed by the Board have been notified to all concerned. The Bombay Electricity Board has, however, examined the position and has, as per its resolution No.1709 passed at the 68th meeting held on 1st March, 1956, directed that one month should be allowed for submission of ordinary T.A. bills by the employee from the date of the completion of the Journey instead of the present prescribed period of 15 days for submission after end of the month in which the tour is done. The other provisions of the General Standing Order should, however, remain in force until further orders.

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

GENERAL STANDING ORDER NO.77 DATED 21st MARCH, 1956

- Subject:-i) Rules of conduct for Audit and other Sections, and
ii) Scope of responsibility of the
(a) The Divisional Auditors or Audit Assistants, and
(b) The Divisional Accountants or Accounts Assistants.

The Audit Section is under statutory obligations to ensure that no payment is made which is in any way not properly authorised. Co-operation of all concerned especially of the Commercial, S.P.O.s, Accounts

and Technical Sections is invited to help the audit to discharge its duties efficiently and expeditiously. The audit has no discretion and must be rigorous and rigid by its very nature and scrupulous adherence to the following points is requested on the part of the various sections concerned.

i) No contractor or supplier should be directed or allowed to visit the section or contact any member of the audit staff. Any person directing a contractor or a supplier to visit the audit section or contact any audit staff/or any audit staff contacting a supplier or a contractor shall make himself liable to disciplinary action.

ii) No member of the Commercial or Technical Sections should unnecessarily argue with the Chief Internal Auditor or any member of the audit staff beyond answering reasonable queries made on any issues.

iii) Normally the audit section should obtain clarification verbally by calling the sectional assistant concerned if the issue involved is of minor significance. If the matter is other than of a routine or minor nature, clarification should be sought in writing.

iv) Reasonable time should be allowed to auditor for scrutiny of the bills, purchase orders etc. even in urgent cases to prevent errors and omissions being made. Audit has been however, directed to see that as little delay as possible occurs in passing bills etc. and due and proper priority is given to urgent cases to which attention is drawn.

If there is any unnecessary delay in the audit section, attention of the C.I.A. should be drawn to the matter and no other member of the Audit Section called upon to explain.

The Sections and divisions submitting bills and purchase orders are requested to see that all formalities required for passing them have been duly complied with before sending them to the audit section.

As there has been some doubt regarding the scope of responsibilities of the Divisional Auditors/Audit Assistant and Divisional Accountants/Accounts Assistants attached to each of the Divisional Officers, the duties and responsibilities of the various charges under the above officers are set out as below.

i) Divisional Auditors and Audit Assistants :

The Divisional Auditor or Audit Assistant together with his staff will be directly responsible for all matters of Audit to the Chief Internal Auditor at Head Office and is entirely independent of Executive Engineer and his staff in this respect.

For the purposes of administrative control only in so far as regular attendance is concerned and granting of casual leave they will be responsible to the Executive Engineer. Any other type of leave can only be sanctioned by the Chief Internal Auditor and applications for such leave must be forwarded to the Chief Internal Auditor who will deal with the same (with a copy to the E.E.).

The Divisional Auditor or Audit Assistant will discharge his duties in the light of the audit procedure as laid down from time to time and in the light of specific instructions received from the Chief Internal Auditor. He will be directly responsible to the C.I.A. and must report any irregularities noticed by him direct to the C.I.A.

ii) Divisional Accountants/Accounts Assistants

The Divisional Accountant or Accounts Assistant with his staff will for all practical purposes be under the Chief Accounts Officer who may ask any independent report in any specific matter. The Divisional Accountant or Accounts Assistant will be entitled to and may make reports direct to the Chief Accounts Officer in matters of accounting or otherwise without routing such reports through the Executive Engineer. With regard to the checking and passing of bills the Divisional Accountant must consider himself as the primary auditor and hence, not pass any bill unless he is completely satisfied.

For the purpose of administrative control, however, in so far as accounts work, regular attendance and casual and sick leave are concerned, the Divisional Accountant or Accounts Assistant will be responsible to the Executive Engineer.

The granting of leave other than casual and sick leave will be within the competence of the competent authorities and such leave applications must be forwarded to the head office with a copy to the Executive Engineer. The Executive Engineer should ensure that the specific staff sanctioned for accounts and other relative work and part of the permanent staff previously engaged in such work should be specifically employed for such work and be under direct charge of the Divisional Accountant and Accounts Assistants to enable him to discharge his responsibility satisfactorily.

With regard to establishment and other administrative matters, the Divisional Accountant or Accounts Assistants should in no way be held responsible and the charge of such matters should be given to such other staff as the Executive Engineer may arrange or may be sanctioned.

Sd/- Chairman

GENERAL STANDING ORDER NO.78 DATED 22-3-1956

With a view to avoiding the over-lapping of correspondence emanating from the various technical and administrative sections in Head Office and to establishing continuity of correspondence and proper maintenance of records, files etc. it is considered necessary to specify the subjects, correspondence relating to which should be dealt with and files maintained thereof by the various sections in the Head Office.

Accordingly, the subjects to be dealt with by the various sections are given herebelow:-

1. Planning & Co-ordination Section.

- a) Preparation of Reports and Notes regarding Power Projects schemes required by the Central Water and Power Commission, Planning Commission, Government of India, Bombay etc.
- b) Collection and compilation of data for preparation of reports and notes on hydro resources in the State of Bombay and assessment of feasibility of their economic development.
- c) Matters relating to Five Year Plans, such as submission of periodical progress reports, statistical data etc.
- d) Scrutiny of proposals for expansion or improvement of existing power systems received from Tatas, Central and Western Railway administrations etc.
- e) Preparation of Project Reports, Estimates in respect of new schemes and projects, etc.
- f) Technical matters of general interest not coming under the scope of other technical sections.
- g) Indexing of Technical Journals and other Library work.
- h) Supervision of Centralised Drawing Branch.
- i) Study of system performance reports and submission of recommendations for improvement of efficiency.

2. NORTHERN ELECTRICAL CIRCLE.

- a) All technical matters emanating from the various Divisions and other field offices placed under the administrative control of Superintending Engineer (N.E.C.)

b) Supply of defective materials and stores made by the suppliers against the orders placed by Stores Purchase Section. Copies of such correspondence should, however, be endorsed to the Stores Purchase Officer.

c) Preparation of estimates for H.T. Service Lines. (Correspondence regarding this matter, should, however, be dealt with by the commercial sections).

d) Supply of power to L.T. consumers and all matters relating thereto.

e) All matters relating to Railway, Telephone and Telegraph crossings.

f) Tenders for construction works, acquisition of land, buildings etc.

g) Scrutiny of Tenders for supply and/or erection of plant and machinery.

h) Operation and maintenance of various Schemes in charge of Superintending Engineer (N.E.Circle) together with matters relating to their extensions.

i) Matters in regard to coal supplies for Utran Power House

j) Taking necessary action under Section 62 (1) & (2) of Electricity (Supply) Act 1948 in case of Budget grants are likely to be excluded.

3. SOUTHERN ELECTRICAL CIRCLE.

a) All technical matters emanating from the various Divisions and other field officers placed under the administrative control of Superintending Engineer (S.E.Circle).

b) Supply of defective materials and stores made by the suppliers against the orders placed by Stores Purchase Section. Copies of such correspondence should, however, be endorsed to the Stores Purchase Officer.

c) Preparation of estimates for H.T. service lines. (Correspondence regarding this matter should, however, be dealt with by the Commercial Section).

d) Supply of power to L.T. consumers and all matters relating thereto.

e) All matters relating to Railway, Telephone and Telegraph crossings.

f) Tenders for construction works, acquisition of land, buildings, etc.

g) Scrutiny of Tenders for supply and/or erection of plant and machinery.

h) Operation and Maintenance of various schemes in charge of Superintending Engineer (S.E.Circle) together with matters relating their extensions.

i) Taking necessary action under Section 62 (1) & (2) of Electricity (Supply) Act 1948, in case Budget grants are likely to exceed.

4. COMMERCIAL CIRCLE.

a) Relations with consumers affecting revenue.

b) Contracts regarding purchase as well as sale of Power.

c) Matters relating to Electricity (Supply) Act 1948 such as interpretations, implications, scope etc.

- d) Relations with the licensees and consumers in regard to tariff, terms and conditions of supply, etc.
- e) Cost studies, framing of tariffs and policies relating thereto.
- f) Street lighting service and supply of power to H.T. consumers excepting estimates for service connections which would be framed by the respective Circles.
- g) Compilation of statistical data in respect of electricity supply industry.
- h) Matters relating to Rating Committee work.
- i) Insurance of Board's properties, except transit insurance.
- j) Sales of electrical operated utilisation equipment on hire purchase system.
- k) Load surveys of new areas.

5. STORES PURCHASE SECTION.

- a) All matters relating to indents for stores and materials, invitation and scrutiny of quotations and tenders and placing of order and payment of bills thereof.
- b) Issue of specifications and opening of tenders for supply of plant and equipment.
- c) Import licenses, quota Certificates and such other matters relating to purchases.
- d) Despatch and transport of stores ordered and all matters relating thereto, including transit insurance.
- e) Earnest money and security deposits.
- f) Registration of Approved Contractors.

6. ACCOUNTS SECTION.

- a) Preparation of Budget Estimates.
- b) Watching of actual expenditure in relation to Budget Estimates, and issue advices to the Superintending Engineers concerned.
- c) All matters relating to accounting of expenditure, scrutiny of various financial returns relating to expenditure and revenue, submission of reports on the financial aspect of the working of Board.
- d) All matters relating to stores accounting and custody of stores and stationery in Head Office.
- e) All matters relating to accounting of Provident Fund Subscriptions contributions, sanction of advances etc.

7. ESTABLISHMENT SECTION.

- a) All matters relating to creation of posts, recruitment, posting and transfer of staff.
- b) Preparation of Establishment Schedule for the Budget Estimates and watching of expenditure on establishment.
- c) Preparation of pay bills of the staff posted in Head Office and scrutiny of T.A. bills of all the Executive Engineers in field and those of all the staff in Head Office.

- d) All matters relating to staff emanating from the field offices.
- e) All matters relating to Conduct, Appeal & Discipline Regulations.

8. BOARD SECRETARIAL SECTION.

- a) Matters relating to finance and financial relations with the Government of Bombay.
- b) Relations with State Government and Central Government.
- c) All matters relating to the conduct of Board and Council business.
- d) Accounts relations with the Railways.
- e) Matters relating to framing and/or change of service, Provident Fund and other Regulations.
- f) Policy matters such as Outside Audit, M.V.Taxes, Municipal Taxes etc.
- g) Legal matters.

9. GENERAL SECRETARIAL SECTION.

- a) Advertisement and Notification of the Schemes sanctioned by the Board.
- b) Public Relations and Publicity.
- c) Administration Report and quarterly and half yearly Reports of the Board.
- d) Matters relating to office administration.
- e) Matters that were previously dealt with by the Chief Engineer and Superintending Engineer other than those now earmarked for them. Copies of such correspondence, both inward and outward should be endorsed to the Sectional Head concerned.

10. INTERNAL AUDIT SECTION.

- a) All matters relating to pre-audit of pay, T.A., suppliers bills.
- b) Correspondence from all field offices in regard to audit matters.
- c) Submission of audit reports.
- d) Audit of Account Books, Stores ledgers, Provident Fund account Books etc.

In future all correspondence should be marked and dealt with by the Sections and Circles on the lines indicated above. This may be brought in force from the date of this order.

Sd/-Secretary

GENERAL STANDING ORDER NO.79 DATED 24-3-1956

The accounts of the Bombay Electricity Board are being maintained on the Commercial System of Account and every month's transactions are closed in that month. As per the existing practice salaries and wages of the staff are being paid on the 1st day of the succeeding month and this payment is shown as outstanding payment for the account month to which it pertains. The expenditure reported by the Divisions and other mofussil offices also pertains to the month in which it is actually incurred.

The B.E. Board has examined this position and in order to complete the transactions of each month, it has, as per its resolution No. 1828 passed at 71st meeting held on 23rd March, 1956, decided that the payment in respect of salaries and wages to the staff including Temporary and Work-charged Staff should be arranged on the last working day of each month instead of on the first day of the succeeding month. If the last day falls on Sunday or public holiday the same should be arranged on the last working day of the month. It is proposed that the procedure outlined above should be followed from this month and payment should be arranged on the 31st March, 1956.

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

GENERAL STANDING ORDER NO.80 DATED 24-3-1956. Establishment Section.

The question of grant of General Public Holidays sanctioned by the B.E. Board under resolution No. 1186 dated 3-11-1956 and notified under G.S.O.No.34 dated 20th December 1955, has been re-examined by the Board and it has decided, under resolution No. 1826 passed at its 71st meeting held on 23-3-1956, that the following days, which were declared as Sectional Holidays indicated in List II of the G.S.O. referred to above should be deemed as General Public Holidays and included in List I of the General Standing Order.

- | | |
|---------------------|--------------------------|
| 1. Jamshedji Navroj | 21st March, Wednesday |
| 2. Good Friday | 30th March, Friday |
| 3. Ramanavmi | 19th April, Thursday. |
| 4. Mahavir Jayanti | 23rd April, Monday. |
| 5. Moharam | 17th August, Friday. |
| 6. Khordadsal | 6th September, Thursday. |
| 7. Id-e-Milad | 17th October, Wednesday. |

No holiday or off day should be allowed to any employee in exchange of 21st March, 1956 which was a sectional holiday and which has now been declared as Public Holiday.

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

GENERAL STANDING ORDER NO.81 DATED 27-3-1956.
Establishment Section.

The decision taken by the Bombay Electricity Board in its resolution No. BEBR/13/1404/58 dated 29th December 1955, regarding grant of T.A. to the employees called from mofussil offices for interview at Head Office has been notified through the G.S.O.No.40 dated 2nd January, 1956. The Board has as per its resolution No. 1745, passed at the 69th meeting held on 8th March, 1956, decided also to extend the same concessions (viz. grant of T.A. and absence to be treated as on duty) in respect of interviews held by mofussil officers where departmental candidates from other offices of the Board are called for interview for promotional posts. The employees who are called for interview should be granted Rly. fare of the Class of accommodation next lower to the one to which they are normally entitled to as per Board's regulations with no incidentals or daily allowance.

Where the places are not connected by rail, the employees should be paid the actual bus fares only.

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

GENERAL STANDING ORDER NO.82 DATED 28-3-1956.
Establishment Section.

Under the General Standing Order No.20 dated 1st September 1955, the provisions in respect of leave to be allowed to the categories of employees listed in Appendix 'A' to the Bombay Electricity Board Employees' Service Regulations irrespective of whether working in the field or in the Power Houses have been notified. These provisions have been reviewed by the Bombay Electricity Board and in partial modifications of these provisions the Board has, as per its resolution No. 1826 passed at the 71st meeting held on 23-3-1956, decided that the following provisions depending upon works exigencies should be made applicable to the staff mentioned in Appendix 'A' on the same conditions as have been mentioned in the previous General Standing Order:-

- 1) Paid Weekly off.
- 2) One day earned leave for each 20 days of actual duty performed as provided in Regulation No.78, which can be accumulated only upto 45 days.
- 3) Ten days paid casual Leave during the year (Non-accumulative).
- 4) Two days paid holidays for
 - i) Republic Day.
 - ii) Independence Day.
- 5) Sick leave on full-pay for 3 days in addition to 8 days on half pay per year (commutable). The commutation and accumulation will be 60 days on half average pay or 30 days on full pay.

The above provisions should be made effective from the date of the Board's resolutions and no past cases already decided upon should be re-opened.

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

GENERAL STANDING ORDER NO.83 DATED 28-3-1956.
Establishment Section.

The Bombay Electricity Board has as per its resolution No.1826 passed at the 71st meeting held on 23-3-1956, decided that the following corrections should be carried out in the Bombay Electricity Board Employees' Service Regulations.

Correction Slip No.36

For Sub-clause (c) under Regulation No.142, the following should be substituted.

'(c)' Any amount not exceeding half the amount of the Board's contributions and interest thereon, if the subscriber quits service before completion of 10 year's service otherwise than by reason of superannuation or his having been declared medically unfit for further service in which case the Board may partly or wholly waive the deduction.

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

GENERAL STANDING ORDER NO.84 DATED 3-4-1956.

Subject:-Grant of leave to Audit staff sanctioned in the mofussil and Head Office.

With a view to ensuring complete independence of audit which is a composite section spread over in the Head Office and in the Divisions, the Board considered the feasibility of delegating the Chief Internal Auditor with the powers of sanctioning leave to Class III employees engaged for audit work. The Board has therefore, in its Resolution No. 1807 dated the 29th March 1956, approved the following modification in respect of Class III employees in Audit by adding (d) to the Serial No.3 in the Eighth Schedule of the Bombay Electricity Board's Employees Regulations.

Correction Slip No.37.

Competent Authority.

- | | |
|--|------------------------|
| (d) Class III Employees in Audit Section in Head Office and Divisions. | Chief Internal Auditor |
|--|------------------------|

For the Purpose of casual leave existing delegation will stand.

The Board, in the same resolution, also approved modification in delegation with regard to Class II employees. The delegation at Sr.No.2 in the amended form will read as follows:-

Competent Authority.

- | | |
|-----------|---|
| Class II. | a) Secretary (in the case of staff not included at (b) and (c) below). |
| | b) Secretary (in consultation with Chief Engineer in case of technical staff) and |
| | c) Chief Internal Auditor (in case of Audit staff). |

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

GENERAL STANDING ORDER NO.85 DATED 3-4-1956.
Establishment Section.

It has been represented to this office that as per existing General Standing Orders regarding appointment of substitutes in the leave vacancies it has been laid down that substitute should not be appointed unless the vacancy is to last for more than 3 months. This is causing considerable inconvenience and hampering the progress of work as the employees proceeding on leave for such long duration are rare. The gravity of inconvenience is all the more in smaller Sub-Divisions and power houses where only one or two posts of each category exists. In relaxation of the existing orders, the following procedure in matter of appointment of substitutes in the leave vacancies is laid down with immediate effect.

Substitutes in the leave vacancies may be appointed as under, with the prior approval of the authority competent to make appointments.

- a) if there are only one post of the same category and the period of leave exceeds 10 days.
- b) if there are only two posts of the same category and the period of leave exceeds 15 days.
- c) If there are three or more posts of the same category and the period of leave exceeds 1 1/2 months.

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

GENERAL STANDING ORDER NO.86 DATED 3-4-1956.
Board's Section.

The Bombay Electricity Board observed that there was an overlappage in the category of employees, the minimum of whose pay scale is Rs. 150/- and the authorities declared competent to grant leave to Class III employees as specified at Sr.No.3 in Schedule 8 of the Bombay Electricity Board's Employees Service Regulations in as much as, Secretary (in consultation with the Chief Engineer in case of technical staff) was competent to sanction leave to Class III employees whose minimum of the pay scale is Rs. 150/- or above and the Deputy Secretary (G & E) or the Executive Engineer (in consultation with the Sectional Head) was competent to sanction leave to Class III employees whose minimum of the pay scale is Rs. 150/- or below. There was, therefore, a doubt as to who should be a competent authority for employees whose minimum of the pay scale was just Rs. 150/-. To avoid this ambiguity, the Board in its Resolution No. 1730 dated 8-3-56 has been pleased to replace Sr.No.3 in Schedule 8 of the Bombay Electricity Board's Employees' Service Regulations as under:

Correction Slip No.38.

Class of Employees.

Competent Authority.

- | | |
|--|--|
| a) Minimum of whose pay scale is Rs. 150/- or above in Head Office and in Divisions. | Secretary (on the recommendation of the Head of the Section). |
| b) Minimum of whose pay scale is below Rs. 150/- in Head Office. | Deputy Secretary (G&E) (in consultation with the Sectional Head concerned) |
| c) Minimum of whose pay scale is below Rs. 150/- in Divisions. | Executive Engineer. |

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

GENERAL STANDING ORDER NO.87 DATED 3-4-1956.

The provisions of Regulation No.58 of the Bombay Electricity Board Employees' Service Regulations provide for certain benefits in the matter of fixation of pay in the case of promotion from a lower to a higher post in overlapping scale of pay. These benefits are however, applicable to only such persons who are holding permanent posts under the service of the Board. At present there are no permanent posts as such in this organisations and whatever posts have been created so far are either on Regular Establishment or Temporary Establishment. This position has been reviewed by the Bombay Electricity Board and the Board has, as per its resolution No. 1785 passed at the 70th meeting held on 16th March 1956, decided that the benefits provided for in the Bombay Electricity Board Employees' Services Regulation No.58 should be extended to all the employees borne on regular establishment. The Board has directed that this decision should not have any retrospective effect and past cases should not be re-opened, but those cases which have been already decided on this principle should be treated as having been covered by this decision.

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

GENERAL STANDING ORDER NO.88 DATED 3-4-1956.

Subject:-Procedure regarding grant of T.A. when employees of the Board are summoned in the Courts.

A question has been raised whether drawal of any T.A., D.A. etc. should be permissible to an employee when he is required to attend any court as a witness against a Summons issued by the Court. in case of this type the following procedure should be followed:-

1. When an employee is summoned by the Court in his official capacity as an employee of the Board in a matter in which the Board is concerned or is a party, the employee is entitled to T.A. and D.A. under the Bombay Electricity Board Employee's Service Regulations and whatever amount he receives from the Court by way of Bhatta and/ or Travelling Allowance should be credited to the Board's account under III (c) Revenue Miscellaneous accounts of the Division or power house concerned. It is, however, pointed out that according to Note(1) below Regulation No.92 notified under Correction Slip No.XII (vide General Standing Order No.23 dated 10-9-1955) daily allowance is allowed to employees who are required to go to places of short distances from their headquarter only in respect of road journeys which are beyond the radius of 5 miles from their headquarter and/or municipal limits. The Board has also defined a day for drawal of daily allowance in respect of rail journeys under correction Slip No.34 - Note to Regulations 98 and 99 forwarded under General Standing Order No.51 dated 8-2-1956. The drawal of daily allowance should therefore be calculated after taking into account provisions of the Regulations. The cost of travelling by road and rail should be allowed according to the Board's Regulations.

2. When the employee is summoned in his private capacity no travelling allowance, daily allowance etc. should be allowed to him and his absence should be treated as on casual leave. He should be permitted in these circumstances to retain the Bhatta and/or Travelling Allowance which he may receive from the Court. If he does not get the amount from the Court enough to cover the cost of his travelling, he should bear it himself and the Board is in no way responsible for any liabilities in this regard.

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

GENERAL STANDING ORDER NO.89 DATED 4-4-1956

Subject:-Procedure for writing off "Losses on Stock and Sale of Stores and Tools and Equipment."

Reference:- (1) Previous Circular No. A/67/Kop/35711 of 11-11-1955.
(2) Letter No. AB/Stores/1140 of 28-11-55 from E.E. (O/M) Utran.

Reference have been made to Head Office whether it is necessary to submit the Survey Reports on P.W.D. Form 18 and Sale Account on Form 19 and as to the procedure to be followed in respect of sale of stores or Tools and Equipment and writing off cost of same.

It is to be noted that the periodical Survey and Sale Account Reports on Forms 18 and 19 respectively are not to be submitted but in lieu thereof Report should be submitted monthly on the forms "A" or "B" attached and forwarded to Head Office together with the Monthly Accounting Returns and any entries in the Forms should be supported by entries in the monthly Returns.

1. GENERAL

Sale of Stores or Tools and Equipment will arise in the following cases and can be effected under the Delegation of Powers granted under Clause "C" Disposal by Sale or Otherwise of Board's Property of Board Resolution No. 318 of 24-3-1955 and as modified by Board Resolution No. 1568 of 2-2-1956 notified under General Standing Order No. 63 dated 21st February 1956.

- | | |
|--|---|
| (a) Sale of surplus stores in stock at full value | C.E. upto Rs. 2,000/- Board beyond Rs.2,000/- |
| (b) Sale of other Stores in stock at full value plus 15% | C.E. upto Rs.2,000/- Board beyond Rs.2,000/- |
| (c) Sale of unserviceable stock Materials & Tools & Plant. | E.E. upto Rs.100/- Sale value at one time subject to annual limit of Rs.500/-
C.E. beyond E.E. 's powers upto Rs.2,000/- Tender Value.
beyond Rs. 2,000 Tender Value. |
| (d) Sale of scrap. | -do- |

2. Submission of "Sale and Losses of Stores and Tools and Equipment" Forms

Report should be made monthly to the Chief Accounts Officer on the Form A & B attached regarding Sale of Stores, Tools and Equipment and scrap after obtaining sanction of appropriate authority.

Losses of Stores or Tools and Equipment due to pilferage, accidents, storm or other circumstances can only be written off after obtaining the sanction of S.E. or C.E. upto Rs.20 per incident. Board Beyond Rs. 20 per incident as per Delegation of Powers under Board Resolution No. 318 of 24-3-1955 Clause D "Powers to Write Off"

(b) "Loss of Cash or Stores", and should like wise be reported monthly in the attached Form B.

The Form is self-explanatory but in case of doubt reference should be made to the Chief Accounts Officer.

3. Accounting Aspect.

(A) Sale of Surplus Stores in Stock at full Value (Book Value).

The cost of surplus stores should be removed from Stock at full value (Stock Ledger Value) by means of the Debit Requisition with the Head of Account III (b) Sale of stores (Surplus) relative to the Stock Centre (Power House) concerned.

The amount realised which is identical should be credited likewise to the same account III (b) " Sale of Stores (Surplus)" in monthly Cash Abstract of the Respective Stock Centre (Power House).

(B) Sale of other Stores in Stock at Book Value plus 15%

The cost of Stores sold should be removed from Stock at Book Value by means of a Debit Requisition with the Head of Account III(b) "Sale of Stores (Serviceable)" of the respective Stock Centre.

The full amount realised (including 15% extra) should be credited to III(b) - "Sale of Stores (Serviceable)" and shown in the monthly Cash Abstract of the Respective Stock Centre (Power House).

(C) Sale of unserviceable Stock Materials and Tools and Plant.

(i) Unserviceable Stock Materials.

The cost of stores should be cleared from Stock at Book Value and debited to III (b)- "Sale of Stores (unserviceable)."

The Sale Value (even if it is less than Book Value) should likewise be credited to the same Account and shown in Monthly Cash Abstract.

(ii) Tools and Plant borne on Capital Inventory.

The sale Value should be credited to a separate Suspense Account called "Sale of General Assets" account and in reporting the same in Form ' B ' the original Inventory value also should be mentioned in the column provided, also the items should be deleted from Capital Inventory of Tools and Equipment with necessary reference.

(iii) Tools and Plant borne on Stock Ledger.

Treatment for sales or losses of Tools and Plant borne on Stock Ledger should be on the same lines as explained above for stores items.

(D) Sale of Scrap

(i) Scrap held on Stock Ledger taken on Stock at Book Values.

The cost of scrap should be cleared from stock at Book Value and debited to III(b) - "Sale of Stores (Scrap)".

(ii) Scrap held on Stock Ledger at nil Values.

Credit sale value directly to Sundry Receipts "III(b) Sale of Scrap etc." in the monthly Cash Abstract and clear the Stock quantitatively only by debit Requisition without Value and charging to the same account and recording quantity instead of value in the monthly allocation Returns.

(iii) **Other Scrap not held on Stock Ledger.**

Credit Sale Value directly to Sundry Receipts III-(e) "Sale of Scrap Etc."

(E) Writing Off Losses of Stock Items or Tools and Equipment after obtaining approval of competent authority.

(i) Cost of such items should be removed from Stock Account by Debit Requisition at Book Values with Account Head "Stock written off" and report in Form 'A'.

(ii) **Tools and Equipment**

Report to Chief Accounts Officer monthly on Form B and remove the items from Capital Inventory giving necessary reference.

4. Sales Tax.

Sales Tax and General Sales Tax must be charged under the Sales Tax Act in all Sales and a Register of Credit Sales should be maintained to watch recoveries when credit Sales have been made. No credit Sale should however be made without the prior sanction of the Chief Engineer or the Board.

5. Correspondence, if any, in this behalf should be addressed to the Chief Accounts Officer, Bombay.

Encl:- As above

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

FORM - A.
SALE AND/OR LOSSES OF STORES
(Including Tools and Plant borne on stock A/C).

1	2	3	4	5	6
Code No. Unit Bin Group Item	Particulars with full description	Quantity	Rate	Amount as taken in stock ledger	Amount realised in case of sale (inclusive of tax.)
7	8	9		10	11
Category of sale as per "C" Disposal by sale or otherwise of Board's property (See Delegation of Powers) Give Account Head.	Amount to be written off in case of items lost pilfered etc.	Reference of sanc- tion obtained under C & D as laid down in delegation of powers (with a copy).	Reference to debit allocation with A/C. Head in the Monthly Statement in which the amount is accounted.	Remarks	
Prepared by.	Checked by.	Divnl. Accountant.	Engineer-in-charge.		

FORM - B
SALE AND/OR LOSSES OF TOOLS AND PLANT
 Borne on Capital Inventory.

Item No. in capital inventory.	Particulars with full description.	Quantity	Rate	Amount as shown in capital inventory	Amount realised in case of sale (inclusive of Taxes)
1	2	3	4	5	6
Category of sale as per "C" disposal by sale or otherwise of Board's property (see delegation of powers) give Account Head.	Amount to be written off in case of item lost pilfered etc.		Reference of sanction obtained under C & D as laid down in delegation of powers (with a copy).	Reference to Accounts Statements if any. Give Account Head.	Remarks
7	8	9	10	11	
Prepared by.	Checked by.	Divnl. Accountant.	Engineer-in-charge.		

GENERAL STANDING ORDER NO.90 DATED 5-4-1956

It has come to the notice that employees of the Board who are entrusted with the work of collections of amounts either from consumers or from other parties are in the habit of acknowledging the same on the bills itself or on piece of paper. It has similarly been observed that amounts collected are not paid into treasury or bank within 24 hours of their receipt. Practice in either cases is irregular and should be stopped forthwith.

All the officers concerned are therefore, instructed to see that official receipts in recognised forms are passed simultaneously with the collections of the amounts and that they are credited into the Treasury or bank as early as possible but not in any case later than the next immediate working day on which the collection is made.

In exceptional cases where it is not possible to pay such amounts into the Treasury or Bank on the same day or on the next immediate working day owing to location of a treasury or bank at a distant place, from the place of collection (as in the case of Mansa Power House where the nearest treasury is situated 10 miles away from the place of collection), the Engineer-in-charge or the officer on spot may at his risk and discretion allow the amounts collected to be paid into Treasury or Bank at suitable intervals, the time-lag between each interval and the amount remaining unpaid into treasury or bank should not exceed a week or Rs. 100/- at any one time respectively.

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

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

GENERAL STANDING ORDER NO.91 DATED 6-4-1956
Northern Electrical Circle

The execution of expansion schemes undertaken by the Board often necessitates laying of cables wires etc. across Railways for which prior permission of the respective Railways has to be obtained each time. It is the past experience that whenever the Railway was approached for permission to do so, it put forth new conditions for acceptance which consequently hampered and delayed the progress of execution very considerably. Board, therefore, directed in its earlier Resolution No.1133 that negotiations should be carried out with Western Railway and conditions settled finally. Negotiations carried out in this respect and working arrangement arrived at is as under and has been approved by the Board under its Resolution No.1723 dated 1-3-56.

The Superintending Engineer, Bombay Electricity Board will intimate proposals for crossing either by overhead or underground of the Railway track and will address the concerned District Engineers and Regional Engineers of Western Railway and simultaneously the Chief Electrical Engineer as heretofore by furnishing the requisite drawings showing the cross-section and details of the crossings proposed, exact mileage, site plan etc. Along with this application he will send his acceptance of the usual terms and conditions laid down by the Western Railway and deposit a sum of Rs.500/- with the Chief Cashier, Western Railway, Churchgate, Bombay or the Chief Cashier of the Railway concerned and send the receipt to the District Engineer. (The Board has authorised Superintending Engineer to make payment of Rs.500/- for this purpose with the prior permission of Chairman but without the necessity of approaching the Board each time.) This amount will be adjusted towards the fees for preparation of plans, estimate and agreements and also towards work to be done by the Western Railway as well as for the Supervision charges to be levied on the portion of the work to be executed by the Bombay Electricity Board within the Western Railway limits. Any additional amounts becoming recoverable from or returnable to the department will be paid or refunded only after final estimate is sanctioned and the work is completed and final cost is known. Along with this letter, the Superintending Engineer, Bombay Electricity Board will advise the District Engineer, the estimated cost of their work within the Railway limits.

The Chief Electrical Engineer on receipt of plans from the Superintending Engineer, Bombay Electricity Board will after due scrutiny advise his approval to his Regional Engineer under intimation to the Chief Engineer, Bombay Electricity Board for further action within 7 days from the date of receipt. On receipt of advice from the Chief Electrical Engineer, the Superintending Engineer will send his representative (who should be of a rank not lower than an Overseer) with duplicate copies of the cross section and site plan to meet the Permanent Way Inspector of the section concerned, at the station nearest to the site of crossing after giving at least 7 days' notice to the District Engineer concerned who will arrange with this Way Inspector for the meeting. The Permanent Way Inspector and the Overseer will jointly check up the plans at site. Any corrections found necessary will be made to plans and the plans signed jointly at site. The Permanent Way Inspector will then forward one copy of these plans direct to the District Engineer and the Overseer (or any representative) to his Superintending Engineer.

The Superintending Engineer, Bombay Electricity Board will send a copy of the sub-estimate to the District Engineer for portion of the work to be done by the Railways within the Railway limits. The District Engineer will prepare his estimate on receipt of the sub- estimate from the Superintending Engineer, Bombay Electricity Board for the execution of work to be carried out by the Railways within the Railway limits to cover supervision charges on their work and for Railway's portion of the work, and submit this estimate within 7 days to the Regional Accounts Officer for verification who will return it duly verified within 7 days from the date of receipt. While sending the estimate to Regional Accounts Officer for verification, the District Engineer will give particulars of receipt from the Chief Cashier under which the amount of Rs.500/- was deposited by the Superintending Engineer, Bombay Electricity Board. On receipt of the estimate duly verified by the Regional Accounts Officer, the District Engineer will communicate sanction to the estimate to the Assistant Engineer to commence work immediately. He will also advise the Superintending Engineer, Bombay Electricity Board with a copy of the estimate to give his acceptance on the estimate. If the estimated cost of the work along with the supervision charges exceeds Rs. 500/-, the Superintending Engineer, Bombay Electricity Board will immediately (within a fortnight of the receipt of advice from the District Engineer) deposit the balance of the estimated amount to the Chief Cashier, Western Railway, under advice to the District Engineer and the Regional Accounts Officer.

The Assistant Engineer will arrange for the work to be commenced immediately on receipt of the sanction to the estimate advising the Superintending Engineer, Bombay Electricity Board.

The District Engineer will then prepare the usual agreement in the standard form and get it executed by the Superintending Engineer, Bombay Electricity Board within a month of the commencement of the work.

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

GENERAL STANDING ORDER NO.92 DATED 9-4-1956
Commercial Section.

According to the existing procedure, all consumers requiring low tension supply have to pay in advance the service line charges which are fixed charges and are not on an estimated basis. In view of the fact that Government offices have the practice of paying the bills after they are checked, measured and entered into measurement book, difficulty is experienced and expressed by the Electrical Engineer to Government in making advance payment for the service line charges before the work is done. In view of these difficulties, Board in its Resolution No. 1782 dated the 16th March, 1956, is pleased to decide not to insist on giving service connection charges in advance before the work is done in the case of Government offices where the practice of paying the bills after they are checked and measured and entered into measurement books prevails as in the case of (a) staff quarters of the Public Works Department (b) Executive Engineers Bungalow (c) Central Buildings (West Block and East Block) at Phaltan etc.

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

GENERAL STANDING ORDER NO.93 DATED 9-4-1956
Establishment Section.

Subject:-Industries (Development and Regulation) Act 1951. Requirements under the -

Some instances have come to the notice of the Government of Bombay where industrial undertakings, which require a licence under the provisions of the Industries (Development & Regulation) Act, 1951, have been set up, without obtaining the requisite licence under that Act. In this connection it is pointed out that the Government of Bombay has decided that the industrial undertakings which have contravened the provisions of the Act mentioned above, should not receive any assistance in any form. With a view to ensuring that electric supply is not granted to the firm which fall within the scope of the Industries Act, but fail to register themselves, Government of Bombay has, under its letter No. 0/2966 L dated 2nd March 1956, has directed that in future, the licensees should insist on the production of a "No objection" certificate from the Director of Industries before connecting the electric supply to such undertakings. It should be noted that no connection should be granted to the consumers falling under the above categories who fail to produce such certificates.

The Industries (Development & Regulation) Act 1951 should be referred to for determining the industries for which the above certificate is to be insisted upon.

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

GENERAL STANDING ORDER NO.94 DATED 9-4-1956
Establishment Branch

Subject:-Regional Language Examination. Passing of by the non-muslim displaced persons in the employ of the Board.

Consequent on issue of the General Standing Order No. 32 on the subject mentioned above, a point was raised as to whether increments withheld in respect of non-muslim displaced persons for not passing the Regional Language Examination should be released and arrears paid to such of those who left Board's service prior to 9-2-55 and thereafter. It has now been decided in consultation with the Government of Bombay that (1) those non-muslim displaced persons who had left service before the issue of Government orders dated 9-2-55 should not be held eligible for the increments or arrears thereof in respect of increments withheld and (2) those in service on the date of issue of Government Orders Viz.9-2-55 should be held eligible for claims of increments withheld.

This is in amplification of the General Standing Order No.32.

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

GENERAL STANDING ORDER NO.95 DATED 12-4-1956
Accounts Section

Subject:-Delay in payment of Running Account or Final Bills.

There have been many complaints over the delay caused in payment of Running Account Bills or Final Bills in respect of Works Contracts. The main reasons leading to the delays and causing inconvenience to the parties were reviewed by the Board under its Resolution No. 1849 and found to be as under :-

- (a) Faulty workmanship of some items not supplied.
- (b) Extra items carried out but having no independent existence under the terms of Contract such as extra Poles erected within a mile where as contract rate is based on mile length or cement grouting for certain poles for which there is no provision in the Contract .
- (c) Incidental charges claimed but not supported by documentary evidence or by terms of Contract.
- (d) Work not carried out within the contracted period. Or extension of time not applied for in time and hence involving question of penalty.

Besides these there are the following technical reasons and for which contractor is in no way responsible.

- (e) Extension of time although applied for not granted before the expiry of original time limit.
- (f) Contract not placed by Competent Authority.
- (g) Insufficient security deposit taken under Board's Rules.
- (h) Placing order without Budget Cover or Scheme not technically sanctioned.

The latter reasons involve approaching Board and obtaining post-facto sanction or condonation of the Board with consequent delay.

With a view to minimising the delay, the Board approved the following revised procedure with regard to payment of Running Account Bill and Final bills under the resolution referred to above.

(i) Where technical reasons are involved, such as those referred to in(e) to (h) above, the bill should be passed immediately under the Chairman's approval and post-facto sanction or condonation of the Board obtained.

(ii) In the case of partly disputed items in a Running Account Bill, the bill passed immediately for the undisputed items on the certification of the Superintending Engineer.

(iii) In the case of disputed items in Final Bill, the Final Bill should be passed for payment and closed for the full amount debit to works with sufficient amount retained for Disputed Items on the certification of the Superintending Engineer and the total disputed amounts held in credit under "Disputed Items Retention Account" as outlined below:-

"In the case of final bill, however, it should be closed by debiting the full amount to Works so as to avoid going over the same ground again subsequently and take the disputed items under a special suspense account by Debit to Works (as in the case of undisputed items) and credit to Disputed Items Retention Account, supported by entries in a Special Register which will be duly initialled by the Audit. When the disputed items are settled and payments made the same will be debited against the Suspense Account without the necessity of referring to the Final Bill that has been closed. Any balance left could be adjusted by Credit to Works Account.

The certification to be given by the Superintending Engineer must clearly state the various heads of dispute with reasons, the individual amounts to be retained and the total amounts retained against each bill.

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

(v) The amount of Penalty levied should be credited to Capital or Revenue Receipts accounts as the case may be and the works debited the full amount of the payment.

Further correspondence in this regard may be made with the Chief Accounts Officer, Bombay.

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

GENERAL STANDING ORDER NO.96 DATED 17-4-1956
Establishment Section.

Subject:-Minimum qualification and experience required for the post of Meter Tester.

While reviewing the pay scales prescribed for the posts of Meter Testers, the Bombay Electricity Board, felt the desirability of prescribing the minimum qualifications and experience for recruitment to the post in the revised scale and accordingly prescribed in its Resolution No. 1911 dated the 5th April 1956 the following minimum qualifications and experience for recruitment to the post of a Meter Tester.

I) A recognised or semi-recognised diploma in Electrical Engineering with minimum one year's experience in Meter Testing and allied works. A semi-recognised diploma used in the context means a diploma which is acquired by undergoing a satisfactory course of study of a duration of not less than two years after passing Matriculation/S.S.C. examination.

OR

II) First Class Supervisor's Certificate of the P.W.D.Bombay, with minimum experience of 3 years in Meter Testing and allied works

OR

III) Second Class Wireman's Certificate of the P.W.D.Bombay, with minimum experience in Meter Testing and allied works.

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

CORRIGENDUM TO G.S.O.No.96
Establishment Section

Subject:-Minimum qualifications and experience required for the post of Meter Tester.

For Clause III of the General Standing Order No.96 dated 17th April, 1956 the following clause should be substituted.

III) Second Class Wireman's Certificate of the P.W.D. Bombay with minimum experience of 5 years in Meter Testing and allied works.

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

GENERAL STANDING ORDER NO.97 DATED 27-4-1956

Subject:-Salient features of the Factory Act 1948 and the Bombay Factories Rules 1950 applicable to Bombay Electricity Board.

The Factory Act deals with factories and workshops; a factory being a place where mechanical power is used in manufacturing process, and a work-shop a place which has no mechanical power.

2. The terms "Factory", "Manufacturing Process", "Workers" etc., as defined in Section 2 of the Factory Act are reproduced in Appendix 'A' for facility of reference .

3. The definition of the term "Factory" embraces almost all our power houses and large sub-stations and the Factory Act is therefore applicable to such power houses and sub-stations wherein 10 or more "Workers" are working or were working on any day of the preceding twelve months.

4. The object of the "Act" is to protect human beings from being subjected to unduly long hours of bodily or mental strain. As such the application of the "Factory Act" enjoins upon the owners of such factories to concede certain Standard Concessions to the workers e.g. cleanliness, ventilation, drinking-water facilities, medical help, regulation of working hours, over-time, leave etc.

5. Some of the important sections of the Act and rules framed thereunder are explained in brief in the following paragraphs for guidance of all concerned though all the officers are expected to read and study the Act itself, as responsibility for observance of the conditions stipulated is theirs.

6. The Factory Act came into force from 1-4-49. The Bombay Factories Rules 1950 came into force from 8th April 1950 and they provide that the occupier of every factory amenable to the provisions of the "Factory Act" must have a licence, under Section 6 of the Act read with rule 4 of the Bombay Factories Rules 1950. The occupier of every factory whether in existence at the date of commencement of the Act, i.e. 1st April 1949 or coming within the scope of the Act, after its commencement, should submit to the Chief Inspector, Bombay, an application in form No.2, accompanied by form No.3, (in triplicate) and a chalan for the requisite amount of licence fee paid into the Government Treasury (Reserve Bank of India in Bombay), for the registration of the Factory and grant of licence, whereupon the Chief Inspector of Factories would issue licence in form No.4 prescribed for the purpose and on payment of the fees specified in the schedule thereto:-

SCHEDULE.

Capacity of H.P. installed	Maximum number of persons to be employed during the year.						
	Upto: 20	21-50:	51-100	101 to 250	251 to 500	501 to 750	750 and above
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Nil	6/8/-	15/8/-	31/8/-	78/-	156/8/-	234/8/-	312/8/-
Upto 10.	15/8/-	31/8/-	37/8/-	94/-	187/8/-	281/8/-	375/-/-
Above 10 but not above 50	31/8/-	47/-	62/8/-	156/8	312/8/-	469/-	625/-/-
Above 51 but not above 100	62/8/-	78/-	94/-	234/8	469/-/-	703/-	937/8/-
Above 101	94/-/-	125	156/8/-	312/8	625/-	939/8	1250/-/-

Every licence granted or renewed by the Chief Inspector remains valid upto 31st December of the year for which the licence is granted or renewed, provided that for a part of the year, the fee should be paid on prorata calculated to the nearest rupee according to the number of calendar months covered inclusive of the month in which a "Factory" commences work subject to a minimum of Rs.5/-.

Applications for the renewal of a licence should be accompanied by the notice of occupation in form No.3 and chalan for requisite amount of fees specified in the above schedule (in triplicate) and should be made not less than two (2) months before the date on which the licence expires.

The fees should be paid in local treasury under the head of account XXXVI Misc. Departments (except in case of factories in greater Bombay where the application should be accompanied by a crossed cheque or a crossed Indian Postal Order in favour of Chief Inspector of Factories).

7. In case of a new factory to be erected or for the construction or erection of a factory, prior permission of the Chief Inspector of Factories is required for the site on which the factory is to be situated. Application for such permission is required to be made in Form No.3 which should be accompanied by the following documents:-

(1) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages.

(2) Plans in duplicate drawn to the scale showing.

(a) The site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc.

(b) The plan, elevation and necessary cross-sections of the various buildings indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plan should also indicate the position of the plant and machinery, aisles and passage ways.

8. It is necessary to get the licence amended if the factory for which the licence is granted exceeds the limits specified in the licence in regard to horse power or the number of persons employed. In such cases the licence should be forwarded to the Chief Inspector with an application stating the nature of the amendment and reasons thereupon. A fee of Rs.5/- plus the amount, if any, by which the fee that would have been payable if the licence had originally been issued in the amended form exceeds the fee originally paid for the licence, should be paid for the amended licence.

9. The term "Occupier" occurring in Factory Act has been defined in Section 2(N) of the Act. It is very fluid. As the affairs of the Power Houses or sub-stations are being directly controlled by the Junior Engineers/Assistant Engineers in charge under the supervision of the Executive Engineers concerned, all the Junior Engineers and/or Assistant Engineers in charge of Power Houses or sub-stations should act as Managers for the purpose of the Factory Act and rules thereunder; while the Executive Engineers under whose control the Power Houses are placed, should be termed as "Occupier" of the Factory, (vide this office Circular No.E.239/24989 of 30-8-51).

10. Restriction on hours of work:-

Chapter VI of the Factory Act (Sec.51 to 66) relates to the working hours of adult workers in a factory and grant of weekly holiday and compensatory holidays. The provisions are common to the men and women operatives subject to special provision of Section 66 relating to women. (a) No women works between 7 P.M. and 6 A.M. (b) The daily maximum of 9 hours cannot be exceeded even with the approval of Chief Inspector. Normally no adult worker should be asked to work for more than 48 hours in a week or 9 hours in any day (Sections 51 and 54). No worker can be asked to work, for more than 5 hours at a stretch (or six hours with the approval of State Government or Chief Inspector of Factories) without interval or rest of at least half an hour (Sec.55). The periods of work (including intervals or rest) of an adult worker in a factory should not exceed 10 1/2 hours. (12 hours with the prior approval of the Chief Inspector) in any day (Sec.56). The restriction to hours of work is not applicable to Supervisory staff or persons holding un-operational post or working in a confidential capacity.

11. Holidays.

All workers are eligible for weekly off under Section 52 of the Act. No adult worker should be allowed to work in a factory on the first day of the week, unless he has or will have a holiday for a whole day on one of the three days immediately before or after the said day and the Manager of the Factory has, before the said day or the substituted day, whichever is earlier, delivered a notice at the office of the Inspector of his intention to

require the worker to work on the said day and of the day which is to be substituted, and displayed a notice to that effect in the factory; but in no circumstances a worker should be asked to work for more than 10 days consecutively without a holiday for a whole day.

When a worker is not allowed to avail of any of the weekly holidays, he should be granted compensatory holidays of equal number within the month in which the holidays were due to him or within the two months immediately following that month. The compensatory holidays should be so spaced that no more than two holidays are given in one week. In such cases a notice in respect of workers allowed compensatory holidays during the following month and the dates thereof should be placed, side by side with the notice of period of work on the notice board on or before the end of the month in which holidays are lost. Any subsequent change in the notice of compensatory holidays should be made at least 3 days in advance of the date of that holiday. All such compensatory holidays which are admissible to a worker should be granted to him before he is discharged or dismissed and should not be reckoned as part of any period of notice required to be given before discharge or dismissal. A register of compensatory holidays is required to be maintained in form No.12 and should be preserved for 3 years after the last entry in it.

12. Adult workers engaged in the Public Electricity Supply Factories generating electricity in any manner and those engine and boiler departments generating electricity in any manner for their own use employing workers on shifts of not more than eight (8) hours each, on the operation and maintenance of (i) prime movers and auxiliaries, generators, transformers, switchgears and (ii) boilers and auxiliaries have been exempted from the provisions of the Sections 51, 52, 54, 55 and 56 contained in previous paras 9 and 10 subject to the following conditions:-

(a) The shift hours for workers shall not be longer than eight hours duration.

(b) No worker shall be allowed to work in such a manner that the spreadover exceeds twelve hours in any day and this will be permissible only in case when a shift relief working on continuous process, does not attend at the correct time and alternative relief cannot be arranged.

(c) No worker shall be allowed to work for more than fifty six hours in any one week except that when employed as in condition (b) above he shall not be allowed to work for more than sixty-four (64) hours in any one week.

(d) Such worker shall be allowed not less than two holidays in each period covered by four consecutive statutory factory holidays.

Similarly, Electric Receiving Station and sub-stations where operation and maintenance of transformers, and their auxiliaries including receiving and distribution switchgear, lighting arrestors, synchronors and other condensers and rotary and static condensers are carried out, are also exempted from the provisions of the Sections 51,

52, 54, 55, and 56 of the Factory Act subject to the conditions stated at (a), (b), (c), and (d) above.

13. Extra wages for over-time:-

The worker who is required to work in a factory for more than 9 hours in a day or for more than 48 hours in any week, is entitled to over-time wages at the rate of twice his ordinary rate of wages. The "Ordinary rate of wages" means basic pay, plus dearness allowance and any other allowance which the worker draws as his salary. Overtime muster roll in form No.13 should be maintained. Under section 60 of the Act no worker can work or be required to work in more than one factory on the same day without the permission of the Factory Inspector who is empowered to grant permission to any adult worker if he is not required to work for more than 48 hours in a week and is allowed weekly holidays as per section 52.

Sections 61 and 63 relate to the posting of notice of periods of work and maintenance of registers for adult workers in form Nos.14 and 15 respectively.

The above provisions regarding working hours, holidays, over- time etc. are not applicable to persons holding position of supervision or management or employed in a confidential position as classified in the schedule attached to Rule No.89 of the Factory Rules.

Chapter VII of the Factory Act (Sections 67-76) is in respect of employment of children in a factory and is therefore not applicable to us.

14. Leave Rules.

So far as "leave" is concerned the staff that is governed by the Factory Act and the staff of the categories included in Appendix 'A' to the Bombay Electricity Board Employees' Service Regulations will be entitled to the leave as admissible under the Regulation No.78 read with General Standing Orders Nos.18, 20 and 29 of 1 day for every 20 days of service subject to a minimum of 10 days. "Leave with Wages Register" should be maintained in form No.18 as required under rule 94 of the Factory Rules provided the leave Record usually maintained as per departmental procedure is not acceptable to the Chief Inspector.

Leave book in form No.14 may also be given to each worker governed by the Factory Act.

15. Notice of Accidents.

If any accident occurs which causes death or which causes bodily injury by reason of which the person injured is prevented from working for a period of 48 hours or more immediately following the accident or any occurrence specified in the schedule to rule

No. 103 of the Bombay Factory Rules takes place, it is necessary to send forthwith the notice of the accident either by telephone or special messenger or telegram to the Chief Inspector.

If the accident is fatal or of serious nature that it is likely to prove fatal, notice thereof should also be sent to :-

- (a) The District Magistrate or Sub-Divisional Officer and
- (b) The Officer in-charge of the nearest police station.

The notice so given should be confirmed within 12 hours of the accident or occurrence by sending to the above authorities a written report in form No.21.

In addition to above, there are certain provisions which enjoin upon the employer to concede certain standard concessions to the workers like cleanliness, ventilation, drinking water facilities, medical help etc.

A) Health - Cleanliness etc.

Every factory should be kept in a clean state and free from effluvia arising from any drain, or other nuisance by washing, sweeping, brushing, dusting, vacuum-cleaning or other effective means. The floors of every work-room should be cleaned at least once in every week by washing, using disinfectant, whenever necessary or some other method. The Power Houses wherein the amount of cubic space allowed for every person employed in the work-room is less than 2,500 cubic feet the clause (d) of Section 11 of the Factory Act would apply. Accordingly, all inside walls and partitions, all ceilings or tops of rooms and all walls sides and tops of passages and stair-cases in the Power House should be kept white-washed or colour washed. The white washing or colour-washing should be carried out at least once in every period of 14 months.

As required under rules, effective arrangements should be made for :-

- (a) The disposal of wastes and effluents due to the manufacturing process carried on in a factory.
- (b) Maintain adequate ventilation by the circulation of fresh air and proper temperature for the comfort and preservation of health of workers.
- (c) Sufficient and suitable lighting - natural or artificial or both.
- (d) Sufficient supply of wholesome drinking water.

If more than 250 workers are employed in a factory, water (cooled by ice or other effective methods) should be supplied during the hot weather.

It is also necessary to provide sufficient latrine and urinal accommodation of the prescribed type and also spittons of the prescribed type in every factory as required under rules 41-53 of the Bombay Factory Rules.

Special care should be taken to see that no room in any Power House is overcrowded to an extent injurious to the health of the workers employed therein under sub-section (2) of section 16 of the Act. There should be at least 350 cubic feet of space for every worker working in a factory in existence on 1-4-49 and 500 cubic feet of space for every worker in respect of factories built after 1-4-49. For this purpose any space which is more than 14 feet above the level of the floor of the room is not to be taken into account.

16. B) Safety :-

The Manager in-charge of a factory (in our case Engineer in-charge of Power House or sub-station) should ensure that the requirements for taking necessary precautions for the safety of workers as required under sections 21-41 (Chapter IV) of the Factory Act read with rules 54-68 of the Bombay Factory Rules so far as they pertain to Electrical Undertakings are complied with.

17. C) Welfare Chapter V (Sections 42-50)

Similarly the Officer in-charge of the Power House or sub-station which comes under the Factory Act should see that the facilities for washing, sitting, shelters, rest rooms, canteen (in case there are more than 250 workers) first-aid boxes (one for every 150 workers), appliances, creches (if there are more than 50 women workers) are provided.

18. A notice containing such abstracts of this Act and of the rules made thereunder as prescribed in Form No. 23 and also the name and address of the Inspector and the certifying Surgeon should be displayed in manner indicated in Section 108 on the notice Board in addition to other notices required to be displayed under the Act. Copy of Form No.23 is enclosed for ready reference. Under Section 110 of the Act read with rule 107 of the Bombay Factory Rules, the following returns are required to be forwarded to the factory Inspector or any other officer appointed by Government in this behalf:-

(1) Annual return in duplicate in Form No.24 on or before 15th January of each year.

(2) Annual return of holidays.

A return giving notice of all the days on which it is intended to close the Factory during the next ensuing year. This is required to be sent before the end of each year except in respect of Factory which is newly started or re-started after closure during the previous year in which case the return should be forwarded before the date of starting or re-starting for the remaining period of the year.

(3) Half yearly return in duplicate in form No.25 to be forwarded to the Chief Inspector of Factories before 15th July and 15th January of each year.

(4) Leave with wages

(5) Annual return of leave with wages in Form No.26 to be forwarded to the Chief Inspector of Factories not later than 1st February of the year subsequent to that to which it relates.

(6) Annual return of compensatory holidays in form No.27 to be forwarded to the Chief Inspector of Factories on or before 1st February of the year subsequent to that to which it relates.

(7) Annual Return in Form No.32 regarding canteens to be forwarded to the Chief Inspector of Factories on or before 15th of February. This is applicable to a Factory wherein more than 250 workers are working.

(8) Annual return for creches -Not applicable to us.

(9) Annual Return for shelters, rest rooms and lunch rooms in form No.34 to be forwarded to the Inspector of Factories on 15th February if 150 workers are ordinarily employed in a factory .

(21) The Act also enjoins certain obligations on the workers vide sections 97 and 111 of the Act. The workers should not -

a) Wilfully interfere with or misuse any appliance, convenience or other thing provided in a factory for the purpose of securing the health, safety, or welfare of the workers therein;

b) Wilfully and without any reasonable cause do anything that is likely to endanger them or others;

c) Wilfully neglect to make use of any appliance or other thing provided in the factory for the purpose of securing the health or safety of the workers therein.

If any worker employed in a factory contravenes any of the above provisions or any rule or order made thereunder, he is liable to be punished with imprisonment for a term which may extend to 3 months or with fine which may extend to Rs.100/- or with both.

If any worker employed in a factory contravenes any provision of the Act or any rules or orders made therein imposing any duty or liability on workers he is liable to be punished with fine which may extend to Rs.20/-.

(22) Contravention of any of the provisions of this Act or of any rule made thereunder or of any order in writing given thereunder, will render the Manager and Occupier guilty of an offence and punishable with imprisonment for a term which may extend to 3 months or fine which may extend to Rs.500/- or with both and if the contravention is continued after conviction, a further fine which may extend to 75 Rupees for each day on which the contravention is continued.

If any person is once convicted and if he is again guilty of an offence involving a contravention of the same provision, he would be liable to be punished on the subsequent conviction with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both. For purpose of this provision no cognizance is taken of any conviction made more than two years before the commission of the offence which is being punished.

If any person wilfully obstructs Factory Inspector in exercising any power conferred on him by or under the Act or fails to produce on demand by him any register or document etc. he is liable to be punished with imprisonment for a term which may extend to 3 months or with fine which may extend to Rs.500/- or both.

(23) The Manager of a Factory on whom an order in writing by an Inspector has been served under the Factory Act or the Occupier of the Factory, can appeal to the Chief Inspector of Factories or in cases where the order appealed against is an order passed by that Officer i.e. Chief Inspector of Factories to the State Government or such authority that may be appointed by Government. Such appeal should be made within 30 days of the serving of the order. It should be in the form of a memorandum setting forth concisely the groups of objection to the order and bearing court fees stamps in accordance with Article 11 of Schedule II to the Court Fees Act 1870 and accompanied by a copy of the order appealed against.

Safety Measures(Section 21-40).

For the purposes of the Factories Act 'machinery' includes prime movers, transmission machinery and all other appliances whereby power is generated, transformed, transmitted or applied.

(1) Fencing of Machinery.

The above mentioned machinery is utilised at our divisions and as such we are required to fence by safeguard of substantial construction which should be kept in position when the parts of machinery are in motion.

(2) Work near or on machinery in motion.

If any machinery is to be examined while it is in motion or attended to while it is in motion, it should be done by a specially trained adult worker having tight fitting clothing

whose name has been recorded in the register prescribed. Every care should be taken to minimise accidents.

(3) Employment of young persons on dangerous machinery.

No young persons to work on dangerous machines, unless they have been well trained, properly instructed and supervised by trained personnel.

(4) Striking gear and devices for cutting off power.

In every factory there should be suitable striking gear and devices for cutting off power in emergencies.

(5) Self-acting machines.

No traversing point of a self acting machine in a factory and no material carried thereon shall be allowed to run on its outward or inward traverse within a distance of 18 inches from any fixed structure which is not part of the machine.

(6) Casing of new machine

All machinery driven by power and installed in the factory after the commencement of this Act should have casing or guards, so as to prevent danger of accidents.

(7) Hoist and Lifts

(a) Every hoist and lift should be in good condition both mechanically and in strength and should be examined at least once in 6 months and report kept. The hoistway and liftway should be sufficiently protected and fitted with gates so as to prevent any person or thing being trapped. The maximum working load shall be plainly marked on every hoist and lift and no load greater than such load shall be carried thereon. The cage of every hoist and lift should be fitted with a gate on each side from which access is afforded to a landing. Every gate referred to above should have some inter-locking device by which the gates should open only at the landing and the cage cannot move till the gate is closed.

(b) So far as hoist and lifts for carrying persons are concerned if the lifts or hoists are supported by ropes or chain then there should be at least two ropes or chains separately connected and capable of carrying the maximum load separately. Effective devices for supporting the cage in case of breakage etc. should be provided. Efficient automatic device shall be provided and maintained to prevent the cage from over-running. The Chief Inspector may permit concession to above works upon such conditions for ensuring safety as he may think fit to impose.

The Provincial Government can make concessions in respect of 7(a) and (b) above.

(8) Lifting machine, chains, ropes and lifting tackles:-

Every lifting machine and every chain, rope and lifting tackle for purpose of raising or lowering persons, goods or materials should be of good construction, sound material and adequate strength and free from defects, it should be properly maintained, thoroughly examined by a competent person at least once in every 12 months, or at such interval as the Chief Inspector may specify in writing. A register shall be kept containing particulars of this examination. No lifting machine, or chain rope or lifting tackle shall be loaded beyond the safe working load. If a person is employed or is working on or near the wheel track of a travelling crane in any place where he would be liable to be struck by the crane, then measures should be effected to see that the crane does not approach that place within 20 ft.

9) Revolving Machinery.

A notice regarding the speed of every revolving machinery should be affixed near the machine concerned. This speed should not be exceeded.

10) Floors, stairs and means of access.

All floors, stairs, passages, gangways should be of sound construction and proper hand-rails wherever necessary should be provided for. A safe access to every place where a person is expected to work, should be made possible.

11) Pits, Jumps, openings in floors etc.

All these openings in a factory should be properly fenced or securely covered.

12) No person shall be employed to carry such heavy weights as is likely to injure his health. Provincial Government will prescribe the maximum weights which may be lifted.

13) Precaution in case of fire.

All necessary precautions in case of fire such as fire escape, water hoses, audible means of giving warning in case of fire should be provided.

14) Power to require specifications of defective parts or test of stability.

If the Inspector feels that certain portions of the building or the building as a whole, or any part of ways, plant or machinery in a factory is in such a condition that it may be dangerous to human life or safety, he may serve on the Manager of the factory a notice requiring all drawings, specifications and other particulars necessary to determine whether such building etc. can be used safely. Also require the Manager of the factory to carry out such tests as may be specified in the order from the Inspector and inform him the results of the test.

He may further serve on the Manager of the factory an order in writing specifying the measures which in his opinion should be adopted and requiring them to be carried out before a specified date.

Also if he thinks that the use of any building or part of building or any part of the ways, machinery or plant in a factory involves imminent danger to human life or safety, he may serve on the Manager of the factory an order in writing prohibiting its use until it has been properly repaired or altered.

The provincial Government has the power to make modifications or grant concessions or exemption regarding any safety measures which it may deem necessary.

Sd/-Assistant Secretary (General)
for Secretary.

CORRIGENDUM TO G.S.O.No.97 DATED 30-3-1957
Establishment Section

Subject:-Salient features of the Factory Act 1948 and the Bombay Factories Rules of 1950 applicable to the Bombay Electricity Board.

Attention is invited to para 6 of the G.S.O.No.97 dated 27th April, 1956, in which the rates for the renewal of the licence fees of the power houses which are governed by the Factory Act 1948, have been laid down. As the rates of these licence fees have since been revised by the Government, and as those being statutory liabilities on the Board, the Board under its Resolution No.BEB/17/3488/119 dated 8th March, 1957 has decided to adopt the revised rates in place of the rates appearing in para 6 of the above said G.S.O.

The following schedule should be substituted in place of the schedule appearing in para 6 of the G.S.O.97.

SCHEDULE

Quantity of H.P. installed	Maximum number of the persons to be employed during the year.						
	Upto 20	21-50	51-100	101-250	251-500	501-750	750 and above
Nil	7/8	18/12	37/8	93/12	187/8	281/4	375/-
Upto 10	18/12	37/8	45/-	112/8	225/-	337/8	450/-
Above 10 but not above 50	37/8	56/4	75/-	187/8	375/-	562/8	750/-
Above 50 but not above 100	75/-	93/12	112/8	281/4	562/8	843/12	1125/-
Above 100	112/8	150/-	187/8	375/-	750/-	1125/-	1500/-

2. The Board has also desired that in matter of payment of the licence fee at a higher rate of any other statutory liability enjoined under the provisions of the Labour Laws applicable to the Board should be complied with.

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

GENERAL STANDING ORDER NO.98 DATED 27-4-1956

Accounts Section.

Subject:-Procedure to be followed in relation to grant of extension of time limit and Delegation of Powers to Bombay Electricity Board Officers.

It has been observed that it is not always possible to make supplies or complete the works within the stipulated time-limit in the contract. Bills of such supplies or works are often objected to in the audit for want of clarification etc. Board considered the various aspects which often render the supplies impossible or completion of the work by the supplies or contractors within the stipulated time limit. It has, therefore, laid down in its Resolution No.1914 dated the 5th April 1956 the following procedure and delegated the powers to the various officers of the Bombay Electricity Board to grant extension of time in regard to supply contracts and also works contracts.

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

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

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

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

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

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

Competent Authorities.	Limit of time
Superintending Engineer of the Circle.	Upto 1 month.
Chief Engineer.	Upto 2 months.
Chairman.	Upto 4 months.
Board.	For any period.

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

GENERAL STANDING ORDER NO.99 DATED 8-5-1956

Commercial Section.

Subject:-Levy of fees for the services of Electric Inspectors.

Notification for information and guidance of the Officers in the mofussil and Head Office with reference to the fees payable to the Electric Inspectors, for inspection examination or tests carried out by them under the provisions of the Indian Electricity Act

1910, is already furnished through a copy of G.R.,P.W.D. No.2891/36 dated the 5th December 1942 under this office circular No. PG-50/13097 dated 5-4-1956. If any more copies are required they should obtain from the Superintending Engineer (Commercial)Bombay.

The Bombay Electricity Board, has under its Resolution No. 374 dated the 20th August 1955 approved payment of inspection fees as laid down in the G.R. to the Electrical Inspector for inspecting the service line laid for any consumer and recovery of same from the consumer concerned. Conditions of supply given by the Board will be revised to incorporate this provision.

The Electrical Engineer to Government has confirmed that if the staff of the Board is satisfied that the medium pressure service line as well as the consumer's installation are constructed according to the provisions of Rule 60(1) of the Indian Electricity Rules 1937, there would be no objection to switch on supply to such installations and the question of inspection of the same could be done by the Electrical Inspector according to his convenience at a later date. However, when such installations or service lines are inspected by the Electrical Inspector the necessary fees for inspection in accordance with the scale prescribed by Government will have to be paid to the Electrical Inspector. Therefore, before commencing supply to a consumer, the necessary inspection fees should be recovered from him in advance.

Correspondence, if any, on the subject should be addressed to Superintending Engineer (Commercial).

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

GENERAL STANDING ORDER NO.100 DATED 10-5-1956.
Establishment Section.

Subject:-Regulation of increments according to quarters.

Reference is invited to Regulation 59A of the Bombay Electricity Board's Employees' Regulations according to which an increment falling on any day during a quarter, become effective from the first day of the quarter except in the case on new entrants and of those on probation in whose cases the increment becomes effective from the first day of the ensuing quarter. The Bombay Electricity Board considered the implication of the Regulation and observed that those employees of the Board who are promoted from lower posts to higher posts have to suffer in respect of the incremental dates as they are also kept on the probation. It has, therefore, decided in its Resolution No.1969 dated the 20th April, 1956, to delete the words "and of those on probation" occurring in the proviso of Regulations No.59A so that those who are not new entrants on 24-2-1955 (the date of the Resolution No.216 under which the Bombay Electricity Board Employee's Service Regulations were passed) and also those promoted to the higher posts may not suffer in respect of the incremental date.

The amended proviso should read as follows:-

120....

Bigger type OPERATIVE & Smaller type REDUNDANT

BEB-GSO 99&100

Correction Slip 39.

"Provided that in case the date of any increment happens to fall on any day during a quarter, the increment shall become effective from the first day of the quarter, while in cases of new entrants (that is, those appointed after 24-2-1955) it shall be effective from the first day of quarter."

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

CORRIDENDUM TO G.S.O.No.100 DATED 16-6-1956
Establishment Section

The Correction Slip No.39 forwarded under General Standing Order No.100 dated 10th May, 1956, should be considered to be read as under:-

Correction Slip No.39:-

"Provided that, in case the date of any increment happens to fall on any day during a quarter, the increment shall become effective from the first day of the quarter, while in cases of new entrants (that is those appointed after 24-2-1955), it shall be effective from the 1st day of ensuing quarter".

The underlined word "ensuing" had not appeared in the previous Correction Slip.

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

GENERAL STANDING ORDER NO.101 DATED 10-5-1956
Accounts Section.

Subject:-Additions in the Accounts Heads prescribed by the Board.

In addition to the Accounts Heads notified in the General Standing Order No. 73 dated the 8th March, 1956, the following suspense account head should be added to the list.

"SA XXIX Load Canvassing Deposit"

It should be noted that similar to most of the suspense accounts, you should maintain necessary register for this account also. The Account Head should be operated for the deposits in respect of load canvassing.

Any correspondence on this subject should be addressed to the Chief Accounts Officer.

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

GENERAL STANDING ORDER NO.102 DATED 10-5-1956
Accounts Section.

Subject:-Writing of Consumers General Ledger form E.S/6.

Consequent on difficulties having been experienced by some of the field officers, in writing the columns of the newly printed forms of Consumers General Ledger, the following elucidations are given below for information.

1. As there is no column provided under columns 3 to 14 for the units consumed for cottage industries (corresponding to the value column No. 26 for cottage industries) the units for cottage industries should be included under column No.9 viz "Industrial Power (L.T. Low & medium voltage)".

2. The value of the units shown under 11 and 12 columns "H.T. supply lighting and Power" should be shown under column No. 21 "Industrial High voltage".

3. Column No. 28 should be read as "Distributing Licences" (corresponding to units column No.14) instead of "Extra State Consumers."

The necessary corrections are being made in the fresh supply of Consumer's General Ledger Forms which are under print.

Any correspondence on this subject should be addressed to the Chief Accounts Officers.

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

GENERAL STANDING ORDER NO.103 DATED 10-5-1956.
Establishment Section.

Subject:- Definition of pay for the purpose of calculating allowances drawn with pay such as Dearness Allowance, Compensatory Local Allowance, House Rent Allowance etc.

Regulation 25 in the Chapter II of the Bombay Electricity Board's Employees Regulations which defines the term 'pay' gives scope for different interpretation in different contexts. The Board considered this aspect of the Regulation in question in its Resolution No.2002 dated 27th April, 1956 and is pleased to issue the following amendment to Regulation 25.

"For the purpose of calculating travelling allowance, daily allowance, dearness allowance, compensatory local allowance, House rent allowance and other allowances, admissible to an employee, the term 'pay' shall be the 'basic pay', exclusive of personal-pay, special pay, personal allowance and any other additions to pay that may be sanctioned by the Board, irrespective of whether drawn with pay or not."

The applicability of this amendment shall be effective forthwith and no past cases need be reopened.

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

GENERAL STANDING ORDER NO. 104 DATED 10-5-1956
Accounts Section.

Subject:-Supplier's copy of the Stores Receipt Note for D.G.S.D. purchases.

It has been observed that in many cases suppliers' copies of S.R. notes in connection with D.G.S.D. purchases are not forwarded to the Head Office resulting in great inconvenience. This is not correct. Suppliers' copies of S.R. notes in cases of the above purchases must be prepared and invariably forwarded to Head Office directly as the bill is separately preferred by the supplier on the basis of the inspection note forwarded to him. However the items should be included in the monthly form ST/10 as directed from time to time as per Circular Nos./A/I/Stores/1832 of 13-1-1956 and A/I/Stores/14286 of 13-4-1956.

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

GENERAL STANDING ORDER NO.105 DATED 22-5-1956
Establishment section.

Subject:-The Workmen's Compensation Act.

The Board's employees working in the Power House and sub-stations, irrespective of the facts that they are borne on permanent, temporary, work-charged or daily rates establishment, have been classified as "Workers" for the purposes of the Factory Act and the Workmen's Compensation Act 1923. Though the Workmen's Compensation Act provides relief to workmen who meet with any accident while on duty, the Board observed that such relief is not often timely and felt the need of adopting a procedure by which timely relief by way of financial and immediate medical treatment, supply of medicines etc., and other assistance might become available to the injured employee particularly immediately after the occurrence of the accident or during the period of disablement. Occasions may even arise when such relief may have to be given to the injured workman, even by way of advance against what may become payable as compensation under Workmen's Compensation Act. The Bombay Electricity Board has, therefore authorised in its Resolution No.2034 dated 30-4-1956, the Sr.Ex.Engineer, and/or Executive Engineer in charge of Divisions to grant an advance upto the limits indicated below to an injured worker or to the dependent of the deceased workman in case of fatal accident, governed by the Workmen's Compensation Act after taking into consideration the seriousness of the accident and the necessity of financial help needed by the workman and his salary. The amount of advance should be recovered either from the amount of compensation or pay payable to the worker as per section 12 of the Payment of Wages Act 1936, and the rules framed thereunder.

If the Sr.Executive Engineer and/or Executive Engineer considers that the grant of an advance exceeding Rs.50/- is necessary in any particular case, he may grant an advance upto Rs. 150/- subject to the ex-post facto approval of the Superintending Engineer concerned. The Superintending Engineer may grant in any exceptional cases of urgency and hardship an advance upto Rs.500/-.

The Board under the same resolution sanctioned additional provision of Rs. 500/- for each of the following divisions so as to enable the Sr.Executive Engineer and/or Executive Engineer in charge of the Divisions to meet with the expenditure on account of the proposed grant of advance.

(i)	Operation & Maintenance Divn.	Thakurli.
(ii)	-do-	Utran.
(iii)	-do-	Nadiad.
(iv)	-do-	Hubli.
(v)	-do-	Kolhapur.
(vi)	Executive Engineer(Diesel)	Bombay.
(vii)	Construction Division,	Sabarmati.
(vii)	Construction Division,	Surat.

The Senior Executive Engineers or Executive Engineers should make necessary provision under contingencies for the above amount in the revised budget estimates for the year 1956-57.

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

GENERAL STANDING ORDER NO.106 DATED 22-5-1956.
Accounts Section.

Subject:-Staff Welfare Fund.

Bombay Electricity Board's Regulation No.167(a) enumerates the sources which should go to build up a staff Welfare Fund for the benefit of the employees. The Board has approved the following additional sources for building up the said fund in amplification of the Resolution 167(a) vide Board's Resolution No.2059 dated 10-5-1956.

Addendum:-

The following sources should be added to the list of sources enumerated below Regulation 167(a).

(vi) Amount recovered from employees who have resigned without giving due notice (i.e.amount recovered in lieu of notice period)

As regards amounts recovered from employees deputed for foreign studies who have failed to fulfill the conditions of the Contract, the Board felt that it would be more appropriate to credit the amount to the Board's accounts and not to the staff Welfare Fund. Such Amounts should be credited to the Capital cost of the work concerned.

The Board in the same resolution observed that it was not precluded from providing amenities to the staff and from incurring expenditure on this account.

Sd/-Assistant Secretary(General)
for Secretary.

GENERAL STANDING ORDER NO.107 DATED 30-5-1956
Establishment Section

Subject:-Transfer of charges-time limit for.

It has been observed that time limit at present allowed to employees of the Board at the time of taking and handing over charges is quite inadequate. Generally one day is allowed for transfer of a charge in respect of a divisional and sub-divisional, power house and sub-station units. On account of inadequacy of time limit allowed, many a time officers have to take over charge without being acquainted with the working of a unit. The Bombay Electricity Board appreciated the difficulties confronting the employees on occasions of handing over and taking over charges as they vary according to magnitude of the details involved at different units with which the person has to get himself acquainted. Board has, therefore, decided in its resolution No. BEBR/13/2062/79 dated the 10th May 1956 to allow the following time limit for taking and handing over charges.

I (a) A departmental candidate taking over charge of Executive Engineer or Deputy Executive Engineer or Assistant Engineer of an independent Division or Sub-Division may be allowed a maximum of seven days' time of overlappage.

(b) If, however, any of the above charge is to be taken over by a new recruit a maximum of fourteen days time of overlappage may be allowed.

II (a) A maximum of four days time may be allowed in case of handing and taking over charge by Junior Engrs. in charge of power houses and sub-stations.

(b) If, however, such charge is to be taken over by a new recruit then a maximum of seven days time of overlappage for taking over charge may be allowed.

III. In case of others not covered under item I and II above, maximum of two days' time of overlappage may be allowed for transfer of charge.

The Board has further decided that the incumbents during the period of handing over and taking over, should be governed by the provisions of the Board's Resolution No.1492 dated 12-1-1956 with regard to pay.

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

GENERAL STANDING ORDER NO.108 DATED 30-5-1956.
Establishment Section

Subject:-Contributory Provident Fund Regulations.

The Bombay Electricity Board observed that there might be occasions when an employee may have to be exempted from the necessity of subscribing to the provident fund temporarily or indefinitely and therefore, felt the need to make suitable provision in the relevant regulation. It has, therefore, decided in its Resolution No.2092 dated 17-5-56 to add the following to Regulation 113(II) at the end.

Correction Slip 40

"Unless any employee is by specific orders in writing exempted by the Competent Authority from the necessity of Subscribing to the fund indefinitely or for a specified period."

The Board has similarly decided in the same resolution that the Competent Authorities to grant such exemption under Regulation 113(ii) should be as specified hereunder:-

Class of employees	Competent Authority.
a) Superintending Engineer.	Chairman.
b) All other Class I & II & III Officers	Secretary.
c) Class IV employees in Head Office.	Deputy Secretary (G&E).
d) Class IV employees in the Division.	Executive Engineer

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

GENERAL STANDING ORDER NO.109 DATED 4-6-1956
Accounts Section

Subject:-Mode of payment of Consumers' bills by cheques and commission therefor.

With a view to minimising the scope for embezzlement by Bill Collectors of the amounts realised from consumers of various classes, the Bombay Electricity Board as per its Resolution No. 1317 dated the 1st December 1955 has approved the mode of payment by cheques for all power consumers whose bills were generally large, at the discretion of the Executive Engineers in-charge of the Divisions. The Board has also approved that the commission and incidental charges that would be charged by the Board Bankers in encashing such cheques will be borne by the Board.

In amplification of the above orders it has now been decided that the cheques may be accepted from all classes of consumers for amounts of Rs.50/- and above and the commission and other charges for encashment of the cheques to be borne by the Board. Amounts under Rs.50/- should however, be accepted in cash and Money Order at the Consumers' cost.

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

GENERAL STANDING ORDER NO.110 DATED 4-6-1956

Subject:-Delegation of powers for Extension of lines.

Frequent requests are being received from the villages/towns electrified under the various schemes of the Board for extension of lines in the areas which are not covered by the sanctioned estimates. Before any extensions can be carried out, the usual procedure of surveying, preparing financial forecast and obtaining administrative approval has to be gone through before the actual work can be taken in hand. This procedure takes considerable time and causes delay and agitation. With a view to reducing the avoidable delay and expeditious disposal of the various applications for extension of lines, the Bombay Electricity Board has, as per its resolution No.2031 passed at the 78th meeting held on 30th April 1956, decided that the procedure mentioned below should be followed in future:-

(a) If the local authority requires extension solely for street lights and other loads from the general public are not forthcoming at the rate of two connections per pole plus one street light or three connections per pole without street light, the line may be extended after obtaining written confirmation from the local authority to the effect that it agrees to pay for such extensions at the rate of Rs.2/8/- or Rs.2/4/- as the case may be, as provided in the schedule of charges attached to the street light agreement executed by the local authority concerned.

(b) If a load of three consumers per pole or two consumers and one street light per pole is guaranteed on the proposed extension, the municipality will be required to agree to pay at the rate of Re.1/- per lamp per month and the other consumers will be asked to pay in advance from minimum service connection charges at the rate of Rs.45/- per application for lighting supply and Rs.150/- per application for motive power supply as per the conditions of supply before any work of extension can be taken in hand.

The Board has also approved the delegation of powers as under for carrying out the extensions :

Designation.	Powers
1. Engineer-in-charge of Power House or Sub-Division.	Extensions upto 5 poles at a time within the area under its control solely for street lighting purposes provided the municipality has signed our standard agreement for rendering street lighting service.
2. Divisional Officers.	Extensions upto 5 poles per sub-division or power house required for street lighting as well as domestic loads OR extensions upto 10 poles solely required for street lighting purposes of 5/5 of each.

For all extensions beyond the powers mentioned in (1) and (2) above, the proposals should be submitted to the Board.

2. The above extension works should be carried out by the sub-divisional or divisional officers after obtaining the necessary written undertaking from the municipality in respect of payment of fixed charges payable by them for such extensions, and/or necessary service line deposits from the domestic and motive power consumers as per the rules approved by the Board. After carrying out such extensions, post-facto sanction should be obtained by the field officers from the Superintending Engineer of the circle concerned. No further extension should be carried out by them until such a post-facto approval is conveyed by the Superintending Engineer for the work already done. After obtaining such approval, the field officers can again exercise the above powers for future extensions, if required. Every month a report should be submitted to the Board, for information and formal approval by the Superintending Engineer of the circle concerned, of the extensions carried out by the field officers for which post-facto approval has been given by the Superintending Engineer concerned.

3. The powers of the Superintending Engineer for according post facto sanction are limited to maximum of 50 poles extensions per division estimated to cost approximately Rs.20,000/-. Sanction in excess of the above limits can be given by the Superintending Engineer after obtaining the post facto sanction of the Board for the extensions already carried out.

4. The Board has further directed that a provision of Rs.50,000/- per division should be made in the budget for such extensions.

Correspondence, if any, in this behalf should be addressed to Superintending Engineer (Commercial).

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

GENERAL STANDING ORDER NO.111 DATED 7-6-1956.
Establishment Section.

Subject:-Delegation of powers under Bombay Electricity Board Employees' Service Regulations.

The Bombay Electricity Board reviewed the delegations sanctioned from time to time in connection with the establishment with a view to embodying these delegations in the Service Regulations and approved the statements of delegations classified as under, under its Resolution No.2045 dated 30-4-1956.

1. Creation of posts.
2. Selecting Authorities.
3. Appointing Authorities.
4. Authority to sanction promotions.
5. Authority to sanction transfers.
6. Competent authority for pay fixation, routine increments and advance increments.
7. Competent authority to grant allowances, personal pay etc.
8. Competent authority to grant leave.
9. Competent authority to permit the crossings of efficiency bars.

The earlier delegations in respect of the above items should be treated as having been modified by the delegations of powers now approved by the Board and appended hereto.

Encl:- As above #

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

See on next page onwards

DELEGATION OF POWERS

1. Creation of Posts

Establishment-I

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
1	2	3	4	5
I.	I. Establishment.			
	1. Creation of Posts.			
	A. Permanent or Regular staff and temporary additions thereto.			
	(a) For all categories without limit of time.	Board.		
	(b) For urgent work for class III & IV posts.	Chairman.	For two months only.	Subject to Board's ex post facto approval.
	B. (1) Work charged staff-H.O.			
	(a) Monthly rated staff.			
	(i) For all posts in Class II.	Chairman.	For one month only.	No work-charged staff to be retained for any period beyond 6 months in any circumstances.
		Board.	For any period beyond 1 month.	
	(ii) For Class III technical posts the minimum of whose time scale is Rs.150/- and above.	Chief Engineer with the approval of the Chairman.	not exceeding 3 months at a time.	
	-do-	Board.	For period beyond 3 months .	-do-
	(iii) For class IV Technical posts & Class III technical posts the minimum of whose pay scale is below Rs.150/-p.m.	S.E.concerned.	Not exceeding 3 months at a time maximum of 6 months.	No temporary or work-charged staff or be appointed or retained beyond 6 months in any circumstances.
	-do-	Chief Engineer	6 Months	
	(iv) For all non technical Class III & IV posts.	Secretary.	For 1 month only.	No temporary or work-charged staff or temporary staff to be appointed or retained beyond 6 months in any circumstances.
	-do-	Chairman Board.	Upto 3 months For period beyond 3 months.	

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
	(b) Daily rated staff			
	(i) Class IV employees.	C.A.O,S.E. or any other section head .	For one week.	
	-do-	C.E. for technical posts. Secretary for non-technical posts.	Upto one month.	* No temporary or work-charged staff is to be appointed or continued for a period exceeding 6 months.
		Chairman.	Upto 3 months.	
		Board.	Upto 6 months.	
	(ii) Class III employees			
	Technical posts.	Chief Engr.	For one week only.	-do-
	Non-technical posts.	Secretary. Chairman	Upto 1 month	
		Board.	Upto 6 months only.	
	2) Work charged staff in Divisions. Monthly rated staff (technical posts)			
	a) for posts the minimum of whose scale is below Rs.80/-	Ex.Engr.	3 months at a time not exceeding 6 months.	-do-
	-do-	S.E.	Upto 3 months	
	b) for posts the minimum of whose scale is Rs.80/- and above but below Rs.150/- (i.e. Sub-Engr.'s grade).	C.E.	Upto 6 months.	
	(c) for posts the minimum of whose scale is Rs.150/- and above.	Chief Engineer with the approval of the Chairman.	For any period upto & not exceeding 6 months.	-do-
	(d) for non technical posts the minimum of whose pay scale is below Rs.75/-	Executive Engineer	Upto 3 months at a time	-do-
	-do-	Secretary	Upto and not beyond 6 months	

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
	(e) for non technical posts the minimum of whose pay scale is Rs.75/- and above.	Secretary in consultation with S.E. concerned.	Upto 3 months.	No temporary or work-charged staff is to be appointed or continued for a period exceeding 6 months
	-do-	Chairman in consultation with Secy. and C.E.	Upto and not beyond 6 months.	
	(3) Work charged establishment in Divisions. Daily rated.			
	Class III & IV employees.	E.E.	Subject to schedule of rates sanctioned by S.E.	-do-

Note to B (1) (2) & (3) - The competent authority shall exercise the powers only subject of the provision in the sanctioned estimates and the schedule of rates approved by the competent authority.

I. Establishment I. (Selection) - 2

2. Selection of candidates for sanctioned posts.

A. Permanent (or regular establishment) posts or temporary additions thereto.

(a) for all Class I & II posts.	Panel consisting of the Chairman, one Member of the Board, in addition to the C.E. and Secretary and Head of the Section co-opted.	Selection should be subject to the approval of the Board, before appointment is made.	(i) The Chairman may invite any outside technical expert to assist the panel. (ii) Higher starting pay shall be subject to Board's prior approval in every case.
(b) For class III Posts with the minimum of pay scale being Rs.75/-and above.	Panel consisting of Chairman, or a Member nominated by him, with the C.E. for technical posts and with Secretary for non technical posts with Section Head co-opted.	On the minimum of the pay scale	Recommendations for higher starting salary shall be subject to Board's prior approval.

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
	(c) For Class III posts with the minimum of pay scale below Rs.75/-			
	(i) In Head Office.	As in (b) above.	As in (b) above.	As in (b) above.
	(ii) In Divisions.	Panel consisting of S.E. of the Circle concerned, Dy.Secy.(G&E) and E.E. or Sr.E.E. as the case may be.	As in (b) above.	As in (b) above.
	(d) For Class IV Posts			
	(i) For Head Office	Panel consisting of Secy. or C.E. or his nominee as the case may be with Dy.Secy. (G.&E.) with the Head of the Section concerned.	As in (b) above.	As in (b) above.
	(ii) For Divisions.	If selection held in H.O.panel as in (i) above . If selection held in Divns. Dy.Secy.(G.&E.) with E.E.,Dy.E.E. or A.E.& Divisional Accountant or Auditor as E.E. may decide.	As in (b) above.	As in (b) above.
	B. Work-charged staff (monthly rated)			
	(1) In Head Office.			
	(a) all posts with minimum of the pay scale, of Rs.75/-p.m. and above.	Chairman or his nominee assisted by Panel as in 2(A) (a) and (b) above.	As in 2A(a)&(b) above.	As in 2A(a) & (b) above.
	(b) All Class III with minimum of the scale below Rs.75/-p.m.	C.E. or his nominee with S.E. for technical staff. Secy. or his nominee with Dy.Secy (G.&E.) for non technical posts.	As in 2A (b) above.	As in 2A (b) above.
	(c) All class IV posts.	S.E. with Dy.Secy. (G.&E.) for technical posts. C.A.O. with Dy.Secy. (G.&E.) for non technical staff.	As in 2A(b) above.	As in 2A(b) above.

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
	(2) Work charged staff(monthly rated) in Divisions.			
	(a) for all posts, the minimum of whose time scale is Rs.150/- p.m. and above.	Chairman (or his nominee) with the panel indicated in B(1) (a)above.	As in 2A(b) above.	As in 2A(b) above.
2(b)	For posts the minimum of whose time scale is below Rs.150/- but not below Rs.80/- p.m.	Panel consisting of S.E., Dy.Secy.(G&E) & E.E.	As in 2A (b) above.	As in 2A (b) above.
	(c) For posts the minimum of whose pay-scale is below Rs.80/-	Panel consisting of Dy.Secy. (G.&E.), E.E. with Dy.E.E. or A.E.	As in 2A(b) above.	As in 2A(b) above.
	(d) For class IV posts.	E.E. with Dy.E.E. or A.E. and Divnl. Acctt.	As in 2A(b) above.	As in 2A(b) above.
	C.Work charged staff (daily rated).			
	(a) In Head Office. Class III & IV employees.	S.E.	On scheduled rates approved by competent authority. For higher rates for a period not exceeding seven days.	
	Technical. Non technical.	Dy.Secy (G.&E.) Chairman. Board.	For higher rates exceeding seven days.	
	(b) In divisions. For Class III & IV posts.	Panel consisting of E.E. with Dy.E.E. or A.E.& Divl.Acctt. Chairman. Board.	On Scheduled rates approved by competent authority. For higher rates not exceeding 7 days. For higher rates exceeding 7 days.	

ESTABLISHMENT - I (Appointments) -3.

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
I.	3(1) Appointments to posts (Class I & II & higher posts).			
	(a) Chief Engr.	Chairman.	Subject to the selection having received the Board's prior approval.	
	(b) Secretary	-do-		
	(c) Heads of Sections.			
	(i) S.E.'s of the Circle.	C.E.	-do-	
	(ii) S.E. (Com).	Secretary.	-do-	
	(iii) C.A.O.			
	(iv) Dy.Secy.(G.&E.)			
	(v) Dy.Secy(Board).			
	(vi) Chief Internal Auditor.	Chairman.	-do-	
	(d) E.E. & Sr.E.Es.	C.E.	-do-	C.E. may delegate powers to Dy. Secy.(G.&E.) to sign apptt. orders for convenience.
	(e) Dy.E.Es.			
	(f) A.Es.			
	(g) Other non technical Class II posts. (except those attached to Audit Sec).	Dy.Secy.(G.&E.)	-do-	
	(h) Class II posts in Audit Section.	Chief Internal Auditor.	-do-	
	2. Appointements to Class III posts.			
	(a) to posts minimum of whose pay scale is Rs.75/-p.m. and above in H.O. & Divisions.	Dy.Secy (G.&E.)	Subject to the selection having been made or recommended by the appropriate selection panel.	
	(b) to posts the minimum of whose pay scale is below. Rs.75/-			
	(i) in Head Office.	Dy.Secy(G.&E.)	-do-	
	(ii) in Divisions.	E.E.		
	(3) Appointments to class IV posts.			
	(i) in Head Office.	Dy.Secy.(G.&E.)	-do-	
	(ii) in Divisions.	E.E.		

ESTABLISHMENT - I (PROMOTIONS -4)

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
I.	<p>4.A promotions to clear vacancy. B. Officiating promotions in leave or temporary vacancies.</p> <p>A. Promotions to posts in clear vacancies.</p> <p>Procedure as prescribed in II,2,&3 as if they are new appointments.</p> <p>B.Officiating promotions.</p> <p>(a) No officiating promotions shall be made if the duration of the vacancy is not expected to exceed one month. The next senior local employee shall look after the current work with no charge allowance or officiating pay.</p> <p>(b) If the vancancy is of a duration exeeding one month & not exeeding 3 months, either officiating promotion may be effected or the next suitable person among the senior local employees in the cadre may look after the work and hold additional charge for which a charge allowance not exeeding 10% of the higher posts may be granted.</p> <p>(c) Temporary vancancies not exeeding 3 months may normally be filled by local arrangement & not necessarily by effecting transfers from other stations such local arrangements shall not affect the seniority of the senior employe-</p>	As in I,1,2, & 3 ante.	As in I 1,2,&3 ante.	

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
	B.(a) Vacancies of month's or less than a month's duration.			
	(i) For Class I & II posts.	Chairman in consultation with the C.E. or Secy. as the case may be.		
	(ii) For Class III posts.	Secy. or C.E. as the case may be in consultation with the S.E. or Head of Section.		
	(iii) For Class IV posts.	E.E. in Dn. Dy.Secy(G.&E.) in H.O.		
	(b) For vacancies of more than a month's but less than 3 month's duration.			
	To decide whether local arrangement should be made by promotion or by granting charge allowance.			
	(i) Class I & II posts.	Chairman in consultation with C.E. or the Secretary as the case may be.		
	(ii) For class III posts.	Dy.Secy (G.&E.) in consultation with S.E. concerned, C.A.O. or C.I.A. as the case may be.	In the Case of audit staff	C.I. A.will sign the orders.
	(iii) For Class IV posts.	Dy.Secy(G.&E.) for H.O. E.E. for Divisions		

ESTABLISHMENT - I (Transfers - 5)

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
	I-5 Transfers.			
	(A) All transfers in the case of Class I & II and also Class III employees the minimum of whose time scale is Rs.75/- p.m. and above, shall be effected and ordered from Head Office.	The appointing authorities prescribed in I-3 shall sign the orders for transfers.		
	(B) All transfers from one section to another in Head Office in the case of Class III employees, not covered by A above.	Deputy Secy(G.&E.) in consultation with Heads of Sections concerned.		
	(C) All transfers from one circle to another circle and vice versa in respect of Class III employees not covered by (A) above.	Deputy Secy(G.&E.) in consultation with Section Head and S.E. concerned.		
	(D) All transfers from one Dn. to another within the circle in case of employees in Class III not covered by (A) above.	S.E. in consultation with Dy.Secy (G.&E.).		
	(E) All transfers within the Dn. in the case of Class III employees not covered by (A) and (C) above and also class IV employees.	E.E. under intimation to the Dy.Secy. (G.&E.)		
	(F) All Class IV employees in H.O.	Dy.Secy.(G.&E.)		

NOTE:- Work Charged staff and daily rated staff are to be employed for specific works and are to be discharged as soon as the work is completed or earlier if necessary and are not therefore subject to transfer but must be treated as to new entrants and may be taken as such. If they are required for any work at any other place, they are to proceed to the new site of work at their own expense and as new appointees.

ESTABLISHMENT - I:- Pay fixation and advance increments, Routine increments-6.

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
	I.-6 Pay Fixation.			
	A(1) New appointments in Board's service.			
	(1) For all categories minimum of scale.	Appointing authority prescribed in I-5.		
	(2) For all categories higher starting pay	-do-	With prior sanction of the Board.	
	2. Existing Employees.			
	(a) Advance increments in the existing scale.	Board.		
	(b) Higher starting pay on revision of pay scale or on promotion.			
	(c) Fixation of pay in the revised scale.	Appointing authority.	Subject to the conditions that the revised pay does not result in excess of the emoluments in the pre-revision scale.	Subject of audit.
	B. Routine Increments.			
	Class I,S.Es.& Heads of Section.	Chairman in consultation with C.E. or Secy. as the case may be.		
	Other officers-Technical.	C.E.		
	non-technical.	Secretary.		
	Class II employees.	Secretary in consultation with Section Heads.		
	Class III(a) with minimum of the scale Rs.150/- and above.	Secretary in consultation with Section Heads.		
	(b) with minimum below Rs.150/-			
	(i) in Head Office.	Dy.Secy(G.&E.) in consultation with Section Heads.		
	(ii) in Divisions.	E.E.		
	(iii) Audit staff in H.O.& Divisions.	Chief Internal Auditor.		

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
	Class IV employees. in H.O. In Divisions.	Dy. Secy.(G.&E.) E.E.		

Note:- All cases of routine increments are subject to audit and the relevant papers are to be preserved for 5 years after audit period.
(Audit period is the financial year following the year to which the account relates).

ESTABLISHMENT - I:- Grant of allowances, personal or special pay etc.-7

I-7.	(A) Grant of C.A.P.T.A., (special pay, personal pay, personal allowances, charge allowance and other allowances except D.A.,C.L.A. & H.R.A. For all categories.	Board.	Each case to be individually decided by the Board.
	(B) Grant of D.A.,C.L.A. & H.R.A. For All categories.	Board.	To fix standard rates subject to revision from time to time.

Note (1) The additions to pay such as D.A.,P.T.A., special pay, personal pay, personal allowance, charge allowance and such other allowances and additions to pay whether drawn with the pay or not, shall not be deemed as pay for calculating D.A.,C.L.A.,H.R.A. or T.A. These are to be calculated only on the basic pay.

(2) The rates for Dearness allowance, compensatory local allowance and House rent allowances and also daily allowance and Travelling allowance are to be fixed and reviewed by the Board from time to time. If not specifically revised, the sanctioned rates of these allowances shall be deemed to have been continued by the Board but shall as a matter of routine reviewed once at least in every three years if not more frequently.

ESTABLISHMENT - I :- GRANT OF LEAVE - 8.

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
I-8	Leave other than casual leave.			
	(a) Chief Engineer & Secretary.	Chairman.		
	(b) Superintending Engineers.	chairman	In consultation with Chief Engr.	Application to be submitted through Chief Engr.
	(c) Class I Officers and Section Heads Technical Officers.	Chairman.	In consultation with C.E.	Applications to be submitted through Secy. or C.E. as the case may be (and through S.E.'s concerned where applicable).
	(d) Class II officers not included in (c) above.			
	(i) Technical staff.	Secretary.	In consultation with S.Es.	Applications to be submitted through Section Head.
	(ii) non technical staff (except audit staff).	Secretary.	In consultation with Section Heads.	
	(iii) Audit staff.	Chief Internal Auditor.		
	(e) Class III employees.			
	(i) minimum of whose pay scale is Rs.150/- or above in Head Office and in Divisions.	Secretary on the recommendation of the Head of the Section.		Application to be submitted through the officer in charge of the branch under whom the applicant is working.
	(ii) Minimum of whose pay scale is below Rs.150/- in H.O.	Dy.Secy (G&E) in consultation with Section Head.		-do-
	(iii) Minimum of whose pay scale is below Rs.150/- in divisions.	E.E.		-do-
	(iv) all class III employees in audit section.	Chief Internal Auditor		-do-
	(f) Class IV employees			
	(i) in Head Office.	Dy.Secy.(G.&E.)		-do-

Sr.No	Nature of Power.	Competent authority	Limits.	Remarks.
	(ii) in Divisions.	E.E.		
Note:-Grant of all leave shall be subject to audit and the applications and sanctions shall be preserved for at least three years after the audit period.				
Casual leave-grant of.				
	(1) Chief Engineer and Section Heads.	Chairman.		All Section Heads shall submit applications through C.E. or Secretary as the case may be.
	(2) All class I officers (other than Section Heads referred to in (1) above)	Secretary.		Applications to be submitted through Section Heads.
	(3) All Class II officers in H.O. All class II officers in Divisions.	-do- E.E.		-do-.
	(4) Class III & IV employees.	Section Heads.		
	(i) in Head Office	Section Heads		
	(ii) in Divisions.	E.E.		E.E's may authorise sub-division officer to grant C.L.

Note:-(a) All casual leave account shall be subject to audit and the casual leave applications and sanctions shall be preserved for the audit period. (Audit period is financial year following the year to which the account relates.)

(b) All leave applications and sanctions (other than casual leave applications) shall be preserved for 3 years after the audit period.

**CORRIGENDUM DATED 22-6-1956 TO GENERAL STANDING ORDER NO.111 .
Establishment Section.**

Subject:-Delegation of powers under Bombay Electricity Board Employees' Service Regulations.

Item I-1B (2) - Work charged staff in Division appearing at the foot of page 1 of the Statement accompanying the General Standing Order referred to above should be read as under:-

Sr.No	Nature of power	Competent Authority	Limits	Remarks
I.	Establishment.			
1.	Creation of posts.			
	B.(2) Work charged staff in Divn.Monthly rated staff (Tech. Posts).			
	a) for posts the minimum of whose scale is below Rs.80/-	Ex.Engineer	3 months at a time not exceeding 6 months	No temporary or work charged staff is to be appointed or continued for a period exceeding 6 months
		S.E.	Up to 6 months.	
	b) for posts the minimum of whose scale is Rs.80/- & above but below Rs.150/- (i.e Sub-Engr's grade)	S.E.	Upto 3 months	-do-
		C.E.	Upto 6 months	

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

**ADDENDUM DATED 15-2-1957 TO GENERAL STANDING ORDER NO.111
Establishment Section.**

In addition to the powers already delegated to various officers of the Bombay Electricity Board in matter of creation of posts, selecting authorities, appointing authorities etc. under General Standing Orders No.111 dated 7-6-1956, the Bombay Electricity Board under its Resolution No.3350 dated the 31st January 1957 has authorised the divisional officers to select and appoint for a period of not more than 3 months candidates for Class III posts on work-charged establishment, the minimum of whose pay scale is below Rs.150/- through the Local Panels consisting of the Executive Engineer and any other officer or officers as the Chairman may nominate.

The Board also approved in the same resolution the procedure outlined in this office Circular No.E/BEB/9/1658 dated 11-1-1957, a copy of which is typed on reverse.

Encl:-As Above

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

CIRCULAR NO.E/BEB/9/1658 DATED 11-1-1957

Subject:-Appointment of Work-charged staff.

In case of appointment of work-charged staff the Divisional Officers have already been delegated with powers to select Class IV staff. In case of Class III, however, the selecting panel consists of Officers from Head Office in addition to the Divisional Officers. Due to procedural delay in inviting applications, holding inter-views etc., consequential delay occurs in recruitment of staff which is required to be employed according to the urgency and progress of work. In order to overcome this difficulty the Board is being approached to modify its decision and authorise the Divisional Officers to select and appoint Class III staff on Work-charged for a period not exceeding three months i.e. the period upto which they are competent to create posts on work-charged establishment subject to any embargo which may be prescribed in this respect.

The Divisional Officers are, therefore, hereby permitted in anticipation of the Board's approval to select candidates for posts of even Class III staff on Work charged Establishment through local panels consisting of the Executive Engineer, the Divisional Auditor or Accountant and one more technical officer of the same Division of the rank of at least Deputy Executive Engineer or the neighbouring Division wherever possible as in the case of Surat and Utran, Sabarmati and Nadiad.

Services of persons thus appointed, should be terminated on the expiry of the period of three months unless they are selected by the appropriate selecting panel before the expiry of this period.

Sd/-(A.D.SHROFF)
Assistant Secretary(General),
For Secretary.

**ADDENDUM DATED 6-3-1957 (TO GENERAL STANDING ORDER NO.111)
Establishment Section.**

Subject:-Delegation of powers under Bombay Electricity Board Employees' Service Regulations.

Occasions often occur when revision of staff set up has to be done at different operating units which result in rendering some posts superfluous in consequence of reduction. It is not always possible to provide the incumbents who become surplus to the revised set up with alternative posts elsewhere immediately. The Board took this difficulty into consideration and authorised (in its Resolution No.3410 dated 14-2-1957) The Chairman, on the recommendation of the Chief Engineer, to continue the Supernumeraries in the respective units for a period not exceeding 3 months or until they are absorbed elsewhere, whichever may be earlier.

This authority should be suitably embodied in G.S.O.No.111

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

**GENERAL STANDING ORDER NO.112 DATED 7-6-1956
Accounts Section.**

Under the General Standing Order No.63, dated 21st February, 1956, the decision of the Bombay Electricity Board in regard to the delegation of powers for the sale of unserviceable materials and Tools and Plants and sale of scrap have been notified to all concerned. The Board further considered the necessity of delegating powers to declare or certify any such material or scrap as required under clause 3(6) of the Bombay

Electricity Board (Administration of Funds and Properties) Regulations 1955 and delegated powers as under for certifying the Board's property as unserviceable or scrap the depreciated book value of which is as under:

Limit/Nature of Property.	Competent Authority
Plant, machinery equipment, spare parts, tools, instruments, drawing office materials, items of consumable stores such as fuels, oils, cement, paints, varnishes etc.	
(1) not more than Rs.50/-per year for each Sub-Division.	Executive Engineer.
(2) the above items in each case not more than Rs.100/- per year for each Sub-Division.	Superintending Engineer.
(3) not more than Rs.250/- per year for each Sub-Division.	Chief Engineer.
(4) above Rs.250/- but not exceeding Rs.1000/- per each Sub-Division.	Chairman.
(5) Over Rs.1000/-	Board.

2. The competent authority in each case before declaring and certifying any of the Board's property as unserviceable or scrap, should satisfy itself thoroughly that the item has not become unserviceable due to serious negligence on the part of any Members of the Staff and that it has become unserviceable or scrap by normal usage or due to obsolescence or due to causes beyond the control of the staff. Such materials should be sold by public auction in accordance with formula prescribed in Resolution No. 1568 of 2nd February, 1956 and notified in the General Standing Order No. 61, dated the 21st February, 1956.

3. If in any case the depreciated book value cannot be determined, permission should be obtained from the Board for the disposal of such material or scrap.

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

GENERAL STANDING ORDER NO.113 DATED 14/16-6-1956
Board Section

Subject:-Government Law Officers - Engagement of-for the Board's work.

In response to the Board's request, the Government have agreed to the Board's availing itself of the services of the Government Law Officers including Prosecutors for handling cases on behalf of the Board at Government rates of payment. The General Standing Order No. 16 issued earlier in this connection is therefore partially modified as indicated below in pursuance of the Board's decision.

In all Court matters in which the Board is a party and the necessity of engaging a lawyer arises, the work should be entrusted to the Government Law Officers and their services should normally be availed of to conduct cases on behalf of the Board. The payment shall be on the basis prescribed by Government for Government cases in

accordance with Government orders contained in Government Letter, Public Works Department No.E.S.A./2355/K, dated 10-1-1956 (copy enclosed)* - typed below.

Whenever for any reason, the services of a Government Law Officer do not become available to the Board, any other local pleader of fairly good standing may be engaged on terms which shall be communicated to and prior sanction obtained from the Secretary, Bombay Electricity Board, before the work is entrusted to any outside lawyer.

Barring the modification indicated above, the aforesaid General Standing Order No. 16 shall otherwise continue to be operative.

Encl:-As above

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

Copy of letter No.ESA.2855-K, dt.10th January 1956, from the Assistant Secretary to the Government of Bombay, P.W.D., addressed to the Deputy Secretary (Board), Bombay Electricity Board.

"I am directed to refer to your letter No.38449, dated 8th December 1955, and to state that the presumption made therein, viz., that the fees for the facilities including appearance of law officers of Government in respect of suits filed by or against the Board will be on the basis of those prescribed by Government for Government suits, is correct."

GENERAL STANDING ORDER NO.114 DATED 18-6-1956
Establishment Branch.

The question of providing housing accommodation to the Junior Engineers working in the field areas under the Bombay Electricity Board was examined by the Board at its 82nd meeting held on 7th June 1956 and it was observed that out of the total of 197 Junior Engineers some get the advantage and facilities of housing accommodation at a concessional rent of 5% of the pay at places where the Board has built up quarters, while others are at a disadvantage since the same amenity is denied to them. The Board has, therefore, decided under its resolution No.2188 that where the employee (Junior Engineer) cannot be provided housing accommodation in the Board's own building, suitable premises should be hired on behalf of the Board at reasonable rent and such quarters should be assigned to the posts of Junior Engineers so that any person holding the post for the time being could occupy the quarters at the same concessional rate as are charged to the Junior Engineers who are allotted quarters in the buildings owned by the Board.

2. The Board has further directed that the Superintending Engineers of the concerned Circles under the Board should decide the type of quarter to be hired and the rent payable therefor with the approval of the Chief Engineer and Chairman.

3. The extra cost likely to be incurred should be provided in the revised budget estimates for 1956-57 and the necessary provision on this account should be proposed in the Establishment Schedules and budget estimates hereafter.

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

GENERAL STANDING ORDER NO.115 DATED 19-6-1956
Establishment Branch.

The question of forwarding applications invited by Government or outside agencies for recruitment under them including special recruitment to I.A.S.Service was examined by the Bombay Electricity Board at its 81st meeting held on 29th May 1956, and the Board has, as per its resolution No.2162 decided that no application from any of its employees should be forwarded to outside agencies.

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

GENERAL STANDING ORDER NO.116 DATED 21-6-1956
Establishment Branch.

Attention is invited to the marginally noted General Standing Orders under which the decisions of the Bombay Electricity Board for passing the examinations mentioned against each of the General Standing Order have been notified to all concerned. The question as to the nature of absence to be treated while appearing for examination and the grant of T.A. for

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| <ol style="list-style-type: none">1) General Standing Order No.4 regarding Professional Examinations for Junior Engineers, Assistant Engineers and Deputy Executive + Engineer.2) General Standing Order No.19 regarding Examinations in Hindi for Class I,II and III Services.3) General Standing Order No.22 regarding Regional Language Examination for others.4) General Standing Order No.33 regarding Regional Language Examination for non-Muslim displaced persons. | for journeys to attend the examinations, has been examined by the Bombay Electricity Board at its 82nd meeting held on 7th June 1956, and the Board has, as per its resolution No.3175, directed that in the matter of T.A. for journeys to attend the examination and the nature of absence to be treated for appearing for any of these examinations, the orders issued in the General Standing Order No.48 regarding Departmental Test in Book Keeping for Senior Accounts Clerks, should apply to candidates who appear for Hindi, Regional Language and Professional Examinations. The relevant provisions notified under the above General Standing Order, in this behalf, are reproduced below for the facility of ready reference. |
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"All those who actually undertake a journey to the nearest centres may be held eligible for one single class Railway fare to the class of accommodation they are entitled to, according to Regulations, both ways if the two stations are connected by Railway; otherwise, to actual expenses admissible under the Regulations without the element of daily allowance. Absence for this purpose from their original Head Quarter may be treated as on duty. Grant of T.A. in the manner provided above should be restricted to only one occasion even though the candidates may be at liberty to appear for the examination any number of times whenever held during the course of two years."

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

GENERAL STANDING ORDER NO.117 DATED 22-6-1956
Establishment Section

Attention is invited to the General Standing Order No. 4, dated 14th May, 1955 under which the decision of the Board reached in its Resolution No. BEBR/4/334/21, dated 6th April, 1955 regarding professional examination for Junior Engineers, Assistant Engineers etc., has been notified to all concerned.

The Board has as per its Resolution No. 2175(c) passed at the 82nd meeting held on 7th June, 1956 modified the previous decision and made it optional for the Junior Engineers (E & M) to appear and pass in the paper on the elements of Commercial Accounts included in the Professional Examination which will be regarded as an additional qualification while considering promotions.

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

GENERAL STANDING ORDER NO.118 DATED 22-6-1956
Establishment Section

The Bombay Electricity Board has examined the question of recognition of the Diploma in Electrical Engineering awarded by the Central Board of Technical Education, Government of Mysore, for the purposes of recruitment to Subordinate Technical posts under the Board, and has, as per its Resolution No. 2037, passed at the 78th meeting held on 30th April, 1956, directed that the above diplomas should be recognised for the purposes of recruitment to subordinate Technical posts such as Sub-Engineers, Assistant Operators, and other equivalent posts.

2. The Board also reviewed the diploma courses of some Institutions like Shivaji Institute, Kolhapur, Wadia College, Poona etc. and observed that even though such diplomas are not on par with the diplomas issued by the V.J. Technical Institute, Poona Engineering College, they should not be altogether ruled out for the purpose of recruitment to subordinate Technical posts. It has, therefore under Resolution No.2221 passed at the 83rd meeting held on 14th June, 1956, authorised the selecting panel to use their discretion and consider applicants possessing such unrecognised diplomas for recruitment to the posts of Assistant Operators and Sub-Engineers in the grade of Rs.80-8- 160 provided -

(a) they are otherwise suitable, experienced, and have obtained their diploma after a course of three years after Matriculation or S.S.C. or

(b) they possess 1st Class Supervisor's Competency Certificate from the P.W.D. or have worked and have at least five years' experience after passing the 2nd Class Wireman's Certificate Examination.

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

GENERAL STANDING ORDER NO. 119 DATED 22-6-1956
Establishment Branch

Subject:-Fixing up of a limit of good service for promotion to subordinate Technical posts.

Attention is invited to the General Standing Order No.69, dated 2nd March, 1956 under which the decision of the Board recorded under Resolution No. 1105 dated 21st October, 1955, regarding promotion of diploma holders working in the organisation in the capacity of Sub-Engineers, Assistant Operators etc. to the post of Junior Engineers after 5 years of satisfactory approved service has been conveyed to all concerned.

The Board has now, as per its Resolution No. 2220 passed at 83rd meeting held on 14th June, 1956, directed that the limit of 5 years referred to above should be reduced to 3 years for the purpose of eligibility for promotion to the post of Junior Engineer on grounds of merit.

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

GENERAL STANDING ORDER NO.120 DATED 27-6-1956

Subject:-(i) Rules of conduct for Audit and other Sections, and
(ii) Scope of responsibility of (a) the Divisional Auditors or Audit Assistants, (b) the Divisional Accountants or Accounts Assistants.

Preamble

In supersession of my previous orders contained in the G.S.O. No. 77 of the 21-3-1956 the following amended order with regard to the rules of Conduct for Audit and other Sections, and scope of responsibility by the Divisional Auditor/Audit Assistant or Divisional Accountants/Account Assistants will come into force with immediate effect.

The Audit Section is under statutory obligations to ensure that no payment is made which is in any way not properly authorised. Co-operation of all concerned especially of the Commercial, S.P.O.'s, Accounts and Technical Sections is invited to help the audit to discharge its duties efficiently and expeditiously. The audit has no discretion and must be rigorous and rigid by its very nature and scrupulous adherence to the following points is requested on the part of the various sections concerned.

(i) No contractor or supplier should be directed or allowed to visit the section or contact any member of the audit staff. Any person directing a contractor or a supplier to visit the audit section or contact any audit staff or any audit staff contacting a supplier or a contractor shall make himself liable to disciplinary action.

(ii) No member of the Commercial or Technical Sections should unnecessarily argue with the Chief Internal Auditor or any member of the audit staff beyond answering reasonable queries made on any issues.

(iii) Normally the audit section should obtain clarification verbally by calling the sectional assistant concerned if the issue involved is of minor significance. If the matter otherwise is other than of a routine or minor nature, clarification should be sought in writing.

(iv) Reasonable time should be allowed to audit for scrutiny of the bills, purchase orders etc. even in urgent cases to prevent errors and omissions being made. Audit has been however directed to see that as little delay as possible occurs in passing bills etc. and due and proper priority is given to urgent cases to which attention is drawn.

If there is any unnecessary delay in the audit section, attention of the C.I.A. should be drawn to matter and no other member of the Audit Section called upon to explain.

The Sections and divisions submitting bills and purchase orders are requested to see that all formalities required for passing them have been duly complied with before sending them to the audit section.

As there has been some doubt regarding the scope of responsibility of the Divisional Auditors/Audit Assistants and Divisional Accountants/Accounts Assistants attached to each of the Divisional Officers, the duties and responsibilities of the various charges under the above officers are set out as below:-

i) Divisional Auditors and Audit Assistants:

The Divisional Auditor or Audit Assistant together with his staff will be directly responsible for all matters of audit to the Chief Internal Auditor at Head Office and is entirely independent of Executive Engineer and his staff in this respect.

For the purposes of administrative control such as regular attendance, granting of Casual Leave they will be responsible to the Executive Engineer. Any other type of leave can only be sanctioned by the Chief Internal Auditor and applications for such leave must be forwarded to the Chief Internal Auditor who will deal with the same. (with a copy to the Executive Engineer).

Divisional Auditor or Audit Assistant together with his staff will be responsible to the Chief Internal Auditor for purposes such as promotion, confidential reports etc.

Divisional Auditor or Audit Assistant will discharge his duties in the light of the Audit procedure as laid down from time to time and in the light of specific instructions received from the Chief Internal Auditor. He will be directly responsible to the C.I.A. and must report any irregularities noticed by him direct to the Chief Internal Auditor.

ii) Divisional Accountants/Account Assistants.

A Divisional Accountant or Account Assistant with his staff will be generally (except for the purposes hereinafter stated) under the administrative control of the Executive Engineer in the field and shall be responsible through him i.e. Executive Engineer for due discharge of his duties and functions of the Divisional Accountants/Account Assistants, as entrusted to him by the Chief Accounts Officer. However a Divisional Accountant or Account Assistant will through the Executive Engineer be responsible to the Chief Accounts Officer and for the purposes of his promotion, confidential report and matters pertaining to accounts be answerable to the Chief Accounts Officer through the Divisional Head namely the Executive Engineer. The Chief Accounts Officer shall however have the power to call for independent report from the Divisional Accountant or Account Assistant directly and the Divisional Accountant or Account Assistant when called upon to do so, shall make independent report to the Chief Accounts Officer directly and be answerable to the Chief Accounts Officer for all matters for which reference may have been made to him, or on which he may be asked to make a report. In normal cases if the Divisional Accountant has to make any report he should make it through the Executive Engineer with a copy of the same forwarded direct to the Chief Accounts Officer. The reply given by the Chief Accounts Officer to the Divisional Accountant/Account Assistant may be addressed to the Executive Engineer with a copy directly to the D.A. or Account Assistant. This is for the purpose of normal administration. For all matters, however, pertaining to leave and matters of his service he shall be directly under and responsible to the Chief Accounts Officer and answerable to Chief Accounts Officer.

For the purposes of administration he will however in so far as his accounts work, regular attendance and Casual and Sick leave concerned, the Divisional Accountant or Account Assistant will be responsible to the Executive Engineer.

The granting of leave other than Casual leave and Sick leave will be within the competence of the competent authority and such leave application must be forwarded to the Head Office with a copy of the same to the Executive Engineer.

The Executive Engineer should ensure that the specific staff sanctioned for accounts and other relative work and part of the permanent staff previously engaged in such work should be specifically employed for such work and be under the direct charge of the Divisional Accountant and Accounts Assistant to enable him to discharge his responsibilities satisfactorily.

With regard to the establishment and other administrative matters at the Divisions the Divisional Accountant or Account Assistant as the case may be, will not normally be responsible for such items of work and the charge of such matters should be given to such other staff as the Executive Engineer may arrange or may be sanctioned. However the Divisional Accountant or Account Assistant as a primary Auditor for passing of bills, must also pass the bills of establishment (Pay and T.A.) also for which purposes the Head Clerk or some other person dealing with establishment matters must make available all

relevant records and answer and comply with any queries raised by the Divisional Accountant or Account Assistant.

With regard to checking and passing of bills the Divisional Accountant must consider himself as the primary Auditor.

Sd/-Chairman
Bombay State Electricity Board

GENERAL STANDING ORDER NO.121 DATED 4-7-1956
Establishment Branch

Attention is invited to the orders issued in the General Standing Order No.17, dated 19th August, 1955, as modified by the General Standing Order No.76, dated 15th March, 1956, in which the period prescribed by the Board for submission and settlements of T.A.Claims have been notified to all concerned.

The Bombay Electricity Board has further reviewed this matter and has, as per its resolution No.2243 passed at the 84th meeting held on 21st June, 1956, decided that for the existing time limits, the following ones should be substituted for submission and settlement of claims pertaining to the travelling Allowance, pay and Allowances.:-

	Time limit for submission after the end of the month in which the tour is done, (or to which the claim relates) (in case of pay and allowance)	Time limit for settlement from the date of receipt of the claims
a) Ordinary T.A.Bills.	1 month.	1 month.
b) Transfer T.A.Bills.	2 months.	2 months.
c) Pay and Allowances (other than regular Pay Bills).	2 months.	2 months.

2. The Board has also further directed that all cases of more than 8 months old (instead of 6 months old) should be referred to it for sanction.

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

GENERAL STANDING ORDER NO.122 DATED 6-7-1956
Store Purchase Section

Subject:-Supply of cement for Boards construction works and payment of bills of M/S.
Cement Marketing Co. of India (Private) Ltd.,

In regard to the payment of bills of M/S. Cement Marketing Co. of India (Private) Ltd., the Board has now decided as per Resolution No.2182 passed at the 82nd meeting held on 7-6-56, to make immediate payments to the Cement Marketing Co. of India (Private) Ltd., on presentation of their bills in the Head Office in Bombay. For this purpose the following procedure is to be followed henceforth :

On receipt of our indent for supply of cement, the firm will consign the requisite quantities of cement to the concerned works site and will also send to the concerned divisional or sub-divisional officer direct the relevant R/R with despatch advice. The Company will forward to the Head Office i.e. to the Stores Purchase Officer in Bombay the relevant bills in triplicate along with the despatch advice containing particulars, such as the R/R, the quantity of cement despatched and the name of the consignee. The bills of the Company will be passed for payment with normal formalities but within two to three days of their receipt.

The Divisional and Sub-divisional Officers should, on receipt of the relevant R/R forward to the Head Office immediately (i.e. on the same day the R/R is received by them from the Company), the certificate of receipt of R/R in the usual form stating the R/R No., wagon No., quantity despatched etc. The concerned officers should personally see that this is done as otherwise the Head Office will have to obtain telegraphic confirmation of the receipt of R/R which will mean unnecessary expenditure as it is not proposed to hold up any payment due to any late receipt of the R/R certification from the field. Serious notice will be taken of any delay in not sending the certificate of receipt of the R/R to the H.O. the same day the R/R is received by the Divisions. Instructions for strict compliance of this procedure may be issued to the concerned staff.

On receipt of the bill in triplicate, the original will be used for payment, one copy will be recorded in the S.E. Section while the third copy will be sent to the consignee for his record. On receipt of this copy, the S.R.Note should be forwarded to this office with a covering letter giving the necessary reference of the suppliers name, bill No., date, etc.

Correspondences if any in this behalf should be addressed to Superintending Engineer (Commercial).

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

GENERAL STANDING ORDER NO.123 DATED 7-7-1956
Establishment Branch

Subject:-Procedure to be followed in giving service Connections at low
tension.

1. The revised charges for service connections at low tension as have been approved by the Bombay Electricity Board has been communicated to all the operating Station by the Superintending Engineer (Commercial). Copies of the detailed procedure to be followed in giving the service connection at low tension in conformity with the revised charges as approved by the Board are enclosed herewith together with a blue print of form F-1 referred to in the procedure.

2. Correspondence, if any, in this behalf should please be addressed to Superintending Engineer (Commercial).

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

Procedure to be followed in giving Service Connections at low tension.

On receipt of an application form A-1, duly filled in and signed by the applicant together with landlord's permission in writing, in case, the applicant is a tenant, the following procedure should be followed:-

- 1) To give the application a serial number in the order of its receipt.
- 2) To enter the details in the service connection register (form F-1 revised) columns 1 to 8.
- 3) To intimate the applicant the date and time of inspection at site for fixing the position of meter board on form B-1.
- 4) To depute the Line Foreman for inspection of premises on the date fixed as above and the position of the meter board to be fixed in consultation with the applicant and his licensed contractor for laying the service line.
 - 4 a) To note down the material required for this job stating the lengths and/or quantities.
 - 5 a) After joint inspection as stated above by the Line Foreman and the applicant together with his licensed contractor, detailed estimate of quantities of the materials required for the job should be prepared in revised form C-1 "Detailed estimate of quantities for service connection and application for work order and completion report. "The column estimated quantity of material required" is only to be filled in.

5 b) Detailed cost of a service connection on form C-1 (a) is to be filled in and given to the applicant. This form has two columns one showing the cost of service connection if paid in lump sum and another showing the cost if paid in instalments. Both columns are to be filled in so that consumer may elect to pay the charges either wholly in lump sum or in instalments. If the consumer elects to pay the charges as per the latter method, then he has to furnish an undertaking on a separate form "form of declaration for obtaining the service connection on instalment basis". These forms will be supplied in loose quantities. The form C-1(a) is supplied in triplicate book form serially numbered, one copy to be given to the applicant, second to be attached to the detailed estimate and application for work order and completion report form C-1(revised) and sent to the competent authority for sanction of the work order whenever necessary.

The service connection charges as approved by the Board for low tension service are shown separately at the back of Form C-1(a).

The above service line charges for L.T. service are final and need no adjustment after completing the work. The full amount of service line charges should be collected from the applicant before commencing the work subject to exceptions mentioned in para 6 below.

6) As Government Departments have represented that payment should be made only after recording measurements etc. of the work done, the Board has decided that from Government Departments the service line charges should not be collected in advance. However, the Government Departments have to submit a written approval of the charges and also agree not to raise any objections after the work is completed and bill submitted to them.

7) The details of the service connection charges as shown on form C-1 (a) should be entered in Columns 9 to 16, on receipt of the payment of the service connection charges. In case of those who want to pay the service connection charges on instalment basis a separate register should also be maintained as per pro-forma attached. The amount paid by them in instalments should be noted in that register.

8) The amount of security deposit received from the applicant should be entered in columns 19 to 21. The security deposit may be paid at the time of giving connection if the applicant so desires.

9) The estimates and work order and completion report form C-1 giving the details of the estimated quantity of materials should now be submitted to the competent authority (as shown below) for sanction. Form C-1 (revised) is a combined estimate, application for work order and completion report. It is supplied in book form of 100 leaves in duplicate, serially numbered. This number will be the work order No. This No. and date should be entered in columns 17 and 18 of the service connection register form F 1.

a) Work order applications for lighting and domestic power connections may be approved by the Junior Engineer.

b) Work order applications for power service upto 20 H.P. may be approved by the Assistant Engineer to whom the work order application should be made.

c) Work order application for large power loads of over 20 H.P. to be submitted to the Executive Engineer through Assistant Engineer for approval.

10) On receipt of the approved work order it should be checked up with the entries in the register for service connection (form F-1).

11) Materials required may then be indented from the Stores on the Stores requisition form and work commenced. The stores requisition should be signed by the Junior Engineer or the Assistant Engineer after checking with detailed estimate.

12) The particulars regarding the names of the Wireman, entrusted with the work and dates of commencement and completion of work should be entered by the Line Foreman in columns 22 to 24 and initialled by the Foreman in column 25.

13) After completion of the work of service connection and also on receipt of the test report on form D-1 from the wiring contractor, enter details in columns 26 to 28.

14) The date and time of inspection and test of the applicant's installation on form B-3 should be intimated to the applicant.

15) On testing, if the applicant's installation is found to be O.K. and the security deposit for energy bills are received prior to test and inspection, the consumer may be connected to the supply lines and the details may be entered in the appropriate columns 29 to 32 in the service connection register and a consumer number be given in serial order, from the consumer number book which should be maintained separately.

16) If the test is found O.K. but security deposit is not received from the applicant before the test is made, the applicant should not be connected with the supply line but a note should be made to that effect in the remark column and he should be connected with the lines only after receiving the security deposit in full.

The amount of security deposit paid by the consumer should be entered in columns 19 to 21.

17) Once a consumer is connected, appropriate meter card should be immediately prepared on form G-CMG as per date on the reverse of the test report form D-1 and details on form F-1.

18) On completion of each work, a report on the detailed estimates for service connection and application for work order and completion report form C-1 should be prepared showing the actual quantity of material used and the balance quantity returned to Stores and submitted to the competent authority who has sanctioned the work order.

19) A statement in duplicate as per details on Form H-1, should be submitted monthly to the Executive Engineer through the Assistant Engineer, one copy being retained by the Assistant Engineer and then forwarded to the Executive Engineer with remarks, if any.

SERVICE CONNECTIONS.

Principles, as laid down by C.E. consistent with the approved conditions of supply, to be followed in preparing estimates and charges for service connections.

1) The Power will be supplied to H.T. consumers at 3 phase 50 cycles 11000 volts, in North Gujarat Area and at 22000 and/or 11000 volts, in South Gujarat Area.

2) In the case of a single consumer on one feeder the cost of line and equipment would be charged to the consumer. No telephone lines would be provided along with the power lines. Provision will, however, be made in the size of poles to run a telephone line later when required, if facilities of local service are not available.

3) When a line projected for a principal consumer is utilised for supplying subsidiary loads also, the cost of the main line will be charged to the principal consumer. The cost of the spur line, if any, would be charged to the subsidiary load.

Any extra conductor or equipment required on the main line on account of subsidiary loads will be charged to subsidiary loads.

4) When a double circuit line supplies two principal consumers, the cost of the common section will be divided equally between the two consumers. Works beyond common section will be charged to the individual consumers concerned.

5) A free allowance of service line upto 100 ft. from the department's nearest distributing main will be made in each case in accordance with clause 3 (c) of the conditions of supply.

6) (a) In accordance with clause 6 (a) and 8(b) of the conditions of supply, for loads of 500 kw and above an oil circuit breaker will be provided by Board at its own cost.

(b) For loads below 500 kw, H.R.C. fuses at the feeder and on supply side will be provided by Board.

7) The cost of the metering equipment to be provided at the consumer's premises for measurement of power consumed will not be charged to the consumer as part of the cost of service connection. Monthly rent will be collected from the consumer as provided in Clause 3 (a) of the Scale of Miscellaneous and General Charges appended to the conditions of supply.

(Note : Cost includes cartage charges).

BOMBAY ELECTRICITY BOARD.
Detailed cost of service connection.
(Firm Quotation).

(Form C-I-A)

To-----
At -----

1.	Type of Service (Single phase or three phase)				
2.	Total overhead length from the nearest distributing point.....	Feet			
3.	Total free length admissible.....	Feet			
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">If paid on Instalments basis.</td> <td style="width: 50%; text-align: center;">If paid on lumpsum basis.</td> </tr> </table>	If paid on Instalments basis.	If paid on lumpsum basis.
If paid on Instalments basis.	If paid on lumpsum basis.				
4.	Balance length chargeable at the rate of -				
	a) 12 annas per foot.....	Rs.			
	b) Cost of pole (if any).....	Rs.			
	c) Rs.2/- per foot.....	Rs.			
5.	Fixed charges payable.....	* Rs.48/150			
6.	Total amount payable..... (Not subject to adjustment).				

On receipt of the above amount * of Rs.----- (if you elect to pay the whole of the service line charges in lumpsum) of ----- of Rs. -----
----- and also declaration on the prescribed form (if you elect to pay the service line charges in instalments)-----and also a further sum of Rs.-----as deposit against regular payment of energy bills and other dues, the work of laying the service line will be taken in hand.

Place -----

Date -----

For Chief Engineer.

* Strike out words not applicable

THE SERVICE LINE CHARGES.

	Fixed charges per service.		Variable Charges.
For 220/230	Rs.45/- if paid in lumpsum Alternatively, PLUS Rs.48/- if paid in instalments of Rs. 24/- in advance (before the service line is laid) and balance of Rs.24/- in twelve monthly instal- ments of Rs.2/- after supply is commenced, to be billed with the monthly energy bills.		12 annas/foot or over- head portion beyond the free length upto a maximum of 100 ft.

Note :- The charges shown under the heading variable charge are valid only when the service connection does not involve any additional pole installation. If poles are required to be installed they will be charged at extra on firm quotation basis in addition to these charges and will include the cost of material, labour and supervision at 15%.

For 400/440 volts service for industrial purposes.	Rs.150/-	Plus	Rs.2/-per foot of over-head portion beyond the free length upto a maximum of 100 ft.
For 400/440 volts service for agricultural purposes.	Rs.150/-	Plus	Rs.2/- per foot of over head portion beyond the free length upto 1000 ft. as clarified hereunder.

Alternative rate (if the consumer chooses).

Rs.150/-	Plus	A monthly charge of Rs.2/-for every Rs.100/- or part thereof of the cost of the overhead line beyond 1000 ft.(as clarified hereunder) from the nearest distributing main, payable for a period of 5 years irrespective of whether any energy is consumed or not during any month.
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For bonafide agricultural consumers, the Board shall lay the service line, free of cost, upto 1000 ft. from the nearest distributing point i.e., the rural transformer sub-station, provided however, that if supply to any consumer is given from a nearer point of supply from L.T. connection to another agricultural consumer, or by a tapping from any existing service line of another agricultural consumer, the maximum length of the service line to be laid free of cost to the consumer shall be as under :-

i) If the load to be served is within a radius of 1,000 ft. from the main distributing point - 1,000 ft.

ii) If the load to be served is outside the radius of 1,000 ft. from the main distributing point - 500 ft., provided however, that if any border line cases, the consumers are required to pay for lengths which are more than what the consumer would have paid for in the event of a direct supply from the main distributing point allowing 1,000 ft. free, the consumer will be required to pay on the basis of the lower figure.

Any length in excess of the free length allowed as above shall be paid for at the rate of Rs.2/- per foot for the overhead line in addition to the fixed charges of Rs. 150/- per service.

The limit upto which the connection would be given by extending the service line from the nearest point of supply to another consumer or by tapping an existing service line shall be not more than one mile from transformer sub-station concerned, taking into account the capacity of the L.T. Line and the loads already connected on it.

Detailed Estimate Of Quantities For Service Connection And Application For Work Order And Completion Report.
TO _____ at _____

Item No.	Particulars	Estima- ted qty. of material reqd.					Actual qty. of material used	Balance quantity returned to Stores.		
			Qty.	Requi	Date	Bin			Qty.	
								Credit Notes		
								No.	Dt.	Qty.
1.	Cross-arms complete with clamps bolts and nuts.									
2.	Wall brackets complete with rag bolts, nuts etc.									
3.	Strain clamps complete with bolts and nuts.									
4.	Stay set complete with Anchor plate, stay rod, turn buckle etc.									
5.	Stay wire.									
6.	Steel/wooden pole.									
7.	L.T. Shackle Insulators.									
8.	L.T. Pin Insulators.									
9.	Copper wire No. S.W.G.									
10.	G.I. wire No. S.W.G.									

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- 11. G.I.Pipe.
- 12. G.I.Bends.
- 13. G.I.Coupling.
- 14. L.T.Lighting arrestors.
- 15. V.I.R. _____ single core
_____ volts cable
- 16. Iron Clad Switches.
- 17. Meter Board.
- 18. Iron clad cutouts.
- 19. Meter.
- 20. Wood casing & Capping.
- 21. Earthing.
- 22. 1/4 1/0 clamps on poles.
- 23. _____
- 24. _____
- 25. _____
- 26. Sundries.
- 27. Cost of Labour.

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Date:

Line Foreman.

Sanction for work order.

The Junior Engineer
The Assistant Engineer
The Executive Engineer

Sir,

Please sanction work order for the above mentioned work.

Line Foreman.

Junior Engineer sanctioned

Junior Engineer-----
Assistant Engineer-----
Executive Engineer-----

Completion Report.

To,
The Junior Engineer.

Sir,

The above mentioned work was completed on dated _____ . Actual quantity of material used are shown above and balance returned to Stores.

Date: Line Foreman.

Certified that all materials taken from stores and other sources have been used on the work and surplus as above received in the Stores.

Seen and Approved.

Junior Engineer.
Asstt. Engineer.
Executive Engineer.

Form of Declaration for obtaining the service connection on instalment basis.

To
The Bombay Electricity Board,
_____ (Place),

I/We require a service to be laid for electric supply to my/our premises at _____
I/We have received the Board's detailed cost of service connection dated _____. As I/We elect to pay for same at the alternative rate, I/We hereby pay the advance amount of Rs. _____, as per your Rules and declare and promise to pay the balance of Rs. twenty four in twelve monthly instalments of Rs.2/- after supply is commenced to be billed with the monthly energy bills/ to pay a monthly charge of Rs. _____ payable for a period of 5 years after the supply is commenced to be billed with the monthly energy bills.

Date: _____

Sd/-.....

Full Address _____

Note:-For bonafide agricultural consumers, the additional monthly charge will be Rs.2/- for every Rs.100/- or part thereof of the cost of the overhead line beyond the free length permissible, payable for a period of 5 years irrespective of whether any energy is consumed or not during any month.
(* Strike out words not applicable)

Service Connection Instalment Register FOR LIGHTING CONSUMERS

1. Serial No.	Serial No.	Serial No.						
2. Consumer's Name	Consumer's Name	Consumer's Name						
3. Address	Address	Address						
4. Application Sr.No.	Application Sr.No.	Application Sr.No.						
5. Total Amount payable	Total Amount payable	Total Amount payable						
6. Amount Paid Initially	Amount Paid Initially	Amount Paid Initially						
7. Balance Amount Payable	Balance Amount Payable	Balance Amount Payable						
8. No.of Instalments	No.of Instalments	No.of Instalments						
9. Amount of each Instalment	Amount of each Instalment	Amount of each Instalment						
Instalment No.	Date	Receipt No.	Instalment No.	Date	Receipt No.	Instalment No.	Date	Receipt No.
1			1			1		
2			2			2		
3			3			3		
4			4			4		
5			5			5		
6			6			6		
7			7			7		
8			8			8		
9			9			9		
10			10			10		
11			11			11		
12			12			12		

**Service connection Instalment Register.
FOR AGRICULTURAL CONSUMER.**

1. Serial No.
2. Consumer's name
3. Address
4. Application Sr.No.

5. Total amount payable
6. Amount paid initially
7. Balance amount payable
8. No. of instalments.
9. Amount of each Instalment.

Instalment No	Date	Receipt No.	Instalment No	Date	Receipt No.	Instalment No.	Date	Receipt No.
1			21			41		
2			22			42		
3			23			43		
4			24			44		
5			25			45		
6			26			46		
7			27			47		
8			28			48		
9			29			49		
10			30			50		
11			31			51		
12			32			52		
13			33			53		
14			34			54		
15			35			55		
16			36			56		
17			37			57		
18			38			58		
19			39			59		
20			40			60		

**GENERAL STANDING ORDER NO.124 DATED 12-7-1956.
Establishment Branch**

1. Attention is invited to the General Standing Order No.48 dated 4th February 1956, under which the decision of the Bombay Electricity Board recorded in its resolution No.1481 dt. 12th January 1956, in regard to the departmental tests in Book Keeping for Senior Accounts Clerk in this organisation has been conveyed to all concerned.

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BEB-GSO 123&124

2/- The Bombay Electricity Board has, as per its resolution No.2175(b) passed at the 82nd meeting held on 7th June 1956 as modified by resolution No.2272 passed at the 85th meeting held on 28th June 1956, recognised the following diplomas and has, directed that those candidates possessing these diplomas should be exempted from the necessity of appearing in Part I paper consisting of questions of Book Keeping and Accountancy.

- 1) Intermediate of Commerce of any recognised University.
- 2) Government Diploma in Commerce (G.D.C.)
- 3) Diploma of Indian Chambers of Commerce (D.Com)(IMC).
- 4) Diploma of London Chamber of Commerce (L.C.C.)
- 5) Government Diploma in Co-operation and Accounting (G.D.C.A.)

The Board has further directed that a candidate who has passed any examination in Accountancy other than those mentioned above should apply for exemption from appearing to Part I paper and such exemption may be granted by the Secretary on its merits in conjunction with the Member for Accounts.

3/- It should be noted that Part II paper consisting of Stores and Accounts procedure of the Bombay Electricity Board will, however, be compulsory to all the candidates.

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

GENERAL STANDING ORDER NO.125 DATED 12-7-1956.
Establishment Branch

The Bombay Electricity Board has, as per its resolution No.2011 passed at the 77th meeting held on 27th April 1956, directed that the following corrections should be carried out in the Bombay Electricity Board Employees' Service Regulations

1) Correction Slip No.41.

After Regulation No.28, the following should be added as Regulation No.28 A.

"28-A-Regular Employee means an employee holding a post in the sanctioned strength substantively."

2) Correction Slip No.42.

The Words 'Competent Authority' appearing in Regulation No.63(a) should be replaced by the word 'Board'.

3) Correction Slip No.43:-

The existing Regulation No.65 should be replaced by the following new Regulation.

"65 The Period of overstay of leave or joining time without the specific prior sanction of the competent authority may be looked upon as a breach of discipline and may be dealt with accordingly. Such overstay or absence from duty without prior permission, unless condoned by specific orders of the competent authority with the approval of the higher authority, or the Chairman as the case may be, shall be treated as extra ordinary leave without pay and such period shall not count for increments."

4) Correction Slip No.44:-

After the Regulation No.65 as mentioned under correction slip No.43 above, the following should be added as Regulation No. 65-A.

"65-A continued absence from duty or overstay in spite of warning to return to duty shall render the employee liable to be summarily discharged without the necessity of following the proceedings under the Bombay Electricity Board Conduct, Discipline and Appeal procedure."

5) Correction slip No.45:-

In Regulation No.93(3) the words "that is, in excess of 25 days" should be inserted between the words "provided in (2)" and "at 2/3rds of the rate". The corrected Regulation will be as under:-

(3) For any period beyond the limit provided in (2) that is, in excess of 25 days at 2/3rds of the rate prescribed in Regulation 94 subject to proviso in Sub-clause (2).

6) Correction slip No.46:-

After Regulation 108, the following should be added as Regulation 108-A.

"108-A Employees on transfer are eligible to packing charges in respect of their kit at the rate of AS.8/-per moud of permissible luggage under Regulation 108 limited to actual cost incurred."

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

GENERAL STANDING ORDER NO.126 DATED 17-7-1956.
Establishment Branch

The Bombay Electricity Board has as per its Resolution No. 2285 passed at the 85th Meeting held on 28th June, 1956, directed that higher starting pay of Rs.190/- p.m. in the scale of Rs. 150-10-270 (Mofussil) should be granted to the candidates possessing the diploma in Electrical Technology from the Indian Institute of Science, Bangalore, who are and would be selected, in future, for appointment as Junior Engineer (E&M) in the Board.

2. The Board has also approved the proposal for the maintenance of Block Seniority of the candidates who would be selected for appointment to the post of Junior Engineers or Sub Engineers/Assistant Operators, in future, treating the date of interview to be the basis for the purpose of seniority.

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

GENERAL STANDING ORDER NO.127 DATED 27-7-1956.
Establishment Branch

1. Attention is invited to G.S.O.No.42 dated 6th January 1956, under which powers regarding recording of measurements have been notified by the Chief Accounts Officer, to all concerned.

2. These powers were reviewed by Bombay Electricity Board and the Board has, as per its Resolution No.2359 passed at the 87th meeting held on 12th July, 1956 authorised the Excutive Engineers to delegate powers to Surveyors and Technical Assistants including those on work-charged-establishment to record measurements for survey works upto Rs.150/- per month not exceeding Rs.25/- in value at a time.

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

GENERAL STANDING ORDER NO.128 DATED 2-8-1956
Establishment Branch

Attention is invited to the General Standing Order No. 114 dated 18th June 1956 under which the decision of the Bombay Electricity Board recorded in its resolution No.2133 passed at the 82nd meeting held on 7th June, in regard to the providing of residential accommodation to Junior Engineers in divisions and other mofussil areas has been notified to all concerned.

2. The Board has, as per its resolution No.2423 passed at the 89th Meeting held on 26th July, 1956, reviewed the previous decision and decided that the concession granted to the Junior Engineers in the above General Standing Order should be extended to the categories of transferable staff such as Sub Engineers, Assistant Engineers, Deputy Executive Engineer, Divisional Accountant/Auditors, Account/Audit Assistants etc., and for this purpose the Board has authorised the Superintending Engineers of the concerned Circles to decide the type of quarters to be hired and rent payable therefor with the approval of the Chief Engineer and the Chairman.

3. The Board also noticed that there are certain cases where the type of quarters allotted to a particular individual is much inferior to that he is normally entitled to, and it has decided that in such cases instead of recovering rent at 5% the rent at 2.1/2% should be recovered with the specific approval of the Chief Engineer and Chairman.

4. The Board has further approved recovery of the amount of rent in all cases where Board's quarters are allotted or where Board has hired accommodation in its own name, by rounding off pies to the nearest Anna.i.e. 6 pies and above to be counted as one Anna and 5 pies or less to be ignored and not to be recovered.

5. The extra cost likely to be incurred should be provided in the revised budget estimates for 1956-57 and the necessary provision on this account should be proposed in the Establishment Schedules and budget estimates hereafter.

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

GENERAL STANDING ORDER NO.129 DATED 6-8-1956.
Establishment Branch

Subject:-Principles to be adopted in the matter of fixing seniority of different classes of the Board's employees.

The Policy and principles that were in vogue in the matter of fixing seniority of different classes of employees in the former Electric Grid Department were examined by the Bombay Electricity Board at its 89th meeting held on 26th July 1956 and the Board has as per its resolution No. 2435 decided that the Policy and principles enumerated below should be adopted in this matter hereafter.

1) Seniority should be fixed on the basis of length of service for all Class I, II and III excluding non-technical staff, and on the basis of pay in the case of all III non-technical and Class IV employees. In the event of two employees being found to have the same length of service in the cadre or the same pay, then the next increment, that being the same, the entire length of service in the organisation, and that being the same the older should have precedence over the younger.

Note:-For purposes of this Resolution, posts in Audit and Accounts, the minimum of whose pay scale is Rs.150/- or above shall be deemed to be included in the category of 'Technical Staff'.

2) There should be a common seniority maintained for the entire organisation for all staff coming under Class I & II and also Class III, the minimum of whose pay scale is Rs.150/- and above.

3) Circlewise seniority should be maintained for all staff coming under Class III whose minimum of the pay scale is below Rs.150/- but not below Rs.92/- and who are not Class IV employees.

4) A Divisionwise seniority list should be maintained for all Class III whose minimum of the pay scale is below Rs.92/-, and Class IV employees.

5) A separate seniority list of all staff with city scales should be maintained for the Head Office.

6) The Seniority of the staff as at present stands should not be disturbed. The revised principles of fixing seniority as indicated in (1) above, by length of service or by pay, as the case may be should be applicable to all appointments that will be made hereafter, i.e., after 1st August, 1956.

7) Initially, a seniority list of staff as it stood on 31-7-1956 based on the principles in vogue under Government, should be drawn up for all employees borne on the establishments as on 31-7-1956 which should later be separated Statewise, Circlewise & Divisionwise to conform to the principles of fixing seniority Statewise, Circlewise or Regionwise indicated in (2), (3), (4), and (5) above.

8) With regard to the block seniority in respect of certain Junior Engineers and Divisional Accountants/Auditors and Account/Audit Assistants all the persons interviewed and selected for each category mentioned above, on a given date are to enjoy the same place in the seniority list. To fit this in, with the old basis of seniority, a line of demarcation should be drawn each time persons are recruited on block seniority basis and persons so selected should be fitted in enblock immediately after the last person in the seniority list prepared just prior to the demarcation of the line referred to above. Within the block pay will be the criterion. If, however, persons are subsequently appointed without block seniority being conferred on them, they should be fixed up in their due place by taking into account the pay of only those who are not on block seniority basis and whose seniority has, therefore, been fixed individually on basis of their pay. In case of any anomaly or doubt, such cases should be referred to the Chairman who on the recommendation of the Secretary and/or Chief Engineer may fix the seniority on merits and his decision shall be final.

9) The Seniority list should be reviewed and brought up-to-date every year on 1st August.

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

GENERAL STANDING ORDER NO.130 DATED 9-8-1956.
Establishment Branch

The Bombay Electricity Board considered the question of inviting tenders for extra items of the same or different kinds in respect of works contract in progress and as per its resolution No.470 passed at the 37th meeting held on 12th May, 1955, directed that the following procedure should be adopted in this respect:-

a) The Executive Engineers may place contracts in special cases, upto Rs.2,500/- provided the rates for extra items are the same as sanctioned for similar items or in the approved schedule of rates for the Division and cost of extra items is met by saving in other items of Contract and provided further that the cost of extra items does not exceed 5% of the whole contract.

b) The Superintending Engineers may place contracts, in special cases, above Rs.2500/- provided the excess is within the Technical Sanction for the works and does not exceed 5% of the contract, subject further to the conditions indicated in (a) above.

2) The Board further observed that occasions may arise where the extension orders would entail a few minor items of work or supplies which the original earlier order did not include, and as per its resolution No.2422 passed at the 89th Meeting held on 26th July 1956 decided that in extension orders placed as per rules and authority given by the Board from time to time, if a particular item of work on the basis of which extension order is given, the rate for such item may be fixed by the Chief Engineer with the approval of the

Chairman, on the basis of the approved schedules of rates, if any, or on the analogy of the rates approved for similar items in other contracts, or by negotiation. All pending cases should be disposed of accordingly.

3) It has also been resolved under resolution No.2422 referred to above that the supplies of materials for which sanction is recorded by the Board for purchasing specific No.or quantity may vary upto a limit of 5% more or less than the sanctioned No. or quantity and the excess purchase upto 5% should be deemed within the sanctioned limit.

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

GENERAL STANDING ORDER NO.131 DATED 9-8-1956
Establishment Section

**Subject:-Fixing of rent for issues of Tools and Plants on loan to Contractors,
Piece workers, Local Bodies & Private persons.**

After having examined the question of levy of rent for the issue of Tools and Plants on loan to contractors & others and the amount of Security Deposit to be taken from the Contractors to whom the Tools and Plants are being loaned, the Bombay Electricity Board has, as per its Resolution No. 2407 passed at the 88th Meeting held on 20th July 1956, directed that the procedure prescribed in P.W.D.Manual Vol.II- Appendix XVI should be followed except where the Board has, by general or specific orders directed a procedure or rate, or conditions different from the P.W.D.rules.

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

GENERAL STANDING ORDER NO. 132 DATED 20-8-1956.
Establishment Branch

The Bombay Electricity Board in its 87th meeting held on 16th July 1956 reviewed the system of pay fixation in the case of recognised diploma holders appointed as Sub-Engineers,Assistant Operators etc.in the Board's service and that of the similarly qualified candidates appointed in Government Service for corresponding posts and observed the obvious disparities in the emoluments,which create difficulties for recruitment to the above categories of posts and also for retention of the recruited candidates long in the Board's Service. After considering the whole position of pay structure in respect of the aforesaid class of employees,the Board as per its Resolution No.2354 dated 16th July 1956 has decided as under:-

I) To grant advance increments to the recognised diploma holders on their appointment as Sub Engineers, Assistant Operators etc.on the basis given in (i)and(iv)of (II)below.

II) To adopt the undermentioned basis for recruitment to the posts of Sub-Engineers, Assistant Operators etc.

(i) Candidates possessing recognised diploma in Electrical Engineering awarded by the Universities or diploma given by the Technical Institutions or College, who side by side coach students for degree course in Electrical Engineering should be given 3 advance increments in the scale of Rs.80-8-160 (i.e.they are to be started on Rs.104/-P.M.in the scale of Rs.80-8-160)in addition to the advance increments to be granted for basic educational qualifications,experience etc.as indicated in (iv) below:-

(ii) Candidates possessing diplomas in Electrical Engineering, of 3 years course after Matriculation or S.S.C.Examination, awarded by any State formed Technical Board should be taken in the grade of Rs.80-8-160 but on the minimum of the grade i.e. Rs.80/-P.M.with additional increments for experience, if any as indicated in (iv)below:-

(iii) Candidates who do not possess recognised diploma as mentioned in (i)and(ii)above but possess semi-recognised diploma in Electrical Engineering,of 2 years course after S.S.C. or Matriculation, should be started on pay of Rs.60/- p.m.in the grade of Rs.60-6-120 with additional increments for experience, if any, as in (iv)below:-

(iv) In all the above cases, in addition to the starting pay and grades as stated, the candidates viz.both recognised and non-recognised diploma holders, should be given advance increments for their additional qualification and experience as per the following general principles:-

- a) One advance increment for passing the Inter Science Examination prior to acquiring the diploma in Electrical Engineering.
- b) One advance increment for passing the diploma in Mechanical Engineering in addition to the diploma in Electrical Engineering and
- c) One advance increment for every completed year of experience at the time of recruitment.

The Board has further directed that cases of the existing Sub-Engineers, Assistant Operators etc.should be examined in the light of the above and they should be given the advantage of advance increments, if eligible, with no arrears, with the sanction of the Chairman on the recommendations of the Chief Engineer.

A list of Institutions or Colleges from the Bombay State coming under category (i)and(ii)of(II)above are shown in the list appended. The Board has authorised the Chairman to make additions to the list on the recommendations of the Chief Engineer after ascertaining complete details of the standard of similar diplomas and examinations in other States.

Encl:- As above

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

Accompaniment to G.S.O. No. 132 dated 20th August 1956.

a) I. Name of Institutions or Colleges in Bombay Province,who coach up students for diploma course in Electrical Engineering awarded by the University.

1) Faculty of Technology including Engineering Baroda (Formerly known as Kalabhavan Technical Institute Baroda) affiliated to M.S.University.

II) Name of the Institution which coach students both for diploma course of 3 years duration after S.S.C. as well as degree course in Electrical Engineering.

- 1) V.J.T.Institute,Matunga,Bombay.
- 2) L.D.College of Engineering Ahmedabad.
- 3) Birla Engineering College,Anand.
- 4) College of Engineering,Poona.
- 5) Walchand College of Engineering,Sangli.

b) List of Institutions or Colleges who coach up students for Diploma course in Electrical Engineering awarded by the State Government or State Technical Boards.

- 1) Bhoomraddi Engineering College, Hubli.
- 2) Sri Cusrow Wadia Inst. of Electrical Technology, Poona.
- 3) Dr. Saroj Gandhi Engineering College, Surat.
- 4) Shivaji Technical Institute, Kolhapur.

**GENERAL STANDING ORDER NO.133 DATED 28-8-1956.
Establishment Branch**

According to the orders issued under Government Resolution, Finance Department, No. 174 dated 23rd August 1947, unmarried Gazetted Officers in Class I & II services are entitled to Dearness Allowance at 10% of pay subject to a minimum of Rs.40/- and a maximum of Rs.75/- in case of those whose pay is upto Rs. 1000/- and the amount by which the pay falls short of Rs. 1075/- p.m. in respect of those who are in receipt of Rs.1001/- to Rs.1075/-.

The same procedure has been followed, till now, by the Board since its formation. The other unmarried employees in class III and IV services are entitled to the payment of Dearness Allowance at the rates sanctioned for different gaps as shown hereunder and there is no differentiation between married and unmarried employees in their respect.

Scale	Rate	Remarks
a) Pay upto 50	Rs.35 p.m.	For Class III & IV employees and for Class I & II married employees
Pay ranging from 51-100	Rs.45 p.m.	
Pay ranging from 101-150	Rs.50 p.m.	
Pay ranging form 151-200	Rs.55 p.m.	
Pay ranging form 201-300	Rs.60 p.m.	
Pay ranging from 301-500	Rs.70 p.m.	
Pay ranging from 501-750	Rs.85 p.m.	
Pay ranging from 751-1000	Rs.100 p.m.	
Pay ranging form 1001-1500	Rs.The amount by which the pay falls short of Rs.1100/-	For Class I & II unmarried employees.
Pay ranging from Rs.1501/-	Nil	
b) Pay upto Rs.1000/-	10% of pay subject to a minimum of Rs.40/-p.m. and a maximum of Rs.75/-p.m.	
Pay ranging from	The amount by which the pay falls short of Rs.1075/-	
Pay ranging from 1076/-	Nil	

This has resulted in a loss of about Rs.20/- per month to certain unmarried Junior Engineers (Class III Posts) recently promoted as Assistant Engineers (Class II Posts) as they would have got Rs.60/- by way of Dearness Allowance had they continued as Junior Engineers against Rs.40/- which they now get as Assistant

Engineers. This is because in Class III Service there is no distinction in the rates of D.A. as married or unmarried employees.

In order to remove this anomaly, the Bombay Electricity Board has as per resolution No. 2449 passed at the 90th Meeting held on 2nd August 1956 decided that such of the Junior Engineers who were promoted to the post of Assistant Engineers in Class II service and who (being unmarried) got D.A. at a reduced rate should be given additional D.A. to the extent their total emoluments in the Junior Engineer's posts were reduced on account of the difference in rates of D.A. admissible to employees in Class III Service and unmarried officers in Class II Service (i.e. such promoted A.Es. should be paid the same D.A. which they were getting before their promotion to these posts).

2. The above orders should take effect from the date of resolution i.e. 2nd August 1956.

Sd/-Deputy Secretary (General & Estt.)
for Secretary

**GENERAL STANDING ORDER NO.134 DATED 28-8-1956
ESTABLISHMENT BRANCH.**

Subject:- Mode of payment of Consumers Bills by cheques.

Attention is invited to G.S.O. No. 109 under which the decision of the Board as recorded in Resolution No. 1317 in regard to the mode of payment of Electricity Bills by consumers for amounts of Rs 50/- and over who wish to make payment through cheques, has been conveyed to all concerned. According to it, receipts for payments of energy bills received by cheques are to be rubber stamped with the words "the receipt will be final only after encashment of cheque" and such cheques are not to be taken into account until actually realised by the Bank and credited to the Board's account.

2. As the above procedure results in cheques received towards the end of the month remaining un-realised until the next month's bills are prepared and forwarded and the amounts pertaining to these cheques are shown as arrears, it does not present a correct arrears position, resulting in complaints from consumers. Besides, the procedure involves extra work with no particular advantage.

3. The Board has, therefore, as per its resolution No. 2315 passed at its 86th meeting held on 5th July 1956, approved the procedure to the effect that cheques should be accounted for immediately in the cash book and receipts should be issued with the words "Subject to realisation". If any cheque is dishonoured, the entry in the cash book should be reverted and the amount entered as arrears in subsequent bill and the consumer given notice to pay in cash immediately subject to the penalty of disconnection.

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

**GENERAL STANDING ORDER NO.135 DATED 31-8-1956
BOARD SECTION**

In amplification of the orders contained in Board's Resolution No. 182 dated 11th February 1955, forwarded by the Superintending Engineer (P&C) under his No. PC-BR/10855 dated 26th March 1955, the Bombay Electricity Board has, as per its resolution No. 2210 passed at the 83rd meeting held on 14th June 1956, delegated powers for the acceptance of a tender which is not the lowest and rejecting of the lowest tender for reasons of not conforming to the specification or on grounds of unfavourable delivery conditions etc. as indicated below :-

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

i) Superintending Engr.(Commercial) upto Rs. 2,000/- (Two thousand).

ii) Superintending Engr. (Commercial) with Chairman's prior approval on the recommendations of the Chief Engineer for tenders between Rs.2,000/- and Rs.5,000/-

iii) Board for tenders above Rs.5,000/-

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

3) If a tender is being rejected on the grounds that the delivery period is not suitable or not up to the limit prescribed in the tender invitation, the same should be certified by the following authorities:-

	Competent Authority.
i) For tenders below Rs.2,000/- rejected on grounds of unsuitable delivery period or due to variance in the technical specifications.	Superintending Engr.(Com).
ii) For tender between Rs.2,000/- and Rs.5,000/-	The Chairman will certify rejection on the recommendation of the C.E.
iii) For all tenders above Rs. 5,000/-	Board.

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

Thus, the Superintending Engineer(Commercial) and the Chairman on the recommendation of the Chief Engineer shall have powers to decide whether the deficiency or variations in the specifications in the lowest priced tender is in essential details or whether substantial such as could render the tender to be deemed as not worth considering and could summarily be rejected.

The Board stressed that the definition of the lowest tender viz. conforming to the prescribed specifications should be carefully appreciated by the Officers empowered in this behalf and that particular care should be taken in border line cases to see that the lower tenders are not rejected purely on very small and minor technical grounds and the Board put to a loss.

Correspondence, if any, in this behalf should be addressed to Superintending Engineer(Commercial) and/or Deputy Secretary (Board) for clarification.

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

GENERAL STANDING ORDER NO.136 DATED 4-9-1956.
Establishment Branch.

Under its resolution No. 1300 passed at the 55th Meeting held on 1st December, 1955, the Bombay Electricity Board has delegated powers as under to sign receipts for cash received in the Head Office:-

a) The Head Cashier for amount upto Rs.250/-

b) The Deputy Accounts Officer for amounts beyond Rs.250/-and upto Rs.1,000/-

c) The Chief Accounts Officer for amounts beyond Rs.1,000/-and in his absence, the Chief Engineer.

2. In the Matter of signing receipts in Divisional Offices and in Power Houses, the Board has as per its resolution No.2470 passed at the 90th meeting held on 2nd August 1956 approved and sanctioned the following delegation of powers:-

I) Divisions	(A) Electricity Bills.	
1) Bill Collector.	L.T.Bills for amounts upto Rs.50/-	
2) Dy.Executive Engineer or Assistant Engineer authorised by Executive Engineer.	For amounts over Rs.50/- H.T.Bills.(These are remitted by Cheques)	Upto Rs.500/-
3) Executive Engineer	-do-	Over Rs.500/-
	(B) Other Receipts:	
Cashier or Head Clerk	Any Receipts (For revenue only)	Upto Rs.50/-
Divisional Accountant	Any Receipts	Upto Rs.250/-
Executive Engineer or Deputy Executive Engineer or Assistant Engineer authorised by Executive Engineer.	-do-	Upto Rs.500/-
Executive Engineer	-do-	Above Rs.500/-

II) In Power House in charge of Junior Engineers:-

i) Bill Collector for Electricity Bills for amounts upto Rs.50/- (In the absence of Bill Collector, Junior Engineer should sign all receipts).

ii) Junior Engineer for amounts above Rs.50/-

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

**GENERAL STANDING ORDER NO.137 DATED 11-9-1956.
Establishment Branch.**

The Bombay Electricity Board has, as per its resolution No.2538, passed at the 92nd meeting held on 23rd August 1956, directed that the following corrections should be carried out in the Bombay Electricity Board Employees' Service Regulations:-

1) Correction Slip No.47:-

The existing proviso to Regulation No. 68 should be replaced by the following new proviso:-

"Provided that the maximum limit of the special pay shall not exceed one-tenth of the minimum of the scale of pay of the additional post when the minimum of the scale of pay of the additional post is Rs.100/- or more per month and one-fifth when the minimum of the scale of pay is less than Rs.100/- per month."

Correction Slip No.48:-

The words "and Regulation No.68" appearing in the note to Regulation No.57 should be deleted.

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

GENERAL STANDING ORDER NO. 138 DATED 13-9-1956.
Establishment Branch.

Attention is invited to G.S.O.No.15 dated 13th August 1955,under which the decision of the Bombay Electricity Board recorded in its Resolution No.827 dated 6-8-1955, regarding condidtions for the grant of advances in respect of T.A. for the purpose of tour or transfer and the extent to which they should be sanctioned have been notified to all concerned. It has also been stated in sub-para (vii) of the G.S.O.referred to above, that no fresh T.A. advance should be sanctioned unless the previous one is recovered and adjusted against the T.A. claim. It is pointed out that in some recent cases advances sanctioned were left unrecovered and unadjusted against the claim.

It is pointed out that in some recent cases advances sanctioned were left unrecovered and unadjusted through the bills for T.A. claims for a long time and the Board was required to be approached for the condonation of the delay. This is evidently objectionable and it is therefore emphasised that effective steps should be taken in the matter of recoveries of such advances as laid down in the GSO.No.15,and if it is found that the advance given to an employee against T.A.is not settled within two calender months following the month during which the journey on office duty was performed,arrangements should be made to recover the same in full from the salary bill of the employee concerned.

2. Orders issued in this G.S.O. should be scrupulously followed by all the authorities who are delegated with powers to sanction the advances of T.A. and they should ensure that such advances are recovered and settled within the stipulated time limit without fail.

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

GENERAL STANDING ORDER NO. 139 DATED 20-9-1956.
Establishment Branch.

According to the orders recorded in the Board's Resolution No.182 dated 11th February 1955, forwarded by the Superintending Engineer (Planning and Co-ordination) under his No.PC-BR/10855, dated 26th August,1955, it has been provided that tenders should be invited by Public advertisement for all contracts of the value of over Rs.3,000/- to be published in the approved newspapers,and for tenders below Rs.3,000/- the Stores Purchase Officer should open the tender without the presence of any of the tenderers.

2. As the procedure outlined above results in approaching the Board every time to waive the condition of tenders by public advertisement when the purchases exceed the limit of Rs.3000/-by a small sum,on account of under estimation or eventual price increase, etc., the Bombay Electricity Board has, as per its Resolution No.2631, passed at the 94th Meeting held on 7th September 1956, authorised the Chairman to condone such purchases upto a limit of Rs.500/- in excess of Rs.3,000/- without calling for tenders by Public advertisement and without the necessity of seeking Boards ex-post-facto sanction. It should be noted that such condonation should be as few as possible, and it should be ensured that proper estimation of prices within Rs.3,000/- are made.

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

GENERAL STANDING ORDER NO.140 DATED 20-9-1956.
Establishment Branch.

Subject:-Purchase of materials,articles etc.required for the Central Office or Divisional Offices including Workshops.

The Bombay Electricity Board has considered the question of immediate purchases of the materials, articles, equipments, furniutre etc. required for the Central Office, or Divisions including workshops, and has, as per para(b) of its Resolution No.2619 passed at the 94th Meeting held on 7th September, 1956, authorised the Chief Engineer/Secretary and the Chairman to sanction any such purchases upto the limits specified below:-

Chief Engineer/Secretary	Upto Rs.200/-
Chairman on the recommendations of the Chief Engineer or Secretary as the case many be	Upto Rs.500/-

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

GENERAL STANDING ORDER NO.141 DATED September 1956
Establishment Branch.

Attention is invited to item I A (b) of Appendix to Board's Resolution No.2045 forwarded under the G.S.O.No.111 dated 7th June 1956, according to which the Chairman,Bombay Electricity Board has been delegated with powers for the creation of Cl.III & IV posts on permanent and temporary establishment for a period of 2 months subject to Board's ex-post facto approval. The position has been reviewed by the Bombay Electricity Board at its 93rd meeting held on 30th August 1956,and the Board has,as per its Resolution No.2586,directed that the existing delegation under item IA(b) of Appendix referred to above should be modified as shown below:-

Correction slip No.49:-

For the existing delegation under item I-A(b)of Appendix to resolution No.2045,the following should be substituted:-

I-A(b)	For urgent work for Cl.III & IV posts.	Chairman	For two months.	Provided that in all cases of such appointments for period beyond one month, the Board's ex-post facto sanction shall be obtained.
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Sd/-(N.S.MERCHANT)
Deputy Secretary (G.&E.)

GENERAL STANDING ORDER NO.142 DATED 21-9-1956
BOARD SECTION

Subject:-Powers of Telegraph Authority -Section 42 read with Section 29.

Under the G.S.O.No.53, dated 9th February 1956, an outline of the draft notification to be issued under Section 29 embodying the provisions of Section 42 of the Electricity

(Supply) Act, 1948, was forwarded to all the offices under this organisation. The Bombay Electricity Board has, as per its resolution No. 2590 passed at the 93rd meeting held on 30th August 1956, directed that in supersession of the previous draft *notification the accompanying draft* notification should be replaced and issued as and when necessary.

* Typed on reverse

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

BOMBAY ELECTRICITY BOARD, BOMBAY . PUBLIC NOTICE NO...../Circle (N/S/Ps)

Preliminary notification of the proposed scheme:

In pursuance of Section 29, sub Section I, and Section 42 of the Electricity (Supply) Act, 1948, it is hereby notified that the Bombay Electricity Board proposes to undertake the following schemes and shall have and shall exercise, for the placing of any wires, poles, wall brackets, stays, apparatus and appliances for transmission and distribution of electricity, or for the transmission and telegraphic or telephonic communications necessary for the proper co-ordination of the works of the Board under the said schemes in the areas indicated in clause (2) below, all the powers which the telegraph authority possesses under part III of the Indian Telegraph Act 1885 (XIII of 1885) with regard to a telegraph established or maintained by the Government or to be so established or maintained and the Board shall not be bound by the provisions of Sections 12 to 16 and 18 and 19 of the Indian Electricity Act 1910 for the purposes of this scheme.

- 1) Name of the Scheme.
- 2) Brief particulars of the Scheme and the areas in which the works are to be executed.
- 3) Area to be served.
- 4) Financial Estimate.
- 5) Estimated capital cost.
- 6) Estimated expenditure.
- 7) Estimated revenue.
- 8) Controlled stations.

The licensees or any other persons interested are hereby notified to make representations or objections, if any, to the Board on or before.....(Date).....for consideration of the Board. For further particulars or clarification, the Superintending Engineer..... Circle Head Office, Bombay Electricity Board, Bombay, or the Local Office of the Board may be addressed in time.

SECRETARY, BOMBAY ELECTRICITY BOARD.

ADDENDUM DATED 19-10-56 TO G.S.O.NO.142 DATED 21-9-1956
Board Section

Subject:-Powers of Telegraph Authority - Section 42 read with Section 29.

Under the General Standing Order No.142, dated 21st September 1956, a prescribed form of draft Notification to be issued under Section 29 embodying the provisions of Section 42 of the Electricity (Supply) Act, 1948, has been forwarded to all the offices under this organisation. The Bombay Electricity Board has, as per its resolution No.2738, passed at the 97th meeting, held on 27th September, 1956 directed that the draft Notification should provide the break up of item 7 -"the Revenue" under (a) Initial and (b) Ultimate, estimated revenue. The necessary additions may, therefore, be carried out in the draft Notification forwarded along with the above General Standing Order.

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

GENERAL STANDING ORDER NO.143 DATED 3-10-1956
Establishment Branch

Subject:-Procedure for obtaining post facto sanction.

The Chairman noticed that occasions arise when in urgent cases, payments were required to be made with his interim sanction in anticipation of the Board's ex-post facto approval. Such occasions arises and the Chairman gives the sanction on his own authority when the matter is urgent since to prepare a note and to get the Board's sanction in the normal manner might, at times, take about a week or more. There is, however, possibility of such cases not going to the Board for post facto sanction. As the interim sanction is given by him on his responsibility, it is necessary to ensure that all cases in which the Chairman has accorded such sanction in anticipation of the Board's approval, go to the Board and necessary sanction of the Board is obtained in every case. The Chairman discussed this subject with the Chief Accounts Officer and the Chief Internal Auditor, and Technical Officers, and the following procedure is prescribed:-

1. The Section concerned with the disposal of the claims should first prepare the bills requiring interim sanction of the Chairman for payment subject to post facto sanction of the Board.
2. Each Section will have a register in the prescribed form for the purposes of recording the bills requiring Chairman's interim sanction.
3. The registers so maintained shall be serially numbered as under and will be in charge of the officers mentioned against them.

Register No.	Officer concerned.
E.P.F.Register No.1.	S.E.(Com).
-do- No.2.	S.E.(North).
-do- No.3.	S.E. (South).
-do- No.4.	E.E. (P.&C.)
-do- No.5.	Dy. Secy.(G.&E.)

4. The Section concerned shall make entries in the respective E.P.F.register in respect of bills submitted to the Chairman for his sanction.

5. The Section concerned should submit the register with the papers concerned, with the entries in the register duly completed, to the Chairman for his sanction.

6. The Chairman will sanction or reject the recommendation for interim sanction and will make corresponding remarks in the register and also on the papers concerned.

7. In cases where the Chairman has sanctioned the payment subject to Board's post facto approval, the Section concerned should forward the register and the bills concerned to the Audit.

8. The Audit will pass the bill, only if the E.P.F. register is submitted along with the papers and the Audit will then make initials in the register at the time of passing the bill, in token of its having seen the entry in the register.

9. Thereafter, the Section concerned should submit the usual note for the Board for ex-post facto sanction.

10. When the Board's sanction is received, the Section concerned shall forward a copy of the Board's decision with the relevant papers and the E.P.F. register to the Audit when the Audit will initial against the entry, in token of its having verified that the final sanction of the Board has been taken, approving the interim sanction by the Chairman.

11. The audit will, from time to time, call for the E.P.F. registers to check up if there are entries outstanding, where the post-facto sanction has yet to be taken.

12. If any case of ex-post facto sanction remains outstanding for more than a month, such instances should be brought to the notice of the Head of the Section concerned and also to the notice of the Chairman.

13. The E.P.F. register shall be in the attached form.

Encl:- As Above

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

E.P.F.REGISTER NO.

Name of the Section concerned:- _____

Sr. No	Name of the Contractor.	Description of the bill or Liability Bill No.& Date, if any.	Amount proposed for payment.
1	2	3	4
	Submitting Officer's signature & date.	Chairman's approval signature & date & amount sanctioned for payment.	Initial date of passing in audit.
	5	6	7
	Date & number of B.R. giving P.F. sanction to be entered by Section concerned.	Initial by Auditor & date of checking of E.P.F. entry.	
	8	9	

**GENERAL STANDING ORDER NO.144 DATED 9-10-1956.
Establishment Branch**

The question of sponsoring of the Board's Engineers for award of scholarships for practical training or for post graduate studies in foreign countries was examined by the Bombay Electricity Board at its 94th meeting held on 7th September 1956, and the decisions of the Board as recorded in its resolution No.2621 are reproduced below:-

In response to a Circular issued by the Ministry of Education, Government of India, inviting applications from the candidates possessing a minimum qualification of second class degree in Engineering for practical training or for post graduate studies in the West Germany under the Indo-German Industrial Co-operation Scheme 1956-57, and who are employed and sponsored by the Central/State Government or by their departments, certain Engineers of the Board have put in their applications for the award of the Scholarships and have requested for being sponsored by the Board, as required by the Government of India. The duration of the Scholarships for practical training is from 6 months to 12 months and that for the post graduate studies is about 2 years and 2 months.

As the aforesaid practical training or the post graduate studies in West Germany would be of great help to the Engineer himself in building up his engineering career and also the Board (the Board's Engineers so sponsored would have to serve the Board on return from West Germany) and as (i) all the expenditure in connection with the above would either be borne by the Government of India or by the candidate himself, (ii) the Board would not be called upon to incur any expenditure for passage or for maintenance of the Engineers abroad and that the sponsoring departments should only give a guarantee for providing employment on the candidate's return to India after completion of the practical training or post graduate studies in West Germany, the Board decided to approve of the sponsoring of the Board's Engineers who apply for the award as scholarship for practical training or for post graduate studies in West Germany under the Indo-German Industrial Co-operation Scheme 1956-57, on the terms and conditions mentioned below, which are based on those on which the Engineers of the Board are sent abroad for training at the works of the contractors:-

1) The Bombay Electricity Board would not incur any expenditure in connection with the Engineers passage, training or studies, maintenance abroad and that all the expenditure would be borne by the Government of India or by the Engineer himself.

2) For the duration of training or studies abroad, he will be granted extra ordinary leave (without pay and allowances) from the date he is relieved of his duties till the date he returns to India and resumes duty in this Department after completion of his training or studies abroad. However, in case he desires to avail of earned leave and half pay leave which is at his credit during the period of his training or studies abroad, the same will be granted to him as admissible under the Board's Rules.

3) On return to India on completion of his training or studies abroad, he shall serve the Bombay Electricity Board for a period of 2.1/2 years, in such capacity as the Board may then direct, upon such terms and conditions as there may be prescribed by the Board failing which he shall pay to the Board Rs.5000/- (Rupees Five thousand only)

4) The specialised training or post graduate studies in foreign countries will not form a ground for any accelerated promotion to him in preference to his seniors in the Department.

5) He shall have to pay to the Board the full amount of Rs.5000/- (in one lump sum) as stipulated in condition No.3 above, if he desires to resign his post from the Board before completing the stipulated No. of years of service (i.e.2 years and 6 months) from the date of his resuming duties on return to India after completion of training or studies abroad and will not be eligible to claim any proportionate reduction in amount to be recovered for the services rendered by him.

6) Prior to his embarkation, he shall have to execute a bond (On stamp paper of Rs.15/- cost to be borne by himself) with the Board, undertaking to observe the above conditions.

7) He shall also furnish, prior to his embarkation, 2 Solvent securities, acceptable to the Secretary and the Chairman of Bombay Electricity Board each for an amount of Rs.5,000/- as a guarantee for the fulfillment of the conditions.

In order to meet similar cases as above the Board also approved to sponsor, on being requested such of its Engineers who may intend going abroad for training or for further studies entirely at their (Candidates) expense provided they give an undertaking agreeing to the aforesaid terms and conditions.

The Board reviewed the whole position with regard to the facilities given to the employees of the Board for foreign training and observed that there would be five categories under which these could be classified.

i) Employees who would be deputed by the Board for training in the works of the supply contractors who under the terms of the contract are bound to provide facilities of training of the Board's Engineers in their works at their (Contractors) cost.

ii) Employees who, on the Board's recommendation or otherwise get stipends from the Central Government or the State Government and the Board is required to keep their lien on the post in the service of the Board on their return.

iii) Employees who are sponsored by the Board for being included in the foreign training schemes of the Government of India or Bombay or under any foreign aid schemes and in whose case there is an obligation on the Board for providing them with employment in the service of the Board on their return.

iv) Employees who seek foreign training at their own expenses without any liability or obligation on the Board but who desire to have their lien maintained in order to enable them to resume duty on their return and

v) Employees who make their own arrangement for foreign technical training or joining any foreign University for further higher study at their own cost and who do not desire to have their lien maintained on any post in the service of the Board.

Re:-(i) The Board decided that in the case of the employees in category (i) there should be a regular contract with two sureties for Rs.5,000/- each. The employees are to undertake to serve the Board for a minimum period of five years on their return or to pay to, the Board the actual expenditure incurred on their account by the contracting firm for the foreign training or Rs.10,000/- whichever be greater.

Re:-(ii) With regard to employees coming under categories (ii) the minimum number of years for which they are to serve under the Board on their return should be 2.1/2 years on pain of paying to the Board Rs.5,000/- in case of default. Two sureties are to be provided each for Rs.2,500/- to ensure fulfillment of the agreement.

Re:-(iii) & (iv) In the case of employees coming under this category, the minimum number of years for which they are to serve the Board on their return should be 1.1/2 years on pain of paying to the Board a sum of Rs.2,500/- in default; one Surety for Rs.2,500/- should be furnished to ensure fulfillment of the agreement.

This will not affect employees specially sponsored for technical training in important places like those under Colombo Plan where the condition of 5 years and Rs.10,000/- will apply:

Re:-(v) The employees under this category may in exceptional cases be permitted to resign their service in the Board and their resignation may be accepted after ascertaining the genuineness of the request in each case and the necessity of the minimum notice may at the discretion of the Chairman, be wholly or partly waived.

The Board directed that in the case of employees under categories (i) to (iv)

(a) they may be granted earned leave that may be due to them and the remaining period of their absence may be treated as extra ordinary leave without pay and

(b) The Board shall, (where it is open for the Board to do so) specify the subjects in which the employee may be trained or may specialise.

The employees under category (v) shall not be entitled to the benefit of any unavailed leave standing to their credit on the date of relief from service.

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

GENERAL STANDING ORDER NO.145 DATED 19-10-1956
Establishment Branch

Subject:-Minimum monthly charges and demand charges payable by the Consumers in case of breakdown of power supply.

Experience has shown that some of the power houses report complete shutdown of power house or staggering of supply on account of failure of generating sets, overhauling of sets, flooding of power house, etc. The question regarding the basis on which minimum charges, demand charges etc., may be recovered from the consumers was examined by the Bombay Electricity Board at its 96th Meeting held on 20th Septem-

ber, 1956, and the Board has as per its resolution No.2683, decided that the charges should be levied as under for complete shutdown of the Power House.

I. For lighting Consumers.

Period for which supply not available.	Minimum charges and flat rate charges payable.
Upto 3 days of actual days of closure.	100%
From 4 days to 7 days of Closure.	75%
From 8 days to 10 days of Closure.	66.2/3%
From 11 days to 15 days of Closure.	50%
From 16 days to 20 days of Closure.	33.1/2%
From 21 days to 26 days of actual days of Closure.	25%
Form 26 days onward -do-	Nil.

II. Consumers charged on demand basis and Cinemas.

Demand charges and Minimum consumption bill to be reduced prorata for the number of days the power house was shut down.

III. Consumers with annual minimum guarantee.

No reduction shall be allowed for a shut down of less than 4 days. If the shut down is for four days or more the minimum charges shall be reduced prorata for the number of days the supply was not available.

2. Correspondence, if any, in this behalf should be addressed to Superintending Engineer (Commercial).

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

GENERAL STANDING ORDER NO.146 DATED 24-10-1956 Establishment Section

Subject:-Concession of free supply of Electricity and Water to the staff employed on operation and maintenance works and provided with residential quarters.

Certain Divisions are generally under the impression that the concession of free supply of Electricity and Water afforded under the G.S.O.No. 28 to employees borne on Operation and Maintenance works (as specified in G.S.O. Nos. 114 and 128) is also applicable to such of those who are provided with residential

iv) that the correct head of account is stated in the column provided for.

B. Posting in to the Ledgers.

After the cash Vouchers are traced into the Day Book, the verification of the posting of the same into the Sectional and the Main Ledger should be taken up, the percentage of such test check being limited to at least 5% as provided for vide BR 398 of 21-4-55.

C.Reconciliation of Balances.

The balance of cash on hand as shown by the Day Book at the close of the month should be verified with the one shown by the Cash Book and in case of a difference a reconciliation statement should be demanded for the purpose.

Incorporation of the Debits or Credits into the Books of the Divisions.

In the course of the audit of Day Books it will be noticed that the accounts of Divisions and Power Houses are affected. As such the incorporation of such entries by way of adjustment vouchers should be verified in the books of the Divisions and Power Houses Reconciliation statement may be called for in the case of difference between the accounts of different Branches, Power Houses and the Divisions in the Head Office Ledgers.

DIVISIONS

(II) Divisions.

The monthly statement of accounts expected from the divisions are:-

- 1) Cash abstracts.
- 2) Material Debit Allocation (S.T.8) and Material issue statement (S.T.9)
- 3) Material Receipts(S.T.10)
- 4) Consumer's General Ledger and
- 5) Consolidated monthly statement of receipts and payments.

With these statements as the basis the "Journal Entries Vouchers" are prepared.

1) Cash abstract for the various power houses under the control of the division and the cash abstract of the divisions contain the Receipts and payments of the month both Capital and Revenue. These should be checked into the consolidated monthly statement of Receipts and Payments and then to the journal entry vouchers.

2) Total of the Material issue form (S.T.9) and material allocation form(S.T.8) should be checked to see whether they tally with each other or if they do not tally the totals should be reconciled. Then the figures should be verified with the journal entry vouchers. For materials returned to stores credit allocation forms should be checked with the journal entry vouchers.

3) Material receipts(S.T.10) forms should be checked with the journal entry vouchers for the materials received by the power houses and the division.

4) Consumer's General Ledger should be checked with the journal entry vouchers for amounts billed to consumers under various heads, the discount allowed or delayed payment charges collected, if any. The cash received from the consumers payable to the Board as per the Consumers General Ledger should be tallied with S.A.XXIII Receipts from sale of Electricity and miscellaneous charges collected in the journal entry voucher for receipts.

5) From the consolidated monthly statement of Receipts and payments (Cash Abstract) received from the division all receipts and payments under the various heads should be checked into Journal entry vouchers.

6) The payments made for purchases by the Head Office on behalf of the Division or the power house will be checked with Day Books and the journal entry vouchers, Head Office should be checked with the Monthly Statement of Receipts (S.T.10). For amounts received on behalf of the Division or the Power House the Day Book for Receipts should be verified. The Journal entry should be checked with debit and credit advices.

7) From the journal entry vouchers at least 5% should be checked into the journal and from the journal at least 5% should be checked into the sectional and main ledgers.

Schedule - 'A'

Audit of Receipts.

Regulations for the conduct of Receipt Audit:

Audit of the receipts of the Board is to be carried out at the percentage that may be prescribed by the Board from time to time in consultation with the Internal Auditor in respect of each category of revenue or other receipts.

It is primarily the responsibility of the departmental authorities to see that all revenue or other receipts due to the Board are correctly and promptly assessed, realised and credited to the Board Account. Audit should have power to examine the correctness of the same in such manner and to such an extent as may be determined by the Board from time to time.

At the time of annual stock taking inventories should be prepared by actual inspection and verification of materials by Engineers and technical assistants, not belonging to the same circle under the supervision of the Divisional Auditor.

Quarterly check covering 5% of the stock at the various depots will be undertaken under direct supervision of the Audit Section at the Head Office. This will be done with the assistance furnished by the Stores Purchase Section.

In the audit of receipts the Chief aim should be to ascertain that adequate regulations and procedure have been framed to secure an effective check on the assessment, collection and proper allocation of revenue and see by exercising and adequate detailed check that such regulations and procedure are being properly observed.

In the audit of receipt it is necessary to ascertain what checks are imposed against the commission of irregularities at the various stages of collection and accounting in the departments and to recommend any appropriate improvement in the procedure. Audit might suggest in very special cases that a test inspection by the department should be carried out by a comparison of a sample set of receipts counterfoils with the receipts actually in the hands of the payers or other debtors the result of such an inspection being made available to audit.

The audit of receipts should be regulated mainly with reference to the statutory provisions, rules and orders which may be applicable to the particular receipts involved. If the test check reveals any defect in such rules or procedure, the advisability of amendment should be brought to the notice of authorities concerned.

When any financial rule or order applicable to the case prescribes the scale or period of recoveries, it will be the duty of audit to see as far as possible that there is no deviation without proper authority. When this check cannot be exercised centrally, a test audit may be conducted at a local inspections the aim being to secure that disregard of rule or defect or procedure is not such as to lead to leakage or revenue rather than to see that a particular amount due to Board was not realised at all or on due date.

Ordinarily Audit should see that no amounts due to Board are kept outstanding on its books without sufficient reasons. Audit should continue carefully to watch such outstanding and recommend to departmental authorities any feasible means for their recovery. Whenever any dues appear to be irrecoverable orders for their adjustment should be sought. But unless permitted by any rules or orders of any competent authority no sums may be credited to Board by debit to a suspense head of account; credit must follow and not precede actual realisation.

Class of receipts.

The sources and number of account of receipts pertaining to each department should be ascertained with reference to Budget and the orders if any on that behalf.

Functions of receipt audit.

The audit of receipts divides itself into two functions of seeing (1) that all sums due are regularly received and checked against demand and (2) that all sums received are duly brought to credit in the accounts.

Check against demands.

The demands may be in the nature of specific or regular and casual or miscellaneous. The correctness of demands should be verified with reference to original records, with the schedule of rates or scale of fees etc., in force pertaining to the period for which demands are raised. When demand arises in consequences of some out going of cash as the case of advances and remittances audit has to direct and complete check, entering the outgoing in a register and watching and recording the receipts against them.

Recoveries of demands etc.

It is for the department to see that the sums against demands are realised and paid in time into the treasury and posted against the demands in the register, wherever necessary. The first and main safeguard against error or fraud on the part of the recovery staff is the printed receipts, which have to be given for payments made for the parties and also for all payments made into treasury.

Finally audit should verify the demands raised, satisfy about the recoveries made their against and see that the steps are taken to clear the arrears. Whenever the arrears are outstanding for more than three months they should be reported to the proper authorities.

SCHEDULE B.

Re:-Final Works Bills.

The quick disposal of Bills will be ensured in Co-operation with the various departments and sections concerned.

One of the duties of audit will be to see that all contracts for works and supplies are duly completed and executed as early as possible. All cases of delay are to be reported to Head Office.

The important points that are to be noticed in dealing with the final bills of works are:-

1) that there is a provision of funds for the expenditure duly authorised by competent authority to be incurred as per the bill.

2) that the expenditure is in accordance with the contract entered into with the party.

3) that the form used is proper and in yellow colour or Running Bill form provisionally marked Final Bill and the amounts and items referred to are in accordance with the relevant contract or extra items statements sanctioned by competent authority.

4) that the classification and nomenclature of the work are given in the bill correspond to those given in the relevant sanctioned estimates.

5) that the bill is duly signed by the contractor in token of his acceptance and relevant measurements are also assigned by the contractor in token of his acceptance thereof in full and final settlement of all the claims against the contract. In case however contractor refuses to do so, the payment may be tendered unconditional.

6) that the final bill part-I, it should be seen that the amounts billed for previously are deducted in the final bills both in regard to Advance payments and secured Advances, in addition to payments made on the basis of measurements.

7) that the items billed for in final bill should be looked into to see that they are traceable in the relevant Measurement Book and are duly recorded by the authority competent to record such measurements.

8) that it should be looked into to see that all measurements are test checked by the authorities specified in our behalf by the Board from time to time.

9) that if the measurements are recorded at various portions of the Measurement Book or in different Measurement Book, the final measurement should be recorded at our place, only giving references to the pages of the Measurement Book, when in the detailed measurements recorded from time to time.

10) that the bill and the relevant items are arithmetically checked at least by a Junior Clerk independently of the person responsible for the preparation of the Bill, with a further 5% check of calculations by a Senior Clerk or a Divisional Accountant either at the Division or at the Head Office. The Rates will be checked by the Senior Clerk or the Divisional Auditor.

11) that the bills if paid previously for the same work by the Sub-Divisional Officer were within the competence of the Sub-Divisional Officer and not that of the Executive Engineer.

12) that the totals of quantities of the works done as per final bill are shown in words as well as in figures.

13) that the expenditure on each item as per final bill should be checked to see that the provision in the contract is not unduly exceeded in the technical estimates or contract. If any case of abnormality is noticed, it should be further looked into to see whether the large excess in quantity is due to some misallocation, wrong calculations, or genuine increase in work as was necessary according to authorised change and reason in design of the work at the time of its actual execution. It should be further gone into to see that the excesses thus noticed do not cause any material excess over the sub head or the estimate that falls beyond the powers of Executive Engineer to pass and if there is any such case, steps will have also to be taken to arrange to regularise the same simultaneously.

14) that it should be scrutinised to see that any surplus recoveries of expenditure are not used toward unauthorised additional expenditure.

15) that all due recoveries for materials supplied to the contractor for work done on this behalf, or for water allowed to be used on the work are made from the contractor in the final bill. Statement showing the materials supplied to the Contractor, materials actually used on works and balance if any to be returned by the contractor together with cost recovered by giving reference to the Bills through which the recovery is effected, should accompany the bill.

16) that the correspondence with the contractor should be looked into to see that any fine etc. imposed or imposable for delay in completion of the work is recovered as is fixed by the competent authroty. (If less than full fine is to be imposed, the orders to that effect in terms of the contract can be passed only by Superintending Engineer of the Circle.)

17) that the contractor ledger and the previous bill as quoted on the final bill should be referred to see that the final bill under audit is the only bill payable and no other bill in between is paid by the Divisional Office or the Sub-Divisional Officer's office. A certificate to this effect signed by the Ex.Engr.and the Divisional Auditor must be attached with the bill.

18) that all the security deposit recoverable is already recovered from the party in cash or by deductions from previous bills, which should be recorded in every bill. If still some amount is to be recovered on account of security deposit, it should be recovered from the final bill under check. The Deposits so recovered should be certified after verification with the corresponding entries in the Deposit Register by the Divisions.

(Addition)

Point No.19:-Modifications in the original order

In case the original order is modified, reference to the modified order should be given and special attention drawn to the material charged such as terms of payment, completion period, charge in nature of work etc., and in case the rates as originally accepted are modified a statement in the following form should be attached to the bill.

Item No	Reference to original order.	Particulars	Rates as per original order
(1)	(2)	(3)	(4)
	Reference to Amended order	Final rates accepted	Remarks, if any
	(5)	(6)	(7)

PROCEDURE FOR AUDIT OF CASH BOOK (Head Office)

1. Opening Balances of Cash and Banks to be verified from previous Month's Balance.
2. Receipts Books for the month to be checked with entries in Cash Book. See that the receipts are serially numbered and chronologically used and that they are signed by proper authorities.
3. Contra entries to be checked.
4. Vouchers pertaining to the month to be checked with the entries on payments side of Cash Book. See that all the vouchers are pre-audited and acknowledgements for amounts paid are obtained. In cases vouchers found not pre-audited, report should be made in respect thereof. These vouchers should be post-audited.
5. Counterfoils of cheques should be checked with the cheques entered in the Cash Book.
6. Items in the Pay-sheet, not paid or some T.A. Bills of staff not paid will be traced in the Unpaid Salaries Register or the Demand Draft Register. Previous month's unpaid salaries Balance to be checked with the opening balance as existing at the start of current month. Therefore, periodically see that the entries in these registers are cleared.

7. Bank monthly statements (Reserve Bank and State Bank) to be checked with entries in Cash Book. Closing Balances of Cash Book to be tallied with Bank Reconciliation Statement submitted by Cashier.

8. Chief Engineer's and Chief Accounts Officer's certificate to be seen for the correct closing Balance in the Cash Book.

9. See that the totals of Cash Book is checked by the Junior Clerk of Audit Section. Accounts Assistant's Certificate that totals of Cash Book have been checked and found correct is also to be seen.

10. See if there are any unattested erasers, overwritings or corrections and enquire into it.

Audit programme

Re:- Passing of bills originating in Stores Purchase Officer's Section.

1. Scrutinize the order letter and any subsequent correspondence with the party and see that they are in order and in accordance with the directives of the Board. Any variations in terms subsequent to the placing of the order must have approval of the competent authority.

2. Examine the supporting S.R. Note and ensure that they are complete in every respect. Attention should be paid to the following points in checking the S.R. Note.

i) The Code No., the Bin No., the Stock Centre etc., is indicated on the S.R. Note.

ii) The total amount is given and agrees with the bills.

iii) S.R. Note is initialled by Executive Engineer or Assistant Engineer.

iv) Audit Assistant or the Divisional Accountant must certify to the effect that the measurements are recorded in Measurement Book No. at page No.

3) Where a part or full amount of the bill is to be paid against Railway Receipt, Executive Engineer or some other Officer of equal status must make an endorsement on the back of the bill to the effect "The Railway Receipt No. Dated..... quantity for Rs. charged for freight has been seen by me."

4. See that the Railway Receipt No., quantity and freight agrees with the bill and that the Railway Receipt covers the entire consignment billed for.

5. The forwarding, loading and unloading charges, commission etc., if charged on the bill, must be covered by relevant provisions of the Purchase Order with which they will be checked.

6. Scrutinize carefully any Sales Tax and Octroi Duty charged on the bill and disallow the portions not chargeable against the Board.

7. Any Insurance charges claimed are only payable if authorised by the Order letter or subsequent directions of competent authority and must be supported by production of policies and original receipts from the Insurer.

8. Ensure that proper deductions have been made from the bill in respect of short or defective or late deliveries.

9. In cases where security deposit is required from the party, ensure that the same has been duly made by the party or the amount is deducted from the Bill.

10. Enquire that any other recoveries due have been made from the bill.

11. Check arithmetical accuracy of the Bill.

12. In all cases where the bill is required to be paid up before the production of the S.R. Note see that the same must be debited to 'Advance to Suppliers for purchase' account and entered in the advance Register.

13. Check the bill with the corresponding voucher paying special attention to the following points:

1. Authority.
2. Allocation.
3. Details.
4. Approving Authority.
5. Amount.

PAY BILL

General Establishment and Work-Charged Establishment.

1. Check the month and the year to which the bill relates.

2. Sanction No. and date with the period upto which it extends should be checked with the orders.

3. Number of posts under each category with scale of pay should be checked with the sanctioned strength as shown in the Establishment Schedule for the year amended from time to time. Any variation in the sanctioned strength should be supported by proper sanction.

4. Rate of pay drawn should be checked with reference to pay bill of the previous month and any variations therein should be supported by increment certificate attached to the bill or any other orders in respect of revision of pay/promotion.

5. In case of fresh appointment check the rate of pay and allowances and the period with the orders of appointments. Note that the joining time is important in checking the period.

6. See that except in case of first appointment, payment to an individual whether on account of pay and allowances is supported by a Last Pay Certificate.

7. See that the details shown in the absentee statement are checked with the orders received from the competent authority.

8. See that the leave salary is drawn as per rules and at rates and for the period and for kind of leave as shown in the absentee statement accompanying the bill.

9. See that allowances such as D.A., C.L.A., H.R.A. or any other allowance are drawn as per rules in force in respect thereof and that each employee is entitled for the same.

10. See that the deductions on account of C.P.F., G.P.F., Income Tax, recovery of rent etc., are according to rules and that any other deductions on account of fine, recovery of excess payment or on any other account are supported by orders. When recoveries are made in instalments, see that the correct number of instalment is mentioned.

11. See that each payee is legally entitled to the pay or remuneration claimed.

12. See that arithmetical calculations, extensions and totals are correct.

13. See that the bill is the original one and that it is signed by the competent authority.

14. See that the gross amount of the bill is debited to proper head of account and that the deductions made are credited to the proper credit or suspense head of account.

15. See that the required certificate in respect of House Rent Allowance, cycle or motor-car allowance or dearness allowance is attached with the bill or that the bill is so certified by the competent authority signing the pay bill.

16. Compare the C.P.F. etc. schedule attached to the bill and see that the total shown therein tallies with the one shown in the pay bill.

17. Any variations or addition in the pay bill, when compared with that of the previous month, should be explained in the pay bill below the name of the employee concerned. So also in respect of period for which no claim is made for the full month.

18. See that all the persons where effective as per pay bill on the last day of the month by demanding effective certificate from the authority submitting pay bill. If the certificate indicates changes in the pay bill already made, necessary amounts should be withheld or credited to the heads of accounts affected.

19. See that proper discharge is given by the employee concerned or by his authorised agent for having received the remuneration for the month, and that the unpaid amounts are transferred to Unclaimed Wages Register or to the Demand Draft Register in respect of which money is sent to employee by demand draft.

Supplementary Pay Bill.

See that the claim made is correct and in addition to the above points see that the notes regarding the claim have been taken in the original pay bill for the period concerned and that the certificate to that effect is given in the supplementary bill. This procedure will prevent admission of any double claim.

Requirements of Nominal Muster Roll.

i. The proper sanction has been obtained prior to the engagement of the labourers and that the same is noted on the Roll.

ii. The Nominal Muster Roll pertains to the period covered by the sanction.

iii. The actual No. employed by the Divisional Office is within the No. and category of labourers within the rates of wages sanctioned for the Scheme.

iv. A certificate as given by the Engineer I/C that the Nominal Muster Roll is checked with daily report.

v. The expenditure is debited to proper head of accounts.

vi. The necessary information in Part III form of N.M. Roll is filled in and the certificate that the work is commensurate with the expenditure incurred is recorded therein.

vii. The payments are made to proper persons and that the same are certified and/or witnessed by some responsible persons.

viii. The details of arrears of wages (unpaid) to be transferred to the Registers of arrears of wages are properly filled-in part II of the Nominal Muster Roll and that it is completed, dated and signed by the person concerned.

TRAVELLING ALLOWANCE BILLS.

Travelling Bills received in audit in respect of Board's affairs fall under four main categories and they are governed by different sets of Rules etc., as shown against them.

- | | |
|--|---|
| 1) Chairman and the members of the Board. | Bombay Electricity Supply Rules-1955 para 6 and the General Rules issued thereunder. |
| 2) Members of the Council. | Bombay Electricity Supply Rules 1955 para 14 and the General Rules issued thereunder. |
| 3) Members of the Committee. | Bombay Electricity Supply Rules 1955 para 18 and Appendix XLII-A of the B.C.S.R. Volume II. |
| 4) Persons in employment of the Board. | |
| a) Permanent Government Servants on Deputation | Bombay Civil Services Rules Manual. |
| b) Board's employees. | Board Employees' Service Regulations. |

It will thus be seen that the audit personnel should be well up in all the Rules, Regulations, Government Orders and Board's Resolutions passed from time to time in this respect and should keep themselves informed up-to-date in this subject.

Complete audit of the T.A. Bills require satisfaction on the following points:-

1. The journey was actually performed.
2. It was necessary and was properly authorised.
3. It was made as expeditiously as possible.
4. That no bill was submitted for it before.
5. The amount is correct according to the Regulations.

With regard to (1) to (4) Audit has to mainly depend upon scrutiny by the controlling authority.

The following are the main points to which attention is to be given.

1. The bill is drawn on proper form and the relevant information viz. name, designation, pay and scale, head quarters, purpose of the journey, date, hours, the route, distance

is given on the bill. The form is complete of the required information and supported by the necessary vouchers if any and certificates.

2. That it is duly signed by the incumbent and the heads of departments or sections and countersigned by the proper controlling authority.

3. See that the purpose given on the bill is such as would justify the journey, otherwise attention of the controlling authority should be drawn.

4. See the journey is performed by the shortest and cheapest route.

5. See that the bill is not time-barred or proper condonation has been obtained from the competent authority or the Board as the case may require.

6. See that the bill is drawn up strictly in accordance with the Regulations and the General Standing Orders issued from time to time in force at the time of the journey.

7. Pay special attention to rules with regard to rates and "Daily Allowance."

8. Where the bill is in respect of the travelling allowance of a Peon accompanying an Officer on journey, the reason for taking the Peon with him is indicated on the face of the bill and is in accordance with the directive of the Board.

9. Check the railway, steamer, bus, taxi fares etc., with reference to the Bradshaws time tables, schedules of fares and other relevant materials.

10. Check the arithmetical calculations.

11. The travelling Allowances should not be made a source of profit to the recipient.

Audit of T.A. Bill of Line-Staff.

The following are the special points to be noted in addition to the points outlined before in the audit of ordinary Travelling Allowance Bills.

1. See that the claimant is actually classified under Line Staff and this fact is noted on the Bill.

2. See that the claim is fully supported by vouchers.

3. See the Daily Allowance claimed is according to the Board Regulations pertaining to Line Staff and General Standing Orders issued from time to time.

STORES ACCOUNTING AUDIT (Divisions)

1. Enquire carefully into the Stores Accounting Procedure and see that the procedure laid down as per BEBR/107/10 of 7th January, 1955 is adhered to.

2. Note down the details of deviations from this procedure (if any) and check whether the deviations are approved of by competent authority. See that the Bin Cards are written up with out delay after the receipts and issues of material and correctly represent the stock.

3. Check-up the entries in the Stock Ledger with the S.R. Notes (and bills if available) and the requisitions (Quantities and prices.).

4. Check the calculations in the S.R. Notes and Requisitions.

5. See that the S.R. Notes and Requisitions, Debit and Credit Notes have been properly made out. The following points will be scrutinised in respect of Stores Receipt Notes.

(1) The Purchase Order No., Code No., Bin No., Quantity Account, Stock Unit, Stock Code No. and date etc. are found of Storekeeper's Notes.

(2) The S.R. Note must be signed by Store-Keeper and an Executive Engineer or Assistant Engineer.

(3) Works completion certificates in respect of incidental charges to the purchasing material should also be similarly checked.

(4) It should be seen that a certificate to the effect of having recorded the measurements in the Measurement Book No.... at Page No.... is given by the person competent to check the percentage of measurement under the delegation of powers. Points to Scrutinise with regard to Requisitions:-

a) That the requisitions are made by competent authority and indicate the purpose, work and account heads for which materials have been requisitioned.

b) The quantity, Bin No. and prices etc. have been properly filled up and calculations are correct.

Similar check should be exercised with regard to Credit Notes (for return of materials from works to Stores)

6. Take the S.R. Notes for some days and see that they have been entered in the Stores Receipt Book.

7. Check a few Monthly Statements (forwarded to Head Office) to see that the total cost of materials issued as per Daily Issue per Bin Forms and total cost of Requisitions as per Material Allocation Register tally.

Audit programme re: Purchase Order.

1. See that the proper procedure in calling the quotations is followed.

The following are the more important points of the procedure.

a) Every Indent is required to be put up with the Stores Purchase Section with all particulars.

b) The Indent must be covered by estimated expenditure technically or administratively approved by the Board.

c) If the value of the Indent exceeds Rs.3,000/- quotations have to be invited.

d) If the value of the Indent exceeds Rs.3,000/- tenders are to be invited by Public Advertisement in the newspapers authorised by the Board.

2. See that the draft order is in accordance with (i) recommendations of the Board and (ii) specifications of the indenting section on the one side and the quotations of the firm concerned on the other as regards the following:

(a) description of materials (b) amount (c) place of delivery (d) time of delivery.

3. The Security Deposit clause should be included in the Purchase Order unless this requirement is waived by the Board.

4. The terms of payment should be in accordance with the standard laid down by the Board and variations from the standard terms must have approval of the Board.

5. Examine the schedule of delivery in the Purchase Order and see that the penalty clause is included therein for failure to make deliveries according to the schedule.

6. No variation whatsoever in the material terms of the contracts made in course of subsequent correspondence except by competent authority.

7. In the case of extensions for additional materials examine whether the total amount of orders (including the orders previously placed) is within the competence of the Officers signing the letter of extension. Note the number and frequency of extension orders placed with the parties and also the interval between the times of original order and the later extensions. Enquire why fresh quotations should not be called for whenever there is sufficient gap between the times of placing the original and extension order.

8. All Purchase Orders are to be pre-audited and the regular procedure followed. In urgent cases orders may be passed subject to ex-post facto sanction by the Board with the approval of the Chairman.

9. Check arithmetical accuracy of figures in the Purchase Orders.

10. The terms of the Purchase Order must be precise so as to avoid any ambiguity in the future especially regarding packing charges, sales tax, freight, insurance, commission, etc.

AUDIT INSTRUCTIONS - ENERGY BILLS.

1. Consumers energy bills and receipts to be audited both in the Division and Sub-Divisions. Check the Meter Reading Books with the Consumers' Personal Ledger for the units consumed. Compare the figure of consumption with that of the previous month and enquire into any abnormal variations.

2. Check the Consumers' General Ledger with the Consumers' Personal Ledger for the relevant entries.

3. Check rates with an appropriate schedule of tariffs.

4. Check the extensions and totals in respect of each Consumer' in the Consumers General Ledger.

5. Check the receipt side of the Consumers' General Ledger with the duplicate of receipts and agree the total with Remittance challans of the Bill Collectors and the Cash Books. Ascertain that the collections are deposited into the treasury within the prescribed time, and that the same are allocated to proper head of account.

6. See that the arrears of the previous months are properly brought into the Consumers' General Ledger. If the arrears are outstanding for more than 2 months the same should be investigated and letters should be sent to the consumers for confirmation and prompt payment of arrears.

7. See that the proper procedure as regards collection of arrears is strictly adhered to and pressure is brought to bear upon the defaulting consumer, including disconnection wherever necessary.

8. See that the new connections are properly billed and that the stock of meters is reconciled with the new installations given to the consumers.

9. Take special care with regard to Receipt Books. Ascertain that they are kept in proper custody and properly accounted for.

10. Take any other steps considered necessary to complete the audit of Receipts.

11. The abstract of Consumers' General Ledger (Totals only) should be checked by the Divisional Audit staff and discrepancies noticed reported to Head Office with copies to the Accounts Officer at the Divisions and the Head Office.

Audit of Final Service Connection Bills

The Final Service Connection Bills should be pre-audited and attention should be paid to the following points in connection with the audit of such bills.

1) Ascertain whether there is prima-facie evidence of the deposit having been originally received and have not been paid back up-to-date by reference to Registers concerned.

2) Obtain a certificate from Assistant Engineer countersigned by Executive Engineer as to the cost of materials, labour and other charges.

The Executive Engineer should state clearly in the certificate that the consumer does exist or has been disconnected since.

3) Call for original receipt of the deposit or in case the same cannot be produced, a letter of indemnity should be obtained from the customer.

4) Ensure that the payment has been logged in the Register.

Subject:- Surprise Checking of Cash Balance.

Care should be taken to see that, when an Auditor wants to check the cash balance of a Cashier or an Imprest Account holder, he informs just immediately on his reaching the official concerned of his mission of his visit and without allowing him any time or allowing him to go anywhere else he should take possession of Cash Book or Imprest Account. The cash should be counted and a statement showing the details of Bank Notes, coins of different denominations etc. should be prepared, totalled and initialled and dated both by the Auditor and then official in charge of the cash. Auditor should then see whether the balance as per statement agrees with the one of the related Cash Book. In case Cash Book or imprest account is not complete and balanced, it should be got completed. The Cash Book and the Imprest Account should be checked by the Auditor and the remarks regarding the verification excess or shortage noticed should be made both on the Cash Book and the statement prepared and signed by both the persons.

Usual report on the findings of the surprise checking may be made soon thereafter to the Divisional Officer and a copy sent to the Chief Internal Auditor.

IMPREST ACCOUNT.

As the Imprest Accounts are not subject to pre-audit, the main check is expected to be performed by the controlling authorities. It is their duty amongst other things to see that the charges are of the emergency nature or of obvious necessity for the management of the office on working of the department, and are at fair and reasonable rates the expenditure is covered by budget provisions and that the calculations are correct.

Main duties of Audit are to see that

(i) Proper Vouchers have been received for all expenditures and are in order.

ii) There is sanction from competent authority.

iii) The Staff was competent to incur the relevant expenditure.

iv) The rates are reasonable and within standards of financial propriety.

Note:-Every servant of the Board is expected to exercise the same vigilance in respect of Board's money as a prudent person would exercise in respect of expenditure of his own money.

v) The bill is in proper form.

vi) The expenditure is properly classified under respective accounts-heads. Verify that the expenditure incurred and the balance on hand is equal to the total amount of imprest sanctioned.

vii) A Register has been maintained wherever necessary to control the flow of expenditures.

viii) Claims for Octroi duty or other taxes are supported by Bills.

The vouchers for recoupment of imprest accounts however is subject to pre-audit i.e., sanction of the audit must be obtained before the drawing officer is reimbursed for the payments made out of his imprest account. The Drawing Officers concerned should therefore be advised to send their imprest account for recoupment duly corroborated by vouchers in time not later than the first week of the following month. So that the reimbursement may be made after proper audit scrutiny.

Checking of Stores Ledger pertaining to -Bombay Office.

1. See that the S.R. Notes are filled in numerical order.

2.Trace 5% of these in the S.R.Book and take notes of relative vouchers mentioned there against for payments made for the materials received under S.R.Notes. Take also notes of vouchers for incidental expenses such as freight, carting charges incurred and paid in respect of goods mentioned in the concerned S.R.Notes.

3.Take out the vouchers and the supporting S.R.Notes attached to the bills under the said vouchers. The details of these S.R.Notes should be carried to the Stock Ledgers. See that the incidental charges are equally distributed and charged to the materials concerned.

4. See that the (Requisition note) accounts copies are filed in order that they bear acknowledgements of the party's concerned for the materials mentioned in the Requisition notes. In some cases these acknowledgements may be filed separately.

5. See that the cost mentioned in the Requisition Notes is correct as per Stock Ledger and that the posting is correctly made of these in the Requisition notes in the Stock Ledgers.

6. See whether the Stock Ledgers are verified periodically by any departmental officer with the Bin Cards and the actual Stock on hand.

Sd/-(A.D.SHROFF)
Asstt. Secretary (Gen.)

GENERAL STANDING ORDER NO.148 DATED 30-10-1956
Accounts Section

Subject:-Difficulty of banking Board's Receipts in the Treasuries within 24 hours.

The Bombay Electricity Board considered the difficulty of banking Board's receipts in the Treasuries within 24 hours, a subject which was discussed at the Conference of Class I Officers held recently and observed that besides the main difficulties, the travelling expenses entailed in Banking these receipts were at times dis-proportionate to the small amounts banked at a time. The Board has, therefore approved, in slight variation to Board's Rules on the subject, accumulation of cash upto the maximum extent of Rs.100/- at the Divisions, Sub-Divisions and power houses before banking and also authorised the officers in charge of these units accordingly, as per Board's Resolution No.2855 dated 10-10-1956.

Any correspondence on this subject should be addressed to the Chief Accounts Officer, Bombay.

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

GENERAL STANDING ORDER NO.149 DATED 30-10-1956
Establishment Branch

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

In modification of the powers in regard to signing of receipts delegated to the Divisional Staff under B.R.No.2470 of 2nd August 1956 notified under G.S.O.No.136 of 4th September, 1956, the Bombay Electricity Board has, under its resolution No.2806 passed at its 99th meeting held on 16-10-1956 approved revision of powers as detailed below:-

I. Divisions

(A)Electricity Bills.

- | | |
|--|-------------------------------------|
| i)Bill Collector or Assistant Cashier | L.T.Bills for amounts upto Rs.50/-. |
| ii)Divisional Accountant or Assistant Engineers. | L.T.& H.T. Bills upto Rs.500/-. |
| iii)Dy.E.E. | L.T.& H.T.Bills upto Rs.1000/-. |
| iv)E.E. | Upto any limit. |

(B)Other Receipts.

- | | |
|--------------------------|-----------------|
| i)Cashier or Head Clerk | Upto Rs.50/-. |
| ii)Divisional Accountant | Upto Rs.500/-. |
| iii)Dy. E. E. | Upto Rs.1000/-. |
| iv)E.E. | Upto any limit. |

II. In power House or Sub-Divisions in charge of Junior/Assistant Engineers.

- | | |
|---|----------------|
| i)Bill Collector for Electricity bills collecting outside the office | Rs.50/- |
| ii)Bill collectors for Electrical Bills collecting in the office itself | -do- |
| iii)Jr. Engineers or Assistant Engineers. | Up to Rs.500/- |
| iv)Dy. E. E. | Upto Rs.1000/- |
| v)E.E. | Without limit. |

vi)In absence of the delegated authority, temporary receipts may be issued by the next lower authority competent to pass receipts subject to the condition that such temporary receipts should be invariably exchanged for regular receipts, signed by the delegated authority.

Note:-The delegated authorities should be vigilant about temporary receipts and invariably verify whether in their absence any temporary receipts have been passed, and whether the receipts respective to the Board's respective amounts collected have been credited to the Board's account.

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

GENERAL STANDING ORDER NO.150 DATED 30-10-1956
Commercial Section

Subject:-Payment of General Sales Tax Charges.

While according ex-post facto approval to the payment of seventy two bills in respect of general sales tax received from M/S. Gillanders Arbuthnot & Co. Ltd. through Pay and Accounts Officer, Calcutta, the Board

noted the difficulty of tracing the date of receipt of the material at site and authorised in its Resolution No.2830 dated 18-10-56 similar payments to be made in respect of bills for general Sales Tax received from the Suppliers through the Pay and Accounts Officer with the approval of Chairman without the necessity of tracing the dates of receipt of the materials at site.

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

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

GENERAL STANDING ORDER NO.151 DATED 5-11-1956
Commercial Section

Subject:-Street lighting service to Municipalities-Minimum wattage of lamps.

According to the present standard agreement for rendering street lighting service to Municipalities is that they should have lamps of not less than 40 watts. It was represented by certain Municipalities that this agreement came in the way of their providing street lighting to areas where they would like to on account of their limited finances unless they were allowed to use 25 watt lamps. The Board considered the question and with a view to assisting the Municipalities to extend the street lights in more areas, permitted in its Resolution No.2850 dated 18-10-56, the use of 25 watt lamps for street lighting service. There should, therefore, be no objection henceforth to provide 25 watt lamps if any Municipality so desire. The existing lamps be also changed to 25 watt lamps at the written request of the Municipality provided it agrees to accept the existing lamps as if they are fused and pay for the new lamps on the basis provided in the Schedule "A" to the Agreement or in the alternative the lamps be changed as and when the existing lamps fuse.

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

GENERAL STANDING ORDER NO.152 DATED 5-11-1956
Commercial Section.

Subject:-Security deposit against energy consumption and meter, from the staff members of the Board.

It has been decided that security deposit against energy consumption need not be insisted upon from the regular employees of the Board. However, employees working on temporary and/or work charged establishment should pay the security deposit as per the scales prescribed by the Board for all consumers.

Meter deposit need not be taken from the employees whether regular or temporary except from the staff at Ulhasnagar, as such deposits are insisted upon also from the general public at Ulhasnagar.

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

GENERAL STANDING ORDER NO.153 DATED 5-11-1956.
Commercial Section

Subject:-Delegations of powers to Chairman to waive the penalty in certain cases to fulfil the contract etc.

While appreciating the delay in the supply of 6 sets of 12 Volts Exide batteries by M/S Chloride and Exide Batteries (Eastern) Ltd. and according ex-post facto sanction for payment of their bill, the Board in its resolution No.2862 dated the 18th October 1956 authorised the Chairman to waive penalty, on the recommendation of the Chief Engineer if they are satisfied that the delay in the supply or completion of a contract was due to following factors:-

- 1)For reasons beyond the control of the contractor that could not have been avoided inspite of the due diligence and precaution on the part of the contractor,
- 2)Due to delay in supply of the material by the Board if such supply was a condition of the contract.
- 3)That the material for supply was ready but for want of Railway wagons,the delivery could not be made in time.

The Board also directed that all outstanding cases of this nature should be disposed of accordingly.

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

GENERAL STANDING ORDER NO.154 DATED 5-11-1956.
Accounts Section

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

The Bombay Electricity Board observed that while definite procedure has been framed wherein the Head Cashier, in the Head Office could retain Rs.1,500/- in cash for one week after meeting the payments of monthly salary and wages and Rs.1,000/-during the following weeks etc.,there was no definite procedure or rules framed in respect of Divisions where also similar occasions arise for holding cash for disbursement of salaries and wages etc. and decided in its Resolution No.2863 dated 18-10-56 to lay down the following limits in respect of the maximum amount of cash to be retained in the Divisional Office after meeting the payments of monthly salary and wages on each day.

Name of the Division	During the last week	During the remaining weeks
Utran Division and Chola Division	Rs.5,000/-	Rs.1,500/-
Other Divisions.	Rs.3,000/-	Rs.1,500/-
Ulhasnagar Sub-Division.	Rs.500/-	Rs.500/-

Board also decided in the same resolution that no limits are necessary for the Sub-Divisions and other power houses as all payments are effected through permanent and temporary imprest cash already permitted by it.

If further directed that arrangements should be made for insurance cover against risk of theft or burglary upto a limit of Rs.5,000/- at any one place.

Any correspondence in regard to limits of cash should be addressed to Chief Accounts Officer and that with regard to insurance cover to Stores Purchase Officer, Bombay.

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

GENERAL STANDING ORDER NO.155 DATED 5-11-1956
Commercial Section

Subject:-Supply to Agricultural Consumers - Procedure to be followed in giving service connections and setting up of transformer centres.

It has come to the notice that different divisions are following different procedure in regard to giving of service connections and setting up of transformer centres in case of supply to Agricultural Consumers. With a view to bringing about the uniformity in this regard, the following standard procedure as laid down by the Board in its Resolution No.2770 dated 4-10-56 should be followed in such matters.

When there are a number of consumers to be served in any particular area, the transformer centre should be located at the load centre of the prospective loads. From the load Centre, Service Lines be given to the individual consumers and service line charges collected from them after allowing 1000 feet free length with due regard to previous instructions in regard to allowance of free length of 1000' or 500' from a line already laid for another consumer. The cost of setting up the transformer station and also the extension of the 11 KV lines upto the transformer centre will be borne by the Board.

In cases where there are only two or three consumers to be served from a particular transformer centre, the economics of extension of the 11 KV mains and installations of a transformer centre at the load centre should be examined. It should be borne in mind, that the total estimated annual revenue to be derived from these consumers should not be less than 20% of the total capital cost to be incurred by the Board. If the estimated annual revenue is less than 20% as above, the consumers should be asked to pay a capital contribution of such amount as would assure a return of 20% of the balance reduced capital cost to the Board's account. The capital contribution should be charged to the various consumers in the proportion of the load applied for.

When the supply is required to be given to one consumer only, the transformer sub-station should be located at a convenient point near our 11 KV mains such that no intermediate pole is necessary and service line laid from the transformer centre to the Consumer's premises and charges on standard basis exceeding the free connection distance are recovered from the consumers. However, if there is any indication of 3-4 other loads coming up in the vicinity in the near future, the transformer centre be fixed at the load centre of all such loads.

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

GENERAL STANDING ORDER NO.156 DATED 24-11-1956.
Accounts Section

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

Attention is invited to the last para of the G.S.O. No.154 which lays down that correspondence on the subject cited above should be addressed to the Chief Accounts Officer in regard to limit of cash and Stores Purchase Officer in regard to Insurance cover. Since the work of Insurance is dealt with by Superintending Engineer (Commercial) the words "Stores Purchase Officer" should be replaced by "Superintending Engineer (Commercial)." The following correction slip is,therefore,issued.

CORRECTION SLIP NO.50.

Substitutes "Stores Purchase Officer" occurring in the last clause of last para of G.S.O. No.154 by "Superintending Engineer (Commercial)."

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

GENERAL STANDING ORDER NO.157 DATED 24-11-1956.
Establishment Section.

With a view to safeguard the total emoluments of the unmarried Junior Engineers (Class III posts) on their promotion as Assistant Engineers (Class II posts) consequent on their being recipients of reduced rate of D.A. admissible to unmarried Class II officers, the Board decided, in the Resolution No.2449 dated 2-8-1956 to make up the loss in their total emoluments by payment of additional D.A. to the extent of difference in the total emoluments of the two posts. G.S.O.No.133 issued on this subject is capable of incorrect interpretation and hence may lead to confusion. In order to remove any ambiguity it is stated that the additional D.A. to be paid in such cases should be the difference between his total emoluments as J.E. and total emoluments as A.E.; the total emoluments in the context meaning basic pay and Dearness Allowance. The following correction slip should,therefore, be issued to the G.S.O. in question.

CORRECTION SLIP NO.51.

Delete clause in parenthesis appearing in the concluding para 1 on page 2 of the G.S.O. No. 133.

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

GENERAL STANDING ORDER NO.158 DATED 8-12-1956.
Establishment Section.

Subject:-Delegation of powers on works contracts and allied matters.

The Powers delegated by the Board in respect of Works Contracts and allied matters to various Officers from time to time are consolidated and rationally arranged for facility of reference in the accompanying statement. The said powers have been adopted by the Board as per its Resolution No.3013 dated the 15th November 1956.

The earlier delegations in respect of Works Contracts and allied matters should be deemed to have been superseded by these.

Encl:- As above

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

206....

Bigger type OPERATIVE & Smaller type REDUNDANT.

GSO 156,157&158

WORKS CONTRACTS

Execution of Works and award of tenders and allied matters.

Sr. No.	Nature of Power.	Delegation of Powers (Works) Authority.	Limit.	Remarks.
1	2	3	4	5
A. Sanction of estimates for works.				
Capital Scheme.				
	(i) Administrative Approval.	Board.		Subject to approval of Central Electricity authority where necessary-under the Electricity (Supply) Act 1948.
	(ii) Technical sanction of detailed estimates within the administratively approved amounts.	(i) Chief Engineer full power. (ii) Suptd.Engr., Upto Rs.1 lakh. (iii) Ex.Engr., upto Rs.25,000/-		Subject to the Note (1) below.
(3) Variation in the Estimated amounts of technically approved Schemes.				
(a)	(i) When the total amount exceeds administratively approved cost of scheme.	Board.		
(b)	Excess over Technically approved amount to the extent upto 5%	Chief Engineer.		
	From 5% to 10%	Chief Engr. with the sanction of the Chairman.		
	Beyond 10%	Board.		
(c)	Excess in one or more subheads of the technically approved Estimates, without overall increase in the total estimates.			
	(i) not exceeding 15% of each subhead.	Chief Engineer. Financial limit of Rs.2,500/-		
	(ii) Beyond 15%	Chief Engineer with the sanction of the Chairman provided the excess is not more than Rs.5,000/-.		
(d)	Utilising provisions for contingencies of sanctioned estimate to new items not specifically provided for in the estimate.	Executive Engineer.		

NOTES:-

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

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

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

(iv) The Chairman may sanction on the recommendation of the Chief Engineer urgent works of purchases not exceeding a maximum cost of Rs.5000/- in each case subject to ex-post facto approval of the Board.

Village Electrification Works:-
Procedure of formulation of -

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

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

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

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

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

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

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

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

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

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

B. Extension of Lines for Street Lighting.

Designation

Powers.

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

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

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

C. Procedure.

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

(b) Petty works estimated to cost Rs.3000/- and under may be entrusted to any of the contractors on the approved list by inviting tenders by private circulation. Tenders need not, in such cases, be called by public advertisements.

D. Public Advertisement.

(1) All tenders of the value of over Rs.3000/- shall be invited by public advertisement in the main or local papers approved by the Board (Appendix B), at least 7 days before the opening of the tenders. Sufficient notice should, however, be given for submission of the tenders according to the value of the works.

If any tenders are proposed to be invited without public advertisement for reasons of urgency or other special reasons, prior approval of the Chairman (on the recommendation of the S.E.) shall be obtained which shall further be subject to confirmation by the Board.

(2) Fixing Tender Price:-

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

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

E. Opening of tenders.

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

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

F. Earnest Money Deposit.

Earnest Money shall be payable at 2% in cases where the tender value is Rs.3000/- and under, 1% with a minimum of Rs.250/-, for tenders of over Rs.3000/-.

Earnest Money Deposits may be refunded with the prior approval of the Chairman in each case. to such of the tenderers who do not stand any chance of getting the contract tendered for.

G. Security Deposits:-

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

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

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

H. Acceptance of tenders.

(i) Lowest tenders.	For item.	For Unit.
J.E. in executive charge.	500	1,000
A.E. in executive charge.	1,500	3,000
E.E. or Senior E.E.	2,500	5,000
S.E.	5,000	10,000
C.E.	10,000	20,000
Board over.	10,000	20,000

In urgent cases, Chairman may approve contracts upto Rs.20,000/- for items and upto Rs.40,000/- for Units subject to ex-post facto confirmation of the Board.

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

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

(ii) Not the lowest tender:-

Where an authority proposes to accept tender other than the lowest acceptable tender as per proper interpretation of specification which would otherwise be acceptable as per proper interpretation of specifications, be within its competence according to the above scale, it will have to obtain sanction of the next higher authority.

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

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

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

(b) Superintending Engineer:- Above Rs.2,500/- provided the excess is within the technical sanction for the works and does not exceed 5% of the contract, subject to further conditions indicated in (a) above.

J. Extension Orders:-

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

K. Extension of time:-

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

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

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

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

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

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

Competent Authority.	Limit of time.
S.E. concerned.	Upto 1 month.
C.E.	Upto 2 months.
Chairman.	Upto 4 months.
Board.	for any period.

L. Waiving of standard terms of contract.

The competent authority may with the approval of the next higher competent authority waive standard terms of the contract with the exception of those which monetarily affect the contract.

M. Change in tender rate or amount:- Variation in item rates and total tender estimates:-

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

N. Legal stamped contract documents.

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

O. Authority to sign contract documents.

Acceptance letter, correspondence and contract works order	For Item Rs.	For Units Rs.
J.E. in executive charge.	500/-	1,000/-
A.E. in executive charge.	1,500/-	3,000/-
E.E. and Sr.E.E.	2,500/-	5,000/-
S.E.	3,000/-	10,000/-
C.E.	10,000/-	20,000/-
Contract agreement stamped over	10,000/-	20,000/- Secretary or C.E. and one Member of the Board.

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

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

(a) Subject to the following conditions:-

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

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

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

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

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

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

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

Q. Recording of Measurements.

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

- | | | |
|------|---|---|
| i) | (a) Storekeeper. | Upto Rs.50/- subject to 25% check by Junior Engineer or Assistant Engineer. |
| | (b) Surveyors and Technical Assistants (including those on W/C. Estt) on necessary authorisation by Executive Engineer. | Upto Rs.150/- p.m., not exceeding Rs.25/- in value at a time, for survey works only. |
| ii) | Junior Engineer or Sub-Engineer or (in absence of both) Foreman. | Upto Rs.1,000/- |
| iii) | Sub-Engineer or Junior Engineer. | Upto Rs.2,500/- (excluding fuel and bulk power, limit for which being Rs.5,000/-) subject to 25% check by A.E. or Deputy Executive Engineer. |
| iv) | Assistant Engineer. | Upto Rs.10,000/- without check. |
| v) | Assistant Engineer. | Between Rs.10,000/- to Rs.20,000/- subject to 10% check by Deputy Executive Engineer or 5% check by Executive Engineer. |
| vi) | Assistant Engineer. | Between Rs.20,000/- to Rs.40,000/- subject to 15% check by Deputy Executive Engineer or 10% check by Executive Engineer or Senior Executive Engineer. |
| vii) | Assistant Engineer or Deputy Executive Engineer. | Over Rs.40,000/- subject to 15% check by Executive Engineer or any higher officer. |

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

check on the basis of the past readings and average consumption by the Assistant Engineer or Deputy Executive Engineer.

R. Normal Payment Conditions.

- (i) 90% on completion of works after recording of measurement - countersigned by Contractor.
- (ii) Running bills may be paid on the progression work carried out and measurements recorded upto 90%
- (iii) On the certificate of the Executive Engineer in charge of works, advance payment upto 80% upto a limit of Rs.10,000/-
- (iv) (a) All final bills for contracts exceeding Rs.10,000/- in value irrespective of the outstanding amount in the final bill and

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

S. Settlement of Bills.

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

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

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

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

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

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

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

(b) Limitations indicated below:-

- (i) For bills above Rs.10,000/- and upto Rs.15,000/- to be submitted to and passed by Chief Engineer.
- (ii) For bills between Rs.15,000/- to Rs.25,000/- to be submitted to Chairman through Chief Engineer.
- (iii) For bills above Rs.25,000/- Board's approval should be obtained.

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

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

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

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

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

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

- (a) Extension of time although applied for not granted before the expiry of original time limit.
- (b) Contract not placed by competent authority.
- (c) Insufficient security deposit taken under the Board's Rules, and
- (d) Placing order without Budget cover or scheme not technically sanctioned the Bill should be passed immediately under the Chairman's approval and post-facto sanction or condonation of the Board obtained.

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

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

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

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

U. (A) Penalties:-

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

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

(c) Following delegation of powers for waiving penalty is provided -

I. Where the amount of penalty that can be imposed legally is Rs.1,000/- or under:-

- (i) Reduction upto 50% Superintending Engineer.
- (ii) Reduction upto 25% Chief Engineer.

- (iii) For reducing penalty below 25% and/or Waiving Penalty. Chairman on the recommendation of the Chief Engineer.

II. In all cases where the amount of penalty that can be imposed legally is above Rs.1,000/-.

- (i) Reduction upto 25% Chairman on the recommendation of the Chief Engineer.
(ii) Reduction below 25% or waiving. Board.

U. B. Waiving of Penalty Clause:-

(a) No officer below the rank of Superintending Engineer shall have powers to waive penalty Clause in any contract.

(b) The Superintending Engineer concerned may waive the penalty Clause for valid reasons to be recorded, in the contract for the acceptance for the tenders for which, the competent authority is either Senior Executive Engineer or any Officer below the rank of Senior Executive Engineer.

(c) Chief Engineer and Chairman may similarly waive the penalty clause in the case of contracts for which tenders are acceptable by the Superintending Engineer and the Chief Engineer respectively.

ADVERTISEMENTS.

In pursuance of the Board's directions in Resolution No.195 of 17th February, 1955 Advertisements should be given in the papers as indicated below:-

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

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

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

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

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

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

NOTE:-The Regional main news papers shall be :-

(1) Gujarat Samachar for the Northern Electrical Circle.

(2) Samyukta Karnatak for Hubli-Deccan.

(3) Satyawadi for Kolhapur-Deccan.

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

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

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

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

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

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

CORRIGENDUM DATED 31-3-1957 TO GSO NO.158

Attention is invited to page 9 of the G.S.O. No.158 dated 8th December 1956, wherein the procedure for the advertisement of the Tender in local and Mofussil newspapers has been laid down. The Board under its resolution No.3562 dated 22-3-1957 reviewed the position of the present limits for the issue of advertisements in light of the offer of the 'Indian Express', and decided that henceforth all Board's advertisements should be given to the 'Indian Express' instead of 'The Free Press Journal' and further decided that the revised arrangement should be as under:-

- | | |
|---|--|
| a) For all tenders below Rs.25,000/- | The Bombay Chronicle. |
| b) For all tenders valued from Rs.25,001/- to Rs.3,00,000/- | i)The Times of India &
ii)The Bombay Chronicle or Indian Express. |
| c) For all tenders valued from Rs.3,00,001/- to Rs.5,00,000/- | As in (b) above and the Statesmen of Calcutta and the Delhi edition of the Times of India. |

- | | | |
|----|---|--|
| d) | For all tenders valued from Rs.5,00,001/- to Rs.10,00,000/- | As in (c) above and the Hindu of Madras. |
| e) | For all tenders valued from Rs.10,00,001/- and above. | As in (d)above and the Hindustan Times of Delhi and Amrit Bazaar Patrika of Calcutta. |
| f) | For specialized items. | Foreign papers viz., in the U.K., London Times, and in Germany, Deutsche Allermegeine Zeitung, in addition to the newspapers in (e) above. |

The above schedule should therefore be substituted for the schedule appearing on page 9 of the above referred G.S.O.

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

GENERAL STANDING ORDER NO.159 DATED 18-12-1956
Audit Section

Subject:-Defects in S.R. Notes.

Audit has complained to the Chairman that in very many cases, the S.R. Notes are written up in a very haphazard and careless manner which besides being objectionable from the point of view of audit also renders the audit work difficult. The following are some of the salient defects noticed in writing up of the S.R. Notes.

(i) The S.R. Notes are very often written in ordinary pencil with frequent erasures and overwritten figures.

(ii) The figures written therein are clumsy and often illegible so much so, that it is difficult to decipher the correct one.

(iii) They are not signed by competent authority.

(iv) They are not duly endorsed by a requisite certificate from the Divisional Accountant/Auditor or Audit Assistant as the case may be.

The following set of instructions are therefore issued under directions from Chairman for guidance and compliance by all concerned.

(i) That the S.R. Notes should be invariably written in ink or copying pencil. Erasures and overwritings should be avoided. If any corrections are necessary; the incorrect entry should be neatly cancelled and the correct entry inserted. Each such correction or insertion or any interpolation deemed necessary should be authenticated by Competent Authority.

(ii) That S.R. Notes should be prepared in a readable hand.

(iii) That they should be signed by the Storekeeper and countersigned by A.E. (or J.E. where and when A.E. is not available and J.E. has got powers to record measurements).

(iv) That they should be endorsed or accompanied by a certificate that the measurements have been recorded on Measurement Book No.....at page No..... etc. The certificate should be signed by Divisional Accountant and Executive Engineer and countersigned by Divisional Auditor/Audit Assistant.

(v) S.R.Notes should be prepared by Storekeepers, J.E., A.E. and E.E. concerned immediately on recording the measurements, unless prevented by some justifiable delay which should be explained by them on the face of the S.R.Notes or in an attached memorandum.

Any correspondence in this regard should be addressed to Chief Internal Auditor.

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

GENERAL STANDING ORDER NO.160 DATED 10-12-1956
Commercial Section

Subject:-Street lighting Service-Providing lamps on brackets.

In accordance with Schedule A approved by the Board for rendering street lighting service the Fixed Charges payable by the Local Authority are as under:-

FIXED CHARGES

(i) For street lights provided on the distribution lines of the Board already laid for supply to the general public Re.1/- per lamp per month.

(ii) For street lights required in areas where the Board's Distribution lines are not laid.

(a) per pole with lamp Rs 2/8/- per month.

(b) per pole without lamp Rs.2/4/- per month.

NOTE:-In case of (ii) above, the Board has right to run, if necessary, extra wire or wires on the poles already laid for street lighting service, for supply to any other consumers without any rebate to the Local Authority, until in the opinion of the Board (whose decision is final) sufficient load develops on such extensions to justify taking over of such lines to its account for supply to the general public. In such an event, the Local Authority is chargeable at the rate specified in (i) above, from such date as the Board may decide.

Cases have been reported by the field officers wherein Local Authorities are desirous of extending the street lights in other areas where the lanes are narrow or the roads and lanes run zig- zag or there is low load density. Erection of poles in these areas is either impracticable or uneconomical, as there would be too many of these and the Local Authority would unnecessarily have to pay large amounts by way of Fixed charges at the rate of Rs. 2/4/- per pole per month or Rs.2/8/- per pole per month on which lamp is provided. To tide over these difficulties and to comply with the demand of the Local Authorities of having street lights in further areas, the Board has approved that the lamps may be provided on the brackets on the following terms and conditions.

(i) A written requisition must be submitted by the Local Authority.

(ii) The Local Authority must produce a letter of authority from the owner of the building (on which the bracket is to be fixed) that he has no objection for fixing the bracket on his wall.

(iii) Any compensation and/or rent payable to the owner of the wall must be settled and be payable directly by the Local Authority.

(iv) The fixed charges payable by the Local Authority in respect of the brackets on which a lamp is provided will be Re.1/- per month per bracket.

(v) The fixed charges for the additional brackets which may be required to be erected but on which no lamps are required will be Annas twelve per month per bracket.

The Board would be at liberty to use the brackets so erected for running any extra conductors for serving other consumers in the area without any reduction in the Fixed Charges payable by the Local Authority.

Any correspondence in this regard should be addressed to Superintending Engineer (Commercial).

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

GENERAL STANDING ORDER NO.161 DATED 18-12-1956.
Accounts Section

Subject:-Delegation of powers for recording of measurements.

Certain practical difficulties have arisen over the question of recording measurements by Junior Engineers of Power Houses or Sub-Divisions as a result of Audit objections.

The present delegation of powers for recording of measurements are as follows:-

Designation.	Powers delegated.
i. Storekeeper	Upto Rs.50/- (Rupees fifty only) subject to 25% check by Junior Engineer or Assistant Engineer.
ii. Sub-Engineer or Junior Engineer and in absence of both the, Foreman.	Upto Rs.1000/- (Rupees one thousand only)
iii. (a) Junior Engineer.	Upto Rs.2,500/- (Rupees two thousand five hundred only) (excluding fuel and bulk power purchase for which limit being Rs.5,000/- (Rupees five thousand only).

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|---|--|
| (b)Sub-Engineer | Upto Rs.2,500/- (Rupees two thousand five hundred only) (subject to check by Assistant Engineer or Deputy Executive Engineer, Executive Engineers). |
| iv. Assistant Engineer | Upto Rs.10,000/- (Rupees ten thousand only) without check. |
| v. Assistant Engineer | Between Rs.10,000/- (Rupees ten thousand only) to Rs.20,000/- (Rupees twenty thousand only) subject to 10% check by Deputy Executive Engineer or 5% by Executive Engineer. |
| vi. Assistant Engineer | Between Rs.20,000/- (Rupees twenty thousand only) to Rs.40,000/- (Rupees forty thousand only) subject to 15% check by Deputy Executive Engineer or 10% by Executive Engineer or Senior Executive Engineer. |
| vii. Assistant Engineer or Deputy Executive Engineer. | Over Rs.40,000/- (Rupees Forty thousand only) subject to 15% check by Executive Engineer or higher Officer. |

It will be observed from Sr. No.(iii)(a) that a Junior Engineer is entitled to record measurements for supply of Diesel oil costing a little under Rs.5,000/- (Rupees five thousand only) but with the additions of Railway freight, and other incidental charges such as octroi duty, local transport etc., the overall cost of the diesel oil is likely to exceed Rs.5,000/- (Rupees five thousand only) and as such the Junior Engineer recording measurements in respect of such a consignment would not technically be correct as he would be exceeding his powers.

Similarly would be the case when he has to record measurements of materials costing Rs.2,500/- (Rupees two thousand and five hundred) or less. In this case also the cost of the materials is likely to exceed the limit of Rs. 2,500/- (Rupees two thousand and five hundred only).

To tide over such difficulties, the Chairman has ruled that for the purpose of fixing of limits of powers for recording of measurements, F.O.R. or Ex-Lorry destination prices should be taken, i.e. the Railway Freight or the Transport charges where goods are delivered direct by Road instead of by Railway are to be taken into reckoning, as such charges are known at the time of recording measurements and any other charges such as octroi duty, local transport, insurance etc. should be ignored for purposes of the limits prescribed for delegation of powers to record measurements.

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

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

GENERAL STANDING ORDER NO.162 DATED 18-12-1956.
Establishment Section

Subject:-Providing accommodation to the Junior Engineers etc. working in the field under the Board.

The transferable staff such as Sub-Engineers, Junior Engineers, Assistant Engineers, Deputy Executive Engineers, Divisional Accountants/Auditors, Account/Audit Assistants etc., to whom the concession of residential accommodation has been conceded to in Board's Resolution No.2188 and 2423 either in the quarters constructed by Board or hired in the name of the Board, have been reported to be under misapprehension as to their liability to pay rental in respect of the accommodation allotted to them in the Board's

own quarters or acquired by them from private agencies. A stream of letters flow in the Head Office inquiring what the rental and concessions should be. In order that no misunderstanding should lurk in the minds of the staff as well as the divisional officers, the following set of instructions in regard to allotment of quarters which are generally based on the rulings given by the Chairman are set out hereunder for the guidance of all concerned.

(I)(1) That in case of staff who are provided with the type of quarters (in the Board's own quarter) to which they are entitled, recovery of rent should be equal to 5% of their pay.

(2) That in case staff who are provided with quarters (in the Board's own quarters) two steps lower than what they are entitled to i.e. staff entitled to 'A' type quarters but given 'C' type quarters or staff entitled to 'C' type quarters but given 'E' type quarters, the recovery of rent should be equal to 2.1/2% of their pay.

Exception:- That in case of staff who are provided with the type of quarters only one step lower than to what they are entitled to, the recovery of rent should be 5% and not 2 1/2%.

(II)(1) That in case of staff who have acquired accommodation on hired basis and made over in the name of the Board, the recovery of rent should be 5% of their pay, if the rental of the hired accommodation is within 20% of their pay.

(2) If the rental exceeds 20% of their pay, the recovery of rent should be the difference between the actual rental payable to the private agency and 15% of his pay. In other words, Board's liability in case of hired accommodation would be restricted to 15% of the employee's pay.

(3) The concessional rent of 2 1/2 % of the basic pay as afforded to the staff provided with Board's own quarters two steps below to which they are normally entitled to, is however, not applicable in respect of hired accommodation. Electricity and water charges in respect of such accommodation shall also be borne by the staff themselves.

These instructions shall be effective from the dates of the original G.S.Os viz. No. 114 and 128.

Any correspondence in this regard should be addressed to Superintending Engineers concerned.

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

GENERAL STANDING ORDER NO. 163 DATED 2-1-1957
Stores Purchase Section

Subject:- Stores Purchase Procedure-Revision of-

The present practice of sending piecemeal indents (which include oft repeated items) to the Stores Purchase Section by the Southern and Northern Electrical Circles in respect of the Divisions and Sub-divisions thereunder, entails unnecessary work on the Stores Purchase Section and Typing Section by way of frequent advertisements, preparation of comparative statements, placing of orders, inspection of samples, despatches etc.

In order to avoid duplication of work, the Board in its 97th meeting convened on the 27th September 1956 by its Resolution No. 2717 has prescribed the revised procedure as follows:-

(1) The Divisions should consolidate the requirements of the sub-divisions under their control and forward their normal requirements once in a month. The requirements should be properly grouped in the six groups as described in enclosure 1 attached hereto, giving the code numbers. The requirements of the technically sanctioned schemes should also be included in these monthly indents. The Executive Engineer

should record on the indent form and the register maintained by the Division, the particular technically sanctioned schemes incorporated in the indent. Such monthly indents should be prepared by the Divisional Officer on the basis of the requirements of the whole division and should be submitted in duplicate to the Superintending Engineer of the Circle, retaining one copy of the indent at the Divisional office.

(2) On receipt of the same the Superintending Engineer should check and verify the indent and forward one copy of the indent to the Stores Purchase Officer and retain one copy with him.

(3) The Stores Purchase Officer on receipt of such indents should consolidate the requirements of the Northern and Southern Electrical Circles and make a common indent to which he should give his running indent No. and intimate the same to the Superintending Engineers and the Divisional Officers. The aforesaid running number of the indent given by the Stores Purchase Officer should be used by the technical section whenever any reference, in connection with the indent is required to be made. Copies of order letters and any other reference such as allocation of materials etc. should be filed along with the aforesaid number of the indent.

(4) The Stores Purchase Officer should collect and consolidate the requirements monthly and make cumulative specifications for advertising for various items of requirements and issue the advertisement in respect of consolidated items.

(5) All heavy items should be despatched direct to the sub- divisions. Other items, where freight charges form a small proportion of the total cost, should be despatched to the Divisions. The Divisions should despatch to the sub-divisions their respective requirements. Although this arrangement will involve a little extra cost for packing and transport, it will ensure proper accounting of goods, their receipts and the preparation of S.R.Notes leading to prompt payments to the suppliers.

(6) Tender forms should be in three categories as follows:-

- (i) Very urgent.
- (ii) Urgent.
- (iii) Normal.

and should be in 3 different colours (red,green and white respectively). Materials as against 'very urgent' indents should be procured within 7 days, that against 'urgent' in 15 to 20 days and that against 'normal' in 1 to 1 1/2 months. Field Officers should take particular care when indenting under 'very urgent' category.

(7) A bin card system should be adopted wherein a separate card should be maintained for each indent and order and six different major groups. All the particulars regarding enquiries, orders placed, materials despatched etc. should be entered on the card and closely watched.

(8) As regards bills, payments etc. the following procedure is prescribed.

(i) in the case of local suppliers, the R/R should be handed over to the office of the Stores Purchase Officer. The bill in triplicate together with all relevant documents, including supporting vouchers, test certificates etc, should be forwarded to the Head Office.

(ii) in the case of the upcountry suppliers, the R/R should be forwarded to the consignees direct and the triplicate copy of the bill should be sent to the consignee along with the R/R while original and duplicate copies of the bills together with all relevant documents including supporting vouchers should be forwarded to the Stores Purchase Officer.

(iii) A register of R/R with the details of the bills should be maintained by the Head Office. R/R thus collected along with the triplicate copy of the bill should be forwarded to the consignee under registered cover without delay.

(iv) Payments of 95% and 90% against R/R should be made to A class suppliers and B class suppliers respectively. The consignees after receipt of the materials should forward the S.R.Note with all the relevant information given by them as at present which should be pasted at the back of the original bill when received in the Head Office.

(v) Within a month from the date of receipt of R/R consignees should be intimated to forward the S.R.Note and the relevant details to enable the payment of the balance being made. In the case of C class suppliers, 100% payment should be made only after the receipt of material at the site.

(vi) In the case of C class suppliers, where 90% payment is provided, the same should be paid after the formalities regarding the procedure have been gone through which may take about 8 to 10 days. In the meantime the materials would be received at the site. The consignee should immediately report to the S.P.O. whether the consignments received by him are in order so that the payment could be made as soon as the above report is received.

The procedure approved herein by the Board should be strictly followed . For any clarification, in this behalf, correspondence should be addressed to the Stores Purchase Officer.

Encl:-Statement showing 6 major groups and material included therein.

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

Statement showing the materials to be grouped in 6 major groups.

GROUP I.	(20)	Transport equipment.
POWER STATION AND SUB-STATION EQUIPMENT.	(21)	Pumping sets and spares.
(1) Generators and Exciters and spares.	(22)	Workshop equipment.
(2) Diesel Engines and spares.	(23)	Foundry and smithy equipment.
(3) Turbines and spares.	(24)	Carbon brushes and brush holders.
(4) Power House auxiliaries.	(25)	Welding equipment and accessories.
(5) Power Transformers and spares.	(26)	Bearings of all classes.
(6) Synchronous condensers and spares.	(27)	Fire Extinguishers.
(7) Steam Engines and spares.	(28)	Hydraulic jacks.
(8) Oil Circuit Breakers.	(29)	Valves, gates and spares.
(9) Control panel.	(30)	Testing equipment.
(10) Instrument transformers.	(31)	Packing materials.
(11) Control cables and accessories.	(32)	Meggers, sub-standard meters etc.
(12) Lightning arrestors.	(33)	Roll charts.
(13) Copper bus bars.	(34)	Weighing machines and spring balance.
(14) Station transformers.	(35)	Cranes and hoists and pulley blocks.
(15) Relays and allied gear.	(36)	Tools of all categories.
(16) Instrument, indicating and recording.	(37)	Miscellaneous.
(17) Switchgear and spares.		GROUP II.
(18) Telecommunication Equipment.		TRANSMISSION AND DISTRIBUTION LINES.
(19) Battery and battery charging equipment.	(1)	A.C. S.R. conductors and accessories.

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| (2) All aluminium conductors and accessories. | (20) Lighting accessories like holders, batteries bell pushers etc. |
| (3) Copper solid and stranded conductors & accessories. | (21) Insulating materials like black tapes, empire tape, white cotton tape, hold tite compound, mica etc. |
| (4) Insulators of all sizes. | (22) Manila rope. |
| (5) Post and strain insulators. | (23) Solders, white metals etc. |
| (6) Birdguards. | (24) Ladders. |
| (7) Lightning arrestors for lines only. | (25) Miscellaneous |
| (8) G.I.Wires of all sizes. | GROUP NO. IV. |
| (9) Annealed copper binding wires. | FUEL AND LUBRICATING OIL, GREASES ETC. |
| (10) Stay wires . | (1) Fuel oil. |
| (11) Barbed wires. | (2) Lubricating oil. |
| (12) Cable jointing materials. | (3) Greases. |
| (13) Power cable and accessories. | (4) Transformer oil. |
| (14) Handgloves. | (5) Petrol. |
| (15) Turnbuckles. | (6) Kerosene. |
| (16) Disconnecting fuses (H.T.) | (7) Paints and varnishes. |
| (17) Miscellaneous. | (8) Miscellaneous. |
| GROUP III. | GROUP NO. V. |
| SERVICE CONNECTION MATERIALS. | IRON & STEEL MATERIALS INCLUDING FABRICATED MATERIALS. |
| (1) I.C. cutouts of all sizes. | (1) Building materials. |
| (2) Kit kat fuses of all sizes. | (2) R.C.C. poles, rails, joists etc. |
| (3) Meters A.C.S.P. and 3 phase. | (3) Steel structural materials of all sections. |
| (4) Aerial fuses. | (4) Fabricated materials like cross arms clamps, fittings etc. |
| (5) Trivector meters. | (5) A.C.corrugated sheets, ventilators, G.I.wire netting etc. |
| (6) C.T.S. wires and flexibles. | (6) M.S.black sheets. |
| (7) V.I.R.Wires. | (7) Bolts, nuts washers, split pins, cotton pieces, check nuts, eye bolts etc. of all sizes. |
| (8) Reel insulators . | (8) Timber. |
| (9) Sectionalising boxes and Distribution Boards | (9) Cement. |
| (10) Street light fixtures. | (10) Miscellaneous |
| (11) Caution and danger boards. | GROUP NO. VI |
| (12) Sealing wires and seals. | MISCELLANEOUS ITEMS SUCH AS STATIONERY & OTHER ITEMS. |
| (13) Conduit pipes of all sizes. | (1) Stationery materials. |
| (14) G.I. pipes of all sizes. | (2) Mathematical and Drawing instruments. |
| (15) Earthing pipe and coil type. | (3) Printing of forms and books. |
| (16) Time switches. | |
| (17) Light bulbs. | |
| (18) Lamp shades and fittings. | |
| (19) Reflectors. | |

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| (4) Medical requirements. | (8) Wall clocks, time pieces. |
| (5) Furniture. | (9) Lanterns, hand lamps etc. |
| (6) Umbrellas, raincoats etc.. | (10) Miscellaneous. |
| (7) Cotton wastes. | |

GENERAL STANDING ORDER NO.164 DATED 2-1-1957
Accounts Section

Subject:-Payment of monthly salaries and wages to the employees of the
Head Office, Divisions, Sub-Divisions and Power Houses.

Having considered the difficulty experienced by the Divisions in not being able to make payment of all salaries and wages on the last working day of the month as required under Board's rules, the Board felt the necessity of the payments being staggered. It has, therefore, permitted (under its Resolution No. 2857 dated the 18th October 1956) the Divisions including their Sub-Divisions and Power Houses and Head Office to distribute the disbursements of the monthly salaries and wages of the employees as follows:-

Utran and Chola Division.	During the last 4 working days of each month.
Other Divisions.	During the last 3 working days of each month.
Ulhasnagar Sub-Division.	During the last 2 working days of each month.
Power Houses.	During the last 2 working days of each month.
Head Office.	During the last 2 working days of each month.

The above is subject to the disbursement being done in an organised manner so that the staff would get their monthly payments on a particular day in the month and would continue to do so during all subsequent months.

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

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

GENERAL STANDING ORDER NO.165 DATED 2-1-1957.
Board's Section.

Subject:-Compulsory contribution to the Contributory Provident Fund.

The Bombay Electricity Board in its 109th meeting considered the relevant provisions of the Service Regulations relating to Contributory Provident Fund and decided in its Resolution No.3181 dated 20-12-1956 that the existing regulation 113(i) should be substituted as under:-

"Every employee to whom these Regulations apply shall be a subscriber to the Fund:"

In any exceptional case, an employee may, by specific orders in writing be permitted, by the Competent Authority to suspend his contribution to the Fund, temporary for a period not exceeding 4 months at any one time in a period of 3 years, subject to the condition that the amount of the suspended contributions shall be deducted from the pay bills of the subsequent months in not more than 12 monthly instalments to which shall be added the Board's contribution equal to such deductions actually made.

The Competent Authorities to permit suspension of the contribution to the Fund under this Regulation would be as follows:-

Class of employees.	Competent Authority.
(a) Class I & II employees	Chairman
(b) Class III & IV in Head Office	Secretary
(c) Class III & IV in Divisions.	Superintending Engineer of the Circle concerned on the recommendation of the Executive Engineer of the Division.

Note:-An employee who is over 45 years of age on the date of joining the service of the Board shall not be eligible to be a subscriber without the specific permission of the Board.

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

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

GENERAL STANDING ORDER NO.166 DATED 2-1-1957.
Board's Section.

Subject:-Transfer T.A. Regulations.

The Bombay Electricity Board observed that the existing Travelling Allowance Regulations in so far as they relate to the transport of kit by road on "Journeys on Transfer" were inadequate as the rate allowed for transport of kit as laid down is Annas eight per kilo without reference to the permissible maundage. It has, therefore, decided to supplement the relevant provisions of the "Regulations on Travelling Allowance on Transfer" by additions made below (vide its Resolution No.3172 dated 20-12-1956) and directed that all outstanding claims should be decided accordingly.

Add the following to the existing Regulations on Journeys on transfer (Regulations 107 to 109).

Transport of kit by Road on journeys on transfer admissible.

(a) Rs.0-0-9 per maund per mile or as per S.T. rates, which is cheaper.

(b) Special rates for Bombay City.

(i) Within 5 miles.

Rs.0-4-6 for first two miles.

Rs.0-2-3 for the third mile.

Rs.0-2-3 for the fourth and fifth mile.

i.e. Rs.0-9-0 for the first five miles per maund.

(ii) For every additional mile beyond 5 miles. Rs.0-0-9 per maund.

Explanatory Note.

Wherever a conveyance owned by the Board is available for use by the employee transferred, such conveyance should be made available to him from his residence to the Railway Station, Bus Stand etc. for transportation of his family and kit and in case such conveyance is provided, the employee should not be held eligible for any conveyance charges from the residence to the above places and vice versa. The conveyance should, however, be made available subject to the discretion of the Head of Office and provided that it does not interfere with the Board's work.

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

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

**GENERAL STANDING ORDER NO.167 DATED 2-1-1957
Planning & Co-ordination Section.**

Subject:- Sanctioning of (a) extra items in respect of works contracts and
(b) Increase in Tender Rates.

In appreciation of the difficulty of inviting tenders for extra items of the same or different kinds, in respect of works contract in progress, the Board had by its resolution No.470 authorised the Executive Engineers and the Superintending Engineers to place contracts in special cases upto the limits prescribed below:-

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

(b) Superintending Engineer above Rs.2,500/- provided the excess is within the technical sanction for the works and does not exceed 5% of the contract, subject further to the conditions indicated in (a) above.

2. It has, however, been observed that in spite of the above, the Board had to be frequently approached for its approval of extra items when the increase in cost exceeded the limit provided under the above resolution, thus causing delay in the progress of work. The same was felt in respect of sanction of increase in tender rates, when the power for such sanction lay completely with the Board.

3. In order to obviate the necessity of approaching Board and avoid delay in the progress of work, the Board under its Resolution No.3025 dated 20-11-1956 has authorised the Chief Engineer to relax the limits of 5% within which the Executive Engineer and Superintending Engineer could place contracts under given conditions to 10% of the contract or Rs.5,000/- whichever be less, with the approval of Chairman.

4. For any increase above the aforesaid limits and increase in tender rates, the Board's sanction should be obtained as heretofore.

5. The procedure laid down herein should be strictly followed. For any clarification, in this behalf, correspondence should be addressed to the Planning and Coordination Section.

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

GENERAL STANDING ORDER NO.168 DATED 5-1-1957.
Board's Section.

Subject:-Amplification of Regulation 59 (A) and 38(a) of the Bombay Electricity Board Employees' Service Regulations.

Bombay Electricity Board in its Resolution No.3029 dated the 15th November 1956 observed that Regulations 59(A) and 38(a) of Service Regulations need certain clarifications in matter of increments and probationary period which subjects are generally governed by the two regulations in question.

The following note and proviso should be added to Regulation 59-A as already modified by correction slip No.39.

Note 2 to Regulation 59(A)

"For purpose of Regulation 59(A), an employee promoted to a higher post shall be deemed to be on par with the new entrant and the date of increment shall be regulated accordingly i.e. the increment shall be effective from the first day of the quarter ensuing the one during which the incremental period of 12 months is due to expire."

The contents of this note will apply to all cases of promotion that may take effect after 15-11-1956 (the date of Board's Resolution No.3029).

Proviso No.2 to Regulation 59(A)

Provided further that in the case of employees who have been granted extraordinary leave without pay and those to whom suspension has been ordered as a punishment, the date of increment which would normally be determined in accordance with the provisions of Clause 59(A) shall be postponed by the period of such extraordinary leave or suspension.

Provided again that in the case of new entrants or those promoted to higher posts, the date of increment shall be postponed (a) by the period of extraordinary leave or suspension or (b) to the beginning of the ensuing quarter following the one in which the incremental period is due to expire whichever be later and regulated after adding the period of extra-ordinary leave or suspension to the date on which the incremental period would normally expire.

The following examples are indicated for guidance.

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| I. | (i) "A" is appointed on | 30-3-56 |
| | (ii) His next increment would be due on | 1-4-57 |
| | (iii) He takes extraordinary leave without pay for 1 month and 10 days from 1st October 56 increment date is | 9-5-57 |
| II. | (i) 'B' is appointed on | 1-2-56 |
| | (ii) His next increment would be due on | 1-4-57 |

- (iii) He takes extraordinary leave without pay for 1 month and 10 days from 1st October 1956 Increment date is 1-4-57
- III. (i) 'C' is appointed on 1-2-56
- (ii) His next increment would be due on 1-4-57
- (iii) He takes extraordinary leave without pay for 1 month and 10 days from 15th March 1956 increment date is 24-4-57

In all the above three cases, the subsequent date of increment will normally be 1-4-1958.

All future cases should be regulated accordingly and no past cases which have already been decided, should be re-opened as a result of the above clarification.

The following note should be added to Regulation 38(a).

"No employee shall be eligible to increment provided under regulation 59(A) as now amplified except after satisfactory completion of the probationary period."

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

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

GENERAL STANDING ORDER NO. 169 DATED 8-1-1957
Establishment Section

Subject:- Time-limit for settlement of supplementary claims of pay and allowances (other than travelling allowances).

The time-limits within which the claims arising out of pay and allowances of employees should be submitted and settled, have already been embodied in the General Standing Order No. 121. It has been observed that at times it becomes difficult to adhere to the above time-limits particularly in the case of supplementary claims as they often entail correspondence. The Board has therefore, authorised the Secretary with the approval of the Chairman to condone delays upto seven months as indicated below (vide its Resolution No. 3146 dated 13-12-1956).

The existing time-limits as embodied in the G.S.O. No.121 should , therefore , be substituted as under :-

- (a) Time-limit for submission after end of the month in which the claims becomes due. 2 months
- (b) Time-limit for settlement from the date of receipt of the claim. 2 months
- (c) Secretary (with the approval of the Chairman) to condone the delay beyond the period referred to at (a) and (b) 3 months

- (d) All claims delayed beyond 7 months to be condoned by the Board.

Any correspondence in this regard should be addressed to the undersigned.

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

GENERAL STANDING ORDER NO.170 DATED 8-1-1957
Establishment Section

Subject:-Abbreviated Telegraphic Addresses.

The Bombay Electricity Board having approved in its Resolution No.3137 dated 13-12-1956, the abbreviated telegraphic address for the Construction Division, Sabarmati as 'Elgrid Sabarmati' and the Postal Authorities having registered that address as such, it should be added as Sr.No.8, to the list of abbreviated addresses embodied in the General Standing Order No.67.

The Board has further authorised the Chief Engineer (with the approval of the Chairman) to have similar telegraphic addresses in any new Divisions that may be created or at any important Sub-Division where such facility is considered necessary and economic.

Any new proposal with regard to the abbreviated telegraphic address for any new unit should, therefore, be addressed to the Establishment Section which in turn would put it upto Chief Engineer for approval.

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

CORRECTION SLIP NO.1 DATED 26-4-1977
(to G.S.O.170 dt.8-1-57)

Subject:-Abbreviated telegraphic addresses - Delegation of powers.

By its resolution No.386 dt.28.3.77 the Board accorded its approval to delegate powers as under to obtain telegraphic addresses for any new Divisions/Units/Offices etc. of the Board that may be created or for any important Sub-Divn. etc., where such facility is considered necessary and economical.

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| 1. Head Office | Secretary. |
| 2. Field. | Chief Engineer concerned. |

Sd/-Secretary.

BEB-GSO 169&170

Bigger type OPERATIVE & Smaller type REDUNDANT

231....

GENERAL STANDING ORDER NO.171 DATED 12-1-1957
Audit Section

Subject:-Admissibility of Mileage on tour.

Certain misapprehension as to the admissibility of mileage by road on journeys on tour exist and therefore the following clarification is given for the guidance of all concerned.

The basic principle is that the actual railway fare is payable where the journey is by rail and daily allowance becomes payable subject to the prescribed restrictions embodied on the subject of T.A. rules in the Service Regulations. This daily allowance is intended to cover all the incidental expenses of the journey including the cost of road journey from the headquarter of the employee (or his residence) to the Railway Station or from the Railway Station to the place of visit and vice-versa. If, however, the distance in each of the above circumstances is more than 5 miles then the actual expenses limited to the rate of mileage would become payable.

If, however, journey involves a distance to be covered by road between two Railway Stations on the continuous onward journey, mileage (actuals limited to the rates admissible) would become payable.

The T.A. bills submitted by the employees should thus be regulated in the light of above clarification. Any correspondence in this regard should be addressed to the Chief Internal Auditor.

Sd/-(N.S.MERCHANT)
Deputy Secretary

GENERAL STANDING ORDER NO.172 DATED 12-1-1957.
Board's Section

Subject:-Competent authority to file suits and to institute other legal proceedings on behalf of the Board and also to defend legal proceedings instituted against the Board.

Notwithstanding the powers already delegated to the several officers of the Board on the subject cited above (vide G.S.O. Nos. 16 and 113), the Bombay Electricity Board has also empowered the Secretary, Bombay Electricity Board to institute and defend legal proceedings whenever necessary, on behalf of the Board when it has to act centrally, under its Resolution No. 3031 dated 15th November 1956.

The powers to institute and defend legal proceedings should include all ancillary acts such as engagement of pleaders, signing and executing plaints, complaints, written statements, applications or petitions on behalf of and in the name of the Board and to appear, produce or withdraw any documents or moneys in the Court and settle or compromise any claim or case with Board's prior sanction and do all lawful acts and things in connection with any case in any court.

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

GENERAL STANDING ORDER NO.173 DATED 18-1-1957
Establishment Section

The Board observed that the decision under B.R.No.819 of 6-8-1955 (referred to in G.S.O. NO. 19) was to restore the withheld increments to the employees, on their passing the prescribed Hindi examination, as if the increments had not been withheld. However, proviso (a) to para III of the Resolution, conflicted with the aforesaid intention of the Board, as it sought to postpone the subsequent increments to 12 months from the date of passing the examination, instead of 12 months from the date on which the last increment would have become due, if the increment had not been withheld. The Board reviewed the position vis-a-vis the practice in Government Departments and felt that the employees concerned should not be subjected to any further disability or hardship in the matter of date of increments after they pass the prescribed examination.

The only disability shall be that they will not be eligible to any arrears in respect of the withheld increments for the past year or years. The Board decided that the subsequent increment after restoration of the withheld increments should be due 12 months from the date on which the last increment would have become effective, had the increment not been stopped, to be adjusted according to the provisions of Regulation 59(A). In order to bring this out, the Board decided that para III of B.R.No.819 should read as under :-

"(III) Any person from non-technical staff who fails to pass one of these examinations within the prescribed period shall, after the expiry of the prescribed period, be liable to have his increments and promotion withheld until he passes one of the examinations. Likewise, any technical officer who fails to pass one of these examination within the prescribed period, will not be eligible for any promotion provided that Chairman or Secretary may, for special reasons, extend the period prescribed for passing the examination. An increment so withheld shall become payable to the person concerned with effect from the date on which he passes the examination and all future increments shall accrue to him as if no increment had been withheld, subject however to adjustment in accordance with the provisions of Regulation 59 A provided that he shall not be entitled to a refund of the actual pay which he has lost owing to one or more of the increments having been withheld."

The Board has further decided that if there are any cases in which the subsequent increment has been postponed in pursuance of the proviso which is now deleted, those cases should be reviewed and decided as if the original (i.e. the deleted) proviso did not exist and the incumbents should be given the arrears to which they would have been entitled, had the proviso not existed.

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

GENERAL STANDING ORDER NO.174 DATED 28-1-1957
Establishment Section

Subject:-Inclusion of charge allowance, shorthand allowance etc. in the leave salary payable to Board's employees.

Doubts have been expressed as to whether charge allowance and shorthand allowance which are drawn by an employee in addition to his grade pay, special pay and personal pay should be calculated while working out the average pay of the employee for the purpose of leave salary or not. It has been since decided that charge allowance and shorthand allowance are in the nature of special pay for extra responsibilities shouldered by the employee and should, therefore, count for the purpose of drawal of leave salary whether it be based on the average pay for leave exceeding 30 days or basic pay for leave less than 30 days.

All the past cases should be decided in the light of the ruling now given.

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

GENERAL STANDING ORDER NO.175 DATED 28-1-1957
Establishment Section

Subject:-Payment in advance of leave salary and wages to employees governed by the Factories Act.

The Bombay Electricity Board referred to the Service Regulations which do not specifically provide for payment of advance of leave salary to the workmen governed by the Factory Act, as provided under section 81 of said Act and directed in its Resolution

No.3294 dated the 17th January 1957, that such advance payment should be made to the employees governed by the Factory Act as provided under the aforesaid Section of the Act.

The Board also directed that where any provisions of the Service Regulations conflict with the mandatory provisions of the Factory Act, the latter should be deemed to prevail and action taken wherever necessary, subject to the post-facto approval of the Board where any cost to the organisation is involved.

Any correspondence in this regard should be addressed to the undersigned.

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

GENERAL STANDING ORDER NO.176 DATED 28-1-1957
Establishment Section

Subject:-Delegation of powers to relax the condition of age-limit.

In accordance with the Board's Resolution No. 3309 dated the 17th January 1956, the Selecting Panels as prescribed in G.S.O.No.111 dated 7-6-1956 are delegated with powers to relax the condition of age- limit upto 30 years of age only in the case of suitable candidates selected by them for appointment in respect of the technical staff.

Matters relating to relaxation of age-limit for other staff should continue to be put up to the Board as at present.

Any correspondence in this regard may please be made with the undersigned.

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

GENERAL STANDING ORDER NO.177 DATED 4-2-1957
Board Section

Subject:-Procedure of notifying New Schemes and alterations in the existing Schemes.

The Board under Appendix G to its Resolution No.2738 dated 27-9-1956 has approved, as required under Section 29 of the Electricity Supply Act, the form and procedure of notifying new Schemes and Major Alterations in the existing Schemes.

2. Under the Act, it is incumbent on the Board to consider all representations received in respect of the New Schemes or the major alterations so notified and to take a final decision and to renotify the final decision giving all the essential details for the information of the public. The Board, therefore, in its 112th meeting convened on 14th

January 1957, referred to its Resolution No.2738 dated 27-9-1956 and under its Resolution No. 3273 directed as follows:-

" The representations received in respect of the Schemes should be submitted to the Board for its consideration and final decision, and steps should also be taken to renotify the Scheme thereafter as finally sanctioned with all the essential details."

3. The procedure laid down herein should be strictly followed.

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

GENERAL STANDING ORDER NO.178 DATED 4-2-1957
Accounts Section

Subject:-Mode of payment by cheques and commission therefor.

It is clarified for the information of all concerned that concession afforded to consumers of making payment by cheques for Rs.50/- and above wherein the commission and other charges incidental to their encashment are borne by the Board, does not apply to payments of amounts by cheques for other purposes.

In all such cases when the payment is made by cheque the bank commission charges are to be borne by the party concerned and not by the Board.

This is in amplification of G.S.O.No.109 dated 4-6-1956.

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

GENERAL STANDING ORDER NO.179 DATED 5-2-1957
Board Section

Subject:-Payment to labourers engaged on Nominal Muster Roll No.103.

According to General Standing Order No.36 dated 23-12-1955 (issued in pursuance of B.R.No.1292 of 1-12-55) payment upto Rs.150/- only is permissible without pre-audit to the labour employed on nominal muster roll. Cases have come to the notice of the Board where work was required to be commenced and completed immediately without break and the payment to the labourers engaged on nominal muster rolls arranged immediately without pre-audit even though the cost exceeded the permissible limit.

As such cases resulted in audit irregularity and called for frequent references to the Board, it decided under its Resolution No.3261 to authorise the Chairman to sanction the nominal muster roll upto Rs.500/- without pre-audit on the recommendations of the Chief Engineer.

The power delegated and the instructions contained herein should be strictly followed.

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

GENERAL STANDING ORDER NO.180 DATED 15-2-1957
Establishment Section

Subject:-Allotment of Residential Quarters to the staff at Concessional rent and grant of the
Concession of free supply of water and electricity.

The Bombay Electricity Board observed that at certain places, the non-technical staff employed for construction works and provided with the Board's quarters are required to pay rent at 10% of their pay as against 5% payable by the Operation & Maintenance employees and secondly that they are not eligible to the same concession of free electricity (upto specified units) and water as the latter. The position has been reviewed by the Board at its meeting held on 31-1-57 and following procedure has been approved vide its Resolution No.3348 dated 31-1- 57.

1) That the concesson of free suply of electricity and water should be extended to the staff in Kolhapur Division who are residing in P.W.D. Quarters as specified in G.S.O. Nos.6,14,28, & 146 with effect from 1-4-55.

2) That the Sanitary and such other municipal taxes not being in the nature of house or property tax be recovered from the occupants of all quarters (including Board's quarters) from the date of the issue of orders. Past cases need not be opened.

Any correspondence in this regard may be addressed to the undersigned.

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

GENERAL STANDING ORDER NO.181 DATED 18-2-1957
Board Section

Subject:-Disposal of unserviceable and surplus material.

Under the General Standing Order No. 112 dated 7th June, 1956 the Board delegated powers for certifying the Board's property as unserviceable or scrap to the extent and to the persons named therein under Clause 3 (6) of the Bombay Electricity Board (Administration and Funds and Properties) Regulations 1955.

The Board in its 109th meeting convened on 24th December 1956 under its Resolution No.3184 has adopted Government of Bombay, Industries & Co-operation Department, Resolution No.ESA 2856 K dated 10th Decēmbcr,1956 substituting Clause 3(6) of the Regulations made by the Bombay Electricity Board by Clauses 3(6)(A) and 3(6)(B), as follows:-

3(6) A. Disposal of unserviceable material.

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

- (a) Date of purchase,
- (b) Purchase value,
- (c) how long in use,
- (d) depreciated value,
- (e) how long not in use,
- (f) Probable sale value or upset price.and

(g) whether proposed to dispose of as -

- (i) Second hand or
- (ii) scrap and whether
- (iii) by auction or
- (iv) by destruction.

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

- (i) For any material, the original price and the depreciated book value are not more than Rs.500/- and Rs.50/- respectively. Executive Engineer (Subject to report) to Superintending Engineer.
- (ii) For any material, the original price and the depreciated book value are not more than Rs.1000/- and Rs.100/- respectively. Superintending Engineer.
- (iii) For any material the original price and the depreciated book value are not more than Rs.2500/- and Rs.250/- respectively. Chief Engineer.
- (iv) For any material, the original price and the depreciated book value are not more than Rs.5000/- and Rs.500/- respectively. Chief Engineer with the prior approval of the Chairman.
- (v) For any material, the original price and the depreciated book value are more than Rs.5000/- and Rs.500/- respectively. Board.

Provided that no material shall be ordered to be destroyed or sold without auction unless the authority next higher to the competent authority 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 depreciation value, the difference may be written off with the sanction of following authorities :-

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

3 (6) (B) - Disposal of surplus material.

At the end of each 1/2 years list of surplus stores held by each Division should be prepared and submitted to the central office by 15th of the next following month viz. 15th of July and 15th of January. The Stores Purchase Officer shall circulate the lists to the various Divisions to ascertain whether those materials would be required for use in other Divisions.

The Superintending Engineer in charge of the stores section in the central office shall after verifying the requirements of the various Divisions, issue orders with the concurrence of the Superintending Engineers

of the Circles concerned, to the Division holding the surplus stores to transfer to any other Division where the surplus materials are required.

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

The procedure laid down herein should be strictly followed.

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

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

GENERAL STANDING ORDER NO.182 DATED 26-2-1957
Planning & Co-Ordination Circle

Subject:-Rural Electrification of towns and villages not included under the sanctioned schemes in the Second Five Year Plan.

The Board in its meeting on 10-1-1957 considered the question of electrification of rural areas not included under the sanctioned schemes in the Second Five Year Plan but lying within short distances from the existing Grid lines and under its resolution No. 3255 agreed to the principles of considering the case of such towns and villages, pressing for power supply and decided to electrify them on the condition that either they guarantee a minimum return on investment or agree to contribute towards the cost of the scheme.

2. Under the above resolution the following procedure in regard to the undertaking of such extension schemes, in respect of all towns and villages lying within a distance of 10 miles from the Board's nearest supply point and which press for power supply, has been approved. It is now circulated to all our divisions for information and to enable officers to investigate, negotiate and make report of such further proposals on the lines specified herein for consideration of the Board.

(a) Villages within a distance of 1 mile of the existing high tension Distribution line shall be investigated for electrification provided-

(i) A guarantee of a minimum of at least three consumers per L.T. & H.T. poles including street lights totally erected for the village from a suitable point of our scheme from where power can be taken conveniently and economically, is furnished.

(ii) In addition to the above, they guarantee an agricultural and industrial load of at least 15 H.P. &

(iii) The cost of the electrification including motive power and agriculture (transmission plus distribution line and service connections) payable by the Board does not exceed Rs.25,000/- for such village.

Thus, a guarantee of at least 3 consumers including street lights per pole (both H.T. & L.T.) to be erected for the village scheme, plus a minimum of 15 H.P. Motive Power load is the minimum for considering such a village for being taken up provided also that the cost of scheme should not exceed Rs.25,000/- (Twenty five thousand) in all, including centages.

(b) Villages and towns situated at a distance exceeding 1 mile but not exceeding 5 miles may be considered for electrification provided -

(i) They agree to bear the full cost of transmission lines, and transformer stations etc. from the Board's nearest suitable point of supply, from where power can be conveniently and economically taken, or H.T. Distribution Line, erected for the village or towns.

(ii) The cost of distribution system in the village which shall be borne by the Board in full, is not more than Rs.50,000/- to Rs.1 lakh, depending upon the size of the town.

(iii) The estimated agricultural and industrial load in the town is not less than 50 H.P.

(iv) The number of domestic and public light connections is not less than three times the number of L.T. distribution poles in the town.

Thus a guarantee of the domestic and public light connections being three times the number of L.T. Distribution poles to be erected for the village scheme, plus a minimum agricultural and industrial load of 50 H.P., is the minimum for considering such a village/town for being taken up. In addition, the cost of the scheme should not be more than Rs.50,000/- to Rs.One lakh in all including centages.

(c) Towns and villages situated at a distance exceeding 5 miles but not exceeding 10 miles from the Board's nearest point of supply shall be considered for electrification provided -

(i) They agree to bear 50% of the cost of transmission line- cum-stepdown transformer and transformer station, but so that such sum is not less than 50,000 or 50% of the total cost, whichever is higher.

(ii) the total cost of transformer stations and lines in the town shall not exceed Rs.1 lakh.

(iii) no further additional contribution shall be asked from the town or village.

The above is the broad principle on which new schemes are to be sanctioned. It will be appreciated that the various cases will fall under either of the above three alternatives as under:-

(a) Under this are more or less small villages contiguous to our existing villages or situated immediately in the vicinity of transmission lines, which could be conveniently and economically electrified, provided there is sufficient load as stated above, namely, a minimum load of 15 HP motive or agricultural plus 3 consumers for every pole erected plus the total cost of the whole scheme not exceeding Rs.25,000/- for each village. Only such villages should be considered for this scheme.

(b) Under this alternative, since there is a contribution of 100% of transmission line cost, from such villages which are of medium importance and are conveniently situated near our transmission lines, we could consider them since, with the contribution available from the village, the overall cost is reduced, and the scheme becomes self- supporting.

(c) Schemes under this alternative, being at some distance, can only be considered if they are of fair importance. Such big villages are bound to fetch good revenue. As they would be contributing a major portion of the transmission and other cost, and the internal distribution cost will depend upon the extent of the lines to be laid (which will again depend on the importance of the town and the loads that are forthcoming), no guarantee need be asked. The principle involved being that with such extensions, it would be possible to consider other villages on these lines at a later date and economically extend our transmission and distribution lines.

Every new scheme is, however, subject to sanction of the Board and no commitment should be made until sanction of the Board to take up the scheme under the above, is duly received. Preliminary discussions should be held and guarantees must be obtained before the scheme is put up to the Board, without, however, any commitment on Board's part.

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

**CORRIGENDUM DATED 31-3-1957 TO G.S.O. NO.182
Planning & Coordination Circle.**

Subject:-Rural Electrification of Towns and villages not included under the sanctioned schemes in the 2nd Five Year Plan.

The Board reviewed the position in respect of the electrification of the Towns and villages within the 5-10 mile zone which were not included under sanctioned schemes in the Second Five Year Plan and decided vide Resolution No.3465 dated 26-2-1957 that instead of taking an outright contribution of 50% from the village, the following procedure should be adopted.

2. Towns and villages situated at a distance exceeding five miles but not exceeding 10 miles from the Board's nearest point of supply shall be considered for electrification provided that:-

(i) The beneficiaries of electric supply in these towns or villages agree to pay to the Board an interest free deposit equal to the total cost of transmission line. This amount shall be re-payable by the Board without interest in five annual instalments after the expiry of five years deposit period.

3. The above proposal has been made so as not to burden such villages or towns with the outright contribution but it will only be required to pay to the Board, towards the cost of the transmission line as interest-free deposit returnable after 5 years, in terms as provided in B.R.No.3255(G.S.O.No.182 dated 26-2-1957).

4. The Board has further decided that this amount will not form part of the budget or the 2nd plan allocation, but provision for this could be made in the 3rd plan period. It has also been decided that such deposits will not be taken into consideration for utilizing for the schemes in addition to Rs.20 lacs already sanctioned by it.

5. In view of the Board's above decisions, the relevant portion of G.S.O. No.182 dated 26-2-1957 (item c) should be suitably modified.

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

**GENERAL STANDING ORDER NO.183 DATED 6-3-1957
Establishment Section**

Subject:-Delegation of powers on works contracts and allied matters.

The Bombay Electricity Board in its Resolution No.3457 dated 21st February 1957 has authorised the Executive Engineers in charge of Divisions, to incur an expenditure of Rs.200/-per vehicle per annum for servicing and minor repairs including cost of spares and labour to the Board's Vehicles.

The powers so delegated should be suitably incorporated in the G.S.O. No.158.

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

GENERAL STANDING ORDER NO.184 NOT ISSUED

GENERAL STANDING ORDER NO.185 DATED 8-3-1957.

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 1957 and submission of Inventories therefor to the Bombay Office.

1. The current financial year of the Board closes on the 31st March, 1957. 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), Crockery and Utencils.

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

e) **Motor Vehicles** and Transport equipments.

f) **Miscellaneous Equipments** i.e., any other equipment which may not be conveniently included in any of the above classes.

2. As the instructions issued last year were not followed carefully, 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 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) & (2) of para 1 should be commenced on 25th March, 1957 and completed by the 31st March, 1957. However, if the total number of items to be verified are too many, the stock taking should be continued even after 31st March, 1957 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 25th March, 1957 till the 31st March, 1957 or later until the Stocktaking is finished, except for emergency. Arrangements should therefore, be made by all concerned to draw the stores required for the said period before 25th March, 1957.

d) Similarly, Stores actually received during the period from 25th March to 31st March 1957, should be segregated in the Stores and not taken into Stock until 1st April, 1957. The S.R. Notes for such items should be prepared on 1st April, 1957. 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 accounts by treating these as "Stores-in-Transit".

e) All Stores items should be stacked and arranged properly prior to 25th to facilitate convenient and quick physical count thereof.

f) Printed forms of Stock-inventory-Sheets are being sent to all the Stores Centres and Sub-Centres. These Stock Inventory Sheets be completed with the following details by the 25th March, 1957 utilizing different sheet or sheets for each Group of material.

- i) Bin Code numbers arranged Serially (under each Group)
- ii) Name and Description
- iii) Balance of Stock as per Bin Code on 25th to be considered as on 31st.

All entries shall be in ink (use of ball pen is permitted). Two or more copies may be prepared- original to be sent to this office and the others for reference of the concerned Stores-Centres and the Divisional Office.

No erasures are permitted. Correction 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 items such as bolts and nuts, washers, rivets etc., actual count of which may take considerable time, the count may be arrived at by actual weightment of a certain quantity & by calculation on the basis of the average obtained therefrom.

Similarly, with regard to such items as conductors and other items of which account is kept in length the quantities should be checked by weighing and calculation.

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 Storekeeper, the Supervising Officer and the field Officer-in-charge and 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 8th April 1957), for filling in the following information:-

- i) Stock balance as per Stock-Ledgers as on 31st March, 1957 (Col.5).
- ii) Average rates as on 31st March, 1957 for each item, after posting the receipts and issues for March, 1957 (Col.12)
- iii) Differences in quantities and the values i.e. Col.8,9,13 and 14
- iv) Value of actual (physical) stock as on 31st March 1957 (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.

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.

3. These Stock-Inventories must reach Bombay Office before the 1st June, 1957 the latest. If for any special reasons this is not possible, the Executive Engineer concerned must obtain Chief Engineer's written permission for such delay in submitting the same.

4. Capital Inventory forms also, after the figures of actual balances are filled in by the supervising officers should be completed in the Divisional Office and sent to the Head Office not later than 1st June, 1957, (Cyclostyle 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 of requisite subordinate 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 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 machines, if necessary. for 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., Junior Engineers, Assistant Engineers or Deputy Executive Engineers) 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 on the 24th March, 1957. Necessary intimation may be sent, in advance stating the name of the person who is being deputed with one copy marked to the Chief Accounts Officer 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. This journey of the staff to be deputed as Supervising Officers shall be on tour basis.

7. The Supervising Officers shall submit a report to the Head Office in the attached form (with copy to their 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 certificates are submitted. Disciplinary action will be taken against those who will be found negligent in complying with the instructions contained therein.

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

Sd/-For Secretary.

(Enclosure to G.S.O. No.185 dated 8th March, 1957)

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

Sr. No.	Name of Stores or Sub-Centre to be visited.	Classification of the Stores Centres	Approximate 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
I. Nadiad Division					
1.	Nadiad	Main Divnt. Stores	800	1	S.E.(S.E.C.)
2.	(a) Sabarmati	Sub-Stores	650	1*	-do-
	(b) Kalol	Sub-Depot			
	(c) Barejadi	-do-			
	(d) Baroda	Sub-Stores			

Sr. No.	Name of Stores or Sub-Centre to be visted.	Classification of the Stores Centres	Approximate number of Bins	No.of staff to be sent, J.Es., A.Es. or Dy.E.Es.	To be deputed by
3.	(a) Anand	-do-			
	(b) Petlad	Sub-Depot.	450	1*	-do-
	(c) Borsad	-do-			

*N.B. Supervising Officers going to these places, should verify the stocks held at these places by the Nadiad Division (i.e., those of Sabarmati Division should be excluded).

Power Houses of Nadiad Division:-

4.	Okha.	Main Stores	300	1	Ex.Engr., Utran.
5.	(a) Himatnagar	-do-	500	1	Ex.Engr., Utran.
	(b) Mansa	-do-	100		
6.	(a) Santrampur	-do-	300	1	Ex.Engr., Chola.
	(b) Deogad-Baria	-do-	500		
7.	(a) Radhanpur	-do-	300	1	Ex.Engr., Utran.
	(b) Deesa.	-do-	250		

II Sabarmati (Const.) Divn.

8.	(a) Sabarmati Divnl.Main Stores.		500		
	(b) Kalol	Sub-Stores	50	1@	Ex.Engr., Surat.
	(c) Petlad	-do-	50		
9.	(a) Barejadi	-do-	200		
	(b) Nadiad	-do-	300	1@	-do-
	(c) Baroda	-do-	300		

@ N.B. Supervising Officers going to these Stores-Centres should verify the Stocks held there only by the Sabarmati Division. (i.e., those of Nadiad Divn. should be excluded).

III Surat (Constn) Divn.

10.	(a) Surat	Divnl.Main Stores	100		
	(b) Tapti	Sub-Stores	250	1**	Ex.Engr.Chola
	(c) Navsari	-do-	300		
11.	(a) Billimora	-do-	250		
	(b) Bulsar	-do-	150	1**	-do-

**N.B. : These Supervising Officers should verify the stocks at these places held by Surat (Construction Divn) (i.e., those of the Utran Division should be excluded)

Sr. No.	Name of Stores or Sub-Centre to be visited.	Classification of the Stores Centres	Approximate number of Bins	No. of staff to be sent, J. Es., A. Es. or Dy. E. Es.	To be deputed by
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IV Utran Division

12.	Utran	Main Divnl. Stores			
13.	(a) Tapti	Sub-Stores	2000***	3@@	Ex. Engr., Sabarmati.
	(b) Surat	-do-			
	(c) Navsari	-do-			
	(d) Billimora	-do-			

N.B. @@ (1) Supervising Officers going to these places should verify the Stocks held there by the Utran Division only (i.e. those of the Surat Division should be excluded).

*** (2) The approximate Number of bins at each of the sub-centres is not so for known to this Office, hence the portion of work to be done by these three Supervising Officers should be determined on consulting the Executive Engineer, Utran.

PowerHouses under Utran Division :

14.	(a) Chhota-Udepur	Main Stores	400	1	Ex. Engr., Nadiad.
	(b) Rajpipla	-do-	600		
15.	(a) Gandevi	-do-	500	1	-do-
	(b) Bansda	-do-	300		
16.	(a) Bulsar	-do-	300	1	-do-
	(b) Dharampur	-do-	500		

V Kolhapur Division.

17.	(a) Kolhapur	Main Dn-Stores	1600	2@@@	S.E. (Commercial)
18.	(b) Jaysingpur	Main-Stores	50		

@@@ N.B. : Division of work to be done by each of these two Supervising Officers should be determined on consulting Executive Engineer, Kolhapur.

Power Houses under Kolhapur Division.

19.	Radhanagari H.E.S.	Main Stores	1000	1	Ex. Engr. (P&C)
20.	(a) Ratnagiri	-do-	800	1	S.E. (N.E.C.)
	(b) Chiplun	-do-	450		
21.	(a) Malwan	-do-	500	1	-do-
	(b) Vengurla	-do-	700		
22.	Islampur	-do-	600	1	S.E. (N.E.C)

Sr. No.	Name of Stores or Sub-Centre to be visited.	Classification of the Stores Centres	Approximate number of Bins	No. of staff to be sent, J.Es., A.Es. or Dy.E.Es.	To be deputed by
VI. Chola Division					
23.	Chola	Main Divisional Stores	800	1	Ex.Engr., Surat
VII. Ulhasnagr Sub-Division.					
24.	(a) Ulhasnagar	Main Stores	200	1	Ex.Engr.(P&C)
	(b) Talegaon	-do-	200		
VIII. Bombay Division.					
25.	(a) Dharangaon	Main Stores	600	1	Ex.Engr., Kolhapur
	(b) Erandol	Sub-Stores			
	(c) Parola	-do-			
26.	(a) Jawhar	Main Stores	200	1	Chief Accounts Officer.
	(b) Janjira	-do-	300		
27.	Bombay Stores Head Office.	-do-	250 + Stationery.	1	S.E. (Commercial)
28.	(a) Bhatgar	-do-	125	1	Ex.Engr., Kolhapur
	(b) Phaltan	-do-	500		
29.	(a) Wai	-do-	200		-do-
	(b) Satara	-do-	600	1	
IX. Hubli Division					
30.	Hubli Power House	-do-	1000	1	See the note below
31.	(a) Zone 'A' i.e. Ranibennur	Main Stores	700	1	-do-
	(b) Hangal	Sub-Stores			
	(c) Haveri	-do-			
	(d) Byadgi	-do-			
	(e) Hospet	-do-			
	(f) Hariher	-do-			
32.	Zone 'B' i.e. Hubli	Main Stores		1	See note below
33.	(a) Dharwar	Sub-Stores	2000	1	See note below
	(b) Gadag	-do-			
	(c) Dandeli	-do-			
	(d) Kawalwad	-do-			
	(e) Sirsi	-do-			

Sr. No.	Name of Stores or Sub-Centre to be visited.	Classification of the Stores Centres	Approximate number of Bins	No. of staff to be sent, J.Es., A.Es. or Dy.E.Es.	To be deputed by
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Power Houses under Hubli Division.

34.	(a) Hukeri	Main Stores	500		
	(b) Bailhongal	-do-	500	1	See note below
35.	(a) Guledgud	-do-	500	1	See note below
	(b) Ilkal	-do-	300		
			Total	36	

NOTE: The Stock-taking in Hubli Division, should be arranged for by the Executive Engineer, Operation and Maintenance Division, Hubli with the assistance of his existing staff by interchanging the Officers in-charge of the Power Houses and Sub-Stations to act as Supervising Officers at various Stores-Centres and Sub-Centres.

BOMBAY ELECTRICITY BOARD.

Report of the Supervising Officer on Completion of the work of Stock-taking of Stores and Capital items as at 31-3-1957

at _____ Centre/Sub-centre _____ under _____ Divn.

(Ref:G.S.O.No. _____ dated _____ March, 1957)

- (1) Name of the Supervising Officer: _____
- (2) (a) Designation: _____
(b) Head Quarter: _____
- (3) Date of starting the work of physical count: _____ 1957
- (4) Date of completion of the said work: _____ 1957
- (5) Total number of Stores Stock items checked. _____
- (6) Total number of Capital items Checked: _____
- (7) Special remarks, if any: _____

Place: _____

Dated signature of the Supervising Officer

The work of physical count of the Stores-Stocks 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.

Forwarded to the Chief Accounts Officer, Bombay through the Superintending Engineer (Southern Electrical Circle)/(Northern Electrical Circle) for information.

Executive Engineer _____ Division

Place _____

Dated signature of the Field Officer-in-charge

BOMBAY ELECTRICITY BOARD.

List of materials received during the period from 25-3-1957 to 31-3-1957 when the normal working of Stores was closed for the purpose of Annual stock-taking.

Name of Stores-Centre: _____

Date: _____

1	2	3	4
Date of receiving	Received from (i.e., name of supplier)	Bin Code. No.	Name and description of material received.
5	6	7	8
Quantity received.	Rate Rs.As.	Per	Amount Rs.As.Ps.
			9
			Remarks.
			Total.
Prepared by:-		Store-Keeper:-	Engineer-in-charge:-
			Countersigned. Supervising Officer.

BOMBAY ELECTRICITY BOARD.

Abstract showing the group-wise and grand total value of the physical stock of Stores as at 31st March, 1957.

Division _____ 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	7	8	9
		Rs.	Np.	Rs.	Np.	Rs.	Np.	
Grand Total.								

Prepared by _____

Store-Keeper. _____

Officer-in-charge. _____

Checked by _____

Designation. _____

GENERAL STANDING ORDER NO. 186 DATED 15-3-1957
Accounts Section

Subject:-Adoption of decimal currency as from 1st April, 1957.

1. Decimallisation as from 1st April, 1957.

In accordance with the Indian Coinage (Amendment) Act, 1955 and Circular letter from the office of the Comptroller & Auditor General, Decimal System has to be adopted as from 1st April, 1957.

The Board has considered the matter and passed Resolution No. 3405 of 14th February, 1957 as below:-

Item 16 : Decimal Coinage Change in our rates.

Resol.3405

As the decimal coinage would be introduced from 1-4-1957, the question of converting the electricity rates to decimal coinage was considered and as it would take some time for the public and the staff to get used to the decimal system, and as major changes are expected to be made in the rates when the proposed extensions under the S.G.E.G. Scheme are completed, in the minds of those concerned as a result of the change. The Board, therefore, decided that for the time being, **the rates may not be charged and expressed in decimal coinage** but only the final amount of the bill at the present rates should be converted and expressed in decimal coinage for which one more column is to be added in the Bills for expressing the amount in decimal coinage. It was also decided that the rounding off should be done in accordance with the official conversion table issued by Government with regard to all other matters such as invitation of tenders and quotations for works, supplies and service contracts, payments of bills and the whole of the Board's accounting, decimal coinage should be adopted from 1-4-1957.

2. The Following instructions are therefore, issued which should be strictly observed:-

(a) **Electricity Rates to be continued to be maintained** in Annas and Pies and only the Gross amount of bill to be converted into Rupees and Naye Paise.

(i) The existing Electricity Rates in Annas and Pies should continue, the calculations for various units to be done in Rupees, Annas and Pies and the Gross amount of bill only should be converted into Decimal currency. i.e. in Rupees and Naye Paise (abbreviation Rs. -N.P.) and also the Prompt Payment Discount should be calculated directly in Naye Paise at the rate of 3 Naye Paise per Rupee, the resultant net Bill being shown in Rs. - N.P.

The following example taken out from 1 3R billing Plate (for Rate A/L-1 and B/L-1 for lighting, fans and small appliances) specially embossed for the purpose illustrates as to how the billing should be done in Decimal currency under the above instructions :-

Gross Bill 12 Units @ 0-5-3/Unit	Rs. 3-15-0
12 Units @ 0-4-9/Unit	Rs. 3- 9-0
18 Units @ 0-4-0/Unit	Rs.4-8-0
Meter Rent.	Rs.0- 8-0
Electricity Duty @ 1/2 Anna/Unit	Rs.1-5-0
Total Gross Bill in Rs.As.-Ps.	Rs.13-13-0
Total Gross Bill in Rs. & N.P.	Rs.13-81
Prompt Payment Discount @ 3 N.P./Rs.	Rs.0-36
Total net Bill for current month	Rs.13-45

(ii) **Re-embossing of existing Billing Plates.** The existing Billing Plates complete in Rs, -As -Ps. is as follows :-

Gross Bill 12 Units @ 0-5-3/Unit	Rs.3-15-0
12 Units @ 0-4-9/Unit	Rs.3-9-0
18 Units @ 0-4-0/Unit	Rs.4-8-0
Meter Rent	Rs.0-8-0
Electricity Duty @ 1/2 Anna/Unit	Rs.1-5-0
Total Gross Bill for current Month	Rs.13-13-0
Prompt Payment Discount @ 1/2 An./Re.	Rs.0-6-0
Total net bill for current month	Rs.13-7-0

All the existing Billing Plates should be arranged to be corrected (i.e., re-embossed) which is possible without any difficulty as per illustration given in Para 2(a)(i) above.

The existing Plates should be sent to Nadiad and Kolhapur Divisional Offices where Electric Embossing Machines are installed after the mechanical Billing in March, 1957 has been carried out. In effect the Bills to be prepared after 1st April, 1957 (For consumption of March, 1957) must be in Decimal System (Rs. -N.P.) and continued in the same manner thereafter.

For the purpose of correcting the existing Billing Plates as also for all normal use as from 1st April, 1957, a **ready Reckoner for conversion of existing coinage into Decimal currency is attached separately.**

Note:- The Executive Engineers at Nadiad and Kolhapur are instructed to arrange to correct the Plates that will be sent to them by the various Power Houses from North and South Circles respectively in the end of March 1957 and all the Power Houses concerned are instructed to forward the Plates for correction after the 15th March, 1957 by which date the Billing for March, 1957 (for February Consumption) will normally have been completed.

(iii) Bills prepared by hand.

With regard to Bills prepared by hand the Billing after 1st April, 1957 (for consumption of March, 1957) should also be done as per instructions given in Para (a)(i) above. The revised Bill Forms are under print and necessary quantities will be forwarded to respective Power Houses by the Head Office. In the interim period the old Forms should be continued to be used by necessary correction.

(b) Decimal System to be adopted for all other matters.

With regard to all other matters such as Invitation of Tenders or Quotations for Works, Supplies and Service Contracts, payment of Bills and the whole of the Board's Accounting, Decimal System (Rs.-N.P.) should be adopted as from 1st April, 1957.

(c) Existing Contracts.

As the existing contract for supplies, works, or services have already been entered into in Rs. -As.-Ps. both for Rates and aggregate amounts, the passing of the Bills for the same should be done in the following manner :-

- (i) The amounts under each Rate which is in Rs.-As.-Ps. should also be calculated in Rs.-As.-Ps.
- (ii) Discount, if any, should also be in Rs.-As.-Ps.
- (iii) Sales Tax or General Sales Tax that is payable should also be in Rs.-As.-Ps.

(iv) The aggregate amount of the bill should however, be converted into Decimal currency (Rs.-N.P.) and paid in new currency.

(d) Receipt of Payments for Electricity Bills and other charges submitted prior to 1st April, 1957.

The payments of all Electricity Bills and other charges for which bills have been submitted in Rs.-As.-Ps. prior to 1st April, 1957 should be accepted by conversion into Rs.N.P. of the aggregate amount of each bill.

Since the existing Currency As. and Pies will also be legal currency for some time. such currency will also have to be accepted in payment on the basis of conversion.

(e) Balances in Treasuries and Banks.

The closing balances of the Board in the Treasuries and the Banks as on 31st March, 1957 will be converted into decimal coinage by Treasuries and Banks as per instructions of Central Government on basis of 192 pies or 16 As. equivalent to 100 Naye Paise instead of according to the Standard conversion table which is to be utilised at the time of making or receiving payments.

Likewise all the balances in the Cash Books of the Divisions as on 31st March, 1957 should also be converted on the basis of 192 pies or 16 Annas equivalent to 100 Naye Paise.

(f) Maintenance of Consumers' General Ledger and loss in exchange.

These 2 subjects will be dealt with separately by the issue of a separate circular.

(g) Method of expressing amounts in decimal coinage.

The method of writing amounts in decimal coinage is as follows:-

(i) A sum of Rs.25 and 5 Naye Paise should be shown as Rs. 25.05 and not as - Rs.25.5

(ii) A sum of Rs.25 and 50 Naye Paise should be shown as - Rs. 25.50 and not as Rs.25.5

(iii) A sum of Rs.55 and 83 Naye Paise should be shown as -Rs.55.83

(iv) The Naye Paise should be entered in 2 decimal places in every case in the respective columns which will substitute as from 1st April, 1957 the columns of As.-Ps. in the Cash Books, Ledgers, various Registers and Forms.

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

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

BOMBAY ELECTRICITY BOARD

READY RECKONER FOR CONVERSION OF EXISTING COINAGE INTO DECIMAL CURRENCY

To be used only on occasions of actual tender of existing coins of the value specified in the course of any single transaction.

Where a value in existing or new coinage is required to be converted into the other coinage, for purposes other than the actual tender of coins in the course of any single transaction, the exact equivalent should be worked out at the rate of 100 naye paise to 1 rupee or 16 annas or 64 pices or 192 pies.

Existing Coinage	Decimal Coinage	Existing Coinage	Decimal Coinage
1 Pie	01 Naye Paisa	3 Annas 1 Pie	19 Naye Paisa
2 Pies	01 Naye Paisa	3 Annas 2 Pies	20 Naye Paisa
3 Pies	02 Naye Paisa	3 Annas 3 Pies	20 Naye Paisa
4 Pies	02 Naye Paisa	3 Annas 4 Pies	21 Naye Paisa
5 Pies	03 Naye Paisa	3 Annas 5 Pies	21 Naye Paisa
6 Pies	03 Naye Paisa	3 Annas 6 Pies	22 Naye Paisa
7 Pies	04 Naye Paisa	3 Annas 7 Pies	22 Naye Paisa
8 Pies	04 Naye Paisa	3 Annas 8 Pies	23 Naye Paisa
9 Pies	05 Naye Paisa	3 Annas 9 Pies	23 Naye Paisa
10 Pies	05 Naye Paisa	3 Annas 10 Pies	24 Naye Paisa
11 Pies	06 Naye Paisa	3 Annas 11 Pies	24 Naye Paisa
1 Anna	06 Naye Paisa	4 Annas	25 Naye Paisa
1 Anna 1 Pie	07 Naye Paisa	4 Annas 1 Pie	26 Naye Paisa
1 Anna 2 Pies	07 Naye Paisa	4 Annas 2 Pies	26 Naye Paisa
1 Anna 3 Pies	08 Naye Paisa	4 Annas 3 Pies	27 Naye Paisa
1 Anna 4 Pies	08 Naye Paisa	4 Annas 4 Pies	27 Naye Paisa
1 Anna 5 Pies	09 Naye Paisa	4 Annas 5 Pies	28 Naye Paisa
1 Anna 6 Pies	09 Naye Paisa	4 Annas 6 Pies	28 Naye Paisa
1 Anna 7 Pies	10 Naye Paisa	4 Annas 7 Pies	29 Naye Paisa
1 Anna 8 Pies	10 Naye Paisa	4 Annas 8 Pies	29 Naye Paisa
1 Anna 9 Pies	11 Naye Paisa	4 Annas 9 Pies	30 Naye Paisa
1 Anna 10 Pies	11 Naye Paisa	4 Annas 10 Pies	30 Naye Paisa
1 Anna 11 Pies	12 Naye Paisa	4 Annas 11 Pies	31 Naye Paisa
2 Annas	12 Naye Paisa	5 Annas	31 Naye Paisa
2 Annas 1 Pie	13 Naye Paisa	5 Annas 1 Pie	32 Naye Paisa
2 Annas 2 Pies	14 Naye Paisa	5 Annas 2 Pies	32 Naye Paisa
2 Annas 3 Pies	14 Naye Paisa	5 Annas 3 Pies	33 Naye Paisa
2 Annas 4 Pies	15 Naye Paisa	5 Annas 4 Pies	33 Naye Paisa
2 Annas 5 Pies	15 Naye Paisa	5 Annas 5 Pies	34 Naye Paisa
2 Annas 6 Pies	16 Naye Paisa	5 Annas 6 Pies	34 Naye Paisa
2 Annas 7 Pies	16 Naye Paisa	5 Annas 7 Pies	35 Naye Paisa
2 Annas 8 Pies	17 Naye Paisa	5 Annas 8 Pies	35 Naye Paisa
2 Annas 9 Pies	17 Naye Paisa	5 Annas 9 Pies	36 Naye Paisa
2 Annas 10 Pies	18 Naye Paisa	5 Annas 10 Pies	36 Naye Paisa
2 Annas 11 Pies	18 Naye Paisa	5 Annas 11 Pies	37 Naye Paisa
3 Annas	19 Naye Paisa	6 Annas	37 Naye Paisa

Existing Coinage	Decimal Coinage	Existing Coinage	Decimal Coinage
6 Annas 1 Pie	38 Naye Paisa	9 Annas 1 Pie	57 Naye Paisa
6 Annas 2 Pies	39 Naye Paisa	9 Annas 2 Pies	57 Naye Paisa
6 Annas 3 Pies	39 Naye Paisa	9 Annas 3 Pies	58 Naye Paisa
6 Annas 4 Pies	40 Naye Paisa	9 Annas 4 Pies	58 Naye Paisa
6 Annas 5 Pies	40 Naye Paisa	9 Annas 5 Pies	59 Naye Paisa
6 Annas 6 Pies	41 Naye Paisa	9 Annas 6 Pies	59 Naye Paisa
6 Annas 7 Pies	41 Naye Paisa	9 Annas 7 Pies	60 Naye Paisa
6 Annas 8 Pies	42 Naye Paisa	9 Annas 8 Pies	60 Naye Paisa
6 Annas 9 Pies	42 Naye Paisa	9 Annas 9 Pies	61 Naye Paisa
6 Annas 10 Pies	43 Naye Paisa	9 Annas 10 Pies	61 Naye Paisa
6 Annas 11 Pies	43 Naye Paisa	9 Annas 11 Pies	62 Naye Paisa
7 Annas	44 Naye Paisa	10 Annas	62 Naye Paise
7 Annas 1 Pie	44 Naye Paisa	10 Annas 1 Pie	63 Naye Paisa
7 Annas 2 Pies	45 Naye Paisa	10 Annas 2 Pies	64 Naye Paisa
7 Annas 3 Pies	45 Naye Paisa	10 Annas 3 Pies	64 Naye Paisa
7 Annas 4 Pies	46 Naye Paisa	10 Annas 4 Pies	65 Naye Paisa
7 Annas 5 Pies	46 Naye Paisa	10 Annas 5 Pies	65 Naye Paisa
7 Annas 6 Pies	47 Naye Paisa	10 Annas 6 Pies	66 Naye Paisa
7 Annas 7 Pies	47 Naye Paisa	10 Annas 7 Pies	66 Naye Paisa
7 Annas 8 Pies	48 Naye Paisa	10 Annas 8 Pies	67 Naye Paisa
7 Annas 9 Pies	48 Naye Paisa	10 Annas 9 Pies	67 Naye Paisa
7 Annas 10 Pies	49 Naye Paisa	10 Annas 10 Pies	68 Naye Paisa
7 Annas 11 Pies	49 Naye Paisa	10 Annas 11 Pies	68 Naye Paisa
8 Annas	50 Naye Paisa	11 Annas	69 Naye Paisa
8 Annas 1 Pie	51 Naye Paisa	11 Annas 1 Pie	69 Naye Paisa
8 Annas 2 Pies	51 Naye Paisa	11 Annas 2 Pies	70 Naye Paisa
8 Annas 3 Pies	52 Naye Paisa	11 Annas 3 Pies	70 Naye Paisa
8 Annas 4 Pies	52 Naye Paisa	11 Annas 4 Pies	71 Naye Paisa
8 Annas 5 Pies	53 Naye Paisa	11 Annas 5 Pies	71 Naye Paisa
8 Annas 6 Pies	53 Naye Paisa	11 Annas 6 Pies	72 Naye Paisa
8 Annas 7 Pies	54 Naye Paisa	11 Annas 7 Pies	72 Naye Paisa
8 Annas 8 Pies	54 Naye Paisa	11 Annas 8 Pies	73 Naye Paisa
8 Annas 9 Pies	55 Naye Paisa	11 Annas 9 Pies	73 Naye Paisa
8 Annas 10 Pies	55 Naye Paisa	11 Annas 10 Pies	74 Naye Paisa
8 Annas 11 Pies	56 Naye Paisa	11 Annas 11 Pies	74 Naye Paisa
9 Annas	56 Naye Paisa	12 Annas	75 Naye Paisa

Existing Coinage	Decimal Coinage	Existing Coinage	Decimal Coinage
12 Annas 1 Pie	76 Naye Paisa	14 Annas 1 Pie	88 Naye Paisa
12 Annas 2 Pies	76 Naye Paisa	14 Annas 2 Pies	89 Naye Paisa
12 Annas 3 Pies	77 Naye Paisa	14 Annas 3 Pies	89 Naye Paisa
12 Annas 4 Pies	77 Naye Paisa	14 Annas 4 Pies	90 Naye Paisa
12 Annas 5 Pies	78 Naye Paisa	14 Annas 5 Pies	90 Naye Paisa
12 Annas 6 Pies	78 Naye Paisa	14 Annas 6 Pies	91 Naye Paisa
12 Annas 7 Pies	79 Naye Paisa	14 Annas 7 Pies	91 Naye Paisa
12 Annas 8 Pies	79 Naye Paisa	14 Annas 8 Pies	92 Naye Paisa
12 Annas 9 Pies	80 Naye Paisa	14 Annas 9 Pies	92 Naye Paisa
12 Annas 10 Pies	80 Naye Paisa	14 Annas 10 Pies	93 Naye Paisa
12 Annas 11 Pies	81 Naye Paisa	14 Annas 11 Pies	93 Naye Paisa
13 Annas	81 Naye Paisa	15 Annas	94 Naye Paisa
13 Annas 1 Pie	82 Naye Paisa	15 Annas 1 Pie	94 Naye Paisa
13 Annas 2 Pies	82 Naye Paisa	15 Annas 2 Pies	95 Naye Paisa
13 Annas 3 Pies	83 Naye Paisa	15 Annas 3 Pies	95 Naye Paisa
13 Annas 4 Pies	83 Naye Paisa	15 Annas 4 Pies	96 Naye Paisa
13 Annas 5 Pies	84 Naye Paisa	15 Annas 5 Pies	96 Naye Paisa
13 Annas 6 Pies	84 Naye Paisa	15 Annas 6 Pies	97 Naye Paisa
13 Annas 7 Pies	85 Naye Paisa	15 Annas 7 Pies	97 Naye Paisa
13 Annas 8 Pies	85 Naye Paisa	15 Annas 8 Pies	98 Naye Paisa
13 Annas 9 Pies	86 Naye Paisa	15 Annas 9 Pies	98 Naye Paisa
13 Annas 10 Pies	86 Naye Paisa	15 Annas 10 Pies	99 Naye Paisa
13 Annas 11 Pies	87 Naye Paisa	15 Annas 11 Pies	99 Naye Paisa
14 Annas	87 Naye Paisa	1 Re.	100 Naye Paisa

The conversion table is to be used only when coins are actually tendered in the course of transaction. For other purposes where conversion is necessary, such as computation of total value at a given rate, the exact equivalent of the rate should be worked out, even though it involves fractions of rupee. Thereafter, the fractions should be converted into naye paise in accordance with the conversion table. For example, if pencil costs $1\frac{1}{2}$ annas and one wants to purchase a dozen pencils and has only naye paise coins to pay, he should calculate the total cost in the following manner:-

Cost of 12 pencils in existing coinage = $12 \times 3\frac{1}{2}$ Ans. = 18 Annas or Re.1 and 2 Annas.

The rupee remains the same. The naye paise equivalent of 2 annas is 12, according to Ready Reckoner. Therefore, the cost of 12 pencils will be Re.1 and 12 naye paise.

GENERAL STANDING ORDER NO.187 DATED 20-3-1957
Audit Section

Subject:-Some irregularities in connection with works contracts and clarification of procedure.

It has come to the notice of the Audit Section that the tenders for works contracts are being invited by the field officers without giving them due publicity as per requirements of the G.S.O.No.158. It is, therefore, enjoined that the procedure regarding advertisements of tenders as laid down on pages 9 and 10 of the said G.S.O.must be strictly followed by the officers inviting tenders. A brief summary of the relevant extracts is reproduced below for the purpose of facilitating reference.

(a) For transport and works contracts of the value between Rs.3,000 and Rs.10,000, advertisements are to be given in the Bombay Chronicle and in the selected newspapers as indicated in the said G.S.O.

(b) All the works contracts between Rs. 10,000 and Rs .25,000 shall be advertised in the Bombay Chronicle and in regional papers of that particular region as indicated in the said G.S.O.

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

For works at Ulhasnagar, advertisements should be given in the Sindhi Daily, the 'Hindusthan' as one of the regional papers.

The principle of simultaneous advertisement in the regional and Bombay papers must be strictly adhered to failing which the officers will be liable to explanation and action in respect of any default in this respect.

It must be also made clear in any advertisement calling for tenders that the tenders may be submitted either at the office of regional officer calling tenders or at the office of the Superintending Engineer of the circle at the Head Office at Bombay the address of which shall be indicated on each of the advertisements.

Attention of the field officers is also invited to the Board's Resolution No. 195 adopted on 17-2-1955 whereby all tenders of the value of Rs. 3,000 are to be invited by public advertisement at least 7 days before the opening of the Tender unless prior approval of the Board is taken.

It is observed that the provisions for the opening of tenders as laid down in para E on page 3 of the G.S.O. No.158 have not been followed in a very large number of cases. It is hereby enjoined that these provisions must be strictly followed i.e. the signatures or initials of the officers and assistants taken on the tender papers in whose presence they are opened.

Tenders received in Bombay shall be opened at Bombay and those received in the field at the respective Divisions or sub-divisions concerned. The option to analyse the tenders either at Bombay or at the Divisions and Sub-divisions shall be with the Superintending Engineer of the circle concerned. The following para must therefore accompany any advertisement for tenders-"Tenders will be accepted either at the Divisional office or at Head Office, Bombay, and may be sent either by registered post or person."

All tender forms for estimate above Rs,10,000 must contain a provision, "The forms be filled in and sent either to the Secretary, Bombay Electricity Board, Bombay or to the Executive Engineer of the Division by Registered post or person. Tenders sent to Bombay will be opened in presence of the contractors who have tendered at office on (date) and at(time) and those sent at Division.....will be opened at Division office aton.....(date) at.....in presence of those tenderers who have tendered locally."

As there appears to be some confusion regarding interpretation of the powers of the Executive Engineers to pass works contracts bills upto Rs.10,000 initial payments (Not Final Bills) it is hereby clarified that the Executive Engineers will have the powers to pass the R.A. bills provided the amounts thereof after deduction of reasonable scheduled retentions and recoveries do not exceed the limit of Rs.10,000/-

Some clarification appears to be necessary as to the mutual powers, functions and responsibilities between Divisional Auditors and Audit Assistants on the one hand and the Divisional Accountants and Accounts Assistants on the other as the Audit and Accounts Assistants shall be naturally working under the Divisional Auditors and Accountants, the overall responsibility for the Audit and Accounts, matters pertaining to the Divisions will continue to attach to the latter even in the case of the bills passed by and papers disposed of by the former which they will be signing on behalf of the Divisional Auditors and Accountants. Subject to this observation there is no objection to the division of work between the D.As. and A.As. provided the allocation is settled in consultation with the Chief Internal Auditor in the case of Audit and with the Executive Engineer of Division concerned in the case of Accounts. Important matters however shall have to be personally attended by the D.As.

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

GENERAL STANDING ORDER NO.188 30-3-1957
Establishment Section

Subject:-Grant of compensatory holidays.

Several cases have come to the notice of the Board wherein employees are called for work on a Sunday or on a declared public holiday and in lieu thereof they are given the substitute holidays. In the absence of any specific orders in this behalf, the Board felt

that there was a possibility of abuse of this concession, and in order to prevent such abuse the Board decided in its Resolution No. 3511 dated 11-3-1957 to regulate the system of granting the compensatory holidays in future as under :-

(i) No compensatory holiday shall be granted if an employee attends office on Sunday or on a declared holiday to dispose of his normal work.

(ii) Similarly no compensatory holiday shall be granted if an employee is called upon to clear his arrears by a given time and for this purpose he has to attend office on a Sunday or a declared holiday.

(iii) If an employee is called upon to attend office and work full time for any urgent work beyond the span of his normal work, on a Sunday or on a declared holiday, he may be granted a compensatory holiday in lieu thereof.

(iv) A compensatory holiday so earned shall normally be availed of within one month from the date of its accrual unless the Officer in charge of the Section sanctions postponement by specific order save as provided by any law for the time being in force.

(v) Save in the case of a compensatory holiday earned during the month of December, no compensatory holiday shall be carried forward beyond 31st December of the year.

(vi) Not more than 2 Compensatory holidays shall be granted at any one time.

(vii) Compensatory holidays shall not be suffixed or prefixed to casual leave or any other kind of leave.

(viii) An employee may be permitted only to suffix or prefix a compensatory holiday to a Sunday or a day declared as a holiday. The concession shall not be available both ways of suffixing on the one side and prefixing the other.

The above rules should be strictly adhered to while sanctioning compensatory holidays.

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

GENERAL STANDING ORDER NO.189 DATED 30-3-1957

Subject:-Mode of receipt of tenders and reduction of security deposit in special cases in the mofussil.

The Board has considered the difficulties arising out of -

(i) The tendency on the part of some of the construction contractors for Civil Engineering works of forming a clique, by getting together earlier and deciding amongst themselves as to who is to receive the tender and then submit the tenders to suit their requirements.

(ii) The large security deposit involved in respect of tenders involving extension of small value, which prevents small local contractors from tendering, thus leaving the Board entirely in the hands of a few large contractors.

The Board has vide its Resolution No. 3347 dated 4-2-57 decided to lay down the following procedure to be adopted in respect of the above, in the mofussil only, with a view to minimise the above difficulties.

All tenders in respect of Civil Engineering Works shall be received either by Registered post or delivered in person and put in a sealed box, especially provided for the purpose. All tenders received shall be kept confidential. The tenderers or their representatives shall however continue to be given the right of being present at the time of actual opening of the tenders, if they so choose.

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

For all other contracts the existing rules shall apply.

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

GENERAL STANDING ORDERS (B.E.B.)

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