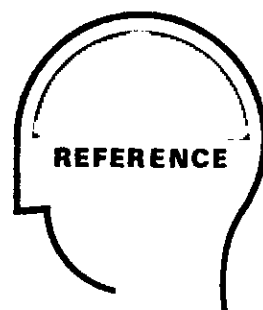


GENERAL STANDING ORDERS

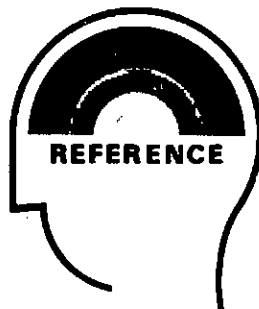
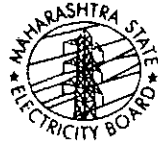
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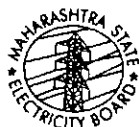
GENERAL STANDING ORDERS (MSEB)

(1 TO 117)



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

Published by



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FOREWORD

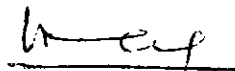
The Indexes of the General Standing Orders and General Orders(Personnel) also incorporating the indexes of Administrative Circulars and Departmental Circulars (GAD/O&M) have been compiled and published as a book during January, 1992. In it, the present status of the said General Standing Orders/General Orders was also shown against each alongwith the relevant reference through which it was modified or withdrawn etc.

Printing of full texts of GSOs/GOs/Adm.Circulars and Departmental (GAD/O&M) Circulars, in handy volumes, has been taken up as a part of the first phase of compilation work. This volume is the first in the series covering the GSOs issued during the period of July 1960 to March 1962 by MSEB. After March 1962, the system of the issuing GSOs was stopped & in its place GOs were issued by MSEB which are being compiled & printed in separate volumes, which would also be in your hands soon.

The basic aim of the Compilation Team is condensation of references without missing out the essentialities. An effort to reduce the non-essential encumbrances to the references has been continued. In addition to certain GSOs already declared redundant (and shown accordingly in the Index volume published in January, '92) somemore GSOs have been proposed to be declared redundant for which proposals are being examined by O&M Cell separately. Only 39 out of 117 GSOs are found to be effective either fully or partly. However, it has been decided to print the texts of all the General Standing Orders including the redundant ones as it may become necessary to refer to some of these redundant GSOs to settle any matter remaining outstanding. While doing so, the texts of operative GSOs are printed in bigger type and that of redundant ones are printed in smaller type. Similarly, the non-operative part(s) of certain operative GSOs are printed in smaller types.

This volume comes out as fulfillment of a long felt need. If any mistakes in this work are pointed out, they would be incorporated for correction in the subsequent editions. Any other suggestions to make this compilation more useful are welcome.

Needless to say that this volume would not have come out but for the tremendous efforts put in by the Compilation Team consisting of S/Shri T.N.Reddy, B.Y.Muradi, N.D.Digaskar, B.R.Dhawale & N.M.Dhanwala, who deserve all the appreciation. The subjectwise index annexed to this volume at the end would undoubtedly be found to be very useful.



(Vinay Mohan Lal)
Member(Adm) & Secretay

Bombay
Date: 23.3.93

PREFACE

In January, 1992, while publishing the Indexes of GSOs and GOs the lists of Administrative Circulars and Departmental Circulars(O&M) of GAD, only the subject matter was indicated with the present status of the GSOs & GOs. The printing of text of the said GSOs, GOs & Circulars is now underway. The present volume is one amongst the proposed publications.

The series of GSOs from serial No. 1 to 189, were issued by the then BEB, followed by issue of further GSO's from Sr.No. 190 to 575 by the then BSEB. These GSOs are printed in other volumes and published separately.

This volume contains GSOs 1 to 117 issued by the MSEB alongwith its correction slips. In the beginning, the MSEB has also continued to issue GSOs but on formation of MSEB in 1960 a fresh series of GSOs started with serial No.1. The nomenclature is changed from the GSO to GO for further issuance of Orders in the year 1962. Thus, there are two parallel series of GSOs from 1 to 117, one of the BEB and another of the MSEB.

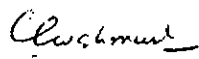
While connecting the correction slips to respective GSOs, the two correction slips of GO-18(P) bearing Nos.171 & 178 have also been linked-up. Through these correction slips, the provisions of not only GO-18(P) are modified but the provisions contained in many other GOs and GSOs are also modified. Therefore, the relevant portions of the said correction slips have been picked-up and incorporated at appropriate places in the relevant GSOs.

Though the GSOs & GOs are generally amended by issuing correction slips to the relevant GSOs & GOs, the same are also amended by issuing serially numbered Administrative Circulars, Departmental Circulars (O&M) and by Departmental Circulars not serially numbered. The Administrative Circulars & Departmental Circulars(O&M) having serially issued are being published separately. However, the decision to publish other Circulars is yet to be taken. Therefore, other Departmental Circulars which have resulted in amending GSO 71 of this series have been annexed to this volume.

The Compilation Team has volunteered this extraordinary task with a view to facilitate the Officers to better appreciate the instructions issued by the Board. It is hoped that the employees will find it useful. It is also expected that the Field Officers would ensure proper custody and to link-up the changes hereafter.

Although every care has been taken in compilation, some omissions/errors might have crept-in due to inadvertance. Such omissions/ errors, if noticed, may please be brought to the notice of the undersigned. Any suggestions to make the compilation more useful are also welcome.

Bombay
Date : 23.3.93


(V.G.Deshmukh)
Director of Personnel

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(Maharashtra State Electricity Board)
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**GENERAL STANDING ORDER NO.1 DATED 2-7-1960
Stores Purchase Section**

Subject:-Registration of contractors and modification of terms and conditions for approved contractors. Amplification of para 6(ii) of the accompaniment to G.S.O. No.517 Dated 26-11-1959.

Under para 6(ii) of the accompaniment to G.S.O No. 517 dated 26-11-1959, Works and Supply Contractors are given a choice to pay security deposit in the form of Bank guarantee besides cash and Government securities.

1. It has since been decided that besides the conditions stipulated in para 6(ii), the following conditions should also be stipulated in the contract by the officers who are competent to enter into a contract.

(a) Such Bank guarantee should be for the full period of contract and

(b) Where a Works or Supply Contractor is not in a position to give a Bank guarantee for the full period of the contract, there should be a clause in the contract, requiring the contractor to furnish a **fresh Bank guarantee** at least 30 days prior to the date of expiry of the current (i.e. existing) Bank guarantee within 30 days before the date of its expiry without the necessity of any reference to the party.

2. A specimen of Bank guarantee form is attached herewith for guidance.

Encl:- Typed overleaf #

Sd/-Secretary.

FORM OF BANKER'S UNDERTAKING

"The Bank of _____ hereby agrees unequivocally and unconditionally to pay, within 48 hours, on demand in writing from the Maharashtra State Electricity Board or any officer authorised by it in this behalf, of any amount upto and not exceeding Rs. _____/- (in words _____) to the said Maharashtra State Electricity Board on behalf of M/s. _____ who have entered into a contract for the supply/works specified below:-

This agreement shall be valid and binding on this Bank upto and including 31st March 196 , and shall not be terminable by notice or by change in the constitution of the Bank or the firm of contractors, or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alterations made, given, conceded or agreed, with or without our knowledge or consent, by or between parties to the said within written contract.

Signed _____
For Pro _____

CORRECTION SLIP NO.1

**CORRECTION SLIP NO.1 DATED 7-7-1990
(to G.S.O.517 (Stores Purchase Section) Dated 26-11-1959)**

**CORRECTION SLIP No.2 DATED 7-7-1990
(to G.S.O.1 (Stores Purchase Section) Dated 2-7-1960)**

Subject:-Cancellation of Registration of Contractors with Maharashtra State Electricity Board.

The Board by their Resolution No.431 dated 29-3-1990 have resolved that the procedure framed for registration of contractors vide Board Resolution No.2699 dated 26-7-1959 as notified under General Standing

Order No.517 dated 26th November 1959 (BSEB) and General Standing Order No.1 dated 2nd July 1960 (MSEB) be cancelled. The Board directed that all the suppliers registered with the Board should be given intimation regarding the cancellation of their registration. The Board authorised the Dy.Chief Accounts Officer (SB), Bombay to return the Permanent Deposits to the Contractors after completing all the formalities of no objection etc.

2.The Board further directed that advertisement in the newspaper should be given regarding cancellation of the registration of the suppliers.

3.The above provisions come into force with immediate effect.

Sd/-(C.S.SASTRY)
Director of Personnel

GENERAL STANDING ORDER NO.2 DATED 27-7-1960
Establishment Section

Subject:-Addition to B.S.E.B. Employees' Service Regulation Nos.43 & 54.

In accordance with the Board's Resolution No.53 dated 6/8th July 1960, the following clarificatory note should be added below B.S.E.B. Employees' Service Regulations Nos.43 and 54.

"For the purpose of Service Regulations 43 and 54, a regular employee who is promoted to a higher post and is on probation in that post shall give such notice as is prescribed for the lower post in which he is confirmed."

Sd/- Secretary

GENERAL STANDING ORDER NO.3 DATED 28-7-1960
Establishment Section

Subject:-Delegation of powers to the Secretary to decide absence from duty of representatives of a trade union as on duty, grant of T.A. etc.

(i) G.S.O.No.323 dt.15-3-58 of B.S.E.B.

(ii) G.S.O.No.514 dt. 20-11-59 of B.S.E.B.

Authority	Nature of powers	To whom delegated
B.R.No.30 dt.6/8th July 1960	(i) To permit to the extent of four representatives of a trade Union to attend the discussions and /or meeting held in the Head Office or elsewhere in connection with any apprehended trade or industrial dispute and treat their absence as on duty.	Secretary.

(ii) To sanction travelling allowance as per normal rules to these representatives only when they are invited at the instance of the Board or any of its officers and not when a request is made by a trade union to permit its representatives to attend any discussions and/or meetings.

Secretary.

Sd/- Secretary.

(Please connect Adm.Cir.No.20)

**CORRECTION SLIP NO.1 DATED 2-1-1976
(To G.S.O. 3 Dt.28.7.60)**

Subject:-Delegation of powers to the Secretary to decide absence from duty of representatives of a trade union as on duty, grant of T.A. & D.A. etc.

By its resolution No.1468 dt.28.11.75, the Board has accorded its approval to modify para i) in column No.2 of G.S.O.No. 3 dt.28.7.60, as under :-

"Nature of Powers:- 1) To permit to the extent of 'five' representatives of a Trade Union/Federation to attend the discussion and/or meeting held in the Head Office or elsewhere in connection with any apprehended trade or industrial dispute and treat their absence as on duty and also grant T.A. & D.A. as per normal rules of the Board provided they are invited at the instance of the Board".

Sd/- Secretary.

**CORRECTION SLIP NO.171 DATED 3-3-1976
(TO G.O.NO.18(P) Dated 28-5-63)**

By its Resolution No.1588 dated 31-1-1976, the Board has accorded its approval for re-delegation of power & in respect of matters falling under M.S.E.Board Employees' Service Regulations, Classification and Recruitment Regulations, 1961, Seniority Regulations, 1961, Gratuity Regulations 1960, Medical Reimbursement Scheme, General Standing Orders and General Orders as appended in the enclosed statement.

Encl:- Statements.

Sd/-Secretary.

Pick of relevant portion of statement

Sr. No	Regulation / G.O. / G.S.O.	Subject	Existing Delegation	Revised Delegation	Remarks
IV.	1)G.S.O.3 dated 28-7-1960	Permission to attend Head Office and conciliation proceedings by representatives of the unions and payment of T.A.	Secretary	C.I.R.O.	-

GENERAL STANDING ORDER NO.4 DATED 28-7-1960
Establishment Section

Subject:-Employment Exchange-Assistance of the -to be sought for.

(G.S.O.No.519 dated 1-12-59 of the B.S.E.B.)

In accordance with the Board's Resolution No.54 dated 6/8th July 1960, the procedure in respect of assistance to be sought for, from the Employment Exchange as notified in G.S.O. 519 dated 1-12-1959 should be followed with the following modifications.

a) All Class IV Vacancies and such of the Class III Clerical vacancies e.g. Junior Clerks, Typists etc, where no difficulty is envisaged by the appointing authority in obtaining suitable candidates through the Employment Exchange shall be filled in out of persons directed by the Local Employment Exchange, alongwith the candidates who may have applied for these posts in the routine course.

b) In case of vacancies other than those indicated in (a) above, the posts should be filled in by inviting applications through public advertisements and endorsing copies of the said advertisements to the local Employment Exchange with a request to recommend suitable candidates for consideration by the Board's Selection Panel for these vacancies. The applications received in the routine course should also be considered alongwith such applications provided they fulfill requirements specified in the advertisements.

c) While selecting the candidates, the panel should select suitable candidates in large numbers to be kept on the waiting list which should be made valid for a period of 6 months for appointment against future vacancies.

d) If there is no person available on the waiting list and if the appointments are to be made urgently and the appointing authority is satisfied that there is not adequate time to obtain candidates by following the prescribed procedure, the vacancies, irrespective of whether they are permanent or temporary, may be filled in initially by considering a few applications at the discretion of the appointing authority out of those received in the routine course, on purely temporary basis for a period not exceeding 3 months or till regular selection is made by the Competent Panel as per the procedure prescribed above, whichever be earlier.

Sd/-Secretary.

GENERAL STANDING ORDER NO.5 DATED 18-8-1960
Board's Section

Subject:-Adoption of all Rules (Service) Regulations G.S.Os. etc. of the erstwhile Bombay State Electricity Board.

The Board under its Resolution No.5 dated 6th July 1960 has decided that all rules, regulations, General Standing Orders, other orders, circulars, instructions, procedures, forms, formalities and practices and also delegations that had been in vogue in or applicable to the erstwhile Bombay State Electricity Board including those relating to schemes, rates, tariffs, conditions of supply etc. shall be deemed to be applicable to Maharashtra State Electricity Board until such time as they may be superseded, amended or otherwise modified by the Maharashtra State Electricity Board or other competent authority as the case may be and that all decisions taken by the Bombay State Electricity Board shall be deemed as if they were taken by the Maharashtra State Electricity Board unless they are in any particular case modified by the Maharashtra State Electricity Board.

Sd/-Secretary

GENERAL STANDING ORDER NO.6 DATED 18-8-1960
Board's Section

Subject:-M.S.E.B. Employees' Service Regulations. Amendment to -

In accordance with the Board's Resolution No.48 dated 6th July 1960, the following amendment should be carried out in the Maharashtra State Electricity Board Employees' Service Regulation.

INSERT THE FOLLOWING REGULATION TO READ AS REGULATION 6D

"If any provision in these Service Regulations conflicts with any statutory Regulations for the time being in force generally or in any area or in respect of any category or class of employees, the latter (i.e. statutory regulations) shall prevail generally or in the area or in respect of the category or Class of employees concerned as the case may be."

Sd/-Secretary

GENERAL STANDING ORDER NO.7 DATED 18-8-1960
Accounts Section

Subject:-Payment of Board's contribution to C.P.F. Subscribers in cases of (a) Death
(b) Superannuation (c) Premature relief from service owing to permanent total physical incapacity, before completion of the minimum qualifying period of five years service...Modification to M.S.E.B. Employees' Service Regulation 142.

In accordance with the Board's Resolution No.32 dated 6th July 1960, the existing clause (b) of Regulation No.142 of M.S.E.B. Employees' Service Regulations should be amended so as to read as under:-

Regulation No.142(b).

"The full amount of the employer's contribution is deductible from the C.P. Fund balance of a subscriber if he resigns his employment under the Board of his own volition before the completion of five years of service. The employer's contribution shall not, however, be deducted in case the

subscriber has to quit service before completing the period of five years of qualifying service for reasons of superannuation or permanent physical incapacity for further service arising from an accident while on duty as certified by a competent medical authority, or death."

Sd/-Secretary

GENERAL STANDING ORDER NO.8 DATED 18-8-1960
Board Section

Subject:-Delegation of Powers to Dy. Chief Engineer, Nagpur.

In accordance with the Board's Resolution No.130 dated 5th August 1960, the powers which were delegated to the Joint Chief Engineer at Nagpur under the Bombay State Electricity Board from time to time should be deemed as exercisable by the Deputy Chief Engineer in charge of the Zonal Office at Nagpur.

Sd/-Secretary.

GENERAL STANDING ORDER NO.9 DATED 18-8-1960
Establishment Section

Subject:-Rates of Dearness allowance to the Board's unmarried Class I and Class II Officers.

The Board under its Resolution No.110 dated 5-8-60 has decided that whole-time unmarried Class I and Class II officers of the Board should be allowed to draw Dearness Allowance at the same rates as are applicable to the married employees in its service.

2. This decision should be given effect from 1-8-60.

3. Para II of the Statement under the caption "whole-time unmarried Class I & II Officers" accompanying G.S.O.No.226 dated 26-7-1957 should be deleted.

Sd/-Secretary.

GENERAL STANDING ORDER NO.10 DATED 22-8-1960
Establishment Section

Subject:-Training in First Aid to the Staff attached to Power Houses -
delegation of Powers in respect of-

Authority	Nature of Powers	To whom delegated	Remarks.
B.R.No.92 dated 5th August 1960.	To provide for First Aid Equipments and Training in First Aid to such number of employees as may be required with reference to the Power Houses and Shifts worked therein.	S.E. in-charge of the Circle.	-

Sd/-Secretary.

GENERAL STANDING ORDER NO.11 DATED 23-8-1960
Establishment Section

Subject:-Increase in the rate of Dearness Allowance.

In accordance with the Board's Resolution No.124 dated 5-8-1960, the employees of the Board drawing basic pay upto and including Rs.300/-p.m. should be granted increase of Rs.5/- p.m. in Dearness Allowance with effect from 1-7-1960. With this increase of Rs.5/- the rates of Dearness Allowance for employees in the various pay ranges upto and including Rs.300/- shall be as under and effective from 1-7-1960:-

Pay upto Rs.50/-	Rs.50/-
Rs.51/- to Rs.100/-	Rs.55/-
Rs.101/- to Rs.150/-	Rs.55/-
Rs.151/- to Rs.200/-	Rs.60/-
Rs.201/- to Rs.300/-	Rs.65/-

NOTE:-The employees of the Board to whom the Chola Award is applicable are not to be given the benefit of this increase of Dearness Allowance.

Sd/-Secretary.

GENERAL STANDING ORDER NO.12 DATED 23-8-1960
Establishment Section

Subject:-Reimbursement of actual travelling expenses for journey undertaken for medical examination and or treatment.

In accordance with the Board's Resolution No.124 dated 5-8-1960, the employees of the Board who are required to go to the distant places for medical examination and /or treatment should be held eligible to reimbursement of actual travelling expenses according to the class of accommodation to which they are entitled. The actual cost of travelling shall not include any daily allowance or incidentals except that expended on actual transport.

Sd/-Secretary.

GENERAL STANDING ORDER NO.13 DATED 23-8-1960
Establishment Section

Subject:-Passing of Regional Language Examination by the non-muslim displaced employees of the Board. (G.S.O.Nos.32,94,202 and 208).

The Board under its Resolution No.124 dated 5-8-60 has decided that the non-muslim displaced employees of the Board who are 40 years of age or more on the date of this Resolution should be exempted from appearing for the Regional Language Examination prescribed for them under G.S.O.No.32 read with G.S.O.Nos. 94, 202 and 208.

Sd/-Secretary.

GENERAL STANDING ORDER NO.14 DATED 23-8-1960
Establishment Section

Subject:-Modification to Service Regulation 44.

In accordance with the Board's Resolution No.124 dated 5-8-1960 the existing Regulation 44 of the M.S.E.B. Employees' Service Regulations should be modified to read as under:-

"Employees of the Board are liable to retirement on the date of their completion of 58 years age provided that the employees after attaining the age of 55 years produce medical certificate every year thereafter to the effect that they are physically fit and mentally alert".

EXCEPTION:-Class IV employees of the Board who were working in Vidarbha region and who have joined the services of this Board as a result of integration shall continue to have the age of retirement as 60 years as personal to them.

Sd/-Secretary.

GENERAL STANDING ORDER NO.15 DATED 10-9-1960
Board Section

Subject:-Delegation of Powers to Sr.Power House Superintendent, Khaperkheda.

The Board under its Resolution No.72 read with No.85 dated 5th August 1960 has decided that the Senior Power House Superintendent at Khaperkheda shall hereafter be deemed as equivalent in rank to a Superintending Engineer and shall exercise the powers exercisable by the Superintending Engineer. He shall be under the administrative control of the Deputy Chief Engineer for Operation and Maintenance and for other administrative matters and under the administrative control of the Chief Engineer for matters relating to capital construction. The Superintending Engineer, Nagpur will hereafter cease to have administrative control over the Khaperkheda Power House.

Sd/-Secretary.

GENERAL STANDING ORDER NO.16 DATED 19-9-1960
Establishment Section

Subject:-Rates of Dearness Allowance to the Board's unmarried Class I and Class II Officers-
Modification to G.S.O.No.9 dated 18-8-1960.

Please read "1-7-1960" for "1-8-1960" appearing in para 2 of G.S.O.No.9 dated 18-8-1960.

Sd/-Secretary.

GENERAL STANDING ORDER NO.17 DATED 3-10-1960
Establishment Section

Subject:-Supply of uniforms to the female sweepers (Amplification to
G.S.O.No.530 dated 8th January 1960.)

The Chairman in exercise of the powers delegated to him as per para VI of G.S.O.No.381 dated 11th September 1958 has accorded his approval to the supply of 2 sarees and 2 blouses every year to the female sweepers.

2. The colour of the sari should be blue and that of the blouse white.

Sd/-Secretary

8....

MSEB-GSO 14, 15, 16 & 17

GENERAL STANDING ORDER NO.18 DATED 10-10-1960
Civil Section

Subject:-Payment of Security Deposit in case of Works Contracts.

Read:- (i)Item G(a) on page 7 of the Works Contract Procedure in G.S.O.No.192 dated 6-4-1957.

(ii)Item (b) of the Board's Resolution No.22 dated 27-3-1957 appended to the Works Contract Procedure in G.S.O.No.192 dated 6-4-1957.

(iii)G.S.O.No.508 dated 18-10-1959.

In accordance with the Board's Resolution No.31 dated 6-7-1960, the provision laid down in G.S.O.No.508 dated 18-10-1959 in the matter of Security Deposit under the Works Contract Procedure should be substituted by the following.

"For all contractors (including those who have paid a permanent security deposit of Rs. 2,000/-) the condition of payment of Security Deposit for works contract and for contracts for labour and/or rate contract, will be 5% of the value of the contract in each case to be recovered by cash or equivalent securities or in the alternative 2.5% in Bank Guarantee and the balance 2.5% in the form of Government Securities, fixed deposit receipts or in cash by deduction from running account bills at the discretion of the Superintending Engineer in charge (at 10% of each running bill till the full Security Deposit is recovered or alternatively from the first and second running bills, or from the final bills if no running bills are prepared) so that the total deposit equivalent to 5% of the value of the contract is made up and held by the Board as security deposit.

Provided that the 5% may include the permanent Security Deposit of Rs.2,000/- if paid subject to the condition that such inclusion shall become available only for any one subsisting contract and not for simultaneous contracts of the same contractor and, provided further that no earnest money need be paid by those who have paid permanent Security Deposit of Rs. 2,000/-. The Security Deposits can be waived in appropriate cases, with the approval of the next higher competent authority only.

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

Sd/-Secretary.

**CORRECTION SLIP (ADDENDUM) NO.1 DATED 5-9-1974
(To G.S.O.No.18 Dated 10-10-1960)**

Subject:-Issue of raw material from Departmental Stores, for manufacture of finished items-Recovery of the amount of Security Deposit.

The conditions, in respect of the Security Deposit to be recovered, in respect of works/labour contracts, have been laid down in the G.S.O.No.18 dated 10-10-1960. In its Resolution No.673 dated 2-8-1974, Board has accorded its approval to add the following to this G.S.O.

i) Whenever, the materials are to be issued through Departmental Stores against work orders in Board's premises, no additional Security Deposit be obtained from the Contractor, the material issued remaining **under dual control**.

ii) In other cases where the materials issued through Departmental Stores for manufacture/fabrication are required to be taken outside Board's premises, adequate security precautions should be insisted upon. This should be in the form of an "Indemnity Bond", when the material issued to the Contractor is valued below Rs.5000/- and by a Bank Guarantee equivalent to the cost of the material required to be issued when the value of the material exceeds Rs.5000/-.

2. Any correspondence in this regard should be addressed to the Chief Engineer (Civil and Construction).

Sd/(N.S.Merchant)
Secretary.

**GENERAL STANDING ORDER NO.19 DATED 10-10-1960
Establishment Section**

Subject:-Passing of Hindi Examination by Board's Employees-modifications to -

Please read - (i) G.S.O.No.19 dated 10-9-1955.

(ii) G.S.O.No.52 dated 9-2-1956.

(iii) G.S.O.No.470 dated 9-6-1959.

The Board under its Resolution No.142 dated 13th September 1960 has accorded its approval to the modification of the rules for passing Hindi Examination as under-

(i) All the examinations in Hindi which were prescribed by the former B.E.B. and adopted by the B.S.E.B. should continue to apply to the Class I, II and III employees of the Maharashtra State Electricity Board also.

(ii) Graduates with Hindi as a subject should not be required to pass the Hindi Examination.

(iii) The employees who have passed the Kovid Examination of the Rashtra Bhasha Prachar Samiti, Wardha or an equivalent examination of Maharashtra Rashtra Bhasha Sabha of Poona or such examination of Hindi Prachar Sabha before 1-9-51 should be exempted from the requirement of passing Hindi Examination.

(iv) The employees who were 45 years of age or above on 30-1-58 may be exempted from passing the Hindi Examination.

(v) All the employees including employees who have joined service after 30-1-58 should pass one of the prescribed Hindi Examination on or before 30-1-1961 or within two years from the date of joining the Board's service whichever be later.

(vi) The increments so far withheld for not passing the Hindi Examination should be released and the employees concerned be paid the difference as if no increment was stopped on account of not passing the Hindi Examination.

Sd/-Secretary.

GENERAL STANDING ORDER NO.20 DATED 10-10-1960
Establishment Section

Subject:-Creation of temporary posts in Class II, III and IV categories- delegation of powers to Chairman.

Authority	Nature of Powers	To whom delegated	Remarks
B.R.No.170 dated 13th Sept.1960.	To create temporary posts in Class II, III and IV categories, for such period so as to facilitate appointments of substitute if considered necessary, in place of candidates who may be deputed to undergo Hot Line Crew Training.	Chairman.	

Sd/-Secretary

GENERAL STANDING ORDER NO.21 DATED 14-10-1960
Establishment Section

Subject:-Supply of uniforms to the categories of Naiks and Blue printers.

Chairman in exercise of the powers delegated to him as per item (i) of para VI of G.S.O.No.381 dated 11-9-58 has accorded his approval to the supply of uniforms to the categories of Naiks and Blue printers.

The uniform should be of the same pattern and the cloth to be used should be as specified for the category of peons and should also be supplied at the same intervals as specified for the peons.

Sd/-Secretary

GENERAL STANDING ORDER NO.22 DATED 27-10-1960
Establishment Section

Subject:-Delegation of powers in respect of insurance cover for Erection Insurance.

In pursuance of the Board's Resolution No.148 dated 13-9-1960 the field officers as specified below are delegated with powers to place Erection Insurance business upto the limits shown against each by inviting tenders.

Rank.	Limit.
Executive Engineer.	Rs.500/-
Superintending Engineer.	Rs.1000/-
Deputy Chief Engineer.	Rs.2000/-
Chief Engineer.	Over Rs.2000/-

2. However if the cover is required immediately for shortage of time, the field officers are authorised to place the business directly with the Government Insurance Fund without calling for quotations.

3. The Board also delegated powers to field officers to approve and make payments for erection insurance upto the limits for which they are delegated powers to place business.

4. Any correspondence on this subject should be addressed to the Financial Adviser and Chief Accounts Officer, Bombay.

Sd/-Secretary.

GENERAL STANDING ORDER NO.23 DATED 27-10-1960
Establishment Section

Subject:-Delegation of powers to the Chairman to deal with cases of absence of staff for reasons beyond their control. (G.S.O.No.392 dated 4-10-58 and No.404 dated 18-11-1958.)

The Board under its Resolution No.210 dated 6-10-1960, decided that the absence of employees for reasons beyond their control like general strike, floods, cyclones or civil commotion resulting in disorganisation of the transport system, more specifically dealt with in G.S.O.No.404 when condoned by the Competent Authority should be treated as extraordinary casual leave (paid).

2.The Board further decided that any decisions that might have been taken in the past in such cases should be deemed to have been treated as extraordinary casual leave (paid).

Sd/-Secretary.

**CORRECTION SLIP NO.171 DATED 3-3-1976
(TO G.O.NO.18(P) Dated 28-5-63)**

By its Resolution No.1588 dated 31-1-1976, the Board has accorded its approval for re-delegation of powers in respect of matters falling under M.S.E.Board Employees' Service Regulations, Classification and Recruitment Regulations 1961, Seniority Regulations, 1961, Gratuity Regulations 1960, Medical Reimbursement Scheme, General Standing Orders and General Orders as appended in the enclosed statement.

Encl: Statements. #

Sd/-Secretary.

(# Pick of relevant portion of statement)

Sr. No	Regulation / G.O./G.S.O.	Subject	Existing Delegation	Revised Delegation	Remarks
IV.	2)G.S.O.23 dated 28-7-1960	Grant of special C.L. for absence of employees for reasons beyond their control.	Chairman	No change.	-

**GENERAL STANDING ORDER NO.24 DATED 27-10-1960
ESTABLISHMENT SECTION**

Subject:-Delegation of powers regarding grant of special casual leave to employees of the Board participating in National or International sports.

Authority	Nature of Powers.	To whom delegated	Remark
B.R.No. 213 dated 6-10-1960.	To grant special casual leave upto 30 days (paid) in a calendar year to the employees of the Board to enable them to participate in well recognised tournaments of State, National or international importance provided that the employees are invited by the organisation sponsoring the tournament or are deputed by the Board to represent its sporting organisation; provided further that no special casual leave shall be admissible or granted to the employees who wish to participate in the tournament in their personal capacity.	Chairman.	

Sd/-Secretary.

**CORRECTION SLIP NO.171 DATED 3-3-1976
(TO G.O.NO.18(P) Dated 28-5-63)**

By its Resolution No.1588 dated 31-1-1976, the Board has accorded its approval for re-delegation of powers in respect of matters falling under M.S.E.Board Employees' Service Regulations, Classification and Recruitment Regulations, 1961, Seniority Regulations, 1961, Gratuity Regulations 1960, Medical Reimbursement Scheme, General Standing Orders and General Orders as appended in the enclosed statement.

Encl: Statements. #

Sd/-Secretary.

(#Pick of relevant portion of statement)

Sr. No	Regulation/ G.O./G.S.O.	Subject	Existing Delegation	Revised Delegation	Remarks
IV.	5) G.S.O.24 dt.27-10-60	To grant special C.L. upto 30 days to the employees of the Board to participate in well recognised tournaments of the State, National or International importance.	Chairman	Secretary	-

**CORRECTION SLIP NO.1 DATED 12-11-1976
(to G.S.O.24 dt. 27-10-60)**

The Board vide its Resolution No.118 dt. 8-10-76, has accorded its approval to amend the existing G.S.O.24 to read as below:-

Sr.No.	Nature of powers	To whom delegated	Remarks
I.	(a) To grant special casual leave upto 15 days (paid) in a calender year to the employees of the Board to enable them to participate in the sports/tournaments conducted at the Divisional/Circle/Power Station /Head Office level and also well recognised tournaments at District levels.	SE/Sr.PSS/ of the Circle/ Power Station. Secretary in case of Head office level employees.	

(b) To grant special casual leave upto 30 days (paid) Secretary. in a calender year to the employees of the Board to enable them to participate in well recognised tournaments of State, National or International importance-provided that the employees are invited by the organisation sponsoring the tournaments or are deputed by the Board to represent its sporting organisation, and provided further that no special casual leave shall be admissible or granted to the employees who wish to participate in the tournaments in their personal capacity.

Sd/-Secretary.

**CORRECTION SLIP NO.2 DATED 9-5-84
TO G.S.O.No.24 Dated 27-10-60**

Subject:-Sanctioning Special C.L.to employees who participate in trekking programme/State tournaments, National-Inter National importance.

The Board vide their Resolution No.866 dt.30-4-84. has accorded approval to modify the existing provisions contained in para (b) of C.S.No.1 dt. 12-11-76 to G.S.O.24 dt.27-10-60 to read as under -

Sr. No.	Nature of power	To whom delegated
1 (b)	To grant Special C.L.upto 30 days (paid) in a Calendar year to the employees of the Board to enable them to participate in well recognised tournaments of State, National and Inter National importance, trekking and mountaineering programme organised/approved by the Indian Mountaineering programme organised/approved by the Indian Mountaineering Foundation of India, New Delhi provided that the employees are invited by the organisation sponsoring the tournaments or are deputed by the Board to represent their sporting organisation, or are selected for the trekking mountaineering programme organised or approved by the Indian Mountaineering Foundation of India, New Delhi provided further that the employees shall, however, be permitted to combine the above Special C.L.with regular leave admissible to them as per Board's rules as a special case if the period of absence exceeds 30 days but they shall not be permitted to combine with C.L. admissible to them. No special C.L.shall be admissible or	Secretary in H.O./Chief Engineer concerned in the field.

granted to the employees who wish to participate in the tournaments/trekking/mountaineering programme in their personal capacity.

The effective date for aforesaid provision will be 1-4-82 onwards.

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

GENERAL STANDING ORDER NO.25 DATED 27-10-1960
Establishment Section

Subject:-Employees of the Board/facilities to -

Read:- G.S.O.No.456 dated 14-5-1959 and Circular No. E/V/Misc/IX/47215 dated 28-7-1959.

In the context of G.S.O.No.456 dated 14-5-1959 and Circular No.E/V/Misc/IX/47215 dated 28-7-1959, the Board under its Resolution No.225 dated 6-10-1960 decided that the Board's employees both on the technical and non-technical side who are recipients of scales of pay, the minimum of which is Rs.250/- and below and whose monthly wages do not exceed Rs.500/- should be deemed to be "workmen" for the purpose of grant of benefits which may be extended by the Board from time to time to the "workmen" as defined under I.D.Act.

The Board in the same resolution also decided that the refixation of pay already done with effect from 1-6-1957 as per the Pay Fixation Regulations 1957 shall be given effect from 1-4-57 with all attendant allowances in so far as "workmen" are concerned. The retrospective effect given shall, however, not alter the date of next increment.

NOTE:- (1) In case where D.A., C.L.A., and/or H.R.A. become payable under these orders, only the difference between the rates prescribed by the B.S.E.B. and those prevalent in the former M.P.E.B., B.E.B. and Electricity Department of Marathwada should be paid.

Sd/-Secretary.

GENERAL STANDING ORDER NO.26 DATED 29-10-1960

Subject:-Newspapers for Board's Advertisements.

Authority:-MEBR No.166 dated 13-9-1960.

The orders and instructions issued in the matter of selection of newspapers issued by the Bombay State Electricity in G.S.O.No.509 dated 20-11-1959 have been reviewed for purposes of adoption by this Board and the following instructions are issued in the matter, in accordance with the aforesaid Board resolution.

(1) There shall be five lists A,B,C,D and E as under:-

List A:- List of approved Newspapers for global advertisements.

List B:- List of approved newspapers outside the State.

List C:- List of approved newspapers in the Maharashtra State.

List D:- List of approved newspapers in Greater Bombay area.

List E:- List of approved newspapers in Maharashtra State for regional publicity.

- (2) The global advertisements for specialised items will be issued by the Chief Engineer.
- (3) Advertisements requiring country-wide publicity (including those inviting applications for Class I and II posts) should be published ordinarily in two or more leading newspapers of the Maharashtra State shown in list C according to the value of the order or importance of the publicity to be given and also in one leading news paper of Madras, Calcutta and Delhi each, shown in list B and in the Indian Express or the Times of India.
- (4) Advertisements requiring Statewide publicity should be published ordinarily in one or two English newspapers and in 3 or 4 Marathi newspapers shown in List C. When necessary, advertisements may also be published in newspapers of other Indian Languages shown in List C.
- (5) Newspapers included in the list D and E should be used in the case of classified and other advertisements, that is to say, advertisements calling for tenders for local requirements of comparatively lesser value than those requiring Statewide publicity, inviting applications for lower posts to be filled etc., according to the publicity required in each case.
- (6) Advertisements pertaining to the Greater Bombay should be published in one or more newspapers in each of the groups of the newspapers in list D according to the nature of publicity required preferably in any two of the three English dailies by turn, two or more newspapers in Marathi by turn, and one newspapers from Gujarati and Hindi newspapers by turn, according to the publicity required.
- (7) Advertisements requiring publicity in specified areas should be published in three or four newspapers in list E, having a circulation in the area in question and if considered necessary, in newspapers in List C, having publicity in the district and in contiguous districts.
- (8) The order in which the newspapers have been arranged in the respective lists **does not indicate any priority.**
- (9) The medium of advertisements should be selected according to the requirements of each occasion keeping in view the broad principles that advertisements should not go to the same newspapers so frequently and to such an extent as to create a monopoly; nor should some of the news papers included in the approved lists be denied advertisements to such an extent as to appear as an unmerited exclusion.
- (10) The number of newspapers to be used should be determined according to the requirements of each occasion. For this purpose, the broad policy indicated in G.S.O.No.256 should be generally taken for guidance, with the discretion that each case may justify.
- (11) The aforesaid classification is broadly for guidance and should not be deemed as barring the discretion of the officer concerned in selecting any newspapers as the medium of advertisement, provided it is in one or the other of the five lists.
- (12) If there is any newspaper in any area which has comparatively a larger circulation, the name and address and the certified circulation figure should be communicated to the Head Office for consideration for inclusion in the approved list.
- (13) In selecting newspapers for purpose of Board's advertisements, the broad aspects besides the magnitude of circulation that should weight with the officers issuing advertisements should be :-
- (a) the newspapers should agree to charge rates not higher than those chargeable for Government advertisements.
- (b) the newspapers should agree to give publicity to news-items of the Bombay free of charge.
- (14) Where a newspaper offers concession in rates for advertisements when given for publication in simultaneous editions of the newspaper published from two or more places, advertisements may be given for publication in such newspapers even out of turn.

(15) The aforesaid instructions indicate broadly the scope of the discretion of the Officers concerned in the matter of selection of newspapers and of issue of advertisements. In the case of any exigency such as selecting a newspapers not included in the approved list or any question of rates of advertisements or any other matter relating to advertisements not covered by this General Standing Order, resulting in a deviation from the aforesaid procedure, the Secretary is the competent authority to deal with such exigencies, to approve the action and to condone the deviation.

Sd/-Secretary.

LIST A

Newspapers for Global publicity

1. The Indian Express Bombay & Delhi.
2. The Timres of India, Bombay and Delhi.
3. The Statesman, Calcutta and Delhi.
4. The Hindu, Madras.
5. The Hindustan Times, Delhi.
6. The Amritbazzar Patriika, Calcutta.
7. The London Times in the U.K.
8. Deutsche Allemegeine in Germany.
9. Machinery Lloyd, 6, Cavendish Place, Regent Street, London W.I. (who have agreed to publish Board's advertisements free of charge)

In addition to above, specimen copies of tender specifications should be sent to

- (a) Indian Embassies, Consulates or Trade Commissioners in Europe and America, and
- (b) Foreign Embassies, Consulates or Trade Commissioners in India,

who will in turn arrange for the necessary publicity among their respective foreign concerns.

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

LIST B

List of approved newspapers outside Maharashtra State.

1. The Statesman, Delhi and Calcutta.
2. Hindu, Madras.
3. Amritbazer Petrika, Calcutta.
4. Hindustan Times, Delhi.

LIST C

**List of approved newspapers in the Maharashtra State.
English Newspapers.**

1. The Times of India, Bombay.
2. The Indian Express, Bombay.

3. The Free Press Journal, Bombay.
4. Hitwada, Nagour.
5. Nagpur Times, Nagpur.

Marathi Newspapers.

1. Loksatta, Bombay.
2. Sakal, Poona.
3. Maharashtra, Nagpur.
4. Tarun Bharat, Nagpur & Poona.
5. Gavkari, Nasik.
6. Satyawadi, Kolhapur.
7. Navashakti, Bombay.
8. Matrubhumi, Nagpur.
9. Navakal, Bombay.
10. Lokmitra, Bombay.

GUJARTHI PAPERS.

1. Bombay Samacher, Bombay.
2. Janmabhoomi, Bombay.

Hindi Papers.

1. Nav Bharat Times, Bombay.
2. Nav Bharat, Nagpur.
3. Dainik Vishwamitra, Bombay.

Sindhi Papers.

1. Hindustan, Bombay (For Kalyan and Ulhasnagar areas).

LIST D

English Newspapers.

1. The Times of India, Bombay.
2. The Indian Express, Bombay.
3. The Free Press Journal, Bombay.

Marathi Newspapers.

1. Loksatta, Bombay.
2. Navakal, Bombay
3. Navashakti, Bombay
4. Lokmitra, Bombay.

Gujarathi Newspapers

1. Janmabhoomi, Bombay.
2. Bombay Samacher, Bombay.
3. Jam-e-Jamshed, Bombay.

Hindi Newspapers.

1. Navbharat Times, Bombay.
2. Dainik Vishwamitra, Bombay.

Sindhi Papers.

1. Hindustan, Bombay For Kalyan and Ulhasnagar areas.

List E

List of apprived newspapers in Maharashtra State for regional publicty

1.Poona

1. Tarun Bharat, Poona and Nagpur
2. Vishal Sahyadri, Poona.
3. Sakal, Poona.
4. Prabhat, Poona.
5. Poona Daily News, Poona.

2.Ratnagiri

1. Vainateya, Ratnagiri.

3. Kolhapur

1. Satyawadi, Kolhapur.
2. Pudhari, Kolhapur.
3. Samaj, Kolhapur.

4.Karad

1. Navasandesh.

5.Satara

1. Janakranti, Sangli.

6.Sholapur

1. Sholapur Samacgar, Sholapur.

7.Nagpur

1. Maharashtra, Nagour.
2. Tarun Bharat, Nagpur.
3. Nav Bharat, Nagpur.
4. Dainik Lokmanya, Nagour.
5. Nagpur Times, Nagpur
6. Hitawad, Nagpur.

8.Nasik

1. Gaonkari, Nasik

9.Marathwada

1. Ajintha, Auragabad.
2. Gaonkari, Nasik.

10.Amraoti

1. Matrubhoomi, Akola (Marathi).
2. Hindusthan, Amravati.

GENERAL STANDING ORDER NO.27 DATED 7-11-1960
Establishment Section

Subject:-Delegation of powers to Chairman to include additional posts in the Establishment Schedules.

Authority	Nature of powers	To whom delegated	Remark
B.R.No.226 dated 6-10-1960.	To permit inclusion of such of the additional posts in the Establishment Schedule to be submitted to Government by the prescribed date, as may be recommended by the Chief Engineer, the Financial Adviser and Chief Accounts Officer and the Secretary on technical, accounts and establishment and general sides respectively.	Chairman.	

Sd/-Secretary.

GENERAL STANDING ORDER NO.28 DATED 28-11-1960
Establishment Section

Subject:-Benefits of Housing Accommodation and other attendant concessions.
(G.S.O.No.552 dated 11-4-1960).

In partial modification of G.S.O.No.552 dated 11-4-1960, the Board under its Resolution No.243 dated 8-11-60 has decided that frequently transferable staff who are provided with housing accommodation in the Board's own quarters, should be charged rent at 10% of their pay plus C.L.A. or the standard rent whichever is lower. Thus the modified para (v) of G.S.O.No.552 will read as under:-

"(v) With regard to para I(B) of G.S.O.361, the Board decided that frequently transferable staff who are eligible to housing accommodation in the Board's quarters will be eligible to such accommodation provided accommodation is available in the Board's own quarters, for which the employees shall be liable to pay 10% of pay plus C.L.A. or the standard rent whichever is lower. If no such accommodation is available the employee may engage outside rented accommodation in which case, the Board will pay as house rent allowance upto the limit of 15% above 10% of the pay plus C.L.A. which is payable by the employees. This rule will apply only to places where the Board, has built a colony for the staff and no accommodation becomes available to the employee concerned. It shall not apply to other places."

2.This decision shall be effective from the same date as specified in G.S.O.No.552 dated 11-4-1960.

Sd/-Secretary.

GENERAL STANDING ORDER NO.29 DATED 28-11-1960
Establishment Section

Subject:-Facilities given to Government servants joining the Territorial Army, Home Guards and any such organisations. (G.S.O.No.41 dated 4-1-1956)

The Board under its Resolution No.244 dated 8-11-1960 has accorded approval to the modification of para 3 of G.S.O.No.41 dated 4-1-1956 so as to read as under:-

"To follow generally the orders of the State Government and/or the Government of India issued from time to time in respect of Army, Navy, Air force, T.A., Home Guards, Aux. Air Force and any such organisation".

Sd/-Secretary.

GENERAL STANDING ORDER NO.30 DATED 28-11-1960
Establishment Section

Subject:-Effective date of passing Departmental Examination.

The Board under its Resolution No.249 dated 8-11-1960 has directed that an employee passing any Departmental Examination prescribed by the Board should be deemed to have passed the examination with effect from the date immediately following the last day of the Examination irrespective of the date on which the results are declared.

Sd/-Secretary.

*# Please connect : CORRIGENDUM No.GAD/G/ACCOUNS EXAMS./48386
DATED 16-11-1972 TO GENERAL ORDER No.7 (Personnel) DATED 3-8-1962*

GENERAL STANDING ORDER NO.31 DATED 14-12-1960
Establishment Section

Subject:-Medical Benefit Scheme-Review of-

Read :-G.S.O.345 and subsequent G.S.Os issued on the Medical Benefit Scheme.

The Maharashtra State Electricity Board under its resolutions No.177 dated 13-9-1960 and No.270 dated 8-11-1960 reviewed the existing Medical Benefit Scheme introduced by the former Bombay State Electricity Board, the salient features of which are as under:

(A) For employees where the Board has not got its own dispensaries.

i) The Scheme is applicable to all units of the Board having twenty or more employees on its regular establishment.

ii) There is a Panel Doctor for any number upto 50 employees subject to a maximum limit of sixty. If the number exceeds sixty, two panel Doctors are appointed and the employee is permitted to choose a Panel Doctor more convenient to him in the normal circumstances.

iii) If any employee wants to change his Panel Doctor he is allowed to do so after complying with the necessary requirements.

iv) The Panel Doctor gives free Medical treatment as per the Schedules of drugs prescribed by the Medical Adviser. Schedule 'A' is applicable to the employees and their families, and medicines and injections specified in Schedule 'B' are applicable only to the employees in addition to these detailed under 'A'.

v) The family includes:-

(a) Wife in the case of male employee.

(b) Husband in the case of female employee provided that he is residing with and wholly dependent on her.

(c) Sons including Step-sons solely dependent on the employee.

(d) Unmarried daughter including step-daughters.

vi) The list of medicines prescribed generally provide treatment for the following ailments.

I. For Families.

(a) Eye, Ear, Nose, Throat common complaints.

(b) All Skin diseases.

(c) Fevers like influenza, Bronchitis, Malaria, Pneumonia.

(d) Cases of Diarrhea, Dysentery, Ammoebic dysentery.

(e) Cases of round and hook worms.

(f) All purgatives etc.

(g) Cases of anemia, tonsillitis, congestic and cardiac failures, anti-bleeding conditions, preventive of tetanus, typhoid, heart conditions including heart attacks, asthma, etc.

(h) Injections to increase urine quantity.

(i) Dressing, Stitching etc.

(j) Sleeping pills, etc.

II. For employees:

In addition to the treatments for the above-mentioned ailments, 26 Special types of injections as specified in the Schedule 'B' are admissible so as to cover up all possible types of treatments generally prescribed.

vii) In cases of accidents, serious illness etc. in which the employee himself is concerned which would necessitate hospitalisation and which would deserve special consideration, the Secretary on the recommendation of the Medical Adviser is empowered to reimburse the employee concerned full or any portion of the charges paid by him to the hospital authorities on production of necessary vouchers.

viii) The Panel Doctor is to pay visit to the residence of an employee in emergent cases and such visits would be free, when the employee himself is concerned, if his residence is within a radius of 2 miles from the clinic of the Panel Doctor.

(B) For Employees where the Board has its own dispensaries and for whom no Panel Doctor is provided.

i) The medical facilities provided at the dispensaries of the Board have been brought on par with benefits available under the Scheme. In addition, the Secretary on the recommendation of the Medical Adviser

is authorised to include additional drugs, injections, vaccine, etc. even though they are not included in the schedule of drugs to be supplied by the Panel Doctor. The officers in charge of the Power Houses, where the dispensaries are provided, have been authorised to incur expenditure on medicines, vaccines, etc. upto a limit of Rs.100/- on any occasion as and when epidemics break out in round-about areas, provided ex-post facto sanction of the Secretary is obtained when such powers are exercised.

ii) In respect of the employees working at the Units where there is neither a Panel Doctor nor a dispensary of the Board, the employee borne on regular establishment is reimbursed the cost of medicines or of medical treatment taken by him on production of such bills which are certified by his Immediate superior officer not below the rank of Class II, to the extent of per capita rate payable to a Panel Doctor. In deserving cases where no Panel system or any other system of Medical assistance is in existence the Chairman has been empowered to allow reimbursement of cost of treatment in respect of families of employees during serious illness. The Board has also permitted reimbursement of medical expenses, in deserving cases, for an employee for serious illness if medicines, injections, drugs etc., not included in the Schedule of Drugs are used either by a Panel Doctor or a Registered Medical Practitioner (where no Panel Doctor) is appointed.

iii) The following concessions, in general, are also admissible to the employees who may have to undergo antirabic and snakebite treatments :

i) Actual fee paid in Government Hospital.

ii) Actual travelling expenses from residence to Civil Hospital, restricted to Single Class Railway fare each way and actual road expenses for number of days for which the treatment is to be received.

iii) Treating period of absence, limited to Twenty-one days as special leave with pay, not debit to any leave account.

2/- The Board decided under its aforesaid resolution that the present Medical Benefit Scheme as explained in the foregoing para may be continued until further orders with the additional benefits in respect of (i) T.B., (ii) Cancer, (iii) Serious illness requiring hospitalisation, where such hospitalisation is certified by the competent Doctor approved by the Board and (iv) Maternity benefits. The approved Doctor for the purpose of serious illness should be either (i) the Civil Surgeon of the District or (ii) the Panel Doctor or the Doctor appointed by the Board for its dispensary. (iii) the Doctor in charge of the Hospital where the treatment is taken or (iv) Where no Civil Surgeon or the Board's Doctor as a Panel Doctor is available, any other Registered Medical Practitioner under whom the employee may be taking the treatment provided the Hospital Authorities countersign such a certificate that the case referred to them was a fit case for hospitalisation. In cases of difference of opinion between the Hospital Authorities and the Doctor certifying the Hospitalisation, the matter should be referred to the Medical Adviser at Head Office, whose decision shall be final. These benefits are admissible only to the employees and not to their family members.

(A) For employees suffering from Tuberculosis :-

If a case is found to be an active one -

i) The employee will be granted such earned, half-average pay leave, etc., as may be standing to his credit plus extraordinary leave without pay and allowance as may be permissible under the Rules on production of necessary certificates.

ii) The employee may undergo treatment either from the Board's Medical Officer, Panel Doctor or from such of the Hospitals run by Government or quasi-Government Organisations as detailed below as may be directed by the T.B. Clinic where the investigations were carried out.

(a) Any Government T.B. Hospital.

(b) Sarvodaya Hospital, Ghatkopar, Bombay.

(c) G.T. Hospital, Bombay.

- (d) J.J. Group of Hospitals, Bombay.
- (e) T.B. Sanatorium, Talegaon.
- (f) T.B. Sanatorium, Wanless-Wadi, Miraj.
- (g) Hospital of Dr. David, Nagpur.
- (h) Hospital of Dr. Gumasta, Nagpur.

iii) The employee will be eligible for reimbursement of medical expenses to the following extent :-

- (a) Full cost of Technical procedure like A.P., P.P. and operation without any stipulation but on production of vouchers duly countersigned by the Head of the concerned institute administering or undertaking the same plus 'X' ray charges and Laboratory Investigations.
- (b) Full cost of the drugs and tonic as would be admissible only if included in the list of admissible drugs and tonics.
- (c) Full diet charges in respect of the employees who are in the pay group of Rs.100/- p.m. and below, on production of vouchers.
- (d) Charges paid to the Hospital Authorities on account of bed charges.

(iv) The reimbursement would be permissible for the period of treatment not exceeding six months.

(B) For employees suffering from Cancer :-

In cases certified by the Medical Officer in-charge, Tata Memorial Hospital, Parel, Bombay -

i) The employee will be granted earned, half-average pay leave and such other leaves as may be standing to his credit plus extraordinary leave without pay and allowances as may be permissible under the rules.

ii) The employee will be held eligible to T.A. for to and fro journeys upto the place of Hospital referred to above but without any incidental expenses.

iii) After admission to the Hospital as a cancer patient the employee will be eligible for reimbursement of medical expenses to the following extent.

- (a) Hospital charges on production of vouchers from the Hospital Authorities. Full diet charges in respect of employees drawing basic pay of Rs.100/- p.m. or less.
- (b) The treatment and reimbursement would be permissible for a period of two months initially, which can be extended upto a period of six months on production of a certificate from the Medical Officer in charge Tata Memorial Hospital, Parel, Bombay.
- (c) Rs.50/- p.m. for staying charges in Bombay if the Tata Memorial Hospital advises and treats the employee as an out-door patient, as long as he is eligible to receive assistance as aforesaid from the Board.

(N.B.): - The medicines admissible for reimbursement in the cases of T.B. and Cancer are to be prescribed after obtaining a list from the Director General of Health Services, Government of India, New Delhi, in respect of such medicines and drugs as are not admissible for reimbursement. The list when received will be circulated to all concerned.

(C) Serious Illness, which requires hospitalisation:-

i) Immediate arrangements to be made by the unit head for admission in the nearest Government, Local-Board or Municipal Hospital.

ii) If needed, use of the Board's vehicle is permitted free of any charges and in case a staff vehicle is not available, T.A. may be paid as per normal T.A. rules.

iii) Consulting charges, if paid, to a specialist are allowed.

iv) Reimbursement of full cost of Government Scheduled bed-charges, special investigation charges, charges for special treatment like oxygen, blood- transfusion, surgical operation, cost of drugs used, special diet, as permissible under Government Schedule.

(N.B.): - Some of the Government Hospitals have got Nursing Home Section - reimbursement will be made on the basis of schedule charges.

(D) Scheme relating to Maternity Benefits :-

i) The benefits would be available to female married employees and in respect of the wives of the employees of the Board.

ii) Female married employee will be eligible to maternity leave as per Regulation 87.

iii) Since there are no maternity homes where the Board has its units, it is proposed to reimburse the expenses on production of vouchers to the following extent:-

(a) Total charges paid to the Hospital Authorities, subject to a maximum of Rs.60/- per delivery, in respect of employees drawing basic pay of Rs.100/- per month or less.

(b) 2/3 of the total of actual expenses subject to maximum of Rs.60/- per delivery in respect of the employees whose basic pay is more than Rs.100/- but not exceeding Rs.500/- p.m.

(c) 1/2 of the total actual expenses subject to maximum of Rs.60/- per delivery in respect of the employees whose basic pay is more than Rs.500/- p.m.

iv) The female married employees would also be entitled to the reimbursement of expenses in accordance with the scales referred to above.

v) If there is no maternity home and delivery takes place at the residence of an employee, reimbursement at a flat rate of Rs.30/- per delivery.

vi) These benefits are restricted only for the first three deliveries and do not cover cases of abortions for which no reimbursement is permissible.

3/- The additional benefits now sanctioned by the Board are operative from 13th September 1960, and the past cases need not be re-opened in this behalf. The Board has also decided that the Competent Authority to sanction reimbursement of Medical expenses should be-

1) The Deputy Chief Engineer and the Superintending Engineers concerned upto Rs.50/-p.m. per employee in Mofussil and the Secretary in the Head Office.

2) The Chairman beyond this limit.

4. The Board further directed that if any member of the family of the employee is employed else-where, such member should not be held eligible for any of the Medical facilities under the Board's Benefit Scheme.

Sd/-Secretary.

GENERAL STANDING ORDER NO.32 DATED 21-12-1960
Establishment Section

Subject:-Cycle advance and its recovery-relaxation of provisions of G.S.O.No.510 dated 20-11-1959

In partial relaxation of the provisions of G.S.O.510 dated 20-11-1959, the Board under its Resolution No.297 dated 5-12-1960 decided to authorize the Superintending Engineers to sanction bicycle advance to the Board's employees whose substantive pay is not less than Rs.30/-p.m. and who have put in 5 years service on the regular establishment irrespective of the fact whether their duties involve maintenance of pedal bicycles or not, provided -

- (i) that the employee is working at a place where there is no regular transport facility.
- (ii) that the employee shall use the bicycle for coming to the place of duty and going back to his residence.
- (iii) that the grant of advance shall not be deemed to be an argument or case in support of the claim for grant of any conveyance allowance except in the case of advance granted by reason of the peculiar nature of employee's duties and sufficient reasons exist therefor.
- (iv) That no maintenance and repair charges are payable by the Board.

The Board also decided that the advance for purchase of bicycle should be recovered in 24 instalments instead of 12 instalments.

Sd/-Secretary.

GENERAL STANDING ORDER NO.33 DATED 28-12-1960

Subject:-Nature of absence of workman due to injury resulting out of and in the course of employment-Determination of -

The Board under its Resolution No.300 dated 5-12-1960 decided that a Board's employee (Workman as defined in the Workmen's Compensation Act) who sustains any injury arising out of and in the course of his employment and which does not result in total or partial disablement of the workman for a period exceeding 3 days should be treated as on leave with full pay and allowances admissible while on leave. Similarly he should be held eligible to treatment at the Board's cost either in its own dispensary or by a panel doctor or in a Government hospital or by a private medical practitioner i.e. if treated in Government hospital or by a private medical practitioner the expenses incurred by him for the treatment of the injury should be reimbursed to him on production of bills.

Sd/-Secretary.

GENERAL STANDING ORDER NO.34 DATED 28-12-1960
Establishment Section

Subject:-Departmental Accounts Examination - Release of increments withheld for want of passing.

The Board under its Resolution No.293 dated 6-12-1960 directed that the increments of the existing employees who were required to pass the Departmental Accounts Examination prescribed by the Board vide G.S.O.285 read with G.S.O.470 should not be withheld till orders if any to the contrary are issued and that all the past increments, if withheld, for want of passing the examination should be released as if no increment were withheld for want of passing the examination. The Board decided that an employee appointed or

promoted to a post where passing of a departmental examination is a condition, fails to pass the examination within the number of attempts and the period prescribed shall, unless he has been continued beyond the probation period or has already been confirmed, revert to the lower substantive post or his services will be dispensed with as the case may be, but the increments earned during the period shall not be withheld. Employees who have not passed the prescribed departmental examination but have been continued beyond their probation period or have been confirmed, will not be considered as eligible for promotion to a higher post unless they pass the prescribed examination; they will however draw their increments in the posts in which they are continued beyond the probation period or have been confirmed.

The Board also directed that in the case of the existing persons appointed or promoted without passing the prescribed examination they should not be reverted to the lower posts for want of passing the said examination without specific orders of the Chairman.

Sd/-Secretary.

GENERAL STANDING ORDER NO.35 DATED 28-12-1960

Subject:-Hiring of vehicles for Transport of Board's materials.

The Board under its Resolution No. 306 of 5.12.1960 has decided that in case of non-availability of the Board's vehicle for transport of materials required for the Board's work and in the absence of an annual carting contract, officers not below the rank of officers in charge of sub-divisions are authorised to engage without the necessity of calling for tenders or quotations, hired transport for the carriage of the Board's materials to meet occasional needs only whenever necessity arises and to incur expenditure in respect thereof subject to the conditions that -

- a) the officers concerned satisfy themselves that the rates charged are not in excess of the normal rates charged in the area for similar work and that
- b) in any case, the rates do not exceed the maximum limits prescribed by the appropriate authorities under the Motor Vehicles Act, 1939,
- c) quotations should be obtained from at least three or four parties before entrusting the work to any one of them. If at a place only two parties doing such work are available, their comparative quotations should be obtained and then a decision taken.

Sd/-Secretary.

GENERAL STANDING ORDER NO.36 DATED 10-1-1961
General Section

Subject:-Supply of uniforms to Waterman-cum-Farrash.

Chairman in exercise of the powers delegated to him as per para VI of G.S.O.No.381 dated 11-9-1958 has accorded his approval to the supply of uniforms to the category of waterman-cum-Farrash as detailed below:-

- (i) Two sets of Khaki bush shirts and shorts.
- (ii) One round or folding cap with departmental mark and number.
- (iii) Buttons for the coats(Bush shirts)

(iv) Pathani chappals.

(v) A badge bearing the name of the Department.

The uniforms should be made out of khaki mill cloth and provided annually including pathani chappal but excluding the badge and buckle which should be supplied once only.

2. The Chairman in further exercise of the powers delegated to him as per para VI of G.S.O.No.381 dated 11-9-1958 has approved that the uniforms prescribed for chowkidars should in future be stitched out of **khaki mill cloth** instead of khaki khadi.

Sd/-Secretary

GENERAL STANDING ORDER NO.37 DATED 10-1-1961
Establishment Section

Subject:-Re-employment of the Board's superannuated employees.

The Board under its Resolution No.330 dated 20-12-1960 decided that in the case of employees who had to retire from the Board's service due to their having attained the then prescribed superannuation age of 55 prior to the date on which the Board decided to raise the retiring age to 58 (vide of G.S.O.No.14 of 23rd August 1960), the Appointing Authorities might re-appoint as fresh appointees with the prior approval of the appropriate Selection Committee, such superannuated employees of the Board in the posts not higher than the posts last held by them and on pays not exceeding the pay they were drawing on the date of their superannuation for specific periods not extending beyond the dates of their attaining 58 years of age, subject to their producing fitness certificates at the time of their re-appointment and every year thereafter to the effect that they are physically fit and mentally alert, provided there is a vacancy and there is no suitable person available in the organisation for promotion to that post.

Sd/-Secretary.

GENERAL STANDING ORDER NO.38 DATED 30-1-1961
General Section

Subject:-Supply of uniforms and other articles to the employees of the Maharashtra State Electricity Board.

The Board under its Resolution No.377 dated 12-1-1961 has accorded approval to permit the employees eligible for supply of uniforms in the mofussil to get them stitched to proper sizes from tailors on supplying them cloth by the Board subject, however, to the condition that the uniforms got stitched will be of the approved pattern. The Head of the Office will satisfy himself that the cloth supplied to an employee has actually been used for making a uniform of the acceptable standard.

The Board further authorized the Joint Chief Engineer and the Superintending Engineers of Circles to fix reasonable rates of stitching charges on the basis of the rates ruling in the various areas subject to Ceiling charges as indicated below;

(1) Bush Shirt.	Rs.1.50
(2) Trousers (Pant)	Rs.3.00
(3) Round or folding cap.	Rs.1.00
(4) Shirt half sleeve.	Rs.1.25
(5) Short.	Rs.2.00
(6) Blouze.	Rs.1.00

The Board further directed that for peons' uniforms khaki khadi should be used hereafter instead of white khadi.

The Board also directed that so far as the tailoring work of uniforms for employees in Pay Group IV in the Head Office is concerned the work should be entrusted to the Institutions sponsored or subsidised by the Social Welfare Board.

Sd/-Secretary

GENERAL STANDING ORDER NO.39 DATED 30-1-1961
General Section

Subject:-Professional Examination for Deputy Executive Engineers and Assistant Engineers-Inclusion of paper on "Cost Accounts" and "Labour Laws."

The Board under its Resolution No.371 dated 12-1-1961 has decided that the Professional Examination for Deputy Executive Engineers and Assistant Engineers should also include one paper on "Labour Laws" (with Books) and the other in "Cost Accounts". The syllabus for former should include the following Acts:

(1) Factories Act, (2) Industrial Disputes Act 1947 and Industrial Disputes Rules 1957, (3) Shops and Establishments Act, (4) Workmen's Compensation Act (5) Industrial Employment (Standing Orders) Act 1946, (6) Board's Standing Orders, (7) Board's Service Regulations and Provident Fund Rules. There will be one paper covering the above for a duration of three hours.

As regards the latter (Cost Accounts), the Board prescribed chapters 2,3,4,5,6,9, 10,13,22,23 from Wheldon's Book on "Cost Accounting and Costing Methods" and decided that the said chapters should be got cyclostyled and copies supplied free of charge to the candidates.

Sd/-Secretary.

GENERAL STANDING ORDER NO.40 DATED 7-2-1961
Establishment Section

Subject:-Grant of advances to the Board's employees for the purchase of
Cars/Motor Cycles.

Reference:-G.S.O.No.510 dated 2.11.1959.

In partial modification of Board's Resolution No.2320 dated 28-3-1959 (G.S.O.No.510 dated 20-11-1959), the Board under its Resolution No.391 decided to raise the limit of advance so far as purchase of car was concerned to (a) Rs. 14,000/- or (b) 12 months salary or (c) actual cost whichever be less subject to the conditions of repayment which should be on the lines of the provisions under the Maharashtra Government. So far as purchase of motor cycle was concerned the Board agreed to raise the limit from 6 months pay to 8 months pay or the actual cost whichever be less subject to other conditions as at present provided.

Sd/-Secretary

CORRECTION SLIPS NO.1. DATED 23-9-1974
TO 1) G.S.O.510 Dated 20-11-59,
2) G.S.O.40 Dated 7-2-61,
3) G.O.2(P) Dated 26-4-62

- Subject:-Grant of advances to the employees of the Board for the purchase of Motor Car/Motor Cycles and Pedal Bicycles - Amendments of.

The Board under its Resolution No.772, dated 11.9.1974 accorded its approval to the following, subject to the condition that the advances will be granted at the discretion of the Competent Authority if adequate budget provision is available:

(1) To increase the maximum limit for grant of -

a) Motor Car Advance to Rs. 16,000/- or 16 months pay or anticipated price of Motor Car whichever is less, recoverable in not more than 70 monthly instalments.

b) Motor cycle advance to Rs. 4,500/- or 12 months pay or anticipated price of motor cycle whichever is less recoverable in 50 monthly instalments.

c) Scooter advance to Rs.3,000 - or 12 months pay or anticipated price whichever is less recoverable in 50 monthly instalments.

d) Cycle advance to Rs.360/- or actual cost whichever is less recoverable in 36 instalments. The interest on cycle advance should be 4% instead of 3%.

(2) To raise the lower limit of basic pay of Rs.150/- to Rs.220/- and to link it in future with the minimum of the payscale of posts to whom the state wise seniority is made applicable for grant of Motorcycle/scooter advance.

(3) To grant Moped Cycle (vickey, Suvega, Luna, Lambretta 48 etc.) advance to the employee working on regular establishment whose minimum of the payscale is Rs.150/- and above, limited to Rs.2,000/- or 12 months pay or actual cost whichever is less recoverable in 50 monthly instalments, on the same terms and conditions as are applicable for the grant of advance for the purchase of motor cycles/scooter.

(4) To grant tricycle advance to the handicapped employees working on regular establishment irrespective of their pay limited to Rs.2,500/- or 12 months pay or actual cost of tricycle whichever is less recoverable in 50 monthly instalments, on the same terms and conditions as are applicable for grant of advance for the purchase of motor cycles/scooter.

(5) To delete the clauses: (i) "He is working at a place where there is no transport facility" from item (a) and (b), and (ii) "Provided that he resides at a distance of more than a mile from the place of work" from item (c) of G.O.2(P) dt. 26-4-62 and to read items a (ii) and b (ii) as items a (i) and b (i) of the terms and conditions prescribed for grant of pedal cycle under the above G.O.

The employees will have to make their own arrangements for parking the pedal cycle near the office or Railway Station as the case may be.

Sd/(N.S.MERCHANT)
Secretary

GENERAL STANDING ORDER NO.41 DATED 8-2-1961
Establishment Section

Subject:-Permission to certain employees of the Board to seek outside employment.

The Board under its Resolution No.329 dated 20-12-1960 as modified by MBR 360 dated 12-1-1961 has authorised the Competent Appointing Authorities to permit as a special case such of the employees in Pay Group IV as have passed S.S.C. or equivalent examination to register themselves with the Employment Exchange or apply for outside posts in response to Public Advertisements with a view to seeking employment outside the Board provided that no employee shall be permitted to register with Employment Exchange or apply in response to the Advertisement during the first year of service nor to apply for more than two times in calendar year.

Sd/-Secretary.

GENERAL STANDING ORDER NO.42 DATED 16-2-1961

Subject:-Delegation of Powers.

The former Bombay Electricity Board and later the Bombay State Electricity Board delegated powers to the officers at various levels in order to facilitate quick and proper discharge of the duties and functions assigned to them and implementation of the policies of the Board. These delegations were notified from time

to time by issue of General Standing Orders. The Board has since reviewed the delegations and liberalised them in several cases. The revised delegations are classified under the following main heads:-

Section I.	Stores
Section II.	Works.
Section III.	Cash, Imprests etc.
Section IV.	Establishment matters.
Section V.	Commercial.
Section VI.	Miscellaneous.

A statement containing the revised delegations under the heads I,II,III and VI as approved by the Board under Resolutions Nos. MBR.294, 322 and 360 is appended for the guidance of the members of the staff of the Head office and other offices and Power Stations of the Board. These powers supersede the previous delegations on the subject as contained in the various General Standing Orders.

Powers delegated in respect of Establishment and Commercial matters are being reviewed and as soon as they are approved by the Board, they will be compiled in a consolidated statement and circulated to the various offices of the Board.

The Board has directed-

(a) that if a lower officer has placed an order for supplies, works or for services in excess of the limits of his powers, it should be deemed to be in order provided the action taken is confirmed and approved by the appropriate higher authority competent to place order for supplies, works or services and on such confirmation and approval, the irregularity should be deemed to have been condoned,

(b) that all cases pending for want of authority of the delegations which are now provided should be deemed to be condoned and

(c) that any transaction held under audit objection should be deemed to be similarly condoned if it is covered by the revised delegation now made in the statement appended.

In future, any change in the delegations that will be notified by way of amendments to these delegations should be noted in the attached statement# which should always be kept by the officers concerned upto date.

It is proposed to print these statements in a pocket size booklet for the convenience of touring officers. As soon as printed copies become available, they will be supplied to various offices of the Board. In the meantime the attached statements should be maintained upto date and referred to for guidance.

Sd/-Secretary.

(# See on page No.34 onwards)

Sr. No.	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
SECTION I.STORES.				
1.	(a) Invitation and opening of tenders	192	H.O. 1)E.E.(Stores) upto 2)C.O.S. upto 3)C.E. above Field	Limit Rs.1,00,000/- Rs.25,00,000/- Rs.25,00,000/- Rs.50,000/- Rs.1,00,000/-
	(b) Fixing of Tender Fees	192	Authority competent to invite tenders shall fix tender fees.	-
2.	(A) Acceptance of tenders	192 H.O. Circular No.4	E.E.(Stores) in H.O. E.E. in Field S.E.(having Circle charge) C.O.S.& Dy.C.E. C.E. Chairman Standing Committee:- in the case of non-consumable materials and without limit in the case of consumable stores. Board . . . without limit S.Es. of Circles or Sr.P.S.S.should invite renders for supply of annual requirements of coal or make suitable proposals after investigation and put up to competent authority (as prescribed in 2(A) for approval.	Rs.10,000/- Rs.10,000/- Rs.25,000/- Rs.50,000/- Rs.1,00,000/- Rs.2,00,000/- Rs.5,00,000/- When a tender other than the lowest is accepted, reasons should be recorded in a register to be specially maintained for the purpose by the sanctioning authority and a report should be immediately and invariably sent to the next higher authority. The Register shall be open for inspection by any higher authority or by any officer authorised by it.
	(B) (a) Purchase of coal b) Finalising the allocations of coal after taking into consideration the ability of the suppliers to supply the increased quantities as also the quantity of coal being supplied by them.			

Sr. No.	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
				<p>Note:-Normally running contracts should be made operative. However during periods of difficulty and emergency S.E. of Circle is auhtorised to procure supply to last for 15 days with report to Dy.C.E. or C.E. as the case may be.</p>
	(C) Acceptance of tenders in case of not the lowest according to specification.			Deleted as already provided in 2 (A).
	(D) Placing of orders with D.G.S. & D (Ref.Sr.No.12 below)	192		Same powers as are prescribed for acceptance of tenders in 2 (A)
	(E)(i)Purchases (in the case of urgency)without calling for tenders in the case of non-proprietary parts or spares (ii)Purchases (in the the case of urgency)without calling for tenders in the case of non-proprietary stores or spares when similar suitable substitutes of proper type and made required are not available	192	S.E. & P.S.S. upto Rs.5,000/- Dy.C.E.,C.S.O upto Rs.25,000/- C.E. upto Rs.1,00,000/-	<p>(a)In case of proprietary articles and parts when suitable substitutes are not available, the limits of powers are the same, but they can be exercised after obtaining as many quotations as may be available instead of calling for tenders</p> <p>(b)A register shall be maintained of such purchases and will be available for inspection.</p>
	(F) Placing of orders for spares and parts of a proprietary nature required for plant and equipment of proprietary manufacture, for supply by suppliers of the plant or by their accredited agents after calling for quotations instead of calling tenders in such cases (on recommendations of C.E.)	210	S.E. & Sr.P.S.S. upto Rs.5,000/- Dy.C.E./C.O.S. Rs.25,000/- C.E. upto Rs.1,00,000/- Standing Committee : Beyond the above limits but upto the limits prescribed in annexure to Head Office Circular No.20.	

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
	(G) Execution of all instruments relating to purchase and supply of materials, Stores and Machinery	442		Same powers as are prescribed for acceptance of tenders. For tenders accepted by Chief Engineer Chairman, Standing Committee and Board, the Competent Authority is Controller of Stores or Superintending Engineer (Planning & Project) as the case may be.
	(H) Execution of all instruments relating to following : (a) The Carriage and insurance of materials and machinery and erection of Machinery. i) Carriage ii) Erection of Machinery. iii) Insurance	442		Same powers as are prescribed for acceptance of tenders. For tenders accepted by Chief Engineer Chairman, Standing Committee or Board, the Competent Authority is Controller of Stores.
	(b) Security or guarantee bonds for due performance of any contract and discharge thereof	442		
	(c) All other matters not specially dealt with above	442		Residual powers not involving financial implications to vest in Secretary who may authorise officers concerned in the H.O. or in the field not below the rank of an E.E. in each case and in cases involving financial implications, powers will vest in Chairman.
3.	Authority to incur expenditure			Save as otherwise provided in any particular case or in respect of any particular type of material, the respective authorities prescribed for the acceptance of tenders should be deemed to be competent to incur expenditure provided the items are (a) covered by any technical or administrative sanction

Sr. No.	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
4.	Purchase without calling for tenders but by obtaining quotations from limited Suppliers	192	<p>(b) intended for purposes of provisioning for scheme included in the budget as indicated in the Board Resolution MBR.No.305 of 5th December 1960 or (c) required for purchases as may be classified by the Standing Committee as petty purchases.</p> <p>H.O. Limit</p> <p>(i) E.E.(Stores) upto Rs.3,000/- Field</p> <p>(ii) E.E. upto Rs.3,000/-</p> <p>(a) For tenders below Rs.3,000/- registered suppliers may be invited to tender through periodical stores bulletins</p> <p>(b) If on receipt of the quotations the actual value of order exceeds Rs.3,000/- the Competent Authority (i.e.E.E.)may purchase provided it does not exceed Rs.3,500/- If the actual value is more than Rs.3,500/- fresh open tender should be called.</p>	-
5.	Placing of any orders exceeding Rs.3000/- where tenders have not been invited.	192/H.O. Circular No.4.	Deleted as already covered by item 4.	-
6.	Purchase of any material or Stores or office requirements etc. unless higher limits are provided without the necessity of calling for tenders	210	Deleted as covered by item 4	-
7.	Where tender other than the lowest is accepted on the grounds that the material is not conforming to our specifications or upto the standard required.	192	Deleted as this is covered by item 2(A).	-
8.	Incurring of expenditure on any matter not specifically provided for at any time.	210	Chairman upto Rs.2,000/- Standing Committee upto Rs.5,000/-	-

Sr. No.	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
9.	Rejection of lowest tender where the supplier is unable to supply the material within the stipulated time.		Deleted as covered by item 2(A)	-
10.	Powers to sanction purchase or to incur expenditure on local purchases for consumable stores including equipment, furniture etc. required for central office, zonal, Circle divisional office, and other field units including power house and Laboratories provided that in the case of the Central office, the items equipment and "Furniture" should be deemed to be excluded from the scope of this delegation.	489	<p>H.O. E.E.(Stores) upto Rs.50/- per unit C.O.S. upto Rs.200/- per unit C.E. upto Rs.500/- per unit Chairman upto Rs.2000/- per unit</p> <p>Field 1)Engineer in charge upto Rs.20/- per unit 2)Divisional Head Rs. 50/- per unit 3)S.E. upto Rs.200/- per unit 4)Dy.C.E. Rs.300/- per unit Note: Unit include a number of articles- For example, nuts and Bolts.</p>	<p>subject to annual overall limit of times the amount</p> <p>(a)Subject to monthly report to next higher authority. (b)The limits for the total purchases of articles in a year in exercise of these powers shall be as follows :- Engineer in charge upto Rs.1000/- per annum E.E. upto Rs.10,000/- per annum S.E. upto Rs.25,000/-per annum for each division under his control. Circle & Zonal Office -upto Rs.5,000/-per annum (c)The powers delegated to various officers may be exercised for the purchase at a time of any number of a particular article so long as the cost of each such article is within the prescribed limit</p>
11.	Signing contract documents regarding purchase order.	192/Head Office Circular No.4	Deleted as already provided in 2(G)	-
12.	Placing of orders with D.G.S. & D	192	Deleted as already provided in 2(G)	-

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
13.	Signing of steel indents	192	Controller of Stores full powers to sign in the case of administratively approved or budgetted schemes. (Special permission of the Board is to be taken for stock piling purposes in which case the Competent Authority will be Controller of Stores.)	
14.	(A)Recording of measurements.	192 431, 254, 256 H.O.Circular No.4	Divisional Stores Keeper of Assistant Accountant's cadre for each Divisional Stores shall record measurements and write up S.R. notes. The technical personnel will check the stores in respect of quality, workmanship, and specifications and certificate regarding these shall be recorded on the measurement Book and S.R.Notes. As sub-divisional stores may be in charge of Assistant Store-Keeper, the following powers are given to technical staff. Sub-Engineer Rs.3,000/- subject to 25% check by A.E. or Dy.E.E. J.E. Rs.7,500 without check by higher authority. A.E.(a) upto Rs.15,000 without check-by higher authority A.E.(b) between Rs.15,000 and Rs.50,000/- subject to 10% check by Dy.E.E. or 5% check by E.E. A.E. or Dy.E.E.(c) Rs.50,000/- and above subject to 25% check by E.E. or any higher Officer	NOTE:- (a) C.E. may condone % checking to half of that prescribed provided he is satisfied about the proof of supply.

Sr. No.	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
14.	(B)Condonation of minor irregularities in connection with recording measurements either properly or not at all when there is sufficient proff that the goods have been duly received and/or there is satisfaction in that regard.		Chief Engineer	-
15.	Refund of Security Deposit and earnest money.	192	<p>(a) Re: Security - Deposit: Authority Competent to accept a tender will have full powers to refund security deposit provided the contract has been satisfactorily executed. For tenders accepted by Standing Committee or Board, Chairman to have full powers.</p> <p>(b) Re: Earnest Money: Authority competent to invite tenders will be competent to return earnest money. In case of those whose tenders are rejected, earnest money of the first five acceptable tenders to be returned after the acceptance of the tender. In other cases, earnest money may be returned earlier.</p>	-
16.	Grant of extension of time.	98, 192	<p>(a) The authority which approved the tender originally may grant extension of time upto 2 months and above 2 months, the next higher authority shall be competent to grant extension. In case of tenders accepted by Board or Standing Committee Charirman without limit.</p> <p>(b) In the case of tenders accepted on time basis, by any competent authority and aslo in the case of tenders accepted by the Board the authority competent to grant extension of time shall be the Standing Committee</p>	

Sr. No.	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
			Note: Where extension of time is asked for after the expiry of the time stipulated in the contract the question as to wheter penalty should be waived or not should be duly considered and decided by the next higher authority.	-
17.	Waiving of penalty for delays in execution of contract (Stores Purchase)	192 and H.O. Circular No.4	Authority approving tenders may waive penalty for delay in the completion of work. In case of tenders accepted by Board and the Standing Committee, Chairman shall be the competent authority.	-
18.	Purchase without calling for tender of (i) non-proprietary parts or spares (ii) Proprietary stores or spares when similar suitable substitutes of proper type and make required are not available.	192	Deleted (see item 2(E))	-
19.	(a)Amendments to technical specification of a contract which does not alter the performance	210	C.E. : Provided it is not likely to result in reduction of the performance guarantee or an increase in purchase price.	-
	(b)Variation in terms and conditions of a contract (except the standard conditions of (i) security deposit and (ii) penalty clause) and modifications in the scope of the contract.		In the case of orders placed by E.E.s or higher officers, the authority competent to accept tenders shall be competent provided the cost does not exceed 1%. The standard conditions relating to (i) security deposit (ii) penalty clause shall be relaxed only be the Standing Committee.	-
20.	Condonation of minor irregularities in connection with recording measurements either properly or not at all whe there is sufficientt proof that the goods have been duly received and/or there is satisfaction in that regard.		Deleted as already provided in 14 (B)	-

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
21.	Variations in items and conditions of supply not materially or substantially affecting the contract placed by the Board.	210	Deleted as already provided under item 19	-
22.	Acceptance of plant and equipment of specifications differing slightly from the stipulated specification.	210	Deleted as already provided under item 19	-
23.	Permitting all payments that the Board is bound to make under statute and/or Act or contracts of the preobligation	210	Chairman - Full powers	-
24.	Placing of orders for spares and parts of a proprietary nature required for plant and equipment of proprietary manufacture, plant supply by Suppliers of the plant or by their accredited agents and waive the necessity of calling tenders in such cases (on recommendations of C.E.)		Deleted as already covered by 2 (F)	-
25.	Sanctioning of purchases of spares and parts for plant, equipment/stores materials in case of lowest valid acceptable tender.	210	Deleted as already covered by 2 (A)	-
26.	Awarding of contracts in respect of stores where tenders are time limited or supplies are urgently required and placing of immediate orders without obtaining the Board's sanction subject to a report to the Board.	232	Standing Committee	-
27.	Placing of orders for stationery drawing materials and printed forms as per list I, II and III (Appendix A)	375 390 472 520	Dy.C.E./S.E. Rs.45,000/- per division including sub-divisions Rs.15,000/- per Circle or Zonal Office	-
28.	For stores listed in (Appendix B.)		Field E.E. Rs.1,000/- per year E.E.(Stores) Head Office: No limit	-

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
29.	Placing order for stationery beyond the limits prescribed subject to total limit for each of the Circles not being exceeded.	375 and 390	Dy.C.E./S.E. Rs.45,000/- per division subject to the condition that statement of such contracts is put up to the Standing Committee for information. Rs.15,000/- per Circle or Zone. E.E.(Field) Rs. 1000/- per year E.E.(Stores) No limit Head Office	- - -
30.	(a)To purchase coal required for workshops at controlled rates. (b)To finalise allocations of coal after taking into consideration the ability of the suppliers to supply the increased quantities as also the quantity of coal being supplied by them.	421	Deleted vide powers have been provided in 10. Deleted vide 2(B).	- -
31.	To enforce or waive recovery from contractors and sanction expenditure of demurrage wharfage charges etc. paid for non-clearance of goods in time when expenditure is to be borne by the Board taking into account the merits of each case.	427	H.O. Limit C.O.S. upto Rs.500/- Standing Committee above Rs.500/- Field E.E. upto Rs.100/- S.E. upto Rs.200/- Dy.C.E. upto Rs.500/- Standing Committee above Rs.500/-	- - -
32.	Execution of all instruments relating to purchase and supply of materials, stores and Machinery.		Deleted as already covered by item 2(H)	-

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
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POWERS FOR PASSING AND PAYMENT OF BILLS OF STORES PURCHASES.

33.	(a) All stores purchases made by Central Stores Department.	192	(a) Divisional Accountants to pass bills upto Rs.10,000/- Accounts Officer above Rs.10,000/- Bills checked by Accounts Department should be shown to Controller of Stores before issue of any cheque for making any changes if necessary. Thereafter the bills are to be passed on to the Accounts Department for payment.	-
	(b) All purchases made locally by the field officers	192	(b) E.E., S.E. and Dy.C.E. can authorise payments upto their powers of purchase.	-
	(c) Advertisement charges.	192	E.E. (Stores) in H.O.	-
	(d) Payment of stamp fees on contract and agreements.		E.E. in the field S.E. in Circle Dy.C.E. in Zonal Office	-
	(e) Payment of bills needing certain clearances such as test certificates, approval of the competent authority about small variation not likely to effect the Final acceptance.	192	C.E. up to 80% or Rs.1,00,000 whichever is lower. Standing Committee for payments of bills of higher amounts.	-
	(f) 80% payment to be made on receipt of materials after certification by E.E.			-
34.	Authorising the booking of goods by parcel instead of goods train on account of non-availability of Railway booking in urgent cases and under special circumstances.	192	E.E. field & Stores upto Rs.50/- in each case. S.E. above Rs.50/- in each case. C.O.S. above Rs.50/- in each case.	-
35.	Despatch of materials by parcel or through special messengers, where necessary if found essential in the interest of administration or by road transport.	192	(a) Stores purchased from suppliers :- C.O.S. for orders placed in H.O. for supply on F.O.R. Bombay/Station of despatch, and S.Es. for similar orders placed in Circles or Divisions.	-

Sr. No.	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board Under MBR No.294	Remarks
			(b)Inter transfers of stores : E.E. full powers in emergency and with due regard to cost involved. S.E. -do- In Circle Dy.C.E. -do- in Zone C.O.S. for inter Zonal transfers	-
36.	Fixing stock limits for a division.	192	C.E. upto Rs.10,000/- Chairman above Rs.10,000/-	-
37.	Servicing and repairs to typewriters, including annual servicing contracts.		(a)Executive Engineer (Stores) in Head Office b)Officer in charge of the respective unit in the field:-	Full powers. -

NOTE:- (a) If any order is placed by a lower officer for a petty supply work or service in a case of urgency without preaudit and/or in excess of the limits of his powers, such order shall be

- (a) subject to the ex post facto approval of the higher authority competent of place the order and also
- (b) subject to post audit.

(b) All orders for purchases to be made from imprests shall be subject to post audit if not pre-audited.

SECTION II - WORKS

Sr.No	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
SECTION II WORKS				
1.	Administrative approval of schemes.	192	Standing Committee upto Rs.5 lakhs - subject to a report to Board.	-
			Board - Above Rs.5 lakhs.	-
2.	Extension of lines for street lighting and other L.T.loads (subject to compliance with the conditions of supply of the Board)	110 192	1) Enginner in charge of P.H. or Station Upto 10 poles at a time for street lighting. 2) Divisional Head Upto 5 to 10 poles per village/town required for street lighting or for domestic loads. 3) S.E. - Full powers.	-
			Note:- (i) The authorities empowered above to extend lines for street lighting or domestic loads are empowered to accord administrative approval and technical sanction to the estimates in respect of such works although under the powers speicified under 1 above and 6 below they may not be authorised to do so. Note:- (ii) The expenditure should be met from the funds already provided in the block grants or from the savings in the budget.	-
3.	Extension of lines for industrial load and agricultural pumping.	254 332 485	For each Extension 1)E.E.Rs.10,000/- 2)S.E. Rs.20,000/- 3)Dy.C.E.Rs.30,000/-	Total value of extension Rs.50,000/- Rs.75,000/- Rs.1,00,000/-
				Note(1): These powers are to be exercised by Chairman and various officers mentioned in col.4 subject to availability of funds.

Sr.No	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
			4) C.E. Rs.50,000/- 5) Chairman -	Rs.1,50,000/- No limits Note(2): The authorities empowered to execute works should be deemed to be empowered to accord administrative approval and technical sanction to estimate in respect of such works. Note(3): Works beyond the total value of extension within one's own powers may be carried out by an officer after obtaining post facto sanction from the next higher authority, where powers for incurring fresh expenditure as per the above limits will be deemed to have been recouped to the extent post facto sanction is given.
4.	Extension of distribution lines and service connections either on L.T. or H.T. in already approved schemes within the savings in the budget.		Deleted as already covered by item 5 below.	-
5.	Administrative approval for			-
	(a)(i)New schemes not included in the budget	192	i) New Works not included in the budget Chairman upto Rs.5,000/-	-
	(ii)New works included in the budget or within the budget savings.	192	ii) Estension (to works) not included in the budget - Chairman -upto Rs.10,000/- iii) New works or extensions (to works) included in the budget or within the budgeted savings - Chairman upto Rs.25,000/-	-

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
	(b) Extension to work included in the budget or within the budget savings. (c) Extension to schemes when not included in the budget.	192 192		(b) & (c) deleted as covered in (a) above.
6.	Technical sanction of detailed estimates within the administratively approved amount.	192 409	E.E. (E. & M.) upto Rs. 50,000/- E.E. (Civil) upto Rs. 50,000/- S.E. upto Rs.3,00,000/- Dy.C.E. upto Rs.5,00,000/- C.E. upto Rs.10,00,000/- Chairman above Rs.10,00,000/-	<p>Note:- (a): The above figures are exclusive of all provisions on a percentage basis for work charged establishment, tools and plant and supervision.</p> <p>(b) Where E.E.(Civil) is available and is in charge of works he will sanction Civil estimates upto Rs.50,000/- without the need of S.E.(Civil)'s technical scrutiny. All estimates above Rs.50,000/- in respect of Civil Works should be sent to S.E.(Civil) for scrutiny</p> <p>(c) Where E.E.(Civil) is not available estimates upto Rs.10,000/- should be sent to E.E.(E&M) for sanction and those above Rs.10,000/- should be sent to S.E.(Civil) for Technical scrutiny.</p> <p>(d) All estimates will be prepared on the basis of schedule of rates of divisions approved by S.E.'s in charge of Circles every year. For Civil works schedule of rates should be got scrutinized from S.E.(Civil) before sanctioning.</p>
7.	Invitation and opening of tenders	192, 390, 478	A.E/Dy.E.E. Upto his power of acceptance of tenders. E.E. upto Rs.2,00,000/-	

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
8.	Authority to incur expenditure		S.E. upto Rs.5,00,000/- S.E.(Civil) upto Rs.5,00,000/- for Civil works C.E. above Rs.5,00,000/-	
9.	Acceptance of tenders	192 390	I For Works:- i) A.E., Dy.E.E. Rs. 3,000/- ii) E.E. Rs. 50,000/- iii) S.E. Rs. 2,00,000/- iv) S.E.(C) for Civil works Rs. 2,00,000/- v) Dy.C.E. Rs. 5,00,000/- vi) C.E. Rs. 7,00,000/- vii) Chairman Rs.10,00,000/- viii) Standing Committee Rs.25,00,000/- ix) Board above Rs.25,00,000/-	Note:- When a tender other than the lowest is accepted reasons should be recorded in a register to be specially maintained for the purpose by the sanctioning authority and a report should be immediately and invariably submitted to the next higher authority. The register should be open for inspection by any higher authority or any officer authorised by it.
			II.IN CASE WHEN MATERIALS ARE TO BE SUPPLIED BY THE BOARD:- (a) Capital works:- i) A.E. or -Dy.E.E. upto Rs. 1,000/- ii) E.E. upto Rs. 20,000/- iii) S.E. upto Rs. 50,000/- iv) Dy.C.E. upto Rs. 75,000/- v) C.E. upto Rs. 1,00,000/-	

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
10.	Utilisation of the provisions for contingencies in the sanctioned estimates of a works to new items not specifically provided for in the estimates.	192	E.E. upto Rs. 5,000/- S.E. Circles upto Rs.10,000/- and S.E.(C) Dy.C.E. upto Rs. 20,000/- C.E. upto Rs.50,000/- Standing Committee Full powers.	Note1:- An estimate shall be prepared in case and approved by by the competent Authority within the limits of the powers delegated. Note 2:- This provision of utilisation is to be awaited of only for the completion of the specific work for which the original estimate had been sanctioned.
11.	To sanction the execution of and the rates to be paid for extra items not provided for in tenders accepted by higher authorities.		C.E. S.E. E.Es.:- May sanction extra items subject to following	- A revised estimate shall be prepared in each case where excess over estimates is more than 5%. The revised estimate shall be approved by the authority otherwise competent to sanction an estimate of that amount (including the excess) in accordance with the limits specified at Sr.No.6 above.
12.	Excess over sanctioned estimates in respect of technically approved scheme.	192	1) That the total cost of the extra items of work is within the amount upto which they them-selves are competent to accept a tender. 2) that the rate for any extra item is not in excess of the rate for a similare description of work, if any, in the accepted tender or in the approved schedule of rates in the Division in case rate is higher, approval of next higher authority should be obtained. 3) that the extra cost of the extra item or items is already covered by savings effected or clearly anticipated on other items of the work. In such a case tthe savings in question should be specified on the extra item statement or statements.	-do-

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
	(A)Cases involving over the total amount of the estimate.		A.(i) (a) Standing Committee upto 20% - subject to a report to the Board.	
	(i)When the total amount exceeds the administratively approved cost of scheme.		(b) Board :- Without limit	
	(ii)When the total amount is within the administratively approved amount.		(ii) (a) E.E. upto 5% of estimated amount or Rs.500/- whichever is more. (b) S.E. upto 5% of estimated amount or Rs.1000/- whichever is more. (c) Dy.C.E. upto 5% of estimated amount or Rs.500/- whichever is more. (d) C.E. upto 5% of estimated amount or Rs.2000/- whichever is more. (e) Chairman - upto 5% of detailed estimate or Rs.5000/- whichever is more (f) Standing Committee - beyond the above limits.	
	(B) Cases (not involving excess of more than 5% over the total amount of the estimate but) in which excess is in one or more sub-heads of the technically approved estimate.	192	Note: Excesses above the limits indicated above should be sanctioned by the next higher authority. No officer should sanction an excess more than 5% of his power of technical sanction over an estimate sanctioned by a higher authority	
			E.E. in charge of work.:- Rs.10,000/- in respect of each item provided the original sanctioned estimate is not exceeded by more than 5% or Rs.500/- whichever is more. If it exceeds Rs.10,000/- the authority competent to sanction the estimate will be competent to sanction the excess.	

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
13.	(A) Execution of works departmentally when contractors are not available.		Upto their powers of acceptance - (provided that the staff to be employed for such work should be on W.C. and should not be retained longer than the work warrants.)	-
	(B) Execution of deposit works by the Board on behalf of H.T. consumers or L.T. motive power consumers on the basis of actual cost of materials and labour plus 15% over-head charges.	254	S.E. - Full powers	-
14.	Special repairs to plant, machinery line buildings etc. not provided for in annual O&M budget.	192	(a) Ordinary repairs : S.E. full powers within budget allotment for the Circle i.e. to reduce the provision for one division and utilise it for another division in his circle. E.E. full power within budget allotment for division (b) Special urgent repairs E.E. upto Rs. 5,000/- S.E. upto Rs.25,000/- C.E. upto Rs.50,000/- Chairman - above Rs.50,000/-	- Subject to a report to the higher authority or the Standing Committee
15.	Acceptance of tenders other than the lowest.		Deleted as already provided under Sr.No.9	-
16.	Fixing of tender fees.	192	Authority inviting tenders shall fix the fees.	-
17.	Sanction of extra items not provided for in the agreement.	192	Deleted as already covered under item at Sr.No.11	-
18.	Extension Order for item not originally provided in the works contract or in the estimate	192	Deleted as already covered under item at Sr.No.12	-

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
19.	Extension of time limit.	192, 254	Authority which approved tender originally may grant extension of time upto 4 months and above 4 months, next higher authority may grant extension. In case of tenders accepted by Board and Standing Committee-Chairman upto 4 months.	-
20.	(a)Waiving of earnest money		(a) Re: earnest money: The various authorities accepting tenders are authorised to consider tenders not accompanied by earnest money subject to the condition that before order is placed tenderer furnishes earnest money. In exceptional cases the tender accepting authority may waive payment of earnest money.	-
	(b)Waiving of Security Deposit		(b) Security Deposit: Chariman - Upto Rs.1,00,000/- Standing Committee above Rs.1,00,000 (without limit)	-
21.	(a)Refund of Security Deposit		(a) Security Deposit: Authority competent to accept a tender will have full powers to refund security deposit provided the contract has been satisfactorily executed. For tenders accepted by Standing Committee or Board, Chariman will have full powers.	-
	(b)Refund of Earnest Money		(b) Re: Earnest Money: Authority competent to invite tenders will be competent to return earnest money. In the case of those whose tenders are rejected, earnest money of the first five acceptable tenders may be returned after acceptance of the tender in other cases, earnest money may be returned earlier.	-

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
22.	Reduction or waiver of penalty		Authority accepting tender may waive penalty for delay in completion of works subject to the sanction of next higher authority.	-
			For tenders accepted by Standing Committee and the Board - Chariman is the competent Authority.	-
23.	Variation in the rates and total amount of tenders compared to estimates.		Deleted as already provided in item at Sr.No.12	-
24.	Payment of running and final bills for works contract.	406, 496	In case of lump sum contracts, full payment may be made for completed units of work and 90% of the assessed value of uncompleted work.	-
			Running Account Bills.:-	-
			All R.A.Bills irrespective of whether works orders have been placed by H.O. or field officers, are to be passed and paid by the Executive Engineers, upto any limit (by drawing more than one cheque if necessary) to the extent of 75% of estimated value of work, subject to following provisions:-	-
			(a) if any item of Contract work as executed exceeds estimated quantity for that item as included in the technically sanctioned estimate, R.A.Bill should be restricted to the latter lower quantity only, till sanction of the competent authority is obtained for the excess quantity of work done.	-

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
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(b) If any item of work got done by contractor for which a tender rate does not exist in the contract document, payment for such items of work, even though executed should not be made in R.A.Bills till rates for such items are fixed and got approved from the competent authority.

2. Final Bills:-

(a) Limits for passing and payment of final bills of contract value will be as under:-

Executive Engineer	Rs.10,000/-
Superintending Engineer	Rs.25,000/-
Dy.Chief Engineer	Rs.50,000/-
Chief Engineer	upto any limit

Note:- These powers may be exercised by the various authorities in respect of all contracts, wether accepted by them or by any higher authorities, so long as the contract has been satisfactorily executed and any variation from the contract e.g. non-observance of the date of completion and consequential levy of penalty, has been sanctioned by the competent authority.

(b) All Final Bills for Electrical Works, before they are checked in Accounts and Audit Sections of the Divisions, Circle, Zonal and Head Office, should be technically checked in Technical Sections in respective offices.

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
			<p>(c) All Final Bills for civil works of contract value above Rs.10,000/- should be sent to Superintending Engineer (Civil) for technical check before passing for payment.</p> <p>Procedure for passing final bills:- In so far as final bills are concerned the following procedure should be followed in forwarding to the competent authorities for passing and payment when they are not within the powers of Divisional Engineer:-</p> <p>(a) Those final bills which are within the powers of S.E. to pass and pay should be forwarded after audit at Divisional level to the circle office where they are required to be audited fully before making payment.</p> <p>(b) Those final bills which are beyond the powers of S.E., but are within the powers of Deputy Chief Engineer should be forwarded to Zonal office routing them through Circle Office where they are required to be checked fully.</p> <p>(c) Those final bills which are not within the powers of both S.E. and Dy.Chief Engineer should be forwarded to H.O. through Circle Office where they are required to be checked fully and also through Zonal Office.</p>	

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
			<p>Note:- i) Limits for passing payment of final bills as mentioned in para 2(c) above are referred to the total contract value of the work irrespective of the amount covered in the final bill.</p> <p>ii) Final bills are required to be checked fully at the circle office before they are paid there or forwarded to higher authorities. They are also to be routed through Zonal Office when payment is to be arranged at H.O. with a view to ensuring that the work has been carried out satisfactorily in the opinion of Dy.C.E. and in accordance with the order.</p> <p>iii) The final bills, when they are forwarded to higher competent authority for passing and payment should be accompanied with contract documents, relevant correspondence files, measurement books, material account, certificates, previous R.A. bills and other relevant papers.</p>	
25.	(a)Grant of compensation for tree etc. and/or grant of compensation for damages to standing crops while laying transmission lines on private property provided the agreeable amount is worked out by conducting panchakyas (i.e. panchanama with the help of the revenue and/or panchayat Authorities.	192	E.E. Rs.500/- S.E. full powers.	-
	(b)Authorisation to acquire land required for administratively approved schmes through Revenue Department.	192	C.E. upto Rs. 1,000/- Chairman upto Rs.25,000/- for new works and for extension works upto Rs.10,000/-	-

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
26.	Power to record measurement for works.	192	<p data-bbox="979 427 1361 481">Standing Committee upto Rs.30,000/- Board beyond Rs.30,000/-</p> <p data-bbox="979 487 1361 608">If land is purchased by private negotiation, then Chariman may authorise acquisition of land upto Rs.25,000/- for new works and Rs.10,000/- for extensions. EE to execute documents.</p> <p data-bbox="979 622 1361 817">All works :- except line works :- 1) To be recorded by Sub-Engineer Jr.Engineer and Asstt.Shift Engineer/ Assistant Engineer, For work underground 100% check by A.E. For work above ground level 50% check by A.E. For both underground and above ground 10% checked by E.E.</p> <p data-bbox="979 830 1361 924">Line work:- To be recorded by overseer, Sub-Engineer, Supervisor Construction foreman, Jr.Engineer 10% check by A.E. for below ground level.</p> <p data-bbox="979 938 1361 985">100% check by A.E. & Dy.E.E. re: Special foundations.</p> <p data-bbox="979 998 1361 1025">100% check by A.E. above ground level</p> <p data-bbox="979 1038 1152 1059">10% check by E.E.</p> <p data-bbox="979 1072 1361 1146">E.E. shall check 10% below ground level for special location. (E.E. to decide whether completed or not)</p> <p data-bbox="979 1159 1224 1184">S.E. of Circle - full powers.</p>	Payment is to be made by E.E. on certificate of Land Acquisition Officer.
27.	Fixing of hire charges for T. & P. equipment lent to outsiders and contractors.	442	S.E. of Circle - full powers.	

Sr. No.	Nature of powers	G.S.O.under which delegation was previously made.	Delegation as revised by the Board under MBR.No.294.	Remarks
28.	Execution of all instruments relating to following:			
	(1)Lease license, rent.of immovable property.	442	E.E. in field and E.E. (Stores) in Head Office	-
	(2)Sale of any asset or property of the Board.	442	-do-	-
	(3)Acquisition of land and purchase of immovable property.	442	-do-	-
	(4)Transactions with local authorities, Railways or other State or Central Govt. authorities including those relating to street works, Rly, crossing works, Railway siding etc.	442	-do-	-
(5)	All other matters not specially dealt with above.	442	Residual powers not involving financial implications will vest in Secretary who may authorise Officers concerned in H.O. or in Field not below the rank of E.E. in each case, and in cases involving financial implications, powers will vest in Chariman.	
29.	All payments to be made from the imprests shall be subject to immediate post-audit if not pre-audited.			

SECTION III - CASH, IMPRESTS ETC.

Sr.No	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
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Section III Cash Imprests etc.

1.	Grant of Permanent or Temporary Imprests	192	<p>Head Office - F.A.& C.A.O. - Full Powers</p> <p>Field:- (a) E.E. : Paybills and Pay-sheets Temporary advance to full extent of the paybills and paysheets preaudited at Divisional Centres.</p> <p>Other Items:- On estimated basis subject to preaudit as under:- (i) For Rly.Freight, vehicle taxes and taxes to meet statutory obligation - full extent. ii) For others upto Rs.1000/-</p> <p>(b) E.E. Permanent imprest not exceeding Rs.500/-</p> <p>(c) S.E. for the Circle office and E.Es. for Divisions. upto Rs.500/-</p>	
	(a)To Dy.E.E.,A.Es., Jr.Es.& officials in charge of stations for payment of monthly salaries, wages, payment of specific expenditures such as Rly.freight, temporary labour.			
	(b)To Dy.E.E., A.Es., J.Es.for day to day sundry expenses.			
	(c)To Store Keeper J.Es. and other subordinates including workcharged subordinates not below the rank of Sub-Engineer for making petty cash payments for freight, transport, mazdoor, Wire packing, surveying, postal charges etc.			
2.	Operation of the Board's Safe Deposit Account.	445	Jointly by any two of following officers: - C.E., F.A. & C.A.O., Secretary.	
3.	Powers to purchase endorse, transfer, sell or otherwise deal with Government and other securities including Boards investment with Bank.	445	<p>Field:- Officer . in charge of Division Upto Rs. 25,000/- S.E.(Circle) Upto Rs . 50,000/- H.O.:CHM/Secy./C.E. UptoRs.1,00,000/- Any member of Board jointly with C.E./Secy. Any amount.</p>	

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks																		
4.	Grant of petty cash and imprests to Cashiers.	59 and 287	H.O.: Dy.E.E.(Stores) Rs.350/- Head Cashier Rs.100/- Sr.Clerk Stores Rs. 50/- Cashier in Circle Office Rs. 75/- Cashier in Divnl.office Rs. 50/-	-																		
5.	Entrusting of Revenue collection work to branches of banks approved by the Board under administration of Funds and properties Regulations.	336	F.A. & C.A.O. :- (Provided the terms of the banks are the same as those for similar work being done at other places by the main offices.)	-																		
6.	Maximum amount of cash to be kept in the Head Office, Circle Offices, and Divisions. Cash refers to hard cash. (Cheques, drafts etc. should be forwarded to the Bank.)	154 156 338 382	<table border="0"> <tr> <td></td> <td style="text-align: center;">During last</td> <td style="text-align: center;">During</td> </tr> <tr> <td></td> <td style="text-align: center;">week of</td> <td style="text-align: center;">remaining</td> </tr> <tr> <td></td> <td style="text-align: center;">month</td> <td style="text-align: center;">weeks</td> </tr> <tr> <td>1.H.O. & Circles</td> <td style="text-align: right;">Rs.1,500/-</td> <td style="text-align: right;">Rs.1,000/-</td> </tr> <tr> <td>2.Steam Power Stn.</td> <td style="text-align: right;">Rs.5,000/-</td> <td style="text-align: right;">Rs.3,000/-</td> </tr> <tr> <td>3. Divisions</td> <td style="text-align: right;">Rs.3,000/-</td> <td style="text-align: right;">Rs.1,500/-</td> </tr> </table> <p>In special cases, Chairman is authorised to fix or vary the limits.</p>		During last	During		week of	remaining		month	weeks	1.H.O. & Circles	Rs.1,500/-	Rs.1,000/-	2.Steam Power Stn.	Rs.5,000/-	Rs.3,000/-	3. Divisions	Rs.3,000/-	Rs.1,500/-	-
	During last	During																				
	week of	remaining																				
	month	weeks																				
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2.Steam Power Stn.	Rs.5,000/-	Rs.3,000/-																				
3. Divisions	Rs.3,000/-	Rs.1,500/-																				
7.	Condonation of the retention of cash in excess of permissible limits.	338	<p>i) H.O. F.A. & C.A.O.</p> <p>ii) All Circles and Divisions under Zonal Control Dy.C.E.</p> <p>iii) Other field officers not under Zonal Control C.E. in consultation with F.A. & C.A.O.</p>	-																		
8.	Condonation of irregularities in the matter of remittances of cash collection into the Board's Working Fund Account	355	i) H.O. F.A. & C.A.O.	-																		

Note:-Whenever excess cash is retained an explanation should be given to next higher authority.

Sr.No	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
9.	Permitting payments being made without preaudit in exceptional cases or condoning payments being made without preaudit (but post-audited) in respect of imprest and desbursement of salaries.	502	ii) All Circles and Divns. under Zonal control Dy.C.E. - iii) Other field officers not under Zonal control C.E. in consultation with F.A.& C.A.O. - C.E.	Note: If in special circumstances payments have been made without preaudit, such payments should be got post audited at the earliest and also a register should be maintained of all such cases indicating briefly the circumstances and the date of post audit. Where payments are made from the imprest pre-audit may not be insisted on but they should be invariably post audited.
10.	Permitting payments - under audit objections.		E.E.	If in respect of any payment or transaction Divisional Accountant or Officer in charge of Accounts of the Unit feels that the transaction of payment is not justified, he should bring the fact to the notice of Divisional or other officer in charge of the unit with a statement of his reasons. If his objections is overruled by Divisional officer or other officer in charge of the accounts of the unit should record his objection in a register and submit the same to the officer in charge of

Sr.No	Nature of Powers	G.S.O.under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
				the unit wherein the latter will record his reasons for the objection being over-ruled. Divisional Accountant or officer-in-charge of the accounts of the unit will report the full fact of the case to F.A. & C.A.O. The register shall be in the custody of Divisional Accountant or the Officer-in-charge of accounts of the unit and shall be available for inspection by F.A. & C.A.O. or any officer deputed by him.

SECTION VI MISCELLANEOUS

Sr.No	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
1.	(A) Sanctioning of legal action in Civil cases involving claims by or against the Board.	212	For claims: Field:- E.E. for claims of value upto Rs.3000/- in each case S.E. for claims of value upto Rs.5000/- in each case Dy.C.E. for claims of value upto Rs.10000/- in each case CHM for claims of value upto Rs.25000/- in each case Board for claims of value above Rs.25000/- in each case H.O.:- Secy./C.E. for claims of value upto Rs.10,000/- in each case CHM for claims of value upto Rs.25,000/- in each case St.Committee above Rs.25,000/- in each case.	
	(B) Payments of legal fees and expenses	192	Field :- E.E. upto Rs.200/- in each case S.E. upto Rs.500/- in each case Dy.C.E. upto Rs.750/- in each case H.O.:- Secy/C.E. up to Rs.1000/- Chairman up to Rs.2500/- St.Committee - Full Powers.	
2.	(a) Transit insurance of Stores and other equipment, Erection Insurance, and vehicle insurance with Government Insurance Fund.	192	E.E. in the field Full powers C.O.S.in H.O. Full powers	
	(b) All other insurance e.g. plant and equipment.	372	F.A.& C.A.O. - Full powers.	

Sr.No	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
3.	(a) Expenditure as postage telegrams, receipt stamps and advertisements.	192	(a) E.O. for H.O. - Full powers C.O.S. for H.O. Full powers S.E. for circle Full powers Power Stn. for Power Stn. Full powers E.E. for Division Full powers	-
	(b) Payments of rent, rates & taxes.	192	(b) F.A. & C.A.O./ full powers C.O.S. in Head Office full powers E.E. in Divns full powers S.E. full powers Dy.C.E. full powers	-
	(c) Provision of clothings for Class IV employees on the standards laid down by the Board.		E.O. in H.O. full power E.E. in Divisions full power S.E. in Circle full power Dy.C.E. in Zonal office full power	-
	(d) Other general expenses			
	I) Library & other books and subscriptions to papers and periodicals.			
	H.O. (1) Tech. (2) Non.Technical	192	(1) C.E. upto Rs.500/- per annum (2) Secy. upto Rs.500/- per annum (3) Standing Committee as provided in the H.O. Circular No.20 of 13-10-1960.	-
	Field:			
	i) Dy.C.E.'s Office	507	(i) Dy.C.E. Rs.2000/- per annum.	-
	(ii) S.E.'s Office	507	(ii) S.E. upto Rs.2000/- per annum	-
	(iii) E.E.'s Office		(iii) E.E. Rs. 100/- per annum	-
	II) Payment of casual labour employed after obtaining appropriate sanction		F.A. & C.A.O. for H.O. Dy.C.E. for Zonal Office S.E. for Circle E.E. for Division	

Sr.No	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
	III. Petty expense, including stationery and other items (not classified under any other head)		H.O.:- C.O.S. upto Rs.100/- Secy./C.E. upto Rs.200/- Chairman above Rs.200/-	
4.	(a) Permitting the use of Board's rest houses by visitors either on payment or free of charge.		Field :- E.E. in Division upto Rs.50/- S.E. in Circle upto Rs.75/- Dy.C.E. for Zonal office upto Rs.100/-	Stay in the rest house limited to 3 days
	(b) Permitting the use of staff vehicles by distinguished visitors or when requested by Government Department for the use of any distinguished visitors or on special occasion		(a) Rest House: Full powers subject to the conditions that: E.E. or any (a) a log book is maintained (b) in case it is required by any Government Department should provide its own petrol. Officer in charge of the unit (c) the officer in charge of the unit submits a report to the next higher officer	
5.	Entertainment	192	Head Office :- Chairman Full Powers Secy./C.E./F.A . & C.A.O. Authority to incur expenditure for tea and light refreshments in connection with visits of important personages or conferences in each case, not exceeding Re.1/- per person.	

Sr.No	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
			Field:- On each occasion Annual limit E.E. Rs.20/- Rs.100/- S.E. & P.S.Suptd. Rs.50/- Rs.250/- Dy.C.E. Rs.50/- Rs.500/- (Expenditure to be limited to Re.1/- per person)	
6.	Renting store houses and offices i.e. taking on rental basis	192	E.E. upto Rs. 50/- P.M. S.E. upto Rs.100/- P.M. C.E. upto Rs.200/- P.M. Chairman upto Rs.400/- P.M. Standing Committee upto Rs.500/P.M. Board above Rs.500/- P.M.	-
7.	Fixing of sale price of publications of the Board	327	Secretary :- Free supply to other Boards. Govt. or quasi Govt. organisations. This power should be vested in F.A. & C.A.O. for accounts publication	-
8.	Expenditure on celebration of P/H anniversaries and Annual Sports.	332	Chairman upto Rs.1000/- for each occasion	-
9.	Deleted		-	-
10.	Authorising Board's participation in exhibitions sponsored by the State or Central Government	414	Chairman - upto Rs.2500/- for each such occasion	-
11.	Deleted		-	-
12.	(incorporated in 2(W) of the Stores purchase)		-	-
13.	Use of seal	442	All Officers at H.O. competent to execute agreement, deeds or instruments may affix the seal to such documents. Note:- The seal and register shall be in the custody of Secretary	(Documents to be sealed to be listed in consultation with Legal Section and circulated to the officers concerned.)

Sr.No	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
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14. Annual repairs to and maintenance of motor vehicles, purchase of spare parts, tyres, tubes, batteries etc.

O.O.No.483/21355 dt.11.4.58

G.S.O. 438

(A) All repairs except what in the opinion of the competent authority are major repairs, may be attended to without calling for tenders.

(B) Tenders shall be invited for all major repairs

(C) The annual limits for repairs are as under:-

Year of operation	Light Vehicles	Heavy Vehicles
1st	Rs. 300/-	Rs. 400/-
2nd	Rs. 600/-	Rs. 800/-
3rd	Rs.1000/-	Rs.1500/-
4th	Rs.1500/-	Rs.2500/-
5th	Rs.1000/-	Rs.1200/-
6th	Rs.1500/-	Rs.2500/-
7th	Rs.1200/-	Rs.1500/-

If due to accidents etc. the above limits are to be exceeded.

Dy.C.E. or S.E. upto Rs.500/- per vehicle

C.E. on the recommendation of Dy.C.E. or S.E. Any further amount without limit.

Dy.C.E. or S.E.

The above limits does not include the cost of petrol oil and lubricants and also statutory charges like vehicle tax, Insurance, inspection fees etc.

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
			<p>Note (1) :- (a) The annual limits upto 7th year of operation as authorised above, should be for repairs and maintenance including spare parts, batteries and servicing of vehicles but excluding cost of tyres and tubes and</p> <p>(b) similar provision upto Rs.1,200/- in the case of light vehicles and Rs.1,500/- for heavy vehicles excluding cost of tyres and tubes should be deemed to be available for consequent years as well.</p> <p>(c) Tyres and tubes may be purchased as and when required according to normal purchase procedure after giving certificate of mileage run by vehicle</p>	
			<p>Note (2):- In the cost of repairs exceeds this amount in any of the subsequent years, when the reasonableness of such repairs should be examined with respect to the economic running of the vehicle and if it is not found suitable then further action regarding replacement by a new vehicle and disposing of the old vehicle should be taken and proposals submitted to higher authorities.</p>	
			<p>Note (3):- In case of difficulties of inviting tenders or even quotations before entrusting the work of servicing and repairs particularly when a vehicle is required to be opened up for the defect to be located, the following arrangements may be made:-</p>	

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
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(i) Local Officers in charge of Divisions should select 2 or 3 or more vehicle repairers locally reputed to be reliable as "approved repairers" and entrust the work of vehicle repairs to any one repairer each time by turn without the necessity of inviting comparative quotations. Whenever a vehicle is being given for repairs, full details should be ascertained as to the:

(a) Nature of repairs required
 (b) parts required to be replaced,
 (c) cost of such parts,
 (d) labour cost and other incidentals (inclusive of the repairers' margin of profit)
 (If repairers are not prepared to furnish a break up of of item d it need not be insisted on)

(ii) In case the cost of repairs exceeds the the limits prescribed , the sanction of the next higher Officer should be obtained

(iii) Wherever there are facilities of such repairs in Government or Semi-Government workshops, the field officers may avail themselves of these facilities without the necessity of obtaining quotations.

(iv) If Field Officers concerned are in a position to have repairs carried out in Board's workshops they should be permitted to have repairs done departmentally.

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
15.	Servicing and repairs of typewriters, Duplicating Machines, Electric fans, wall clocks, office bicycles and similar office equipment.		Officer in charge of Units concerned to which vehicles are allotted in field and E.E.(Stores) in H.O. are to be deemed to be competent to incur expenditure specified above except those reserved for S.E. or Dy.C.E. in field and Controller of Stores in Head Office.	
			(a) E.E. (Stores) in H.O.	Full powers
			(b) Officer in charge of Unit in field	Full powers
16.	Levy of fees for furnishing information regarding receipt issued or payments made, or any other similar information required by Contractors in respect of the past years.	446	Rs.5/- for any one financial year or a part thereof provided that in case the information required is for a month or a smaller period & not older than 12 months a charge of Rs.2/- may only be levied.	
			Note: If a consumer has lost the energy bill and requires a duplicate copy of the bill only 10 nP should be charged.	
			F.A. & C.A.O. is the competent authority to determine the amount of charges payable in any doubtful case.	
17.	Payment of bills other than those for Stores and Works.	496*	1) E.E. in Division & P.S.Supt.	Upto Rs. 30,000/-
			2) S.E. in Circle	Upto Rs. 75,000/-
18.	Awarding of Carting contracts in connection with a project.		-	-

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
19.	Purchase of medicines, drugs, injections etc. not included in the schedule of drugs if and when epidemics breakout in round about area.	513	Heads of offices at places where dispensaries have been established by the Board. Upto Rs.100/- at one time subject to ex post facto sanction of the Secretary.	
20.	Sale of coal ash, refuse of fuel/Lubricating Oils at concessional rates to social educational institutions		Dy.C.E. Full Powers	
21.	Sale of coal ash, refuse of fuel/lubricating Oils, empty containers including cement bags after following the normal procedure of inviting competitive tenders or bids at auction sale.		S.E. Full Powers	
22.	Grant of permission to two more representatives of the staff union (in addition to the two already allowed) to attend the conciliation proceeding and/or Court hearing according to the importance of the matter, if a request is made by the Union.		Secretary	
23.	To condone the irregularity by any of the Board's staff and sanction the expenditure incurred by way of payment to outsiders on account of penalty or interest charges under statutory obligations or special contracts including loss of prompt payment discount, when the expenditure is to be borne by the Board after taking into consideration the merits of each case and after all efforts with authorities to waive the same have failed.	432	H.O. C.O.S. Standing Committee Field :- E.E. S.E. Dy.C.E. Standing Committee	Limit Upto Rs.200/- above Rs.200/- Upto Rs. 50/- Upto Rs.100/- upto Rs.200/- Above Rs.200/-
24.	To hire vehicles for transport of Board's material (a)Annual Contracts	G.S.O.35	C.E.	Without limits on rate basis (i.e. per mile or per load Tenders shall invariably be called by advertisement

Sr. No.	Nature of Powers	G.S.O. under which delegation was previously made	Delegation as revised by the Board under MBR.No.294	Remarks
(b)	Casual hiring		Officers incharge of a unit not below the rank of Asstt.Engineer.	<p>According to the requirement on each occasion</p> <p>Without the necessity of advertising for tenders or quotations provided however that :</p> <p>(i) the officers concerned satisfy themselves that the rate charged are not in excess of normal rates charged in the area for similar work.</p> <p>(ii) rates do not exceed the maximum limits prescribed by the authorities under the Motor vehicles Act, 1939</p> <p>(iii) quotations are obtained at least from two or three parties where there are more than one party doing such work</p>

LIST NO.I
BOMBAY STATE ELECTRICITY BOARD.

APPENDIX 'A'
(Sr.No.27 of Statements I)

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

Sr. No.	Description	Code No.	Unit/No.	Remarks
1.	Trays wooden 16" x 11"	12250	No.	
2.	Pin Cushions ordinary	17168B	No.	
3.	Pin * Superior (for use of Class I & II Officers)	17168C	No.	
4.	Scale Postal(Table) (for despatch Section)	23125	No.	
5.	Bags canvas (small)size 13"x 11"	34005	No.	
6.	Bags Canvas(large) 16" x 13"	34005A	No.	
7.	Bags water proof size	34005B	No.	
8.	Baskets waste paper (Bamboo)	34015	No.	
9.	Bells call (for use of Class I & II Officers)	34020	No.	
10.	Blotters (Wooden)	34030	No.	
11.	Case Boards (with two flaps)	34040	No.	
12.	Plain strew board 25" x 30"	34042	No.	
13.	Bound Books (Ruled horizontal) 8.1/2" x 13.1/2" (5 quires)	34	Book	
14.	" " " (4 quires)	34045	Book	
15.	" " " (3 quires)	34045A	Book	
16.	" " " (2 quires)	34045B	Book	
17.	" " " (1 quire)	34045C	Book	
18.	Bound Books (Ruled vertical) 8.1/2" x 13.1/2" (5 quires)	34	Book	
19.	" " " (4 quires)	34048	Book	
20.	" " " (3 quires)	34048A	Book	
21.	" " " (2 quires)	34048B	Book	
22.	" " " (1 quire)	34048C	Book	
23.	Books Exercise (quarto)	34050	Book	
24.	Brasso polish (Paste)	34054	tin.	
25.	Brushes soft for typewriter	34060	No.	
26.	Brushes hard for typewriter	34060A	No.	
27.	Brushes stencil printing size 3/4" round	34062	No.	
28.	Burshes for gum	34064	No.	
29.	Chalk-Sticks (white)	34072	No.	
30.	Chalk Sticks (in assorted colours)	34072	Box	
31.	Gem clips	34075	(packet of 100)	

Sr. No.	Description	Code No.	Unit/No.	Remarks
32.	Clips wooden for hanging charts.	34084	No.	
33.	Cloth gunny (for parcelling) etc:	34102	Yard	
34.	Correcting fluid for stencils	34124	bottle	
35.	Developing fluid for stencilling	34132	bottle	
36.	Dusters 30" x 30"	34134	No.	
37.	Envelopes plain 5" x 4" (small)	34136	No.	
38.	Envelopes plain 11" x 5" (medium)	34136F	No.	
39.	Envelopes plain Window (5" x 4") (small)	34137	No.	
40.	E special for note and D.O. letters (white) 11" x 5"	34142	No.	
41.	Erasers pencil and ink	34144	No.	
42.	Erasers typewriters round)	34146	No.	
43.	Erasers Venus soft (for drawing)	34156	No.	
44.	Office file covers clip D.thick	34168	No.	
45.	File covers thin 14" x 9.1/2" (Lace files)	34169A	pair	
46.	Glass magnifying (drawing)	34184	No.	
47.	Glass washing (for table)	34190	No.	
48.	Gum and gloy bottles (6 ozs)	34200A	Bottole	
49.	Gum and gloy bottles (10 ozs)	34200B	Bottole.	
50.	Ink for stencil printing solid (black)	34217	tin	
51.	Ink for stencil printing solid (red)	34217B	tin.	
52.	Ink powder blue-black (packet of one oz.)	34218	packet	
53.	Ink powder red tin of 1 oz.	34224	packet	
54.	Ink Fountain blue-black (for officers only)	34232	packet.	
55.	Ink for duplicating machine	34240	lbs	
56.	Ink for stamp red violet.	34242	bottole of 1 oz	
57.	Ink-stand twins (glass)	34250	No.	
58.	Ink pots glasses square type	34252	No.	
59.	Ink wells(suitable for wooden stands or round stands)	34256	No.	
60.	Pen knife (desk)	34264	No.	
61.	Laces for files (Thick & Strong 32" long)	34270	No.	
62.	D.O.letter Heads (Big size)	34276B	No.	
63.	D.O.letter Heads (small size)	34277B	No.	
64.	Letters heads quarto size 6.3/4 x 8.1/2	34277D	No.	
65.	Letters heads full scap size 8.1/2 x 13.1/2	34277F	No.	
66.	Letter Heads large	34280A	No.	
67.	Nibs steel "Rani"	34292	No.	

Sr. No.	Description	Code No.	Unit/No.	Remarks
68.	Nibs waverly	34296	No.	
69.	Note-book shorthand	34306	No.	
70.	Oil for typewriters	34310	bottle	
71.	Oil cans for typewriters (small)	34312	No.	
72.	Stamp pad (medium)	34318	No.	
73.	Paper brown (kraft) 29" x 44"	34340	ream	
74.	Blotting paper (superior) 23" x 18"	34346A	ream	
75.	Paper carbon size demy (Pencil)	34406	No.	
76.	Paper carbon for typewriter	34408	box of 100 each	
77.	Paper ruled horizontal 12 lbs (13.1/2 x 17.1/2)	34420	ream	
78.	Paper ruled vertical 12 lbs. (13.1/2 x 17.1/2)	34420A	ream	
79.	Paper waterproof (for packing)	34424	yd.	
80.	Pen racks	34434	No.	
81.	Pencils black	34450	" for ordinary use	
82.	Pencils blue	34451	"	
83.	Pencils copying	34452	"	
84.	Pen stylus for stencil plates	34438	"	
85.	Pencils red	34458	"	
86.	Pencils shorthand	34460	"	
87.	Pencils Lead Refill HB	34470	"	
88.	Pencils lead Refill H	34470	"	
89.	Pencils Lead Refill B	34470	No.	
90.	Pencils Sharpners (small)	34472	No.	
91.	Pen-holders superior	34474	No.	
92.	Pens Ball-point	34475	No.	
93.	Pins common (assorted) size 3/4", 1" & 1.1/4 "	34482	lbs.	
94.	Pokers (steel)	34484	No.	
95.	Punching machine	34494	No.	
96.	Ribbons typewriter	34502	No.	
97.	Rubber stamps date	34552A	No.	
98.	Rulers flats 18"	34554A	No.	
99.	Rulers round 24"	34454	No.	
100.	Sponges (artificial-rubber) with glass.	34570	No.	
101.	Stapler (Switching) machine	34579	No.	
102.	Tags 4"	34570	No.	

Sr. No.	Description	Code No.	Unit/No.	Remarks
103.	Tags 8"	34580A	No.	
104.	Tape white "	34582	roll	
105.	Thread for sewing	34586	ball	
106.	Twine balls (thin) for office use	34594	lbs.	
107.	Twine balls (Thick) for office use	34594 B	lbs.	
108.	Twine jute for parcelling	34594F	lb.	
109.	Wax sealing red	34600A	lbs.	
110.	Paper weight glass	34604	No.	
111.	File covers thick straw-board 14" x 9.1/2"	34	pair	
112.	Files (box lever file)	34	No.	
113.	Envelopes 16" x 6" (large) of kraft paper	34	No.	
114.	Gum Arabic (solid)	34	lbs.	
115.	Nibs red ink	34	No.	
116.	Pencils auditors No.744 (Crimson)	34	No.	
117.	Cable Wax.(12" long)	37113	bottle	
118.	Phenyle	37196	No.	
119.	Pairs of scissors	37431	pair	
120.	Soap bars	37467	Bar	
121.	Acid bottles (for cleaning wash-basins etc..)	37	Bottle	
122.	Pins stapler (for stitching machines)		packet of 1000 each	
123.	Refills for ball point pens		No.	
124.	Ledger paper for agreements foolscap size 3.1/2" X 3.1/2"	34325	Ream	
125.	Paper foolscap (cream laid) 5 lbs. 13.1/2" x 8.1/2"	34332D	Ream	
126.	Paper foolscap (cream laid) 10 lbs. 17" x 13.1/2"	34332E	Ream	
127.	Paper foolscap (cream laid) 2.1/2" lbs. 6.3/4" x 8"	34332H	Ream	
128.	Paper thin for typewriter size 8.1/2" x 13.1/2" (Manifold)	34408	Ream	
129.	Paper thin for typewriter (statement size)	34399	Ream	
130.	Paper duplicating foolscap size 13.1/2" x 8.1/2"	34414	Ream	
131.	Paper duplicating brief size (13.1/2" x 17")	34414A	Ream	
132.	Paper stencil foolscap	34426	quire (each quire contains 24 sheets)	
133.	Paper stencil brief size.	34574	-do-	

LIST NO.II.

List of Drawing Materials with their respective units and Code Numbers to be purchased by offices in mofussil.

Sr. No.	Description	Code No.	Unit/No.	Remarks
1.	Chain Books 4" x 7" (for surveying)	17017	No.	
2.	Chain Books 6" x 9" for surveying	17017	No.	
3.	Books levelling 5" x 7"	17017A	No.	
4.	Books Sketch 9" x 6"	17017B	No.	
5.	Books Sketch 12" x 9"	17017B	No.	
6.	Brushes Round No.6	17026F	No.	
7.	Brushes Round No.7	17026G	No.	
8.	Brushes Round No.8	17026H	No.	
9.	Brushes Round No.9	17026J	No.	
10.	Brushes Round No.10	17026K	No.	
11.	Brushes Round No.11	17026K1	No.	
12.	Brushes Round No.12	17026L	No.	
13.	Brushes sable hair flat for water colour 1/2"	17030	No.	
14.	Brushes sable hair flat for water colour 3"	17030F	No.	
15.	Brushes sable hair flat for water colour 4"	17030H	No.	
16.	Brushes sable hair round for water colour No.1	17032A	No.	
17.	Brushes sable hair flat for water colour 2	17032B	No.	
18.	Brushes sable hair flat for water colour 3	17032C	No.	
19.	Brushes sable hair flat for water colour 4	17032D	No.	
20.	Brushes sable hair flat for water colour 5	17032G	No.	
21.	Colour water black (ivory)	17044	cake or tube	
22.	Colour water blue cobalt	17046A	cake or tube	
23.	Colour water blue cobalt French	17046C	cake or tube	
24.	Colour water blue cobalt Prussian	17048E	cake or tube	
25.	Colour water blue cobalt Brown pink	17048A	cake or tube	
26.	Colour water blue cobalt Vandyke	17048D	cake or tube	
27.	Colour water blue cobalt Cadmium middle	17050	cake or tube	
28.	Colour water blue cobalt yellow	17050A	cake or tube	
29.	Colour water carmine	17052	cake or tube	
30.	Colour crimson lake"	17058	cake or tube	
31.	Colour gambage tint	17060	cake or tube	
32.	Colour grey paynes	17062B	cake or tube	
33.	Colour green emerald	17064B	cake or tube	
34.	Colour green prussian	17064E	cake or tube	

Sr. No.	Description	Code No.	Unit/No.	Remarks
35.	Colour indigo	17066	cake or tube	
36.	Colour orange pure	17070C	cake or tube	
37.	Colour orange vermillion (midtint)	17072D	cake or tube	
38.	Colour purple lake	17075A	cake or tube	
39.	Colour Indian red	17076A	cake or tube	
40.	Colour Lead red	17076B	cake or tube	
41.	Colour Light red	17076C	cake or tube	
42.	Colour Scarlet lake	17078	cake or tube	
43.	Colour Scarlet reyal	17078A	cake or tube	
44.	Colour Sepia	17079	cake or tube	
45.	Colour sienna burnt	17080	cake or tube	
46.	Colour vermillion pink	17083	cake or tube	
47.	Colour violet	17084	cake or tube	
48.	Colour Chinese White	17086	cake or tube	
49.	Colour yellow crome	17088	cake or tube	
50.	Colour yellow pink	17088D	cake or tube	
51.	Colour yellow lemon	17088F	cake or tube	
52.	French curves (Plastic)	17092	set.	
53.	French curves (wooden)	17092A	set.	
54.	Dividers spring 4" (small)	17095	No.	
55.	Blue print corrector - blue	17102	Bottle	
56.	Blue print corrector brown	17103	Bottle	
57.	Blue print corrector green	17104	Bottle	
58.	Blue print corrector red	17105	Bottle	
59.	Blue print corrector scarlet	17106	Bottle	
60.	Blue print corrector yellow	17110	Bottle	
61.	Ink hexagonal (china make) sticks (Solid)	17111	No.	
62.	Ink drawing Indian black	17112	bottle	
63.	Ink sienna burnt	17114	bottle	
64.	Ink drawing Caramine	17115	bottle	
65.	Ink Chines - white	17116	bottle	
66.	Ink Crimson	17117	bottle	
67.	Ink Crimson lake	17117A	bottle	
68.	Ink cobalt blue	17118	bottle	
69.	Ink green	17120	bottle	
70.	Ink emerald.	17120B	bottle	
71.	Ink green light	17120E	bottle	

Sr. No.	Description	Code No.	Unit/No.	Remarks
72.	Ink dark green	17120F	bottle	
73.	Ink orange	17126	bottle	
74.	Ink Prussian blue	17128	bottle	
75.	Ink purple	17129	bottle	
76.	Ink scarlet	17131	bottle	
77.	Ink sepia	17132	bottle	
78.	Ink vermilion	17134	bottle	
79.	Ink violet	17135	bottle	
80.	Ink yellow	17136	bottle	
81.	Ink lemon	17136A	bottle	
82.	Nibs steel for drawing pens No.606	17140	No.	
83.	Nibs steel for drawing pens No.520	17140A	No.	
84.	Nibs steel for drawing pens No.516	17140B	No.	
85.	Nibs drawing pens mapping No.404	17140F	No.	
86.	Nibs drawing pens mapping No.303	17140G	No.	
87.	Nibs drawing pens mapping No.170	17141	No.	
88.	Paper tracing sectional 1/16"	17149A	Sheet or roll	
89.	Paper tracing sectional 1/12"	17149B	Sheet or roll	
90.	Paper tracing sectional 1/10"	17149C	Sheet or roll	
91.	Paper tracing sectional 1/8"		Sheet or roll	
92.	Pencil architect (Kohinorr) (Czech)/English	17156	No.	
93.	Pencil drawing B	17158	No.	
94.	Pencil drawing BB	17158A	No.	
95.	Pencil drawing BBB	17158B	No.	
96.	Pencil drawing F	17159	No.	
97.	Pencil drawing H	17160	No.	
98.	Pencil drawing HH	17160A	No.	
99.	Pencil drawing HHH	17160B	No.	
100.	Pencil drawing HHHH	17160C	No.	
101.	Pencil drawing HB	17162	No.	
102.	Pencil drawing Brown	17164	No.	
103.	Pencil drawing Sinenna burnt	17164A	No.	
104.	Pencil drawing Crimson lake	17164B	No.	
105.	Pencil drawing Grey	17164C	No.	
106.	Pencil drawing Neutral tint	17164D	No.	
107.	Pencil drawing Brown sepia	17164G	No.	
108.	Pencil drawing Vermillion	17164H	No.	

Sr. No.	Description	Code No.	Unit/No.	Remarks
109.	Pencil drawing Violet	17164J	No.	
110.	Pencil drawing White	17164K	No.	
111.	Pencil drawing Yellow	17164L	No.	
112.	Pencil coloured in sets of 12 assorted colour	17165	Set.	
113.	Pencil holders	17166	No.	
114.	Penholders(Special)nipping pens	17167A	No.	
115.	Pins drawing brass 1/2" (Single Points)	17168	No.	
116.	Pins drawing brass 3/4" (Single Points)	17168A	No.	
117.	Set squares (Bastic) 4", 8", 10" and 12"	17230	No.	
118.	T squares 36"	17250	No.	
119.	T squares 42"	17250	No.	
120.	T squares 48"	17250	No.	
121.	T squares 54"	17250	No.	
122.	Pads sectional ruled 1/16" size about 8" x 11'	34320	Pad	
123.	Pads sectional ruled 1/12" size about 8" x 11'	34320A	Pad	
124.	Pads sectional ruled 1/10" size about 8" x 11'	34320B	Pad	
125.	Pads Sectional rules 1/8" size about 8" x 11'		Pad.	
126.	Papers sectional 1/16"x 22.1/2"x 17.1/2"	34372	Sheet	
127.	Papers sectional 1/12"x 22.1/2" x 17.1/2"	34374	Sheet	
128.	Papers sectional 1/10"x 22.1/2" x 17.1/2"	34376	Sheet	
129.	Papers sectional 1/8" x 22.1/2" x 17.1/2"	34378	Sheet	
130.	Pads sectional 1/4" X 22.1/2" x 17.1/2"	34880	Sheet	
131.	Papers sectional mounted 1/16" size 22.1/2" x 17.1/2"	34382	Sheet	
132.	Papers sectional mounted 1/12" size 22.1/2" x 17.1/2"	34384	Sheet	
133.	Papers sectional mounted 1/10" size 22.1/2" x 17.1/2"	34386	Sheet	
134.	Papers sectional mounted 1/8" size 22.1/2" x 17.1/2"	34388	Sheet	
135.	Paper drawing imperial (Smooth) 22"x 30"	34	Sheet	
136.	Paper drawing double elephant 40"x 27"	34	Sheet	
137.	Crow-quill Pen No.5062 EF		No.	
138.	Cloth tracing 20"x 20 Yds.	17037	roll	
139.	Cloth tracing 30"x 20 "	17038	roll	
140.	Cloth tracing 36"x 20 "	17038B	roll	
141.	Cloth tracing 42"x 20 "	17038E	roll	
142.	Paper drawing antiquarian size 31"x 53" weighing 130 lbs. per ream of 500 sheets.	17144	sheet	
143.	Paper drawing ferro prussiate 40"x 10 Yds. white lines on blue ground.	17146	roll.	

Sr. No.	Description	Code No.	Unit/No.	Remarks
144.	Slide rules	17240	No.	
145.	Cloth trading sectional 1/8" 20"x 10 Yds.	17	roll	
146.	Cloth trading sectional 1/10", 20"x 10 Yds.	17	roll	
147.	Cloth trading sectional 1/12" 20"x 10 Yds.	17	roll	
148.	Paper cartridge (continuous) unmounted 54"x 50 Yds.	34352B	roll	
149.	Paper cartridge white continuous 60"x 15 Yds.	34354	roll	
150.	Paper tracing white thick continuous 42"x 20 Yds.	34398	roll	

LIST NO.III

List of printed books and forms to be purchased by Mofussil offices.

Sr. No.	Description	Code No.	Unit/No.	Remarks
1.	Bin cards Form ST/3		No.	
2.	Straw Board file covers for bin cards.		pairs	
3.	Straw-Board file covers for stock ledgers.		pairs	
4.	Stock Register forms (ST/5-B)		No.	
5.	Material Allocation Register form (ST/8)		No.	
6.	Straw-Board covers for Materials allocation register.		pair	
7.	Stock Inventory sheets (ST/12)		No.	
8.	Consumers' personal ledger forms.		No.	
9.	Straw-Board covers for Consumers' Personal Ledgers		Pair	
10.	Consumers General Ledger Form.		Sets	
11.	Consumers a/c.No.Register forms.		No.	
12.	Form 33 Energy Bill forms (English) Mechanised		No.	
13.	Form 33 " " in regional language Mechanised		No.	
14.	Bill Collector's daily collection report		Book	
15.	Docket Vouchers forms		No.	
16.	Journal Voucher forms (Large)		No.	
17.	Journal Voucher forms (small)		No.	
18.	Journal Books		Book	
19.	Ledger books		Book	
20.	Payments intimation cards		No.	
21.	C.P.F.Nomination form No.1		No.	
22.	C.P.F.Nomination form No.2		No.	

Sr. No.	Description	Code No.	Unit/No.	Remarks
23.	C.P.F.Nomination form No.3		No.	
24.	C.P.F.Nomination form No.4		No.	
25.	C.P.F.Advance application form		No.	
26.	C.P.F.Application forms (Declaration)		No.	
27.	C.P.F.Advance vouchers forms		No.	
28.	C.P.F.Register books.		Books	
29.	C.P.F. Personal ledger a/c. sheets.		Nos.	
30.	C.P.F. a/c slips (Annual)		No.	
31.	Allocation sheets for cash book entries		No.	
32.	Cash Books for divisions		Books	
33.	Cash Books subsidiary		No.	
34.	Forms of Acceptance of Tenders		No.	
35.	Forms of indent "Very Urgent" (Pink colour)		No.	
36.	Forms of indent "Urgent"(Green)		No.	
37.	Forms of indent (ordinary) white		No.	
38.	Tender inquiry forms		No.	
39.	Cards-Extension of Tender date		No.	
40.	Forms A-1 Form of application for supply of electricity		No.	
41.	A-5 Form of assurance to take supply when available		No.	
42.	B-1 Form (Post-card) for intimating applicants of the date and time of inspection of site for fixing meter position		No.	
43.	B-2 Form(Post-card) for intimating the land lord about supply to his premises required by his tenant		No.	
44.	B-3 Delayed payment disconnection notice (In English)/ Marathi/ Gujarati		No.	
46.	C-1 (Revised) Detailed estimate of quantities for service connection and applications for work order and completion report (in book form) In duplicate serial numbered		No.	
47.	C-1(A) Detailed cost of service connection in book form in triplicate		No.	
48.	C-3(L) service connection instalment register		No.	
49.	C-4 Service Connection procedure		No.	
50.	D-1 wiring contractors completion and test report		No.	
51.	F-1(Revised) Register of service connection		No.	
52.	G-1 Meter reading cards for lighting & fans.		No.	
53.	Forms G-2 Meter reading cards for domestic appliances		Nos.	
54.	Forms G-3 Meter reading cards for industrial loads		No.	
55.	Forms G-6 monthly statement of operating date and segregation of kilowat hours sold		No.	

Sr. No.	Description	Code No.	Unit/No.	Remarks
56.	Forms G-7 H.T.consumers Meter cards		No.	
57.	Forms G-8 M.G.Meter Cards		No.	
58.	Forms G-10		No.	
59.	Forms G-11		No.	
60.	Forms G-12A		No.	
61.	Forms G-13		No.	
62.	H-1 Monthly statement showing the details of applications, connection and the load connected		No.	
63.	H-2 Monthly report on consumers and connected load for the month of		No.	
64.	H-3 Weekly report to electrical inspector on Medium and low pressure connections.		No.	
65.	H-4 Details of loading on transformers.		No.	
66.	J-1 Form of declaration for obtaining service connection on instalment basis		No.	
67.	Pamphlets(K-1) English		No.	
68.	Pamphlets (K-1) Gujarathi		No.	
69.	Pamphlets Marathi		No.	
70.	Street lighting service bill forms		No.	
71.	H.T.consumers Bills forms (Licensee)		No.	
72.	H.T. Bill Forms (Utran)		No.	
73.	Monthly pay roll form		No.	
74.	Service Books		No.	
75.	Monthly performance report books		No.	
76.	T.A./Supplimentary salary bill forms		No.	
77.	Muster roll books		No.	
78.	Meorandum cards(Reminders)		No.	
79.	Forms No.4 (Tre valuation schedule)		No.	
80.	Forms No.3 (Valuation statement of damages)		No.	
81.	Forms No.2 (Certificate of compensation under I.T..Act)		No.	
82.	Forms No.1 (Note under Indian Telegraph Act)		Nos.	
83.	Immediate slips		No.	
84.	Longitude sheets		No.	
85.	Forms Gen-84		No.	
86.	Forms PWD No.1		No.	
87.	Forms PWD No.2c Nominal Muster roll(inner)		No.	
88.	Forms No.411C revised account of work executed (inner)		No.	

Sr. No.	Description	Code No.	Unit/No.	Remarks
89.	Forms No.411AC revised Account of work executed(inner)		No.	
90.	Forms No.418C running account Bill 'A' (outer)		No.	
91.	Forms No.418AC running account Bill 'A' (outer)		No.	
92.	Forms No.419C Account of works executed (inner)		No.	
93.	Forms No.42 C, Revised items of works of suppliers (inner)		No.	
94.	Forms No.419 AC Account work executed (inner)		No.	
95.	Forms Gen.43 (Acquittance roll forms)		No.	
96.	Treasury challans		No.	
97.	Contractors ledger (PWD 431 AC)		Books	
98.	Imprest Cash Books (PWD) 5856		Set	
99.	Confidential Report forms Gen.254		book	
100.	Register of Misc.Sanction PWD 511C		book	
101.	Banker's Acknowledgement challans (for saurashtra area)		book	
102.	And such of other Government forms in use.		book	
103.	Stores Receipt Note Book (ST/1)		Book	
104.	Works Completion certificate		book	
105.	Books(ST/2)		book	
106.	Stock ledger Forms(ST/5A)		Nos.	
107.	Material Requisition Book (ST/6)		Book	
108.	Material Credit Note Book (Pink) (ST/6A)		book	
109.	Daily issue per Bin (ST/7)		book	
110.	Monthly issue per Bin (ST/9)		book	
111.	Monthly return of Receipts (ST/10)		book	
112.	Sales Tax Declaration Forms (L)		book	
113.	Sales Tax Declaration Forms (M)		book	
114.	Purchase Tax Register		book	
115.	Register of progress of tender enquiries		book	
116.	Register of claim from Insurance Officer		book	
117.	Register of Security Deposit		book	
118.	Register of advance payment made against purchases		book	
119.	Register of order for supply of casual Tenders		book	

LIST No.4

Appendix B

Maharashtra State Electricity Board

[Sr.No.28 of Statement I]

(To be purchased and supplied by Head Office)

Sr. No.	Description	Code No.	Unit/No.	Remarks
1	Stores Receipt Book (ST/4)		Book	
2	Measurment Books (for wrok) (small)		book	
3	Measurment Books (for wrok) (large)		book	
4	Form 32 - Triplicate receipt book		book	
5	Form No.32 - Duplicate receipt book		book	
6	General conditions of contract for plant and Machinery Part I		book	
7	General conditions of contract for plant and Machinery Part II		book	
8	Tender and contract for works		book	
9	I- I agreement form for street lighting service to Municipality constituted under Bombay District Municipal Act		book	
10	I-I(A) Agreement forms for street lighting service with the borough Municipality		Nos.	
11	I-2 Agreement forms for street lighting service to village Panchayat		No.	
12	I-3		No.	
13.	I-4		No.	
14	J- E Booklets of conditions		No.	
15	Booklets, Rate of supply of L.T.		No.	
16	Booklets, Rate of supply of H.T.		No.	
17	Books code of instructions (Commercial Section)		No.	
18	Stores Measurment Books		Book	
19	And such of the other items as are found essential to be purchased at H.O. in the interest of work.			

GENERAL STANDING ORDER NO.43 DATED 16-2-1961

Subject:-Revision of pay scales etc.

The Board under its Resolution No. 271 dated 8-11-1960 as modified under Board's Resolution No. 322 dated 20-12-1960 has taken decisions on various matters arising out of the Fact Finding Committee's Report which inter alia include revision of pay scales as embodied in the Annexure.

The decisions in the aforesaid resolution shall be operative from 1-1-1961.

Sd/-Secretary.

**ANNEXURE TO G.S.O. 43 DATED 16-2-1961
REVISION OF THE PAY SCALES**

Decisions taken by the Board on various recommendations of the Fact Finding Committee and allied matters including revision of pay scales etc.

I. City and Mofussil Scales.

There should be a common set of pay scales which should be applicable irrespective of whether the employee concerned is attached to the Head Office or to any office or Unit outside Bombay in Maharashtra State. If a person is transferred from a mofussil office or unit to a place where C.L.A. and/or H.R.A. are admissible, he would be eligible to get such allowances at the prescribed rates. Consequently, the existing categories of posts in the city scales shown in column 1 in the statement below, should be brought under the corresponding designations and the mofussil pay scales shown in column 2.

[In future, since there will be one set of pay scales there will be no need for a specific mention as "mofussil" pay scales as all will be in the mofussil pay scales.]

Col.1.	Col.2.
1. Labour and Welfare Officer Rs.500-50-800-EB-50-1100 (City).	1. Labour and Welfare Officer Rs.500-50-800-EB-50-1100
2. Legal Officer. Rs.500-50-800-EB-50-1100 (City).	2. Legal Officer. Rs.500-50-800-EB-50-1100
2A. Establishment Officer Rs.500-50-800-EB-50-1100 (City).	2A. Establishment Officer Rs.500-50-800-EB-50-1100
3. Assistant Secretaries Legal/ Establishment/ Board Section in the City scale of Rs.300-25- 500(City) and Asstt. Establishment-cum-Labour Officer in the Zonal Office at Nagpur in the scale of Rs. 275-25-450(M)	3. Assistant Secretaries Legal/ Establishment/ Board Section and Asstt. Establishment cum-Labour Officer at Nagpur in the scale of Rs.300-25-450-EB-25-600.
4A. (a) Establishment Assistant (Head Office & Mofussil). (b) Accounts Assistant (in H.O. & Mofussil). (c) Sr. Clerk in Head Office. (d) Stores Assistant (H.O.) (e) Stenographer in H.O. all in Rs.150-15-300(M) scale.	4A. (a) Establishment Asstt. (Head Office). (b) Assistant Accountant (c) Sr. Clerk in H.O. (d) Stores Assistant (H.O.) (e) Stenographer. all in Rs.150-15-300 scale.
4B. Head Clerks in Mofussil Rs.150-10-200(M)	4B. Head Clerks in Mofussil Rs.150-15-300.
5. (a) Sr. Account Clerks in time scale of Rs.135-10-205 (City). (b) Sr. Accounts Clerks. Rs.100-8-140-10-170(M) (c) Sr. Clerk Rs. 92-8-140(M)	5. Upper Division Clerks in the time scale of Rs.100-8-140-EB-10-200 Note: On integration employees referred to in (c) shall be junior to those in (a) and (b)
6. Junior Clerks in the time scale of Rs.75-5-140-10-200 (City) in Head Office, and Jr. Clerks in the Mofussil Rs.55-5-90-EB-5-120(M).	6. Lower Division Clerks in the scale of Rs.55-5-90-EB-5-140.
7. (a) Telephone Operator in Head Office Rs.92-4-120-EB-5-140(City). Grade I. (b) Telephone Operator in Mofussil Grade II. Rs. 55-5-90-EB-5-120. Rs. 55-3-85.	7. (Depending on the number of outside lines and extensions) (a) for a switch Board with 4 lines and/or more : Grade I. Rs.100-8-140-EB-10-200. (b) For a Switch Board with lesser numbers Grade II. Rs.55-5-90-EB-5-140.

8. Car Driver/Jeep Driver Rs.70-4-102(City).	8. Car Driver/Jeep Driver Rs.60-4-100(in H.O.)
9. Daftary: Rs.40-2-60(City)	9. (a) Daftary: Rs.40-2-60-EB-3-75. (b) Record Sorter: Rs.40-2-60-EB-3-75.
10. (a) Peons in Head Office Rs.35-3/4-38-1-45(City). (b) in Mofussil Rs.30-3/4-39-1-45.	10. Peons: Rs.30-1-40-EB-2-50.
11. Naiks: (a) in Head Office Rs.40-2-50(M). (b) in Mofussil Rs.40-2-50.	11. Naiks: Rs.40-2-50-EB-2-60.

The Board approved the proposal to fix the pay of the incumbents in the corresponding pay scales shown in Column 2 above by protecting the total emoluments including Contributory Provident Fund benefits.

As regards the actual method of conversion it was noted that though the initial total emoluments could be protected by fixing the pay at an appropriate stage in the new pay scale after taking into account all factors including contributory provident fund benefits, it might happen that in some cases, incumbents might lose at later stage and get less than what they would have earned if they had continued in the pay scale, though on the whole they may not lose as a result of the change of the pay scale from the city to mofussil. It was therefore decided to give an option to such of the incumbents in the city pay scales either to accept the initial pay that might be fixed in the revised pay scale or to continue in their city pay scale till they are promoted to a post in the prescribed mofussil scale.

II. Scope of Transfers :

At present, all posts the minimum of whose pay scale is Rs.150/- and above are considered as transferrable from Bombay city to Mofussil and vice versa. Further there is at present a Circlewise seniority for all categories of employees whose minimum of the pay scale is below Rs.150/- but not below Rs.92/- and a Divisional seniority in respect of the remaining categories. In modification of the above, the Board decided the seniority groups and the scope of transfers to be regulated as under:-

A. (1) Posts the minimum of whose scale is Rs.150 and above:

(a) Non-technical Non-accounts:

(i) Establishment Superintendents or equivalent posts and above.

The seniority shall be State-wise.

(ii) Establishment Assistant or equivalent posts.

The seniority shall be Circle-wise, the Head Office being also treated as a Circle for this purpose.

(b) All other staff.

The seniority shall be State-wise.

(2) All posts technical and non-technical the minimum of whose pay scale is below Rs.150/-

The seniority shall be Circle-wise, the Head Office being also treated as a Circle for this purpose. There shall hereafter be no Division-wise seniority.

B. For promotions to grades the seniority of which is on a State-wise basis and for which persons borne on different seniority lists and who are qualified for such promotions have to be considered e.g. (a) Upper Division Clerks in the case of Accounts staff to be promoted as Assistant Accountants and (b) Establishment Assistants, Head Clerks and other equivalent categories in the case non-Technical non-Ac-

All higher vacancies above the Divisional Accountant's grade will be filled by departmental promotions on the basis of seniority-cum-merit and record of work. The posts of (a) Joint Chief Accounts Officer and (b) Financial Adviser and Chief Account Officer are to be treated as Selection posts. The Board will decide whether to advertise or not, whenever an occasion to fill a vacancy of either of these post arises.

OTHER NON-TECHNICAL STAFF

- (1) **Daftaries.** By promotion from peons or Naiks according to seniority and merit and not necessarily by seniority alone.
- (2) **Record Sorters.** By promotion or by direct recruitment if suitable departmental candidate is not available. Minimum qualification should be that the candidate should at least have appeared for S.S.C. or Matric or equivalent examination. Selection to be made after a written test to assess his capacity to write and to express himself. This applies to both Daftaries and Record Sorters.
- (3) **Lower Divn. Clerk.** All by public advertisement and inviting candidates from Employment Exchange. Their continuance shall be subject to their passing the Departmental test in 4 attempts within 3 years failing which their services will be dispensed with. This should be invariably a condition of the appointment in each case.
- (4) **Upper Divn. Clerks.** By departmental promotion. In the case of those who have been continued as Senior Accounts Clerks without test beyond the probation period, they will be required to pass test before they can be considered for any higher promotion.
If suitable departmental candidate is not available then the post should be advertised in which case the direct recruits shall have to pass the Deptt. test referred to in (3) above in 2 attempts within 2 yrs. failing which their services will be dispensed with. This should invariably be one of the conditions of appointment.
- (5) **Establishment Asstts., Stores Asstts./ Sr.Clerks/ Head Clerks.** By departmental promotion based on seniority cum merit and suitability. In case of persons already promoted to these posts without passing test, they shall unless confirmed or continued beyond the probation period be required to pass the test in two attempts within two years failing which they will revert as Upper Division Clerks.
If suitable departmental candidate is not available then the post should be advertised in which case the direct recruits shall be required to pass the test prescribed in (3) above in 2 attempts within 2 years failing which their services will be dispensed with. This should be a condition of appointment.
- (6) **Superintendents.** By departmental promotion by seniority-cum-merit and suitability after passing the prescribed Superintendent's qualifying test.
If suitable departmental candidate is not available then the post should be advertised. Continuance of the direct recruits shall be subject to their passing Superintendent's qualifying test in 2 attempts within 2 years failing which their services will be dispensed with. This should invariably be a condition of appointment.
- (7) **Asstt.Secretaries.** By Departmental promotion by seniority-cum-merit and suitability.
If suitable departmental candidate is not available, then the post should be advertised. The appointment of direct recruits shall be subject to their passing Superintendent's qualifying test referred to in (6) above in 2 attempts within 2 years failing which their services will be dispensed with. This should be a condition of their appointment.

counts staff to be promoted as Establishment Superintendents or equivalent posts, the senior-most persons in the Circle-wise seniority group appointed to that group on or before a date that may be fixed by the Competent Authority shall be considered. The selected persons shall then be arranged in a common seniority group according to the length of service in the lower group and promotions effected from this seniority list as and when vacancies arise.

III. Methods of filling vacancies:

The posts to be filled by departmental promotions and/or by direct recruitment after advertising them are indicated in the following statement:

Category	Method of filling the vacancy.
1.Lower Division Clerks(LDC)	All by public advertisement and/or from applications directly received and by inviting candidates from Employment Exchange. Their continuance shall be subject to their passing departmental examination, in 4 attempts within 3 years failing which their services will be dispensed with. This should invariably be a condition of their appointment.
2.Upper Division Clerks.(UDC)	By departmental promotion. In the case of those who have been continued as Sr.Accounts Clerks without passing the test beyond the probation period they will be required to pass the test before they can be considered for any higher promotion. If a suitable departmental candidate is not available then the post should be advertised. The direct recruits shall be required to pass the test prescribed in (1) above in two attempts within two years failing which their services will be dispensed with. This should be one of the conditions of appointment.
3.Accounts Assistants.	(a)By departmental promotion, seniority and merit counting as the determining factors. In case of persons already promoted to Accounts Assistants' posts without passing the prescribed examination as provided in G.S.O.470, they shall unless already confirmed or continued beyond the probation period be required to pass the prescribed examination within 2 years, failing which they will revert as Upper Division Clerks. If a suitable departmental candidate is not available then the post should be advertised. The direct recruits shall be required to pass the qualifying test referred to in (1) above in two attempts within two years, failing which their services will be dispensed with. This should be a condition of their appointment. (b)Accounts Assistants will not be eligible for further promotions unless they pass the Divisional Accountant's qualifying test. (c)Those who have passed the Divisional Accountant's qualifying test will, if not promoted, be on the waiting list and till they are promoted as Divisional Accountants/Auditors, they will be eligible to get as special allowance equivalent to one increment in their existing posts which special allowance shall not only not be taken into consideration for fixing pay on promotion but it will also be discontinued on the employee's promotion to the post of Divisional Accountant.
4. Divisional Accountants	(a)25% of the vacancies are to be filled by direct recruitment, that is, every fourth vacancy should be advertised. The directly recruited persons shall be on probation for one year or till they pass the prescribed Departmental examination whichever be later. Their continuance in the services will be subject to their passing the Departmental examination in four attempts in three years, failing which their services will be dispensed with. This should be a condition of appointment. (b)Departmental promotions shall be from those who have passed the Departmental examination prescribed for Divisional Accounts. (c)If suitable departmental candidates are not available then the posts should be advertised to make up the 75%.

TECHNICAL

- (1) Sub-Engineers. By direct recruitment after advertisement, minimum qualifications Diploma of an Engineering College or a recognised Institute of 3 years Course after S.S.C. or Matric.
- (2) Jr. Engineers. By direct recruitment after advertisement; Minimum Qualifications Degree in Engineering of a University or certificate of Sections A and B of A.M.I.E. or an examination recognised by Government as equivalent to a degree.
- Vacancies upto 25% (which percentage limit may be relaxed by the Standing Committee in case of difficulty of getting sufficient number of degree holders) of the total number of Junior Engineers' posts may be filled by departmental candidates from Sub-Engineers who hold a diploma and have at least 3 years' experience in the Board's service as Sub-Engineers (provided the diploma is of 3 year's course granted after S.S.C. or Matric by an Engineering College or a recognised Engineering Institute.) The departmental promotions shall be on merit cum seniority basis.
- (3) Asstt. Engineers. By departmental promotion on merit-cum- seniority and suitability from Junior Engineers provided that in the case of Junior Engineers who are Diploma holders, they will be eligible for promotion provided they have served for a minimum period of 5 years as Junior Engineers provided further that the minimum period may be relaxed in deserving cases of outstanding record.
- If suitable candidates are not available, then the vacancies should be filled by direct recruitment.
- Two persons may be selected every year for direct appointment as Asstt. Engrs. on a starting salary of Rs.300/- in the time scale of Rs.250-25-375-25-500 from among two top ranking graduates in Electrical Engineering from each of the Universities of the State. The confirmation of such direct recruits will be subject to their passing a test (to be prescribed) after a period of rotation in various branches & satisfactory completion of the probation period of one year. On confirmation, they will get Rs.350/- p.m. Their higher starting pay shall not however entitle them to any consideration for seniority.
- (4) Deputy Executive Engineer. All by Departmental promotion. If a suitable departmental candidate is not available then the post should be advertised.
- Note:-** Deputy Executive Engineer's posts should be treated as Selection posts.
- (5) Executive Engineers. 25% by direct recruitment i.e. every fourth vacancy is to be advertised. The direct recruit is to be on probation for one year. The probation period may be extended as provided in the Regulations. Confirmation of continuance in the service shall be subject to any test that may be prescribed and also subject to the satisfactory completion of the probation period. The remaining 75% posts should be treated as selection posts and may be filled by selection from among the Deputy Executive Engineers (of the revised cadre of Rs.400-25- 650-EB-30-800) on merits cum seniority.
- Deputy Executive Engineers who are Diploma Holders will be eligible to be considered for promotion in their due turn as Executive Engineers provided they pass the A.M.I.E. or equivalent examination recognised by the Board.

Junior Engineers [(except J.E.(Civil)] Assistant Engineers and Deputy Executive Engineers are required to pass the professional examination in the prescribed time failing which they will not be eligible to promotions. This should be a condition of their appointments.

Vacancies of Civil Engineers' posts may be filled by departmental promotions without the necessity of percentage reservation for direct recruitment. If suitable departmental candidate is not available the post should be advertised.

All the posts of the grade of Deputy Executive Engineers and above are to be treated as Selection posts and may be filled by selection from among the senior-most persons in the lower cadre on merits and suitability or by direct recruitment.

IV. Review of Pay scales:

The Board decided to discontinue the present practice of referring to different categories as coming under Class I, II, III and IV and to replace the term "Class" by "Pay Group".

The following will be the Pay groups:

Pay Group I	Posts the minimum of whose pay scale is Rs.500 or more.
Pay Group II	Posts the minimum of whose pay scale is Rs.225 and more but not more than Rs.499.
Pay Group III	All posts not included in Pay Group I and II whose minimum of the pay scale is not less than Rs. 40 and maximum is Rs.75 or above and shall include Artisan Group A, B, C and D and also Daftaries & Record Sorters.
Pay Group IV	All posts not covered by Pay Group I,II and III and more particularly Jamadars, Naiks, Peons, Boy Peons, Matis, Sweepers, Hamals, Watchmen, Chowkidars and such other employees of similar level, as the Competent Authority may decide from time to time.

The Revised Pay Scales of various categories of Posts shall be as shown below:

Statement showing the existing pay scales and the revised pay scales

TECHNICAL STAFF

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
GROUP I				
1.	Chief Engineer.	Rs.1800-100-2000	As in Col.3	
2.	Deputy Chief Engineer	Rs.1600-75-1825	-do-	
3.	i) Superintending Engineer.	Rs.1300-60-1600	As in Col.3	
	ii) Controller of Stores	-do-	-do-	
	iii) Senior Power House Superintendents (for Power House of 30 MW each unit and above)	-do-	-do-	
4.	Power House Superintendents.	Rs.800-50-1200	-do-	
5.	i) Executive Engineer.	Rs.500-50-800-EB-50-1100	-do-	

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
	ii) Asstt. Power House Superintendent	Rs.500-50-800-EB-50-1000	Rs.500-50-800-EB-50-1100	
GROUP II				
6.	Shift Engineer.	Rs.400-25-650-EB-30-800	As in Col 3	
7.	Dy.Executive Engineer.	Rs.400-25-500-EB-25-650.	Rs.400-25-650-EB-30-800	
7A.	Chief Foreman.	-	Rs.400-25-500-EB-25-650.	
8.	i) Assistant Engineer.	Rs.225-25-425	Rs.250-25-375-EB-25-500.	
	ii) Control Engineer	-	-do-	
	iii) Senior Chemist.	Rs.225-25-425	-do-	
	iv) Asstt.Shift Engr.	-do-	-do-	
9.	i) (a) Head Foreman.	-do-	Rs.225-25-375-EB-25-500.	
	(b) Workshop Foreman.	-do-	-do-	Foreman(Workshop)
	(c) Line Construction Foreman.	-do-	-do-	Foreman(Line Construction).
	(d)	-	-do-	Foreman (Electrical).
	(e)	-	-do-	Foreman(Boiler)
	(f)	-	-do-	Foreman for any other branch.
	ii) Chief Draftsman	-do-	-do-	
	iii) Doctor Gr.I.	-do-	-do-	
GROUP III				
10.	(i) Chargeman Gr.I	Rs.200-10-300	As in Col 3.	
	ii) High Pressure Welder.	200-10-300	As in Col.3	
11.	Junior Engineer.	Rs.150-15-300	Rs.200-20-300-EB-20-400.	Graduate Jr.Engineer and/or those who have passed Sections A&B of A.M.I.E.or equivalent examination recognised by the Board to start on Rs.240/-
12.	I) Senior Draftsman in Head Office.	-do-	As in Col.3	

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
17.	Junior Draftsman	Rs.80-8-160.	Rs.100-10-200	
18.	Head Tracer.	-do-	-do-	
19.	Overseer (Gr.I.)	Rs.100-10-200		To be included in 15 and designated as Sub-Engineer.
20.	Chemist (Gr.II)	Rs.100-8-140-10-170.	Rs.100-10-200	Shift Chemist.
ARTISAN GROUP A (Rs.80-8-160)				
21.	i) Boiler Brick Joiner (Mason)	Rs.80-8-160	Rs.80-8-160	Artisan A(Mason)
	ii) Sanitary Inspector	-do-	-do-	
	iii) Tester	-do-	-do-	
	iv) Electrical Mechanic	-do-	-do-	Artisan A(Elec) or (Mech) as the case may be.
	v) Instrument Mechanic.	-do-	-do-	Artisan A (Instrument)
	vi) Maintenance Electrician.	-do-	-do-	Artisan A (Maintenance)
	vii) Maintenance Mechanic	-do-	-do-	Artisan A (Elec) as in (iv)
	viii) Meter Inspector	-do-	-do-	
	ix) Plant Attendant Gr. 1.	-do-	-do-	-do-(Plant Attendant).
	x) Meter Tester Gr.I.	-do-	-do-	
	xi) Assistant Operator Gr.I	-do-	-do-	The existing Asstt. operators in Gr.II in the time scale of Rs.80-8-160 will be redesignated as Asstt. Operator Grade I.
	xii) Line Inspector Gr.I	-do-	-do-	
	xiii) Sub Overseer Gr.I.	-do-	-do-	
	xiv) Cable Joiner Gr.II.	-do-	-do-	
	xv) Mechanic Gr.I.	-do-	-do-	Artisan A (Workshop)
	xvi) Surveyor Gr.I.	-do-	-do-	
	xvii) Sub-Engineer Gr.II.	-do-	-do-	Designated as in (xiii)
	xviii) Overseer Gr.II.	-do-	-do-	-do-
	xix) Machinist.	-do-	-do-	Artisan A (Workshop) as in (xv)
	xx) Driver (Turbine Operator).		-do-	Artisan A(Turbine) as in (ix)

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
ARTISAN GROUP B (60-6-120)				
22.	i) Boiler Operator Gr.II.	Rs.60-6-120	Rs.60-6-120	Artisan B(Boiler)
	ii) Turbine Operator Gr.II.	-do-	-do-	-do- (Turbine)
	iii) Control Room Operator Gr.II.	-do-	-do-	-do- (Control Room)
	iv) Meter Tester Gr.II.	-do-	-do-	
	v) Assistant Operator Gr.II.	-do-	-do-	
	vi) Line Inspector Gr.II.	-do-	-do-	Senior Lineman.
	vii) Sub-Overseer Gr.II.	-do-	-do-	
	viii) Cable Jointer Gr.III.	-do-	-do-	
	ix) Mechanic Gr.II.	-do-	-do-	Artisan B(Workshop and Maintenance)
	x) Surveyor Gr.II.	-do-	-do-	Artisan B(Survey).
	xi) Turbine Attendant Gr.II.	-do-	-do-	Artisan B (Turbine). same as in (ii)above.
	xii) Plant Attendent Gr.II.	-do-	-do-	Artisan B (Plant Attendant).
	xiii) Sub-Station Operator.	-do-	-do-	Artisan B(Sub-station)
	xiv) Electric Fitter.	-do-	-do-	-do- (Elec.)
	xv) Electrician Gr.I.	-do-	-do-	-do- (Elec.)
	xvi) Gas & Elec./Senior Welder.	-do-	-do-	Artisan B (Gas/Elec. /Welder).
	xvii) Meter Mechanic	-do-	-do-	Artisan B(Mechanic).
	xviii) Fitter	-do-	-do-	-do- (Workshop and Maintenance).
	xix) Senior Turner.	-do-	-do-	Artisan B(Workshop)
	xx) Senior Lineman.	-do-	-do-	
	xxi) Assistant Line Foreman.	-do-	-do-	Senior Lineman as in (xx)
	xxii) Assistant Foreman.	-do-	-do-	Artisan B(Maintenance)
	xxiii) Fitter Gr.I.			-do- (Workshop and Maintenance) as in ix)
	xxiv) Supervisor Gr.III.	Rs.60-6-120	Rs.60-6-120	

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
xxv)	Engine Driver Gr.I.	Rs.60-4-100	Rs.60-6-120	For Power House having sets of 100KW capacity and above.
xxvi)	Tracer	Rs.55-3-85	-do-	
xxvii)	General Shift Fitter		-do-	Artisan B(Mech.)
xxviii)	Loco Driver		-do-	
xxix)	Asstt. Mason Gr.I.		-do-	Artisan B(Mason)
xxx)	Carpenter	-do-		
xxxi)	Painter.		-do-	
xxxii)	Asstt.Instrument Mechanic.		-do-	Artisan B(Instrument).
xxxiii)	Yard Chageman		-do-	-do-(Coal Handling).
xxxiv)	Black Smith.		-do-	-do-(Black Smith)
xxxv)	Driller.		-do-	-do-(Workshop).
xxxvi)	Turner.		-do-	-do-(Turner).
xxxvii)	Jeep/Car Driver Gr.I.	Rs.60-4-100.	In Head Office Rs.60-4-100 for all types of vehicles.	In Mofussil Rs.60-4-100 for Heavy duty vehicle driver. Rs.55-3-85 for Drivers of light vehicles.

ARTISAN GROUP C. (Revised scale Rs.55-3-85-EB-3-100)

23.	i) Meter Tester Gr.III	Rs.55-3-85	Rs.55-3-85-EB-3-100.	
	ii) Electrician Gr.II.	-do-	-do-	Artisan C(Elec.)
	iii) Fitter Gr.II.	Rs.55-3-85	Rs.55-3-85-EB-3-100.	Artisan C (Turbine) etc.
	iv) Engine Driver Gr.II.	-do-	-do-	For Power Houses with sets of less than 100K W capacity
	v) Fireman.	-do-	-do-	Artisan C (Boiler).
	vi) Assistant Operator Gr.IV.	-do-	-do-	This category will be redesignated as operators grade III.
	vii) Plant Attendant Gr.III	-do-	-do-	Artisan C (Turbine).
	viii) Moulder	Rs.55-3-85	Rs.55-3-85-EB-3-100.	
	ix) Plumber	-do-	-do-	
	x) Sarang	-do-	-do-	
	xi) Mistry	-do-	-do-	
	xii) Pipe Fitter.	-do-	-do-	
	xiii) Asstt. Mason Gr.II.	-do-	-do-	Artisan C (Mason).

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
xiv)	Blacksmith Gr.	Rs.55-3-85	Rs.55-3-85-EB-3-100	Artison C (Blacksmith).
xv)	Carpenter & Pattern maker Gr.I.	-do-	-do-	Artisan C (Carpenter).
xvi)	Switch Board Operator Gr.I.	-do-	-do-	This can be included in (vi) above.
xvii)	Turner	-do-	-do-	Artisan C (Turner).
xviii)	Wireman/ Wireman-cum-Meter Reader, Meter Reader.	-do-	-do-	Fuseman cum Meter Reader.
xix)	Lineman/Lineman-cum-Meter Reader.	-do-	-do-	-do-
xx)	Computer.	-do-	-do-	
xxi)	Blue Printer in H.O.	-do-	-do-	
xxii)	Weigh Bridge Attendant.	-do-	-do-	Artisan C (Coal Handling).
xxiii)	Asstt.Engine Driver	-do-	-do-	To be designated as Engine Driver Gr.II (Sec.IV)
xxiv)	Assistant Fitter.	-do-	-do-	-do-(Workshop).
xxv)	Assistant Cable Jolnter.	-do-	-do-	
xxvi)	Sub-Station Attendant	-do-	-do-	To be designated as Operator Gr.III (Sec.vi)
xxvii)	Auxiliary Plant Attendent.	Rs.55-3-85	Rs.55-3-85-EB-3-100.	Artisan C (Plant).
xxviii)	Coal Jamadar.	-do-	-do-	Not in existence now.
xxix)	Midwife (Qualified)	Rs.55-3-85-EB-4-125-5-130.	As in Col.3.	Existing pay scale to remain.
xxx)	Compounder (Qualified)	-do-	-do-	Existing pay scale to remain.

ARTISAN GROUP D

24.	i) Blacksmith Gr.II.	Rs.40-2-60	Rs.40-2-60-EB-3-75	Artisan D (Workshop).
	ii) Carpenter & Pattern Maker Gr.II	-do-	-do-	Artisan D (Workshop).
	iii) Switch Board Operator Gr.II	-do-	-do-	-do- (Elec.)
	iv) Fireman.	-do-	-do-	-do- (Boiler).
	v) Asstt. Fitter Mechanic.	-do-	-do-	-do- (Workshop).

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
	vi) Plant Attendent Gr.IV.	Rs.40-2-60	Rs.40-2-60-EB-3-75	Artison D (Plant).
	vii) Asstt.Maintenance Mechanics	-do-	-do-	-do-(Mechanical).
	viii) Helper cum Fuseman	-do-	-do-	
	ix) Fuseman.	-do-	-do-	
	x) Pump Attendent.	-do-	-do-	-do-(Plant). same as in (vi)
	xi) Fitter Attendent.	-do-	-do-	-do-
	xii) Turner cum Fitter.	-do-	-do-	-do- (Workshop).
	xiii) Welder.	-do-	-do-	-do-
	xiv) Hammerman.	-do-	-do-	-do-
	xv) Oilman Gr.I.	-do-	-do-	Artisan D (Plant)
	xvi) Asstt.Lineman/ Wireman.	-do-	-do-	
	xvii) Junior Engine Drivers.	-do-	-do-	to be merged with (xv)
	xviii) Junior Sub-Station Attendant.	-do-	-do-	-do- (Elec.)
	xix) Junior Switch Board Attendant.	-do-	-do-	-do-
	xx) Coal/Pump House Attendant.	-do-	-do-	-do-(Plant)
	xxi) Carpenter Gr.II.	-do-	-do-	-do-(Workshop)
	xxii) Senior Khalasi	-do-	-do-	This category does not exist.
	xxiii) Midwife (Non-qualified).	-do-	-do-	
	xxiv) Compounder (do)	-do-	-do-	
	xxv) Driver (Vehicle)	Rs.40-2-60	-do-	Separately indicated in item 22 (xxxv).
	xxvi) Laboratory Boy	-do-	Rs.40-2-60-EB-3-75.	

GROUP IV (SEMI SKILLED LABOURS).

i) Oilman Gr.II.	Rs.30-3/4-39-1-45.	Rs.30-1-40-EB-1-50	
ii) Ash Gangman	-do-	-do-	Semi-skilled Labour (Boiler Operation & Maintenance).
iii) Khalasi.	-do-	-do-	-do- (Turbine Operation & Maintenance).

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
	iv) Helper.	Rs.30-3/4-39-1-45	Rs.30-1-40-EB-1-50	
	v) Vehicle/P.H.Cleaner	-do-	-do-	-do- (Control Room)
	vi) Line Helper.	-do-	-do-	-do-(Elec.Maintenance)
	vii) Laboratory Attendant.	-do-	-do-	-do-(Chemical Section).
	viii) Blue Printer for field office.	-do-	-do-	-do-
i	ix) River Pump Attendant.	-do-	-do-	-do-
	x) Ash Coolies.	-do-	-do-	-do-
	xi) Ash Engine Conductor.	-do-	-do-	-do-
	xii) Coalman.	-do-	-do-	-do-(Vehicle Cleaner & other semi-skilled workers).

NON-TECHNICAL (ACCOUNTS) STAFF.

GROUP I

1.	Chief Accounts Officer.	Rs.900-50-1350.	Rs.1600-100-1800.	To be designated as F.A. & C.A.O.
2.	Jt.Chief Accounts Officer.	Rs.500-50-800-EB-50-1000.	Rs.500-50-800-EB-50-1100.	

GROUP II

3.	Dy.Chief Accounts Officer.	Rs.400-25-650-30-800.		Post does not exist.
4.	Accounts Officer.	Rs.400-25-500-EB-25-650.	Rs.400-25-500-EB-30-650.	
5.	Asstt.Accounts Officer.	Rs.300-25-500.	Merged in 6 below.	
6.	Divl.Acctts.	Rs.225-25-425.	Rs.225-25-375-EB-25-500.	Chartered Acctts. will get Rs.50/- extra as personal allowance instead of Rs.25 as long as they hold the post of Divl.Ac-countants.

GROUP III

7.	Divl.Acctts.Gr.II	160-15-355	Since abolished.	
8.	i) Asstt.Acctt.	150-15-300	As in Col.3	
	ii) Head Cashier in H.O.	-do-	-do-	

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
9.	i) Sr.A/cs.Clerk in H.O. ii) Asstt. Cashier iii) Store-Keeper	135-10-205(City)	100-8-140-EB-10-200.	To be designated as Upper Divn.Clerk (U.D.C.)
10.	Sr.A/cs.Clerk	100-8-140-10-170.	-do-	-do-
11.	i) Sr.Clerk. ii) Cashier.	92-8-140 -do-	-do- -do-	-do- -do-
12.	i) Jr.Clerk (City) ii) Asstt. Store-Keeper iii) Electrician-cum- Jr.Clerk. iv) Jr.Clerk in Mofussil. v) Asstt. Cashier (Mofussil)	75-5-140-10-200(City) -do- 55-5-90-EB-5-120.	55-5-90-EB-5-140. -do- -do-	Lower Divn.Clerk (L.D.C.) Electrician cum- overseer. Lower Divn.Clerks (L.D.C.)

NON-TECHNICAL OTHER THAN ACCOUNTS.

GROUP I

1.	Secretary	1000-50-1500		Scale to be decided later.
2.	Estt.Officer. Dy.Secretary	500-50-800-EB-50- 1100(City). 500-50-800-EB-50- 1000(Mil.)	500-50-800-EB-50- 1100. -do-	
3.	Legal Officer	500-50-800-EB-50- 1100(City)	-do-	
4.	Labour & Welfare Officer.	500-50-800-EB-50- 1100(City).	500-50-800-EB-50- 1100.	

GROUP II

5.	Labour-cum-Personnel Officer.	-	-	This category has since been abolished.
6.	Asstt.Estt-cum-Labour Officer.	275-25-450	300-25-450-EB-25-600.	
7.	Asstt.Secretary (General).	300-25-500 (City).	-do-	
8.	Asstt.Secretary (Board).	-do-	-do-	
9.	Asstt.Secretary (Legal).	-do-	-do-	
10.	i) Superintendents ii) Administrative Officer(Paras)	225-25-425	225-25-375-EB-25-500	

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
GROUP III				
11A.	Estt.Asstt.in H.O.	150-15-300	As in Col.3	
	Stores-do-	-do-	-do-	
	Sr.Clerk in H.O.	-do-	-do-	
	Stenographer in H.O.	-do-	-do-	
B	Head Clerks in Mofussil.	150-10-200	150-15-300	
12.	i) Sr.A/cs.Clerks in H.O.	135-10-200 (City).	100-8-140-EB-10-200	To be designated as Upper Divn.Clerks.
	ii) Asstt.Cashier in H.O.	-do-	-do-	
	iii) Head Typist in H.O.	135-10-205 (City)plus Rs.25/-extra as spl.pay.	100-8-140-EB-10-200 plus Rs.25/- as special pay.	
	iv) Sr.Steno-Typist in H.O.	135-10-205 (City) plus S.H.A.	100-8-140-EB-10-200 plus S.H.A.	
	v) Sr.Typists in H.O.	135-10-205 (City)	100-8-140-EB-10-200.	
13.	i) Sr.Accounts Clerks(Mfl.)	Rs.100-8-140-10-170.	-do-	To be designated as Upper Divn.Clerk.
	ii) Store Keeper Grade I.	Rs.100-8-140-10-170	Rs.100-8-140-EB-10-200	To be designated as Upper Division Clerks.
	iii) -do- Gr.II	Rs.92-8-140	-do-	-do-
	iv) Sr.Clerk(Mfl.)	-do-	-do-	-do-
14.	i) Junior Clerks in Head Office	Rs.75-5-140-10-200(City)	Rs.55-5-90-EB-5-140	To be designated as lower Division Clerks. In the case of the present incumbents their total emoluments that they would have earned in the city scale had not the city scale been abolished, should be protected and they should not stagnate at Rs.140 if they are not promoted in the meantime as U.D.C. Senior Typist or Senior Steno-Typist as the case may be.
	iii) Steno-Typist in Head Office.	-do-	-do-	
	ii) Typists in Head Office.	-do- plus S.H.A.	-do- plus S.H.A.	

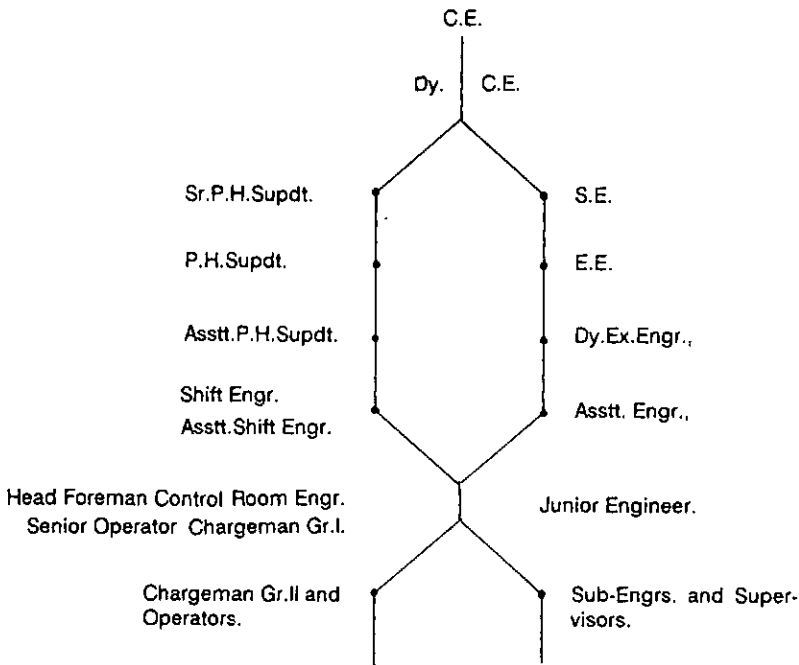
Note :- In the case Jr.Clerks, Typists and Steno-Typist in the Head Office who are in the city scale of Rs.75-5-140-10-200 and who will be fixed in the mofussil scale of Rs.55-5-90-EB-5-140 they will after reaching the maximum of Rs.140 be eligible to get increments of Rs.10/- until they reach a maximum of Rs.170/-.

Sr. No.	Designation.	Present Pay Scale	New Pay Scale	Remarks
1	2	3	4	5
15.	i) Junior Clerks in mofussil.	Rs.55-5-90-EB-5-120	Rs.55-5-90-EB-5-140 (for Matriculates)	To be designated as Lower Division Clerks
	No more non-matriculates to be appointed hereafter except in the case of the staff taken over from licensees. The question as to what should be the pay scale of the existing non-matric clerks should be taken up separately.			
	ii) Typist.	-do-	Rs.55-5-90-EB-5-140.	
	iii) Steno-Typist.	-do-	-do-Plus S.H.A.	
16.	i) Telephone Operator in Head Office.	Rs.92-4-120-EB-5-140(C)	Grade I Rs.100-8-140-EB-10-200	Depending on the number of outside lines and extensions for a switch Board having 4 outside lines, and or 30 extensions or more, Grade I will be applied and for others Gr.II will be applied.
	ii) Telephone Operator in Mofussil.	Rs.55-5-90-EB-5-120.	Grade II Rs.55-5-90-EB-5-140.	
17.	i) Car Driver in Head Office.	Rs.70-4-102 (City)	In Head Office Rs.60-4-100	
	ii) Car Driver/Jeep Driver in Mfl.	Grade I Rs.60-4-100 Grade II Rs.55-3-85.	(a)Rs.60-4-100 In Mofussil (b)Rs.55-3-85	For heavy duty vehicles Driver. For other lighter vehicles.
18.	Time-keeper.	Rs.60-6-120	No change.	
GROUP IV				
1.	(a) Daftary. (b) Record Sorter.	Rs.40-2-60 (City) New category.	Rs.40-2-60-EB-3-75. -do-	Only those who have at least studied upto and appeared for S.S.C.Examination or Matric would be eligible.
2.	i) Naiks in H.O.	Rs.40-2-50(M)		
	ii) Naiks in Mfl.	Rs.40-2-50(M)	Rs.40-2-50-EB-2-60	
3.	Watchman in H.O.	Rs.40-2-60.	As in Col.3	
4.	i) Peons,Khalasis, Ward Boys, Laboratory attendants Khansama, Chowkidars in Mfl.	Rs.30-3/4-39-1-45.	Rs.30-1-40-EB-2-50.	
	ii) Peons, Sweepers, Hamals, Stores Laskars in H.O.	Rs.35-3/4-38-1-45(City)	Rs.30-1-40-EB-2-50	
	iii) Gardeners Gr.I in Mofussil.	Rs.35-1-45	Rs.30-1-40-EB-2-50	
	Gardeners Gr.II in Mofussil.	Rs.30-3/4-39-1-45	-do-	

V) Inter-Transferability of the Staff from Generation side to the Distribution side and allied matters.

(1) There will be two separate cadres one for Generation and the other for Distribution upto the level of Junior Engineers and their equivalent in the Generation Branches.

(2) At the stage of Junior Engineers, such of the Junior Engineers who are considered suitable for being taken over to the Generation side will be selected and transferred to the Generation side. Thereafter there will normally be no inter-transferability between Generation and Distribution sides until they reach the level of Senior Power House Superintendents on the Generation side and Superintending Engineer on the Distribution side. The Senior Power House Superintendent will however not be precluded from looking for promotion as Deputy Chief Engineer. The posts of Deputy Chief Engineer and Chief Engineer being selection posts the seniormost persons amongst Superintending Engineers and Senior Power House Superintendents will be considered for promotion as Deputy Chief Engineer and if none of them is considered suitable the post may be advertised. The position with the aforesaid decision would be somewhat as under:-



(3) The Competent Authority will decide whether any Junior Engineer should be transferred to the Generation side and whether or not to so transfer a Junior Engineer if the latter is unwilling to be transferred to the Generation side.

(4) The decision regarding separation of generation and distribution cadres should be deemed to be operative for a period of 3 years i.e. upto 31-3-1964 by which date the position should be examined regarding the effect of such separation on the efficiency of the administration and whether the scope of prospects for both wings is fair and equitable and whether there is imbalance such as would justify a review of the scope of transfers and the Board should be approached for consideration whether the arrangement should continue or whether it would need any revision.

The Power House Superintendents shall be answerable to the Deputy Chief Engineer for operation and maintenance and to the Chief Engineer for Capital works.

The Senior Power House Superintendents shall have all powers of Superintending Engineer.

**CORRECTION SLIP NO.1 DATED 20-6-1975
(TO G.S.O.No.43 dated 16-2-1961)**

By its Resolution No.1193 dated 29-5-1975 the Board has accorded its approval to delete para 3(c) of General Standing Order No.43 dt.16-2-1961.

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

**ADDENDUM NO.GAD/O&M/52012 DATED : 1-12-1975.
(TO G.S.O. NO.43 DATED 16-2-1961)**

Please add the words "and Board Resolution No.429 dated 15-2-1961" after the date, viz.20-12-1960, appearing in third line of the G.S.O.No.43 dated 16-2-1961.

Sd/-Joint Secretary (T)

**GENERAL STANDING ORDER NO.44 DATED 17-2-1961
Accounts Section**

Subject:-Maharashtra State Electricity Board Contributory Provident Fund Regulations.

The Maharashtra State Electricity Board under its Resolution No.5 of 6-7-1960 decided that all Regulations, Rules procedures, forms, formalities etc. of the Bombay State Electricity Board should be deemed to be operative until they are modified, substituted or rescinded by the Maharashtra State Electricity Board. By Resolution No.87 dated 5th August 1960, read with resolutions No.136(V) and 135 (C/II & III) of 13-9-60 and Resolution No.316 of 5-12-1960, the Board decided that the Contributory Provident Fund Regulations which formed part of the Bombay State Electricity Board Employees' Service Regulations should be separated and issued as a separate set of Regulations with certain modifications such as raising of the rate of C.P. Fund subscription from 6 1/4% to 8 1/3% on "Emoluments" as defined in the modified Regulations. Accordingly, the Maharashtra State Electricity Board Contributory Provident Fund Regulations adopted by the Board, as above, are appended here to for the information and guidance of all concerned.

These Regulations are applicable to all employees of the Maharashtra State Electricity Board, who were formerly governed by the Bombay State Electricity Board Contributory Provident Fund Regulations, from 1-1-1961 and will also become applicable to such employees as are at present governed by the Employees' Provident Fund Scheme with effect from the date on which the necessary exemption to the Fund as a whole asked for under Section 17 of the Employees' Provident Fund Act, 1952, is granted by the appropriate Authority. In the meantime the benefit of the increased rate of 8 1/3% subscription (instead of 6 1/4%) on "emoluments" as defined in these Regulations also becomes available to the employees governed by the Employees Provident Fund Scheme with effect from 1st June 1960. The arrears of subscriptions on account of increased rate of subscription shall be recovered in not more than six instalments. The employee may however, if he so desires, pay these arrears in lesser number of instalments.

Sd/-Secretary.

MAHARASHTRA STATE ELECTRICITY BOARD
CONTRIBUTORY PROVIDENT FUND REGULATIONS

1. (i) These Regulations may be called the Maharashtra State Electricity Board Contributory Provident Fund Regulations.

(ii) They shall become effective from 1st January 1961, provided that the Regulation relating to the change in the rate of contribution from 6 1/4 % to 8 1/3% should be deemed to be effective from 1st June 1960.

Provided that the past continuous service of the employees under the Bombay Electricity Board shall count for the purpose of Regulations 4(1) and 32 as if it were a service rendered to the Board.

Provided further that any benefits that were not available to the employees under Bombay State Electricity Board's Contributory Provident Fund Regulations but are now made available under these Regulations shall not have any retrospective effect but shall be operative from 1st July 1960 or from such later date on which such benefits may be granted from time to time.

Provided again that in the case of the employees to whom the provisions of the Employees' Provident Fund Act 1952 and the Scheme thereunder apply, these Regulations shall, subject to the conditions in the foregoing provisions, be deemed to have become effective from the date on which the provisions of the Act and the Scheme became applicable to them.

2. (1) In these Regulations, unless there is anything repugnant in the subject or context,

(i) "**Board**" means the Maharashtra State Electricity Board,

(ii) "**Contribution**" means any sum credited by or on behalf of any employee out of his emoluments or by the Board out of its own moneys to the individual account of the employee but does not include any sum credited as interest

(iii) "**Continuous Service**" means uninterrupted service but includes the period of absence due to sickness, accident while on duty, all authorised leave (including extraordinary leave), cessation of work not due to the employees' fault and/ or strike which is not illegal.

(iv) "**Emoluments**", means basic pay, personal pay/ special pay and dearness allowance.

(v) "**Employee**" means an employee participating in the Maharashtra State Electricity Board Contributory Provident Fund but does not include any personal or domestic servant of the employee (even if provided by the Board) and also does not include a person who had once been a subscriber of this Fund but had since withdrawn the full amount of his accumulations in the Fund owing to retirement or superannuation.

(vi) "**Family**" means -

(a) In the case of a male member, the wife, children whether married or unmarried, and dependent parents of the member, and the widow and children of a deceased son of the member ;

Provided that if a member proves that his wife has ceased, under the personal law governing him or the customary law of the community to which the spouses belong to be entitled to maintenance she shall no longer be deemed to be a part of the member's family for the purpose of these Regulations unless the member subsequently intimates by express notice in writing to the Secretary that she shall continue to be so regarded ; and

(b) in the case of a female member, the husband and children of the member, the dependent parents of the member or of the husband, and the widow and children of a deceased son of the member.

Provided that if a member by notice in writing to the Secretary expresses her desire to exclude her husband from the family, the husband and his dependent parents shall no longer be deemed to be a part of the member's family for the purpose of these Regulations, unless the member subsequently cancels in writing any such notice

Explanation:- In either of the above two cases if the child of a member has been adopted by another person and if, under the personal law of the adopter, adoption is legally recognised, such a child shall be considered as excluded from the family of the member.

Note I:- "Children" means legitimate children.

Note II:- An adopted child shall be considered to be a child when the Competent authority is satisfied that under the personal law of the subscriber, adoption is legally recognised, as conferring the status of a natural child, but in this case only.

(vii) "**Foreign service**" means service in which an employee of the Board receives his pay, with the concurrence of the Board from any other employer ;

(viii) "**Fund**" means the Maharashtra State Electricity Board Contributory Provident Fund 1060.

(ix) "**Leave**" means any variety of leave recognised by the Maharashtra State Electricity Board Employees Service Regulations.

(x) "**Government**" means the Government of Maharashtra.

(xi) "**Year**" means financial year ending on 31st March.

(xii) "**Trustees**" means members of the Board of Trustees appointed for the management of the fund.

(xiii) "**Subscription**" means the amount deducted from the emoluments of an employee as provided in Regulation 14(i) and / or the amount paid by an employee in accordance with Regulations 14(ii) subject to the limits prescribed in Regulation 12, but does not include amounts paid and/ or credited by the Board to a subscriber's account as Employer's contribution.

(xiv) "**Subscriber**" or "**Member**" means an employee, being eligible to become a member of the Fund has been allowed to join the fund and whose account is not finally settled.

(xv) "**Government Security**" shall have the same meaning as assigned to it in the Public Debts Act 1944 (XVIII of 1944).

(xvi) "**Secretary**" means the Secretary of the Board.

(2) Any other expression employed in these Regulations which is defined either in the Employees Provident Fund Act 1952 and the scheme framed thereunder as also the Provident Fund Act, 1925 (XIX of 1925) and the Maharashtra State Electricity Board Employees Service Regulations, is used in the same sense as far as may be, as therein defined.

3. The Fund shall be administered by the Maharashtra State Electricity Board through a Board of Trustees appointed by it as provided in Regulation 5.

4. (i) Save as provided in the Note below, these Regulations shall apply to all such employees of the Board in non-pensionable service as have not been less than one year in the service of the board;

Provided that these Regulations shall not also apply to any employee in pensionable service permitted to continue to be governed by any pension rules;

Provided further that these regulations shall not apply to any such employee between whom and the Board an agreement subsists in respect of a provident fund, other than an agreement providing for the application to him of these regulations, and in the case of an agreement so providing, shall apply subject to the terms of such agreement.

Note :- In the case of employees eligible to be governed by the E.P.F. Act and the scheme thereunder, and actually covered or exempted from any provisions of the E.P.F. Scheme, the service of 240 days during the period of 12 calendar months or less from the date of his first joining the service of the Board.

Explanation: In computing the above said period of 240 days the following shall be deemed to be the days on which the employee has worked;

(i) All weekly and other General holidays declared by the competent authority as Holidays for the categories of employees, as the case may be.

(ii) All kinds of authorised leave (including maternity leave in case of female employees).

(iii) Periods of involuntary unemployment caused by temporary stoppage of work by the employer (for whatever reason), breakdown of machinery or any other cause beyond the ordinary control of the employee.

(ii) 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, temporarily for the 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 are :-

Class of Employee	Competent Authority.
(a) All class I & II employees.	Chairman.
(b) Class III & IV employees in Head Office.	Secretary.
(c) Class III & IV employees in Divisions.	Superintending Engineer of circle concerned on the recommendation of the Executive Engineer of the Division.

(iii) No employee shall be permitted to resign his membership of the Provident Fund during his service with the Board.

(iv) Any subscriber ceasing for any reason, to be in the service of the Board shall cease to be a subscribing member of the fund but his membership shall be deemed to be continuous till his Provident Fund Account is settled.

Note:- (i) An apprentice (as defined in the Employees's Provident Fund Act 1952) is not entitled to be a subscriber to the Fund.

(ii) Daily Wage Earners and employees on work charged establishment are eligible to subscribe to the fund provided they conform to the other requirement of these Regulations.

(iii) Save in the case of employees who become eligible to the benefits of the E.P.F. Scheme, no employee who is 54 years of age on the date of joining the service of the Board, shall become eligible to subscribe to the Fund.

TRUSTEES.

5. (i) The fund shall be vested in Trustees under a Trust which shall not be revocable save with the consent of all the beneficiaries and the Regional Provident Fund Commissioner.

(ii) There shall always be at least four but not more than six Trustees; half the number shall be nominated by the Board of whom one shall be a member of the Board and he shall be ex officio Chairman of the Board of Trustees. The remaining Trustees shall be nominated by the Board from the nominees of the unions of the employees. If there are no unions the Board may nominate the remaining Trustees from the employees.

(iii) The functions and responsibility of the Trustees shall be to manage the fund according to these Regulations.

(iv) A trustee other than a member of the Board shall continue in office for a period of 5 years or till he dies or becomes insolvent or is removed or withdrawn by the Board from the office of Trustee or resigns or ceases to represent the interest which he purported to represent and upon the happening of any such event, the Board shall nominate and appoint a successor in the manner prescribed in sub-Regulation (ii) above who shall thereupon be and become a Trustee in the place of such trustee so dying, becoming insolvent, or being removed or resigning or ceasing to represent the particular interest as aforesaid.

(v) Three Trustees shall form a quorum provided the number of Trustees does not exceed four. If it does four Trustees shall form a quorum. If the Trustees forming a quorum, at least half the number shall be representatives of the employees.

(vi) Questions arising at a meeting of the Trustees shall be decided by a majority of votes and in case of an equality of votes, the Chairman of the meeting shall have a casting vote provided that in the case of any matter affecting the employees eligible to be governed by the E.P.F. Scheme any decision prejudicial to the interest of such employees arising out of the exercise of the casting vote of the Chairman shall be appealable to the Regional Provident Fund Commissioner and his decision in the matter shall be final and binding.

6. The Board may arrange for the transfer from the Government/other organisations concerned, into the name of the Fund of all such securities and/or cash as the Government and or the Bombay State Electricity Board may have received in respect of the Provident Fund dues from the employees.

7. The overall control of the said Provident Fund shall vest in the Board of Trustees; actual administration, including the grant of temporary loans to subscribers and recovery thereof, maintenance of accounts separately for each subscriber and such other matters pertaining thereto being carried on by the Secretary on behalf of the Trustees. The said Provident Fund shall be subject to audit by the Internal Audit Unit and also the Statutory Auditors of the Board

NOMINATION

8. (i) A subscriber shall, as soon as may be after joining the Fund, send to the Secretary a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid;

Provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or person other than the member of his family.

(ii) If a subscriber nominated more than one person under sub-regulation (i), he shall specify in the nomination, the amount of share payable to each of the nominees in such manner as to cover the whole amount that may stand to his credit in the Fund at any time.

(iii) Every nomination shall be in such one of the two forms (Form No.1 and Form No.2 appended) as may be applicable in the circumstances.

(iv) A subscriber may at any time cancel a nomination by sending a notice in writing to the Secretary.

Provided that the subscriber shall along-with such notice send a fresh nomination made in accordance with the provisions of this regulation.

(v) A subscriber may provide in a nomination :

(a) in respect of any specified nominee that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination

(b) that the nomination shall become invalid in the event of the happening of a contingency specified therein, provided that if at the time of making the nomination, the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(vi) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-regulation (v) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of Sub-regulation (v) the subscriber shall send to the Secretary a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this Regulation.

(vii) Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Secretary.

(viii) A nomination, if any, made by a subscriber while in the service of the former M.P. Electricity Board, Saurashtra Electricity Board, Bombay Electricity Board or the Electricity Department of Government or of the former Bombay State Electricity Board or as a member of the E.P.F. Scheme shall be deemed to be a nomination as if made under these Regulations provided it has not been subsequently cancelled by him/her or is not otherwise invalid in any particular case.

SUBSCRIBER'S ACCOUNT

9. An account shall be opened in the name of each subscriber in which shall be credited

(i) The subscriber's subscriptions;

(ii) Contributions made under Regulation 15 by the Board to his account,

(iii) interest, as provided under Regulation 16 on subscriptions; and

(iv) interest, as provided under Regulation 16 on contributions.

KEEPING SEPARATE ACCOUNT FOR EACH SUBSCRIBER

10. (a) Separate account shall be kept for each subscriber, showing the amount of his own subscriptions with the interest thereon as it accrues, and his share of the monthly contribution of the Maharashtra State Electricity Board with interest thereon. The account shall be maintained in whole rupees. The portion of a rupee equal to or exceeding 50 naye paise being counted as one Rupee and the portion of a rupee less than 50 naye paise ignored.

(b) An account shall be maintained for each subscriber to the Fund and it shall include the particulars shown in Form No.3 appended.

(c) A statement of his account for the previous year shall be furnished to each subscriber not later than 30th September, each year. The statement (Form No.4 appended) shall contain the following particulars:-

(i) Opening balance of employee's as well as Board's Contribution as on 1st April of the year.

(ii) Total subscription by the employee during the year (including repayment of withdrawals) as well as total contribution by the Board for the same period.

(iii) Interest earned for the year.

(iv) Withdrawals allowed to the employee during the year against his subscriptions.

(v) Closing balances of employee's subscriptions as well as Board's contributions on the 31st March of the year.

(d) Subscribers should satisfy themselves as to the correctness of the annual statements and errors if any should be brought to the notice of the Secretary within 6 months from the date of the receipt of the statement.

CONDITIONS AND RATES OF SUBSCRIPTION

11. Every subscriber shall subscribe monthly to the Fund when on duty or in foreign service.

12. (a) The amount of subscription shall be at the rate of 8 1/3 % of the subscriber's emoluments.

(b) The subscriber may revise the subscription upwards only once in the beginning of each year by an advance intimation to that effect, in writing, to the prescribed authority.

(c) Reduction in the amount of monthly subscription may be permitted only thrice in the entire service provided that such reduction does not result in reducing the amount of subscription below the minimum specified in (a) above.

(d) The amount of subscription shall be expressed in whole rupees, any portion of 50 naye paise and above being counted to the next whole rupee.

(e) In the case of a subscriber on deputation out of India, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India.

13. When a subscriber is transferred to foreign service or sent on deputation out of India, he shall remain subject to the Regulations of the Fund, in the same manner as if he were not so transferred or sent on deputation.

REALISATION OF SUBSCRIPTION

14. (i) Before emoluments of the subscribers to the fund are disbursed by any disbursing officer of the Board, recovery of subscriptions should be made and paid to the Trustees of the Fund within 15 days of the close of the month, through the Secretary of the Board or as may otherwise be prescribed by the Board from time to time.

(ii) When emoluments are drawn from any other sources the subscriber shall forward his subscriptions/dues monthly to the Secretary who will pay them to the Trustees of the Fund.

(iii) Any sum deducted by the disbursing officer on behalf of the Board from the emoluments of an employee in accordance with these Regulations shall be deemed to have been entrusted to the Board for the purpose of paying it to the Trustees.

15. (i) The Board shall make a contribution to the account of each subscriber monthly by causing such amounts to be paid to the Trustees by the Secretary along with the subscriptions received from the subscriber.

Provided that if a subscriber quits the service or dies during any month, contribution shall be credited to his account for the period between the close of the preceding month and the date of quitting the service or of the casualty, as the case may be.

(ii) The contribution of the Board shall be at the rate of 8 1/3% of the emoluments or equal to the amount of subscription received from the subscriber whichever be less. Notwithstanding any contract to the contrary, the Board shall not deduct its contribution from the emoluments of an employee or otherwise recover it from him.

Note:- The words "whichever be less" should not be taken as providing relaxation for the employees to subscribe at a rate lower than 8 1/3% of their emoluments but are intended to meet contingencies such as when an employee is on extra-ordinary leave without pay during which period it may not be possible to realise the employees subscription.

(iii) If a subscriber is on deputation out of India, the emoluments which he would have drawn had he been on duty in India, shall, for the purpose of this Regulation, be deemed to be emoluments drawn on duty.

(iv) The amount of any contribution payable in respect of foreign service shall, unless it is recovered from the foreign employer, be recovered by the Board from the subscriber.

INTEREST

16. (i) The account of a subscriber shall be credited with interest at such rate as the Board of Trustees may, from time to time, prescribe having due regard to the income earned on the securities and other assets of the Fund.

(ii) Interest shall be credited with effect from the 31st March of each year in the following manner:-

(1) On the amount at the credit of a subscriber on the 31st March of the preceding year, less any sums withdrawn during the current year, interest for twelve months;

(2) On sums withdrawn during the current year, interest from the 1st April of the current year upto the last day of the month preceding the month of withdrawal;

(3) On all sums credited to the subscriber's account after the 31st March of the preceding year, interest from the date of deposit upto the 31st March of the current year;

(4) The total amount of interest shall be rounded to the nearest rupee in the manner provided in Regulation 10.

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-regulation in respect of only the period from the beginning of the current year or from the date of deposit, as the case may be, upto the date on which the amount standing at the credit of the subscriber becomes payable at the rate of interest determined for the preceding financial year and in the manner prescribed in Regulation 34(c).

(iii) For the purpose of this regulation, the date of deposit shall be deemed to be the first day of the month of receipt if the amounts are received by the Secretary before the fifth day of that month, or, if they are received on or after the fifth day of that month, the first day of the succeeding month.

(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 34(c)

(v) The interest on amounts which, under sub-regulation (3) of Regulation 21 or sub-regulation(4) of Regulation 23 or sub-regulation (1) of Regulation 25 or sub-regulation (1) or sub-regulation (2) of Regulation 26 or Regulation 29 or Regulations 20 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively prescribed under sub-regulation (1) of this Regulation and so far as may be in the manner described in this Regulation.

ADVANCE FROM THE FUND

17. An advance may be granted to a subscriber from the amount standing to his credit in the Fund subject to the following conditions:-

(a) No advance shall be granted unless the sanctioning authority (Appendure 1) is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise:

(i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him;

(ii) to pay for overseas passage for reasons of health of the applicant or any person actually dependent on him;

(iii) to pay for the education in or out of India (including the overseas passage) of the applicant or any person actually dependent on him;

(iv) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriage, funerals or ceremonies mentioned below which, by his religion, it is incumbent on him to perform.

(a) Naming of a new born child,

(d) Sunnat,

(b) Thread ceremony,

(e) Baptism and

(c) Navjot,

(f) First anniversary of subscriber's parents.

(v) to meet the cost of his defence when he is prosecuted in a Court of Law for any alleged official misconduct on his part under the Board, and

(vi) to meet the cost of legal proceedings instituted by the subscriber when so directed by the competent authority prescribed under the Discipline and Appeal Procedure, for vindicating his position in regard to any allegations made against him in respect of any act done, or purporting to be done by him in the discharge of his official duty.

(vii) to meet the cost of purchase or constructing a dwelling house or purchase of a dwelling house site, subject to the conditions specified in Annexure 2.

(viii) to give immediate relief to the subscriber in the case of a theft or robbery.

Note:- The advance in case of (vi) may be available in addition to any other advance that may be granted by the Board for meeting such expenses.

(b) An advance shall not except for special reasons ordinarily exceed the limit of 3 months emoluments provided the subscriber has got sufficient balance to his credit in respect of his own subscriptions.

(c) A fresh advance shall not be grant until at least three months elapse after the final repayment of all previous advances together with interest thereon.

(d) the sanctioning authority shall record in writing its reasons for granted the advance.

Provided that if the reason is of a confidential nature it may be communicated to the Secretary personally or confidentially or both.

18.(1) An advance shall be recover from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall be less than twelve, unless the subscriber so

elect or in any case more than twenty four. A subscriber may, at his option, make repayment in a smaller number of instalments than that directed.

Each instalment shall be a number of whole rupee, the amount of the advance being raised or reduced if necessary, to admit of the fixation of such instalments.

(2) Recovery shall be made in the manner provided in Regulation 14 for the realisation of subscription and shall commence on the first occasion, after the advance is made, on which the subscriber draws emoluments.

(3) If more than one advance has been made to a subscriber each advance shall be treated separate for the purpose of recovery.

(4) (a) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one-fifth per cent of the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal;

(b) Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal, but if the period referred to in clause (a) exceeds twenty months, interest may if the subscriber so desires be recovered in two equal monthly instalment. The method of recovery shall be that provided in sub-regulation (2) Payments shall be rounded to the nearest rupee in the manner provided in Regulation 10(a).

(5) If any advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment thereof is completed, the whole or balance of the amount withdrawn shall, with interest at the rate as provided in Regulation 16, forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the competent authority to be recovered by deductions from the emoluments of the subscriber in lump sum or if the authority competent to sanction an advance for the grant of which special reasons are required under clause (a) or (b) of Regulation 17 so directs, instalments not exceeding twelve.

(6) The Competent Authority may recover the balance of the advance together with interest at rate applicable to the Fund, from the subscriber in such manner as it may deem fit, if it is satisfied that the amount advanced from the Fund has been used for a purpose other than the one for which it was granted besides any disciplinary action that may be taken against the subscriber for the irregularity.

(7) Recoveries made under this Regulation shall be credited as they are made, to the account of the subscriber in the Fund.

PAYMENTS TOWARDS INSURANCE POLICIES

19. Subject to the conditions contained in Regulations 20 to 27,

(a) Payment towards an insurance policy may, at the option of a subscriber, be substituted for the whole or part of subscriptions to the Fund.

(b) The amount of subscriptions with interest thereon standing to the credit of a subscriber in the fund may be withdrawn to meet -

- (i) Payment towards an insurance policy;
- (ii) Purchase of single payment insurance policy;
- (iii) Payment of a single premlum.

Provided that no amount shall be withdrawn (1) before the details of the proposed policy have been submitted to the Secretary, and accepted by him as suitable; or (2) to meet any payment or purchase made

or effected more than twelve months before the withdrawal; or (3) in excess of the amount required to meet a premium or subscription actually due for payment within six months of the date of withdrawal;

Provided further (i) that payments towards educational endowment policy shall not be substituted for subscriptions to the fund and (ii) that no amounts shall be withdrawn to meet any payment or purchase in respect of such a policy if that policy is due for payment in whole or part before the subscriber's age of normal superannuation.

(c) Any amount withdrawn under clause (b) shall be paid in whole rupees only rounded to the nearest rupee in the manner provided in Regulation 10(a)

20. (1) If the total amount of any subscriptions or payments substituted under clause (a) of Regulation 19 is less than the amount of the subscription payable to the Fund under Regulation 12, the difference shall be rounded off to the nearest rupee in the manner provided in Regulation 10(a) and paid by the subscriber as a subscription to the Fund.

(2) If the subscriber withdraws any amount standing to his credit in the fund for any of the purpose specified in clause (b) of Regulation 19, he shall, subject to his option under clause (a) of that Regulation, continue to pay to the Fund the subscriptions payable under regulation 12.

21. (1) A subscriber who desires to substitute a subscription or payment under clause (a) of Regulation 19 may reduce his subscription to the fund accordingly;

Provided that the subscriber shall

(a) intimate to the Secretary on his pay bill or by letter the fact of, and reason for, the reduction.

(b) send to the Secretary, within such a period as the Secretary may require, receipts or certified copies of receipts in order to satisfy the Secretary that the amount by which the subscription has been reduced was duly applied for the purpose specified in clause (a) of regulation 19.

(2) A subscriber who desires to withdraw any amount under Clause (b) of Regulation 19 shall -

(a) intimate the reason for withdrawal to the Secretary by letter;

(b) make arrangements with the Secretary for the withdrawal;

(c) send to the Secretary, within such period as the Secretary may require, receipts or certified copies or receipts in order to satisfy the Secretary that the amount withdrawn was duly applied for the purpose specified in clause (b) of Regulation 19.

(3) The Competent Authority shall order the recovery of any amount by which subscriptions have been reduced, or of any amount withdrawn, in respect of which he has not been satisfied in the manner required by clause (b) of sub-Regulation (1) and clause (c) of sub-Regulation (2), with interest thereon at the rate as provided in Regulation 16 from the emoluments of the subscriber and place it to the credit of the subscriber in the Fund.

22.(1) The Board will not make any payment, on behalf of subscribers to insurance companies, nor take steps to keep a policy alive.

(2) It is immaterial what form the policy takes, provided that it shall be one effected by the subscriber himself on his own life and shall (unless it is a policy expressed on the face of it to be for the benefit of his wife, or of his wife and children or any of them) be such as may be legally assigned by the subscriber himself to the Competent Authority.

Explanation 1: A policy on the joint lives of the subscriber and his wife shall be deemed to be policy on the life of the subscriber himself for the purpose of this sub-regulation.

Explanation 2: A policy which has been assigned to the subscriber's wife shall not be accepted unless either the policy is first reassigned to the subscriber or the subscriber and his wife both in an appropriate assignment.

(3) The policy may not be effected for the benefit of any beneficiary other than the wife of the subscriber or his wife and children or any of them.

23.(1) The policy, within six months after the first withholding of a subscription or withdrawal from the fund in respect of the policy, or in the case of an insurance company whose headquarters are outside India, within such further period as the Competent Authority, if he is satisfied by the production of the completion certificate (interim receipt), may fix, shall-

(a) unless it is a policy expressed on the face of it to be for the benefit of the wife of the subscriber or of his wife and children, or any of them, be assigned to the Secretary as security, for the payment of any sum which may become payable to the Fund under Regulations 25 to 27 and delivered to the Secretary the assignment being made by endorsement on the policy in Form No.5, Form No.6 or Form No.7 appended according as the policy is on the life of the subscriber or on the joint lives of the subscriber and his wife or the policy has previously been assigned to the subscriber's wife;

(b) if it is a policy expressed on the face of it to be for the benefit of the wife of the subscriber, or his wife and children, or any of them be delivered to the Secretary.

(2) The Secretary shall satisfy himself by reference to the insurance company, where possible, that no prior assignment of the policy exists.

(3) Once a policy has been accepted by the Secretary for the purpose of being financed from the Fund, the terms of the policy shall not be altered nor shall the policy be exchanged for another policy without the prior consent of the Secretary to whom details of the alternation or of the new policy shall be furnished.

(4) If the policy is not assigned and delivered, or delivered within the said period of six months or such further period as the Competent Authority may, under sub-regulation (1), have fixed any amount withheld or withdrawn from the Fund in respect of the policy shall, with interest thereon at the rate as provided in Regulation 16 forthwith be paid or repaid, as the case may be, by the subscriber, to the Fund, or in default be ordered by the competent authority to be recovered by deduction from the emoluments of the subscriber, by instalments or otherwise, as the authority competent to sanction an advance for the grant of which special reasons are required under clause (b) of regulation 17, may fix.

(5) Notice of assignment of the policy shall be given by the subscriber to the insurance company and the acknowledgement of the notice by the insurance company shall be sent to the Secretary within three months of the date of assignment.

24. The subscriber shall not, during the currency of the policy, draw any bonus the drawal of which during such currency is optional under the terms of the policy, and the amount of any bonus which under the terms of the policy subscriber has no option to refrain from drawing during its currency, shall be paid forthwith into the fund by the subscriber or in default recovered by deduction from his emoluments by instalments or otherwise as may be directed by the authority specified in Annexure 1 to these regulations as competent to grant advances to such subscriber under Regulation 17.

25. (1) Save as provided by sub-regulation (2) of Regulation 27, when the subscriber-

(a) Quits the service, or

(b) has proceeded on leave preparatory to retirement, and applies to the Secretary for the reassignment or return of the policy, or

(c) while on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service and applied to the Secretary for reassignment or return of the policy, or

(d) pays or repays to the fund the whole of any amount withheld or withdrawn from the fund for any of the purposes mentioned in clause (a) and sub-regulation (i), (ii) and (iii) of clause (b) of Regulation 19 with interest there on at the rate provided in Regulation 16 the Secretary shall-

(i) If the policy has been assigned to the Secretary under Regulation 23, reassign the policy, in Form No.8 appended to the subscriber or to the subscriber and the joint assured, as the case may be, and make it over to the subscriber together with a signed notice of the re-assignment addressed to the insurance company;

(ii) If the policy has been delivered to him under Clause (b) of sub-regulation (1) of regulation 23 make over the policy to the subscriber.

Provided that, if the subscriber, after proceeding on leave preparatory to retirement, or after being, while on leave, permitted to retire or declared by the competent medical authority to be unfit for further service, returns to duty, any policy so re-assigned or made over shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned and delivered to the Secretary, as the case may be, in the manner provided in regulation 23 and thereupon the provisions of these regulations shall, so far as may be, again apply in respect of the policy if his Contributory Provident Fund account has not been settled in the meantime.

Provided further that, if the policy has matured or been assigned or charged or encumbered in any way, the provisions of sub-regulation (4) of regulation 23 applicable to a failure to assign and deliver a policy shall apply.

(2) Save as provided by sub-regulation (2) of regulation 27 when the subscriber dies before quitting the service, the Secretary shall -

(i) If the policy has been assigned to the Secretary under regulation 23, reassign the policy in Form No.9 appended to such person as may be legally entitled to receive it, and shall make over the policy to such person together with a signed notice of the re-assignment addressed to the Insurance Company.

(ii) If the policy has been delivered to him under Clause (b) of sub-regulation (1) of regulation 23, make over the policy to the beneficiary if any, or if there is no beneficiary to such person as may be legally entitled to receive it.

26. (1) If a policy assigned to the Secretary under regulation 23, matures before the subscriber quits the service, or if a policy on the joint lives of a subscriber and his wife, assigned under the said regulation, falls due for payment by reason of the wife's death, the Secretary shall, save as provided by sub-regulation (2) of Regulation 27, proceed as follows:-

(i) If the amount assured together with the amount of any accrued bonuses is greater than the whole of the amount withheld or withdrawn from the fund in respect of the policy with interest thereon at the rate provided in Regulation 16, the Secretary shall reassign the policy in Form No.10 appended to the subscriber or the subscriber and the joint assured as the case may be, and make it over to the subscriber who shall pay or repay to the fund the whole of any amount withheld or withdrawn with interest and in default the provisions of sub-regulation (4) of regulation 23 applicable to a failure to assign and delivery a policy shall apply ;

(ii) If the amount assured together with the amount of any accrued bonuses is less than the whole of the amount withheld or withdrawn with interest, the Secretary shall realise the amount assured together with any accrued bonuses and shall place the amount so realised to the credit of the subscriber in the fund.

(2) Save as provided by sub-regulation (2) of regulation 27, if a policy delivered to the Secretary under clause (b) of sub-regulation (1) of Regulation 23 matures before the subscriber quits service the Secretary shall make over the policy to the subscriber :

Provided that if the interest in the policy of the wife of the subscriber, or of the wife and children, or any of them, as expressed on the face of the policy, ceases when the policy matures, the subscriber, if the policy monies are paid to him by the Insurance Company, shall immediately on receipt thereof pay or repay to the fund either -

(i) the whole of any amount withheld or withdrawn from the fund in respect of the policy with interest thereon at the rate provided in Regulation 16, or

(ii) an amount equal to the amount assured together with any accrued bonuses whichever is less, and in default, the provisions of sub-regulation (4) of Regulation 23 applicable to a failure to assign and deliver a policy shall apply.

27. (1) If the policy lapses or becomes assigned otherwise than to the Secretary under Regulation 23, charged or encumbered the provisions of sub-regulation (4) of Regulation 23 applicable to failure to assign and deliver a policy shall apply.

(2) If the Secretary receives notice of -

(a) an assignment (other than an assignment to the Secretary under Regulation 23) or

(b) a charge of encumbrance on, or

(c) an order of a court restraining dealing with the policy or any amount realised thereon, the Secretary shall not -

(i) Re-assign or make over the policy as provided in Regulation 26, or

(ii) realise the amount assured by the policy, or reassign or make over the policy as provided in Regulation 26 but shall forthwith refer the matter to the Board.

28. Notwithstanding anything contained in these Regulations if the sanctioning authority is satisfied that money drawn as an advance from the fund under clause (a) of Regulation 17 or withheld or withdrawn from the Fund under clause (a) or clause (b) of Regulation 19 has been utilised for a purpose other than that for which sanction was given to the drawal, withholding or withdrawal of the money, the amount in question shall, with interest at the rate provided in Regulation 16, forthwith be repaid or paid, as the case may be, by the subscriber to the Fund or in default be ordered to be recovered by deduction in one sum from the emoluments of the subscriber, even if he be on leave, if the total amount to be repaid or paid, as the case may be is more than half the subscriber's emoluments, recoveries shall be made in monthly instalments of moieties of his emoluments till the entire amount recoverable be paid or repaid, as the case may be, by him.

Note : the term " emoluments" as used in this Regulation does not include subsistence grant.

CIRCUMSTANCES IN WHICH ACCUMULATIONS ARE PAYABLE

29. When a subscriber quits the service, the amount standing to his credit in the fund shall, subject to any deduction under Regulation 32, become payable to him.

Provided that a subscriber, who has been dismissed from the service but is subsequently reinstated in the services, shall if required to do so by the Board, repay any amount paid to him from the fund in pursuance of this regulation, with interest thereon at the rate provided in Regulation 16 in the manner provided in the proviso to Regulations 20. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscriptions and interest thereon, and the part which represent the contribution of the Board with interest, being accounted for in the manner provided in Regulation 9.

30. When a subscriber-

(a) has proceeded on leave preparatory to retirement; or

(b) while on leave, has been permitted to retire or declared by a competent medical authority to be unfit for further service. The whole amount standing to his credit in the fund subject to the restrictions in Regulation 32(b) shall, upon application, become payable to the subscriber.

31. Subject to any deduction under Regulation 32 on the death of a subscriber before the amount standing to his credit has become payable, or if the amount has become payable, before payment has been made,

(i) when the subscriber leaves a family -

(a) if a nomination made by the subscriber in accordance with the provisions of regulation 8 in favour of a member or members of his family subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

(b) if no such nomination in favour of a member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares.

Provided however that no share shall be payable to -

- (1) sons who have attained legal majority;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in clauses (1), (2), (3) and (4);

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

[Note:- Any sum payable under these regulations to a member of the family of a subscriber vests in such member in the case of employees eligible to be governed by the Employees Provident Fund Scheme, under sub-section 2 of Section 10 of the E.P.F.Act,1952 and in the case of others under sub-section (2) of section 3 of the Provident Fund Act, 1925.]

(ii) when the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Regulation 8 in favour of any person or person subsists the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

Note (1):- When a nominee is a dependent on the subscriber as defined in clause (c) of section 2 of the Provident Funds Act, 1925, the amount vests in such nominee, under subsection (2) of section 3 of the Act.

Note (2):- (a) When the subscriber leaves no family, and

- (b) no nomination made by him in accordance with the provisions of Regulation 8 subsists, or
- (c) if such nomination relates only to part of the amount standing to his credit in the fund,

the full amount in the case of (a) and (b) and the balance in the case (c) shall be payable to the person legally entitled to it.

DEDUCTIONS

32. (1) Subject to the condition that no deduction may be made which reduced the balance at credit by more than the amount of any contribution by the Board with interest thereon credited under Regulations 15 and 16 respectively, before the amount standing to the credit of a subscriber in the fund paid out of the fund, the Board may direct the deduction therefrom.

(a) full amount of the Board's contribution and the interest thereon if the subscriber has been dismissed from the service for grave misconduct;

Provided that in the case of employees eligible to be governed by the Employees Provident Fund Scheme, the provisions of para 71 of the said scheme shall be operative, as provided in the note below;

Provided further that, if the order of dismissal is subsequently cancelled, such part of the amount so deducted as the Board may decide, may, on his reinstatement in the service, be replaced at his credit in the fund.

(b) full amount of the employer's contribution if he resigns his employment under the Board of his own volition before the completion of 5 years or service. The employer's contribution shall not however be deducted in case of death of the subscriber or in case he has to quit service before completing 5 years' qualifying service for reasons of superannuation or permanent physical incapacity for further service as certified by a competent medical authority that he is unfit for further service.

(c) any amount under a liability incurred by the subscriber to the Board;

(2) Any amount deducted under (a) and (b) shall be credited to the Fund. Similarly any amount deducted under (c) shall be credited to the Board.

Note to Regulation 32.

(1) In the case of an employee eligible to be governed by the Employees' Provident Fund Scheme, the amount of the Board's contribution to be deducted in case of dismissal shall be to the extent of such amounts credited during the year of dismissal and the preceding two years subject to the condition that the competent authority shall invariably issue a show cause notice and also give the employee concerned an opportunity to be heard before making such deduction.

(2) Notwithstanding the provisions of sub-clause (b), no deduction shall, in the case of employees eligible to the benefits of the employees Provident Fund Scheme, be made from the amount of Board's contribution (and interest) credited to a subscriber's account, even though he might have resigned and left the services of the Board before completing the period of five years, provided the Factory or Establishment where he has taken up a new employment is covered or exempted under the Employees Provident Fund Scheme, before expiry of three months from the date of his relief from the Board's service (in such case the entire amount standing to his credit in account will be transferred to such factory or establishment in accordance with the provisions of the E.P.F.Act)

(3) In respect of the employees who were previously member of the Employees' Provident Fund or of an exempted fund their past service shall count for the purpose of this regulation.

33. So far as employee's contribution for the contracted period is concerned, it would be payable in full notwithstanding the restriction provided under Regulation 32 and that so far as the employee's contribution for the period of regular employment under the Board after the expiry of the contract period is concerned, the entire period will be taken into account for purpose of counting the total period of service as provided in the Regulation 32 and if there is any short fall in the total minimum service of 5 years prescribed under the Regulation, the Board will have discretion to make deduction only in respect of the Board's service in respect of the latter service only.

34. (A) (1) When the amount standing to the credit of subscriber in the fund, (or the balance thereof after any deduction under Regulation 32) becomes payable, it shall be the duty of the Secretary to make prompt payment as provided in these Regulations after satisfying himself that no deduction or further deduction is to be made.

(i) The Secretary shall close the account of the member and give notice in writing to the person to whom the amount is payable, specifying the amount and tendering payment thereof. In case there is no nominee in accordance with these regulation, the Secretary may, if the amount to the credit in the Fund does not exceed Rs.300 and if he is satisfied after enquiry about the title of the claimant, pay such amount to the claimant.

(ii) If any portion of the amount, which has become payable, is in dispute or doubt, the Secretary shall make prompt payment of that portion of the amount in regard to which there is no dispute or doubt, the balance being settled as soon as may be possible.

(iii) If the person to whom any amount is to be paid under these Regulations is a minor or a lunatic for whose estate a guardian under the Guardians and Wards Act, 1890 (VIII of 1890), or a manager under the Indian Lunacy Act, 1912 (IV of 1912), as the case may be, has been appointed, the payment shall be made to such guardian or manager. In case no such guardian or manager has been appointed the payment shall be made to such person as the Secretary where the amount does not exceed Rs.500, or the Board of Trustees if the amount exceeds Rs.500 but does not exceed Rs.1000, considers to be proper person representing the minor or lunatic and the receipt of such person for the amount so paid, shall be a sufficient discharge thereof. In any other case, the amount shall be paid to the person authorised by law to received the payment on behalf of the minor or the lunatic.

(iv) If it is brought to the notice of the Secretary that a posthumous child is to be born to the deceased member, he shall retain the amount which will be due to the child in the event of its being born alive, and distribute the balance. If subsequently no child is born or the child is still-born, the amount retained shall be distributed in accordance with the provisions of Regulation 31.

(v) Any person who desires to claim payment under this paragraph shall send a written application in the prescribed form 11 or 12 as may be applicable to the Secretary who may at the option of the person to whom payment is to be made, make the payment-

- (i) by postal money order at the cost of the payee, or
- (ii) by crossed cheque sent through post, or
- (iii) by deposit in the payee's postal savings bank account, if any.

(B) Payment of amounts withdrawn shall be made in India only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in India.

(C) When the amount standing to credit of a subscriber has become payable under Regulations 29,30 or 31, the Competent Authority shall authorise payment to the extent of 90 percent of the ex-facie book figure of the balance at the credit of subscriber within one month and the balance within three months provided that if any amount remains unpaid for no fault of the subscriber or his nominee as the case may be, interest at the rate prescribed under Regulation 16 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.

PROCEDURE

35. All sums received under these Regulations shall be credited in the fund's account in the State Bank of India within 3 days of the receipt of the amounts by the Trustees from the Board, and all payments to be made in respect of the Fund shall be made by the Trustees from this account.

36. When paying a subscription either by deduction from emoluments or in cash a subscriber shall quote the number of his account in the fund, which shall be communicated to him by the Secretary. Any change in the number shall similarly be communicated to the subscriber by the Secretary.

PROTECTION AGAINST ATTACHMENT

37. (1) The amount standing to the credit of any member in the Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Court in respect of any debt or liability incurred by the member and neither the official assignee appointed under the Presidency-towns Insolvency Act, 1909 (3 of 1909), nor any receiver appointed under the Provincial Insolvency Act 1920), shall be entitled to, or have any claim on, any such amount.

(2) Any amount standing to the credit of a member in the Fund at the time of his death and payable to his nominee under these Regulation shall subject to any deduction authorised under the Regulation, vest in the nominee and shall be free from any debt or other liability incurred by the deceased or the nominee before the death of the member.

38. The Trustees shall, from time to time pay to the persons entitled thereto such sums as may be payable under the provisions of these Regulation and shall, if necessary raise the monies requires for the same by sale of securities held by the Trustees or of sufficient part thereof or by loan on the security of the same.

39. All moneys of the fund shall be deposited in the State Bank of India, Bombay, to an account named Maharashtra State Electricity Board Contributory Provident Fund Account. Such money as is not immediately required for the purpose of the Fund shall be invested in Central Government Securities and Central Government loans. The conversion and reconversion of any securities on their maturity shall also be made in the Central Government Securities and or Central Government loans.

40. The current account opened by the Trustees in the name of the Fund as provided in Regulation 39 with the State Bank of India, Bombay, as well as a "Safe Custody" account in the name of the Fund which the Trustees may find it necessary to open with the State Bank of India (or with any other approved scheduled Bank, if circumstance warrant it) for proper administration of the Fund, may be operated upon jointly by any two members of the Board of Trustees.

41. The Trustees with the consent and previous approval of the Board, may, from time to time, repeal, vary or alter these Regulation relating to Procedure and frame such other Rules and Regulation with reference to the working and management of the Fund as the Trustees may from time to time think fit, provided that no alternations of or addition to or variation in the foregoing Regulation made in the exercise of this discretion shall operate to prejudice or affect the interest of any subscriber subsisting at the time of such alteration or addition is made.

Provided that no additions or alternations in the Provident Fund Regulation shall be made without previous approval of the Commissioner of Income Tax and the Regional Provident Fund Commissioner.

42. A Trustee or Trustees shall not at any time be made liable for any more money than shall actually come into his or their own proper hands or for the loss or variation in price of securities or for failure of any banks, company or firm or the dishonest of any clerk or servant or other person with whom any part of the Trust property may be deposited or be placed in charge or be liable for any other than in his own immediate and respective wilful acts, deeds and defaults.

43. Any dispute or difference which may arise between any subscriber or his executors, administrators, nominees or representatives and the Trustees, or between any subscriber his executors,

administrators, nominees or representative and the Board as to the meaning or effect of any Regulation or as to any matter relating to or arising out of the same shall be referred to the Regional Provident Fund Commissioner in the case of employees eligible to be governed by the Employees Provident Fund Scheme and to the Board in other cases and the decision of the Board or the Regional Provident Fund Commissioner as the case may be, shall be final and binding upon any subscriber, his executors, administrators nominees or representatives.

44. Every Trustee shall be entitled to be indemnified by the Fund against all proceeding, costs and expenses occasioned by any claim in connection with the Fund not arising from his negligence or fraud.

45. All expenses in connection with the administration of the Fund shall be borne by the Board.

46. Any act done under the B.C.S. Contributory Provident Fund Rules, or any Provident Fund Scheme of the Saurashtra, Madhya Pradesh, Bombay and/or of the respective Governments of Kutch and Marathwada and/or Bombay State Electricity Board Employees Contributory Provident Fund Regulation before coming into force of these Regulation, shall be deemed to be in order and will not be disputed under these Regulations. Similarly any action taken by the Board and the Trustees the Bombay State Electricity Board Contributory Provident Fund in the transition period consequent on the transfer of the administration to the Board shall be deemed to be in order.

47. If any provision in these Regulation conflicts with any mandatory provision in any law relating to Provident Fund for the time being in force, the latter shall always be deemed to prevail.

48. The Board reserves the right, after following the prescriber procedure and subject to the restrictions indicated in Regulation 41, to repeal, vary, alter or add to these Regulation from time to time as it may deem necessary.

See form 1 to 12 from page No.124 onwards

FORM NO.1

For use by all subscribers who have family

MAHARASHTRA STATE ELECTRICITY BOARD'S C.P. FUND

(see regulations 8)

FORM OF NOMINATION

I, _____ C.P.F.A./C No. _____ hereby nominate the persons mentioned below, who are members of my family as defined regulation 2 of the Maharashtra State Electricity Board Contributory Provident Fund Regulations to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

Full name and address of the nominee	Relationship with subscriber.	Age of nominee.	Amount of share of accumulations to be paid to each if the nominees are more than one.*	Contingencies on the happening of which the nomination shall become invalid.	Full Name, address and relationship of the person if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.**
1	2	3	4	5	6

Note:- * (1) If the persons nominated are more than one, then this column should be filled in so as to cover the whole amount that may stand to the credit of subscriber in the fund at any time.

** (2) If the nominee is a minor and his guardian is a person other than the subscriber the full name and address of the guardian should be stated.

Dated this _____ day of _____ 19 ____ at (place) _____

Two witnesses to signature

Name

Signature

Signature of subscriber

1. _____

2. _____

Examined & admitted

Secretary to the Board of Trustees

FORM NO.2

For use by all subscribers who have no family

MAHARASHTRA STATE ELECTRICITY BOARD'S C.P. FUND

(see regulations 8)

FORM OF NOMINATION

I, _____ C.P.F.A/c.No. _____ having no family as defined in regulation 2 of the Maharashtra State Electricity Board Contributory Provident Fund Regulations, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

Full name and address of the nominee	Relationship with subscriber	Age of nominee.	Amount of share of accumulations to be paid to each if the nominee are more than one *	Contingencies on the happening of which the nomination shall become invalid	Full name, address and relationship of the person if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber. **
1	2	3	4	5	6

(1) **Compulsory** : This nomination shall become invalid in the event of my subsequently acquiring a family.
 (2) Any other which the subscriber may desire to specify _____

Note:- *(1) If the persons nominated are more than one, then this column should be filled in so as to cover the whole amount that may stand to the credit of subscriber in the fund at any time.

** (2) If the nominee is a minor and his guardian is a person other than the subscriber the full name and address of the guardian should be stated.

Dated this _____ day of _____ 19 ____ at(place) _____

Two witnesses to signature

Name
 1. _____
 2. _____

Signature

Signature of subscriber

Examined & admitted
 Secretary to the Board of Trustees

FORM NO.3
 MAHARASHTRA STATE ELECTRICITY BOARD'S
 CONTRIBUTORY PROVIDENT FUND
 Regulations - 10(b)

PERSONAL LEDGER ACCOUNT

_____ Circle
 A/C.No. _____

Name: _____ Designation: _____ Date of joining Fund _____

Year & Month 196 -6 .	EMPLOYEE'S SUBSCRIPTION						BOARD'S CONTRIBUTION		OTHER DETAILS
	Salary & D.A. paid	Subscription	Repayment of Advance	Total	Advance Granted	Progressive Balance	Contribution	Progressive Balance	Previous Year's Outstanding Balances I. Advance Rs. _____ II. Advance Rs. _____
1	2 Rs.	3 Rs.	4 Rs.	5 Rs.	6 Rs.	7 Rs.	8 Rs.	9 Rs.	
Opening Balance									
April									
May									
June									
July									
August									
September									
October									
November									
December									
January									
February									
March									
Total									

Advance Granted Rs. _____
 Recoverable in _____ Instalments of Rs. _____ each.
 Superintending Engineer/
 Secretary.

Paid, C.V.No. _____
 Date _____

SUMMARY

Employee's subscriptions	Rs. nP.	Rs. nP.	Information in Regard to Income Tax Act	Amount Rs.
Balance on the 1st April 196 _____	B/F _____		1) Exempt Contributions: (Upto 1/6th of the Total of Column. 2) _____	
Subscription during the year _____	_____			
Repayment of Advance _____	_____			
Interest for the year _____	_____			
Total:			2) Exempt interest: (Upto 1/3rd of the total of Column. 2) _____	
Less-(i) Advance Granted _____	_____		3) Not exempt contributions: (Col.3 - 8 less amount at (1) Above) _____	
(ii) Amount transferred to other fund/Board Rs. _____	_____		4) Not exempt interest: (interest on subscriptions + Contributions less amount at (2) above) _____	
Closing Balance on the 31st March, 196 _____	C/F _____	_____		
Board's Contributions				
Balance on 1st April 196 _____	B/F _____			
Contributions during the year _____	_____			
Interest for the year _____	_____			
Less- Amount transferred to other fund/Board Rs. _____	_____			
Closing Balance on 31st March, 196 _____	C/F _____	_____		
Grand Total:-				

Memo of Non-Repayable Advance A/C	ABSTRACT OF FINAL PAYMENT	WORK DONE	Initials
Month & Year _____	1) Account closed (Date _____)	Posting Done by _____	_____
Amount paid Rs. _____	2) Amount paid to the Employee/Nominee _____	Monthly Products Worked out by _____	_____
	Subs. Rs. _____	Mon.Prod.Totals cast by _____	_____
	Cont. Rs. _____	Int.on Sub. & Cont.Calculated by _____	_____
	Total Rs. _____	Summaries Written up by _____	_____
	3) Lapsed to Trust _____	Int.on Sub.Checked by _____	_____
	Staff Welfare Fund Rs. _____	Int.on Cont.Checked by _____	_____
		Summary Checked by _____	_____

FORM NO.4
MAHARASHTRA STATE ELECTRICITY BOARD CONTRIBUTORY PROVIDENT FUND (REGULATIONS 10(C))
ANNUAL ABSTRACT OF ACCOUNT FOR THE YEAR 19 - 19
(RATE OF INTERES: _____ % PER CENT)

Name of Subscriber:- Shri/Smt. _____

C.P.F. Account No.	Particulares	Opening balance as on 1-4-19	Credits during the year	Interest earned for the year	Total of columns 3,4 &5	Withdrawals during the year	Closing balance as on 31-3-19
1	2	3	4	5	6	7	8
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
	Employee's subscription						
	Board's contribution						
	TOTAL:-						

NOTE: (1) The subscriber is requested to satisfy himself as to the correctionness of the above statement and bring to the notice of the Chief Accounts Officer (C.P.F.Sn.), within six month of the receipt here of, errors (if any) noticed.

(2) If not made already, the subscriber is requested to make a nomination, in the prescribed form immediately.

Signature _____

Date _____ 19

Designation of Officer _____

FORM NO.5
MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND
(Regulation 23)

FORM OF ASSIGNMENT

I, A.B. of _____ hereby assign unto the Secretary, Maharashtra State Electricity Board, the within policy of assurance as security for payment of all sums which under Sub-regulation(2) of Regulations 27 of the Maharashtra State Electricity Board Contributory Provident Fund Regulations, I may hereafter become liable to pay to the Maharashtra State Electricity Board Contributory Provident Fund.

I hereby certify that no prior assignment of the within policy exists

Dated this _____ day of _____ 19 ____

Station.

Signature of Subscriber

One witness to signature

FORM NO.6
MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND
(Regulation 23)

FORM OF ASSIGNMENT

We, A.B. (the subscriber) _____ and C.D. the joint assured of _____ in consideration of the Secretary, Maharashtra State Electricity Board agreeing at our request to accept payments towards the within policy of assurance in substitution for the subscription payable by me the said A.B. to the Maharashtra State Electricity Board's Contributory Provident Fund (or, as the case may be) to accept the withdrawal of the sum of Rs. _____ from the sum to the credit of the said A.B. in the Maharashtra State Electricity Board's Contributory Provident Fund for payment of the premium of the within policy of assurance hereby jointly and severally assign unto the said Secretary, Maharashtra State Electricity Board within policy of assurance as security for payment of all sumes which under Sub-Rgulation (2) of Regulation 27 of the said fund the said A.B. may hereafter become liable to pay to that fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this _____ day of _____ 19 ____

Station.

Signature of the Subscriber
and the joint assured.

One witness to signature

Note:- The assignment may be executed on the policy itself either in the subscriber's handwriting or in type or alternatively typed or printed slip containing the assignment may be pasted on the blank space provided for the purpose on the policy. A typed or printed endorsement must be duly signed and if pasted on the policy it must be initialled across at all four margins.

FORM NO.7
MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND
(Regulation 23)
FORM OF ASSIGNMENT

I, C.D. wife of A.B. and the assignee of the within policy having at the request of A.B. the assured, agreed to release my interest in the policy in favour of A.B. in order that A.B. may assign the policy to the Secretary, Maharashtra State Electricity Board who has agreed to accept payments towards the within policy of Assurance in substitution for the subscriptions payable by A.B. to the Maharashtra State Electricity Board Contributory Provident Fund, hereby at the request and by the direction of A.B. assign, and I, the said A.B. assign and confirm unto the Secretary, Maharashtra State Electricity Board with within policy of Assurance as security for payment of all sums which under Sub-Regulation(2) of Regulation 27 of the said fund the said A.B. may hereafter become liable to the fund.

We hereby certify that no prior assignment of the within policy exists.

Date this _____ day of _____ 19 _____

Station.

Signature of the Subscriber
and the joint assured.

One witness to signature

FORM NO.8
MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND
(Regulation 25 (1) (d) (i))

FORM OF REASSIGNMENT BY THE SECRETARY MAHARASHTRA STATE ELECTRICITY BOARD

All sums which have become payable by the above named A.B. /AB&CD under sub-regulation (2) of Regulation 27 of the Maharashtra State Electricity Board Contributory P.F.Regulation, having been paid and all liability for payment by him of any such sums in the future having ceased, the Secretary, Maharashtra State Electricity Board.. doth hereby reassign the within policy of assurance to the said A.B./A.B. and C.D.

Dated this _____ day of _____ 19 _____

Executed by (_____) for and on behalf of the Secretary, Maharashtra State Electricity Board in the presence of _____ (Signature).

(one witness who should add his designation and address)

FORM NO.9
MAHARASHTRA STATE ELECTRICITY BOARD'S CONTRIBUTORY PROVIDENT FUND,
(Regulation 25(2)(i))

Form of assignment by the Secretary, Maharashtra State Electricity Board

The above named A.B. having died on the _____ day of 19 _____, the Secretary, Maharashtra State Electricity Board, doth hereby assign the within policy of assurance to C.D.*

Dated this _____ day of _____ 19 _____

Executed by (_____) for and on behalf of the Secretary, Maharashtra State Electricity Board,
in the presence of _____ (Signature)

(One witness who should add his designation and address)

* Fill in particulars of persons legally entitled to receive the policy.

FORM NO.10
MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND
(Regulation 26)

FORM OF REASSIGNMENT BY THE SECRETARY, MAHARASHTRA STATE ELECTRICITY BOARD
The Secretary, Maharashtra State Electricity Board, doth hereby reassign the within policy to the said
A.B./A.B. and C.D.

Dated this _____ day of _____ 19 _____

Executed by (.....) for and on behalf of the Secretary, Maharashtra State Electricity Board, in
the presence of _____ XY

(Signature of)

(One witness who should add his designation and address)

FORM NO.11
MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND
Form of Application for Final Withdrawal of Contributory Provident Fund Balance

To

The Secretary,
Maharashtra State Electricity Board,
Bombay.

Through Proper Channel.

Sir,

I, Shri/Smt. _____ hereby request you to finally settle my
Contributory Provident Fund Account as I am leaving/have left the services of the Board as from
_____. The necessary details are given below:-

- (1) Designation of the post last held by me:-
- (2) C.P.F.A/C. No.
- (3) Name of Office/P.H. where I worked last
- (4) Date of appointment

- (5) Date of relief and cause of the same
- (6) Present adress for correspondance
and/or for remitting the amount when
ready for payment
- (7) The amount should be paid to me by
cheque/M.O./in cash* (which I will collect
personally from the Board's office at

Place:

Yours faithfully,

Dated

(Signature)

Entries to be filled in by the Divisional Office
(By Establishment Section at Head Office)

- (8) Date of Birth | (To be furnished only in case of those
(9) Date of Retirement : | who have been relived due to superannuation

(10) Particulars of C.P.F.Advance last grant:

(a) For payment of Insurance Premium : Rs.

(b) For purpose other than the above : Rs.

(11) Particulars of last C.P.F. deduction made : Rs. from the salary bill for month
of _____ 19 . paid on _____.

(12) He was a member of E.P.F. Scheme while at
He was not, at any ttime, a member of E.P.Fund.

(13) Liability incurred by the subscriber to the Board: Rs.

Special remarks, if any,

The above particulars have been verified with the releventt record and are correct. The above named
subscriber's C.P.F.Account may be finally settled as per rules.

Dated

Signature _____

Ex.Engr. _____ Division

(E.O. at H.O.)

* Delete whichever is not applicable.

FORM NO. 12

MAHARASHTRA STATE ELECTRICITY BOARD'S CONTRIBUTORY PROVIDENT FUND

Form of application for final withdrawal of Contributory Provident Fund balance by the nominee/s of legal heir/s or a deceased subscriber.

To

The Secretary,
Maharashtra State Electricity Board,
BOMBAY-1

Through:- Executive Engineer,
M.S.E.B.Board, _____ Division

Sir,

I/We, the following, # being the nominee/members of the family of the deceased Shri/Smt. _____ (full name to be stated) who was employed as _____ (Designation) in your Board's Power House/Office at _____ and who died on _____ at _____ and whose account No. in the Fund is _____ do hereby request you for payment of the Contributory Provident Fund accumulations standing to the credit of the said deceased employee of your Board.

#	Name and address of the claimant/s	Sex	Age or year of Birth	Whether married or un-married	Relationship with the deceased	Name of the guardian in case of minors
---	------------------------------------	-----	----------------------	-------------------------------	--------------------------------	--

1.

2.

3.

4.

The amount may please be paid to us by Money order at our cost/or by a cheque issued in favour of Shri/Smt. _____

To the best of my/our knowledge, a posthumus child will/will not be born to the deceased subscriber (to be furnished in case of male subscriber only)

I/We hereby declare that the particulars given above are true to the best of my/our knowledge.

A certified copy of the death certificate is attached hereto.

Yours faithfully,

Signature _____
Or Left (for male) hand thumb impression
Right (for female)

N.B.: The signatures or thumb-impressions to the above applications should be attested by any one of the following (under their official seals)

- i) A Magistrate or J.P.
- ii) President of Village Panchayat

iii) Chariman/Secretary of Muncipal Borough/D.L.Board

iv) Officer of the Board not below the rank of a Deputy Executive Engineer.

No. _____

Division _____

Date _____

Forwarded to the Secretary, Maharashtra State Electricity Board, Head Office, Bombay for necessary action.

The required information, for finanising the C..P.F./c. is given below:-

- (1) Date of appointment :-
- (2) Particulars of C.P.F. advance granted to the deceased
 - (a) for payable of insurance premia Rs.
 - (b) for purpose other than the above Rs.
- (3) Liability incurred by the deceased to the Board.
- (4) Last C.P.F. deduction of Rs. _____ was made from the pay bill for the month of _____ paid on _____
- (5) The deceased employee was/was not working in a Power House covered by E.P.F. Scheme.
- (6) Any other remarks _____

Very early action may kindly be taken.

Executive Engineer.
Division.

ANNEXURE I

MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND
(Regulations 17 and 24)

Competent Authority to sanction advance against C.P.F. Accumulations	Scope of Authority
(1) Secretary, or in his absence, the Executive Engineer (Commercial)	For sanctioning advance to all employees in-Head Office and in other units not attached to any Zonal Office or Circle
(2) Officer in charge of the Zonal office or in his absence, the next seniormost Technical Officer in the Zonal Office	For Sanctioning advance to all employees attached to the Zonal Office
(3) Officer in charge of the Circle, or in his absence the next seniormost Technical Officer in the Circle Office	For sanctioning advance to all employees within the circle of whose C.P.F. accounts are maintained at that Circle Office

- (4) Chief Engineer To sanction advance to any employees in the organisation (Board) on occasions warranting exercise of this power due to any exigencies. This power is irrespective of the powers delegated to other officers as at (1), (2) and (3) above.
- (5) Chariman To sanction such advances to any officers not covered by (1) to (4) above.

ANNEXURE 2

MAHARASHTRA STATE ELECTRICITY C.P.FUND

(Read Regulation 17(a) (vii))

Subject:- Advances for dwelling house or site-Procedure for -

A. Advance from the Fund for the purchase of a dwelling house or a dwelling site or for construction of a dwelling house.

(1) The Competent Authority may, on an application from a member, sanction from the amount standing to the credit of the member in the fund an advance of an amount not exceeding his twelve months' basic wages or his own total contributions with interest thereon, whichever is less, for purchasing a dwelling house or a dwelling site or for the construction of a dwelling house:

Provided that where the advance is sanctioned for the purchase of a dwelling site, the amount that shall initially be paid towards such advance shall not exceed six months' basic wages of the member or half of his own total contributions with interest thereon, whichever is less, and the balance which shall not exceed six months' basic wages of the member or his own total contributions with interest thereon then standing to his credit, whichever is less, may be paid to the member at his request at the time of the construction of a dwelling house on such dwelling site:

Provided further that where the advance is in respect of the construction of a dwelling house, it may be sanctioned in such number of instalments as the Competent Authority thinks fit.

(2) No advance under sub-paragraph (1) shall be sanctioned unless a member has completed ten years' membership of the Fund and unless his own total contributions with interest thereon in the amount standing to his credit in the Fund is one thousand rupees or more.

(3) Where an advance is sanctioned for the construction of a dwelling house, the construction shall commence within six months of the withdrawal of the first instalment and shall be completed within six months of the withdrawal of the final instalment. In the case of purchase of a dwelling house or a dwelling site, the purchase shall be completed within six months of the withdrawal of the amount.

(4) Except in the cases specified in sub-paragraph (5), no further advance shall be admissible to a member under this paragraph.

(5) The Competent Authority may grant a further advance to a member not exceeding his six months' basic wages or his own total contributions with interest thereon standing to his credit in the fund, whichever is less, if he is satisfied that the member genuinely requires the further advance -

- (a) for the additions necessary to the dwelling house already constructed or purchased; or
- (b) for completing the construction of the dwelling house already commenced.

(6) Where the advance applied for is for purchasing a dwelling site or a dwelling house, the advance shall not be granted unless the dwelling site or as the case may be the dwelling house is free from

encumbrances. No advance shall be granted for purchasing a share in a joint property or building a house on land owned jointly.

(7) If the advance granted under this paragraph exceeds the amount actually spent for the purpose for which it was sanctioned, the excess amount shall be refunded by the member to the Fund within thirty days of the finalisation of the purchase or within 30 days of the completion of the construction of, or necessary additions to, a dwelling house as the case may be.

(8) If the Competent Authority is satisfied that the advance granted under this paragraph has been utilised for a purpose other than that for which it was granted, or that the conditions of advance have not been fulfilled, or that there is a reasonable apprehension that they will not be fulfilled wholly or partly, or that the excess amount will not be refunded in terms of sub-paragraph (7), the Competent Authority shall forthwith take steps to recover the amount due with interest at the rate not exceeding 6% per annum thereon, from the wages of the member in such number of instalments as the Competent Authority may determine. For the purpose of such recovery, the Competent Authority may direct the disbursing officer to deduct each such instalment from the emoluments of the member and on the receipt of such direction the disbursing officer shall deduct accordingly. The amount so deducted shall be credited to the subscriber's account.

(9) Where any advance granted under this paragraph has been misused, no further advance shall be granted to the member under the said paragraph.

B. Advance from the Fund towards the allotment of a tenement constructed or to be constructed under Subsidised Housing Schemes for Industrial Workers.

(1) Where any tenement have been constructed or are to be constructed by any State Government or co-operative society under the Subsidised Housing Scheme for Industrial Workers, a member, who has completed seven years' membership of the Fund and whose own total contributions with interest thereon in the amount standing to his credit in the Fund is not less than seven hundred and fifty rupees, may authorise the Competent Authority in such manner, as may be approved by him, to remit from his account in the Fund to such State Government or cooperative society of which he is a member, a sum not exceeding his twelve months' basic wages or his own total contributions with interest thereon, or his own share of cost, whichever is less, towards the allotment of such tenement.

(2) The Competent Authority on being satisfied that the authorisation has been made in the manner approved by him shall thereupon remit such sum to the State Government or cooperative society, as the case may be.

(3) In the event of the member not being able to get an allotment under the said Scheme, or in the event of the cancellation of an allotment made to a member under that scheme, the member concerned shall be liable to refund to the Fund the amount remitted to the State Government or the co-operative society under this paragraph within fifteen days of the receipt thereof. Any sum so refunded shall be credited to the member's account.

(4) No second advance shall be admissible to a member under this paragraph.

(5) In this paragraph the expression "co-operative society" means the society registered or deemed to be registered under the Co-operative Societies' Act, 1912 (2 of 1912), or under any other law for the time being in force in any area relating to co-operative societies.

C. Advance from the fund to be non-refundable.

Except as otherwise provided, the advances made under paragraph A and B shall be non-refundable.

D. Computation of period of membership.

In computing the period of membership of the Fund, the total service under the Bombay State Electricity Board and also the past service if any recognised under the Employees' Provident Fund Scheme

or under Regulation 6B of the Bombay State Electricity Board Service Regulations as the case may be shall be taken into account.

Provided that the member has not severed his membership by withdrawal of his provident fund during such period.

E. Restriction on grant of advance.

A member may be granted an advance either under paragraph A or under paragraph B but not under both.

Competent Authority :

Secretary for advances upto Rs.5000/-
Trustees for advances above Rs.5000/-

**GENERAL STANDING ORDER NO.45 DATED 17-2-1961
Board's Section.**

Subject:-General (Non-contributory) Provident Fund (Facility sought by Vidarbha staff) Rules and Regulations for administration of - Amendment to Regulation 12 (G.S.O.No.418).

In partial modification of the decision of the Bombay State Electricity Board in SBR Nos.1608 of 11th August 1958, 1750 of 3-10-1958 and 1918 of 29-10-1958 (G.S.O.418 of 3-12-1958) the Board under its Resolution No. 155 dated 13-9-60 decided to relax the restriction regarding the upper limit of the subscription towards General (Non-Contributory) Provident Fund in the case of the employees who are eligible to subscribe to the said Fund.

The Board also approved the consequential amendments to the Regulations as mentioned below:-

The following shall be substituted for Regulation 12 of the General(Non-Contributory) Provident Fund Regulations 1958:-

"The amount of subscription shall be fixed by the subscriber himself subject to the following conditions :-

(a) It may be any sum expressed in whole rupees not being less than 6.1/4% of his pay;

(b) An employee may revise the subscription upwards only once in the beginning of each year by an advance intimation to that effect, in writing, to the prescribed authority;

(c) Reduction in the amount of monthly subscription may be permitted only thrice in the entire service."

Sd/-Secretary.

GENERAL STANDING ORDER NO.46 DATED 24-2-1961
General Section.

Subject:-Training in First Aid to the staff attached to Power Houses -
Delegation of powers in respect of -

The Standing Committee referred to the G.S.O.No.10 dated 22-8-1960 and accorded its approval to provide for First Aid Equipment and training in First Aid to such number of employees, as may be required, at the Sub-stations/Distribution Centres. The powers in this regard are delegated to the Superintending Engineers of Circles.

Sd/-Secretary.

GENERAL STANDING ORDER NO.47 DATED 28-2-1961
General Section.

Subject:-Passing of Hindi Examination by Board's employees - Modification of G.S.O.No.19 dated 10-10-1960.

The Board under its Resolution No.MBR-411 dated 15-2-1961 decided that the time limit for passing examination in Hindi by Board's employees should be extended upto 30th June, 1961 as against 30th January, 1961 originally prescribed. The other conditions, however, will remain unchanged. The modified rule (V) will now read as under:-

"(V) all the employees including employees who have joined service after 30-1-1958 should pass one of the prescribed Hindi Examinations on or before 30th June, 1961 or within two years from the date of joining the Board's service whichever be later."

Sd/-Secretary.

GENERAL STANDING ORDER NO.48 DATED 11-3-1961
Establishment Section

Subject:-(a) Workers Education Scheme.

(b) Hot Line crew training scheme.

(c) Staff called to H.O.for receiving instructions prior to their going abroad for training. Creation of supernumerary posts.

The Board under its Resolution No.MBR.414 dated 16-2-1961 in order to facilitate substitute arrangements in place of the employees sent to undergo training under the Workers Education Scheme with the approval of the Chairman or under the Hot Line Crew training decided that supernumerary posts in the time scale of an employee deputed for such training shall concurrently stand created for such a period only as to

be coterminous with the duration of such training. This decision shall be effective from the 1st November 1960, i.e. from the date the first batch was deputed by the Board under the Workers' Education Scheme.

The Board further decided that on the same analogy, in respect of the employees selected to undergo training in foreign countries, supernumerary posts in the time scale of an employee selected for such training, shall concurrently stand created at the H.O., Bombay, for a period not exceeding fifteen days, to be reckoned from the date on which the employee concerned reports for duty at the Head Office, Bombay. The Chairman is however authorised to extend the period beyond fifteen days in case such a necessity arises, for any reason in any particular case.

Sd/-Secretary.

GENERAL STANDING ORDER NO.49 DATED 22-3-1961

Subject:-Reconstitution of Zonal committees.

In exercise of the powers vested in him under Rule 6F of the Bombay Electricity (Supply) Rules 1957, the Chairman is pleased to appoint Zonal Committees for (i) Vidarbha, (ii) Marathwada and (iii) Western Maharashtra areas consisting of one Board Member of the area and other officers as indicated below to function as Selection Committees (a) for the selection of suitable candidates from the workcharged and N.M.R. staff for continuance beyond 7 months or for absorption as regular employees in the sanctioned posts which are within Circlewise or Divisionwise seniority Group.

The constitution of the Committees will be as under:

1) Vidarbha:

Shri K.K.Thakur	Chairman of the Zonal committee.
Dy.Chief Engineer	Member.
S.E. Nagpur/Amravati	Member.
Technical Officer in Pay Group I.	Member.
Senior most non-technical officer in the Circle or Zonal Office for selection of non-technical persons	Member.

In the absence of Shri Thakur, Dy.Chief Engineer will act as Chairman of the Zonal Committee. If the Dy.Chief Engineer is also not available for the Committee the Superintending Engineer of the Circle should act as Chairman and another senior Technical Officer in pay group I should be co-opted.

2) Marathwada (including Ahmednagar, Jalgaon and Dhulia Dists.)

Shri S.K.Vaishampayan	Chairman of the Zonal Committee
Dy.Chief Engineer	Member.
S.E.Amravati	Member.
E.E. Aurangabad	Member.
Senior most Non-Technical Officer available from Circle Office or Divisional Office for non-technical posts.	Member.

In the absence of Shri Vaishampayan, Dy.C.E. will act as Chairman of the Zonal Committee. If the Dy.Chief Engineer is also not available for the meeting, the Superintending Engineer of the Circle should act as Chairman and another Technical Officer in pay Gr.I or senior most officer in pay Gr.II may be co-opted.

3) Western Maharashtra.

Shri.G.L.Nathu	Chairman of the Zonal Committee.
S.E. Kolhapur.	Member.
Senior Technical Officer in Pay Gr.I.	Member.
Seniormost non-technical officer available for Non-technical posts.	Member.

In the absence of the Regional Member, S.E. will act as Chairman of the Zonal Committee and another Technical Officer in pay group I may be co-opted.

The G.S.O. will come into force immediately. This supercedes all previous orders in the matter of formation of Zonal Committees.

Sd/-Secretary.

GENERAL STANDING ORDER NO.50 DATED 5-4-1961

Subject:-Increase in the rate of Dearness Allowance to the Board's employees.

The Board under its resolution No.434 dated 12-3-61 has decided that the Board's employees drawing a basic pay of Rs.101/- to Rs.300/- should be sanctioned an increase of Rs.5/- with effect from 1-7-1960.

The Board also observed that with this increase, the rates of Dearness Allowance for the Board's employees would be on par with those prescribed under the Chola Award and therefore, the question of granting this increase to the employees governed by the Chola Award did not arise.

Sd/-Secretary.

GENERAL STANDING ORDER NO.51 DATED 6-4-1961

Subject:-Annual Grant to the M.S.E.B. Club in H.O. and other clubs in mofussil offices.

The Board under its Resolution No.447 dated 12-3-61 in supersession of the earlier decisions approved the proposal to sanction annual grants to the staff clubs at various units of the Board as indicated below :-

(i)The grant shall be on the basis of the minimum number of members on the rolls of the club during the past year (1st April to 31st March).

(ii)The annual grant will be calculated at the rate of Rs.4/- per head per year in the case of a club at power station, divisional, sub-divisional and other unit offices and Rs.5/- per head per year in the case of a club at a Circle office, Zonal office and Head Office, with 20 or more members. The figure so calculated will be rounded off to the nearest fifty.

(iii) The initial *ad hoc* grant will be given on the above basis in respect of the clubs at units that have 20 or more members provided that no grant had been granted and paid in the past.

(iv) The grant will be sanctioned provided that the accounts of the club are properly audited and that an audited statement of accounts is submitted along with an application for grant except in the first year.

The Board also decided to give a non-recurring initial grant equal to the annual recurring grant to staff clubs which may be set up hereafter.

The grants shall be subject to conditions and clear understanding as mentioned below :-

(a) These clubs shall be formed with independent constitutions and that they function independently of the Board.

(b) Such clubs shall not be deemed as having (and are not, as a matter of fact,) been established or being in the nature of welfare societies of the Board, but as private clubs established by the members of the staff independently and registered as provided in (f).

(c) The Board shall have no responsibility nor obligation, legal or moral, for anything done or not done by such clubs or by any one on behalf of or authorised or not authorised by such club.

(d) The Board reserves the absolute right of stopping or withdrawing whole or any part of contribution at its free and unfettered choice, and in doing so the Board shall in no way be bound to give any reasons.

(e) No such clubs shall under any circumstances ask for, nor claim any facility or assistance of any nature as a matter of their right or as a matter of the Board's obligation and no such right nor obligation exists.

(f) Where the objects fall within Section 20 of the Societies' Regulation Act, the Club must be called as " Association" and should be registered under the Act before 31st March 1962 or within 12 months from the date of the formation of the Club whichever be later.

(g) The membership of the club should be restricted to the employees of the Board in the unit at which it is formed.

(h) While any officer may be elected to Managing Committee no officer should be a member of the Managing Committee of such club by virtue of his holding office in the Board.

(i) In case the club or its Managing Committee appoint any person for its activities as an employee, the Board will in no way be concerned with that employee of the club.

The Chairman of the Board shall be the competent authority to sanction grants broadly on the basis mentioned above and in anticipation of the registration of the clubs as provided in (f) above.

The Board decided to pay the grants on the above basis from 1st April 1961. Where grants have not already been paid for the year 1960-61, proportionate amount may be paid for the period upto 31st March 1961.

Sd/-Secretary.

**CORRECTION SLIP NO.1. DATED 2-1-1976
(TO G.S.O.51 Dated 6-4-1961)**

The Board by its Resolution no. 1467 dt.28-11-75 has decided to raise the rate of payment of annual grant to the staff clubs to a uniform rate of Rs.10/- per head per year, instead of Rs. 4/- per head per annum in respect of clubs organised at Power stations, Divisional, Sub-divisional and other units and Rs. 5/- per head per annum in respect of the staff clubs organized by the Circle offices, Zonal offices & Head Office, so as to give encouragement to the organisations of sports activities amongst the Board's employees.

This will have effect from the date of Board resolution i.e. 28-11-75.

Sd/-Secretary.

*Pick of the relevant portion of statement annexed to CORRECTION SLIP NO. 171
DATED 3-3-1976 (To G.O.No.18 (P) DATED 28-5-63) printed on page 13*

Sr. No	Regulation/ G.O./G.S.O.	Subject	Existing Delegation	Revised Delegation	Remarks
IV)	8) G.O.51 dt.6-4-61	Sanction non-recurring special grant upto Rs.1000/- for the staff clubs for purchase of sports material and providing recreation facilities.	Chairman	A.M.	-

**CORRECTION SLIP NO.178 DATED 1-7-1976
(To G.O.18(P), Dated 28-5-63)**

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

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

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

Encl :- Statement.#

Sd/-Secretary.

(# Pick of relevant portion of statement)

Subject	Competent Authority
G.S.O.51 dt.6-4-61 Annual grant to M.S.E.B. Sports Clubs in H.O.and other clubs in moffusil Offices.	Secretary

**CORRECTION SLIP NO.2 DATED 9-9-1980
(To G.S.O.51 Dated 6-4-1961 read with C.S.No.171 Dated 3-3-1976 to G.O.18(P))**

By their Resolution No.642 dt.19.7.80, the Board revised the existing delegation of powers in the matter of sanction of non-recurring Special grant upto Rs.1000/- for the staff clubs for purchase of sports materials and providing recreation facilities and delegated these powers to the A.M. in consultation with the Member (Admn.)

Sd/-Member(Admn.)/Secretary.

GENERAL STANDING ORDER NO.52 DATED 6/12-4-1961

Subject:-Rules regarding retention of quarters by Board's employees on transfers-
Modification of G.S.O.553.

In partial modification of G.S.O.No. 553 the Board under its resolution No.435 dated 12-3-1961 decided that if an employee of the Board in occupation of Board's own quarters or quarters hired in the name of the Board, who is transferred to another station, desires to retain the quarters at the old station beyond the

normal permissible period of 2 months from the date of his transfer for any reason, he shall be liable to pay the economic rent beyond the period of 2 months unless the Board decides otherwise. All such cases should be reported to the Head Office for permission of the Standing Committee within one week before the date of the expiry of 2 months period stated above giving reasons for further occupation.

Sd/-Secretary.

GENERAL STANDING ORDER NO.53 DATED 6/12-4-1961

Subject:-Constitution of the Board of Trustees for the Contributory Provident Fund of the Maharashtra State Electricity Board.

The Board under its resolution No.462 dated 12-3-61 decided to appoint for the present, only four Trustees to form the Board of Trustees for the administration of the Maharashtra State Electricity Board Contributory Provident Fund. The question of appointing two more trustees would be considered by the Board when the grant of exemption under Section 17 of the Employees Provident Fund Act 1952 is finally decided.

In pursuance of the provision of Regulation 5 of the Contributory Provident Fund Regulations, the Board appointed Shri K.Krishna Rao, Accounts Member and Shri R.S. Venkatramiah, Joint Chief Accounts Officer, as the Trustees- Shri K.Krishna Rao to be ex officio Chairman of the Board of Trustees.

As regards the remaining two Trustees to make up the complement of four, the Board directed that the different recognised Unions of employees should each be asked to furnish the figure of the Union's membership and also to recommend two or three names from whom the Board would select two persons to make up the complement of four.

The Board further clarified that the nominees of the Unions of the employees to be selected for appointment of Trustees should invariably be subscribers to the Contributory Provident Fund of the Board and accordingly amended the Regulations by inserting the words in bracket "(who shall be subscribers to the Board's Contributory Provident Fund)" between the words "the nominees " and "of the Unions of employees" occurring in the sixth line of Sub-Regulation (ii) of Regulation 5 of the Contributory Provident Fund Regulations.

Sd/-Secretary.

GENERAL STANDING ORDER NO.54 DATED 6-4-1961
General Section

Subject:-Supply of uniforms to Peons,Naiks and Blue Printers.

Reference :-Standing Committee's Decision No.91 dated 27-3-1961.

The Standing Committee has decided that hereafter the Naiks, Peons and Blue Printers should be supplied with uniforms made out of **Khaki Mill Cloth**. instead of **Khaki Khadi cloth**.

Sd/-Secretary.

GENERAL STANDING ORDER NO.55 Dated 13-4-1961
Establishment Section.

Subject:-Appointment of Non-matric/Non-S.S.C Junior Clerks in the pay scale prescribed for the qualified persons.

The Board under its Resolution No.455 dated 12-3-1961 decided that the following procedure may be followed in regard to the recruitment of Lower Division Clerks and/or absorption of the existing unqualified Lower Division Clerks in the grade prescribed for qualified Lower Division Clerks.

i) Such of the existing Junior Clerks in the payscale of Rs.55-3-85 who pass the departmental test prescribed for Lower Division Clerks shall be appointed by the Competent Appointing Authority in the revised payscale of Rs. 55-5-90-EB-5-140.

ii) The pay in the case of non-qualified Junior Clerks shall, on the date of appointment in the pay scale of Rs.55-5-90- EB-5-140 be fixed at a stage equal to his pay in the old scale if that is a stage in the scale of Rs.55-5-90-EB-5-140 and if there is no stage, the stage next below that pay plus personal pay equal to the difference to be merged in the next increment, subject to an option to the employees to accept appointment in the payscale of Rs.55- 140 from the date immediately following the date of his next increment in the pay scale of Rs. 55-3-85 the date of next increment in either case remaining unchanged.

iii) The previous service in the payscale of Rs.55-3-85 will not count for the purpose of seniority in the payscale of Rs.55-5-90-EB-5-140.

iv) Unless and until these non-qualified Junior Clerks in the payscale of Rs.55-3-85 are appointed in the payscale of Rs.55-5-90-EB-5-140 as per the procedure prescribed above, they shall continue in the pay scale of Rs. 55-3-85 which shall be treated as personal to them.

The Board also decided to retain the grade of Rs. 55-3-85 only for facilitating appointment of Licensees non-qualified clerical staff consequent on the Board taking over the assets of such Undertaking and not to perpetuate the practice of recruiting non-matric/non-S.S.C. candidates into the Board's service.

Sd/-Secretary.

CORRECTION SLIP NO.1, Dated 21-5-1984 DATED 21-5-1984
(TO G.S.O.55 DATED 13-4-1961)

Subject:-Maintaining common Seniority of L.D.C. qualified and L.D.C. Non-qualified.

The Board by their Resolution No.654, dated 4-2-1984, have decided as follows :-

i) To grant exemption from passing the Entrance Examination prescribed by the Board as provided under G.S.O. No. 55, dated 13-4-1961 to the Non-qualified L.D.Cs. appointed/absorbed from Licensees in the Board who have passed Matriculation/S.S.C. Examination and also completed 5 years service in the category of Non-qualified Lower Division Clerk.

ii) To fix Seniority of such Non-qualified L.D.Cs. in the Seniority of qualified L.D.Cs. from the date they are granted exemption from passing test as mentioned in para (i) above.

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

GENERAL STANDING ORDER NO.56 DATED 29-4-1961/9-5-1961
Establishment Section

Subject:-Delegation of powers regarding grant of leave.

The Board under its resolution No.487 dated 13-4-1961 revised the existing delegation of powers regarding the grant of leave and decided to delegate powers to the Chairman and the officers mentioned below to deal with applications for leave upto 3 months and not in any case exceeding 4 months and to make local arrangement wherever it is considered necessary by making officiating promotion without prejudice to the seniority of others or by granting special pay as provided in G.S.O. 246 of 12th September 1957.

A. Earned leave

Category of Employees.	Competent Authority.
1. C.E. Secretary F.A. & C.A.O. Dy. Chief Engineer.	Chairman.
2. S.E./Power Station Superintendents.	C.E. in consultation with chairman.
3. Other employees in Pay Group I.	
i). Head Office :	
(a) Technical.	C.E.
(b) Non-Technical (Non-Accounts) and Commercial Section.	Secretary.
(c) Accounts.	F.A. & C.A.O.
ii). Field:	
(a) All categories in Kolhapur Circle.	S.E., Kolhapur.
(b) All categories in other Circles and Zonal Office and Power Stations.	Dy.C.E.
4. Employees in Pay Group II.	
i) Head Office:	
(a) Technical	C.E.
(b) Accounts	F.A. & C.A.O.
(c) Other non-Technical and Commercial Section.	Secretary.
ii) Field	
a) All categories in circles and Power Stations	S.E. or Sr.P.S.S. as the case may be
b) All categories in Zonal Office	Dy.C.E.
5. Employees in Pay Group III and IV.	
i) Head Office:	
All categories in consultation with Section Head.	E.O.
ii) Field :	
All categories.	Dy.C.E. For Zonal Office. S.E. for Circle Office. Sr.P.S.S. or P.S.S. for Power Stations E.E. For Divisional and Sub Divisional Office.

If the leave is for a period exceeding 4 months, leave substitute shall be appointed by the Head Office in the case of posts in pay groups I and II. In the case of all other categories Deputy Chief Engineer, Superintending Engineer, Sr. Power Station Superintendent, Power Station Superintendent or Executive Engineer concerned shall make substitute leave arrangement locally within the Circle or within the Division or Power Station and in case such local arrangement would involve out of turn promotions, such promotions should not affect the seniority of any of the employees who are higher in the seniority list and a report of such promotions made subsequently to the Head Office.

The local arrangement is authorised to minimise too frequent transfers which are inconvenient both to the administration and to the employees themselves. Since seniority of the employees who are senior to persons so promoted as a measure of local arrangement is not being disturbed, there should be no grievance for any employee to nurse if such local arrangements out of turn were made purely as a temporary measure during such leave vacancies.

B. Casual leave

(a) Head Office:

Chief Engineer.	Chairman
Secretary.	
F.A. & C.A.O.	

Other employees in Pay Group I.

Technical.	Chief Engineer.
Non-Technical - Non-Accounts and Commercial.	Secretary
Accounts.	F.A. & C.A.O.

Employees in Pay Group II:

Technical staff.	S.E. (P&P)/S.E. (Civil)/C.O.S./E.E. (Works)/ E.E. (Progress)/for respective Sections.
Accounts Staff.	F.A. & C.A.O.
Other Non-technical and Commercial Section.	Secretary.
Employees in Pay Groups III & IV.	Section Heads.

(b) Field:

Dy. C.E. & S.E., Kolhapur.	C.E.
Other S.Es. & Sr. P.S.S. and P.S.S.	Dy. C.E.
All other categories of employees.	Officers in charge of respective units.

C. Other Leave.

In respect of grant of other leave, the existing delegations will continue to be operative.

Sd/-Secretary

GENERAL STANDING ORDER NO.57 DATED 11-5-1961

Subject:-Concessional rent to be charged to N.M.R. and Work-charged staff in temporary quarters.

The Board under its Resolution No.465 dated 13-4-1961 decided that in case of the N.M.R. and work charged employees of the skilled categories (irrespective of their emoluments) are provided with residential

accommodation in the Board's temporary quarters, they should be charged a concessional rent of 5% of their monthly total emoluments.

2. The present practice regarding supply of water and electricity should continue as hitherto, irrespective of the fact whether the employees are skilled or unskilled category.

3. The Board further decided:

(a) that the skilled categories of N.M.R. and work charged staff should not have any claim for priority for accommodation.

(b) that they (skilled N.M.R./Work-charged employees) should be accommodated only when quarters are lying vacant after employees having a claim for priority for accommodation (e.g. a regular employee of the Operation & Maintenance or Construction establishment) have been accommodated.

(c) that they would be required to vacate the quarters if any regular employee of the operation and maintenance and construction establishment having a priority of claim for accommodation has to be provided for.

(d) that it should be made clear that the unskilled N.M.R. and work charged staff have no claim for accommodation in the Board's quarters whether of pucca or temporary type and that in case quarters are allotted to them, they should be charged rent @ 10% of their total emoluments, and

(e) that the concession of rent @ 2 1/2% mentioned in G.S.O. 459 should be available only where accommodation is provided in Katcha type structures such as of asbestos, or tin sheets or such other materials constructed purely for temporary duration and not in the type of semi-pucca structures envisaged in the said G.S.O.

4. The above decision should be deemed to be effective from the date of the Board's Resolution.

5. The Board authorised the Chairman to decide any pending case consistent with the above decision.

Sd/-Secretary.

GENERAL STANDING ORDER NO.58 DATED 11-5-1961
General Section

Subject:-Supply of uniform to Khansama and Rect House Attendants.

The Chairman in exercise of the powers delegated to him as per para VI of G.S.O. 381 dated the 11th September 1958 has accorded his approval to the supply of uniforms and other articles as mentioned below to the Khansama and the Rest House Attendants every year.

- i) Two sets of trousers (Pants) and full sleeve Bush Coats of white drill cloth.
- ii) Badge bearing the name of the Board
- iii) Woollen jersey every third year to those working in Vidarbha and Marathwada region

2.The uniforms may be worn only when serving at the table.

Sd/-Secretary.

GENERAL STANDING ORDER NO.59 DATED 17-5-1961
Establishment Section

Subject:-Grant of Dearness Allowance to Board's employees who had exercised option No.II.

It has been decided that the increase in Dearness Allowance sanctioned by the Board from time to time under G.S.O.No.456 dated 14-5-59, No.11 dated 23-8-1960 and No.50 dated 5-4-1961 should also be made applicable to the employees who had exercised option No.II as in the case of those who had exercised option No.I.

Sd/-Secretary.

GENERAL STANDING ORDER NO.60 DATED 17-5-1961

Subject:-Charges for the use of Board's rest houses by Government Auditors.

The Board under its Resolution No.490 dated 9-5-1961 has decided in partial supersession of Board's Resolution No.2457 dated 29-4-59 (G.S.O.No.474 dated 15-6-1959), that hereafter whenever Government Auditors while on duty occupy Board's rest houses, they should be charged for the rent and the cost of water and electricity at the same rates as are payable by the Board's employees on duty occupying Board's rest houses.

Sd/-Secretary.

GENERAL STANDING ORDER NO.61 DATED 17-5-1961

Subject:-Maharashtra State Electricity Board Contributory Provident Fund Regulations.

The Board under its Resolutions No.491 dated 9-5-1961 has decided that Regulation 17(C) of the Maharashtra State Electricity Board C.P. Fund Regulations be modified so as to read as under:-

"17(C). A fresh advance should not be granted except for special reasons, until atleast three months elapse after the final repayment of all previous advances together with interest there on."

Sd/-Secretary.

GENERAL STANDING ORDER NO.62 DATED 17-5-1961

Subject:-Reimbursement of residential charges for the occupation of Inspection Bungalows.

The Board under its Resolution No.481 dated 9-5-61, has decided that an employee occupying a P.W.D. or a District Inspection Bungalow in the course of his tour on duty should be entitled to draw the difference between the actual charges paid at the rates prescribed for non-Government servants on account of occupation of such bungalows and the charges that would be payable by a Government servant occupying the same bungalow.

Sd/-Secretary.

GENERAL STANDING ORDER NO.63 DATED 12-6-1961*

Subject:-Review of Delegation of powers.

The Board under its Resolution No.516 dated 5-6-61 has approved:

(a) insertion of the words "or an Officer of an equivalent rank" after the letters "E.E." in the delegation at serial No.1 (A), Section VI Misc. of G.S.O. 42.

(b) addition of a note to 1 (A) of Section VI Misc. of G.S.O. 42 to read as under:

"Note:- All Officers mentioned above are authorised and shall be competent authorities to sign or verify claims, complaints, written statements, applications or petitions to engage lawyers and to act, appear, produce or withdraw any documents or moneys in the Court and to do all other acts and things necessary for the proper conduct of the proceedings on behalf and in the name of the Board and shall also be competent authorities to settle or compromise any claims or cases with the approval of the Standing Committee."

Sd/-Secretary.

(Please see also Circular No.GEN/MISC/33319 dt.5-7-1961 below GSO-64)*

GENERAL STANDING ORDER NO.64 DATED 12-6-1961

Subject:-Scope of transfers - vis-a-vis- Seniority Groups.

The Board under its Resolution No.527 dt.5-6-1961 has decided (in modification of its earlier decision on the Subject in Resolutions 171,271 and 414 of 13-9-1960, 8-11-1960 and 15-2-1961 respectively) that the revised delineation of seniority Groups should be as indicated below.

(A) Posts the minimum of whose pay scale is Rs.150/- and above.

(a) Non-Technical Non-accounts:

(i) Establishment Superintendents or equivalent posts and above.

The seniority shall be statewise.

(ii) Establishment Assistant or equivalent posts.

The seniority shall be Circlewise, the Head Office being also treated as a Circle for the this purpose.

(b) All other staff.

The seniority shall be statewise.

(B) Posts the minimum of whose payscale is Rs.100/- and above but below Rs.150/-.

The seniority shall be circlewise.

(C) All posts the minimum of whose pay scale is below Rs.100/-.

The seniority shall be Divisonwise, provided that in the case of Power Station Staff, the Powerr station shall be deemed to be a Division.

The Board directed that these changes should be embodied in all Regulations as may be necessary in the context such as the Seniority Regulations, Recruitment Regulations etc.

Sd/-Secretary.

CIRCULAR No. GEN/MISC/33319 DATED 5-7-1961

Subject:-Genral Standing Orders Nos.63 & 64 Dated:-12-6-61.

In the above noted two General Standing Orders the date of the Board's Resolution Nos.516 and 527 has been shown as 5-6-1961. But the correct date of the Board's Resolution in both the cases is 20-5-1961. Hence it is requested that the necessary change in the date from 5-6-1961 to 20-5-1961 in both the G.S.Os. may please be carried out in all the copies sent to you.

Sd/-Secretary.

GENERAL STANDING ORDER NO.65 DATED 12-6-1961
General Section

Subject:-House Rent Allowance to the Board's employees.

Reference:-G.S.O. No. 226 dated 26-7-1957.

The Board under its Resolution No.542 dated 20-5-1961 has decided that the employees of the Board should be held eligible to draw House Rent Allowance if their sphere of duty falls within 3 miles of the Municipal limits of the places where the grant of H.R.A. is admissible provided the employees concerned reside within the Municipal limits and provided further that where the place of duty is beyond 3 miles from the Municipal limits, if an employee for reasons for his own chosers to reside within the Municipal limits, he should not be held eligible for the grant of House Rent Allowance.

Sd/-Secretary.

GENERAL STANDING ORDER NO.66 DATED 16/20-6-1961
General Section

Subject:-Passing of Hindi Examination by Board's employees.

Reference :- G.S.O.No.47 dated 28-2-1961.

The Standing Committee under its decision No.173 dated 8-6-1961 has decided that the time limit for passing the examination in Hindi by the Board's employees should be extended upto 31-3-1962, other conditions remaining unchanged.

Sd/-Secretary.

GENERAL STANDING ORDER NO.67 DATED 19-6-1961
Establishment Section

The Standing Committee under its decision No.171 dated 6-6-1961 accorded its approval to the conducting of the Medical Examination of Class I & II officers by the Senior Panel Doctors appointed by the

Board at Divisional Head-quarters in addition to those who have already been empowered to do so in accordance with G.S.O. No.469.

Sd/-Secretary

GENERAL STANDING ORDER NO.68 DATED 3-7-1961

Subject:-Supply of uniforms to Class IV employees of the Board working in the Head Office, Bombay.

The Chairman, in exercise of the powers delegated to him as per para VI of G.S.O.381 dated the 11th September 1958, has accorded his approval to the supply of one woollen coat, made out of dark blue cloth to each Class IV employee of the Board in the Head Office, Bombay, once in every four years.

The cloth used should be superior in the case of Naiks and Daftary and coarse in the case of Peons and others.

Sd/-Secretary.

GENERAL STANDING ORDER NO.69 DATED 6-7-1961
Establishment Section

Subject:-Grant of special casual leave to the Board's employees who are summoned to attend the court on behalf of Government.

Reference:-G.S.O.No.88 dated 3-4-1956.

The Board under its Resolution No.565 dated 19-6-61 has accorded sanction to treat the absence of an employee, if summoned by a Court as witness to give evidence on behalf of Government, as special casual leave and to allow him to retain the Bhatta and/or T.A. that he may get from the Court.

Sd/-Secretary.

GENERAL STANDING ORDER NO.70 DATED 18-7-1961

Subject:-Charges for the use of Board's Rest Houses payable by Government Auditors.

The Board under its Resolution No.558 dated 19-6-61 has decided that the Board's employees and the Government Auditors who, are permitted the use of the Board's rest houses shall be charged rent at the following concessional rates.

"If the premises allotted (one room if it is a Rest House, and a suite of rooms consisting of one room, bath and kitchen, if it is a quarter) are occupied by one person, a composite charge of Rs.1/- per day by way of rent, electricity and water charges will be payable. If two or more persons share the premises, the charges will be 75 Naye Paise per day per person.

Sd/-Secretary.

GENERAL STANDING ORDER NO.71 DATED 19-7-1961

Subject:-Reimbursement of travelling expenses to the Board's employees for taking training under the Worker's Education Scheme.

The Board under its Resolution No.562 authorised the Chairman to sanction the claims of travelling allowance in respect of the Board's employees who might be sent for the training under the workers' Education Scheme who were required to undertake study tours after ascertaining the amount borne by the Central Board of Workers' Education.

2. The Board also authorised the Chairman to sanction an adhoc allowance not exceeding Rs. 50/-p.m. per trainee under the scheme if they were required to go to the place of training from their headquarter station, depending upon the degree of monetary hardship in each case.

Sd/-Secretary.

(Please connect Dept.Cir. No.35900 dt.26.6.64, Dept.Cir.No.53760 dt.19.8.65, (printed in Annexure to this volume) and Adm.Cir.No.78 & Adm.Cir.No.112)

GENERAL STANDING ORDER NO.72 DATED 5/8-8-1961

Subject:-Rules regarding retention of quarters by Board's employees on transfer.

The Standing Committee under its Resolution No.227. dated 20-7-1961 has decided that the term "economic rent" used in the Board's Resolution No.435 (G.S.O. 52 dated 6-4-1961) may be changed to "Standard rent".

Sd/-Secretary.

GENERAL STANDING ORDER NO.73 DATED 8-8-1961

Subject:-Delegation of Powers-Purchase of spare parts for Diesel Engine sets

Reference:-General Standing Order No.42 dated 16-2-1961.

The Board under its Resolution No.622 dt.20-7-1961 decided that the following new instruction (b) should be inserted in column 5 after (a) against 2 E (i) & (ii) of Section I Stores under General Station Order No. 42 and the existing instruction (b) should be read as (c)

(b) A list of suppliers of genuine parts and of suitable substitutes of proper type should be maintained and the officers empowered under 2 E (i) & (ii) should obtain quotations from them as indicated in (a) above.

(B)The Board confirmed that the words "and SBR 3027 of 26-10-1959" should be added below 192 in col.3 against 2 E (i) & (ii) to indicate that the decision in SBR 3027 was superseded.

(C) The Board also directed that the brackets and the words "(on recommendation of C.E.)" occurring in col.2 against Sr. No.2(F) of Section I Stores under G.S.O.42 should be deleted and the following remark inserted in column 5.

"Deputy Chief Engineer and Controller of Stores, Superintending Engineer and Senior Power Station Superintendent to whom powers have been delegated under this item are authorised to

decide whether it is necessary that the spares and parts should be purchased from the manufacturers' representative only".

The Board directed that necessary changes should be made in G.S.O.42.

Sd/-Secretary.

GENERAL STANDING ORDER NO.74 DATED 11/21-8-1961

Subject:-Loan of Stream Line Filter to the Koyna Organisation - Hire Charges thereof

The Board under its resolution No. 599 dated 20-7-1961 has accorded its approval to charge the Koyna authorities 1% of the total cost of the equipment per month towards the rent of the equipment. The Board further, decided that in the case of non-Government Organisations and local authorities, the charge should be 2% per month of the total cost of the equipment.

Sd/-Secretary.

GENERAL STANDING ORDER NO.75 DATED 11/21-8-1961

Subject:-Supply of Woollen clothing to Vehicle Drivers, Chowkidars & Sweepers.

The Board under its Resolution No.595 dt. 20-7-1961 decided that the following categories of Board's employees borne on regular establishment and working at non-coastal places where the cold during winter season is severe might be supplied with woollen clothing as under:

(1)Vehicle Drivers:- One woollen coat and pant made out of coarse cloth of Blue black colour every 4 years at a cost not exceeding Rs. 50/- including stitching chares. Any excess over Rs. 50/- to be borne by employee.

(2)Chowkidars & Sweepers:- One jersey of Grey colour every 4 years subject to a ceiling price of Rs. 10/-.

The Deputy Chief Engineer and Superintending Engineers of Circles were delegated with powers to determine the non-coastal places for this purpose.

Sd/-Secretary.

GENERAL STANDING ORDER NO.76 DATED 11/21-8-1961

Subject :-Pay-scale of the post of Assistant D'man.

Reference :-General Standing Order No. 43 dated 16-2-1961 - Addendum.

The Board under its Resolution No. 618 dt. 20-7-61 accorded its approval to the inclusion of the post of an Assistant Draftsman under serial No. 21 of the Statement appended to MBR.271 of 8-11-1960 as item (xxi) as indicated below:

Sr. No.	Designation	Present pay scale	New pay scale	Remarks.
21 (xxi)	Assistant Draftsman	Rs.(80-8-160) (60-6-120)	Rs.80-8-160	

Sd/-Secretary

GENERAL STANDING ORDER No.77 DATED 11/21-8-1961

Subject:-Delegation of powers-Purchase of technical and non-technical books in H.O. and in the field offices.

Reference:-Board's Resolution No.623 dated 20-7-1961.

The Board reviewed the powers delegated under G.S.O.192 of 6-4-1957, SBR No. 2733 of 13-8-1959 and G.S.O. 507 dated 13-10-1959 and G.S.O.42 dated 16-2-61 in respect of purchase of technical and non-technical books in the Head Office and in the field offices and in supersession of those powers the Board approved the following revised powers:-

- | | |
|--|---|
| (1) Standing Committee | any amount upto the limit of the annual provision made in the budget (This is already provided in H.O. Circular No.20) |
| (2)Chairman | Rs.5000/- for technical and non-technical books and periodicals, for Head Office and any field office. |
| (3)Chief Engineer. | Rs.3000/- technical books and periodicals for Head Office only. |
| (4) Secretary | Rs.500/- for non-technical books and periodicals for Head Office only. |
| (5) F.A. & C.A.O. | Rs.500/- for non-technical books and periodical for Head office only. |
| (6) Dy.Chief Engineer | Rs.2000/- for technical and non-technical books and periodicals for the Zonal Office. |
| (7) Superintending Engineer incharge of circle office. | Rs.2000/- for technical and Non-technical books and periodicals including copies of Acts, Rules and other day to day reference books required by Divisional office under him. |
| (8) Executive Engineer. | Rs.100/- for divisional office.
[This is meant for purchase of news- papers and periodicals and any books that may be needed for reference in the divisional office.] |

The Board also raised the annual grant for the Head Office to Rs.8000/-. Any purchase in excess of the limits mentioned above will be subject to the sanction of the Standing Committee which is already empowered under Head Office Circular No.20 to purchase books upto the limits of the annual budget provision.

The Board directed that suitable changes should be made in the G.S.O. 42 embodying the revised powers.

Sd/-Secretary.

GENERAL STANDING ORDER NO.78 DATED 12/21-8-1961

Subject :-Revision of pay scales

Reference :-General Standing Order No.43 dated 16-2-1961.

Authority	Nature of powers	To whom delegated	Remarks
Board's Resolution No.608 dated 20-7-1961	To consider cases of pay fixation and remove the anomalies, if there be any, by granting special pay to the extent of the actual losses that may have to be suffered by the employees as a result of re-fixation of their pay in the revised scales sanctioned vide Board's Resolution No.271 dated 8-11-1960.	Chairman.	

Sd/-Secretary.

GENERAL STANDING ORDER NO.79 DATED 17/21-8-1961
Establishment Section

Subject:-Protection of emoluments of employees on work-charged and Nominal Muster Roll Establishment on their appointment on regular basis.

The Board under its resolution No.603 dt. 20th July 1961, decided that the benefit of General Standing Order No. 340, i.e. protection of total emoluments in respect of such of the employees who were formerly working on work-charged and N.M.R. Establishment and who have been appointed on regular establishment prior to 2-5-1958 on the minimum of the new scale, should be given subject to scrutiny and audit.

2.The Board further directed that while fixing the pay of the individuals referred to in (1) above on their absorption in regular establishment the subsequent increase of Rs.5/- granted in D.A.(Vide G.S.O.No.456)should not be taken into account for calculating the total pay.

3.The Board also decided that the increments of persons who were working on work-charged establishment on a regular time scale and whose increments were stopped as a result of the Board's decision as communicated in G.S.O.No.25 dated 6-10-1955 and who were subsequently appointed on regular establishment and who are still in service with the Board should be treated as released for the purpose of recalculating their pay without paying them the past arrears.

4.The Board further decided to permit re-fixation of seniority consequent on re-fixation of pay but subject to past cases of promotion not being re-opened.

Sd/-Secretary.

GENERAL STANDING ORDER NO.80 DATED 22-8-1961

Subject:-Financial assistance to staff Co-operative Canteens.

The Board under its Resolution No.557 dt. 19-6-1961 has approved the general pattern of assistance to be given to the staff Co-operative Canteens at various units of the Board as indicated below:

1) Accommodation:

Suitable accommodation to be provided at a nominal rent of Rs.1/- per month.

2) Purchase of utensils, furniture, crockery etc.

A non-recurring grant upto Rs. 1000/- to each Co-operative Society running a canteen for the purchase of utensils, furniture, crockery etc., the actual amount depending on the number of employees as the Chairman may decide, provided that a nominal rent of Rs 1/- per year be charged each (a) for utensils and crockery and (b) for furniture provided further that the grant shall be subject to the condition that the Co-operative Society shall itself replace utensils, furniture and crockery in case of breakage, loss or damage.

3) Free Supply of Lighting:

Free supply of electricity for lighting, electricity duty being paid by the Society.

4) Establishment Cost:

Financial assistance to the extent of 50% for the first three years in respect of establishment cost :

As regards establishment cost the Board decided that the Standing Committee may lay down standards for establishment.

Sd/-Secretary.

**CORRECTION SLIP NO.1 DATED 2-5-1964
(To G.S.O. 80 Dated 22-8-1961)**

Subject:-Financial assistant to the staff Co-operative Canteens.

The Board under its Resolution number 2411 of 24th February 1964 has decided that the staff Co-operative Canteen etc. should be charged standard rent instead of Rs.1/-p.m. as nominal rent as is charged at present and to compensate such societies by sanctioning them the difference between the standard rent and Rs.1/- as grant.

In view of the decision, paragraph 1 on 'accommodation' G.S.O.80 stands amended to read as under:

"Charge standard rent for accommodation to be provided to the staff Co-operative Canteens, and to compensate them by sanctioning them the difference between the standard rent and Re.1/- as grant".

Sd/-Secretary.

*Pick of relevant portion of statement annexed to CORRECTION SLIP NO.178
DATED 1-7-1976 (To G.O. 18(P), DATED 28-5-63) printed on page 143*

Subject	Competent Authority
G.S.O.80 dt.22-6-61 Financial assistance to Staff Co.op canteens	Secretary.

**CORRECTION SLIP NO.2 DATED 4-3-1977
(To G.S.O.80 Dated 22-8-61)**

Subject:-Financial Assistant to the staff canteen.

The Board vide its Resolution No. 304 dt. 31-1-77 has accorded its approval to modify the existing G.S.O.80 in respect of general pattern of assistance for staff canteens to read as follows:

1) Accommodation:

Charge standard rent for accommodation to be provided to the staff canteen and to compensate them by sanctioning them the difference between standard rent and Rs.1/-as rent.

2) Purchase of utensils, furniture, crockery etc.:

A non recurring grant upto Rs.5000/- to each staff canteen for purchase of utensils, furniture, crockery etc. The actual amount depending on the number of employees as the Secretary may decide, provided that a nominal rent of Rs.1/- per year be charged each (a) for utensils and crockery (b) for furniture, provided further that the grant shall be subject to the condition that the staff canteen organised and run by the staff of the Board either through a duly registered Co-op. Society or otherwise, shall itself replace utensils furniture and crockery in case of breakage, loss or damage.

3) Free supply of lighting:

Free supply of electricity for lighting, electricity duty shall be paid by the staff canteen.

4) Establishment Cost:

Financial assistance to the extent of 50% for the first three year in respect of establishment cost.

The Board decided to authorise the Chairman in consultation with Accounts Member, Technical Member (T & D) and Technical Member (G) to lay down standards for establishment.

Sd/-Secretary.

**CORRECTION SLIP NO.3 DATED 4-10-1977
(TO G.S.O.80 Dated 22-8-1961)**

Subject:-Financial Assistance to the staff canteens.

G.S.O.80 dt.22-8-61 has made provision for financial assistance to the extent of 50% for the first 3 years in respect of establishment cost to the staff canteens.

In pursuance of the powers delegated vide para 4 of Correction Slip No.2 dt.4-3-77(to G.S.O.80 dt.22-8-61) the Chairman in consultation with A.M.,T.M.(T&D)and T.M.(Gen.)has approved the following standards of establishment cost for staff canteens, to grant financial assistance to the extent of 50% for the first 3 years.

No.of employees in the Establishment where staff canteen is run.	Standard establishment cost.
1. Less than 100	Rs.200/-per month or actuals whichever less.
2. 100 and more but less than 200.	Rs.300/-per month or actuals whichever less.
3. 200 and more but less than 400.	Rs.400/- per month or actuals whichever less.
4. 400 or more.	Rs.500/-per month or actuals whichever less.

Sd/-Secretary

**GENERAL STANDING ORDER NO.81 DATED 6-9-1961
Establishment Section**

Subject:-Travelling Allowance to Line-Staff-Modification to Service Regulation No.93 A.

The Board under its Resolution No.650 dt. 23-8-61 decided that the existing Maharashtra State Electricity Board Employees Service Regulation 93 A may be modified to read as under:-

Regulation 93A : In the case of line staff, daily allowance should be allowed as under:-

- | | |
|---|--------------------------------|
| i) For absence from Headquarters for visits for line work to places beyond 5 miles from headquarters for 8 hours or less. | Nil |
| ii) For absence from headquarters for visits for line work to places beyond 5 miles from headquarters exceeding 8 hours but not exceeding 12 hours. | 1/2 D.A. |
| iii) For absence from headquarters for visits for line work to places beyond 5 miles from headquarters exceeding 12 hours upto 24 hours. | Full Rate |
| iv) For absence from headquarters for visits for line work to places beyond 5 miles from headquarters for any fraction of a day after completion of 24 hours. | Rate as in (ii) & (iii) above. |

Sd/-Secretary.

GENERAL STANDING ORDER NO.82 DATED 8-9-1961
Establishment Section

Subject:-Grant of pedal bicycle advance to employees of the Board.

The Board under its Resolution No.662 dated 23rd August 1961 has accorded its approval to the grant of advance for the purchase of pedal bicycle to the employees who are holders of substantive posts in the Board and whose duties involve maintenance of pedal bicycle for efficient performance of their duties, on the same terms and conditions as provided in its resolution No.297 dt. 5-12-1960 (notified in G.S.O.32 dt. 21-12-1960 read with G.S.O. 510 dt. 20-11-1959) irrespective of period of their service under the Board.

Sd/-Secretary.

GENERAL STANDING ORDER NO.83 DATED 22-9-1961
Establishment Section

Subject:-Delegation of powers regarding grant of leave.

Reference:-G.S.O.No.56 dated 29th April 1961.

The Standing Committee under its decision No.276 dated 4-9-1961 has decided that the headings regarding the kind of leave viz. "A-Earned Leave" and "C-Other leave" referred to in G.S.O.No.56 of 29th April 1961 should be replaced by the headings "A-Leave admissible under Regulations 78,79,80 and 87 of the Service Regulations and "C-Other leave (Not included in A & B above) such as study leave and special disability leave.

Sd/-Secretary.

GENERAL STANDING ORDER NO.84 DATED 22-9-1961
General Section

Subject:-Supply of uniforms-Stitching charges for the -

Reference:-G.S.O. No. 38 dated 30-1-1961

The Standing Committee under its decision No.278 dated 4-9-1961 has decided that the ceiling charges for stitching Bush-coats may be fixed at Rs.4/- as against Rs.1.50 fixed previously which has been found to be on a low side.

2. The Standing Committee has further decided that any excess over the ceiling charges fixed for various items of uniforms under G.S.O.No.38 dated 30-1-1961 with the above increase in the case of Bush-coats may be borne by the employee.

3. The orders contained in this G.S.O. will be effective from the date of G.S.O. 38 viz.30-1-1961.

Sd/-Secretary.

GENERAL STANDING ORDER NO.85 DATED 22-9-1961
Establishment Section

Subject:-Extension of the time limit prescribed for passing the departmental Professional Examination.

The Board under its Resolution No. 705 dated 23-8-1961 has accorded its sanction to the extension of the time limit for passing the prescribed Professional Examination by the technical employees upto 31-10-1963 or the date on which the Examination that shall be held in the month of October 1963 is over, whichever be earlier, provided that -

- a) normal increments falling due during the extended period of an employee shall not be withheld for want of passing the Professional Examination.
- b) the promotion that may be ordered during the extended period shall be on condition that the employees should pass the examination by October 1963 at the latest failing which his further increments would be liable to be stopped and he would be liable to be reverted to his substantive post.

Sd/-Secretary.

GENERAL STANDING ORDER NO.86 DATED 22-9-1961
Establishment Section

Subject:-Revision of pay scales etc.

Reference:-G.S.O.No.43 dated 16-2-1961.

The Standing Committee under its decision No.277 dated 4-9-1961 has decided that the sub-paragraph 2 to paragraph 4 relating to Section V [Inter-transferability of the staff from Generation side to Distribution side and allied matters appearing in the Annexure (Appendix F) to Resolution No.271 of 20th December 1960(G.S.O.43 of February 1961) reproduced below :-

"The Power House Superintendents shall be answerable to the Deputy Chief Engineer for operation and maintenance and to the Chief Engineer for Capital Works. " should be replaced by the following sub-paragraph.

"The Senior Power Station Superintendent shall be answer able to the Deputy Chief Engineer for operation and maintenance and to the Chief Engineer for Capital Works."

2. Ballarshah Power Station will be under the administrative control of Superintending Engineer, Nagpur for all purposes and the Power Station Superintendent will be answerable to Superintending Engineer, Nagpur and through him to Deputy Chief Engineer and Chief Engineer.

Sd/-Secretary.

GENERAL STANDING ORDER NO.87 DATED 22-9-1961

Subject:-Amendment to Contributory Provident Fund Regulation No. 17(a) relating to grant of advances.

The Board under its Resolution No.671 dated 23-8-61 has decided that the following words should be added after the work "Robbery" in Regulation 17(a) (viii) of the Contributory Provident Fund Regulations:-

"fire, cyclone, floods or any such unforeseen calamities."

Sd/-Secretary.

GENERAL STANDING ORDER NO.88 DATED 22-9-1961
Establishment Section

Subject:-Grant of advance of T.A.on tour.

Reference:-G.S.O.No.376 dated 30-8-1958.

The Standing Committee under its decision No.280 dated 8-9-1961 has decided to grant full advance of the estimated T.A.on tour to officers in Pay Groups I and II as in case of employees in Pay Group III & IV and also to remove the present restriction of granting the advance to Class I officers only if the estimated T.A.exceeds Rs.150/-.

Sd/-Secretary.

GENERAL STANDING ORDER NO.89 DATED 23-9-1961
Establishment Section

Subject:-Terms and Conditions of deputation of Board's Engineers/Officers for foreign training-revision of.

In partial modification of G.S.O.Nos.144 dated 9-10-1956 read with G.S.O.365 dated 14-7-58, the Board under its resolution No.653 dt. 23-8-1961 has accorded its approval to the liberalisation of the existing rules to the extent indicated below.

a) An employee sent for training in the foreign contries shall be granted special leave not debitable to his leave account if the period of deputation/training (exclusive of the travel time both ways) does not exceed six months and during this period he shall be allowed to draw pay which he would have drawn had he remained on duty in India, the period of deputation being treated as duty for all purposes.

b) If the period of training exceeds six months, the first six months of absense shall be treated as deputation period (vide (a) above)and the remaining period shall be treated as special leave on half average pay not debitable to his leave account or as Leave on full average pay debitable to his leave account if the employee so desires, subject to the following conditions :-

(i) The leave salary during the special leave shall be equal to half average pay subject to a minimum of Rs.500/- provided that in no case will it exceed the average pay.

(ii) Dearness allowance to the trainee during the period of deputation shall be admissible at the normal rate at which it would have been drawn had the officer not proceeded on deputation and at half the rate admissible on the amount of leave salary during the period of special leave subject to the pay plus the admissible D.A. taken together not exceeding the minimum of Rs.500/- fixed at (i) above. No Dearness Allowances shall be admissible on salary of Rs.500/- as above.

(iii) Payment to C.L.A. and H.R.A. shall be governed by the normal rules of the Board.

(c) The employee shall be entitled to free passage by tourist class both ways and also equipment allowance of Rs.500/- if the period of training exceeds six months or Rs.250/- if the period is less than six months. This payment on account of passage and equipment allowance shall be reduced to the extent any other authority makes any payment towards the cost of passage and equipment.

d) The employee shall be allowed to retain the stipend provided by the contractor (subject to the condition that if the same falls short of the daily allowance admissible according to the Government of India rules, the difference shall be made good to him by the Board). The amount of stipend shall be determined before the employee proceeds for overseas training.

2) The Board further decided that these revised rules shall be made effective from the date of the Board Resolution and not to past cases and that they shall not apply to those who may go abroad for training through their own efforts.

Sd/-Secretary.

GENERAL STANDING ORDER NO.90 DATED 23-9-1961

Subject:-Registration of Contractors as approved suppliers of stores at Divisional Level.

The Board under its resolution No.660 dt.23-8-1961 has accorded its approval to adopt the under noted policy for registration of Contractors at the Divisional Level.

Registration.

General Policy:- The Board decided to register contractors at the Divisional Level under one class only viz. "C(Local)"

The minimum conditions for registration should be :-

- (1) The firm should be of at least 3 years standing.
- (2) The average value of stocks normally held should not be less than Rs.50,000/-.
- (3) The firm should be on the approved list of any three of the following:-
 - (a) Executive Engineer, P.W.D.
 - (b) Local Municipality.
 - (c) District Local Board.
 - (d) District School Board.
 - (e) Local Post and Telegraph Department and any such other Government or Semi Government organisations.
- (4) The firm should be :-
 - (a) Distributors, (b) Dealers of average means, (c) Small scale manufacturer, (d) Printers, (e) Furniture suppliers.

In case of furniture suppliers and printers, the condition No. 2 may not be insisted upon.

- (5) The firm should have executed satisfactorily a number of orders of values aggregating over Rs. 25,000/- since the formation of the Board or orders worth Rs.50,000/- from other local Government and other organisations.

The Controller of Stores will be the competent authority for registration of contractors under Class "C(Local)". The Executive Engineers concerned should forward the applications of suppliers etc. along with the statement of recommendations to the Controller of Stores, Bombay for approval.

Terms and conditions applicable to class "C (Local)" contractors will be as follows:-

Permanent Deposit:- They will be required to deposit an amount of Rs. 500/- towards permanent deposit.

Earnest Money:- They will not be required to pay any earnest money deposit.

N.B.:- In case of failure to accept the order in accordance with the terms of the tender, Earnest Money will be adjusted from the permanent deposit @1% of the value of the tender subject to a minimum of Rs.250/-.

Security Deposit:- They will be required to provide Security Deposit against supply orders as detailed hereunder:-

(a) for value upto	Rs.3,000/-	Nil
(b) for the next	Rs.7,000/-	10% additional
(c) for the next	Rs.10,000/-	5% additional
(d) for the value above	Rs.20,000/-	additional of 1% subject to overall deposit ceiling of Rs.1,500/-.

N.B. :- In case of failure to execute the order satisfactorily the permanent deposit will be appropriated to the extent necessary towards Security Deposit calculated at the rate of 10% of the value of the order.

Terms of payment:- They will be eligible to receive 90% payment against forwarding documents and test certificates and the balance 10% within 2 months from the date of receipt of materials unless otherwise stated in the contract.

General:-

(I) Mode of payment of permanent deposit.

Permanent deposit is payable in cash, G.P.Notes, N.S. Certificates and in the form of fixed deposit receipts of approved banks in the name of Maharashtra State Electricity Board for a period of one year to be renewed in time. P.D. is also payable through local cheques and Demand Drafts drawn on Scheduled Banks. In case of G.P.Notes, the amount of permanent deposit should be on the basis of the market value of the G.P.Notes at the time of presentation of the G.P.Notes, further each endorsement in the G.P.Note should be duly certified by the Public Debt Officer, Reserve Bank of India, Bombay.

(II) Mode of Payment of Earnest Money Deposit:

Earnest Money may be paid by cheque on the Scheduled Banks at the places wherefrom the tender has been issued by those tenderers who are from that place. Others should pay by means of Demand Draft Payable on any scheduled Bank in the place from where the tender has been issued.

(III) Mode of payment of Security Deposit:

Security Deposit may be paid in cash or through local cheques and Demand Drafts, drawn on Scheduled Banks.

(IV) Failure to accept the order or execute same as per terms and conditions of the Board.

In the event of any failure either to accept an order in accordance with the standard conditions or to fulfill the contract satisfactorily as per the terms and conditions of the supply order, the earnest money/security Deposit and liquidated damages are liable to be adjusted at the option of the Board from permanent deposit and/or any amount outstanding against their Bills for supplies effected against any other orders already placed with the contractors.

The officers competent to place orders for supplies, works or services shall act within the limits of their delegated powers.

Sd/-Secretary.

GENERAL STANDING ORDER NO.91 DATED 23-9-1961
Establishment Section

Subject:-Review of Divisionwise and Circlewise Seniority - Modification of G.S.O. 64 dated 12-6-1961.

The Board under its Resolution No.708 dated 23-8-1961 has decided that the revised delineation of Seniority Groups and the scope of transfers should be as under.

Non-Technical Staff.

Technical Staff other than Steam Power Station staff.

Steam Power Station Staff.

(a) Divisionwise Seniority for allAs in Col.1 categories whose minimum is Rs.40/ or below.

(b) Circlewise seniority or thoseAs in Col.1 whose minimum is above Rs.40/- but below Rs.150/- Zonal Office at Nagpur, Testing Division and Ballarshah Power Station are to be combined with Nagpur Circle Seniority.

(c) Statewise seniority for posts withAs in Col.1 minimum of Rs.150/- and above.

(a) Each Steam power Station is to have its own seniority for technical posts with minimum of Rs.80/- and below.

(b) For all posts the minimum of which is above Rs.80/- but below Rs.150/- all the Steam Power Stations in the Zone should have common Seniority.

Sd/-Secretary.

GENERAL STANDING ORDER NO.92 DATED 26-9-1961
Establishment Section

Subject:-Delegation of powers.

Reference:-G.S.O. No.42 dated 16-2-1961.

The Board under its Resolution No.666 dated 23-8-1961 has approved the following amplifications in the existing delegations and directed that suitable amendments should be made in the relevant G.S.O. No. 42 dated 16-2-1961.

A. In Section I - "Stores Purchase", at Serial No.4:-

(1) Insert the following notes in Column 5 :-

Note1: All orders for supplies and services involving an expenditure of Rs.3000/- or less need not be pre-audited. They shall however be subject to post audit if not already preaudited.

Note2: In the case of supply orders estimated to cost Rs.50/- or less, the officer competent to place the order may waive the necessity of inviting quotations.

Note 3 : In times of real emergency, an officer not below the rank of an Executive Engineer shall have powers to dispense with the necessity of calling for quotations upto Rs.1000/- (total value of materials to be purchased). When serious breakdown has occurred or is anticipated in a Steam Power Station, the Power Station Superintendent may place orders without obtaining quotation or preaudited upto Rs.50/- per article, irrespective of number of articles purchased.

B. In section I "Stores Purchase", at Serial No.10 :-

(1) delete the provision "provided that in the case of the Central Office, the items of equipment and furniture should be deemed to be excluded from the scope of this delegation" occurring in Column 2, and

(2) add the words "Secretary and Financial Adviser and Chief Accounts Officer " after the words " Chief Engineer" occurring in Column 4.

C. In Section I - "Stores Purchase" at Serial No.17 :-

(1) In Column 2, the words " waiving of penalty for delays in execution of contracts (Stores Purchase)" should be replaced by the following :-

(a) Waiving of Earnest Money,

(b) Waiving of Security Deposit,

(c) Waiving of

(i) Penalty clause before awarding a contract, and

(ii) Penalty after awarding a contract.

(2) In Column 4, for the existing provision substitute the following against (a), (b) and (c) respectively:-

(a) i) No earnest money need be taken for orders upto Rs.3000/-

ii) For orders above Rs.3000/- the various authorities competent to accept tenders are authorised to consider tenders not accompanied by earnest money subject to the condition that before the order is placed, the tenderer furnishes earnest money. In exceptional cases, the authority competent to accept the tender may waive the payment of earnest money.

(b)i) No Security Deposit need be taken for orders upto Rs.3000/-,

ii) For orders above Rs.3000/-, the powers for waiving Security Deposit shall be as under :-

Chairman:- For orders upto Rs.1,00,000/-

Standing Committee:- For order's above Rs.1,00,000/-

(c) The various authorities competent to accept tenders are authorised to waive the penalty clause before awarding the contract and to waive the penalty (after a contract is awarded with penalty clause) leviable in accordance with the agreement for delay in the execution of the contract subject to a report to next higher authority. In the case of the tenders accepted by the Board or the Standing Committee, the Chairman shall be the competent authority to waive penalty.

D. In section I - "Stores purchase" at Serial No.19(b) delete :-

(a) the following words from Column 2 :-

"(Except the standard conditions of (i) Security Deposit and (ii) Penalty Clause".

(b) the following words from Column 4 :-

"The standard conditions relating to

(i) Security Deposit and

(ii) Penalty clause shall be relaxed only by the Standing committee"

E. In Section II - "Works", at Serial No.7 :

Add the following note in Column 5 :

"In times of real emergency, an officer not below the rank of an Executive Engineer shall have powers to dispense with the necessity of calling for quotations upto Rs.1000/- (total value of the material to be purchased)".

F. In Section II - "Works", at Serial No.20:-

(1) Against "(a) Waiving of Earnest Money", add the words "No earnest money need be taken for orders upto Rs.3000/- For orders above Rs.3000/- " at the beginning before the words "the various authorities accepting " in Column 4.

(ii) Against "(b) Waiving of Security Deposit"

Add the words "No Security Deposit need be taken for orders upto Rs.3000/-..For orders above Rs.3000/- the powers for waiving security deposit shall be as follows" :-

before the existing provision

*Chairman :- Upto Rs.1,00,000

Standing Committee :- Above Rs.1,00,000 (without limit)",

occurring in Column 4.

(iii) Below "(b) Waiving of Security Deposit" in Column 2, add the following :-

"(c) Waiving of Pre-audit"

Add the following in Column 4:-

"All orders for works and services and miscellaneous contracts involving an expenditure of Rs.3000/- or less need not be preaudited. They shall however be subject to post audit if not pre-audited".

G. In Section II - "Works" at Serial No.22:-

(i) The words "Reduction or waiver of penalty" occurring in Column 2 should be replaced by the words:-

"Waiving of (i) Penalty clause while awarding a contract, and

(ii) Penalty after execution of contract".

(ii) The words "Authority accepting next higher Authority" occurring in Column 4 should be replaced by the following:-

"The various authorities accepting tenders are authorised to waive the penalty clause while awarding a contract and to waive the penalty leviable in accordance with the agreement for delay in the execution of it subject to a report to the next higher Authority".

H. (a) In Section VI at Serial No.3,

replace the present delegation of powers against III in column 4 by the following delegations. :-

- | | |
|--|-----------|
| (i) Chairman | Rs.2000/- |
| (ii) Heads of Departments i.e. Chief Engineer, Secretary and F.A. & C.A.O. | Rs.200/- |
| (iii) Supdtg. Engr.(Com.), (civil), (P.&P.) and Controller of stores. | Rs. 100/- |
| (iv) Other Section Heads | Rs.10/- |

(b) In Section VI - Miscellaneous at Sr.No.3(a) add the words in Column 4.

"Superintending Engineer (Commercial)

Superintending Engineer (P. & P.)

Superintending Engineer (Civil)

and officers of equivalent rank for the Head Office".

below the words "Controller of Stores for Head Office".

- I. In Section VI - "Miscellaneous" at Serial No.24(b) add the following note in Column 5.

Note:- Earnest Money and Security Deposit need not be insisted. Penalty clause also may be waived by the officer in charge of Unit, provided that, where the material to be transported is of considerable value, the Contractor may (at the discretion of the officer giving the contract) be asked to furnish a bond undertaking to reimburse the loss to the Board in respect of the goods entrusted to him".

Sd/-Secretary.

**GENERAL STANDING ORDER NO.93 DATED 5-10-1961
Establishment Section**

Subject:- Recruitment - Payment of travelling expenses to outside candidates for appearing for interview - Delegation of powers to Chairman to incur expenditure.

Authority.	Nature of powers	To whom delegated	Remarks.
Board's Resolution No.706 dt. 23.8.61.	To grant single to and for 3rd Class Railway fare to outside candidates appearing for interview/ test if warranted by extra-ordinary circumstances.	Chairman.	

Sd/-Secretary.

Pick of the relevant portion of statement annexed to CORRECTION SLIP NO.171 DATED 3-3-1976 (To G.O.No.18(P) DATED 28-5-63) printed on page 13

(See on next page)

Sr. No.	Regulation/ G.O./G.S.O.	Subject	Existing Delegation	Revised delegation	Remarks
IV)	3)G.S.O.93 dated 5-10-1961	Grant of railway fare to outside candidates attending interview..	Chairman	T.M. -in respect of Technical post. A.M. -in respect of non-technical post.	-

**CORRECTION SLIP NO.1 DATED 9-9-80
(to G.S.O.93 dated 5-10-61)**

Read with C.S.No.171 dt.3-3-76 to G.O.18(P).

By their Resolution No.642 dated 19.7.80 the Board decided to delegate powers to the following authorities in the matter of grant of single to and fro second class Railway fare to outside candidate appearing for interview/test when warranted by extra-ordinary circumstances.

Nature of powers.

To whom delegated.

To grant single to and fro 2nd class Railway fare to outside candidates appearing for interview/test if warranted by extra-ordinary circumstances.

TM/TD/AM/Member(Adm.) for posts in their respective wings.

Sd/-Member(Adm.)/Secretary

**GENERAL STANDING ORDER NO.94 DATED 5-10-1961
Establishment Section**

Subject:-Benefits of Housing Accommodation and other attendant concessions-Clarification regarding para (V) of G.S.O.No.552 dated 11-4-60 as modified by G.S.O. No.28 dated 28-11-60.

It is here by clarified for information that paragraph (V) of G.S.O. No.552 dated 11-4-60 as it originally stood prior to the issue of G.S.O. No.28 dated 28-11-1960 divides itself into two sub-paragraphs. By issue of G.S.O. No. 28 dated 28-11-1960 only the first sub-paragraph is modified (while the second sub-paragraph remains intact) and which remained to be indicated in the said G.S.O.28. The subsisting paragraph (V) of G.S.O. No.552 is, therefore as under:-

"(V) With regard to para I(B) of G.S.O.361, the Board decided that frequently transferrable staff who are eligible to housing accommodation in the Board's quarters will be eligible to such accommodation provided accommodation is available in the Board's own quarters, for which the employees shall be liable to pay 10% of pay plus C.L.A. or the standard rent whichever is lower. If no such accommodation is available the employee may engage outside rented accommodation in which case, the Board will pay as house rent allowance upto the limit of 15% above 10% of the pay plus C.L.A. which is payable by the employees. This rule will apply only to places where the Board, has built a colony for the staff

and no accommodation becomes available to the employee concerned. It shall not apply to other places.

However, such of the regular employees who are engaged on operation and maintenance of the plant and equipment and whose presence is required at the works at any hour of the day and night and those of the regular employees engaged on actual construction will be eligible to a concession of paying the rent at the rate of 5% of pay plus C.L.A. This concession however shall not be available to the supervisor staff who are not normally required to do shift duties. Such of the Operation and Maintenance staff who are eligible to the concessional rent of 5% and not having been provided with accommodation in the Board's own quarters, may engage private rented premises within a reasonable distance in which case they will have to bear the rent upto 5% of the pay plus C.L.A. while the Board will bear rent upto 20% over the said 5%.

The Clarification given above shall be effective from the same date as specified in G.S.O. No. 552 dated 11-4-1960.

Sd/-Secretary.

GENERAL STANDING ORDER NO.95 DATED 17-10-1961
Establishment Section

Subject:-Delegation of powers.

The Board under its Resolution No.715 dated 26-9-1961 has approved the following ammendment to its earlier Resolution No.666.

"In the second line below the heading H (a) in Section VI at serial No.3 replace the figure III by "(d)III".

G.S.O. 42 may be amended accordingly.

Sd/-Secretary.

GENERAL STANDING ORDER NO.96 DATED 24-10-1961
Board Section

Subject:-Maharashtra State Electricity Board Contributory Provident Fund Regulations Regulation 32.

The Board, under its Resolution No.723 dated 26-9-1961 has directed that the word "resigns" occurring in the second line of Regulation 32 of the Contributory Provident Fund Regulations should be replaced by the words "quits service". The Board also approved inclusion of the following explanatory note under Regulation 32(b).

"**Note**:-For the purpose of this Regulation absense from duty without permission beyond 30 days shall be liable to be treated as quitting service".

Sd/-Secretary.

GENERAL STANDING ORDER NO.97 DATED 26-10-1961
Accounts Section

Subject:-Signing of money receipts-Delegation of powers.

The Standing Committee under its decision No.333 dt. 23-10-1961 has approved of the various officers of the Board signing receipts for cash received as indicated below :-

- | | | |
|-----|--|--------------------|
| 1) | All Officers(in the field) of the rank of Executive Engineers and above. | without limit. |
| 2) | F.A. & C.A.O. and Jt. C.A.Os., in the Head Office. | without limit. |
| 3) | Dy.Executive Engineer, (excluding those in the H.O.) | upto Rs.1,00,000/- |
| 4) | Accounts Officers. | upto Rs.1,00,000/- |
| 5) | Assistant Engineers (excluding those in the Head Office). | upto Rs.10,000/- |
| 6) | Divisional Accountants. | upto Rs.10,000/- |
| 7) | Head Cashier in the Head Office | upto Rs. 1,000/- |
| 8) | Assistant Accountants. | upto Rs. 1,000/- |
| 9) | Junior Engineers. (excluding those in the Head Office) | upto Rs.1,000/- |
| 10) | Officers-in-charge or Supervisors or U.D.Cs. in charge of Cash Collection Centre for energy bills. (for L.T.Bills only). | upto Rs. 500/- |
| 11) | Bill collectors/ Assistant Cashiers. (for L.T.Bills only). | upto Rs. 250/- |

Sd/-Secretary.

GENERAL STANDING ORDER NO.98 DATED 3-11-1961
Account Section

Subject:-Recognition of 4 1/2% Maharashtra State Electricity Board Bonds, 1971 as approved security for the purposes of Security Deposits to be kept with the Board.

The Standing Committee under its decision No.337 dated 26-10-1961

has decided to treat the 4 1/2% Maharashtra State Electricity Board Bonds, 1971 as approved securities for all kinds of deposits from contractors and consumers.

Sd/-Secretary.

GENERAL STANDING ORDER NO.99 DATED 16-11-1961
Board's Section

Subject:-Imprest Account-Increase in the amount of-Amendment to G.S.O. 42

The Board under its Resolution No. 776 dated 17-10-1961 has resolved that the limit of Rs.500/- upto which Superintending Engineers in Circles and Executive Engineers in Divisions can grant imprest to Deputy Executive Engineers, Assistant Engineers, Junior Engineers, Store-keepers and others as provided under Serial No.1(b) and (c) of Section III - Cash Imprest etc. of G.S.O.42 should be raised to Rs.2,500/-.

The Board directed that there should be a proper check on the utilisation of the imprest amounts and the balances held by the officers who have been authorised to hold imprest-amounts.

Sd/-Secretary.

GENERAL STANDING ORDER NO.100 DATED 4-12-1961
Establishment Section

Subject:-Increments-Competent Authorities to Grant -

The Board under its Resolution No. 732 dated 26-9-1961 has decided that the existing delegations under part F of 12th schedule to the Board's Service Regulations should be replaced by the following:-

Categories of posts.	Competent Authorities to release routine increments when due, subject to scrutiny and audit.
----------------------	--

A - Head Office :

- | | |
|--|---|
| I. Chief Engineer Secretary. Financial Adviser and Chief Accounts Officer. Vigilance & Security Officer. | Chairman. |
| II. (a) Technical Officers in Pay Group I. | Chief Engineer. |
| (b) All Accounts Officers in Pay Group I in Head Office. | Financial Adviser and Chief Accounts Officer. |
| (c) All other posts in Pay Group I. | Secretary. |
| III. Employees in Pay Group II. | |
| (a) Technical | Respective Section Heads. |
| (b) Accounts | Jt.Chief Accounts Officer(I). |
| (c) Other posts in Pay Group II. | Respective Section Heads. |
| IV. Pay Group III & IV in Head Office. | Establishment Officer. |

B - Mofussil:

- | | |
|--|------------------------------------|
| I. (a) Deputy Chief Engineer. (b) Superintending Engineer, Kolhapur/ Bombay. | Chief Engineer. |
| II. (a) Other Superintending Engineers. (b) Sr.Power Station Superintendents. | Dy.Chief Engineer. |
| III. Executive Engineers in charge of Divisions and Power Station Superintendents. | Superintending Engineer concerned. |

- IV. All staff in Thermal Power Stations. Sr.Power Station Supdt.or Power Station Superintendent as the case may be.
- V. Officers in charge of other Units under Executive Engineers concerned. Executive Engineer's control.
- VI. All categories of posts not covered by the above Officers in charge of the respective units.

.....

All cases of release of increments shall be scrutinised and pre-audited to see whether the increments are due consistent with the provisions in Regulations Nos.59A, 61, 62, 63 and 64 of the Bombay State Electricity Board Service Regulations and any other orders issued by the Board on the subject of release of increments.

Sd/-Secretary.

GENERAL STANDING ORDER NO.101 DATED 7-12-1961
Establishment Section

Subject:-Reimbursement of Medical Bills to the extent of per capita rate Payable to Panel Doctor.

Reference:-G.S.O. No.31 dated 14.12.60.

In the matter of reimbursement of medical expenses to employees of the Board working at places where there are no Panel Doctors, the practice hitherto has been to pay only upto the limit of proportionate capitation amount (Rs.14 in the case of unmarried and Rs.28/- in the case of married employees in a year) upto the end of the quarter during which illness occurred. For example, if illness occurred in the month of June, reimbursement of the actual permissible expenses was made upto 1/4 th of the capitation amount. If, on the other hand, illness occurred in the last quarter, he was considered eligible to reimbursement of the actual permissible expenses upto the limit of the full capitation amount.

The Standing Committee reviewed the position and has decided (under Standing Committee's Decision No.344 of 1.11.1961) that an employee should be eligible to reimbursement of the actual permissible expenses upto the limit of (and not exceeding) the capitation amount in a year irrespective of the month or the quarter in which illness may have occurred. For example if illness occurred in the month of June 1961 and the actual permissible expenses have been Rs.35/- the employee will be eligible to reimbursement of Rs.28/- or Rs.14/- as the case may be, even though the illness occurred in first quarter.

The competent authorities for sanctioning reimbursement for the mofussil will be Dy.C.E./S.E.'s and the Secretary in the H.O.

Sd/-Secretary.

GENERAL STANDING ORDER NO.102 DATED 7-12-1961

Subject:-Delegation of Powers regarding payment of Running Accounts Bills.

It is noticed that there has been a typographical omission of a few words in connection with the procedure of paying running account bills in Col. No.4 at serial No.24 of Section II Works of G.S.O.42. The following correction should therefore be made in the said G.S.O. 42:

Add the following between the words "... to the extent of" and "75% of estimated value"occurring in the preamble under the heading "Running Account Bills" in column No.4 against serial No.24 of statement II of G.S.O.42.

"the measurements taken and advance payment bills to the extent of"

The revised preamble under the heading "Running Account Bills" in column No.4 against serial No.24 of statement II of G.S.O. 42 will read as under:-

"All R.A. Bills irrespective of whether works orders have been placed by H.O. or field officers, are to be passed and paid by the Executive Engineers, upto any limit (by drawing more than one cheque if necessary) to the extent of the measurements taken and advance payment bills to the extent of 75% of estimated value of work, subject to following provisions :-

Sd/-Secretary.

GENERAL STANDING ORDER NO.103 DATED 27-12-1961
Establishment Section

Subject:-Delegation of powers to Chairman to permit any officer of the Board to retain in part or full the remuneration which he might get by virtue of his being member of any Committee provided he is nominated by the Board or any other officer of the Board authorised in that behalf.

Authority	Nature of powers.	To whom delegated	Remarks.
M.B.R.807 dt.29-11-61.	To permit any officer of the Board to retain in part or full the remuneration which he might get by virtue of his being a member of any committee provided he is nominated by the Board or any other officer of the Board authorised in that behalf.	Chairman.	

Sd/-Secretary.

GENERAL STANDING ORDER NO.104 DATED 4-1-1962

Subject:-Constitution of the Board of Trustees for the administration of the Contributory Provident Fund.

The Board under its Resolution No.832 dated 29/30th November 1961 has constituted a Board of Trustees of the following persons for the administration of the Contributory Provident Fund.

- 1) Shri K.Krishna Rao Chairman of the Board of trustees as the Board's nominees.
- 2) Shri R.S.Bhandarkar Trustee.

3) Shri R.S.Venkatramaiah	Trustee.	as the Board's nominees.
4) Shri V.S.Vaykole	(Head Office)	as employees' nominees
5) Shri V.R.Dabke	(Ballarshah)	
6) Shri A.P.Pendse	(Amravati)	

Sd/-Secretary.

GENERAL STANDING ORDER NO.105 DATED 10-1-1962.

Subject:-Amendment to General Standing Order 322 read alongwith General Standing Order 42 Section II - Item 3.

The Board under its Resolution No.803 dated 29/30-11-1961 has decided to treat General Standing Order 322 as having been superseded and to amend General Standing Order 42 by adding a note below the note in remarks column of item 3 Section II of General standing Order 42 mentioned below:

"Note (4): The powers prescribed in Column 4 shall be exercised by the field officers even in case of consumers in the area adjacent to the boundary limits of a sanctioned village, for giving supply to agricultural pumping loads.

A new village should be deemed to have been electrified if more than 5 pumps are connected.

Sd/-Secretary.

GENERAL STANDING ORDER NO.106 DATED 9-1-1962

Subject:-Non-Fatal accidents - Grant of leave due in the case of employees who get compensation under the Workmen's Compensation Act.

The Board under its Resolution No.800 dt.29/30th November 1961 has decided that an employee who suffers any injury during the course of and arising out of his employment and who is unable to attend to his duties, should not be refused earned leave, if the same is due to him, on the ground that he is eligible to receive compensation under the Workmen's Compensation Act.

Sd/-Secretary.

GENERAL STANDING ORDER NO.107 DATED 12/16-1-1962

Subject:-Regulations regarding Seniority of the Employees of the Maharashtra State Electricity Board.

Resolution No.362 of 13-1-61 404 of 15-2-61 713 of 26-9-61 & 829 of 30-11-61

The principles of seniority discussed by the Board at various stages and the decisions taken from time to time under the marginally mentioned Resolutions have been embodied in the Maharashtra State Electricity Board Seniority Regulations. These Regulations are circulated for information and guidance.

Sd/-Secretary.

**MAHRASHTRA STATE ELECTRICITY BOARD
SENIORITY REGULATIONS**

Preamble:

In exercise of the powers conferred by Section 79 (c) of the Electricity (Supply) Act, 1948, the Maharashtra State Electricity Board is pleased to make the following Regulations to regulate the Seniority of the employees in its service.

Short Title and Extent

1. (i) These Regulations shall be called the "Maharashtra State Electricity Board Employees' Seniority Regulations 1961".
- (ii) These Regulations Shall be effective from 1st January 1961.
- (iii) If any of these Regulations are in conflict with the provisions of law for the time being in force, the latter should be deemed to be operative.
- (iv) Save where it is otherwise expressed or implied, these Regulations with such amendments and modifications as may be effected from time to time by the Maharashtra State Electricity Board shall apply to all employees under its administrative control.

Interpretations;

2. In these regulations unless there is anything repugnant in the subject or in the context, the terms used are in the sense here explained:-

(a) **Board** means "Maharashtra State Electricity Board " .

(b) **Cadre** means a part of an establishment declared by the Board as such and which may include one or more categories of posts in different grades at different levels, the incumbents of which are eligible for promotion by seniority and/or selection as may be the case, when vacancies of higher posts occur in the same part of the Establishment.

(c) **Category of the posts** means a class of posts in a particular grade of pay within cadre, separately designated in relation to the nature of functions assigned.

(d) **Ex-cadre post** means post outside the cadre.

(e) **Ex-cadre transfer** means transfer of an employee from one cadre to another or in respect of an employee not being a member of a cadre, his transfer from one post to another.

(f) **Seniority** means relative place of an employee in the order of standing in a particular seniority group.

(g) **Seniority Group** means a group of categories of posts declared by the Board as such and where incumbents have common gradation of seniority and the incumbents of which are transferable from one category to another.

(h) **Service Regulations** means Bombay State Electricity Board Employees Service Regulations 1957 adopted by the Maharashtra State Electricity Board with such amendments as may be made therein from time to time.

General Principles:

3. Seniority shall be based on the length on continuous service in the particular category:

(A) Provided that any leave sanctioned according to the Service Regulations during the period shall not constitute a break in continuity of service;

(B) Provided further that in the case of employees in service of the Board as on 31-12-1960, their inter se seniority based on the principles followed on that date shall remain unchanged till they are promoted to higher posts. When so promoted their seniority in the higher posts shall be regulated as per the relevant provisions of these regulations i.e. the Maharashtra State Electricity Board Employees Seniority Regulations 1961.

4. For purposes of fixing seniority length of service shall be counted from the date of the order of appointment or of promotion and not the date of joining the post .

5. Save as otherwise decided by the Board in any particular case or cases for special reasons, seniority among candidates selected for appointment to posts at the same time in one batch of vacancies shall be regulated as under:-

(i) If a certain percentage of posts are reserved for direct recruitment and others for departmental promotions, the department appointees' seniority shall be listed first in their order of seniority in the lower cadre inter se upto the extent of the percentage so reserved and they shall be followed in seniority by the direct recruits in the order of merit.

(ii) if any direct recruit is selected for any of the posts because of non-availability of suitable departmental candidate, his seniority shall be fixed in the manner prescribed in (i) above.

6. The inter se seniority of candidates for advertised posts to be filled by direct recruitment shall be determined by the competent authority and notified in the order of merit, notwithstanding the fact that any of the candidates so selected may already be an employee of the Board.

7. Persons promoted earlier shall rank higher in the new category than those promoted later irrespective of their comparative seniority in the lower posts before promotion.

8. Where passing of a qualifying test within a given period is a condition prescribed for continuance in the post, the date of passing the test at any time within the prescribed period shall not affect the inter se seniority in the category.

9. Employees of licensees whose undertakings are taken over by the Board, when absorbed in the service of the Board, may be ranked in seniority lists along with other persons of the respective categories in which they are absorbed on the basis of the dates of their entry into the service of the Board. The inter se seniority, if any, of the licensee's employees will however be operative on their absorption in the Board's service and may not as far as possible be disturbed.

10. Service rendered under the following circumstances shall not count for seniority either in the higher or in the lower category:

(a) in a higher category in a short leave vacancy,

(b) in a higher category as a result of the local arrangement without affecting the seniority of others senior to the incumbent concerned and

(c) where the Competent Authority declares that a promotion has been effected out of turn without considering the claims of those senior to the employee concerned or that such out of turn promotion was not justifiable.

11. The service of an employee in a purely temporary vacancy or as a trainee or apprentice or as understudy shall not count as service for seniority provided that if person holding a temporary post without break is eventually confirmed in that post, the temporary service shall, except in the cases covered by clause 10 above, count for seniority.

12. A person who has been promoted in due turn, but who foregoes promotion of his own accord, would lose seniority and would become junior to the person who is promoted to the higher post but shall not be debarred from being considered for promotion to a similar higher post when the next vacancy occurs.

13. If a post requires specialised knowledge and an employee is promoted out of turn to that post on the ground of his possessing such specialised knowledge, such post may be declared by the Competent Authority as an "ex-cadre" post and the provisions of Regulation 10 will apply to the incumbent. Service rendered by an employee in such ex-cadre post shall count as if it had been rendered in the original cadre post. (The Standing Committee shall be the Competent Authority so far as posts in pay Groups II, III, and IV are concerned and the Board for posts in pay Group I).

14. When the date of the order of promotion is the same in respect of any two or more employees of the same category who are promoted, the seniority of such employees shall (save in the case of selection posts in which case, seniority may be fixed by the Competent Authority in the order of merit) be decided according to their seniority in the lower cadre at the time of such promotion. In the case of two or more persons in common Block Seniority promoted to higher posts at the same time, their seniority on promotion shall be specified by the Competent Selecting Authority.

15. Service in one or more categories of posts which are in the same seniority group shall count for seniority purpose.

16. If an employee is re-categorised by the Competent authority for administrative reasons (and not as a result to any departmental action under the Conduct, Discipline and Appeal Regulations) the service in the category from which recategorisation is made, shall count for seniority in the category to which re-categorisation is made

17. (1) The scope of Divisionwise, Power Stationwise Circlewise and Statewise seniorities in respect of

(a) technical Staff excluding Steam Power Station staff,

(b) Power Station staff,

(c) Non-Technical (Accounts) staff, and

(d) Non Technical (Non-Accounts) staff, shall be as indicated below:-

Non-Technical Staff including Accounts in Units other than Steam Power Stations (1)	Technical Staff (2)	Steam Power Station staff including Accounts and other non technical Sections. (3)
(a) Divisionwise Seniority for all categories where minimum of scale of pay is Rs.40/- or below.	(a) as in column 1	(a) Each Steam Power Station shall have its own seniority for the posts in all categories the minimum of pay of which is Rs.80/- and below.
(b) Circlewise Seniority for those minimum of whose pay scale is above Rs.40/- but below Rs.150/-	(b) as in column 1	(b) All the Steam Power Stations grouped together in a Zone shall have a common seniority for all posts the minimum of the scale of pay of which is above Rs.80/- but below Rs.150/-

Note:- (1) Head office is to be treated as a Circle for this purpose
 (2) Zonal Office and Testing Division at Nagpur are to be combined with Nagpur Circle for this purpose.
 (3) The Bhusawal Division will, for this purpose, be combined with Amravati Circle.

Note:- The common seniority for all the categories under this head in all the Steam Power Stations shall be prepared and circulated by the Dy.C.E. of the Zone.

Non-Technical Staff including Accounts in Units other than Steam Power Stations (1)	Technical Staff (2)	Steam Power Station staff including Accounts and other non technical Sections. (3)
(c) Statewise Seniority for all categories the minimum of scale of pay of which is Rs.150/- and above.	(c) as in column 1	(c) As in column 1 Note to(a),(b) & (c) The inter se seniority between generation and non-generation cadres of the Technical Department shall be regulated according to Part(V) of the Annexure to G.S.O. 43 of 16th February 1961.

(2) For promotions to posts the seniority of which is on a Circlewise basis or on a Statewise basis and for which persons borne on different seniority lists in the lower groups and qualified for such promotions have to be considered e.g.

(a) when line helpers who are in Divisionwise seniority groups are to be considered for promotions to the posts of Lineman which are in the Circlewise seniority group,

(b) when Upper Division Clerks in the Accounts Cadre who are in the Circlewise seniority group are to be considered for promotions to the posts of Assistant Accountants which are in the Statewise seniority group,

(c) when Upper Division Clerks in the Non-Accounts cadre, who are in the Circlewise seniority groups are to be considered for promotions to the posts of Establishment Assistants, Head Clerks, Store Assistants, which are in the Statewise seniority group,

the senior most persons in the lower seniority groups or Circlewise seniority groups as the case may be appointed to these groups on or before the date that may be fixed by the Competent Authority, shall be considered. The selected persons shall then be arranged in a common seniority group in the order of merit as may be determined by the Competent Authority and promotions effected from this seniority list as and when vacancies arise.

18. The Technical Department shall have two main wings Generation and Distribution, and in respect of each of these wings, seniority lists shall be prepared

(a) in respect of employees in different categories upto the level of (but excluding) Junior Engineers or their equivalent posts,

(b) in respect of employees in different categories above the level of (but excluding) Junior Engineers or their equivalent posts and

(c) in respect of Junior Engineers on the Distribution side and equivalent categories on the Generation side.

The level of Junior Engineers shall be the stage where seniorities of the two wings will merge and thereafter they will again bifurcate till they reach the level of the Senior Power Station Superintendent on the Generation side and Superintending Engineers on the Distribution side from whom, selection may be made for the post of Deputy Chief Engineer. The Competent Authority shall after taking all aspects into consideration such as qualifications, experience, aptitude and also administrative exigencies, decide at the level of Junior Engineers or equivalent level on the Generation side, as to whether employees in either wing should continue in the same wing or be transferred to the other wing, whereafter the seniorities of the incumbents in different categories in each wing shall be separately maintained.

19. The seniority of employees in two or more different seniority lists who are jointly eligible for promotion to a higher post in a cadre in accordance with the channels of promotion prescribed by the Board shall be separately maintained and subject to other prescribed conditions including that of passing any

qualifying test, senior persons in each group appointed to the posts in the respective group on or before a date that may be fixed by the Board in the case of employees in Pay Group I and the Standing Committee in the case of Pay Groups II, III and IV shall be considered for such promotion.

20. (i) On reversion, a promotee shall assume his old seniority in the lower grade and subject to sub-paragraphs (ii) and (iii) of this paragraph, he shall lose his seniority in the higher category.

(ii) In the case of an employee who had been reverted as a result of disciplinary action and who has been re-promoted the appointing authority shall fix his seniority which shall not be higher than that of others who have rendered equal or more service in the higher grade, provided that in the case of an employee who has been completely exonerated, the seniority which he had before his reversion may be restored

(iii) In the case of an employee who had been reverted for reasons other than disciplinary action and who is re-promoted, the Competent Authority shall fix his seniority in the higher category as it may think proper after taking into consideration the length of his service in the higher category before reversion.

21. (a) In the case of an ex-cadre transfer effected at request of an employee, the service in the original unit of seniority from which he is transferred shall not count as service as for the purpose of seniority but the date of his reporting for duty in the new post shall be taken as the basis of his seniority.

(b) If ex-cadre transfer is effected for administrative reasons, service in the original unit of seniority shall count in the new post but such transfers may not normally be made for any period exceeding 3 years, unless the Board in the case of employees in Pay Group I and the Standing Committee in the case of employees in other pay Groups, extends the period of transfer or authorises absorption of such transferee substantively in the new post.

22. In the case of employees of different integrating units in whose case the then existing seniority lists were maintained and the senior persons from each list were considered for promotion to higher posts, the same procedure should continue till the seniority of all the employees in different pay groups gets integrated.

23. A Seniority List as on 31st March shall be drawn up separately for each seniority group upto date and shall be circulated before 31st July every year.

24. Notwithstanding anything contained in these Regulations, the Board may for reasons recorded in writing in the case of any employee relax the provision of any of these regulations.

Amendment NO.1/54510 Dated 12-12-62
(G.S.O.No.107 dt.16-1-62)

Subject:-Seniority Regulations.

The existing note No.3 under clause 17(1) (b) on page 6 of G.S.O.No.107 dated 16-1-1962 (Regulations regarding seniority of Employees of the Maharashtra State Electricity Board) may be treated as withdrawn.

Sd/-Secretary.

GENERAL STANDING ORDER NO.108 DATED 19-1-1962
(S.C.D.No.421 of 29-12-1961)

Subject:-Hindi Examination.

1. All employees of the Board who will not have completed 45 years of age on the date of the notification of this General Standing Order shall be required to pass any one of the following examinations in Hindi before 30-6-1963 or within 2 years from the date of their appointment whichever be later.

- a) The 'Pravin' Examination of the Maharashtra Rashtra Bhasha, Poona.
- b) The 'Vinit' Examination (Fourth Examination of Gujarat Vidyapith, Ahmedabad).
- c) The 'Quabil' Examination conducted by the Hindustani Prachar Sabha, Wardha and Bombay.
- d) The 'Praveshika' i.e. the fourth grade examination of the Dakshina Bharat Hindi Prachar Sabha as conducted by the Karnatak Hindi Prachar Sabha Dharwar.
- e) Higher Standard Hindi Examination conducted by the Maharashtra State Government Ad-Hoc Board.

Note:- Secretary in case of employees in pay groups II and III and Chairman in the case of employees in pay group I shall be competent to grant for special reasons, extension of time for passing the examination upto 2 years.

2.A. The following persons are exempted from the necessity of passing the examination :-

- i) Employees in Pay Group IV.
- ii) Such of the categories of employees on Technical side in Pay Group III as the Chairman may decide.
- iii) Graduates with Hindi as one of the subjects.
- iv) Employees who have already passed any one of the Examinations prescribed in para 1 above.
- v) Employees who have already passed the Kovid Examination of the Rashtra Bhasha Prachar Samiti Wardha or an equivalent examination of Maharashtra Rashtra Bhasha Sabha of Poona or similar examination of the Hindi Prachar Sabha or any similar examination conducted by a duly constituted and recognised Institution as may be considered by the Chairman as equivalent to any of the examinations prescribed in para 1.
- vi) Employees who have adequate knowledge of Hindi of the standard not lower than that of any of the Hindi examinations prescribed in para 1 above.

Note to (vi) :- An employee may be deemed to possess adequate knowledge of Hindi for the purpose of exemption.

(a) if he has passed S.S.C. examination through Hindi medium.

(b) if Hindi is his mother tongue.

2.B. Authorities competent to certify and grant exemption

I. Head Office, Bombay.

i) Chairman for all Pay Group I Officers in Head Office and Mofussil Offices.

ii) Chief Engineer for all technical staff in Groups II & III.

iii) Secretary for all non-technical staff in Groups II & III.

II. Field Offices

i) Dy.Chief Engineer for all Technical and Non-Technical staff in pay Groups II & III in the Zonal Office.

ii) Superintending Engineers of Circle for all Technical and Non-Technical staff in Groups II & III in Circle, Divisional and Sub-Divisional Offices.

iii) Sr.Power Station Superintendents for all Technical and Non-Technical staff in Groups II & III in Power Stations.

3. Non passing of the prescribed Hindi Examination in the case of an employee not exempted under Regulation 2 shall unless condoned by the Competent Selection Committee in consideration of his other qualifications and experience be considered as a drawback for promotion to any higher post.

4. This General Standing Order will be effective from the date of its notification and will supersede all previous orders on the subject including the following General Standing Orders :

General Standing Order No. 19 of 10-9-1955.

General Standing Order No. 52 of 9-2-1956.

General Standing Order No. 19 of 10-10-1960.

Sd/-Secretary.

Please connect Adm.Cir.Nos.24 & 28

**CORRECTION SLIP NO.1 DATED 18-7-1974
(To GSO No.108 DATED 19-1-62)**

Subject:-Passing of the Hindi Examination.

The Board under its Resolution No.586 dated 29-6-1974 has accorded its approval to:

- (i) exempt the employees of the Board who are born on or before 1-5-1928 from passing the Hindi Exam.
- (ii) extend the time limit for passing the Hindi examination upto 1-1-1975.

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

**CORRECTION SLIP NO.2 DATED 24-7-1975
(To GSO No.108 Dated 19-1-62.)**

Subject:-Passing of the Hindi Examination.

The Board under its Resolution No.1272 dt.10-7-1975 has accorded its approval to:

1. Extend the time limit for passing the Hindi Examination by Board's employees upto 1-1-1976.
2. Delegated the powers to the Chairman to consider such extension to Board's employees(if granted by Government) in future and/or for acceptance of such rules when prescribed by Government with reference to Hindi Examination.

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

**CORRECTION SLIP NO.3 DATED 2-5-1978
(To G.S.O.No. 108 Dated 19-1-1962)**

Subject:-Delegation of powers for grant of exemption from passing the Hindi Examination.

The Board under its Resolution No.946 dated 30-3-78 has accorded its approval to revise the delegation of powers for grant of exemption from passing Hindi examination as per the statement appended hereto.

Sd/-Secretary.

Statement showing the existing and revised delgation of powers for grant of exemption from passing the Hindi Examination.

Existing delegations	Revised delegations	
Authority competent to certify and grant exemption	Category of staff	Competent Authority.
I) Head Office, Bombay.	1. a) Head of the Department	Chairman.
i) Chairman: For all Group I officers in Head office & mofusil offices.	b) All tech.staff of the rank of S.E./Sr.P.S.S. or equivalent & above.	T.M. concerned.
ii) Chief Engineer: For all technical staff in Group II & III.	c) Other staff in Pay Gr. I	Departmental Heads/ Concerned C.E.
iii) Secretary: For all non-technical staff in Group II & III.		
II) Field Offices:	2. Posts in Pay Gr.II	
i) Dy.Chief Engineer: For all technical and Non-technical staff in Groups II & III in the Zonal Office.	i) For staff in the Tech. cadre.	Con.C.E. for his Zone/J.S.(T) for H.O./ Head of respective circle/Power Stn.
ii) Superintending Engineers of Circles : For all technical and non-technical staff in Group II and III in circle, Divisional & Sub-Divisional offices.	ii) Staff in Accounts cadre iii) Staff in GAD Cadre iv) Staff in Stores Cadre. v) Staff in V & S cadre.	Jt.C.A.O. E.O./Dy.E.O. for the concerned Zone. Dy.C.P.O. Dy.C.S. & V.O.
iii) Sr. Power Station Superintendents: For all technical & non-technical staff in Group II & III in Power Stations.	3. Staff in Pay Gr.III falling in state-wise seniority/Power Stn. seniority/Circle wise seniority.	
	i) For staff in H.O.	Dy.E.O.
	ii) For staff in Zonal Offices	Dy.E.O./APO as the case may be.
	iii) For staff in Circles	APO/Adm.Officer.

Existing delegations	Revised delegations	
Authority competent to certify and grant exemption	Category of staff	Competent Authority.
	iv) For staff in Power Stns.	Head of the respective P.S./APO/Adm. Officer as the case may be.
	v) For staff in Stores Purchase organisation in Circle seniority.	Dy.C.P.O.

**CORRECTION SLIP NO.4 DATED 9-12-1988
(To G.S.O.108 Dated 19-1-1962.)**

Subject:-Exemption from passing of Hindi Examination.

In exercise of the powers delegated to him under Board Resolution No.1272 dtd.10-7-1975, as notified vide Correction Slip No.2 dtd. 24-7-1975 to G.S.O. 108 dt. 19-1-1962, the Chairman has accorded his approval to add the following as Item (c) in the Note below para- 2A(vi) of General Standing Orders No. 108 dt.19-1-1962.

"(c) If he has passed S.S.C. or higher Examination with Hindi as joint Hindi subject (i.e. Hindi-Sanskrit, Hindi- Marathi, Hindi-Urdu) or with Hindi as fullledged subject of 50 or 100 marks."

This Correction Slip comes into force with immediate effect.

Sd/-(BHASKAR PATIL)
Member(Admn.)/Secretary

GENERAL STANDING ORDER NO.109 DATED 19/24-1-1962

Subject:-Use of Board's Vehicles for non-duty purposes - Facility of -

In supersession of all previous orders on the above subject, the Board has decided to allow the facility of the use of its vehicles for non-duty purposes (a) on payment at concessional rates and (b) free of charges under special circumstances, subject to the following conditions:-

A. On payment:

(1) This facility shall not be available in Bombay.

(2) At places other than Bombay, the facility for use of staff vehicle for non-duty purposes would be available normally (a) to employees in Pay Group I and II and (b) for exceptional reasons or under pressing circumstances to employees in Pay Groups III and IV at the discretion of the Officers in charge of the staff vehicle.

(3) Non-duty purposes will exclude visits of Officers to places of conferences and official functions such as Independence Day, Republic Day celebrations etc. where Officers are invited by virtue of their official position, but shall include all visits to places of entertainment or of social functions not directly connected with their official position.

(4) The charges for hire of a staff vehicle should be calculated at the rates shown below:

(a) mileage charge at Rs. 0.35 (Naye Paise thirty five only) per round mile i.e. from garage to garage. Even if a staff vehicle is used only for onward journey, the person hiring it shall be required to pay for the return journey also;

(b) time charge at Rs. 1/- per hour or part thereof in addition. The time charge should be for the entire period of hire of the vehicle except the first hour.

(5) Duty journeys should have preference to non-duty journeys.

(6) All journeys should be entered in the log book, which should be regularly and correctly maintained in the prescribed form and scrutinised by a Senior Officer in the Division/Unit to whom the work of scrutiny is specifically assigned, once a week to ensure that there is no misuse of the concession. He should sign the log book on each occasion in confirmation of his scrutiny.

(7) The log book should provide suitable columns to show (a) places from and to (b) mileage recorded (c) names of occupants (d) purpose of trip (e) time covered etc. and should be signed by the user and also the vehicle driver immediately after each journey.

(8) In case a vehicle is used for duty purposes, the precise duty for which the use of staff vehicle became necessary should be clearly stated in the log book.

(9) No goods vehicle or any type of vehicle other than a jeep, pickup van or a station wagon shall be made available to an employee for non-duty purposes under any circumstances.

(10) No employee shall hire a staff vehicle for non-duty purposes and then use it for office work and claim road mileage. Such misuse shall be treated as a serious misconduct on the part of the employee and will be dealt with accordingly.

(11) It should be clearly understood that it is not intended that the Board's vehicles would be made available on hire whenever asked for or as of right but would be available for non-duty purposes only when it is convenient to permit such use, provided they are not required for official purposes. The Officer in charge of the staff vehicles shall have the discretion to disallow the use of any staff vehicle or any particular type of staff vehicle to an employee if it cannot be spared or made available to him for any reason.

(12) Whenever vehicles are given on hire according to the condition mentioned above necessary bills should be preferred on the hiring employees as early as possible and dues recovered within fifteen days of the end of each relevant month. Hire charges including 'time charges' should be worked out carefully so that later on the Audit may not have to point out cases of under charge.

(13) It should be clearly understood that this facility is intended to be availed of by only the members of the staff for their own use and the use of their family and not to be extended to any outsiders directly or through the members of the staff. Any misuse of this facility by any member of the staff will be dealt with as a serious misconduct.

(14) The Scheme of giving this facility to the members of the staff is introduced as an experimental measure and may be withdrawn or modified at the discretion of the Board, without giving prior notice or assigning any reason.

B. Free of Charge: (For power stations and sub-stations only)

At places, where the Board's colonies are far away from towns and at the same time there is no other transport available at these places to go to towns, use of Board's vehicles may be sanctioned for employees and their families with the specific prior sanction of the Chairman at each place, subject to the following conditions:

(i) Use of any of the Board's vehicles may be allowed only when such vehicle is not required for the Board's work.

(ii) In all, not more than 2 (two) trips (colony to town and back) per day may be arranged at fixed hours.

(iii) The facility conceded is on the strict understanding that it shall not be claimed as a matter of right from the Board and that the Board shall be free to discontinue this arrangement temporarily or permanently as the Board may decide without assigning reasons or the necessity of prior notice or intimation.

On and from the date of the issue of this General Standing Order, the following General Standing Orders shall stand rescinded:-

- i) General Standing Order No. 471 of 9-6-1959
- ii) General Standing Order No. 540 of 15-2-1960
- iii) General Standing Order No. 547 of 17-3-1960.

Sd/-Secretary

Please connect Adm.Cir. Nos. 16 & 18

**CORRECTION SLIP NO. 1 DATED 14-1-1974
(G.S.O.109 dated 24-1-62 and G.O.50 dt. 1-11-68.)**

1. The Board under its Resolution No. 258 dated 21-12-1973 has accorded its approval to enhance the rate of mileage charges per round K.M. for use of Board's vehicles by its employees for private duty and the charges payable by the Officers who have been exclusively allotted Board's vehical for official use but use it for non-duty purpose, in supersession of the rate/charges fixed under and G.S.O.No.109 dated 24-1-1962 and G.O.50 dated 1-11-1968.

2. Consequent to above, the following rates/charges will be operative from 21-12-1973 i.e. the date of Board's Resolution.

1) Mileage charges at Rs. 0.60 paise per round K.M. including empty mileage, if any, solely on this account e.g. if a staff vehicle is used only for onward journey, the concerned Officer/employee hiring it shall be required to pay for the return journey except when on return journey the car is used by some other person or for the Board's official work.

2) Category	Minimum charges payable per month.	Max. mileage permitted with the Min. charges.	Extra Mileage permitted at concessional rate of Rs.1/- per 2 Km.or fraction thereof	Charges payable in excess of extra mileage permitted.
	Rs.	Kms.	Kms.	
Chief Engr.	275/-	500	150	i) Mileage charge at 0.60 paise per round Km. including empty mileage if any, solely on this account e.g. if a staff vehicle is used only for onward journey, the person hiring it shall be required to pay for return journey except when on return journey, the car is used
Dy.C.E.	245/-	450	125	
Supdt.Engr.	220/-	400	100	
EE/A.C.O.S.	125/-	225	175	
Dy. E.E.	100/-	175	125	
Asstt.Engr.	70/-	125	125	

by some other person or for the Board's Official work.

ii) Time charge at Rs. 1/- per hour or part thereof in addition in case of facility of Driver is availed of. The time charges shall be for the entire period of hire except the first hour, because that much time is required by the officer to start from his residence. There should be no time charge if the vehicle driven by the Officer himself.

3) The Board also accorded its approval to restrict the use of Board's vehicles for non duty purpose under both the above schemes, to the limit within the Head quarters of the office or within a radius of 15 Kms. from the office whichever is more.

All other conditions and restrictions stipulated in the G.S.O. 109 and G.O. 50 for use of Board's vehicles for private duty by the employees and the officers, however, remain the same.

Sd/-Joint Secretary (Gen)

—
**CORRECTION SLIP NO.2 DATED 2-5-1974
(to G.S.O.109 dated 24-1-62)**

Subject:-Revision in the rates of charges for use of Board's vehicle by Chairman, Official and Non-Official Members of the Board.

The Board under its Resolution No.434 dated 26-3-74 has accorded its approval to:

i) Fix the rate of mileage at 60 Paise per round Km. including empty mileage if any, solely on this account e.g. If a staff vehicle is used only for onward journey the concerned Member hiring it shall be required to pay for the return journey except when on return journey, the car is used by some other person or for the Board's official work.

ii) Fix the time charge at Re. 1/- per hour or part thereof in addition. The time charge should be for the entire period of hire of the vehicle except the first hour.

iii) Restrict the use of Board's cars for non-duty purpose to the maximum of 500 kms. in a month.

iv) Restrict the use of Board's cars for journeys to long distance places say beyond 150 kms. and specially when the places are connected by rails.

These orders will be effective from 26-3-1974 i.e. from the date of Board's Resolution.

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

**CORRECTION SLIP NO.3 DATED 11-6-1974
(to G.S.O.No. 109 dated.24-1-62)**

Subject:-Rules for the use of Board's vehicle by officers of the Board.

The Board under its Resolution No.434, dt.26-3-74 has authorised the Chairman to frame detailed rules to govern the use of vehicles.

Consequently, the rules so framed and approved by the Chairman are embodied in Appendix 'A' which are hereby notified for information and guidance of all concerned.

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

**APPENDIX 'A'
(To C.S.No.3 dt. 11-6-74 to G.S.O.No.109 dt.24-1-62)**

Rules for the use of Board's vehicles by Officers of the Board.

1.The Board has not provided for office work separate vehicle to any Officers of the Board exclusively. The Board's vehicles can, however, be made available to them whenever required for work directly relating to the Board and falling under their normal jurisdiction and the use of cars on this account shall be treated as official; this will however be subject to availability of vehicle(s) and subject to a written indent being sent to the Officer in charge of the vehicle in the prescribed manner.

2.This facility will normally be made available to only Officers of the rank of Superintending Engineers and above in Head Office and to all Pay Gr. I Officers in the Field Offices upto Circle/P.S. level. In the case of Offices at Divisional/Sub-Div. level, Officers of the rank of Pay Gr. III may also be permitted to avail of this facility provided they belong to the technical cadre. The Officer in charge of the vehicles shall, however, be competent to make exception in special cases in the interest of work. They shall also be competent to decide the interse priority in case a vehicle is required by more than one Officer at the same time though normally a Senior Officer shall get precedence over the junior. They shall also be competent to refuse to provide the vehicle without assigning any reason if it is thought necessary to do so in the interest of Board.

3. Use of vehicles for going to places connected by rail or other public transport service shall be permitted only if halts are required to be made enroute for official purposes or if the timings are such as to warrant road journey; this shall however, not apply to internal movements such as movements within a city (etc.) itself. In so far as Head Office is concerned no vehicle will be permitted to be taken out of Bombay without the permission of the Chairman. Similarly Field Officers shall not take their vehicles outside their territorial jurisdiction without the permission of the Chairman.

4. The exact purpose of the journey, the details of all the places visited and the additional journey undertaken, if any, on the way to and from, in and around the places of destination or on the way back from it should be clearly and adequately mentioned in the vehicle diaries for journeys undertaken for official work. Similarly in the case of journeys on private account the details of all places visited should be clearly indicated. If in case of official journey, halts are required to be made enroute for private purpose the same should be clearly indicated including the duration of halts with precise timings; likewise, if a vehicle on an official journey is required to be diverted for private purpose entailing extra mileage the same should also be indicated and charges for additional mileage/time charge should be paid for.

5. The vehicle diary maintained for the vehicle shall be signed by the user himself immediately after each journey is recorded therein by the employee entrusted with the work of writing the diary. If any entry is not correctly recorded the user shall indicate the same in the remarks column while signing the diary.

6. Journeys from residence to office and back while on tour; journey from the place of residence to the Airport/Railway Station etc. and vice versa and from the terminal point to the place of residence and vice versa for attending Official meetings, journeys on both ways for carrying heavy official records to the place of residence as cannot be sent through a messenger by Public Transport or is of very immediate nature, journeys both ways to places of official function or places of conferences where Officers are invited by virtue of their official position and journeys for official tours, shall be considered as "official" in the case of Senior Officers of the rank of Superintending Engineers and above in the Head Office and of the rank of Divisional Officers and above in the Field Offices. Journeys to attend places of entertainment or of social functions not directly connected with their official position shall be treated as for "Private Purpose". Similarly, in all other cases the journeys shall normally be treated as for "Private Purpose", unless decided otherwise by the Chairman and shall be paid for as per rules prescribed by the Board from time to time.

7. Entries in the vehicle diaries for journeys on account of 'Private Purpose' shall be shown distinctly so as to facilitate billing the charges properly.

8. No vehicle shall be driven by any employee of the Board other than a Driver or the Officer in charge of Board's vehicles holding a valid license. If any other employee is required to drive a Board's vehicle under very special circumstances he shall do so only if he is permitted by his superior Officer not below the rank of Superintending Engineer and provided he holds a valid driving license.

9. Instructions issued under G.S.O. 109 dt. 24-1-62 and C.S. No. 1 & 2 dt. 14-1-74 & 2-5-74 resp. to G.S.O. & G.O.No. 109 & 50 resp. dt. 24-1-62 and 1-11-68 and other instructions issued on the subject from time to time shall also be applicable so long as they are not inconsistent with the present instructions.

Sd/-Secretary.

**CORRECTION SLIP NO.4 DATED 11-6-74
(to G.S.O.No.109 dt.24-1-1962)**

Subject:-Rules for the use of Board's vehicles by Members of the Board.

The Board under its Resolution No. 434, dt. 26.3.74 has authorised the Chairman to frame detailed rules to govern the use of Board's Vehicles by Members of the Board.

Consequently, the rules so framed and approved by the Chairman are embodied in Appendix 'A' which are hereby notified for information and guidance of all concerned.

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

**APPENDIX 'A'
(To Correction Slip No. 4, DATED 11-6-74 to G.S.O.No.109, dt.24.1.1962)**

Rules for the use of Board's vehicles by Members of the Board.

Since the Board has not provided separate cars to the Chairman and Members exclusively, the Board's Cars will be made available to them whenever required for work directly relating to the Board and falling under their normal jurisdiction and the use of cars on this account will be treated as official.

2.The Board's Cars will also be made available to them at Bombay and other places on request for private purposes at the rates of charges and conditions prescribed by the Board vide Correction Slip No. 2, dated 2.5.1974 to G.S.O.No.109,dt.24.1.62 provided they are not required for official purposes. Duty journeys will have a preference over non-duty journeys. This facility is intended to be availed of by only the Chairman or the Board Members for their own use and the use of their family and is not to be extended to any other outsider directly.

3.The exact purpose of the journey, the details of all places visited and the additional journey undertaken, if any, on the way to and from in and around the places of destination or on the way back from it should be clearly mentioned in adequate in the vehicle diaries for journeys undertaken for official work. Similarly in case of journeys on private account the details of all places visited should be clearly indicated. If in case of official journey,

halts are required to be made enroute for private purpose the same should be clearly indicated including the duration of halts with precise timings; likewise if a vehicle on an official journey is required to be diverted for private purpose entailing extra mileage the same should also be indicated and charges for additional mileage/time charge should be paid for.

4.The vehicle diary maintained for vehicle shall be signed by the user or by his authorised P.A. immediately after each journey is recorded therein by the employee entrusted with the work of writing the diary. If any entry is not correctly recorded the user shall indicate the same in the remarks column while signing the diary.

5.Journeys from residence to office and back while on tour; journey from the place of residence to the Airport/Railway Station etc. and vice versa and from the terminal point to the place of residence and vice versa for attending Board/Council/Panel or such other official meeting; Journeys on both ways for carrying heavy official records to the place of residence as cannot be sent through a messenger by Public Transport or is of very immediate nature; Journeys both ways to places of official function or places of conferences where Members are invited by virtue of their official position and Journeys for official tours should be considered as "official". Journeys to attend places of entertainment or of social functions not directly connected with their official position will be treated as "Private Purpose". Similarly in all other cases the Journeys will normally be treated as for "Private Purpose", unless decided otherwise by the Chairman and paid for as per the rules of the Board.

6.When the non-official member visits Bombay for Board/Council/ Panel etc. meeting they will not bring Board's Cars with them without prior approval of the Chairman.

7.Entries in the vehicle diaries for journeys on account of Private Purposes will be shown distinctly so as to facilitate billing the charges properly.

8.Instructions issued under G.S.O.109, dt. 24.1.1962 shall also be applicable to the extent they are relevant.

Sd/-Secretary

**CORRECTION SLIP NO.5 DATED 14-2-75
to G.S.O.No.109 dt.24.1.1962**

Subject:-Rules for the use of Board's vehicle by Officers of the Board.

In exercise of the powers delegated to him under Board Resolution No. 434 dated 26-3-74, the Chairman has decided that in case of specific journeys required to be undertaken for the purpose of picking up allotted materials/stores from places outside the

territorial jurisdiction of a particular officer, permission of Chairman for movement of goods vehicles only, assigned for such journey would not be necessary.

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

Pick of the relevant portion of statement annexed to CORRECTION SLIP NO. 178
DATED 1-7-1976 (To GO 18(P) dt.28-5-63 printed on page 143)

Subject	Competent Authority
G.S.O. 109 dt.24-1-62	Transport facility to school going children etc. A.M.

**CORRECTION SLIP NO.6 DATED 29-7-76
(to G.S.O.No.109 dt.24.1.1952)**

The chairman as per the powers delegated to him under Board's Resolution No. 434 dt. 26.3.74 has accorded approval for modification of the rules to govern the use of vehicles as appended in the enclosed statements A & B.

Sd/-Secretary.

STATEMENT 'A'

para 3 and last sentence of para 6 of the Appendix A of the H.O. Correction Slip No.3 dt. 11-6-76 to G.S.O. 109 dt. 24-1-62 are modified as under :-

para 3:

"Use of vehicles for going to places connected by rail or by other public transport service shall be permitted only if halts are required to be made enroute for official purposes or if the timings are such as to warrant road journey; this shall however, not apply to internal movements such as movements within a city (etc.) itself. In so far as H.O. is concerned, no vehicle will be permitted to be taken out of Bombay without the permission of the Head of the department concerned controlling the vehicle. The Officers in the field controlling the vehicles shall allow movement of the vehicles after obtaining approval of the Competent Authority indicated in the statement 'B'".

The last sentence of para 6 :-

"Similarly, in all other cases the journeys shall normally be treated as for 'Private Purpose', unless decided otherwise by the T.M. or A.M. and shall be paid for as per rules prescribed by the Board from time to time".

STATEMENT 'B'

I) In respect of officers from T&D and Civil and Construction Depts.

- | | |
|--|-------------------------------|
| 1. Outside Sub-Dn. but within the Divisions. | E.E. in charge of Divn. |
| 2. Outside Division but within in Circle. | S.E. in charge of the Circle. |
| 3. Outside Circle but within the State. | C.E. |
| 4. Outside the State | T.M. |

ii) In respect of Stores Department.

- | | |
|---|--------------|
| 1. Outside the jurisdiction of the Major Stores but within the State. | C.E.(Stores) |
| 2. Outside the State. | T.M. |

III).In respect of vigilance & Security Dept.

- | | |
|---|----------------|
| 1. Outside their jurisdiction but within the State. | Dy.C.S. & V.O. |
| 2. Outside the State. | C.S. & V.O. |

Whenever any Officer from the Security Section uses the Board's Vehicle other than that of the Security Section, he should obtain the sanction of the concerned competent authority of Dept. to which the vehicle is attached.

IV. In respect of Power Stations.

- | | |
|--|----------------------------|
| 1. Within a radius of 50 Km cases of goods vehicles where no such restrictions shall be operative. | Sr. P.S.S./P.S.S. A.P.S.S. |
| 2. Outside a radius of 50 KM but within the State. | C.E. |
| 3. Outside the State. | T.M. |

**CORRECTION SLIP NO.3 DATED 19-4-1990
(to G.O.50(P) Dated 1-11-1968)**

**CORRECTION SLIP NO.7 DATED 19-4-1990
(to G.S.O.No.109 Dated 24.1.1962)**

Subject:-Scheme for private use of Board's vehicles by Officers who have been exclusively allotted such vehicles and revision of rates of hire charges of vehicles.

By their Resolution No.386 dt.9-2-90, the Board have accorded approval to revise the existing rates of hire charges of vehicle as indicated below:-

- | | |
|-------------------------|---|
| (a) Petrol run vehicles | Rs.2/- per round Km. |
| (b) Diesel run vehicles | Rs.1.50 per round Km. |
| (c) Detention charges | Rs.2/-per hour subject to a maximum of Rs.20/- per day. Ist 3 hours should be excluded. |

The Board further decided to withdraw the scheme for private use of vehicles by the Board's Officers as per G.O. 50 (P) dt. 1.11.1968 and to discontinue the system.

The Board approved to make these decisions effective with effect from 1st of April 1990.

Sd/-(Gireesh Pradhan)
Member (Admn.)/Secretary

**CORRECTION SLIP NO.8 DATED 5-3-1991
(to G.S.O.No.109 dt.24.1.1962)**

Subject:-Revision of rates of hire charges of Vehicles.

By their Resolution No.726, dated 24-1-1991, the Board accorded approval to revise the existing rates of hire charges of Board's Vehicles as indicated below.

Type of Vehicle.	Existing rate.	Revised rate.
a) Petrol run Vehicles.	Rs.2/- per round Km.	Rs.4/-per round km.
b) Diesel run Vehicles.	Rs.1.5 per round Km.	Rs.4/- per round km.
c) Detention charges.	Rs.2/-per hour subject to maximum of Rs.20/- per day First 3 hours to be excluded.	No change.

2.The Board directed that private use of Board's vehicles by officers/employees should be limited to 250 Kilometres in a month.

3. The revised rates shown in para 1 above and the restriction mentioned in para 2 above shall come into force with effect from 1st April, 1991.

Sd/-(VIJAY KUMAR AGGARWAL)
Member(Admn.)/Secretary.

GENERAL STANDING ORDER NO.110 DATED 23/25-1-1962

Subject:-Qualifying Departmental Examinations for Non-Technical
(Non-Accounts) posts.

In accordance with the provision in Regulation 38(d) of the Bombay State Electricity Board Employees' Service Regulations, the following qualifying examinations have been prescribed for appointments or promotions to different categories of Non-Technical (Non-Accounts) posts in the Head Office and in other establishments of the Board in Bombay and in the mofussil:-

- i) Entrance Examination.
- ii) Lower Departmental Examination.
- iii) Higher Departmental Examination.

2. Entrance Examination.

2.1 Candidates for the posts of Lower Division Clerks shall invariably be given a written test in addition to their having to present themselves for an interview before they are selected for appointment.

2.2 The written test shall be of one paper only of two hours consisting of:

- (a) Precise writing (a given passage to be condensed to 1/4th length) and
- (b) Essay writing of about 40 lines (about 300 to 350 words) on a general or topical subject.

2.3 Applicants obtaining 40% marks or more in the written test will be eligible to be called for interview.

2.4 The Entrance Examination will generally be held once in 3 months.

3. Lower Departmental Examination

3.1 There will be an examination called the "Lower Departmental Examination" for Lower Division Clerks to qualify themselves for promotion to the posts of Upper Division Clerks and for Upper Division Clerks (who have not already passed the examination before they were promoted) to higher posts such as Senior Clerks, Head Clerks, Establishment/Stores Assistants.

3.2 The examination will consist of one paper of 3 hours covering the following subjects (with reference books).

- i) Service Regulations.
- ii) C.P.F.Regulations.

iii) Recruitment Regulations.

iv) Seniority Regulations.

v) Any other set of Regulations relating to Service Conditions of Employees that may be prescribed.

vi) Selected G.S.O.s relating to procedure connected with Stores, Works, Establishment and Commercial.

- 3.3 A person directly appointed as an Upper Division Clerk or a Lower Division Clerk promoted as an Upper Division Clerk before passing the Lower Departmental Examination shall be liable to be discharged or reverted, as the case may be, if he does not pass the Lower Departmental Examination within the probation period.

provided that -

(a) If he will have completed 240 days on the date of the Notification of these orders, he shall not be discharged or reverted as a result of his not having passed the examination but he shall not be deemed to have completed his probation period satisfactorily and will not therefore be eligible to draw any increment till he passes the examination and -

(b) An Upper Division Clerk or a Senior Clerk/Head Clerk/ Establishment Asstt. who will have completed one year on the date of the Notification of these orders shall not be reverted or discharged nor will his increments be withheld for not passing the Examination but he will not be considered as eligible for further promotion until he passes the Examination.

- 3.4 The Lower Departmental Examination will be held twice in a year at an interval of 6 months normally in March and September and the result will be declared within 45 days from the date of the completion of the Examination.

- 3.5 The Examination will be held in the Head Office, the Circle Office and the Divisional Office.

- 3.6 No employee shall have more than three chances to appear for the Lower Departmental Examination.

- 3.7 Minimum marks for passing shall be 40%.

4. Higher Departmental Examination :

- 4.1 There shall be a qualifying examination called the Higher Departmental Examination for promotion to the post of Superintendent/Administrative Officer or a higher post. No person shall hereafter be promoted as Superintendent /Administrative Officer unless he first passes the Higher Departmental Examination.

4.2

There shall be three papers for the Higher Departmental Examination as shown below:

- Paper I -
2 Hours.
- i) Noting and drafting on given file and
 - ii) Establishment procedure relating to pay, Leave, TA etc. (with reference books)
- Paper II -
3 Hours
- i) Service Regulations, CPF Regulations, Recruitment Regulations, Conduct, Discipline and Appeal Regulations, Seniority Regulations, any other set of Regulations relating to Service conditions of employees and
 - ii) Selected Standing Orders bearing on Stores, Works and Commercial and other aspects excluding those concerning Accounts and Audit (with reference books).
- Paper III -
3 Hours.
- Selected Sections and Rules from the following Acts and Rules.
- a) Electricity(Supply) Act 1948 & Indian Electricity Act 1910, & Rules thereunder.
 - b) Factories Act.
 - c) Shops & Establishment Act.
 - d) Industrial Disputes Act, C.P. & Berar Industrial Disputes Act.
 - e) Workmen's Compensation Act.
- 4.3 A person directly appointed to the post of a Superintendent or to a corresponding post (such as Administrative Officer) or a person promoted as a Superintendent before passing the Higher Departmental Examination shall be liable to be discharged or reverted as the case may be, if he does not pass the Higher Departmental Examination within the probation period provided that-
- a) if he has completed 240 days on the date of the Notification of these orders, he may not be discharged or reverted as a result of his not having passed the Examination but he shall not be eligible to draw any increment till he passes the examination, and
 - b) if he will have completed one year as Superintendent on the date of the Notification of these orders, he will not be discharged/reverted nor will his increment be withheld for not passing the examination but he will not be considered eligible for further promotion unless he passes the examination.
- 4.4 No Upper Division Clerk who has not passed a Lower Departmental Examination shall appear for Higher Departmental Examination .
- 4.5 Examinations may be held twice a year normally in April and October depending on the number of candidates desiring to appear for the examination.
- 4.6 No employee shall have more than 3 chances to appear for any or all papers.
- 4.7 The examination shall be held in the Head Office only.

- 4.8 Minimum marks to pass shall be 40% in each paper. A candidate may pass the Higher Departmental Examination in compartments in which case, the minimum marks to pass for each paper shall be 45%
5. **General.**
- 5.1 In the case of an employee who fails to pass the prescribed examination within the probation period it shall be the discretion of the Secretary to extend the probation period or not.
- 5.2 Secretary shall be the Competent Authority to prescribe or modify with the approval of the Chairman, the detailed syllabus and also to frame subsidiary Rules in connection with these examinations.
- 5.3 Chairman may permit one more chance for passing a Departmental Examination under exceptional circumstance.
- 5.4 Travelling Allowance and Daily Allowance shall be admissible as on tour basis for travelling done by an employee of the Board to appear for each of the two examinations (i.e. Lower Departmental Examination and Higher Departmental Examination) for one occasion only. The concession of travelling allowance and daily allowance shall not be available to an employee who appears for the examination by compartments nor to an employee who appears a second time or on any subsequent occasion. Absence from duty on this account shall however be treated as if the employee was on duty.

Sd/-Secretary.

Please connect Adm.Cir.No.25

**CORRECTION SLIP NO.1 DATED 2-6-1971
(to G.S.O. 110 dated 23/25-1-1962)**

The Board under its Resolution No. 7307 dated 13-5-1971, approved the following revised syllabus for the Entrance Examination for the candidates for recruitment to the posts of Lower Division Clerks.

- | | |
|---|----------|
| 1. Essay writing on any general or topical subject about 40 lines (English) | 30 Marks |
| 2. Precis writing (Marathi) | 20 Marks |
| 3. Essay writing (Marathi) | 20 Marks |
| 4. General Knowledge (Marathi) | 30 Marks |

2. The Board decided that there should be only one paper of 100 marks of 3 hours duration for the Entrance Examination and the candidates who secure less than 40% marks in the Examination should not be considered for being called for interview.

Sd/-Joint Secretary

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**CORRECTION SLIP NO.2 DATED 5-3-1973
(To G.S.O.No.110 dated 23/25-1-1962)**

Subject:-Qualifying Departmental Examination for non-Technical/
(Non-Accounts) posts ..Exemptions to certain employees.

By its resolution No. 8370 dated 5-2-1973 the Board has accorded its approval to the following additions to G.S.O.No.110 dated 23/25-1-1962, with effect from 5-2-1973.

1.The following text should be added at the end of existing Rule No. 3.3:

"(C) Those L.D.Clerks/ U.D.Clerks/ Head Clerks/ Estt.Assistants/ Sr.Clerks on the Non-accounts side who have completed 240 days of service as on 23/25th January 1962 as L.D.Clerks/ U.D.Clerks/ Head Clerks/ Estt.Assistants/ Sr.Clerks (Non-Accounts) will not be required to pass the Lower Non-Accounts Examination."

2.The following text should be added at the end of existing Rule No.4.3:

"(C) Those Establishment Superintendents who have completed 240 days of service as on 23/25th January 1962 will not be required to pass Higher Non-Account Examination".

3.The following text should be added as Rule 5:5:-

"5:5. Past cases (as on 5-2-1973) should not be reopened and the seniority of those who have already been promoted to the higher posts as a result of having passed the examination and those who have been exempted from passing the Examination on grounds of 45 years of age as on 1-4-1970 should not be disturbed".

Sd/-Joint Secretary.

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**CORRECTION SLIP NO.3 DATED 15-3-1973
(to G.S.O.No.110 dated 25-1-1962)**

Subject:-Additional facilities to the employees appearing for G.A.D.
Examinations.

Under its Resolution No. 8378 of 5-2-1973 the Board has accorded its approval for substitution and addition of the following clauses of G.S.O.No. 110, dated 25-1-1962 as mentioned below:

(a) Rule No. 4.4 should be substituted to read as under:

"4.4 : An employee may simultaneously appear for both the Lower and Higher Departmental Examination but in such a case the result of the Higher Departmental Examination will not be declared (although the candidate might have been successful therein) till the employee passes the Lower Departmental Examination also."

(b) The following Rule 3.8 should be added after existing Rule 3.7

"An employee may simultaneously appear for both the Lower and Higher Departmental Examinations but in such a case the result of the Higher Departmental Examination will not be declared (although the candidate might have been successful therein) till the employee passes the Lower Departmental Examination also."

(c) The following Rule should be added as Rule 3.9 and Rule 4.9 after Rules 3.8 and 4.8 respectively .

"No L.D.Clerk will be allowed to appear for the Lower/Higher Departmental Examination unless he completes one year of service in the Board on the date of holding the examination."

(d) Rule No. 4.7 should be substituted to read as under:

"4.7 : The examination will be held at the Circle Offices and the Head Office depending on the number of candidates desiring to appear at the Centre of the examination."

Sd/-Joint Secretary (General)

**CORRECTION SLIP NO.4 DATED 26-3-1973
(To G.S.O.No.110 dated 23/25-1-1962)**

Subject:-Provision of Departmental Examination in Non-Accounts (GAD) for A.P.O/Administrative Officer directly recruited in the services of the Board.

By its resolution No. 8432 dated 13-3-1973, the Board has accorded its approval for the amendment of the following clause of G.S.O 110 dated 25-1-1962 as stated below:-

Clause No. 4.3 should be amended to read as under:-

"4.3 (of G.S.O.110) - A person directly appointed to the post of Superintendent or Assistant Personnel Officer/Administrative Officer or a person promoted as Superintendent or Assistant Personnel Officer/Administrative Officer before passing the

Higher Departmental Examination shall if he fails to pass the examination be liable to be discharged or reverted to his lower substantive post as the case may be provided that

a) if he has completed 240 days on 25-1-1962 he may not be discharged or reverted as a result of his having not passed the examination but he shall not be considered eligible for any further promotion unless he passes the examination.

b) These rules shall not apply to the persons directly appointed as Assistant Personnel Officers/Administrative Officers prior to the date of notification of this proviso."

The effect to this amendment is to be given from the date of issue of this correction slip.

Sd/-Joint Secretary (G)

**CORRECTION SLIP NO.5 DATED 2-5-1973
(To G.S.O.110 dt.23/25.1.62 & G.O.7 (Personnel) dt.3.8.62)**

Subject:-Departmental G.A.D. and Accounts Examinations -

Exemption to certain employees - clarification there to -

By its resolution No. 8588 dt. 23.4.1973 the Board has accorded its approval for clarifying the following facts as under:-

I) Departmental Accounts Examinations:-

The revised rule 3:2 (C) & 4:2 (C) of the correction slip No. 3 dt. 26.3.1973 to G.O.7 dt.3.8.1962 may be read as under:-

"Those L.D.Cs./U.D.Cs./Asstt. Accountants who have completed 240 days of Continuous Service as on 3.8.1962 as L.D.Cs./U.D.Cs./Asstt. Accountants respectively will not be required to pass the Lower Accounts Examination."

"Those D.As. who have completed 240 days of continuous service as on 3.8.1962 as Divisional Accountant will not be required to pass the Higher Accounts Examination."

II) Departmental Examination in Non-Accounts.

The revised rule 3:3 (C) & 4:3 (C) of correction slip No. 2 dt. 5.3.1973 to G.S.O. 110 dt. 25.1.62 may be read as under :-

"Those L.D.Cs./U.D.Cs./Estt.Asstts./Sr.Clerks on the non-Accounts side who have completed 240 days of Continuous Service as on 25.1.1962 as L.D.Cs./U.D.Cs./H.Cs./Estt.Asstt./Sr. Clerks (Non-Accounts) respectively will not be required to pass the Lower Non-Accounts (GAD) Examination."

"Those Esstt. Superintendents who have completed 240 days of Continuous service as on 25.1.1962 as Estt. Superintendents will not be required to pass the Higher Non-Accounts Examination".

III) The following explanatory note is added to Rule 5:7 of Departmental Accounts Examination as to Rule 5:5 of the Departmental Examination in Non-Accounts :-

NOTE :- The cases of the employees granted exemption from passing the respective Departmental Examination from 5.2.1973 shall be considered for regular promotion alongwith others depending upon the vacancies that may occur/may be available. The interse seniority of such employees (i.e. those exempted from 5.2.1973) and other employees in the respective category who have passed the Departmental Examination earlier than 5.2.1973 or exempted from passing the examination on grounds of 45 years of age as on 1.4.1970 shall be arranged according to Rules for considering the cases for promotion on regular basis. The officiating service though uninterrupted in the higher cadre of the employees who are exempted from passing the examination from 5.2.73 will not count for seniority.

Sd/-(V.S.MATHKAR)
Joint Secretary (G)

CORRECTION SLIP NO.6 DATED 23-7-1973

(to 1) G.S.O.No.110 dated 23/25-1-1962 . 2) G.O.7 (P) dated.3-8-1962)

Subject:-Grant of permission to L.D.Clerks working in Accounts Departments for switching over to G.A.D. and vice-versa.

By its Resolution No. 8695 dated 29-6-1973 the Board has accorded its approval:-

i) to permit such of the L.D.Cs. who have exhausted all the 3 chances to pass the Exam. of their choice to switch over to Exam. in the other cadre by giving them only one chance (after obtaining a written undertaking from them) to clear the Exam. without any benefit or further loss of seniority.

If they fail they will lose their seniority over those who passed the Exam. within three chances in the earlier Exam. Once they switch over, their cadre will be unchangeable.

ii) to permit such of the L.D.Cs.who have yet to clear off the Exam., to switch over to other Exam. subject to the condition that this switch-over will be allowed only once and they should clear the Examination within the total No.of three chances including the earlier

chance(s) taken by them for clearing of the Examination of their first selection and subject further to the condition that as a result of the switch-over they will not derive any extra benefit in the matter of seniority.

iii) to continue following the present system of advertising the posts of L.D.Cs. by taking prescribed Entrance Exam. and selection by the Competent Selection Panel by interviews of those who pass the Entrance Examination but to decide their cadre with switch-over permissible only once on the condition indicated in (ii) above.

iv) to ask the L.D.Cs. switching over to another cadre, to sign an undertaking that the Board will not entertain any representation in regard to the consequences to which they would be subjected to as a result of their switchover.

Sd/-(V.S.MATHKAR)
Joint Secretary (G).

CORRECTION SLIP No. 7 DATED 22-8-1978
(to G.S.O. No.110 dt.23/25 January 1962)

CORRECTION SLIP No. 7 DATED 22-8-1978
(to G.O. No.7(P) dt.3.8.1962)

Subject:-Departmental Examinations.

The Board by its Resolution No. 1157 dt. 24-7-1978 accorded its post facto approval to the clarification issued by the Secretary through Circular Nos. Gen/69/39380 dt. 13.7.1964 and No.Esst/PR/AA/29850 dt. 19-5-1965, viz.

1) That unlimited chances can be taken for appearing at the Lower and Higher Departmental Examinations prescribed under G.S.O. 110 dt. 23/25.1.1962 and G.O.No.7 dt. 3.8.1962. The only limitation is that the Seniority will not be disturbed till three consecutive chances are not exhausted and till then employee junior to him is not promoted. No chance would be treated as "chance not lost" i.e. any chance not availed of for whatsoever reason, force majeure or otherwise will be considered as lost. The promotion referred to above, refers only to a regular promotion and not to temporary or officiating promotion in the higher post. The junior employee who is promoted on his having passed the Departmental examination should continue to officiate only so long as a person senior to him and has also passed the Departmental Examination within the first three chances is not available. As and when such persons become available, they will be promoted preserving their seniority and reverting, if necessary, the juniors. The question of senior persons losing their seniority will arise only if they exhaust all the three consecutive chances and still they did not pass the prescribed examination.

2) That Typists are allowed to appear for entrance examination and on passing, they will be absorbed in clerical grade provided there are vacancies and the

employees concerned agreed to be placed last on the list of seniority of clerical grade.

Sd/-Secretary.

CORRIGENDUM NO.GAD/EXAM/A/CS-GAD/41229 DATED 15-9-1978
(To C.S.No.7 dt.22-8-78)

i) to G.S.O. No.110 dt.23/25.1.1962, ii) to G.O. No.7(P) dt.3.8.1962
Subject:-Departmental Examinations.

The Board by its resolution No. 1187 dt. 10.8.1978 has decided to replace the word "unlimited" in para 1 (first line) of correction Slip No. 7 dt. 22-8-78 by the words "more than three chances". The first sentence of para one should be read as "That more than three chances can be taken for appearing at the lower and Higher Departmental Examinations prescribed under G.S.O.110 dt. 23/25-1-1962 and G.O.7 dt. 3-8-1962."

All the offices are requested to implement the rules specified under the Correction Slip No. 7 dt. 22.8.78 with the above changes decided by the Board.

Sd/-Secretary

CORRECTION SLIP NO.8 DATED 6-7-1979
(to G.S.O. No.110 dt.25.1.1962)

By its Resolution No. 1790 dated 12.6.1979, the Board accorded its approval to give one more chance and one more year to employees belonging to Scheduled Castes, Scheduled Tribes, Denotified Tribes and Nomadic Tribes, in comparison to other class of employees, to pass the Lower/Higher Departmental Examinations on the Accounts Cadre and G.A.D. Cadre.

Sd/-Secretary

CORRECTION SLIP NO.9 DATED 3-12-1981
(to G.S.O.110 dated 23/25-1-1962 & G.O.7 dated 3-8-1962)

(Regarding qualifying Departmental Examinations for non-technical posts)

The Board by their Resolution No. 1177, dated 10.8.1981 have accorded approval to continue the direct recruits UDC/AA/DA/AO & UDC/ Sr.Clerk/ Estt.Asstt./ Head Clerk/ Estt. Supdt./ A.P.O./ Admn.Officer, as the case may be, beyond 2 years even if he/she fails to pass the examination within stipulated period of 2 years and within 3 chances whichever is later. They, however, will not be eligible to get any increment and will also

not be considered for next promotion, until he/she passes respective examination. The seniority of such direct recruits will be counted from the date of passing the respective examination.

The Board further directed to decide the pending cases in accordance with the above decision.

Sd/-Joint Director(Personnel)

CORRECTION SLIP NO.10 DATED 19-6-1982
(to G.O.No.7(P), dated 3-8-1962)

CORRECTION SLIP NO.2 DATED 19-6-1982
(to G.O.No.58(P), dated 28-4-1970)

CORRECTION SLIP NO.10 DATED 19-6-1982
(to G.S.O.No.110, dated 23/25-1-1962)

Subject:-Exemption from passing the Departmental Examinations for employees of Accounts and GAD Cadre on the ground of age.

Rule regarding Departmental Accounts Examinations and Departmental GAD(i.e. non-technical - non-Accounts staff) Examinations have been laid down under General Ordered No. 7(P), dated 3.8.1962 and G.S.O.110, dated 23/25 January, 1962 respectively. As per the orders notified under G.O. 58 dated 28-4-1970 employees who had already attained the age of 45 on or before 1-4-1970 were granted exemption from the Departmental Examinations. However, this was only "one time concession" and the employees who attained the age of 45 years after 1-4-1970 were not eligible for the same.

2. The question of exempting employees from passing the Lower/Higher Departmental Examinations for Accounts and GAD employees as and when they attain the age of 45 years was under consideration of the Board for some time. After careful consideration, the Board by their Resolution No.1522 dated 8-6-1982 have accorded approval to grant exemption from passing the Lower Departmental Accounts Examination and the Higher Departmental Accounts Examination prescribed under G.O.7(P) dated 3-8-1962 and the Lower Departmental GAD (Non-technical -Non Accounts) Examination and the Higher Departmental GAD (Non-technical -Non-Accounts) Examination prescribed under G.S.O.110, dated 23/25-1-1962 to employees who have attained the age of 45 years on or before 1- 6-1982, w.e.f.1-6-1982 and also to those who attain the age of 45 years after 1-6-1982, from the actual date on which they attain the age of 45 years. In other words, in the case of employees who have already attained the age of 45 years on or before 1-6-1982 they will be eligible for this exemption from 1-6-1982 and in their case 1-6-1982 should be treated as the date of passing the prescribed Departmental Examination. In the case of employees who attain the age of 45 years after 1-6-1982 they would be eligible for the exemption from the actual date on which they attain the age of 45 years

and this actual date of attaining the age of 45 years should be treated as the date of passing the prescribed Departmental Examination.

Sd/-Secretary.

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- (1) CORRECTTON SLIP NO.2 DATED 6-7-1984
(to G.S.O.55 Dated 13-2-1956)
 - (2) CORRECTION SLIP NO.11 DATED 6-7-1984
(to G.S.O.110 Dated 23/25-1-1962)
 - (3) CORRECTION SLIP NO.17 DATED 6-7-1984
(to G.S.O.117, Dated 30-3-1962).
 - (4) CORRECTION SLIP NO.11 DATED 6-7-1984
(to G.O.7, Dated 3-8-1962).
 - (5) CORRECTION SLIP NO.1 DATED 6-7-1984
(to G.O.88, Dated 27-6-1978).

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	Number of G.S.O./G.O.	
"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.	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'.
	G.S.O. 110, Dt.25.1.1962.	- In continuation of Clause 2.3. - In continuation of Clause 3.7. - In continuation of Clause 4.8.
Provided, where the paper consists of more than one Section, total marks secured in the whole paper shall be rounded off. "	G.S.O. 117 Dt.30.3.1962.	- In continuation of Clause 11
	G.O. 7,dated 3.8.1962.	- In continuation of Clause 2.3 - In continuation of Clause 3.7 - In continuation of Clause 4.6
	G.O.88,dated 27.6.1978.	- In continuation of clause 3.

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

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

GENERAL STANDING ORDER NO.111 DATED 29-1-1962

Subject:- Delays in overtime payment in the field offices - Modifications in item 5 of the Sixth Schedule of Service Regulations.

The Board under its Resolution No.860 dated 26-12-1961 has modified item 5 of the Sixth Schedule of Service Regulations. The modified item 5 of the Sixth Schedule will then read as under :-

SNo	Regulation No.	Nature of Powers.	Authorities Prescribed	Remarks.
5.	24 (a)	(a) Authority competent to fix overtime rate.	Board.	-
-	-	(b) Authority competent to grant overtime to employees.	(i) Ex. Engr. with the concurrence of S.Es. in the Field. The power of the S.E. to be exercised by the Officer-in-charge of the Circle at such of the places where there is no S.E.'s post in the field.	Overtime is payable only to staff governed by the Factory Act and Minimum Wages Act and as such there shall not normally be any occasions to grant overtime for Head office staff.
-	-	-	(ii) C.E. in the H.O. with the previous approval of the Chairman.	The Power Station Superintendent, Ballarshah is authorised to make overtime payments without the prior concurrence of Superintending Engineer, Nagpur but subject to:-
-	-	-	-	(a) Pre-audit &
-	-	-	-	(b) submission to the Superintending Engineer, Nagpur, of a monthly consolidated statement of overtime payments for post facto scrutiny.

Sd/- Secretary

GENERAL STANDING ORDER NO.112 DATED 12/20-2-1962

Subject:- Maharashtra State Electricity Board Classification & Recruitment Regulations, 1961.

The draft Recruitment Regulations were discussed by the Board and decisions taken on various provisions included therein under its Resolution No. 715(1) dated 26-9-1961 have been embodied in the Maharashtra State Electricity Board Classification and Recruitment Regulations 1961. These Regulations, as approved by the Board, are circulated for information and guidance.

Sd/- Secretary.

#(M.S.E.B Classification and Recruitment Regulations duly updated have been printed and circulated separately in book form. Hence the same have not been incorporated in this volume) (CS-1 to CS-219)

GENERAL STANDING ORDER NO.113 DATED 19-2-1962

Subject:-Permission to employees of the Board to attend Annual Meetings, Conventions and Conferences of -

- (i) Institution of Engineers (India)
- (ii) Institute of Chartered Accountants of India, and
- (iii) Institute of Cost and Works Accountants.

Under General Standing Orders mentioned below, the Chairman is authorised to grant permission to the eligible employees of the Board in the Technical and Accounts Departments to attend Annual Meetings, Conventions or Conferences of the respective Institutions:-

General Standing Order No. 302 of 14th January 1958,

General Standing Order No. 525 of 29th December 1959,

General Standing Order No. 559 of 19th April 1960.

2. Though it has been left to the discretion of the Chairman to grant or not to grant such permission, he feels that, in order that all eligible Engineers and Accountants may get an opportunity to attend such Conventions, Conferences or Annual Meetings of these Institutions without their having to apply for such permission and without, at the same time, causing any inconvenience to the work of the Board, it is desirable to lay down general procedure in the matter of granting such permission. The following procedure is accordingly prescribed:-

I. (a) A list of Engineers and Accountants who are Members or Associate Members of the Institutions mentioned below will be maintained in the Head Office:

- (i) Institution of Engineers (India),
- (ii) Institute of Chartered Accountants of India, and

Statement of eligible employees of the M.S.E.Board in the Technical and Accounts Departments to attend Annual Meetings, Conventions or Conferences of respective Institutions. Name of the Office submitting the information:

Sr.No.	Name of the Employee	Designation.	Where working
1	2	3	4
Name of the Institution of which he is a member or Associate Member.	Year of enrolling	Whether attended any of the Annual Meetings, Conventions or Conference as the case may be on any previous occasions If so give details.	Remarks.
5	6	7	8

**CORRECTION SLIP NO.1 DATED 18-9-1974
(to G.S.O.No.113 dt.19-2-1962)**

The Board under its Resolution No.741 dated 29-8-74 has accorded its approval to the addition of the following as para III to G.S.O.No.113 dated 19-2-1962.

"The Chairman may grant special casual leave to employees, who have been elected as members of the Council of Institution of Engineers (India) subject to the condition that the expenses, in connection with the T.A. and D.A. are borne by the Institution."

Sd/-(N.S.MERCHANT)
Secretary

**GENERAL STANDING ORDER NO.114 DATED 12-3-1962
Accounts Section**

Subject:-Signing of money receipts - Delegation of powers.

The Board under its Resolution No.909 dated 31st January 1962 revised its earlier decision recorded in its Resolution No.889 dated 26th December 1961 approving the recommendation of the Standing Committee contained in S.C.D. No.333 of 23-10-1961 regarding delegation of powers to sign receipts for cash to be received by its various Officers and finally delegated these powers as indicated below:-

1. All Officers in the field of the rank of Executive Engineers and above. without limit
2. F.A. & C.A.O. and Jt.C.A.Os. without limit
3. Dy.Executive Engineers in the field. upto Rs.1,00,000

4.	Accounts Officers	upto Rs.1,00,000
5.	Assistant Engineers in the fields	upto Rs.10,000
6.	Divisional Accountants	upto Rs.10,000
7.	Head Cashier in the Head Office	upto Rs.1,000
8.	Assistant Accountants.	upto Rs.1,000
9.	Junior Engineers in the field	upto Rs.1,000
10.	Cashiers in (i) Divisional Offices, (ii) Offices of Sr.Power Station Superintendents at Khaperkheda and Paras and (iii) Power Station Superintendent at Ballarshah as well as cashiers in Circle Offices.	upto Rs.500
11.	Officers-In Charge of Supervisors or Upper Division Clerks in charge of cash collection centres for energy bills (for L.T.bills only).	upto Rs.500
12.	Bill Collectors/Assistant Cashiers (for L.T.bills only)	upto Rs.250

Note:- In case petty amounts other than L.T. bill amounts are received in places other than our Divisional Offices, the Officer-in-Charge of such office, who is authorised to sign receipts may authorise, during his absence, an Upper Division Clerk or if there be no Upper Division Clerk a Lower Division Clerk or other employee in that grade to sign receipts for amounts other than L.T. bills upto Rs.50 only.

N.B.:-With the issue of the G.S.O., G.S.O.No.97 dated 26-10-1961 stands withdrawn.

Sd/-Secretary

GENERAL STANDING ORDER NO.115 DATED 13-3-1962
General Section

Subject:-Grant of H.R.A.to employees of the Board stationed at Sholapur.

The Board, under its Resolution No.950 dated 23-2-62 has accorded its approval to the sanction of House Rent Allowance at the undermentioned rates with effect from 30-1-1961 B.N. i.e. the date of the opening of the Sholapur Construction Sub-Division, to the Board's Employees working on regular establishment and stationed at Sholapur within Municipal limits.

	H.R.A.
1. Pay below Rs.55/-	Rs.5/-P.M.
2. Pay ranging from Rs.55/- to Rs.100/-	Rs.7/- P.M.
3. Pay ranging from Rs.101/- to Rs.250/-	Rs.10/- P.M.
4. Pay over Rs.250/-	5% of pay i.e.first 10% to be borne by employee and balance limited to 5% to be reimbursed by the Board.

Sd/-Secretary.

GENERAL STANDING ORDER NO.116 DATED 13-3-1962
Establishment Section

Subject:-Grant of T.A. to outsiders when called upon to perform any journey in the interest of the Board's work.

Authority	Nature of powers	To whom delegated	Remarks
B.R.No.938 dated 23-2-62	To authorise the payment of T.A. Bills of outsiders (official or non-official) when they are called upon to perform any journey in the interest of Board's Work.	Chairman	

2.The Board further directed that in the case of non-officials, Travelling Allowance claims should be settled according to the Board's relevant rules.

Sd/-Secretary

Pick of the relevant portion of statement annexed to CORRECTION SLIP NO.171 DATED 3-3-1976 (To G.O.No.18(P) Dated 28-5-63) printed on page 13

Sr. No.	Regulation/ G.O./G.S.O.	Subject	Existing Delegation	Revised Delegation	Remarks
IV)	4)G.S.O.116 dated 13-3-1962	Grant of T.A.to outsiders when called in the interest of Board's work.	Chairman	T.M. - in respect of Technical post. A.M. - in respect of non-technical post.	-

GENERAL STANDING ORDER NO.117 DATED 30-3-1962
General Section

Subject:-Marathi Language Examination Regulations 1962.

The Board under its Resolution No.940 dated 23-2-1962 has approved the introduction of Marathi Language Examination for its non- Marathi speaking employees.

The Marathi Language Examination Regulations 1962, approved for the purpose are circulated herewith for information and guidance.

Encl: As above#
See on next page

Sd/-Secretary.

MARATHI LANGUAGE EXAMINATION REGULATIONS 1962

1. These Regulations may be called "Marathi Language Examination Regulations, 1962".

2. They shall come into effect from the date on which they will be notified through a General Standing order.

3. These Regulations are applicable to all Non-Marathi speaking persons appointed in the service of the Board on or after 20th March 1962 and who are below 40 years of age on the date of their joining the service of the Board.

4. A non-Marathi speaking employee means an employee whose mother tongue is not Marathi. For the purposes of these Regulations, an employee whose mother tongue is not Marathi but whose medium of instruction was Marathi in College or School as the case may be, will be considered as if he were a Marathi speaking employee.

Note:-In case of any doubt as to whether an employee is a Non-Marathi speaking person or not, the decision of the Standing Committee shall be final.

5. The Examination will consist of oral and written test.

6. The syllabus and marks for passing the examination are as follows:-

- | | | |
|-----|--|----------|
| i) | Written translation from English into Marathi (Devnagari Script) and vice versa of pieces of plain English and Marathi narratives of about 400 words. Time allowed - one and half hours. | 50 Marks |
| ii) | Conversation, reading etc. | 50 Marks |

Note:-In the oral test, the employees concerned will be required to express themselves correctly and with ease. They should be conversant with colloquial technical terms commonly used concerning their work.

7. The examination will be conducted by a Committee consisting of (a) Secretary, (b) a Superintending Engineer or any officer nominated by the Chairman and (c) Personnel Officer.

8. The examination will be held in the months of January and July every year. The place of examination will be notified each time in advance.

9. The Competent Authority to convene a meeting of the Examination Committee will be the Secretary, Maharashtra State Electricity Board. He will also be the Competent Authority to declare the results of the Examination.

10. An employee desirous of appearing for the examination should submit his written application to the Secretary through the concerned Sectional or Divisional Head as the case may be, so as to reach him (Secretary) not later than 1st December or 1st June every year.

11. Candidates appearing for the Marathi Language Examination must secure minimum of 35% marks for being declared successful.

12. A non-Marathi speaking employee to whom these Regulations apply as provided in Regulation 3, shall be required to pass the examination within the probation period or within three years from the date of his joining the service of the Board, failing which, his services are liable to be terminated and if the employee is retained in service, he will not be eligible to get any increment until he passes the examination. The Chairman shall be the competent authority to extend this period by one year more in special circumstances for passing the examination.

Note:-A person to whom these Regulations apply shall not be deemed to have completed the probation period satisfactorily and consequently, he will not be eligible to get any increment until he passes the Examination.

Please connect Adm. Cir. Nos. 14 & 17

**CORRECTION SLIP NO.1 DATED 1-7-1968
(to G.S.O.No. 117 dt.30-3-62 and G.S.O.No.112 dated 12-2-1962)**

Subject:-Introduction of Marathi as language of the administration in the offices of the Board and consequential modification of Marathi Language Examination Regulations 1962 and M.S.E. Board Recruitment Regulations 1961.

1. The Board in its Resolution No.4661 having agreed.

(i) in principle to introduce Marathi as the language of administration at all levels and to authorise the Chairman to take necessary steps from time to time to achieve the objective in course of time in a phased manner,

(ii) (A) to modify in the meanwhile, the Recruitment Regulations to provide that, other things being equal, candidates having the prescribed standard of Marathi would be given preference,

(B) to delegate powers to the Chairman to define the "Prescribed Standard of Marathi" for the various categories of posts depending upon the functions thereof.

(iii) to modify suitably the Marathi Language Examination Regulations to provide for the following:

(A) All the existing employees of the Board, except those (a) who are over 50 years of age and (b) who are granted exemption by the competent authority, should pass the prescribed Marathi Language Examination; for employees in Pay Group IV, oral examination only to be prescribed.

(Action to be taken against those who fail to do so would be decided by the Board in due course.)

(B) All the employees who would be recruited in the service of the Board hereafter, should pass the prescribed Marathi Language Examination (for employees in Pay Gr.IV - oral examination to be prescribed), within 3 years from the date of their appointment, failing which their services would be liable to be terminated save in case of technical staff to whom further time may be given, if considered necessary, by the Chairman.

(iv) to delegate powers to :

(A) the Appointing Authorities to grant exemption from passing the prescribed Marathi Language Examination to such of the employees whose mother tongue is Marathi and/or who have passed the S.S.C. or equivalent examination with Marathi as one of the subject.

(B) the Chairman in consultation with the Technical Member and/or Accounts Member to exempt any particular category whose duty does not entail clerical work, from appearing for Marathi Language Examination.

The Recruitment Regulations and the Marathi Language Examination Regulations are modified as indicated in paras 2 and 3 below.

2. Regulations 37 of M.S.E. Board Classification and Recruitment Regulations 1961 shall be modified to read as under:-

"In the matter of selection of candidate for vacancies other things being equal preference shall be given to candidate belonging to Backward Class, Scheduled Castes and Schedule Tribes and candidates having the "Prescribed Standard of Marathi".

Note:-Chairman shall be competent to define the "Prescribed Standard of Marathi" for the various categories of posts depending upon the functions thereof".

3. The following modifications shall be made in the Marathi Language Examination Regulations 1962.

(A) Existing Reg.3 shall be modified to read as under:

These Regulation shall be applicable to:-

(a) all the existing employees of the Board **except those**

(i) who were 50 years of age or more on 11.3.68 and

(ii) who are granted exemption by the Competent Authority.

Note:-For employees in Pay Gr.IV oral examination only to be prescribed.

(b) all the employees recruited in the service of the Board hereafter.

Note:-For employees in Pay Gr.IV only oral examination to be prescribed.

(B) Existing Reg.8 shall be modified to read as under:

The examination shall normally be held in the month of Jan. and July every year. The Secretary shall however be competent to make any changes in this regard if required to do so for any reason. The place & date of examination shall be notified each time in advance.

(C) Existing Reg.12 shall be modified to read as under:

Employees referred to in Regs.3(a) and 3(b) above shall be required to pass the prescribed Marathi Language Examination within 3 years from the date of notification of this Order or from the date of appointment in the service of the Board whichever is later, failing which the services of employees referred to in Reg.3(b) would liable to be terminated save in case of technical staff to whom further time may be given in deserving cases by the Chairman. Action to be taken against employees referred to in Reg.3(a) shall be notified separately.

(D) The following Regulation shall be added as Reg.13.

(a) The appointing authorities shall be competent to grant exemption from passing the prescribed Marathi Language Examination to such of the employees whose mother tongue is Marathi and/or who have passed the S.S.C. or equivalent examination with marathi as one of the subjects.

(b) The Chairman, in consultation with the T.M. and or A.M. shall be competent to exempt any particular category whose duty does not entail clerical work, from appearing for Marathi Language Examination.

(E) The following Regulations shall be added as Regulation 14.

Notwith standing the modifications as specified hereinabove to Regulations Nos.3 and 1 of the Marathi Language Examination Regulations 1962 (as amended under Circular No.14 of 6-1-1964) a non-Marathi speaking employee to whom the said Regulations applied, prior to these modifications, shall continue to be governed until further orders by the said Regulations as regards the period of passing and the punishments prescribed therein as if these modifications have not been effected.

Sd/-Secretary

**CORRECTION SLIP NO.2 DATED 15-2-1971
(to G.S.O.No.117 dated 30-3-1962 on Marathi Language Examination Regulations)**

By its Resolution No.5757 dated 13-4-1970 read with Resolution No.7145, dated 27-1-1971, the Board has prescribed the punishment of stoppage of increments for non-passing of Marathi Language Examination within the prescribed period of three years and to make it uniformly applicable to all the existing employees who are governed by the Marathi Language Examination Rules including employees appointed on or after

20.3.1962 and who were below 40 years of age on the date of joining the service of the Board save in case of those recruited after 1.7.1968 in whose case the Board has already prescribed the punishment of termination of services and has stipulated a period of three years for passing the said examination from 1-7-1968 or from the date of appointment whichever is latter.

The Board has further directed that the punishment of stoppage of increments should apply on similar lines in the cases of such of the technical employees to whom further time is or may be allowed for passing by the Chairman under the powers vested in him and that the increments so withheld shall be payable to the employees with effect from the date such employee passes the examination or from the date he is exempted from passing provided that such employee shall not be entitled to the refund of the actual pay lost owing to stoppage of increments.

The Board noted that with the aforesaid decision, the increments in respect of the non-Marathi speaking employees which are withheld here to before for non-passing of the Marathi Language Examination would get released from due dates and these employees would get all their incremental difference.

Consequently Regulation No.12 and 14 of Marathi Language Examination Regulations notified in Correction Slip No.1,dated 1-7-1968 shall stand modified with addition of one more rule as Regulations 15 as under:

Regulation 12 :

Employees referred to in Regulations 3(a) & (b) shall be required to pass the prescribed Marathi Language Examination within three years from the date of notification of Correction Slip No.1, viz.1-7-1968 or from the date of appointment in the service of the Board whichever is latter failing which the services of employees referred to in 3(b) would be liable to be terminated save in case of technical staff to whom further time may be given in deserving cases by the Chairman while increments would be withheld of the employees referred to in 3(a) and also of technical staff granted further time for passing by the Chairman from the date of expiry of three years in the case of the former and the date of expiry of the extended time in the case of the latter until they pass the examination or are exempted from passing the same.

Regulation 13 : (Remains unchanged).

Regulation 14 :

These revised rules come into force from 1-7-1966. All increments withheld for not passing the prescribed Marathi Language Examination under the rules that were in force before the coming into effect of these rules shall be released with effect from due dates.

Regulation 15 :

Any increments withheld under Regulation 12 above, shall become payable to the employee with effect from the date on which the employee passes the examination or is exempted from passing it and all future increments shall accrue to him as if no increment

has been withheld provided that the employee shall not be entitled to a refund of the actual pay which he has lost owing to one or more of his increments being withheld.

Sd/-Joint Secretary

**CORRECTION SLIP NO.3 DATED 1-4-1971
(to G.S.O.No.117 dt.30-3-1962 on Marathi Language Examination Regulations.)**

By its Resolution No.7215 dt.9-3-71 the Board has accorded its approval to granting exemption from passing the Marathi Language Examination to all the employees of the Board whose mother tongue is Konkani and has further directed that the appointing Authority shall be the Competent Authority to grant such exemption on this account.

Consequently regulation 13(a) of the Marathi Language Examination Regulations prescribed vide 3(D) of correction Slip No.1 dated 1-7-1968 stands amended as under:

"The appointing authorities shall be competent to grant exemption from passing the prescribed Marathi Language Examination to such of the employees whose mother tongue is Marathi and/or Konkani and/or who have passed the S.S.C. or equivalent examination with Marathi as one of the subjects".

Sd/-Joint Secretary

**CORRECTION SLIP NO.4 DATED 6-11-1971
(to G.S.O.117 dt.30-3-62 on Marathi Language Examination regulations.)**

1.As notified under Office Order No.GAD/G/20/Marathi Exam./47471 dt. 30-10-1971, the Board has accorded its sanction to grant further time not exceeding 2 years for passing the Marathi Language Examination by its employees to whom the said examination is applicable, so that all such employees clear the said examination by 30.6.1973, save in case of those who are required to pass the said examination at a date later than 30.6.1973 by virtue of existing rules, in their case however the date of passing shall remain unchanged.

2.Consequently the modified regulation 12 of G.S.O.No.117 dated 30-3-62 as notified under correction slip No.2 dated 15-2-1971 is further modified to read as under:-

(i) All employees of the Board to whom the Marathi Language Examination is applicable appointed prior to 1-7-68 shall pass the examination by 30-6-1973, save in case of technical staff to whom further time may be given by the Chairman in deserving cases in whose case the date by which they are required to pass shall be the date on which the further time given by the Chairman expires. Failure to pass the said examination by the due date shall entail with-holding of increments.

(ii) All the employees of the Board to whom the Marathi Language Examination is applicable appointed after 30-6-1968 shall pass the Marathi Language Examination by 30-6-1973 or a later date by reason of the three years time available on their initial appointment in respect of all the employees except such of the technical employees who by reason of the extension if any granted by the Chairman in deserving cases shall pass the exam. by the date of expiry of the extension granted by the Chairman. Failure to pass the said examination by the due date in respect of the employees shall entail termination of service.

Sd/-Joint Secretary

CORRECTION SLIP NO.5 DATED 15-4-1972
(to G.S.O. 117 dt.30-3-1962 on Marathi Language Examination Regulations)

By its Resolution No. 7799 dt. 28-2-1972 the Board has accorded its approval to delete the word "and/" in the words "and/or" appearing in Regulations 13 (a) of Marathi Language Examination Regulations prescribed by the Board.

Consequently Regulations 13(a) of the Marathi Language Examination Regulations prescribed vide 3(D) of Correction Slip No.1 dt.1-7-1968 stands amended as under:-

"The Appointing Authorities shall be competent to grant exemption from passing the Marathi Language Examination to such of the employees whose mother tongue is Marathi or who have passed the S.S.C. or equivalent examination with Marathi as one of the subjects."

Consequently further the amended Regulations 13(a) as per Correction Slip No.3 dt.1-4-1971 to G.S.O.No.117 dt.30-3-62 granting exemption from passing the Marathi Language Examination to all the employees of the Board whose mother tongue is Konkani stands amended as under:-

"The appointing authorities shall be competent to grant exemption from passing the prescribed Marathi Language Examination to such of the employees whose mother tongue is Marathi or Konkani or who have passed the S.S.C. or equivalent examination with Marathi as one of the subjects."

Sd/-(V.S.Mathkar)
Joint Secretary

CORRECTION SLIP NO.6 DATED 12-9-1972
(to G.S.O.No.117 dt.30-3-1962 on Marathi Language Examination Regulations)

By its resolution 8127 dated 25-8-1972 the Board has accorded its approval for grant of exemption from passing the Marathi Language examination to all the employees of the Board who have already attained the age of 45 on or before 1-4-1970. The employees who will attain the age of 45 after 1-4-1970 will not be eligible for such concession.

Consequently modified Regulation 3 of G.S.O. 117 dt. 30-3-1962 as notified under Correction Slip No. 1 dated 1-7-1968 is further modified as under:

These Regulations shall be applicable to all the existing employees of the Board except those

- i) who have attained the age of 45 on or before 1-4-70 &
- ii) who are granted exemption by the Competent Authority.

Sd/-Joint Secretary.

The procedure to be followed for exempting the employees covered under these orders is clarified under H.O.Circular No.GAD/G/Exemption/50225 dated 18-12-1970 in respect of exemption from Departmental examinations on the basis of age.

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**CORRECTION SLIP NO.7 DATED 16-7-1973
(to G.S.O.117 dt.30-3-1962)**

Subject:-Modification to the Marathi Language Examination Regulations 1962.

By its Resolution No.8694 dated 29-6-1973 the Board in addition to retaining the existing rules to exempt the employees who have completed 45 years of age as on 1-4-1970, from passing the Marathi Language Examination has accorded its approval to exempt the following category of employees from passing the Marathi Language Examination:-

- 1) (i) All employees of the Board in service prior to 1-4-1957.
- (ii) All employees allocated to the then Bombay State Electricity Board on 1-4-57 as a result of State reorganisation.
- (iii) All employees taken over by the Board from Koyna Organisation after 1-4-1957 but who were in the employment of Koyna Organisation on or before 1-4-57.
- (iv) All employees taken over from the Licensee prior to 1-4-70 but who have rendered continuous service with said Licensee from 1-4-1957.
- (v) Any of the Central Government employees absorbed by the Board on or before 1-4-1970 but who have been in continuous service with Central Government on or before 1-4-1957 and who have resigned the Central Government service specifically to join the Board services.

2. The Board has further accorded its approval to extend the time limit for passing the Marathi Language Examination upto 1-1-1976 for its employees recruited prior to 1-1-1973 and upto 3 years from the dates of their appointment in the case of employees recruited on or after 1-1-1973 whichever is later.

All such employees who are covered under above resolution should apply for exemption to their Appointing Authorities for issue for necessary office orders exempting them (as done in the cases of those whose Mother tongue is Marathi/Konkani) with date of their appointment in the Board's service or any other Organisation as mentioned above.

The above applications for exemption should be submitted to the respective Appointing Authorities on or before 10-8-1973 positively. Those who are already exempted on the basis of their Mother tongue Marathi/Konkani etc. are not required to apply again.

Sd/-Joint Secretary(General).

CORRECTION SLIP NO.8 DATED 19-6-1974 (to G.S.O.117 dt.30-3-1962)
Subject:-Modification to the Marathi Language Examination Regulations 1962.

By its Resolution No. 539 dated 30-5-1974 the Board has accorded its approval to delete the existing Regulations 7 and 9 of the Marathi Language Examination Regulations and instead of insert the revised Regulations 7 and 9 in the said Regulations as under:-

7.The Examination will be conducted by the Secretary/Joint Secretary or by the Officer as may be nominated by him. The Secretary/Joint Secretary will also declare the result of the examination.

9.The Secretary/Joint Secretary will nominate from time to time the officer of the Board to set the question paper for the examination to assess/correct the answer books and to take the oral test of the candidates appearing for the examination.

The Board also accorded its approval to the payment of honorarium (remuneration) to the examiners in respect of the Marathi Language Examination as under :-

- a) Rs.30/- for setting the question papers of 50 marks.
- b) Rs.0.75/- per paper for assessing (correcting) the answer books.

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

CORRECTION SLIP (Addendum No.) 9 DATED 30-1-1975
(to G.S.O.117 dt. 30-3-1962 on Marathi Language Examination Regulations).

The Board under Resolution No.922 dt. 27.12.74 has accorded its approval to grant exemption from passing the Marathi Language Examination to such of the Board's employees who have passed the "PRAVIN"and "PRADNYA" Marathi Language Examination of the Vidarbha Sahitya Sangh, Nagpur, and further directed that Appointing Authorities should be competent to grant exemption to the Board's employees in these cases as done in the other cases of exemption from passing the Marathi Language Examination.

Consequently Regulations 13(a) of Marathi Language Examination Regulations prescribed under Correction Slip No.1 dt. 1.7.68 and modified under Correction Slip No.5 dt. 15-4-72 stands amended as under:-

"The Appointing Authorities shall be competent to grant exemption from passing the prescribed Marathi Language Examination to such of the employees whose mother tongue is Marathi or Konkani or who have passed the S.S.C. or equivalent examination with Marathi as one of the subjects, or who have passed the "PRAVIN" and "PRADNYA" Marathi Language Examination of the Vidarbha Sahitya Sangh Nagpur."

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

**CORRECTION SLIP NO.10 DATED 14-2-1975
(to G.S.O.117 dt. 30-3-1962 on Marathi Language Examination Regulations).**

The Board under its Resolution No.923 dt.27.12.1974 has authorised the Chairman in consultation with the A.M. and T.M. to grant exemption from passing the written test of the Marathi Language Examination in deserving individual cases.

Consequently the Regulation 13(b) of Marathi Language Examination prescribed under Correction Slip No. 1 dt.1-7-1968 stands amended as under:

The Chairman in consultation with the A.M. and T.M. shall be competent to exempt any particular category whose duty does not entail clerical work and also deserving individual cases from passing the written test of the Marathi Language Examination.

Sd/-(N.S.Merchant)
Secretary

**CORRECTION SLIP NO.11 DATED 7-8-1975
(To G.S.O.117 dated 30-3-1962)**

By its Resolution No. 1285 dated 10-7-1975, the Board has accorded its approval to add the portion shown below to the Marathi Language Regulations, 12(i)

"Withholding increment shall be without cumulative effect. The increment so withheld shall be released from the date of passing of the examination as if the increment was not with-held."

so as to read the para 12(i) as under :

"All employees of the Board to whom the Marathi Language Examination is applicable appointed prior to 1-7-1968 shall pass the examination by 30-6-1973, save in case of technical staff to whom further time may be given by the Chairman in deserving cases in whose case the date by which they are required to pass shall be the date on which further time given by the Chairman expires. Failure to pass the said examination by the due date shall entail withholding of increment. Withholding of increment shall be without cumulative effect. The increment so withheld shall be released from the date of passing of the examination as if the increment was not withheld."

2.The Board also accorded its approval for modification of Regulation 12(ii) of G.S.O.No.117 dated 30-3-1962 as follows:

"All employees of the Board to whom the Marathi Language Examination is applicable appointed after 30-6-1968 shall pass the Marathi Language Examination within 3 years from the date of initial appointment or the date prescribed by the Board for passing of the Marathi Language Examination, whichever is later, save

in case of technical employees, who by reason of extension, if any, granted by the Chairman in deserving cases, shall pass the examination by the date of expiry of the extension granted by the Chairman. Failure to pass the said examination by the due date shall entail withholding of increment. Withholding of increment shall be without cumulative effect. The increment so withheld shall be released from the date of passing of the examination as if the increment was not withheld.

Sd/-(N.S.Merchant)
Secretary

CORRECTION SLIP NO.12 DATED 4-2-1976
(to G.S.O.117 dated 30-3-1962)

Subject:-Extension of prescribed time limit for passing the Marathi Language Examination.

By its Resolution No.1528 dated 29-12-75 the Board has accorded its approval to extend the time-limit for passing the Marathi Language Examination upto 1-1-1977 for its employees recruited prior to 1-1-1974 and upto 3 years from the date of appointment in case of employees recruited on or after 1-1-1974 whichever is later.

Sd/-Secretary.

CORRECTION SLIP NO.13 DATED 23-9-1977
(to G.S.O.117 dated 30-3-1962)

Subject:-Extension of prescribed time limit for passing the Marathi Language Examination.

By its Resolution No.669 dated 12-9-1977 the Board has accorded its approval to:

i) extend the time-limit for passing the Marathi Language Examination upto 31-1-1980 for its employees recruited prior to 31-1-1977 and upto 3 years from the date of appointment in case of employees recruited on or after 31-1-77.

ii) delegate the powers to the Chairman to extend the time limit for passing the Marathi Language Examination in future on lines of State Government decision.

Sd/-Secretary.

CORRECTION SLIP NO.14 DATED 2-5-1978
(to G.S.O.117 dated 30-3-1962)

Subject:-Delegation of powers for grant of exemption from passing the
Marathi Language Examination.

The Board under its Resolution No.946 dated 30-3-78 has accorded its approval to revise the delegation of powers for grant of exemption from passing Marathi Language Examination as per the statement appended hereto.

Sd/-Secretary.

Statement showing the existing and revised delegation of powers for grant of exemption from passing Marathi Language Examination.

EXISTING DELEGATIONS

Category of Staff	Competent Authority
1. a) Head of the Department	Chairman.
b) All tech.staff of the rank of S.E./Sr.P.S.S. or equivalent & above.	T.M. concerned.
c) Other staff in Pay Gr.I.	Departmental Heads.
2. Posts in Pay Gr.II	
i) For Staff in the tech. Cadre	Jt.Secy(T)
ii) Staff in Accounts Cadre	Jt.C.A.O.
iii) Staff in GAD Cadre	E.O.
iv) Staff in Stores Cadre	Dy.C.P.O.
v) Staff in V & S Cadre	Dy.C.S.& V.O.
3. a) Staff in Pay Gr.III falling in State-wise seniority.	E.O.or Dy.E.O.
b) For staff in Pay Gr.III falling Circle-wise seniority.	
i) For staff in H.O.Circle seniority	E.O.or Dy.E.O.
ii) For Staff in Circle Seniority other than Head Office & Power station.	Con.C.E. for his other than office/ Head of the respective circle
iii) ForstaffinPowerStations(Other than Ballarshah and Eldari P.S.) Circle seniority.	Head of the respective P.Ss.
iv) For staff in Circle seniority in Balarashah & Eldari P.S.	C.E.concerned.

EXISTING DELEGATIONS

Category of Staff	Competent Authority
v) For staff in Stores purchase organisation in circle seniority.	Dy.C.P.O.
4. Staff in Division-wise seniority.	
i) In Head Office	A.P.O.concerned in Estt.Sec.
ii) In office of the C.E.at Nagpur	A.E.O. attached to the office of C.E.at Nagpur.
iii)In Circle Office.	Adm.Officer attached to the respective circle or Head of the Circle where Adm.Officer is not posted.
iv) In Power Stations.	Adm.Officer attached to P.S.Office or Head of the Power Stn. where Adm. Officer is not posted.
v) In Divisional Office/Major Stores 'A', 'B' & 'C'.	E.E./ Officer-incharge of M.S. i.e. A.C.O.S./Stores Officer as the case may be.

REVISED DELEGATIONS

Category of Staff	Competent Authority
1. a) Head of the Department	Chairman
b) All tech.staff of the rank of S.E./Sr.P.S.S. or equivalent & above.	T.M. concerned
c) Other staff in Pay Gr.I.	Departmental Head/ concerned C.E.
2. Posts in Pay Gr.II	
i) For Staff in the tech. Cadre	Con.C.E. for his Zone/ J.S.(T) for H.O./ Head of respective Circle/ Power Station

REVISÉD DELEGATIONS

Category of Staff	Competent Authority
ii) Staff in Accounts Cadre	Jt.C.A.O.
iii) Staff in GAD Cadre	E.O./ Dy.E.O. for the concerned zone.
iv) Staff in Stores Cadre	Dy.C.P.O.
v) Staff in V & S Cadre	Dy.C.S. & V.O.
3. Staff in Pay Gr.III falling in State-wise seniority/ Circle-wise seniority/Power Stn. wise seniority.	
i) For staff in H.O.Circle	Dy.E.O.
ii) For Staff in Zonal Offices.	Dy.E.O./APO/Adm.Officer as the case may be.
iii) For staff in Circle.	A.P.O./ Adm.Officer.
iv) For staff in Power Stations.	Head of the respective P.S.S./A.P.O./Adm.Officer as the case may be
v) For staff in Stores purchase organisation in circle seniority.	Dy.C.P.O.
4. Staff in Division-wise seniority.	
i) In Head Office	A.P.O.concerned in Estt.Sec.
ii) In office of the C.E.	Dy.E.O./A.P.O./Adm.Officer attached to the office of C.E.
iii) In Circle Office.	Adm.Officer attached to the respective circle or Head of the Circle where Adm.Officer is not posted.
iv) In Power Stations.	Adm.Officer attached to the P.S.Office or Head of the Power Stn. where Adm. Officer is not posted.
v) In Divisional Office/Major Stores 'A', 'B' & 'C'.	E.E./ Officer-incharge of M.S. i.e. A.C.O.S./Stores Officer as the case may be.

**CORRECTION SLIP NO. 15 DATED 9-9-1980
(to G.S.O. 117 DATED 30.3.1962)**

By their Resolution No.642 dated 19.7.80, the Board revised as follows the existing delegation of powers in the matter of granting exemption from passing the written test of the Marathi Language Examination.

Nature of power.

To exempt any particular category of employees whose duty does not entail clerical work and also deserving individual cases from passing the written test of the Marathi Language Examination.

To whom delegated.

Chairman in consultation with the Member (Adm) AM/TM/TD concerned.

Sd/-Member(Adm.)/Secretary

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**CORRECTION SLIP NO.16 DATED 4-4-1983
(To G.O.117 dated 30-3-1962)**

Subject:-Facility for securing exemption in Marathi Language Examination being conducted by the Board for its employees.

Board vide its resolution No.199 dt. 17/18th January 1983 has accorded approval to give exemption to those Board's Employees, who have appeared for Marathi Language Examination conducted by the Board and secured 30 or more marks out of 50, i.e. in oral test or written test, as the case may be .

The exemption secured as such may be available at all subsequent Marathi Language Examinations conducted by the Board.

Sd/-Member (Adm.)/Secretary.

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**CORRECTION SLIP NO.17 DATED 6-7-1984
(to G.S.O.117, Dated 30-3-1962).**

See on pages 208 & 209

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**CORRECTION SLIP NO.18 DATED 8-6-1990
(To G.S.O.117 dated 30-3-1962)**

Subject:-Delegation of powers for grant of exemption from passing Marathi Language Examination.

By their Resolution No.441, dated 29-3-1990, the Board accorded approval to revise the entries at Sr.No. 1 of the Statement-I appended to the Correction Slip No.14, dated 2-5-1978 (to G.S.O. 117, dtd. 30-3-1962) to read as under :-

S.No.	Category of Staff.	Competent Authority.
a.	T.D. and Head of the Department	T.M./A.M./Member(Admn.)/Secretary as the case may be for Technical/Accounts and Non-Technical/Non-Accounts posts.
b.	All Technical Staff of the rank of S.E. or equivalent and above.	T.M./T.D. concerned.
c.	Other Staff in Pay Group.I.	No change (i.e. Departmental Head/concerned Chief Engr.)

2. This Correction Slip comes into force with immediate effect.

Sd/-(Gireesh Pradhan)
Secretary.

**DEPARTMENTAL CIRCULAR NO.E/IV/UN/MSP/VI/35900 DATED 26-6-1964
PERSONNEL SECTION.**

Subject:-Deputation of Board's employees for training under the Workers' Education Scheme-

- (a) Facilities to be afforded to such employees and
- (b) Delegation of powers.

The Borad under its Resolution No.2553 dated 18-5-1964 has taken the following decisions in respect of the release of the Board's employees for training under the Workers' Education Scheme and the facilities to be afforded to them. They are as under:

(i) This Board should released 19 workers every year for training under the Workers' Education Scheme beginning from 1964/1965 from various areas of the state. The allocation is as under.

.....
Number of workers to be released every year beginning from 1964- 1965.
.....

Nagpur Dn.	Jalgaon Dhulia.	Aurangabad Division.	Bombay Divn. excluding Jalgaon & Dhulia.	Poona Division.	Total.
6	2	4	2	5	19

.....

(ii) The employees selected by the Local Committee for the training shall be treaed as on duty throughout the period of training which normally lasts for 3 months. Further the time taken by him for joining the training centre and back shall also be treated as on duty.

(iii) The employee selected for training shall be held eligible for travelling allowance with incidental charges for the journey undertaken by him for joining the training centre and back as if he is on duty.

(iv) The employee shall be further given an ad hoc allowance of Rs.40/-p.m. if the education centre is beyond 5 miles from the place of his residence or work.(He shall not be treated to have been ransferred to the town where Workers' Eduction Centre is situated merely to disentitle him to such an allowance for the period of training. This allowance shall be paid to the employee before or immediately after the first of every month.

(v) The journey undertaken by the employee for his study tour organised by the Workers' education Centre shall be treated as on duty and he shall be allowed travelling allowance and daily allowance with incidental charges as if he were on duty.

(vi) The employee shall be given travelling allowance advance to about 90% of the expenditure on his journey for his study tour as certified by the Regional Director. This advance shall be paid at least one week before the study tour commences.

(vii) The employee shall be paid an advance equivalent to one month's salary which is recoverable in 12 monthly equal instalments beginning from the salary first drawn after his training.

(viii) After the training is over, the employee shall be given the following facilities to run primary unit classes at the premises of the undertaking and at the cost of the undertaking.

- (a) Tea and snacks every day.
- (b) Class-room on the premises of the undertaking.
- (c) Furniture i.e. table, chairs, benches or carpets.
- (d) Blackboard.
- (e) Exercise copy books for trainees.
- (f) Chalks and dusters.
- (g) Adjustments of shifts or duties as far as possible.

(ix) The release of the workers for attending the unit level classes shall be arranged in such a way that at least half of the time of the class is contributed by the Board from the employee's working time and the other half by the employees (workers) themselves.

For proper and effective implementation of the above the Board under its resolution No.2553 dated 18-5-1964 also authorised the officers of the Board not below the rank of Power Station Superintendents in the Power Stations and Superintending Engineers in the Circles and Secretary in the Head Office to take action on the various matters referred to above instead of the Chairman as was done hitherto. This is in partial modification of G.S.O.No.71 dated 19-7-1961 (B.R.No.562 dated 19-6-1961.).

Sd/-Secretary

DEPARTMENTAL CIRCULAR NO.LIR/UN/MSP/VI/53760 DATED 19-8-1965
B.W. & I.R. SECTION.

Subject:-Deputation of Board's Employees for training under the Workers' Education Scheme.

- a) facilities to be afforded to such employee and
- b) delegation of powers:-

Reference to this office Circular No.E/IV/MSP/VI/35990 dated 26th June 1964 on the above subject. After taking into consideration, Government orders issued from time to time, The Standing Committee in its meeting held on 28-7-1965 decided to extend following facilities to Worker Teachers Trainees, Worker-Teachers and worker & trainees who are undergoing training under the Workers Education Scheme.

a) The worker trainees should be paid on *ad hoc* allowance of Rs.50/- p.m. for Bombay and Rs.40/- p.m. for other centres in lieu of daily allowance (depending upon the location of the centre of his training) if the education centre is beyond 5 miles from the place of his residence. However for this matter worker trainee should not be transferred to the town where workers' education centre is situated just to disentitle him for such allowance. The local workers at Bombay, Poona and Nagpur should not be held eligible for this *ad hoc* allowance.

b) The worker trainees including worker teachers at the Unit level classes conducted by the worker teachers at the premises of the Board should in addition to the provision already made in the circular be provided with:

- i) the cost of tea and snacks every day at a rate not exceeding 30 paise per day per head.
- ii) voluntary contribution of Rs.5/- per trainee for study tour plus special leave for 6 days with permission to suffix holidays and an advance of Rs. 50/- payable in 10(ten) instalments for study tour. These should be given for good attendance and performance. These benefits should be given to worker-teachers too.

c) An advance equivalent to one month's salary should also be given to the local worker-teacher trainees at Bombay, Poona & Nagpur who come to the workers Education Centre and this advance should be allowed to be repaid in 12 monthly instalments beginning from the salary first drawn after the training.

Sd/-Secretary.

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Abbreviations and Symbols used in this index

~	Substitute to head word(s)	Govt.	Government
&	And	Gr.	Group
A/cs.	Accounts	Jt.	Joint
Addl.	Additional	L.D.	Lower Division Clerks
BC	Backward Class	Clerks	
BSEB	Bombay State Electricity Board	MSEB	Maharashtra State Electricity Board
CE	Chief Engineer	NMR	Nominal Muster Roll
Co-op.	Co-operative	PH	Power House
CPF	Contributory Provident Fund	Prof.	Professional
Dept.	Department	PSS	Power Station Superintendent
Deptl.	Departmental	r/o	Respect of
Dist.	Distribution	RA	Running Account
Dy.	Deputy	SE	Superintending Engineer
Engrns	Engineers	Sr.	Senior
Estt.	Establishment	Supdt.	Superintendent
Etc.	Etcetera	TA	Travelling Allowance
GAD	General Administration Department	WC	Workcharged
Gen.	Generation		

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- Security deposit in the form of MSEB Bonds 1971 [98]
- Signing money receipts (delegations) [97,114]

Acts

- Factories Act [111]
- Industrial Disputes Act 1947 [25]
- Minimum Wages Act [111]
- Motor Vehicles Act 1939 [35]
- Workmen's Compensation Act [33]

Advances to Employees

- Car ~ [40,40/1]
- Cycle ~ [32,40/1,82]

-Tour ~ [88]

-Tricycle ~ [40/1]

Advertisements

-Newspapers (approved) [26]

Air Force

-Govt.orders following [29]

Allowances

-Adhoc ~ to trainees under Workers Education Scheme [71]

-Compensatory Local ~ [25]

-Dearness ~ [25]

-House rent ~ [25,65,115]

Army

-Govt.orders following [29]

Auxiliary Air Force

-Govt.orders Following [29]

Backward Classes

-One more chance to pass Deptl.Exam. [110/8]

-One more year to pass Deptl.Exam. [110/8]

Bills

-RA ~ Works Contracts [102]

Board's Secretariat

-Charges for private use of vehicle by Members [109/2]

-Private use of vehicle by Members [109/2]

-Rules for use of vehicle by Members [109/4]

BSEB Employees' Service Regulations

-Notice period (Promotee probationers) [2]

-Pay fixation effective from 1st April 1957 for workmen [25]

BSEB Employees' (Pay-Fixation) Regulations

-Pay fixation effective from 1st April 1957 for workmen [25]

Casual Leave

-Extraordinary ~ for absence beyond control [23]

-Special ~ for Mountaineering/Trekking [24/2]

-Special ~ for Sports [24,24/1,24/2]

-Special ~ to elected Members of Institution of Engrns. [113/1]

-Special ~ when summoned by Court to give evidence [69]

Co-operative Societies

-Authority to lay down standard of Canteen Estt. [80/2]

-Financial assistance to staff canteens [80]

-Grant for utensils etc.to staff canteens [80/2]

-Standard of staff canteens [80/3]

Commercial Matters

-Delegation of powers [42]

-Security deposit in the form of MSEB Bonds 1971 [98]

-Signing money receipts [97]

Compensatory

-Local allowance [25]

Competent Authority

-Adoption of all Rules/Regulations of BSEB [5]

-Cycle advance [32]

-Fixing stitching charges [38]

-Grant to staff clubs [51,51/1]

-Hindi Exam.extending time for passing [108/2]

-Hindi Exam.granting exemption [108,108/3]

-Increments [100]

-Legal matters [42,63]

-Marathi Language Exam.exemption [117/14,117/15]

-Medical Exam. [67]

-Overtime granting [111]

-Overtime rate fixing [111]

-Permission to attend meeting convention etc.of Institutions [113]

-Removing anomalies in pay fixation on revision [78]

-Signing complaints/statements etc.(legal) [63]

-Sports materials purchase [51/2]

-Staff canteens deciding standards for Estt. [80/2]

-Staff Clubs (Grant) [51,51/1]

-TA to outside candidates appearing for interview [93]

-TA to outsiders [116]

-Vehicle movements as official (deciding) [109/6]

Consumers

-Security deposit in the form of MSEB Bonds 1971 [98]

Contractors

- Bank guarantee [1,18/1]
- Cancellation of procedure of registration [1/2]
- Classification [90]
- Indemnity Bond [18/1]
- Issue of materials [18/1]
- Registration at Divisional level [90]
- Security deposit in the form of MSEB Bonds 1971 [98]
- Security deposit in Works Contracts [18]

Contributory Provident Fund

- Advance (Grounds addition) [87]
- Amendments to Regulations [7,96]
- Board of Trustees [53,104]
- Boards Contribution payment [7]
- Constitution of Board of Trustees [53,104]
- Grounds for advance (additions) [87]
- No fresh advance till repayment of earlier [61]
- Regulations [44]
- Union representatives on Board of Trustees [53]

Creation of Posts

- Inclusion of addl.posts in Estt.schedules [27]
- Supernumerary posts [48]
- Temporary (Competent Authority) [20]

Cycle Advance

- Competent authority [32]
- Eligibility condition [32,40/1,82]
- Recovery [32]

Dearness Allowance

- Increased rates from 1st July 1960 [11,50]
- On opting BSEB [25,59]
- Unmarried Class I & II [9,16]

Delegation of Powers

- Absence beyond control (extraordinary casual leave) [23]
- Adoption of all Rules/Regulations of BSEB [5]
- Books purchasing [77]
- Cash etc. [42,99]
- Commercial matters [42]
- Creation of temporary posts [20]
- Dy.CE Nagpur to exercise powers of Jt.CE [8]
- Establishment matters [42]

- Exempting from Hindi Exam. [108/3]
- Extraordinary casual leave for absence beyond control [23]
- First Aid equipment & training (providing) [10,46]
- Hindi Exam.granting exemption [108/3]
- Hiring vehicles for transporting material [35]
- Imprest [42]
- Imprest (permanent) [42]
- Imprest (temporary) [42,99]
- Inclusion of addl.posts in Estt.Schedules [27]
- Insurance cover for erection [22]
- Leave [56,83]
- Legal matters [63]
- Marathi Language Exam.exemption [117/14,117/15]
- Miscellaneous [42,63,92,95]
- Money receipts signing [97,114]
- Permitting Officers to retain remuneration [103]
- Purchasing Books [77]
- RA Bills payment [102]
- Signing money receipts [97,114]
- Special casual leave for Mountaineering/ Trekking [24/2]
- Special casual leave for Sports [24,24/1,24/2]
- Sr.PH Supdt.Khaperkheda to exercise powers of SE [15]
- Stores [42,73,92]
- Stores purchase [42,73]
- TA to Union Representatives [3]
- Treating absence of Union Representatives as duty [3,3/1]
- Works [42,92,102,105]
- Works Contract [42]

Departmental GAD Examination

- Absence treated as duty [110]
- Authority to prescribe/modify syllabus [110]
- Chances for appearing [110/7]
- Direct recruits [110/4,110/9]
- Exemption from 5th February 1973 [110/2,110/5]
- Exemption on attaining age of 55 years [110/10]
- One more chance for passing under exceptional circumstances [110]

- One more chance to BC employees for passing [110/8]
- Rounding off marks [110/11]
- Seniority on failing to pass within given chances [110/7]
- Simultaneous appearing for Lower & Higher [110/3]
- Switching over to Accounts & vice-versa [110/6]
- Syllabus for Entrance [110/1]
- Travelling Allowance for appearing [110]

Employment Exchange

- Permitting pay Gr.IV employees to register with ~ [41]
- Procedure for seeking assistance for recruitment [4]

Establishment Matters

- Adoption of all Rules/Regulations of BSEB [5]
- Classifying categories as Pay Groups instead of Classes [43]
- Delegation of powers [42]

Examinations

- Chances for appearing Deptl. ~ [110/7]
- Deptl.GAD ~ [110]
- Effective date of passing Deptl. ~ [30]
- Entrance ~ [55/1,110,110/1,110/6,110/7]
- Entrance ~ to non qualified L.D.Clerks from licensees [55/1]
- Hindi ~ [19,47,66,108]
- Marathi Language ~ [117]
- Medical ~ [12,67]
- No promotion till passing Deptl.Accounts ~ [34]
- One more chance to BC employees for passing Deptl. ~ [110/8]
- Physical fitness ~ [12,67]
- Professional ~ [39,85,110/11]
- Regional language ~ [13]
- Rounding off marks at Deptl. ~ [110/11]
- Syllabus for entrance ~ [110/1]

Exemptions

- Deptl.GAD Exam. [110,110/2,110/5,110/10]
- Entrance Exam.to non qualified L.D.Clerks from licensees [55/1]
- Hindi Exam. [19,108,108/4]

- Marathi Language Exam. [117/3,117/5,117/7,117/9,117/4]
- On attaining age of 45 years [110/10]
- Regional Language Exam. [13]

Facilities to Employees

- Attending meetings/conventions etc.of Institutes [113]
- Permitting to register with employment exchange [41]
- Retain remuneration [103]
- To apply outside the organisation [41]

First Aid

- Delegation of powers [10,46]
- Equipments providing [10,46]
- Training [10,46]

Forms

- Bank guarantee [1]

General Provident Fund Regulations

- Relaxing restriction of upper limit of subscription [45]

Government

- Orders in r/o Air Force (following) [29]
- Orders in r/o Army (following) [29]
- Orders in r/o Auxiliary Air Force (following) [29]
- Orders in r/o Navy (following) [29]
- Orders in r/o Territorial Army (following) [29]
- Rules of Hindi Exam.(acceptance) [108/2]

Grants

- Canteens (Staff) [80,80/2]
- Clubs (Staff) [51,51/1]
- Staff Canteens [80,80/2]
- Staff Clubs [51,51/1]

Handicapped (Provisions)

- Tricycle advance [40/1]

Hindi Examination

- Authorities to certify & grant exemption [108,108/3]
- Deemed to possess adequate knowledge for having certain qualification [108]
- Exemption [108,108/1,108/2]
- Extension of time for passing for special reasons [108]
- Government rules (acceptance) [108/2]

- Not passing to be considered as drawback for promotion [108]
- Passing within two years from appointment [108]
- Time limit for passing [108,108/1,108/2]

Home Guards

- Following Govt.orders [29]

House Rent Allowance

- At Sholapur [115]
- Eligibility if sphere of duty within three miles of place [65]
- For want of residential quarters [94]
- Rates effective from 1st April 1957 for workmen [25]

Increments

- Competent Authority [100]
- Not eligible if recruit fail to pass Deptl.Exam. [110/9]
- Releasing during extended period of passing Prof.Exam. [85]
- Releasing though not passed Deptl.A/cs Exam. [34]
- Routine (Competent Authority) [100]
- Withholding for non-passing of Marathi Language Exam. [117/11]

Insurance

- Cover for erection [22]

Leave

- Competent Authorities [56,83]
- Delegation of powers [56,83]
- Extraordinary casual leave for absence beyond control [23]
- Local arrangements [56]
- Not to refuse in accident cases [106]
- Special casual ~ for Mountaineering/Trekking [24/2]
- Special casual ~ for Sports [24,24/1,24/2]
- Special casual ~ to elected Member of Institute of Engrs. [113/1]
- Special casual ~ when summoned in Court [69]

Legal Matters

- Delegation of powers [42,63]
- Signing plaints/statements etc. [63]

Library

- Books purchasing (authorities) [77]
- Newspapers (approved) [26]

Licensee's Staff

- Exemption from Entrance Exam.to non qualified L.D.Clerks [55/1]
- Marathi Language Exam. [117/7]
- Pay scale for appointing non qualified clerical staff [55]
- Seniority of non qualified L.D.Clerks [[55/1]

Limits For

- Private use of vehicle by Members [109/2]
- Private use of vehicle by Officers/employees [109/8]

Marathi Language Examination Regulations

- Authorities to conduct [117/8]
- Competent Authorities to grant exemption [117/14,117/18]
- Exemption [117/1,117/3,117/5,117/6,117/7]
- Exemption from written test [117/10,117/15]
- Regulations [117]
- Rounding off marks [117/17]
- Securing exemption in oral or written test [117/16]
- Time limit for passing [117,117/1,117/2,112/4,117/12,117/13]
- Withholding increments [117/11]

Medical Facilities

- Accident cases [33]
- Reimbursement [101]
- Revised scheme [31,101]
- Scheme (revised) [31]
- TA for Medical Exam. [12]
- TA for treatment [12]

Military Services

- Govt.orders in r/o Army/Navy/Air Force (Following) [29]

Miscellaneous

- Adoption of all Rules/Regulations of BSEB [5]
- Answerability of Sr.PSS [86]
- Books purchasing authorities [77]
- Classifying categories in Pay Groups instead of Classes [42]

- Delegation of powers [42,63,92,95]
- Financial assistance to Co op.Staff Canteens [80]
- Permission to attend meetings/conventions etc.of Institutes [113]
- Permitting Officers to retain remuneration [103]
- Statutory provisions to prevail [6]

MSEB Employees' Service Regulations

- Adoption of all Rules/Regulations of BSEB [5]
- CPF payment of Boards contribution [7]
- Daily allowance to Line Staff [81]
- Medical certificate every year after attaining age of 55 years [14]
- Overtime granting authority [111]
- Overtime rate fixing [111]
- Statutory regulations to prevail [6]
- Superannuation age [14]
- TA to line staff [81]

Navy

- Following Govt.orders [29]

Nominal Muster Roll

- Protection of emoluments on regular appointment [79]
- Rent for quarters of asbestos/tin sheets [57]
- Rent for temporary quarters [57]
- Residential accommodation [57]

Pay

- Protection of emoluments of NMR/WC staff on absorption [79]
- Special ~ to remove anomaly in pay fixation on revision [78]

Pay Fixation

- Protecting emoluments of NMR/WC staff on absorption [79]
- Removing anomalies due to revision [78]

Pay Scale

- Asstt.Draftsman [76]
- L.D.Clerks non qualified [55]
- Revision from 1st January 1961 [42,76,78]

Physically Handicapped

- Tricycle advance [40/1]

Procedure Regarding

- Appointments of non matric L.D.Clerks [55]
- Assistance from Employment Exchange [4]
- Cancellation of procedure of registration of contractors [1/2]

Promotion

- Conditional during extended period for passing Prof.Exam. [85]
- Drawback (non passing Hindi Exam.) [108]
- Local arrangement [56]
- Method of filling vacancies [42]
- Passing Deptl.A/cs Exam.necessary [34]
- Passing Deptl.GAD Exam.necessary [110]
- Reverting promotees failed to pass Deptl.GAD Exam. [110/4]

Recreation

- Grants to staff clubs [51]
- Sports materials purchase [51/2]
- Staff clubs [51]

Recruitment

- Appointment of non matric L.D.Clerks (procedure) [55]
- Continuing recruitees failed to pass Deptl.Exam. [110/9]
- Discharging recruits failed to pass Deptl.GAD Exam. [110/4]
- Entrance Exam.for L.D.Clerks [110,110/1,110/6,110/7]
- Method of filling vacancies [42]
- Procedure for seeking assistance of Employment Exchange [4]
- Reemployment of superannuated employees [37]
- Selection Committees (reconstitution) [49]
- TA to outside candidates [93,93/1]

Regulations

- Adoption of all Rules/Regulations of BSEB [5]
- BSEB Employees' (Pay Fixation) ~ [25]
- BSEB Employees' Service ~ [2,5,25]
- General Provident Fund ~ [44]
- Marathi Language Examination ~ [117]
- MSEB Classification & Recruitment ~ [112]
- MSEB CPF ~ [44,53,61,87,96,104]
- MSEB Employees' Service ~ [5,6,7,14,81]

-MSEB Seniority ~ [107]

Remuneration

- Assessing papers of Marathi Language Exam. [117/8]
- Retention of ~ which get by virtue of being member of committee [103]
- Setting question papers of Marathi Language Exam. [117/8]

Residential Quarters

- Hiring accommodation (rent limits) [94]
- NMR staff [57]
- Rent for frequently transferrable staff [28,94]
- Rent for temporary quarters given to NMR/WC staff [57]
- Rent to essential staff [94]
- Rent to NMR/WC staff for structures of asbestos/tin sheets [57]
- Retention on transfer [52,72]
- Workcharged staff [57]

Resignation

- Notice by promotee probationers [2]

Rest houses

- Attendant (uniform) [58]
- Charges [70]
- Charges to Govt.Auditors on duty [60,70]
- Khansama (uniform) [58]

Retirement

- Medical certificate every year after attaining age of 55 years [14]
- Reemployment of superannuated employees [37]
- Superannuation age [14]

Revision of Pay Scales

- Assistant Draftsman [76]
- General from 1st January 1961 [42]
- Removing anomalies [78]

Rules Regarding

- Hindi Exam. [19]
- Use of Boards vehicles by Members [109/4]
- Use of Boards vehicles by Officers [109/3,109/5,109/6]

Security Deposit

- Works contract [18]

Selection of Candidates

- Large numbers to be kept on waiting list [4]
- Selection Committees (reconstitution) [49]

Seniority

- Counting from passing Deptl.Exam.(recruitees) [110/9]
- Delineation of ~ Groups [64,91]
- Groups [64,91]
- Losing on not passing Deptl.Exam. [110/7]
- Non qualified L.D.Clerks taken from Licensees [55/1]
- Refixing on pay fixation [79]
- Regulations [107]
- Separate cadres for Generation & Distribution [43,86]
- Switching over to Accounts Dept.to GAD & vice versa [110/6]
- Typist on passing Entrance Exam. [110/7]

Special Leave

- Absence beyond control [23]
- Elected member of council of Institution of Engineers [113/1]
- Participating National/International sports [24,24/1,24/2]
- Summoned in Court [69]

Special Pay

- For removing anomaly due to revision [78]

Sports

- Grant for sports materials [51/2]
- Grant to staff clubs [51,51/1]
- Material purchasing [51/2]
- Participating National/International(special leave) [24,24/1,24/2]
- Staff clubs [51]

Stores(Supply & Services)

- Cancellation of procedure of registration of contractors [1/2]
- Delegation of powers [42,92]
- Hire charges for equipment given on loan [74]
- Hiring vehicles for transporting material [35]
- Registration of contractors at Divisional level [90]
- Rent on equipment given on hire [74]

- Security deposit in the form of MSEB Bonds 1971 [98]
- Spare parts for diesel engine sets purchases [73]

Supernumerary Posts

- Foreign Countries training [48]
- Hot Line Crew training scheme [48]
- Training in Foreign Countries [48]
- Workers Education Scheme [48]

Syllabus For

- Deptl.GAD Exam. [110]
- Entrance Exam. [110/1]
- Marathi Language Exam. [117]
- Professional Exam. [39]

Termination of services

- Notice period for promotee probationer [2]

Territorial Army

- Following Govt.orders [29]

Training

- Abroad [89]
- First Aid [10,46]
- Foreign Countries [48]
- Hot Line Crew [48]
- Supernumerary post [48]
- Workers Education Scheme [48,71]

Transfer

- Inter transferability of staff of Gen.& Dist.sides [43,86]
- Quarter retention [52,72]
- Scope [43,64]

Travelling Allowance

- Advance for tour [88]
- Appearing Deptl.GAD Exam. [110]
- Attending meetings conventions etc.of Institutes [113]
- Charges paid for Inspection Bungalow on tour [62]
- Daily allowance to Line Staff [81]
- Medical Exam./treatment [12]
- Outside candidates appearing for interview [93,93/1]
- Outsiders in the interest of Boards work [116]

- Study tour under Workers Education Scheme [71]
- Summoned in Court [69]
- Union Representatives attending discussions [3]

Uniform

- Authority to fix stitching charges [38,84]
- Blue Printers [21,54]
- Chowkidars [75]
- Drivers (vehicle) [75]
- Employees to bear stitching charges above ceiling [84]
- Female Sweepers [17]
- Khaki Mill Cloth [54]
- Khansama [58]
- Naiks [21,54]
- Pay Gr.IV Staff(HO) [68]
- Peons [54]
- Rest House Attendants [58]
- Stitching charges [38,84]
- Sweepers [75]
- Tailoring works to be entrusted to Institutions [38]
- Vehicle Drivers [75]
- Waterman cum Farrash [36]
- Woollen jersey to Chowkidars [75]
- Woollen jersey to Sweepers [75]
- Woollen clothing to Vehicle Drivers [75]
- Woollen coats to HO Pay Gr.IV Staff [68]

Union Matters

- Absence for discussions/meetings as duty [3,3/1]
- Recommending names on Board of Trustees of CPF [53]
- TA for attending discussions/meetings [3]

Vehicles

- Car advance [40,40/1]
- Charges for private use [109/7,109/8]
- Deciding movements as official [109/6]
- Distance restriction on private use [109/2,109/8]
- Free use of Deptl. ~ [109]
- Private use of Deptl. ~ [109]
- Rules for use by Members [109/4]

- Rules for use by Officers [109/3,109/5,109/6]
- Tricycle advance [40/1]

Workcharged Staff

- Protection of emoluments on regular appointment [79]
- Rent for quarters of asbestos/tin sheets [57]
- Rent for temporary quarters [57]
- Residential accommodation [57]

Workers Education Scheme

- Adhoc allowance [71]
- Supernumerary posts [48]
- TA for study tours [71]

Works Matters

- Bank guarantee [18/1]

- Cancellation of registration of contractors [1/2]
- Delegation of powers [42,92,102,105]
- Electrification of villages [105]
- Hire charges for equipment given on loan [74]
- Indemnity Bond from Contractors [18/1]
- Insurance cover for erection [22]
- Issue of materials to Contractors [18/1]
- Procedure 18
- RA bills payment [102]
- Registration of Contractors at Divisional level [90]
- Rent on equipment given on hire [74]
- Security Deposit [18]
- Security Deposit in the form of MSEB Bonds 1971 [98]

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**GENERAL STANDING ORDERS
(MSEB)**

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