

TAMIL NADU ELECTRICITY BOARD GAZETTE



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CONTENTS

| | Page |
|--|-------------|
| 1. PART — I | |
| NEWS & NOTES | (ix) |
| 2. PART — II | |
| GENERAL ADMINISTRATION & SERVICES | 617 |
| 3. PART — III | |
| FINANCE | 655 |
| 4. PART — IV | |
| TECHNICAL | 673 |
| 5. INDEX | 711 |
| 6. SUPPLEMENTS | |
| Introduction of revised MIS for | |
| Genl. Construction Circles | (i) |
| Investigation Circle | (xxiii) |
| Common functions for Certain Officers | (xxxv) |

STEP-UP TRANSFORMERS

My crown is in my heart, not on my head ;
Not deck'd with diamonds and Indian stones,
Nor to be seen : my crown is call'd content.

—Shakespeare.
(in *King Henry VI*)

The exceeding beauty of the earth in her splendour of life yields a new thought with every petal. The hours when the mind is absorbed by beauty are the only hours when we really live, so that the longer we can stay among these things so much the more is snatched from inevitable Time. These are the only hours that are not wasted—these hours that absorb the soul and fill it with beauty. This is real life, and all else is illusion or mere endurance.

—Richard Jefferies.

On the night of a major battle, the first Duke of Marlborough was reconnoitering the terrain. He and his staff were on horse back. Marlborough dropped his glove. Cadogan, his Chief of Staff, dismounted, picked up the glove and handed it to Marlborough. The other officers thought this remarkably civil of Cadogan. Later that evening, Marlborough issued his final order: "Cadogan, put a battery of guns where I dropped my glove."

"I have already done so", replied Cadogan. He had read Marlborough's mind, and anticipated his order. Cadogan was the kind of follower who makes leadership easy.

—David Ogilvy.
(in "*Ogilvy on Advertising*")

Some people may have greatness thrust upon them. Very few have excellence thrust upon them. They achieve it. They do not achieve it unwittingly, by "doin' what comes naturally"; and they don't stumble into it in the course of amusing themselves. All excellence involves discipline and tenacity of purpose.

—John Gardner.
(in "*Excellence.*")

Beyond a certain point in one's career, cash is not all that important. One returns again to the value of the experience offered by the job, the challenge to test one's own mettle, and the sense of self-fulfilment that hard work can offer.

—Harold Geneen.
(in "*Managing*")

We can act *as if* there were a God; feel *as if* we were free; consider Nature *as if* she were full of special designs; lay plans *as if* we were to be immortal; and we find then that these words do make a genuine difference in our moral life.

—Wm. James.
(in "*Varieties of Religious Experience.*")

Na karmanaam anaarambhaat naishkarmyam purushosnuthe

(Without the prior discipline of work, man cannot profit from the discipline of meditation.)

—(From the *Bhagavat Gita*)



வாரியத்தலைவரின் கடிதம்

அன்பார்ந்த தோழர்களே!

குலை 15ஆம் நாள் எண்ணூர் அனல்மின் நிலையத்தில் தரமேன்மை வட்டங்களைத் துவக்கிவைக்கும் நிகழ்ச்சியில் குட்டிக் கதை ஒன்றைக்கூற எனக்கு வாய்ப்புக் கிடைத்தது. அந்தக்கதை இதுதான்.

சாலை ஓரமாகச்சிலர் கல்லுடைத்துக் கொண்டிருந்தார்கள். அதைப் பார்த்த ஒருவன் அவர்களிடம், "நீங்கள் என்ன செய்கிறீர்கள்?" என்று வினவினான்.

ஒருவன் முணுமுணுத்தான். "என்ன செய்வது? என் தலைவிதி! இந்த வெயிலில் அரை வயிற்றுக் கஞ்சிக்காக இந்தப் பாடுபடுகிறேன்."

இன்னொருவன் சொன்னான்: "இந்தப் பாறாங்கல்லை எல்லாம் உடைத்தாகணும்னு மேஸ்திரி சொன்னார். அதைத்தான் வேறு வழியில்லாமல் செய்கிறேன்."

மூன்றாமவன் மிக உற்சாகமாகப் பெருமிதத்துடன் சொன்னான்: "நாங்கள் இங்கே ஒரு கோவிலை உருவாக்கப் போகிறோம். மிகவும் அழகான கோவில்! அக்கம்பக்க ஊர்களிலெல்லாம் இருப்பதை விட மிகப்பெரிய கோவில்! அழகான அந்தக் கோவிலை உருவாக்கத்தான் இந்தக் கற்களையெல்லாம் வெட்டிச் சரிசெய்கிறோம்."

இந்த மூவரும் செய்து கொண்டிருந்தது ஒரே பணியைத்தான். இருப்பினும், தனித் தனி மனோபாவத்துடன் அதைச் செய்து கொண்டிருந்ததை அவர்கள் அளித்த பதில் நன்கு புரியவைக்கிறது.

எவ்வளவு முக்கியமில்லாத சாதாரணமான பணியானாலும் சரி, அதைக் கண்ணியத்துடனும், பொறுப்புணர்ச்சியுடனும், பெருமையுடனும், உற்சாகத்துடனும் செய்வதன் வாயிலாகப் பெருமளவிற்கு மனநிம்மதியையும் பூரிப்பையும் பெறமுடியும். இத்தகைய மனப்பக்குவத்துடன் பணியாற்றும்போது, அந்தப் பணி சிறப்பாக அமைவதோடு அதைச் செய்கின்றவனது உள்ளத்திற்குப் பெருமகிழ்ச்சியையும் ஏற்படுத்துகிறது.

இந்த மனப்பக்குவம் இல்லாது செய்யப்படும் எந்த ஒரு பணியும், அது எத்தகைய மாபெரும் பணியாக இருந்தாலும், அரைகுறையாகவோ பொறுப்புணர்ச்சியின்றியோ செய்யப்பட்டால், அதன் விளைவு பெருமை கொள்ளத்தக்கதாக இருக்காது. இறுதியில் மிஞ்சுவது மனக்கசப்பும் அதிருப்தியும்தான். இந்த அரிய உண்மையை நமது அன்றாட வாழ்வில் நமது அனுபவத்தைக்கொண்டே நம்மால் நன்கு உணர முடியும்.

நாம் என்ன பணி செய்கிறோம் என்பதைவிட, அந்தப் பணியை எப்படிச் செய்கிறோம் என்பதுதான் மிகவும் முக்கியமானது. எந்தப் பணியைச் செய்ய வேண்டும் என்பதை முடிவெடுக்கும் வாய்ப்பு எல்லோருக்குமே கிடைப்பதில்லை. நமக்கு அப்பாற்பட்ட சூழ்நிலைகளின் பல நிர்ப்பந்தங்களால் சில பொறுப்புகள் நம்மால் ஏற்கப்பட வேண்டிய கட்டாயம் ஏற்படுகிறது. அது நமக்குப்பிடித்ததாகவும் இருக்கலாம்; பிடிக்காததாகவும் இருக்கலாம். ஆனால், எந்தப்பொறுப்பானாலும் அதைத் திறம்படச் செய்ய நம்மால் கண்டிப்பாக முடியும். அதற்குரிய தகுதியையும், சூழ்நிலையையும் நம்மால் உருவாக்கிக்கொள்ள முடியும். அதுதான் நமது கடமையும் கூட.

எந்தப் பொறுப்பானாலும் அதைத் தனிச்சிறப்போடு நிறைவேற்ற ஏராளமான வாய்ப்புகள் உண்டு. நாம் அவற்றை முயன்று கண்டு பிடித்துக்கொள்ள வேண்டும் அவ்வளவே!

ஒரு நாடகக் குழுவில் ஒவ்வொரு நாடகத்திலும் யார் யார் என்ன வேடத்தைப் போட்டு நடிக்க வேண்டும் என்பதை முடிவு செய்யும் உரிமை அந்த நாடகத்தின் இயக்குநருக்குத்தான் உண்டு. வேறு யாரும் அந்த உரிமையை எடுத்துக்கொள்ள முடியாது. நடிகர்கள் ஒவ்வொருவரும் “நான் இராஜபார்ட்டுதான் போடுவேன்” என்று வீம்புடன் இருந்தால் நாடகத்தை நடத்த முடியாது; நாடகக் குழுவை இழுத்து மூடவேண்டியதுதான். “இராஜபார்ட்டு ஆனாலும் சரி, சில்லறை வேடமானாலும் சரி, எதுவாக இருந்தாலும் நான் திறமையாக நடித்துக்காட்டி, அவையின் கைதட்டலைப் பெறுவேன்”, என்று அடக்கத்துடனும் நெஞ்சறுதியுடனும் தனது திறமையில் முழு நம்பிக்கை வைத்து முன்வரக்கூடியவனே சிறந்த நடிகனாவான்.

நாம் எந்தப் பணியையும் எவ்வளவு திறம்படச் செய்தாலும் அதில் ஏதாவது குறை கூறி அற்ப மகிழ்ச்சி கொள்ள வேண்டும் என்று கங்கணம் கட்டிக் கொண்டிருப்பவர்களும் இருக்கத்தான் செய்கிறார்கள். இதுகுறித்து நாம் கவலையோ வருத்தமோ கொள்ள வேண்டிய தில்லை. ஏனெனில், மனிதர்களுள் சிலரது மனப்போக்கு இப்படித்தான் இருக்கும். இது அவர்களுடைய சுபாவம். இத்தகையவர்கள் நல்லதையே காணப் பிடிவாதமாக மறுப்பவர்கள். கண்கள் இருக்க வேண்டிய இடத்தில், பாவம் அவர்களுக்குப் புண்கள்தான் உள்ளன!

பால் நிரம்பியிருக்கும் பசுவின் மடிமேல் அமர்ந்திருக்கும் கொசு, பசுவின் மடியில் பால் நிறைந்திருப்பதை உணர்ந்து மகிழ்வதில்லை. அதை அது தேடுவதும் இல்லை; அதற்கான திறமையும் அதனிடம் இல்லை! அதற்குத் தேவை உறிஞ்சுவதற்கான இரத்தம் மட்டுமே!

கொசுவைப் போன்ற இழிபிறவிகள் மனிதரிடையேயும் உண்டு. அவர்களையெல்லாம் பொருட்படுத்தாது நாம் நமது பணியைத் திறம்படச் செய்து, அதைப் பொலிவடைய வைத்துப் பெருமை கொள்வோம்! இதுவே நாம் ஏற்றுக்கொண்ட பணிக்குச் செய்யவேண்டிய தலையாய கடமையாகும்.



(B. விஜயராகவன்)
தலைவர்

News & Notes

PART—I

News & Notes

I. Generation Particulars :

The generation/relief figures for July '86 were as follows :

(Figs. in M.U.)

| | |
|----------------------------|------------|
| 1. Ennore | 163.202 |
| 2. Tuticorin | 374.440 |
| <hr/> | |
| TNEB Thermal | 537.642 |
| <hr/> | |
| 3. Neyveli Relief TS I | 274.118 |
| TS II | 55.229 |
| 4. Kalpakkam | 97.065 |
| 5. Relief from NTPC | 44.696 |
| 6. Hydro Generation | 258.549 |
| 7. Net export to Kerala | (—) 13.660 |
| 8. Net export to Karnataka | (—) 12.558 |
| 9. Wind farm | 0.137 |
| <hr/> | |
| Net TNEB consumption | 1241.219 |

II. Hydro Inflows :

The hydro Inflows in July' 86 were only 471 m.u. as against the ten year average of 741 m.u. and 483 m.u. in July' 85.

III. Storage Position :

The storage equivalent in million units as on 1—8—86 when compared to the storage on the same day last year was as follows :

(Figs. in M.U.)

| | As on 1—8—86 | As on 1—8—85 | Difference |
|-------------------------|-----------------|-----------------|------------|
| 1. Nilgiris | 518.12 | 582.72 | (—) 64.60 |
| 2. Periyar | 32.60 | 83.66 | (—) 51.06 |
| 3. Papanasam & Servalar | 4.20 | 17.25 | (—) 13.05 |
| 4. PAP group | 99.11 | 182.60 | (—) 83.49 |
| 5. Kodayar | 0.12 | 85.21 | (—) 85.09 |
| 6. Suruliar | 5.45 | 16.88 | (—) 11.43 |
| <hr/> | | | |
| Total excl. Mettur | 659.60 | 968.32 | (—) 308.72 |
| <hr/> | | | |
| 7. For Mettur | 11.24 | 29.69 | (—) 18.45 |
| <hr/> | | | |
| Total including Mettur | 670.84 | 998.01 | (—) 327.17 |

IV. Performance of Thermal Stations :**(i) Tuticorin :**

The details of generation in Tuticorin during July '86 were as follows :—

| Unit | Generation in M.U. | Plant Load Factor % |
|---------|--------------------|---------------------|
| I | 133.15 | 85.2 |
| II | 107.98 | 69.1 |
| III | 133.31 | 85.3 |
| Station | 377.44 | 79.9 |

Unit III at Tuticorin was shut down on 29—7—86 for scheduled annual overhaul.

(ii) Ennore :

Ennore generated 163.202 m.u. in July '86 with a plant load factor of 48.74%.
Unit-wise break-up is as follows :—

| Unit | Generation in M.U. | Plant Load Factor % |
|---------|--------------------|---------------------|
| I | 31.110 | 69.69 |
| II | 38.566 | 86.39 |
| III | 35.656 | 43.56 |
| V | 57.870 | 70.71 |
| Station | 163.202 | 48.74 |

Unit IV and unit I were taken out for scheduled annual overhaul from 30—6—86 and 29—7—86 respectively.

V. Auxiliary consumption and oil consumption in thermal stations :

The auxiliary consumption and oil consumption at Tuticorin and Ennore during July '86 were as follows :—

| Station | Oil consumption in M.L. per unit | Auxiliary consumption in percentage |
|-----------|----------------------------------|-------------------------------------|
| Tuticorin | 7.2 | 7.1 |
| Ennore | 3.1 | 11.94 |

VI. Special courses conducted by the Board :

The following special courses have been conducted recently for the benefit of the employees of the Board :—

1. Joint training for management personnel and employee representatives from the 2nd June to the 7th June for six days. The training was coordinated by the Tamil Nadu Electricity Board Staff Training College in collaboration with the Tamil Nadu Institute of Labour Studies. 19 representatives from 11 unions and 16 management personnel participated in the 4th batch. 74 employee representatives and 69 management personnel have been covered by the training so far.

2. A three day training programme on safety was conducted for the regular work establishment staff of distribution systems from 7—7—86 at the regional headquarters, namely, Madras, Madurai, Trichy, Vellore and Coimbatore.

VII. Erection of additional wind mills at Mullaikadu :

The Tamil Nadu Electricity Board has approved the proposal for the expansion of the Wind Farm at Mullaikadu near Tuticorin by erection of ten additional wind mills of 55 KW each. [B.P.Ms. (FB) No. 277 (Technical Branch) dated 10th July '86].

VIII. Special Incentive to Servalar Staff :

In the context of the commissioning of the Servalar Hydro Electric Project, the Board has sanctioned an incentive of one month pay plus dearness allowance to the employees borne on the rolls of the Project and stationed at the project site for one year or more during the period from 1—2—84 to 25—2—86 provided they were on duty at the rate of not less than 300 days in a period of 12 calendar months while working in the project during the above period. [B.P. Ms. (FB) No. 59, (Sectt. Br.) dated 14—7—86].

IX. Liberalisation of House Building Advance :

The Board has adopted the special Family Benefit Fund Scheme of the Government in respect of house building advance according to which all the employees of the Board who have obtained house building advance and have more than five years of service left for retirement as on 1—4—86 will be covered by this scheme. In the event of the death of an employee before repayment of the house building advance in full including interest, the repayment of loan shall be made by the Tamil Nadu Electricity Board. The families of the deceased employee will receive the death-cum-retirement gratuity and other benefits without adjusting it towards outstanding house building advance. [B.P. Ms. (FB) No. 61 (Sectt. Br.), dated 15—7—86].

X. Educational Advance to Employees :

The Board has increased the interest-free educational advance payable to the employees of the Board drawing a pay not exceeding Rs. 1,200/- p.m. from Rs. 200 to Rs. 300. [B.P. Ms. (FB) No. 58 (Sectt. Br.) dated 8th July '86].

XI. Allowance for Revenue Supervisors :

The Board has ordered payment of Rupees Five towards actual expenses in respect of Revenue Supervisors whenever they go to inspect the work of Assessor and Inspectors of Assessment when the distance covered in each journey is less than eight KMs. [Memo. No. 6002, Adm. Br./IR2 (1)/86—1 dated 21—7—86].

XII. Post graduate course for Engineers :

The Board has approved the deputation of eight Engineers (three ADEs and five AEs) to undergo full-time post graduate course in Master of Engineering during the academic year 1986—87 at the Anna University, Madras at the Board's expense. [B.P. Rt. (Ch) No. 148 (Adm. Br.) dated 21—7—86].

XIII. Quality circles :

As already reported in the "News & Notes" of February '86 Gazette, an appreciation programme on Quality Circles was conducted in February '86 for Engineers at Ennore. Action was then taken to educate the workers also on quality circles and four circles have been formed in various areas as follows. These were inaugurated on 15—7—86.

Area

- (i) Boiler maintenance circle
- (ii) Mill plant circle
- (iii) Turbine maintenance circle

These Quality circles meet every Friday and Saturday.

The following are the details of the posts created/upgraded/abolished during the month of July 1986.

C. Arunachalam,
Secretary.

Posts Created

| Sl. No. (1) | Details of the Board's Orders (2) | Name of the System (3) | Name of the Post (4) | No. of Posts (5) | Purpose for which the posts were created (6) |
|-------------|---|----------------------------|---|---------------------------------------|--|
| 1. | B. P. Ms. (Ch) No. 364 (Adm.) dt. 3-7-86. | R.C.E. (D) Vellore | E.E./Civil A.E.E./Civil A.E./J.E. (Civil) | 1 1 1 | For attending to the Civil work in Vellore Region |
| 2. | B.P. Ms. (Ch) No. 365 (Adm.) dt. 3-7-86. | Salem E.S. | J.E. II Gr. L.I. Lineman Comm. Assistant Helper (Gang) Wireman Helper | 1 2 3 2 2 18 17 | Consequent on the review of workload as on 1-1-86 |
| 3. | B. P. Ms. (Ch) No. 370 (Adm.) dt. 5-7-86. | E.T.P.S. | J.E. (E/M) Gr. II | 7 | To the tuning of instrumentation control and MRT areas |
| 4. | B. P. Ms. (Ch) No. 373 (Adm.) dt. 9-7-86. | Coimbatore E.S. (South) | A.E./J.E. I Gr. Foreman I Gr. Wireman Helper | 6 12 2 3 | Based on review of workload as on 1-1-86 |
| 5. (a) | B.P. Ms. (Ch.) No. 383 (Adm.) dt. 17-7-86; | Kanyakumari E.S. | Wireman Helper | 2 2 | Review of workload as on 1-1-86 |
| 6. | B.P. Ms. (Ch.) No. 385 (Adm.) dt. 17-7-86. | Udumalpet E. S. | A.E./J.E. I Gr. Foreman Wireman Helper | 3 6 23 6 | -do- |
| 7. | B.P. Ms. (Ch.) No. 386 (Adm.) dt. 17-7-86. | Madurai E.S. North | A.E./J.E. I Gr. Foreman Wireman Helper | 1 2 15 9 | Review of workload as on 1-1-86. |
| 8. | B.P. Ms. (Ch.) No. 387 (Adm.) dt. 17-7-86. | Ramnad E.S. (West) | Assessor Inspector of Assessment | 31 9 | Modified system of card billing workload as on 1-4-86 |
| 9. | B.P. Ms. (Ch.) No. 388 (Adm.) dt. 17-7-86. | Madurai E.S. (South) | A.E./J.E. I Gr. Foreman I Gr. Wireman Helper | 3 6 9 7 | Review of workload as on 1-1-86 |
| 10. | B.P. Ms. (Ch.) No. 389 (Adm.) dt. 17-7-86. | M.T.P.P. | S.B.O. (E) S.B.O. (E/M) S.B.O. (M) Fitter III Gr. Senior Machine Operator Junior Machine Operator Tester/Chemical | 20 14 15 67 5 10 10 | For imparting training for commissioning of the Unit I of M.T.P.P. |

| (1) | (2) | (3) | (4) | (5) | (6) |
|-----|---|---------------------------|---|--|---|
| 11. | B.P. Ms. (Ch.) No. 390 (Adm.) dt. 17-7-86 | Pudukottai E.S. | A.E./J.E. I Gr. (E) Foreman I Gr. Wireman Helper | 2 4 6 6 | Based on workload agreement as on 1-1-86 |
| 12. | B.P. Ms. (Ch.) No. 391 (Adm. Br.) dt. 17-7-86 | Tirunelveli West | J.E./Elec. II Gr. Line Inspector Lineman Comml. Asst. Helper (Gang) Wireman Helper | 1 2 3 2 2 5 5 | R.W.E. Staff workload as on 1-1-86 |
| 13. | B.P. Ms. (Ch.) No. 393 (Adm. Br.) dt. 18-7-86 | Tirunelveli West | S.K. I Gr. Fitter I Gr. Crane Driver-cum- Electrician Mason Helper | 1 1 1 1 1 2 | PSC pole casting yard at Vanniankulam, Tirunelveli/West |
| 14. | B.P. Ms. (Ch.) No. 394 (Adm.) dt. 18-7-86 | Madurai North | Assessor Inspector of Assessment | 26 5 | Addl. Assessment Collection staff on 1-4-86 |
| 15. | B.P. Ms. (Ch.) No. 395 (Adm.) dt. 18-7-86 | Ramnad E.S./West | A.E./J.E. I Gr. Foreman I Gr. Lineman Comml. Asst. Wireman Helper | 4 4 3 2 25 17 | Field workman Revision of workload as on 1-1-86 |
| 16. | B.P. Ms. (Ch.) No. 398 (Adm.) dt. 19-7-86 | Trichy E.S. North | A.E./J.E. (Elec.) Foreman Gr. I Lineman Comml. Asst. Helper Wireman | 3 6 9 6 24 18 | Based on workload Agreement as on 1-1-86 |
| 17. | Memo No. 043581/ (144)/53/A2/86-1 dt. 19-7-86 | Coimbatore E.S. | Tester I Gr. Tester II Gr. Inst. Mech. II Gr. Helper | 10 19 4 4 | Due to review of posts as on 1-4-85. Amend- ment to B.P. Ms. (Ch.) No. 116 (Adm. Br.) dt. 28-2-86 |
| 18. | B.P. Ms. (Ch.) No. 401 (Adm.) dt. 19-7-86 | Ramnad E.S. East | A.E./J.E. I Gr. Foreman I Gr. Line Inspector Comml. Asst. Wireman Helper | 2 4 3 2 1 5 | Field workmen—Review workload as on 1-1-86 |
| 19. | B.P. Ms. (Ch.) No. 402 (Adm.) 21-7-86 | South Arcot E.S./South | Wireman Helper | 4 4 | Based on workload agreement as on 1-1-86 |
| 20. | B.P. Ms. (Ch.) No. 403 (Adm.) 21-7-86 | Trichy E.S. (South) | A.E./J.E. J.E. II Gr. (Elec.) Foreman I Gr. Line Inspector Lineman Comml. Asst. Wireman Helper | 3 2 6 4 15 10 24 34 | Based on workload Agreement as on 1-1-86 |

| (1) | (2) | (3) | (4) | (5) | (6) |
|-----|--|--|--|---|--|
| 21. | B.P. Ms. (Ch) No. 404 (Adm) dt. 21-7-86 | Coimbatore E.S./North | A.E./J.E. I Gr. Foreman I Gr. Line Inspector Lineman Comml. Assistant Gang Helper Wireman Helper | 5 4 4 12 8 14 20 19 | Based on review of workload as on 1-1-86 |
| 22. | B.P. Ms. (Ch) No. 405 (Adm) dt. 21-7-86 | Mettur E.S. | AE/JE I Gr. Jr. Engineer II Gr. F. M. I Gr. Line Inspector Lineman Comml. Asst. Helper (Gang) Wireman Helper | 3 7 6 14 30 20 20 63 62 | --do-- |
| 23. | B.P. Ms. (Ch) No. 406 (Adm) dt. 21-7-86 | Madurai E.S./South Coimbatore (S) Mettur | Stores Officer --do-- --do-- | 1 1 1 | Review of temp. and per- manent posts in Distn. Systems |
| 24. | B.P. Ms. (Ch) No. 407 (Adm) dt. 21-7-86 | E.T.P.S. T.T.P.P. M.T.P.P. MES/North GCC/West/ Coimbatore | Chief Stores Officer --do-- --do-- --do-- --do-- | 1 1 1 1 1 | --do-- |
| 25. | B.P. Ms. (Ch) No. 408 (Adm) dt. 21-7-86 | Gen./T'veli | Stores Officer | 1 | Creation |
| 26. | B.P. Ms. (Ch) No. 409 (Adm) dt. 21-7-86 | Dharmapuri E.S. | A.E./J.E./E. I Gr. Foreman I Gr. Lineman Comml. Assistant Helper | 1 2 3 2 2 | Revised work allocation & Staff pattern for the areas covered by workload with ref. to particulars as on 1-1-86. |
| 27. | B. P. Ms. (Ch) No. 410 (Adm.) dt. 21-7-86. | MES (D)/North | A.E./J.E./Elecl. I Gr. F. M. I Gr. Lineman Comml. Assistant Helper Wireman Helper | 8 18 9 6 6 11 11 | --do-- |
| 28. | B. P. Ms. (Ch) No. 411 (Adm) dt. 21-7-86 | MES/D/South | A.E./J.E./Elecl. I Gr. Foreman I Gr. Line Inspector Lineman Comml. Asst. Helper Wireman Helper | 3 6 2 11 6 6 20 19 | --do-- |

| (1) | (2) | (3) | (4) | (5) | (6) |
|-----|--|---|--|---|---|
| 29. | B.P. Ms. (Ch.) No. 412 (Adm.) dated 21-7-86 | MES (D) Central | Wireman Helper | 17 18 | Revised work allocation & Staff pattern for the areas covered by Workload with ref. to particulars as on 1-1-86. |
| 30. | B.P. Ms. (Ch.) No. 413 (Adm.) dated 21-7-86 | S.A.E.S /North | AE/JE (E) Foreman I Gr. Lineman Wireman Comm. Assistant Helper | 7 14 15 43 10 52 | Based on Workload agreement as on 1-1-86. |
| 31. | B.P. Ms. (Ch.) No. 414 (Adm.) dated 21-7-86 | Periyar E.S. | A.E./J.E. I Gr. Foreman Lineman Comm. Assistant Helper (Gang) Wireman Helper | 12 20 12 8 8 3 3 | --do-- |
| 32. | B. P. Ms. (Ch) No. 415 (Adm.) dated 21-7-86 | --do-- | Jr. Assistant Typist D'man III Gr. Office Helper | 1 1 1 1 | Due to review of division & Revenue Branches based on the workload as on 1-4-85 |
| 33. | B.P. Ms. (Ch) No. 416 (Adm.) dated 21-7-86. | Gen. Kundah | S.K. I Grade S.K. II Grade D.S.O. | 10 11 3 | Based on workload Agreement |
| 34. | B. P. Ms. (Ch.) No. 418 (Adm.) dated 22-7-86. | MES/D/Central Trichy ES (S) Madurai ES (S) Coimbatore E.S. (North) --do-- (South) | D.E. (Elec) --do-- --do-- --do-- --do-- | 1 1 1 1 1 | Creation for MRT works |
| 35. | B.P. Ms. (Ch.) No. 421 (Adm.) dated 23-7-86. | M.T.P.P. | Loco Driver | 4 | For operating the 2 Nos. Diesel shunting Locos in M.T.P.P. |
| 36. | B.P. Ms. (Ch.) No. 422 (Adm.) dated 24-7-86. | MES/D/North Udumai pet Periyar Tiruvannamalai Salem Coimbatore (S) Mettur Coimbatore (N) Pudukkottai Vellore | D.F.C. --do-- --do-- --do-- --do-- A.O. A.O. A.O. A.A.O. | 1 1 1 1 1 1 1 1 1 | Creation |
| 37. | B.P. Ms. (Ch.) No. 346 (Sectt. Br.) dated 25-7-86. | Bd. Office/ Sectt. Branch | Data Entry Assistant (Typist) | 1 | Created |
| 38. | B.P. Ms. (Ch.) No. 428 (Adm.) dated 30-7-86. | S.E./Stores Inspection | Assistant Typist | 1 2 | Due to abolition of Office of the S.E./Techl. Audit and attaching the work with Stores Inspection as well as S.E./IEMC. |

| (1) | (2) | (3) | (4) | (5) | (6) |
|-----|---|--|--|--|--|
| 39. | B.P. Ms. (Ch.) No. 429 (Adm.) dt. 30-7-'86. | S.E./ Planning | Typist | 1 | For computer work |
| 40. | B. P. Ms. (Ch) No. 430 (Adm.) dt. 31-7-86. | M. E. S. (D)/ South | Stores Officer | 1 | Creation. For utilisation In the Central Stores |
| 41. | B.P. Ms. (Ch) No. 431 (Adm.) dt. 31-7-86 | Madurai E.S./South | Revenue Supervisor Inspector of Assessment | 2 3 | Sanctioned for 2nd Revenue Branch at Tirumangalam for attending to day-to-day collection work |
| 42. | B. P. Ms. (Ch) No. 432 (Adm.) dt. 31-7-86. | GCC/West/ Coimbatore | Foreman I Gr. Tool Keeper I Gr. Helper | 3 3 6 | Due to new creation of section |
| 43. | B.P.Ms. (Ch) No. 433 (Adm. Branch) dt. 31-7-'86 | Tirunelveli West | Assessors (incl. L.R.) Inspector of Assessment | 31 7 | Review of Workload as on 1-4-86 due to modified System of Card Billing |
| 44. | B.P.Ms. (Ch) No. 436 (Adm. Branch) dt. 31-7-'86 | Vellore Electricity System | Assessors Inspector of Assessment Revenue Supervisor | 10 7 1 | For the Modified System of Card Billing as on 1-4-86 |
| 45. | B.P.Ms. (Ch) No. 437 (Adm. Branch) dt. 31-7-'86 | Thanjavur East Thanjavur West | Accountant Assistant Jr. Assistant D. S. O. Accountant Assistant Jr. Assistant D. S. O. | 11 33 31 1 11 33 31 1 | For attending to day-to-day establishment work in Central Office in supersession of all previous sanctions |
| 46. | B.P.Ms. (Ch) No. 366 (Sectt. Branch) dt. 31-7-'86 | Board Office Sectt. Branch | Assistant | 1 | Created |

Posts Upgraded

—NIL—

POSTS ABOLISHED

| Sl. No. | Details of the Board's Orders | Name of the System | Name of the Post | No. of Posts |
|---------|--|-----------------------|--|------------------|
| (1) | (2) | (3) | (4) | (5) |
| 1. | Memo No. 111651/ 173-A/S1/86-1 dated 3-7-86. | Generation/Kundah. | Health Inspectors | 3 |
| 2. | B.P. Ms. (Ch.) No. 364 (Adm.) dt. 3-7-86. | S.E./Vellore | A.E.E. (Civil) A.E. (Civil) | 1 1 |
| 3. | B.P. Ms. (Ch.) No. 368 (Adm.) dated 4-7-86. | Udumalpet E.S. | Tester II Gr. Driver Helper Mech. III Gr. | 3 2 5 1 |
| 4. | Memo No: 082594 (297) S3/A2/86-1 dated 4-7-86. | Coimbatore E.S./North | Accountant | 2 |
| 5. | B.P. Ms. (Ch.) No. 373 (Adm) dated 9-7-86. | Coimbatore E.S./South | J.E. II Gr: Line Inspector | 6 12 |
| 6. | B.P. Ms. (Ch.) No. 385 (Adm.) dated 17-7-86. | Udumalpet E.S. | J.E. II Gr: Line Inspector | 3 6 |
| 7. | B.P. Ms. (Ch.) No. 386 (Adm.) dated 17-7-86. | Madurai E.S./North | J.E.E. II Gr. Line Inspector | 1 2 |
| 8. | B.P. Ms. (Ch.) No. 388 (Adm.) dated 17-7-86. | Madurai E.S./South | J.E.E. II Gr: Line Inspector | 3 6 |
| 9. | B.P. Ms. (Ch.) No. 390 (Adm.) dated 17-7-86. | Pudukottai | J.E. II Gr: Lineman | 2 4 |
| 10. | B.P. Ms. (Ch.) No. 395 (Adm.) dt. 18-7-86. | Ramnad/West | Line Inspector | 2 |
| 11. | B.P. Ms. (Ch.) No: 401 (Adm) dt. 19-7-86. | Ramnad/East | J.E.E. II Gr: Line Inspector | 1 2 |

| (1) | (2) | (3) | (4) | (5) |
|-----|---|---|---|---|
| 12. | B.P. Ms. (Ch.) No. 402 (Adm) dt. 21-7-86. | South Arcot E.S./South | J.E.(E) II Gr. Foreman I Gr. Line Inspector Lineman Comml. Asst. Helper | 3 — 6 9 6 6 |
| 13. | B.P. Ms. (Ch.) No. 404 (Adm) dt. 21-7-86. | Coimbatore E.S./North. | J.E. II Gr. | 1 |
| 14. | B.P. Ms. (Ch.) No. 406 (Adm) dt. 21-7-86. | MES/D/C Madurai/S Coimbatore/South. Mettur E.S. | Chief Stores Officer —do— —do— —do— | 1 1 1 1 |
| 15. | B.P. Ms. (Ch.) No. 407 (Adm) dt. 21-7-86. | E.T.P.S. T.T.P.S. M.T.P.P. M.E.S.(D) North G.C.C. | Stores Officer —do— —do— —do— —do— | 1 1 1 1 1 |
| 16. | B.P. Ms. (Ch.) No. 409 (Adm) dt. 21-7-86. | Dharmapuri E.S. | Wireman Helpers | 3 3 |
| 17. | B.P. Ms. (Ch.) No. 410 (Adm) dt. 21-7-86. | Madras Elec. System(D)/North | Junior Engineer (Elec.) II Gr. Line Inspector | 5 10 |
| 18. | B.P. Ms. (Ch.) No. 413 (Adm) dt. 21-7-86. | S.A.E.S./North | J.E. (Elec.) Line Inspector | 2 4 |
| 19. | B.P. Ms. (Ch.) No. 414 (Adm) dt. 21-7-86. | Periyar E.S. | Line Inspector | 12 |
| 20. | B.P. Ms. (Ch.) No. 415 (Adm) dt. 21-7-86. | —do— | Jr. Asst. Typist D'man III Gr. Office Helper Asst. Asst. D'man Comml. Inspector Asst. Comml. Inspector Comml. Asst. Accountant | 17 1 1 1 112 1 1 1 1 4 |
| 21. | B.P. Ms. (Ch.) No. 416 (Adm) dt. 21-7-86. | Generation/Kundah | S.K. I Gr. S.K. II Gr. | 1 3 |

| (1) | (2) | (3) | (4) | (5) | |
|-----|--|--|---|--|---|
| 22. | Memo No: 102427/ 141/S3/A3/86—5 dt. 21—7—86. | L.M.H.E.P: | Record Clerk | 1 | |
| | | | D.F.C. | A.O. | |
| | | | | A.A.O. | |
| 23. | B.P. Ms. (Ch.) No. 422 (Adm) dt. 24—7—86. | Chingleput M.E.S. (D) North Udumalpet Periyar Tiruvannamalai M.E.S. (D) Central Salem M.E.S. (D) South Coimbatore/South D'puri Coimbatore/North K. Kumari | 1 — — — — — — — — — — — 1 — | — — 1 1 1 — 1 1 1 — — — — — | — 1 2 3 — 1 — 1 1 1 — — — — 1 |
| 24. | B.P. Ms. (Ch.) No. 345 (S.B.) dt. 25—7—86. | Board Office Sectt: Branch | Typist | 1 | |
| 25. | Memo. No: 100950/ 349/S3/A2/86—1 dt. 29—7—86 | Project Circle (South) | A. A. O. Accountant Assistant Jr. Assistant D'man III Gr. A.E./J.E. (C) I Gr. J.E. (C) II Gr. S.K. I Grade S.K. II Grade | 1 2 4 12 3 2 2 2 2 | |
| 26. | B. P. Ms. (Ch.) No. 428 (Adm.) dt. 30—7—86 | Technical Audit | S. E. Steno Office Helper | 1 1 1 | |
| 27. | B. P. Ms. (Ch.) No. 429 (Adm.) dt. 30—7—86 | S.E./Planning | Typist | 1 | |
| 28. | B. P. Ms. (Ch.) No: 430 (Adm.) dt. 31—7—86 | MES/D/Central | S. K. I Gr. Junior Assistant Typist | 1 1 1 | |
| 29. | B. P. Ms. (Ch.) No. 432 (Adm.) dt. 31—7—86 | GCC/West/Coimbatore | Spl. Gr. Foreman Foreman I Gr. Syrang I Gr. Tester I Gr. Tool Keeper I Gr. Filter Operator Electrician I Gr. Fitter II Gr. Semiskilled workmen Civil Maistry I Gr. Surveyor Helper | 1 1 2 1 1 3 6 6 3 2 1 14 | |
| 30. | B. P. Ms. (Ch.) No. 365 (S. B.) dt. 31—7—86 | Board Office Sectt. Branch | Assistant | 2 | |
| 31. | —do— | —do— | Typist | 2 | |

GENERAL ADMN. & SERVICES

PART—II

General Administration & Services

Memo. No. 075909/C2/1/86—1 (Administrative Branch) dated 5—6—1986.

Sub: UNION—Discussion before Chairman—Summary record of discussion—communicated for follow-up action.

An extract of the summary record of discussion before Chairman on 8—4—1986 is communicated to all the Superintending Engineers, for taking necessary action.

“ Transfer of Security Deposit along with Last Pay Certificate when a Stores personnel is transferred from one System to another System/Circle to avoid abnormal delay in the transfer of Security Deposit and consequently delay in payment of interest”.

It was represented that interest on Security Deposit paid by the Stores Staff is not paid every year and the amount deposited is not refunded even after retirement. To facilitate prompt payment of interest and refund of Security Deposit, it was requested to transfer the Security Deposit along with the Last Pay Certificate whenever Stores Staff are transferred from one System to another.

Chairman has observed that if there is an entry in the Last Pay Certificate/Service Book, it would be sufficient and there is no question of transfer of the Security Deposit. Chairman has therefore instructed to make necessary entries in the Last Pay Certificate/Service Book regarding the amount of Security Deposit held and the due date for payment of interest thereon.

A. Kuppuswamy,
Chief Engineer (Personnel)

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Establishment—Advance increments sanctioned for acquiring Special qualifications, etc.—Sanction of advance increments after reversion to lower posts also—Orders of Government—Applicability to Board—Ordered.

B.P.Ms. (Ch.) No: 250

(Secretariat Branch)

Dated the 9th June 1986
Vaigasi 26, Akshaya
Thiruvalluvar Aandu 2017.

Read :

G.O. Ms. No. 756 P & AR (FR. II) dt. 31—7—82.

Proceedings :

In the G.O. cited, Government have issued the following orders :—

“ Wherever a Government servant gets reverted due to administrative reasons, the benefit of advance increment should be in the lower post also. To achieve this, as and when a Government servant is reverted to a lower post, his advance increments should be sanctioned in the lower post also. Thus, on the date of reversion to the lower post, his pay in the lower post should be, the pay he would have drawn had been sanctioned advance increment on the date of attaining eligibility for advance increment in the lower post plus the annual increments due to him in the lower post till the date of reversion”.

2. Advance increments are sanctioned under the Board for passing certain Departmental Tests and Account Test as per the orders in B.P. Ms. No. 750, dated 30—4—1979, and for acquiring post Graduate qualification in Engineering, M.B.A. qualification, etc. under different orders. The various tests prescribed to be passed by the employees of the Board as per the orders in B.P. Ms. No. 750 dt. 30—4—1979 and Regulation 96 of the Board's Service Regulations are governed by the principle that there shall be only one test at each level, and passing of each test is a prerequisite qualification for promotion at every level. The relevant orders for the grant of advance increments for passing the above Tests, in para 5 (1) of the said B.P. are as follows:—

“ From 1—2—1979, one advance increment shall be granted in his scale of pay, from the date following the date of examination, for every test passed by the employee in his line, except in the case of the Departmental Test for Accounts Officers for which the Advance increment shall be released only after the person passes the Account Test for Subordinate Officers, Part—I, Accountancy—Lower Grade and Accountancy—Higher Grade”.

So, the contingency of sanctioning advance increments to employees in the lower posts also on their reversion, would not arise in the cases covered by the B.P. Ms. No. 750, dated 30—4—1979. However, as far as the Engineers of the Board who acquire post Graduate qualification are concerned, advance increments are sanctioned as and when the Engineers acquire the above Qualifications in any post upto and inclusive of the level of Divisional Engineers. Thus, there may be cases of Engineers who have been granted such advance increments getting reverted to lower posts for want of vacancies.

3. In the above circumstances, the Tamil Nadu Electricity Board hereby directs that wherever a Board employee gets reverted due to administrative reasons, the benefit of advance increment should be in the lower post also. To achieve this, as and when a Board Employee is reverted to a lower post, his advance increment should be sanctioned in the lower post also. Thus, on the date of reversion to the lower post, his pay in the lower post should be the pay he would have drawn had he been sanctioned advance increment on the date of attaining eligibility for advance increment in the lower post plus the annual increments due to him in the lower post till the date of reversion.

(By Order of the Chairman)

C. Arunachalam,
Secretary.

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Amendment No. 3/1986/

REGULATIONS—Tamil Nadu Electricity Board Service Regulations—Drivers in Board Office Secretariat Branch—Classification, Method of appointment, appointing authority and qualifications—Amendments—Issued.

B.P. Ms: (Ch.) No. 258

(Secretariat Branch)

Dated the 11th June 1986
Vaigasi 28, Akshaya,
Thiruvalluvar Aandu, 2017

Read :

B.P.Ms. Ch. No. 430 (SB) dt. 2—12—85.

Proceedings :

In exercise of the powers conferred by Section 79 (c) of the Electricity (Supply) Act, 1948 (Central Act 54 of 1948), the Tamil Nadu Electricity Board hereby makes the following amendments to the Tamil Nadu Electricity Board Service Regulations:—

Amendments :

In the said Regulations, —

1: In regulation 88 relating to “Constitution”,

i. in Division VI-A under Class III, after category 5, the following category shall be added, namely :

“ Category : 6 Driver ”

ii. In Division I under Class IV, the entries against category 4, namely “Drivers in Secretariat Branch and Audit Branch”, shall be omitted.

2. In Annexure I referred to in Regulation 92, in Division VI-a under Class III, after the entries relating to category 5, the following category and entries shall be added, namely,
 "Category : 6 Driver By appointment of Office Helpers, Duffadars or Record Clerks in Board Office Secretariat Branch who possess the qualifications prescribed for appointment to the post of Drivers in Board Office Secretariat Branch
 (or)
 Appointment by direct recruitment, when persons possessing the qualifications prescribed to the post of Driver in Board Office Secretariat Branch are not available in the categories of Office Helper, Duffadar and Record Clerk in Board Office Secretariat Branch.
3. In Annexure II referred to in Regulation 93, in Class III Service, under the head "Posts in Division VI-a and VI-b in Class III", after item No. (10), the following entry shall be inserted, namely :
 " (10—a) Driver Deputy Secretary"
4. In Annexure III referred to in Regulation 94, under the heading "Board Office Secretariat Branch", after the entries relating to Telephone Operators, the following entries shall be added, namely :—
 "Drivers Direct recruitment a) Must possess a pass in VIII Std;
 or
 By promotion b) Must possess a heavy vehicle driving licence without police (or) Magisterial endorsement;
 c) Must have experience in driving for two years."

(By Order of the Chairman)

C. Arunachalam,
 Secretary

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Memorandum No. 37229/SS-1/85-4, (Secretariat Branch) Dated the 2nd July, 1986.

Sub : Establishment—Tamil Nadu Electricity Board—Employees—Purchase of movable property—Clarification—Issued.

Ref : B.P. Ms. No. 333 (Sectt. Branch) Dated 5—6—80.

In para 3 of Board's Proceedings Ms. No. 333 (Secretariat Branch) Dated 5—6—80 orders were issued among other things that prior notice should be sent to the prescribed authority for the purchase of movable property exceeding Rs. 2,000/- in value, even if the transaction is conducted through a regular or reputed dealer.

2. It is now hereby ordered that the orders in para 3 of Board's Proceedings Ms. 333 (Secretariat Branch) Dt. 5—6—80 in so far as they relate to the purchase of movable property as referred to in para 1 above are cancelled.

3. The provision in regulation 13 (2) of the Tamil Nadu Electricity Board Employees' Conduct Regulations should be followed in regard to the transactions concerning movable property.

(By Order of the Chairman)

C. Arunachalam,
 Secretary.

HOLIDAYS—Offices of the Tamil Nadu Electricity Board—Closure as a mark of respect to Late Babu Jagjivan Ram—Orders Issued.

Board's Proceedings Ms. (Ch.) No. 302 (Sectt. Br.) dated the 7th July, 1986.

Read :

G.O. Ms. No. 1049, Public (Misc.) Department dated 6th July, 1986.

Proceedings :

The Tamil Nadu Electricity Board directs that the Offices of the Tamil Nadu Electricity Board shall remain closed on Monday the 7th July, 1986 as a mark of respect to the Late Babu Jagjivan Ram.

2. The above holiday will be a holiday for all employees of the Board including the field staff. However the Power Houses, Distribution network of the Board will function with necessary minimum staff required to run these units.

(By Order of the Chairman)

C. Arunachalam,
Secretary.

• • •

Amendment No. 5/86

Regulations—Tamil Nadu Electricity Board—Service Regulations—Category of Press Superintendent—Inclusion in Tamil Nadu Electricity Board Service—Method of Appointment and qualifications—Amendments—Issued.

B. P. Ms. (Ch.) No. 306

(Sectt. Branch)

Dated the 8th July, 1986,
Aani 24, Akshaya,
Thiruvalluvar Aandu 2017.
Read :

B.P. Ms. (FB.) No. 87 (Adm. Br.) dt. 11—10—85.

Proceedings :

In exercise of the powers conferred by Section 79 (c) of the Electricity (Supply Act, 1948 (Central Act 54 of 1948), the Tamil Nadu Electricity Board hereby makes the following amendments to the Tamil Nadu Electricity Board Service Regulations :—

Amendments

In the said Regulations,

(1) in regulation 17, in sub-regulation (d), in the list of posts, after item (23), the following items shall be added, namely :

“(24) Press Superintendent.

(25) Assistant Press Superintendent.

(2) In Regulation 88, under Class II, in Division IX, after category 3, the following category shall be inserted, namely :

“Category : 3 (a) Press Superintendent”.

(3) In Regulation 95-A, in sub-regulation (b), in the list of categories, after item (38), the following category shall be added, namely :

“(39) Press Superintendent”.

(4) In Annexure I referred to in Regulation 92, under Class II, In Division IX, after the entries relating to category 3, the following category and entries shall be inserted, namely :

“3 (a) Press Superintendent Promotion from Assistant Press Superintendents

(or)

Recruitment by appointment of Foreman-I Grade with 8 years experience in Tamil Nadu Electricity Board Press.

(or)

By direct recruitment”:

(5) In Annexure III referred to in Regulation 94, after the entries relating to the post of Assistant Engineer (Mechanical), the following entries shall be inserted, namely :

| | | |
|----------------------|--------------------|--|
| Press Superintendent | Direct recruitment | (i) Must not have completed 32 years of age as on the first day of July of the year in which selection for appointment is made. |
| | | (ii) Must have passed SSLC or equivalent examination. |
| | | (iii) Must possess a Diploma in Printing Technology awarded by the State Board of Technical Examination or any other Qualification recognised as equivalent thereto; and |
| | | (iv) Must have had at least 12 years experience in a responsible post in the printing job. |

(By Order of the Chairman)

C. Arunachalam,
Secretary.

• • •

Memo. No. 68425/S1/249/A1/86—1, (Administrative Branch) dated 8—7—1986.

Sub : Change of Nomenclature in Madras Electricity System (Distribution)/
Central—Approval—Accorded.

Ref : From Superintending Engineer/Madras Electricity System Distribution)/
Central letter No. Adm. 1/A. 1/F. Sub-division/D. 630/86, dated 13—5—86.

In the circumstances reported in the reference cited, the proposal of the Superintending Engineer/Madras Electricity System (Distribution)/Central for changing the nomenclature of the construction central sub-division under the Divisional Engineer/Mylapore as “Construction Sub-division, Mylapore” is hereby approved.

A. Kuppaswamy,
Chief Engineer/Personnel.

Memorandum (Permanent) No. 77600/N2/84—11 (Secretariat Branch), dated the 8th July '86.

Sub : Special Pay and Allowances—Payment of Project Special Pay and Project Allowance to the staff of Upper Amaravathy and Shanmuganadhi Projects at Udumalpet and Palani—Recovery ordered.

Ref : 1. Board's Lr. No. 86257/R2/82—2, dt. 26—2—84.
2. Board's Lr. No. 77600/N2/84—4, dt. 24—12—85.
3. From the Superintending Engineer/Project Circle/South/Tirunelveli Lr. No. SE/PCS/PRS F. Shanmuganadhi/A1/D. 440/86, dt. 5—6—86.

In the Board's letter first cited, the proposal for the grant of Project Special Pay and Project Allowance to the staff who worked in Shanmuganadhi and Upper Amaravathy Projects stationed at Udumalpet and Palani was not accepted and instructions were also issued to recover the Project Special Pay and Project Allowance already paid.

2. Based on the representations of the Unions against the recoveries, the Board in the letter 2nd cited ordered that further recoveries of the Project Special Pay and Project Allowance already paid to the staff of Shanmuganadhi and Upper Amaravathi Projects be stopped.

3. The matter has been re-examined and it is considered that there is no justification for the payment of Project Special Pay and Project Allowance to the erstwhile staff of the Upper Amaravathi and Shanmuganadhi Projects stationed at Udumalpet and Palani and hence the recovery already ordered in Board's Lr. No. 86257/R2/82—2, dated 26—2—84, will stand.

4. The Superintending Engineer/Project Circle/South/Tirunelveli is requested to effect further recoveries and send a report to the Board in the matter.

(By Order of the Chairman)

C. Arunachalam,
Secretary

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Memorandum No. 15516—P2/86—2 (Secretariat Branch) dated the 9th July 1986

Sub : Tamil Nadu Electricity Board Employees Conduct Regulations—Consumption of intoxicating drinks and drugs—Instructions—Issued.

Ref : B.O.S.B. Lr. No. 23439—Q1/85—1, dt. 15—5—85.

The Government of India have issued instructions to State Government that every Government servant should scrupulously adhere to the provisions of the Conduct Rules relating to the consumption of intoxicating drinks or drugs. The Chief Minister of Tamil Nadu has also observed that the above provision should be made applicable to all employees falling under the term "Essential Services", and requested that necessary entries may be made in the Conduct Rules relating to employees of the Tamil Nadu Electricity Board. There are already provisions on this matter in Regulation 21(a) of Tamil Nadu Electricity Board Employees' Conduct Regulations as follows :—

"21(a) Board employee not to be found drunk while attending office, etc :—

A Board employee (i) shall strictly abide by any law relating to consumption of liquor or intoxicating drugs in force in any area in which he may happen to be for the time being ;

(ii) shall not be found drunk or be under the influence of liquor while attending office or appearing in a public place."

In the order 19 of the Standing Orders for workmen engaged in clerical departments of the Tamil Nadu Electricity Board listing out acts and omissions constituting misconduct, the following has been specified in Clause (viii) of the said Order 19 as to constitute misconduct :

“Drunkenness, fighting, riotous or disorderly or indecent behaviour in the premises of the establishment or any such act subversive of discipline”.

Similarly, clause (ix) of the Order 30 of the Standing Orders in respect of workmen other than those engaged in clerical work, reads as follows :—

“(ix) Riotous or disorderly behaviour during the working hours in the premises of the factory/Industrial Establishment or any act subversive of discipline”.

2. In this context, the following instructions are issued, in continuation of the instructions issued in the Board's letter cited :—

A Board employee governed by the Tamil Nadu Electricity Board Employees' Conduct Regulations or the Standing Orders for Workmen engaged in Clerical departments of the Tamil Nadu Electricity Board or the Tamil Nadu Electricity Board Standing Orders in respect of workmen other than those engaged in clerical work, shall strictly adhere to, and abide by any law relating to consumption of liquor or intoxicating drugs in force in any area in which he may happen to be for the time being, and he shall not be found drunk or be under the influence of liquor while attending office or appearing in a public place. If there is violation of these instructions, then the act shall be treated as misconduct under the existing provision of the Board's Regulation mentioned in para 1 above or Standing Order which specifies that wilful in-subordination or disobedience of any lawful or reasonable orders of the Board will be a misconduct.

3. The above instructions shall be brought to the notice of all employees of the Board.

(By Order of the Chairman)

C. Arunachalam,
Secretary.

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MEMORANDUM (PER.) No. 36545/O & M CELL/86—1, (Secretariat Branch) Dated 9—7—1986
read with Bds' Memo No. 46549 O & M Cell/86—1 Sect: dt: 26—7—86

Sub: Establishment—Tamil Nadu Electricity Board — Board Office
Technical Branch—Distribution of non technical staff to Unit Offices—
Orders issued—Modified.

Ref: i. B. P. Ms. (Ch.) No. 163 (S. B.) dated 16—5—1985.
ii. Memo. (Per.) No. 49159/O & M Cell/85—1 dated 28—10—1985.
iii. Memo. No. 13979/O & M Cell/86-2 dated 16—4—1986.
iv. Memo. No. 34021/O & M Cell/86-1 dated 30—5—1986.

In B. P. Ms. (Ch.) No. 163 (Secretariat) dated 16—5—1985 orders were issued constituting five administrative units in the Board Office Technical Branch grouping the Superintending Engineers under their respective Chief Engineers as far as possible. One Personal Assistant has been attached to each Chief Engineer. Certain rearrangements were made in the memorandum second cited. In the reference third cited Superintending Engineers in Headquarters were appointed as immediate officers to each unit to approve the papers relating to the staff in the establishment sections in the units concerned.

2. Subsequently, the Chief Engineer/Materials Management has been appointed as Member (Distribution) formerly held by Chief Engineer (Personnel) and Chief Engineer/Ennore Thermal Power Station and Basin Bridge Power House as Member (Generation) in the place of Chief Engineer/Mettur Thermal Power Project. Further, the post of Chief Engineer/Operation and Chief Engineer (Transmission) have been redesignated and rearrangements of Superintending Engineer under these Chief Engineers were made in B. P. Ms. (Ch.) No. 231 (Secretariat Branch) Dated 29-5-1986. Consequent on this, the allotment of staff to administrative units require rearrangements. Having regard to these developments the following orders are issued :—

- (i) The distribution of staff for the five units in Board Office Technical Branch shall be as in the annexure to the memorandum.
- (ii) The Personal Assistant in the respective unit will be answerable to the Superintending Engineers on matters relevant to them and to the Chief Engineer/Member of the Unit on all matters handled in the sections.
- (iii) The Sections in the Unit shall submit all papers to the Personal Assistant of the Unit. Where the proposals exceed the powers of Personal Assistant and require the approval of Superintending Engineer, the Personal Assistant of the Unit shall submit such files to the Superintending Engineer concerned under whom the employee concerned works. If the proposal exceeds even the powers of the Superintending Engineer the Personal Assistant of the Unit should ensure that such files are submitted to the Chief Engineer/Secretary/Member/Chairman/Board as the case may be, through the Superintending Engineer concerned.
- (iv) So far as the matters relating to the staff working under the control of the Personal Assistant in the Administrative units are concerned, the Superintending Engineers in Column 11 of the annexure to this memorandum will be the immediate officers to approve all the connected papers. If any one of the Superintending Engineer in charge of the unit is not available/promoted/transferred the Chief Engineer of the unit shall nominate the senior most Superintending Engineer in the same unit to approve papers.
- (v) The two Executive Engineer (Electrical)/(Mechanical) attached to Load Despatch and Grid Operation under the control of Chief Engineer/Transmission and Grid Operation will submit papers relating to Technical matters to the Chief Engineer/Hydro Generation through the Superintending Engineer/Load Despatch and Grid Operation. Their establishment matters shall be dealt in the administrative Unit V.

3. The Members/Chief Engineer will have the right to reallocate the subjects and re-distribute the staff sanctioned for the unit concerned.

4. The Personal Assistant will be responsible to evolve proposal for fair distribution of work among the sections/staff under their control. He will obtain the approval of the Member/Chief Engineer of the Unit concerned and issue an Office Order. A copy of the Office Order should be marked to Organisation and Methods Cell.

5. The staff sanctioned for administrative units should deal with only the establishment matters of the staff attached to Member/Chief Engineer/Superintending Engineers in the Unit concerned. Only proposals which exceed the powers of the field Superintending Engineers under the control of the Member/Chief Engineer should be processed in the unit and put up to the top Officers.

6: The orders will be effective from 14-7-1986.

C. Arunachalam,
Secretary.

ANNEXURE

| Unit No. | Member/Chief Engineer and Office of S. E. | STAFF ALLOWED | | | | | Immediate Officer | | |
|----------|---|---------------|--------|-------|--------------|-----------|-------------------|---|--------------------|
| | | P.A. | Supdt. | Asst. | J. A. Typist | R.C. O.H. | | | |
| I. | C.E./E.T.P.S. and B.B.P.H. Member (Generation) | 1 | 2 | 6 | 4 | 2 | 1 | 3 | S.E./Planning |
| | <ul style="list-style-type: none"> i. Planning ii. Betterment/Thermal iii. Purchase/T.T.P.S. iv. Design/Electrical v. Civil/Thermal vi. S.E.El./North Madras Thermal Scheme | | | | | | | | |
| II. | C.E./Hydro Generation | 1 | 2 | 6 | 4 | 2 | 1 | 3 | S.E./Tech. Audit |
| | <ul style="list-style-type: none"> i. Technical Audit ii. Research and Development iii. Civil/Hydel iv. Hydro Projects/Electrical | | | | | | | | |
| III. | C.E./M.M./Member (Distribution) | 1 | 2 | 6 | 4 | 2 | 1 | 3 | S.E./M.M. I. |
| | <ul style="list-style-type: none"> i. M. M. I ii. M. M. II iii. O. S. D./Stores iv. R. E. & I. D. v. I. E. M. C. | | | | | | | | |
| IV. | C.E./Civil Design | 1 | 7 | 21 | 9 | 7 | 1 | 3 | S.E./Investigation |
| | i. Investigation | | | | | | | | |
| V. | C.E./Transmission & Grid Operation | 1 | 4 | 12 | 6 | 4 | 1 | 3 | S.E./Transmission |
| | <ul style="list-style-type: none"> i. Transmission ii. Protection & Communication iii. L. D. & G. O. | | | | | | | | |

Memo. (Per.) No. 13963/O & M Cell/86--1 (Secretariat Branch) Dated 11th July 1986.

Sub : Office Procedure—Obtaining approval of Chairman by Chief Engineers—
Procedure for processing—Instructions issued.

- Ref : (i) B.P. Ms. (Ch.) No. 1 (S.B.) dated 20—11—1982.
(ii) Board's Memo. (Per.) No. 57409/O & M Cell/83—1 dated 10—8—1983.
(iii) Circular No. 62993/O & M Cell/83—1 dated 17—8—1983.

In the memorandum second cited specific instructions have been issued that the Chief Engineers who do not form part of Board Office shall not approve and or issue any Board's Proceedings in his name but they shall correspond with the Board Office in letter form and address the appropriate officers as the case may be and that appropriate orders will be issued by the Branch concerned in Board Office.

2. It has now come to notice that for granting permission by the Chairman under exceptional circumstances for availing of House Building Advance, the field Chief Engineers send proposals direct to the Chairman instead of following the above procedure.

3. It is therefore ordered that the field Chief Engineers should hereafter address the Officers of the respective Branches of the Board Office in which the subject is being dealt in regard to matters for which they do not have powers :—

| | | |
|---|-----|--|
| Secretary, Secretariat Branch | ... | Service matters and general issues relating to Class I Officers, interpretation of regulations and Standing Orders (excepting General Provident Fund and Contributory Provident Fund regulations) allotment of funds for House Building and Marriage advances, clarification relating to rules governing grant of advances, Legal matters, Vigilance and Security matters, general questions relating to pay revision. |
| Chief Engineer/ Personnel, Administrative Branch. | ... | Service matters and general issues relating to Class II, Class III and Class IV employees, recruitment, industrial relations, sanction/continuance/abolition of posts, shifting of headquarters, delegation of powers, Training. |
| Chief Financial Controller, Accounts Branch | ... | All accounting matters, Budget, Balance sheet, Tariff, Card billing, Public and Institution loans, Public Accounts Committee, Public Undertaking Committee. |
| Chief Internal Audit Officer Audit Branch | ... | Interpretation of General Provident Fund and Contributory Provident Fund Regulations, audit objections, Pension, Administration of Special Provident Fund cum Gratuity Scheme. |
| Chief Engineers concerned Technical Branch | ... | All technical matters, sanction of estimates, expenditure, materials management, Generation, transmission and distribution of power. |

(By Order of the Chairman)

C. Arunachalam,
Secretary.

Recruitment—Direct recruitment—Class II Service—Recruitment of B. E. (Mechanical) Engineering Graduates with I Class for appointment to the post of Assistant Engineer (Mechanical)—Proposal—Approved.

B. P. Ms. (FB) No. 56

(Administrative Branch)

Dated the 14th July 1986
Aani 30, Akshaya,
Thiruvalluvar Aandu 2017

Proceedings :

The Tamil Nadu Electricity Board approves the proposal for direct recruitment of 40 (forty) candidates through Employment Exchange for appointment to the post of Assistant Engineer (Mechanical) in the Board.

(By Order of the Board)

A. Kuppuswamy,
Chief Engineer/Personnel.

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Amendment No. 2/86.

Regulations—Tamil Nadu Electricity Board Employees Discipline and Appeal Regulations—Competent Authorities for Initiating Disciplinary Proceedings—sub-Regulations (f) and (g) of Regulation 8—Amendment issued.

B. P. Ms. (FB.) No. 60

(Secretariat Branch)

Dated the 14th July 1986,
Aani 30 Akshaya,
Thiruvalluvar Aandu 2017.

Proceedings :

According to the existing provisions in regulation 8 (f) of the Tamil Nadu Electricity Board Employees Discipline and Appeal Regulations, the authority competent to inflict minor penalty or major penalty, as the case may be, may authorise any officer in Class I or Class II Service superior in rank to the employee to initiate disciplinary proceedings and to hold enquiry against the employee and submit his findings to the competent authority for orders. Similarly, under Regulation 8 (g) of the said Regulations, the authority competent to impose a minor penalty on an employee may also institute disciplinary proceedings against the employee for the imposition of a major penalty and submit his findings to the authority competent to award the major penalty for orders.

2. Indiscriminate use of these procedures which are purely enabling in character has resulted in due care and caution not being exercised in the framing of charges where major penalties are called for and in the conduct of disciplinary proceedings. The errors in the charges come to the notice of the authority competent to pass orders only at the final stage which sometimes lead to the charges being dropped on technical grounds or *de novo* proceedings being initiated. It has therefore been decided that the existing Regulations may be amended so that ordinarily in all cases, the charges are framed only by the authority competent to impose the proper punishment in case the allegations are proved.

3. In exercise of the powers conferred by Section 79 (c) of the Electricity (Supply) Act, 1948 (Central Act 54 of 1948), the Tamil Nadu Electricity Board hereby makes the following amendment to the Tamil Nadu Electricity Board Employees' Discipline and Appeal Regulations.

Amendment

In the said Regulations in regulation 8, for sub-regulations (f) and (g), the following sub-regulations shall be substituted, namely,

- “(f) (i) Where the competent authority considers that the allegations against an employee, if proved, will necessitate any of the penalties specified in items (i), (iii), (v) or (ix) of regulation 5, he may authorise any officer in Class I or Class II service superior in rank to the employee to initiate disciplinary proceedings and remit the case to the competent authority for passing orders.

- (ii) Where the competent authority considers that the allegations against an employee, if proved, will necessitate any of the penalties specified in items (iv), (vi), (vii) or (viii) of regulation 5, he shall himself initiate disciplinary proceedings by framing charges and obtaining the explanation. Thereafter, he may authorise any officer in Class I or Class II Service superior in rank to the employee to hold the enquiry against the employee. On the findings of that officer, the competent authority may award punishment or Otherwise give a decision.

Provided that where the competent authority to impose the penalty is the Board, the Chairman shall initiate disciplinary proceedings by framing the charges and obtaining the explanation. The enquiry may be conducted either by the Chairman or by any officer authorised by him who is superior in rank to the employee concerned. In the light of the findings in the disciplinary proceedings, if the Chairman is of the opinion that any penalty has to be imposed, the papers shall be placed before the Board for such orders as it may deem necessary.

- (g) Any officer superior in rank to an employee may call for explanation of the employee for any lapse committed by him notwithstanding the fact that the officer is not competent under these Regulations to impose any penalty on the employee. On receipt of the explanation, if the officer considers that imposition of any penalty is called for, he shall remit the case to the authority competent to impose penalties for awarding punishment or otherwise giving a decision thereon. If the competent authority considers that imposition of any of the penalties specified in items (iv), (vi), (vii) and (viii) of regulation 5 is called for, he shall take action as provided for in sub regulation (f) (ii). If that authority is not competent to impose any of these penalties, he shall remit the case for further action to the authority who is competent to impose the penalty.

Note : In this clause, the expression 'any officer superior in rank' means the officer under whom the employee was working when the lapse was committed and includes his successor in office."

(By Order of the Board)

C. Arunachalam,
Secretary.

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Circular Memorandum No. 48066—G1/85—1/ (Secretariat Branch) Dated the 14th July, 1986.

Sub : LAND ACQUISITION—Entering upon private land without consent of land owner—
Instructions of Government—Communicated.

Ref : Government letter No. 139666—VI/85—1 dated 1—8—1985, from P.W.D.

It has been brought to the notice of Government that an official of the Government entered a private land in connection with the formation of a tank without getting the written consent of the land owner which has led to the filing of Contempt Application in the High Court and claim of heavy compensation. The Government have requested to issue instructions to all the officers concerned not to enter upon the land of any private person without getting proper consent letter in writing **when land acquisition proceedings are initiated.**

2. The necessity of entry of a Board official into the premises of a private person can normally arise on three specific occasions. One occasion is for purpose of meter reading, inspection of electrical installations etc., the second occasion is for purpose of acquisition of lands for any schemes of the Board and the third for putting up poles and arrange for supply of electricity.

3. Inspection of premises for meter reading, inspection of electrical appliances etc.

The Board has been vested with powers to inspect premises which is connected to Board's mains for supply of electricity. Under Clause 19 of the Board's Terms and Conditions of Supply framed under Section 49 of the Electricity (Supply) Act, 1948, the Board's servants are entitled at all reasonable times to enter upon premises to which the energy is supplied for the purpose of inspecting meters and for other purposes connected with apparatus belonging to the Board. A similar provision is contained in Section 26 (4) of the Indian Electricity Act, 1910. A more specific power is granted under Section 20 of the Indian Electricity Act, 1910, according to which a duly authorised person at any reasonable time and on informing the occupier, of his intention, enter any premises to which energy is supplied for the purpose of ;

- (a) inspecting, testing, repairing or altering the electric supply lines, meters, fittings works and apparatus for the supply of energy ;
- (b) ascertaining the amount of energy supplied or electrical quantity contained in the supply ;
- (c) removing, where a supply of energy is no longer required, or to take away and cut off such supply, any electric supply lines, meters, fittings, works or apparatus.

4. Entering of lands when land acquisition proceedings are initiated.

According to Section 4 of the Land Acquisition Act, 1894 when a notification under Section 4 (1) is published in the Tamil Nadu Government Gazette and further published by the Collector, it shall be lawful for any official either generally or specifically authorised by Government in this behalf, and for his servants and workmen, to enter upon the land to be acquired for the purposes indicated in sub section (2). An extract of Section 4 (1) and 4 (2) are annexed to this memorandum. It can be seen therefrom that only after authorisation by Government, any official can enter the land that too for the purposes specified in sub section (2). Further there is a total ban, on person entering into any building or upon any enclosed court or garden attached to a dwelling house, unless with the consent of the occupier thereof without previously giving such occupier atleast seven days notice in writing of his intention to do so. It is emphasised that in view of the statutory provisions in the Land Acquisition Act, no official of the Tamil Nadu Electricity Board unless duly authorised by the Government for the purpose should enter into a private land for purposes other than those specifically mentioned in Section 4 (2).

5. Entering of land for purpose of putting up poles, wires etc., in connection with the supply of electricity.

According to Section 42 of the Electricity (Supply) Act, 1948, certain powers in regard to entering of private land have been vested in the Board. According to this provision the Board shall have all powers which the Telegraph Authorities possess under Part III of the Indian Telegraph Act, 1885 with regard to the telegraph established or maintained by the Government in a sanctioned Scheme. According to Sections 10 and 11 of the Telegraph Act, the telegraph authorities are not only permitted to place and maintain the telegraph lines under, over, along or across and put posts in or upon any immovable property from time to time, but also enter in the property in which the telegraph line or post has been placed. It is therefore not obligatory on the part of the competent authority who has been conferred the power of the telegraph authority under section 10 to issue a prior notice to the owner of the property over which electricity supply line is proposed. Thus, in all sanctioned schemes the Electricity Board has the power to enter upon private land for placing of poles, wires etc., without the consent of the owner of the land. Only in the case of areas not covered by any sanctioned scheme the consent of the District Magistrate has to be obtained if the owner objects to such entry. But while entering any premises to which energy is or has been supplied by the Board the occupier has to be merely informed of the intention by the authorised inspecting officer of the Board.

6. All officers of the Tamil Nadu Electricity Board are therefore informed that they can enter a private land only for the purposes mentioned in the preceding paras. On no other occasion they can enter a private land, without the written consent of the owner. These instructions should be strictly followed.

(By Order of the Chairman)

C. Arunachalam,
Secretary.

ANNEXURE

Extract of Section 4 (1) and 4 (2) of the Land Acquisition Act, 1894.

4. Publication of preliminary notification and powers of officers thereupon :-

(1) Whenever it appears to the appropriate Government that land in any locality is needed or is likely to be needed for any public purpose, a notification to that effect shall be published in the official Gazette, and the Collector shall cause public notice of the substance of such notification to be given at convenient places in the said locality.

(2) Thereupon it shall be lawful for any officer, either generally or specially authorised by such Government in this behalf, and for his servants and workmen,—

to enter upon and survey and take levels of any land in such locality ;
to dig or bore into the sub-soil ;
to do all other acts necessary to ascertain whether the land is adopted for such purpose ;
to set out the boundaries of the land proposed to be taken and the intended line of work (if any) proposed to be made thereon ;
to mark such levels, boundaries and line by placing marks and cutting trenches ; and
where otherwise the survey cannot be completed and the levels taken and the boundaries and line marked, to cut down and clear away any part of any standing crop, fence or jungle.

Provided that no person shall enter into any building or upon any enclosed court or garden attached to a dwelling-house unless with the consent of the occupier thereof without previously giving such occupier at least seven days' notice in writing of his intention to do so.

(true extract)

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LOANS AND ADVANCES—House Building Advance—Employees who die in harness—Recovery of House Building Advance outstanding—Special Family Benefit Fund Scheme Issued by the Government—Adoption to Board—Orders—Issued.

B. P. Ms. (FB) No. 61

(Secretariat Branch)

Dated 15—7—1986.

Read :

G. O. Ms. No. 513 (Housing and Urban Development Department) dated 2—4—1986.

Proceedings :

As per Rule 8 of Tamilnadu Electricity Board House Building Advance Rules, the advance granted to a Board employee, together with interest thereon, shall be repaid in full by monthly instalments within a period not exceeding twenty years. If a Board employee dies before repayment of the advance in full, the entire outstanding amount of the advance together with the interest thereon shall become payable to Tamil Nadu Electricity Board forthwith. Failure on the part of the successors of the deceased Board employee to repay the advance, for any reason whatsoever, will entitle the Board to enforce the mortgage and take such other action to effect recovery of the outstanding amount.

2. The Government of Tamil Nadu have issued orders in G. O. Ms. No. 513 (Housing & Urban Development Department) dated 2—4—86 formulating a scheme, namely the "Tamil Nadu Government Employees House Building Advance Special Family Benefit Fund Scheme", in order to give relief to the families of the Government servants who, after obtaining house building advance, die in harness while in service before repayment of the advance in full together with the interest thereon, so that the families of deceased Government servants will receive the Death-cum-Retirement Gratuity and other benefits without surrendering them towards repayment of the outstanding amount of advance.

3. The Board has decided to extend the benefit of the above scheme to the employees of the Tamil Nadu Electricity Board also by incorporating the scheme as a part of Tamil Nadu Electricity Board House Building Advance Rules. Accordingly, all the employees of the Tamil Nadu Electricity Board who have obtained House Building Advance and have more than five years of service left for retirement as on 1-4-1986 will be covered by this scheme. In the event of death of an employee before repayment of House Building Advance in full including interest, the repayment of the loan shall be met by the Tamil Nadu Electricity Board. The families of the deceased employee therefore will receive the Death-cum-Retirement Gratuity and other benefits without adjusting it towards outstanding House Building Advance.

4. The Tamil Nadu Electricity Board accordingly directs that all the employees of the Board including the persons on deputation, or on foreign service who have obtained House Building Advance under the Tamil Nadu Electricity Board House Building Advance Rules and have more than five years of service left for retirement as on 1-4-1986, shall be required to pay a subscription at the rate of one percent of their total monthly instalment recovered towards repayment of House Building Advance. The subscription shall continue till the date of superannuation or the date of repayment of the advance together with interest thereon, whichever is earlier. The subscription rounded off to the next nearest rupee will be deducted from the employees monthly pay bill along with the monthly repayment of instalment towards House building Advance. No separate account shall be kept in this regard for each employee. In the event of death of an employee before repayment of House Building Advance obtained by him in full including the interest due thereon, the amount due from him towards the repayment of the loan shall be met by the Board provided the subscription from the employee has been commenced and continued till the month of his death.

5. In respect of those who have obtained/will obtain House Building Advance and commence repayment of advance after 1-4-1986, they shall have the above benefit only if they have five years of service prior to retirement at the time of commencement of first recovery of House Building Advance as per House Building Advance Rules. In future cases, the subscription will commence from the month in which the repayment towards House Building Advance commences.

6. The benefits mentioned in para 4 above will accrue only from the month succeeding the month in which the subscription is commenced.

7. The Pay drawing officers shall recover the subscription from the pay of employee satisfying the condition prescribed in para 4 above commencing from 1-4-1986 and credit it to the new head of account to be opened in this regard. In respect of employees on deputation or on foreign service, the foreign employer shall effect the recovery of the subscription and remit it to the Board's account as in the House Building Advance recoveries. The payment in respect of repayment of the dues from the employee, who dies in harness, towards the outstanding House Building Advance including interest due thereon shall be debited to the new sub-head to be opened.

8. The authority competent to sanction House Building Advance shall be the authority to sanction the adjustment towards the outstanding amount of advance together with interest due thereon, due from the Board employee who die in harness before repaying the House Building Advance in full together with the interest due thereon.

9. The orders regarding the head of account and necessary amendments to House Building Advance Rules will be issued separately.

(By Order of the Board)

C. Arunachalam,
Secretary.

Memorandum No. 108598/1939/S6 (1)/84—1, (Administrative Branch) dated 15th July 1986.

Sub: Establishment—R.W.E.—Directly recruited Assessors—Eligibility of leave—Regarding.

- Ref:**
- 1: From the SE/Tiruvannamalai System letter No. Adm. 2/A2/007226/84, dated 18—6—84 and reminders thereon.
 2. From the SE/Udumalpet System letter No. Adm. II/A5/F. Assessor/C. 1270/84, dated 30—8—84.
 3. From the SE/SAES/South letter No. Adm. I/JA2/S/FD. Assr/LR 161 & 165/84, dated 1—9—84.
 4. From the SE/Coimbatore/South letter No. PRS I/A4/F63/Misc/84, dated 1—9—84.
 5. From the SE/Vellore Lr. No. Adm. 2/A3/FC. 13/15—1/84, dated 5—9—84.
 6. From the SE/T'veli/East Letter No. Adm. III/E/F. Leave/D37/84, dated 10—9—84 and reminders thereon.
 7. From the SE/D/MES/North letter No. Adm. II/A2/D. 1837, dated 9—10—84.
 8. From the RCE/Coimbatore letter No. 21628/PR. 1460/Adm. I/E2/84, dated 17—11—84.
 9. From the SE/T'malai letter No. Adm. 2/A2/14416/84, dated 22—11—84.
 10. From the SE/Pudukottai System letter No. Adm. II/A4/F6/Leave/494/84, dated 4—12—84.

Certain Superintending Engineers have sought for clarification on the following aspect in respect of recruited Assessors on contract basis :

- (i) Whether they are entitled for earned leave, unearned leave on Medical Certificate, maternity leave etc., during the period of service on contract basis.
- (ii) Whether they are eligible for the benefit of surrendering leave.
- (iii) Whether their services can be regularised with effect from 1—12—83 and the increment sanctioned as on 1—12—84.
- (iv) Whether the services rendered on temporary contract list may be taken into account for calculating the eligibility of Earned Leave/Unearned Leave on Medical Certificate.
- (v) Whether they may be permitted to C.P.F. with effect from 1—12—83.
- (vi) Whether their services rendered earlier may be considered for 2 years stay for the purpose of transfer.

After careful examination of the case, the following orders are issued :

(vii) The services rendered prior to 1—12—83 by the directly recruited Assessors on contract basis need not be reckoned for any purpose on or after 1—12—83. However, the Assessors who were provisionally appointed on contract basis and then regularly appointed with effect from 1—12—83 may be permitted to carry over the unavailed leave for which they were eligible on pro-rata basis.

(By Order of the Chairman)

A. Kuppuswamy,
Chief Engineer/Personnel.

Memorandum No. 78638—C1/85—3, (Secretariat Branch) dated the 15th July 1986.

Sub: Establishment—Tamil Nadu Electricity Board—Revision of scales of pay from 1—12—84—Fixation of pay to Selection Grade Record Clerks—Clarification—Modification orders—issued.

Ref: Board's Memo No. 78638—C1/85—1 dated 24—4—1986.

In partial modification of the orders issued in paras 3—4 of the Board's Memo cited, it is hereby ordered that the condition in para 3 (i) of the Memo that "the two increments will be inclusive of the normal increment falling on the same date or there after" should not be applied in the case of the Record Clerks who have completed ten years of service and more as on 30—9—84/30—11—84 and who are entitled for the two increment benefits on these dates. In such cases, the next increment will be admissible on 1—12—84 (in the case of the Record Clerks who had completed 10 years of service as on 30—9—84 and who had opted to come over to Revised Scale of pay on 1—12—84 taking into account the pay as on 30—9—84) or on the normal date of increment after 1—12—84 (in the case of the Record Clerks who had completed 10 years of service as on 30—11—84 and who had opted to come over to Revised Scale of Pay on 1—12—84 taking into account the pay as on 30—11—84); in these cases the question of applying the condition in para 3 (iv) and the last sentence of para 4 of the Board's memo cited will not arise.

The condition in para 3 of the Memo cited will apply to Record Clerks who have moved or will move to Selection Grade on or after 1—12—84.

(By Order of the Chairman)

C. Arunachalam,
Secretary.

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Memorandum No. 41428/O&M Cell/86—1 (Secretariat Branch) Dated the 16th July 1986

Sub: Training—Tamil Nadu Electricity Board—Training of Section Officers and Superintendents in various areas of Board—Scheme—Clarification issued.

Ref: B.P. Ms. (FB) No. 84 (Secretariat) dated 16—10—1985.

In B.P. Ms. (FB) No. 84 (Secretariat) dated 16—10—1985 a training scheme for Section Officers and Superintendents of Board Office was introduced. In the said Board's Proceedings, among other things, a programme of training was also specified.

2. A point has been raised as to whether in the case of a trainee who avails Earned Leave or Un-earned Leave on Medical Certificate etc., during the period of his training, the training period may be extended by a period equal to his leave for completion of the training as per the programme specified in the Board's Proceedings.

3. It is clarified that, if a trainee during his training period avails leave other than casual leave, the training may be stretched by a period equal to that of his leave to enable the trainee cover all the areas prescribed for training.

C. Arunachalam,
Secretary.

Amendment No. 3/86

Regulations—Tamil Nadu Electricity Board Employees' Conduct Regulations—Prohibition of membership of any communal organisation etc.—Regulation 20-A—Incorporated.

B.P. Ms. (Ch.) No. 329

(Sectt. Branch)

Dated the 16th July 1986
Aani 32, Akshaya,
Thiruvalluvar Aandu 2017

Proceedings :

In exercise of the powers conferred by Section 79(c) of the Electricity (Supply) Act 1948 (Central Act 54 of 1948), the Tamil Nadu Electricity Board hereby makes the following amendment to the Tamil Nadu Electricity Board Employees' Conduct Regulations :—

Amendment

In the said Regulations, after Regulation 20, the following regulation shall be inserted, namely:—

"20-A. Prohibition of membership of any communal organisation, etc.

(1) No employee shall be a member of, or be otherwise associated with, any organisation—

- (a) which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, disharmony or feelings of enmity, hatred or ill will between different religious, racial, language or regional groups or castes or communities; or
- (b) whose activities are prejudicial to the maintenance of harmony between different religious, racial, language or regional groups or castes or communities, and which disturbs or is likely to disturb the public tranquility; or
- (c) which organises any exercise, movement, drill or other similar activity intending that the participants in such activity shall use or be trained to use criminal force or violence, or knowing it to be likely that the participants in such activity will use or be trained to use criminal force or violence against any religious, racial, language or regional group or caste or community and such activity, for any reason whatsoever causes or is likely to cause fear or alarm or a feeling of in-security amongst members of such religious, racial language or regional group or caste or community.

(2) If any question arises whether any organisation falls under sub-regulation (1), the decision of the Government/Board thereon shall be final."

(By Order of the Chairman)

C. Arunachalam
Secretary



Memo. No. 078646/993/I.R. 3(1)/Adm. Br./86—8, dated 17—7—1986:

Sub : Tamil Nadu Electricity Board—Apex Level Joint Committee—13th meeting held on 25—6—1986—Regarding.

During the 13th Apex Level Joint Committee meeting held on 25—6—1986, it was represented that centralised forms, registers and returns including forms for applicants and consumers should be printed.

2. It was decided that before taking up their printing, all these should be simplified and standardised.

3. The above special work is entrusted to Thiru A. P. Kandappan, Director of Training. He may also have discussion in this regard with the employees' representatives on the Apex Level Joint Committee.

4. He is requested to submit his report before 15—9—86.

5. The Superintending Engineer/Planning and the Superintending Engineer/Rural Electrification are requested to make available all the required material to Thiru A. P. Kandappan.

(By Order of the Chairman)

A. Kuppaswamy,
Chief Engineer/Personnel.

Establishment—Deputation of Board's Engineers for Post Graduate Course—M. E. Full time at Board's cost—Terms and conditions—Standing Orders—Issued.

Board's Proceedings Ms. (Ch) No. 392 (Administrative Branch)

**Dated 17—7—1986
Aadi 1, Akshaya,
Thiruvalluvar Aandu 2017,**

Read :

1. B. P. Ms. No. 366 (Sectt.), dated 15—7—82.
2. B. P. Ms. (FB) No. 75 (Sectt. Br.), dated 11—9—84.
3. B. P. Rt. (Ch) No. 183 (Adm. Br.), dated 19—9—84.
4. B. P. Rt. (Ch) No. 165 (Adm. Br.), dated 2—7—85:

The terms and conditions of deputation of Board's Engineers for Post Graduate Courses (M.E.—full time) at Board's cost were issued in the B. Ps. cited for each year. It is considered that a permanent standardised order should be issued. Accordingly the TNEB directs that the following procedure should be followed hereafter for deputing Engineers of the Board for full time P. G. courses at Board's cost.

(1) The period of deputation shall be from the date of commencement of the course in the academic year in which the Officers are deputed to the date of completion of the course in the last semester.

The dates of commencement and completion of the course would be as intimated by the University/College authorities.

(2) The period of deputation shall be treated as duty. The pay of the Officer shall be claimed against the post from which he was deputed and has to be disbursed by the respective pay disbursing Officer directly according to the rules in force. The Officer deputed will be allowed to draw during the period of deputation, besides their pay and D. A. other allowances like HRA, CCA, etc. as applicable to Madras City irrespective of the station in which he worked prior to deputation excluding special pay, if any. They are not eligible for any other allowances during the period of deputation.

(3) (i) The officer deputed should arrange to pay all the fees himself to avoid delay in payment and get it reimbursed from the concerned pay disbursing officer on production of the receipts issued by the University:

OR

The Officer deputed should draw an advance amount from the pay disbursing Officer and make the payment to University and immediately settle the advance by producing the receipts issued by the University.

(ii) The payment towards admission fees, application fees, tuition fees, special fees, examination fees, students aid fund fee, fee for mark sheets and grade certificates is to be met by Board.

(iii) It is the responsibility of the Official deputed to get refund of the Caution deposit, if any remitted, at the end of the Course and remit it back to the Board.

(iv) Payment towards Co-operative Society etc. has to be met only by the Officer deputed and it will not be reimbursed. The pay disbursing Officer can refer to the University in case of any doubt.

(v) The other expenses which are not specified above and are trivial in nature have to be met only by the Officer deputed.

(4) The Officer deputed should himself meet the deposits, expenses etc. of the hostel accommodation.

(5) (i) The Officer deputed is eligible for TA and DA as applicable for normal transfer according to TA regulations in force.

(ii) The Officer deputed is eligible for only the actual journey time and is not eligible for joining time.

(6) Book allowance shall be sanctioned at a rate not exceeding Rs. 1000/- (Rupees One thousand only) per Officer deputed. The Officer deputed may give a requisition for the books required in connection with the P. G. Course—M.E. for a value not exceeding Rs. 1000/- to the Departmental Library (Madras). The Officer in charge of the Library will arrange for the purchase of the Books after due verification of non-availability of them in the Library, take them into stock and issue them to the Officers concerned for their studies. The Books so borrowed have to be returned to the Library by the concerned Officer after the course is over and a certificate obtained.

(7) (i) The Officer deputed should execute a bond on-judicial stamp paper to the Tamil Nadu Electricity Board with condition to continue in the employment of service to which he belongs or to which he may be transferred subsequently by the competent authority, for a period of 7 Years after the completion of the course and also to refund the entire cost to Tamil Nadu Electricity Board in case he fails to qualify for the degree or if he happens to quit the service of the Board before expiry of 7 years from the completion of the course.

(ii) The value of stamp paper shall be Rs. 32-50 and the amount of bond is Rs. 65,000/-.

(iii) The surities should be of departmental employees only.

(iv) The Officer deputed will be relieved from the post to the deputation only on submission of the surity bonds.

(v) The bonds should be sent to Director of Training for acceptance and for safe custody.

(vi) The provision for recovery of the bond amount is intended only to meet contingencies which make it impossible for the Board to ensure the continued service of the individual for the prescribed period. The provision as above does not mean that the individual on return from studies should expect the Board to willingly send him on deputation elsewhere during the prescribed period accepting his plea that he will refund the cost of training etc. The Board would expect the Officers who enjoy such special privileges of higher education at the Board's expense to be loyal to the Board and allow the Board to have the benefit of their higher education.

(vii) A specimen copy of Bond is enclosed.

(8) If the Officer deputed does not clear the first semester subjects within the second semester, he will be withdrawn from the study and the cost incurred by the Board will be recovered.

(9) The Officer deputed should complete the course within the period fixed by the University/College. No extension of time is permissible. Otherwise, all costs incurred consequent to the deputation including salary etc. will be recovered.

(10) The above will apply to all those to be deputed to M. E. (Full time) from 1986—87 onwards.

(By Order of the Chairman)

A. Kuppuswamy,
Chief Engineer/Personnel.

Enclosure :

Surety Bond Executed for Deputation to P.G. Course M.E. 1984-85.

KNOW ALL MEN BY THESE PRESENT THAT WE (a).....
 S/o.....resident of

 at present employed as.....under the Tamil Nadu State Electricity Board (herein after called "the obligor") which expression shall where the context so admits include his heirs and legal representatives and b(i) Thiru.....
 son of.....(full address to be given) residing at.....and b(ii) Thiru.....son of.....
 residing at.....(hereinafter called the "Surties" which expression shall, where the context so admits includes his legal heirs and legal representatives) are held firmly and do hereby jointly and severally bind ourselves to pay to the Tamil Nadu State Electricity Board (hereinafter called 'the Board') on demand the sum of Rs. (Rupees.....only) on account of the fact that obligor has been placed on deputation for undergoing P.G. Course in Anna University, Guindy, Madras for the period from.....to.....at the cost of the Board together with interest thereon from the date of demand at rates payable for the time being in force in respect of the Tamil Nadu Government Loans to the Board.

Dated this.....day of.....
 one thousand nine hundred and.....

2. NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION.....
 IS THAT in the event of the above obligor Thiru.....
 resigning or voluntarily retiring from service of the Board without returning to duty after the expiry of termination of the period of study or at any time within a period of seven years after his return to duty or at any time declines to work in Tamil Nadu Electricity Board after the termination of the period of study for period of not less than seven years or if he fails to qualify for the degree or if he happens to quit the services of the Board before the expiry of seven years for the completion of training or if he fails to complete the first semester before entering third semester the obligor and the sureties shall forthwith refund to the Board the said sum of Rs. /- (Rupees.....only) together with interest thereon from the date of demand at Tamil Nadu Government rates for the time being in force on Tamil Nadu Government Loans to the Board and save the Board harmless from all liabilities in respect of the said sum and all costs incurred in consequent of any claim thereto then the above written bond or obligation shall be void, otherwise, the same shall remain in full force and virtue.

PROVIDED ALWAYS that the liability of the surities hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act of omission of the Board or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Board to sue the said obligor before suing the above sureties or any of them for amount due hereunder:

IN WITNESS WHEREOF THE parties hereto have thereinto set their respective hands on the day, month and the year first above written.

In the presence of witnesses :
 1.
 2.

Signature of the obligor.

In the presence of witnesses :
 1.
 2.

Signature of the Surety (1)

Signature of the Surety (2)

Accepted

For and on behalf of the TAMIL NADU STATE ELEC. BOARD.

In the presence of Witnesses :
 1.
 2.

DIRECTOR OF TRAINING.

Circular memo. No. 202/E3—1/86—2, (Administrative Branch) dt. 20—7—86

Sub : ESTABLISHMENT—Request transfers—Applications from employees working in the projects for transfer to the stations in the plains—Two years stay in the present stations—Instructions issue of—Reg.

Certain employees working in the Projects in the Hill areas face transfer due to administrative reasons within the same project. In some cases the stations of their office may differ, when they apply for transfer out of the Project to a station in the plains and also at the time of consideration of their cases. For purposes of verifying their two years stay in the present station, the date of their joining in the present station (i.e.) where he last served in the project is only taken. In some of the cases of the above type, they would not have completed two years in the Office/Division/Sub-division etc., though they would have served in the hills and projects for more than two years, in some cases even for a longer period.

2. If the services in the last Station/Division/Sub-Division etc. in the project is only taken for computing the period of 2 years, they will not become eligible for transfer to the station applied for. It is therefore ordered, that while dealing with such requests for transfers by the individuals, the whole services of the employees working in the projects in Hill stations should be taken into account and treated as a continuous one, though they might have served in different stations in the projects, in Hills for purpose of computing two years stay on duty in a station. This will apply only to the employees working in projects in the hill stations. This concession is not applicable to the employees working in various power houses in Generation Circles and in other circles or systems in the Hill Station.

B. Vijayaraghavan,
Chairman.

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Memo No. 6002/Adm. Br/I.R. 2(1)/86—1, (Administrative Branch) dated 21—7—1986

Sub : Electricity—Modified System of Card Billing of energy charges and collection—Payment of actual expenses to the Revenue Supervisors—Orders—Issued.

Ref : B. P. Ms. (CH) No. 450 (Secretariat Branch) dated 10—12—1984

It has been represented that as per para 16 of Annexure—1 to the B. P. cited, the Revenue Supervisors have to inspect the work of the Assessors and Inspectors of Assessment to ensure that proper Assessment, collection, remittance etc. are made. But there is no provision for payment for actual expenses to Revenue Supervisors, who go to inspect the work of Assessors and Inspectors of Assessment when the distance is less than 8 K.Ms. Therefore, representation has been made that an adhoc amount may be paid towards actual expenses to the Revenue Supervisors.

The matter was examined and it is hereby ordered that the Revenue Supervisors shall be paid actual expenses of Rs. 5/- (Rupees five only) whenever they go to inspect the work of Assessors and Inspectors of Assessment when the distance covered in each journey is less than 8 K.Ms.

(By Order of the Chairman)

A. Kuppaswamy,
Chief Engineer/Personnel.

Circular Memo. No. 47472/O&M Cell/86—1, (Secretariat Branch) Dated the 21st July 1986

Sub : Court cases—Follow up action—Strict adhering of guidelines prescribed—Instructions issued.

Ref : Chairman's D.O. Lr. No. 15754/LC2/83—1 dated 28—2—1983.
B.P. Ms. (Ch) No. 5 (Secretariat) dated 4—1—1986.

It is necessary that all orders issued by the High Court or Supreme Court on Writ Petitions, Writ Miscellaneous Petitions and Writ Appeals are made known to Chairman immediately. Officers in the Board Office are informed that immediately on receipt of any order of the High Court or Supreme Court it should be submitted to the Chairman for perusal at the Tapal stage itself. Similarly, in the case of orders issued by the Subordinate Courts also if the matter raised is very important, the orders should be brought to the notice of the Chairman at the Tapal stage itself. If the Chairman is out of headquarters and immediate action is called for such action should be taken on the orders and a xerox copy of the order submitted to Chairman for perusal on his return to headquarters.

B. Vijayaraghavan
Chairman.

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Amendment No. 2/1986

Regulations—Tamil Nadu Electricity Board Leave Regulations—Regulation 8—Amendment—Issued.

B.P.Ms. (Ch) No. 333

(Sectt. Branch)

Dated the 21st July 1986
Aadi 5, Akshaya,
Thiruvalluvar Aandu, 2017.

Read :

B.P. Ms. (Ch.) No. 240 (Adm. Br.) dt. 7—5—86.

Proceedings :

In exercise of the powers conferred by section 79(c) of Electricity Supply Act, 1948 (Central Act 54 of 1948), the Tamil Nadu Electricity Board hereby makes the following amendments to Tamil Nadu Electricity Board Leave Regulations,—

Amendments

In the said Regulations, in regulation 8, in the Table thereunder,

(1) for the entries in item 8(b), the following entries shall be substituted, namely,—

| | | |
|---|--|--|
| “(b) Divisional Engineers and Executive Engineers | (i) Employees of and above the rank of line Inspector in Regular Work Establishment within their jurisdiction. | Full power |
| | (ii) Employees of the rank of Lineman and below in Regular Work Establishment within their jurisdiction. | Can sanction leave for period beyond one month”. |

(2) for the entries in item (9), the following entries shall be substituted, namely,—

| | | |
|-------------------------------------|--|---|
| “(9) Assistant Divisional Engineers | Office Helpers and employees for whom they are not the appointing authorities upto and inclusive of the rank of Lineman in Regular Work Establishment within their jurisdiction. | Can sanction leave upto one month. A copy of the leave sanction order should be sent to the Divisional Engineer concerned”. |
|-------------------------------------|--|---|

(By Order of the Chairman)

C. Arunachalam,
Secretary.

குறிப்பு ஆணை எண் 80398-ப்பி1/85-1, (செயலகக் கிளை) நாள் 21-7-1986

பொருள் : தற்காலிகப் பணி நீக்கம் செய்யப்பட்ட அரசு ஊழியர்/
ஒழுங்கு நடவடிக்கை எடுக்கப்பட்ட அரசு ஊழியர்—
தன் விருப்ப ஓய்வில் செல்ல அனுமதித்தல்—தெளிவுரை.

பார்வை : அரசு கடித எண் 97866/84-9 பணியாளர் மற்றும் நிருவாக சீர்திருத்த
(அ.வி.3) துறை நாள் 18-11-1985.

வாரியக் குறிப்பாணை எண் 69274-ப்பி1/84-1 நாள் 19-1-1985ல் அளித்துள்ள தெளிவுரையைத்
தொடர்ந்து அளிக்கப்பட்டுள்ள விளக்கம்கொண்ட பார்வையில் குறிப்பிடப்பட்டுள்ள அரசு கடித நகல்,
தக்க நடவடிக்கைக்காக அனுப்பிவைக்கப்படுகிறது.

(தலைவரின் ஆணைப்படி)

செ. அருணாசலம்,
செயலாளர்.

இணைப்பு :

திரு. பொ. ஈசுவரமூர்த்தி, பி.ஏ., அரசு துணைச் செயலாளர், பணியாளர் மற்றும் நிருவாக சீர்திருத்த
(அ.வி.3) துறையிடமிருந்து ஆணையர் மற்றும் அரசுச் செயலாளர்களுக்கு வந்துள்ள
கடித எண். 97886/84-9, நாள் 18-11-85ன் நகல் :

பொருள் : தற்காலிகப் பணி நீக்கம் செய்யப்பட்ட அரசு ஊழியர்/
ஒழுங்கு நடவடிக்கை எடுக்கப்பட்ட அரசு ஊழியர்—
தன் விருப்ப ஓய்வில் செல்ல அனுமதித்தல்—தெளிவுரை.

பார்வை : அரசு கடித எண் 66188/84-1, பணியாளர் மற்றும்
நிருவாக சீர்திருத்த (அ.வி. 3) துறை, நாள் 8-10-84.

பார்வையில் கண்ட கடிதத்தில் கீழ்க்கண்டவாறு தெளிவுரை வழங்கப்பட்டது :—

“தன் விருப்ப ஓய்விற்கு அறிவிப்புக் கொடுத்த நாளன்று (Date of Notice for voluntary retirement) அரசு ஊழியர் மீது ஒழுங்கு நடவடிக்கை இல்லாதிருப்பினும் அல்லது அவர் தற்காலிகப் பணி நீக்கத்தில் இல்லாதிருப்பினும் அவர் அறிவிப்புக் கொடுத்த நாளிலிருந்து மூன்று மாதங்கள் கழிந்தவுடன் தன் விருப்ப ஓய்வில் செல்ல உரியவராவார்.”

2. கூட்டுறவுச் சங்கங்களின் பதிவாளருக்கு எழுந்த ஐயப்பாடுகளும் அதன்மீது அரசின் தெளிவுரையும் கீழே கொடுக்கப்பட்டுள்ளன.

ஐயப்பாடு

தெளிவுரை

(1) இந்த அறிவுரைகள், இருபது ஆண்டு முழுமையாகப் பணியாற்றிய பிறகு அடிப்படை விதி 56(இ)ன்படி தன் விருப்ப ஓய்வில் செல்லும் இனங்களுக்கும் பொருந்துமா?

பார்வையில் கண்ட கடிதத்தில் உள்ள தெளிவுரை 20 ஆண்டுகள் முழுமையாகப் பணியாற்றிய பிறகு திருத்தப்பட்ட அடிப்படை விதி 56(3)(b)ன்படி தன் விருப்ப ஓய்வில் செல்வோருக்கும் பொருந்தும்.

(2) தன் விருப்ப ஓய்விற்கு அறிவிப்புக் கொடுத்த பிறகு அரசு ஊழியர்மீது ஒழுங்கு நடவடிக்கை எடுக்க தேவைப்பட்டால் என்ன விதிமுறைகள் கடைபிடிக்க வேண்டும்?

திருத்தப்பட்ட அடிப்படை விதி 56(3)(c)ன்படி உரிய அதிகாரி அல்லது நியமன அதிகாரி அல்லது அவர்களுக்கு மேல்நிலையில் உள்ள அதிகாரி மூன்று மாத கால அறிவிப்பு முடியுமுன் விருப்ப ஓய்வுக்கு மாறாக ஏதேனும் ஆணை வெளியிட வில்லையென்றால் விருப்ப ஓய்விற்கு விண்ணப்பம் கொடுத்த அரசு ஊழியர் மூன்று மாத கால அறிவிப்பு முடிந்தபின் விருப்ப ஓய்வில் சென்றவராகக் கருதப்படுவார். எனவே, மூன்று மாத கால முடிவுக்குள் அவர் தன் விருப்ப ஓய்வில் செல்ல இயலாது என தெரிவித்துவிட்டு உடனே மேல்நடவடிக்கை எடுக்கலாம்.

அரசு துணைச் செயலாளர்.

(உண்மை நகல்)

Circular Memo No. 24558/VC. 8/86—1 (Secretariat Branch) Dated : 21st July, 1986.

Sub : SECURITY—Entrustment of security work to Private Agency—Instructions—Issued.

Ref : (i) Board's Circular Memo No. 39085/VC8/84—6, Dt. 10—9—85,

(ii) Board's Memo No. 39085/VC8/84—8, dt. 19—9—85.

(iii) Board's Memo No. 39085/VC8/84—12, dt. 12—12—85

In Board's Memo second and third cited, the revised list of approved agencies has been issued. While calling for quotation for providing security arrangements, the quotation should be called for, only as per the revised list of agencies issued in the references second and third cited. Further in the reference first cited, the Board has also issued instructions to obtain certain particulars regarding carry home salary, ESI/EPF scheme, Group Insurance Scheme and kit and uniform allowances etc., from the private agencies who have responded to the tender. But it is found that in certain cases the Superintending Engineers have called for quotations as per old list instead of revised list of 9 agencies approved in the Board's Memo. second and third cited and the proposals are sent by the Superintending Engineers without obtaining the full particulars as called for in the memo first cited. As the proposals are sent by the Superintending Engineer in incomplete shape, entrustment of security work to private agency is delayed and necessitates to continuance of the existing agency even though their performance may not be satisfactory. This is not in the best interests of the Board.

2. The Superintending Engineers are expected to obtain all the particulars from the agencies responding to the tender without fail along with the tenders. The tender submitted by the tenderers withholding any one of the particulars called for in the Board's Memo first cited is not in conformity with the existing instructions governing the contract. In most of the cases carry home particulars are not obtained from the agencies, which is a very important information to decide the quality and suitability of a tenderer. Hence, the Superintending Engineers are informed that in future they should ensure that agencies furnished all the particulars required and the proposal should be sent in complete shape. While recommending the agency, the carry home salary also should be taken into account apart from the lowest rate, besides other criteria.

3. Failure to follow the above instructions will be considered as a lapse on the part of the Superintending Engineer.

4. The Superintending Engineers should submit the continuance proposal well in advance, prior to the expiry of existing agency (i. e. before two months) to avoid delay and further continuance of the existing agency. For continuance proposal, the original sanction order should also be quoted and it should not appear as though it is a fresh proposal.

5. The above instructions should be strictly adhered to.

(By Order of the Chairman)

C, Arunachalam
Secretary

Memo. (P) No. 44412-E2/86-1, (Secretariat Branch) dated the 21st July, 1986.

Sub: LOANS AND ADVANCES—House Building Advance—Utilisation of the loan sanctioned and completion of construction—Certain lapses in following the stipulated procedure—Instructions—Issued.

Ref: Board's Memo: (P) No. 45975-O & M/85-1, dt. 3-2-86.

Rule 7 (a) of Board's House Building Advance Rules stipulates that the loanee employee should produce utilisation certificate while applying for instalments of advance duly supported by a certificate from Assistant Executive Engineer/Civil. The loanee is also required to complete the construction within 18 months of drawal of the 1st Instalment for construction. Failure to do so will render the employee liable to refund the entire amount drawn together with interest in one lumpsum. In the memo, cited the Board has also prescribed the formats of registers to be maintained in regard to House Building Advance with a view to have uniformity and proper follow up action. These formats have provisions for indicating the details of disbursement of various instalments, date of completion, details of extension given, if any, etc. It has also been instructed that the registers should be checked by the officers next below the sanctioning authority every month. Proper maintenance of registers and periodical checking of the same will therefore ensure whether Rules are satisfied in each case of sanction.

2. However certain instances are brought to the notice of the Board where the utilisation certificate and completion reports are not produced by the loanee employees as stipulated in the Rules. It is also observed that the House Building Advance, cases are not properly pursued by the sanctioning authorities. Even in cases where action has been initiated by the sanctioning authorities for lapses in fulfilment of Rules, there is considerable time lag in initiating necessary action. This is a pointer to the fact that the instructions issued in this regard are not scrupulously followed.

3. The sanctioning authorities are therefore directed to be more scrupulous in maintenance of the registers prescribed by the Board and their periodical check, so that lapses, if any, committed by the loanee employee in the matters of producing utilisation certificate, completion report etc., are taken notice of immediately and prompt action taken in such cases. Any future lapse in maintenance of registers etc., and the resultant discrepancies in House Building Advance cases shall be viewed seriously.

(By Order of the Board)

C. Arunachalam,
Secretary.

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Memorandum No. 41120/O & M Cell/86-1 (Secretariat Branch) Dated the 22nd July, 1986.

Sub:—Establishment—Board Office—Duty Officers for the Western Wing of 2nd floor and Reserve Duty Officer for the fifth floor—Orders issued.

Ref:—B. P. Ms. (Ch) No. 27 (Secretariat Branch) dated 19—1—1985.

In partial modification of the orders issued in Annexure IV to the Board's Proceedings cited the following changes in the Duty Officers are ordered:—

Superintending Engineer/Hydro Project (Electrical) who was the Duty Officer for Western Wing of 2nd floor on shifting to fifth floor shall be the Reserve Duty Officer for the Eastern and Western Wings of 5th Floor replacing Thiru V. T. Karthikeyan, Divisional Engineer, Office of the Regional Chief Engineer (Distribution)/Madras. Thiru V. T. Karthikeyan who has been shifted from 5th floor to 2nd floor shall be the Duty Officer for the Western Wing of 2nd Floor.

(By Order of the Chairman)

C. Arunachalam,
Secretary.

ESTABLISHMENT—Payment of leave salary for short periods of leave during a month—Revised instructions issued.

B. P. Ms. (Ch.) No. 340

(Secretariat Branch)

Dated 22—7—1986

Aadi 6, Akshaya

Thiruvalluvar Aandu 2017

Read :

- (i) B.P. Ms. No. 51 (SB) dt. 16—8—79.
- (ii) Board's Memo. No. 1984—P1/79—1 dt. 22—10—79
- (iii) Board's Memo. No. 73420—P1/81—3 dt. 27—3—82
- (iv) Board's Memo. No. 35600—P1/82—2 dt. 28—8—82
- (v) Board's Memo. No. 78366—P1/82—1 dt. 24—12—82
- (vi) Board's Memo. No. 71089—P1/82—5 dt. 30—6—83

Proceedings :

In the B.P. cited it was ordered that in the case of regular Board employees who are going on leave during the course of the month, the pay for the entire month may be paid pending regularisation of leave and that the differences in pay, if any, may be adjusted in the subsequent month or any other dues to the employees, as the case may be. The above orders were based on the State Government Orders issued in G.O. Ms. No. 278 Finance (T. & A.) Department dt. 30—8—78.

2. In the Board's Memo. second cited, the following clarifications were issued based on Government Memo. No. 50223—T & A/78—9 dt. 18—7—79 :—

- (i) the term "leave" includes all kinds of leave including half-pay leave ;
- (ii) as the pay will be paid in full pending sanction of the leave, there is no need to know about the nature of the leave to be granted ; and
- (iii) the full salary is to be paid for the first month in which the leave is taken and not for any subsequent period.

3. Subsequently, in respect of a member of the staff who entered on leave without getting the leave sanctioned by the competent authority, pay was claimed for the full month citing the orders in the Government Order dt. 30—3—78. In this connection it was noticed by the Government that the pay had been claimed for the month during which the Government servant was on unauthorised absence. To avoid such an incorrect application of the orders in the Government Order mentioned above, Government in G.O. Ms. No. 1561 (Fin.) (T & A) dt. 23—11—79 issued clarification as follows :—

"The above Government Order is not intended to cover cases of unauthorised absence. Leave is normally sanctioned subject to eligibility. The intention of the Government order was that the Government servant need not wait for confirmation of the leave (after getting the eligibility certificate) for the purpose of claiming pay for the entire month during which he entered on leave. If leave has not been sanctioned at all, there is no question of his claiming the pay for the period of absence. All pay disbursing officers are requested to note this important aspect when dealing with cases of unauthorised absence".

4: Notwithstanding the issue of clarification as above, further orders clarifying certain points with reference to the B.P. cited have been issued in the references (iii) to (vi) cited, which in effect has resulted in continuing the procedure of claiming the leave salary for a period of leave during the month, or in certain cases, for the period of leave extending beyond the month, despite the fact that the leave has neither been sanctioned, nor was the sanction of leave under consideration at all. The concession of allowing the claim of leave salary cannot be extended to cases of unauthorised absence.

5. In the circumstances explained in the preceding paras, the following revised instructions are issued in supersession of all the orders in the references cited and any other instructions on the subject :—

- (i) Pay drawing Officers should normally claim leave salary only after the leave is actually sanctioned by the competent authority.
- (ii) In cases where the pay disbursing officer is the leave sanctioning authority, the salary can be claimed and paid to an employee subject to satisfying himself that the employee is eligible for the leave requested for.
- (iii) In case where the pay disbursing officer is not the leave sanctioning authority, but he is the officer competent to certify the eligibility of leave, the leave salary can be claimed, provided he is satisfied about the eligibility of the leave applied for. In those cases he should see that the leave application together with the eligibility certificate is sent to the sanctioning authority with least delay. Normally, he should not relieve any employee without proper sanction of leave. However, if there is any delay in sanctioning leave he can relieve the employee after satisfying himself that the leave applied for is for genuine reason and the delay in sanctioning leave is only due to administrative reasons.
- (iv) In all other cases where the pay disbursing officer is neither the officer competent to certify the eligibility of leave nor the leave sanctioning authority, leave salary should not be claimed without proper sanction.
- (v) The leave sanctioning authorities should take immediate action either to sanction or refuse the leave as per the rules, as soon as leave applications are received by them, and in cases where they are quite certain that leave applied for is not likely to be sanctioned for valid reasons, they should immediately inform the pay drawing officers of the fact, in order to avoid salary being claimed for unauthorised absence, i.e. leave applied for but not sanctioned or sanction of which is not under consideration at all.
- (vi) It shall always be ensured by the pay drawing Officer that leave salary is not claimed in any case of unauthorised absence.

(By Order of the Chairman)

C. Arunachalam,
Secretary.

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Letter No. 6947/N1/86—3, (Secretariat Branch) dated the 23rd July 1986

Sub: Pension—Commutation—Payment of commuted value—Simplification of procedure—Orders issued—Clarification—Issued.

Read: B.P. Ms. (Ch) No. 416 (Sectt.) dt. 29—11—85.

Ref: From Government Finance (Pension) Department Lr. No. 4472/C/Pension/86—1, dated 28—1—86.

In B.P.Ms. (Ch) No. 416 (Secretariat) dt. 29—11—85 orders have been issued simplifying the procedure for payment of commuted value of pension to the retired employees of the Board. The orders are applicable to employees retiring on or after 30th November, 1985. Following the clarification issued by Government, I am to state that the authorities empowered to sanction pension and Death-Cum-Retirement-Gratuity shall also be the authority for sanction of commutation of pension in respect of employees of the Board who retired prior to 30—11—1985.

C. Arunachalam,
Secretary.

Ch.'s Circular No. 48681/ O&M Cell/86—1 dated 25—7—'86:

Sub : Office Procedure—Proposals and recommendations in Notes:

Whenever a proposal in a note involves any departure from accepted conventions, precedents or proprieties, or involves any relaxation of rules, regulations, orders or instructions, that should be high-lighted in the **concluding para** of the note and specific orders sought for. This will apply to all notes whether circulated in the normal course or put up for decisions at meetings including meetings of the Tender Committee and the Full Board. Officers passing the note should give their specific recommendations on such departures.

B. Vijayaraghavan,
Chairman.

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Memorandum No. 61127/N2/82—50 (Secretariat Branch) dated the 25th July 1986.

Sub : Establishment—Execution of Bond by Drivers of Tamil Nadu Electricity Board—
Reimbursement of cost of stamp duty—Head of Account—Furnished.

Ref : B.P. Ms. (FB) No. 50 (Sectt. Branch) dt. 9—6—86.

The expenditure sanctioned in para 2 of the Board's Proceeding cited is debitable to the following Head of Account:

(i) **For Generation Circles and O&M Systems :**

“Tamil Nadu Electricity Board Funds—Revenue Expenses—(b) Maintenance proper—(2) Maintenance cost including labour and Materials—Other charges.”

(ii) **For Project Construction Circles and Work Shop :**

“Tamil Nadu Electricity Board Funds—Capital Expenditure—Hydro Thermo Electric Schemes Circle. (b) Establishment and General charges.”

(iii) **For Head Quarters Offices :**

“Tamil Nadu Electricity Board Funds—Revenue Expenses—F. Administration expenses—VII (a) other expenses—Office contingencies.”

C. Arunachalam,
Secretary.

Delegation of Powers—According permission for delivering lectures—Delegation of powers to Deputy Secretary.

B. P. Ms. (FB) No. 64

(Secretariat Branch)

Dated 26—7—1986
Aadi, 9th Akshaya,
Thiruvalluvar Aandu, 2017.

Proceedings :

The Tamil Nadu Electricity Board hereby delegates powers to Deputy Secretary in the Board Office Secretariat Branch to accord permission to the officials upto the level of Section Officers in the Board Office Secretariat Branch, for delivering lectures in the Training Institutes run by the Tamil Nadu Electricity Board.

(By Order of the Board)

C. Arunachalam,
Secretary.



Memorandum No. 48844/C1/86—1 (Sectt. Br.), Dated the 26th July, 1986.

Sub : ESTABLISHMENT—Class I & II Service—Fixation of Pay on promotion—Clarification—Issued.

Ref : 1. B. P. Ms. No. 62, Sectt. Br., dated 5—2—80.
2. Board's Lr. No. 49660—R1/81—1, dated 26—8—81.

According to the Orders issued in para 2 of the B. P. Ms. No. 62 (Sectt. Br.) dated 5—2—80, an employee of the Board promoted to a Post in Class I & II Service should be asked to join duty in the promoted post within 15 days from the date of orders of promotion (i.e. first notification posting him to a place) and fixation of his pay in the promoted post should be made taking into account the pay drawn by him in the lower post on the date of orders of promotion (i. e. first notification posting him to a place) and the monetary benefit should be allowed with effect from the date of joining duty in the promoted post.

2. An instance has been brought to notice wherein an Official promoted in April '80, joined duty in the promoted post in July '81. In his case, the pay in the higher post was fixed based on the pay drawn by him in the lower post on the date of promotion notification with monetary effect from the date of joining in the promoted post. A doubt has been raised as to when the next increment should be allowed in such cases, (i. e.) from 1—4—81 or from 1—7—82 in the case under consideration.

3. As per the existing provisions in Service Regulations, an increment can be drawn in a post only after the employee puts in a qualifying service (duty or leave which counts for increment etc) of one year in the promoted post. It is hereby clarified that the increment for an employee who has been promoted to a higher post in Class I or II Service should be allowed only after he puts in one year of qualifying service (subject to quarterly advancement) in the higher post after the date of joining duty in the higher post, notwithstanding the fact that the pay in the higher post is fixed taking into account the pay drawn in the lower post on the date of orders of promotion (first notification posting him to a place).

(By Order of the Chairman)

C. Arunachalam,
Secretary.

Delegation—Delegation of powers for sanction of Family Benefit Fund in cases of death—Orders—Issued.

B. P. Ms. (FB) No. 65 (Secretariat Branch) Dated the 28th July, 1986 and read with Board's Memo. No. 50643 O&M cell/86-1 dt. 4—8—86.

Read :

- (i) B. P. Ms. No. 1074, dated 3—7—1974.
- (ii) Memo. No. 48194/F1/74—3, dated 28—11—1974.
- (iii) Board's Memo. No. 1269/M1/Sectt./81—7, dated 16—10—1983.
- (iv) B. P. Ms. (FB) No. 151, dated 31—10—1983.
- (v) Memo. (Per) No. 66372/E2/85—1, dated 30—11—1985.

Proceedings :

In Board's Proceedings Ms. No. 1074, dated 3—7—74, the Tamil Nadu Electricity Board introduced a Family Benefit Fund Scheme to its employees. In the rules framed for administering the scheme, among other things, the authorities competent to sanction the refund of contribution on superannuation or payment of lumpsum benefit in the event of death of the employees while in service had been prescribed. The list of sanctioning authorities was revised in the memo. fourth cited.

2. It was clarified in the references second and third cited that, the lumpsum payment is payable to that family even in the case of suicide and murder after obtaining the orders of the Board and that in case of death due to unnatural causes like accident, poisoning, drowning, burning, injuries etc., which do not occur while discharging official duties, no sanction of the Board is necessary, if the police reports disclose that such deaths have taken place accidentally but not due to wilful act of the individual. In Board's Proceedings Ms. (FB) No. 151 (Secretariat) dated 31—10—83, the Chairman had been delegated with powers to sanction Family Benefit Fund to the dependants of employees of the Board who commit suicide.

3. In cases of suicide and murder a higher degree of scrutiny is necessary to ensure that the deceased was not murdered by the potential beneficiaries. However, since the decision is taken only on the basis of the police reports, the Tamil Nadu Electricity Board directs that the authorities competent to sanction refund of contribution or lumpsum payment under Family Benefit Fund will be as in the Annexure to this Board's Proceedings with immediate effect.

(By Order of the Board)

C. Arunachalam,
Secretary.

Encl:

Annexure

Encl :

| Sl. No. (1) | Officers/Employees (2) | Suicide/Murder (3) | All other cases (4) |
|-------------|---|------------------------------------|---|
| 1. | Chief Engineers, Chief Financial Controller, General Superintendent, Superintending Engineers and all other officers in the rank of Superintending Engineers. | Chairman | Chairman |
| 2. | All Class I and II Officers in Board Office Secretariat Branch except officers in the rank of Superintending Engineer. | Chairman | Secretary |
| 3. | All Class I and II Officers in Board Office Administrative Branch except officers in the rank of Superintending Engineer. | Chairman | Chief Engineer (Personnel) |
| 4. | All Class I and II Officers in Board Office Accounts Branch except the officers in the rank of Superintending Engineer. | Chairman | Chief Financial Controller |
| 5. | All Class I and II Officers in Audit Branch except the officers in the rank of Superintending Engineer. | Secretary | Chief Internal Audit Officer |
| 6. | All Class I and II Officers in Board Office Technical Branch except the officers in the rank of Superintending Engineer. | Chairman | Respective Chief Engineers concerned |
| 7. | Class I and II Officers in the office of the Regional Chief Engineer except the officers in the rank of Superintending Engineer | Chairman | Regional Chief Engineer |
| 8. | All Class I and II Officers in System except officers in the rank of Superintending Engineer | Regional Chief Engineer concerned | Superintending Engineer concerned |
| 9. | All Class I and II Officers in General Construction Circle/Generation/Construction/Projects except the Officers in the rank of Superintending Engineer | Chief Engineer concerned | Superintending Engineer concerned. |
| 10. | Employees on deputation on Foreign Service | Chairman | Authority who sanctioned the deputation |
| 11. | Class III & IV Employees in Secretariat Branch | Secretary | Deputy Secretary |
| 12. | Class III & IV Employees in Administrative Branch | Chief Engineer (Personnel) | Senior Personnel Officer |
| 13. | Class III & IV Employees in Accounts Branch | Chairman | Chief Financial Controller |
| 14. | Class III & IV Employees in Audit Branch | Secretary | Chief Internal Audit Officer |
| 15. | Class III & IV Employees in Technical Branch | Chief Engineers concerned | Superintending Engineers concerned |
| 16. | Class III & IV Employees in Systems | Regional Chief Engineers concerned | Superintending Engineers concerned |
| 17. | Class III & IV Employees in General Construction Circle, Generation and Construction Projects | Chief Engineers concerned | Superintending Engineers concerned |

Ch.'s Memorandum No. 49363-D1/86-1 (Secretariat Branch) dated 28th July 1986.

Sub : Establishment—Departmental proceedings in respect of charges figuring in criminal prosecution—Instructions—Issued.

- Ref : 1. Memorandum No. 15578/189-XX1/81-5 dated 7—4—82.
2. Chairman's Circular No. 19868-D1/83-1 dated 18—9—84.

In the memorandum cited, Officers were, *inter alia*, informed that in cases involving both criminal prosecution and departmental disciplinary proceedings, departmental action should be proceeded with upto the stage of passing final orders and the issue of final orders withheld pending the decision of the Court in the criminal case. These instructions have now been reviewed in the light of certain decisions of the Courts. In **MM Rubber Co. Ltd, Madras Vs. S. Natarajan and the Presiding Officer, Labour Court, Madras** (1985 II LLJ 364), a Division Bench of the Madras High Court, relying on the decision of the Supreme Court in **Corporation of Nagpur Vs. Ramachandra G. Modak** (AIR 1984 SC 626), has held that departmental proceedings can be taken even in respect of a charge identical to the one on which criminal prosecution was launched and even if the criminal case had ended in acquittal. The officers of the Board are, therefore, informed that pendency of criminal proceedings need not act as a bar to the initiation or finalisation of departmental proceedings even if the charges are identical. They are further informed that even if the delinquent had been acquitted by a criminal court, he can be punished in departmental proceedings on an identical charge if the evidence is deemed sufficient to meet the requirements of a departmental enquiry. The instructions referred to above are modified accordingly.

2. The following observations of the Full Bench of the Mysore High Court in **T.V. Gowda Va. State of Mysore** (1975 II LLJ 513) on the distinction between criminal proceedings and departmental proceedings are relevant in this context :

"1. A disciplinary proceeding is not a criminal trial.

2. In criminal proceedings the purpose sought to be achieved is protection of the public while in disciplinary proceedings the purpose sought to be achieved is purity and efficiency of public service.

3. A Criminal Court requires high standard of proof for convicting an accused, while such a standard of proof is not required for finding a person guilty in disciplinary proceedings and it is enough if there is preponderance of probability of the delinquent's guilt.

4. Unlike in a criminal proceeding, in a disciplinary proceeding the strict rules of evidence and the provisions of the Evidence Act do not apply."

3. Officers are requested to note the above instructions for their future guidance and also dispose of all pending departmental proceedings on the above basis.

B. Vijayaraghavan
Chairman.

Establishment—Tamil Nadu Electricity Board—Abolition of the post of Superintending Engineer/ Technical Audit and merger of Technical Audit Wing with Superintending Engineer/Industrial Energy Management Cell and Surprise Inspection Squad with Officer on Special duty/Stores and renaming of Officer—Orders issued.

B.P. Ms (Ch) No. 428

(Administrative Branch)

Dated 30—7—1986
Aadi 14, Akshaya,
Thiruvalluvar Aandu 2017.

Read :

Board Office/Secretariat Branch Memorandum No. 49451/O&M Cell/86—1,
dated 30—7—1986.

Proceedings :

Consequent on review of the functioning of Technical Audit Wing and Surprise Inspection Squad under the Superintending Engineer/Technical Audit by the Chairman, the following orders are issued :

- (i) The posts of **one** Superintending Engineer, **one** Steno-Typist and **one** Office Helper in the Technical Audit Wing, Madras **be abolished** with effect from the Afternoon of 31—7—86.
- (ii) The Superintending Engineer/Technical Audit Wing and Surprise Inspection Squad **be merged** with the Office of the Superintending Engineer/Industrial Energy Management Cell and Office of the Officer on Special duty/Stores, Madras, respectively with effect from 1—8—86.
- (iii) The name of "Superintending Engineer/Industrial Energy Management Cell" and "Officer on Special duty/Stores" **be redesignated** as Superintending Engineer/Industrial Energy Management Cell Technical Audit and "Superintending Engineer/Stores Inspection" respectively.
- (iv) The posts of **one** Draughtsman Grade II and **one** Draughtsman Grade III along with incumbents hitherto functioned under Superintending Engineer/Technical Audit **be transferred** to Superintending Engineer/Industrial Energy Management Cell and Technical Audit along with other Technical staff in the office as well as in the field, attending to Technical Audit work.
- (v) The vehicle with the post of Driver along with incumbent so far utilised by Superintending Engineer/Technical Audit **be transferred** to Superintending Engineer/Stores Inspection with effect from the afternoon of 31—7—86.
- (vi) Sanction is accorded to the **creation** of the posts of **one** Assistant and **two** Typists in the Administrative cadre for a period upto 28—2—'87 from the date of utilisation, in the Office of the Superintending Engineer/Stores Inspection, Madras, **in lieu of abolition** of the posts of **two** Assistants and **two** Typists of Secretariat cadre hitherto utilised in the Office of the Superintending Engineer/Technical Audit, Madras.

2. The above orders be given effect from the afternoon of 31—7—1986.

(By Order of the Chairman)

A: Kuppuswamy,
Chief Engineer (Personnel).

Memorandum No. 47471—P2/86—1, (Secretariat Branch) dated 30—7—1986.

Sub: Leave—Surrender of Earned leave and payment of Leave salary—
Consolidated instructions—Amendment—Issued.

Ref: Board's Memo. No. 61237—P2/85—1 (BOSB) dt. 21—6—86.

The following amendment is issued to the Board's Memo. cited.

Amendment

In the said Memo., for the instructions in item (iv), the following shall be substituted, namely :

“(iv) The Board employees who have been reinstated to service from suspension, treating the period of suspension as duty, shall be allowed to surrender Earned Leave on dates due for such surrender irrespective of the time limit mentioned in item (iii) above, provided they apply for surrender leave benefits within one month from the date of receipt of orders treating the period of suspension as duty.

(By Order of the Chairman)

C. Arunachalam,
Secretary.

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Establishment—Tamil Nadu Electricity Board—Ramnad Electricity System/West and East—Renaming of the systems as “Kamarajar Electricity System and Ramnad Electricity System”—Orders issued.

B.P. Ms. (Ch) No. 435

(Administrative Branch)

Dated 31—7—86
Aadi 15, Akshaya,
Thiruvalluvar Aandu 2017

Read :

- (i) Administrative Branch Memo. No. 72810/S1/304/A1/85—3, dated 5—4—86.
- (ii) Administrative Branch Memo. No. 064014/547/C1/1/86—1, dated 5—5—86.
- (iii) From the Regional Chief Engineer (Distribution)/Madurai Lr. No. 992/A1/86—8, dated 29—5—1986.

Proceedings :

It is hereby ordered that the existing Ramnad Electricity System/West be redesignated and known as “Kamarajar Electricity System” and the existing Ramnad Electricity System/East be redesignated and known as “Ramnad Electricity System”.

(By Order of the Chairman)

A. Kuppaswamy,
Chief Engineer (Personnel).

Memorandum (P) No. 12823—E2/85—10. (Secretariat Branch) dated 31—7—1986.

Sub: Loans and Advances—House Building Advance—Amount of advance to be sanctioned—inclusion of Dearness Allowance for calculation of $\frac{1}{3}$ rd amount—Clarification—Sought for—Instructions Issued.

Ref: Board's Memo. No. 11179—01/79—6, dated 2—12—80.
From the Chief Internal Audit Officer, U.O. Note No. A6/191/85, dated 27—2—'85.

As per Rule 4 (b) of the Tamil Nadu Electricity Board House Building Advance Rules, the amount of House Building Advance sanctioned to an employee together with the interest thereon should not exceed the amount that will be recoverable from the employee at $\frac{1}{3}$ rd of his pay and the Death-cum-Retirement Gratuity due to him. With reference to a doubt raised regarding the procedure for arriving at the eligible amount of House Building Advance, the Board issued certain clarification in the reference first cited. Accordingly the amount of advance should be recovered at the monthly rate of not less than $\frac{1}{3}$ rd of the pay + Dearness Allowance at the time of sanction of the advance.

2. Now a clarification has been sought whether the Dearness Allowance is also to be taken into account for the purpose of recovery of monthly instalments.

3. The matter has been examined in consultation with the Government of Tamil Nadu, and it is clarified that as per Rule 4 (b) of Tamil Nadu Electricity Board House Building Advance Rules, Board employees may be granted House Building Advance not exceeding 75 months of pay (previously 60 months of pay) including officiating pay (except officiating pay drawn in a leave vacancy) Dearness Allowance and Personal Pay, where admissible, subject to the maximum prescribed in the Rules. In as much as Dearness Allowance is taken into account for the purpose of calculating the eligible amount of advance, the Dearness Allowance should be taken into account to fix the recovery towards the payment of interest as well as the re-payment of principal.

C. Arunachalam,
Secretary:

Deputation—Deputation of Board's Engineers to Post Graduate Courses at Board's Cost—Full time M.E. Courses at Anna University, Madras for the year 1986—87—Orders—Issued.

B. P. Rt. (CH) No. 148

(Administrative Branch)

Dated 21—7—86

Aadi 5, Akshaya,
Thiruvalluvar Aandu 2017.

Read :

1. B. P. Rt. (F.B.) No. 5 (Adm. Br.) dt. 31—5—84
2. B. P. Ms. (Ch) No. 392 (Adm. Br.) dt. 17—7—86
3. Lr. No. 3535/DTS/AE/86—39, dt. 9—7—86

Proceedings :

The Tamil Nadu Electricity Board has approved vide the B.P. first cited above for the deputation of 8 Engineers (3 A.D.Es. and 5 A. Es.) to undergo full time Post Graduate Courses in M.E. at Board's cost during the year 1984-85 and ordered further deputation for subsequent years after an adhoc review of the scheme. Accordingly after a review it has now been decided to depute the Engineers for the academic year 1986—87 with the terms and conditions prescribed in the B.P. (3) cited above.

2. After careful consideration, Tamil Nadu Electricity Board approves the following Engineers for deputation to the full time Post-Graduate Courses in M.E. at Anna University/Madras for the academic year 1986—87. The duration of the course is 1½ years.

| Sl. No. | Name | Designation | Discipline |
|---------|----------------------------|--|---------------------------------------|
| 1. | Thiru R. Loganathan, | A.D.E./MRT/Tiruvarur, Thanjavur Dt. | Power System |
| 2. | Thiru B. S. Krishnamurthy | A.D.E./Operation/Power House-1, Kundah, The Nilgiris. | " |
| 3. | Thiru V. G. Manoharan | A.E./Electrical Maintenance, TTPS/Tuticorin | " |
| 4. | Thiru C. Rajanayagam | Assistant Divisional Engineer/Shift, TTPS, Tuticorin | High Voltage |
| 5. | Thiru K. Kumaraguru | A.E./Electrical, Maintenance-II TTPS, Tuticorin | " |
| 6. | Thiru P. Balakrishnan | A.E./Transmission and Sub-station Training Institute, Madurai | " |
| 7. | Thiru S. Kothandam | A.E./Mill Plant/TTPS/ Tuticorin | Engineering Design (Mechanical) |
| 8. | Thiru R. Ganapathysankaran | A.E./Civil o/o S.E./Madras Development Circle/Madras | Structural Engineering (Civil) |

Sanction is also hereby accorded to incur an expenditure of Rs. 5207/- as detailed below per individual towards the fees due to Anna University/Madras.

| | | | |
|---|---|-----|----------|
| 1. Application and Registration fees | — | Rs. | 30.00 |
| 2. Admission fee | — | Rs. | 10.00 |
| 3. Tuition fees (per annum) | — | Rs. | 360.00 |
| 4. Special fees (per annum) | — | Rs. | 105.00 |
| 5. Special fees towards the cost of M.E. Project work as per UGC norms | — | Rs. | 4,500.00 |
| 6. Students Aid Fund | — | Rs. | 2.00 |
| 7. Caution Deposit (Refundable) | — | Rs. | 200.00 |
| Total : | | Rs. | 5,207.00 |

4. The expenditure sanctioned above is debitable to "TNEB Funds—Revenue Expenses—F. Administrative expenses—(vii) Other expenses—(ii) Miscellaneous Charges—21A—Training programme for Board's personnel."

(By Order of the Chairman)

A. Kuppaswamy,
Chief Engineer/Personnel.

PART III

Finance

LOANS AND ADVANCES — House Building Advance — Completion of construction/enlargement — Granting of extension of time limit beyond one year—Amendment to Rule—Orders—Issued.

B.P. Ms. (FB) No. 57

(Secretariat Branch)

Dated the 8th July, 1986.
Aani 24, Akshaya,
Thiruvalluvar Aandu 2017.

Proceedings :

As per Rule 7 (a) (ii) of Tamil Nadu Electricity Board House Building Advance Rules, the construction of house/enlargement of existing house by availing house building advance from the Board should be completed within 18 months of the date on which the first instalment of advance is paid to the Tamil Nadu Electricity Board employee concerned. An extension of time limit upto one year may be allowed by the Sanctioning Authority and for longer period by the Tamil Nadu Electricity Board, in those cases where the work is delayed due to circumstances beyond his control.

2. The Tamil Nadu Electricity Board has examined the matter in detail since it is considered that it may not be necessary to obtain the approval of the Board in each case. It has been decided that the Chairman shall grant extension of time for completion of construction/enlargement for longer periods over and above the one year period that is permissible by the Sanctioning Authorities in cases where the work is delayed due to circumstances beyond the control of the employee. It has also been decided to amend the Tamil Nadu Electricity Board House Building Advance Rules to the effect that the Chairman shall grant extension of time in such cases.

3. Accordingly, the following amendment is issued to the Tamil Nadu Electricity Board House Building Advance Rules:—

Amendment

In the said Rules

In the Rule 7 (a) (iii)

For the expression "for longer period by Tamil Nadu Electricity Board" the following expression shall be substituted—

"for longer period by the Chairman, Tamil Nadu Electricity Board"

(By order of the Board)

C. Arunachalam,
Secretary.

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LOANS AND ADVANCES—Grant of advances to employees of Tamilnadu Electricity Board Advance for expenses in connection with education of children-Increase of Advance amount—orders—issued.

B. P. Ms. (FB.) No. 58

(Secretariat Branch)

Dated the 8th July, 1986

Read :

(i) B. P. Ms. No. 1209 dated 29—6—1973.

(ii) B. P. Ms. (Ch) No. 383 (Sectt. Br.) dated 18—11—1985.

Proceedings :

At present the employees of the Board whose pay does not exceed Rs. 1200/- per month (Excluding daily rated employees) and who have put in two years of regular service under the Board, are granted an interest free advance of Rs. 200/- to meet the expenses in connection with purchase of Text Books and payment of school fees etc., in respect of their children studying in Higher Elementary Schools, High Schools and Colleges.

2. The Board's unions have represented on behalf of the employees of the Board to enhance the educational advance from Rs. 200/- to Rs. 300/- in view of the increase in cost of books and note books, etc.

3. The Tamilnadu Electricity Board after carefull consideration, directs that the interest free educational advance payable to the employees of the Board drawing a pay not exceeding Rs. 1200/- per mensem, with reference to the Scheme approved in the Board's Proceedings first cited be increased from Rs. 200/- to Rs. 300/- (Rupees three hundred only). The educational advance sanctioned should be recovered in Ten equal monthly instalments.

(By Order of the Board)

C. Arunachalam,
Secretary.

Memorandum No. 28605—E1/86—2, (Secretariat Branch) dated the 8th July, 1985

Sub : LOANS AND ADVANCES — House Building Advance—Allotment of funds for sanction of additional advance to the employees of the Board for completing the construction—Orders—Issued.

Ref : From the Chief Financial Controller, U.O. Note No. AAO/Budget/XB/A1/2/Budget/86, dt. nil.

Allotment of funds as detailed below is made for the year 1986—'87 for release of additional advance to the employees of Tamil Nadu Electricity Board for completing the construction of the house :—

| Sl. No. | Sanctioning Authority | Letter dated | Amount Rs. |
|-----------|--|--------------|------------|
| 1. | Superintending Engineer, Coimbatore Elec. System (West). | 13—5—'86 | 7,000/- |
| 2. | Superintending Engineer, Materials Management/Madras—2. | 12—6—'86 | 12,500/- |
| 3. | Superintending Engineer, Madras Elec. System (Distn.) North/Madras-2 | 27—6—'86 | 32,580/- |
| 4. | Member (Distribution), Madras-2 | 27—6—'86 | 45,000/- |
| 5. | Superintending Engineer Vellore Elec. System | 24—6—'86 | 29,500/- |
| 6. | —do— | 17—6—'86 | 98,000/- |
| Total Rs. | | | 2,24,580/- |

(Rupees Two lakhs twenty four thousand five hundred and eighty only)

2. The sanctioning authorities are also requested to send reports regarding, the utilisation of the amounts allotted to them.

C. Arunachalam
Secretary



Memorandum No. 25868—E2/86—2, (Secretariat Branch) dated the 8th July, 1986

Sub : LOANS AND ADVANCES—House Building Advance—Completion of Construction/Enlargement — Granting—of extension of time limit—Further instruction—Issued.

Ref : B.P. Ms. (F.B.) No. 57, (Sectt. Branch) dt. 8—7—86.

The authorities competent to sanction House Building Advance for the employees of the Board in Distribution Systems, Construction Projects, Generation Circles and General Construction Circles, shall send proposals for granting extension of time beyond 30 months for completion of construction of House (out of the House Building Advance availed from the Board) to the Secretary in respect of Class I Officers and to the Chief Engineer/Personnel in the case of others for obtaining the approval of the Chairman. These proposals should be sent through the Chief Engineer concerned.

2. The authorities competent to sanction House Building Advance to the officials of the Board Office shall submit such proposals to the Chairman after seen by the Secretary in the case of those working in Secretariat and Audit Branches, Chief Engineer/Personnel, in the case of Administrative Branch, Chief Financial Controller in respect of Accounts Branch and the Unit Superintending Engineer/Chief Engineer who form part of Board Office Technical Branch in respect of those working in Board Office Technical Branch.

C. Arunachalam
Secretary

Memorandum No. 22620/E1/86—9 (Secretariat Branch) dated the 9th July, 1986.

Sub: LOANS AND ADVANCES—House Building Advance—Allotment of funds for 1986—'87—Further Orders—Issued.

Ref: Board's Memo. No. 22620—E1/86—1, dt. 15—5—86
Board's Memo. No. 22620—E1/86—2, dt. 1—6—'86

In continuation of Board's memo. cited further allotment of funds as detailed below is made for the year 1986—'87 for sanction of House Building Advance to the employees of the Board:—

| Sl. No. | Sanctioning Authority | Amount allotted | Purpose |
|---|--|--|--|
| | | Rs. | |
| 1. | Superintending Engineer/Tuticorin Thermal Power Project/Purchase/Madras. | 72,000/- (100% requirement) | for enlargement in respect of application received from 1—1—86 to 31—3—86 |
| 2. | Superintending Engineer/Protection & Communication/Madras | 44,000/- (80% of total requirement) | purchase of plot-cum-construction in respect of pending application received prior to 31—3—'85 |
| | Total | <u>1,16,000/-</u> | |
| (Rupees One lakh and sixteen thousand only) | | | |

C. Arunachalam,
Secretary,

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DEARNESS ALLOWANCE—Revised rates of Dearness Allowance to employees of Tamil Nadu Electricity Board covered by B. P. Ms. (FB) No. 86 (Secretariat Branch) dt. 24—10—85 for the quarter from 1—7—86 to 30—9—86 Orders—Issued.

B. P. Ms. (Ch.) No. 315

(Secretariat Branch)

Dated the 9th July 1986
Aani 25. Akshaya,
Thiruvalluvar Aandu, 2017.

Read:—

B.P. Ms. (Ch.) No. 96 (Secretariat Branch) dt. 12—3—86.

Proceedings:

There is an increase of 5 (Five) points in the average of all India Consumers Price Index No. for the Industrial Workers for the quarter ending 31—3—86 (i.e. 633 points) above that of the previous quarter ending 31—12—85 (i.e. 628 points.)

2. In view of the above and in accordance with the principles laid down in paragraph 2 (ii) (b) of B.P. Ms. (FB) No. 86 (Secretariat Branch) dt. 24—10—85, the Tamil Nadu Electricity Board directs that the rates of Dearness Allowance payable for the quarter from 1—7—86 to 30—9—86 to the employees of the Board covered by B.P. Ms. (FB) No. 86 (Secretariat Branch) dt. 24—10—85 shall be regulated as detailed below:—

| | | |
|--|---|-----------------------|
| 1. Below Rs. 560/- | — | Rs. 258.25 (250+8.25) |
| 2. Rs. 560/- and above but below Rs. 620/- | — | Rs. 282.25 (274+8.25) |
| 3. Rs. 620/- and above but below Rs. 710/- | — | Rs. 306.25 (298+8.25) |
| 4. Rs. 710/- and above but below Rs. 910/- | — | Rs. 324.25 (316+8.25) |
| 5. Rs. 910/- and above | — | Rs. 342.25 (334+8.25) |

(By Order of the Chairman)

G. Arunachalam,
Secretary.

Memorandum No. DFC/Accts./MR/X/86 (Accounts Branch) dt. 11—7—86:

Sub: Simplification—Maintenance of Lorry Suspense Account Under Revenue Expenses Vehiclewise—Ledger Postings—Discontinuance of Amendment to Para 475 in T.N.E.B. Manual Vol. I—issued.

Ref: Accounts Branch Memo. No: 60/X/DFC/Cost/A0 (1) System/86 dt: 21—5—86.

The following Amendment is issued to Tamil Nadu Electricity Board Manual Volume—1 (Second Edition, printed in 1972):

Amendment No. 12/86

Page 296 Para 475 :

The first and the second sentence commencing from the words, "under maintenance and miscellaneous expenses", and ending with the words, "maintained for each lorry", may be deleted and the following may be substituted.

"Under Revenue Expenses—Maintenance Proper including workcharged Establishment" a "Lorry Suspense Account" of all the vehicles of a System shall be accounted for in one folio instead of maintaining separate folio for each vehicle.

The word "Note" may be deleted and the same may be taken as a separate paragraph and numbered as (2).

Arjunan Gnanaolivu,
Accounts Member.

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Circular Memo No: DFC/Res./BR/0043/86 (Accounts Branch) dated 11—7—'86:

Sub : Bank reconciliation—target date for clearing of arrears.

Despite repeated instructions, Bank reconciliation is in arrears in Systems/Circles. In the recent Public Undertakings Committee meeting on 17th and 18th June 1986, the arrear position in respect of Bank reconciliation was examined and the delay in completing the work by the Systems was seriously viewed.

2. The existing arrears in respect of this work should be cleared within the target date fixed to your System by devoting personal attention for the clearance of this work. In..... System/Circle, the Bank reconciliation work is done only upto..... and for bringing this work upto the end of 31—3—86, and for clearing the I.A. and I.B. items, the target date is fixed as:

3. While clearing the arrears, it should be noted that considerable clearance in respect of I.A. and I.B. items should also be made, especially in respect of old items exceeding 3 months. Such items should not appear in the Bank Reconciliation statement for 3/86.

In Part I.B., there are several remittances made by the Board officers and credited by Bank to Board's account that have not yet been incorporated in the cash book. Most of these remittances are undisbursed pay and allowances etc. All such cases should have been incorporated in Board's books immediately. Immediate attention is to be paid to clear such cases.

It is not clear how items are permitted to remain uncleared in Part I.A.-i.e., remittances made by Board but not yet credited by the Bank to Board's account. These items should have been verified by the staff and officers in charge of remittance then and there. All pending items should be reviewed immediately.

First of all, it has to be ensured that none of these outstanding items are cash remittances. There is no chance or reason for the Bank not giving credit for the cash remittances. It is possible that the outstanding items are only cheque remittances. It is also likely that the Bank has credited a lesser amount after deducting the Bank commission. In that case, it has to be verified whether there are corresponding credits outstanding in Part I.B. If so, they have to be cleared immediately. For all outstanding items in part I.A., personal responsibility should be fixed and target dates fixed for clearance as already instructed.

If the Bank has charged commission for clearing any consumer's cheques, it should be ensured whether the Bank commission has been subsequently collected from the consumers. It is also to be examined whether there had been delays in collecting the bank charges from the consumers and if so, it should be examined how it could be eliminated. Individual cases of delays have to be critically analysed.

There are also some instances wherein the collection Banks have recently charged commission for transferring the collections to Madras and these amounts are outstanding in Bank reconciliation statement. Immediate action is to be taken to clear all such items and to get debits withdrawn by the concerned Banks.

4. The Superintending Engineers should bestow their personal attention in completing the work within the stipulated time with considerable progress in the clearance of I.A. and I.B. respectively, by suitably fixing up responsibility at each level.

B. Vijayaraghavan,
Chairman.

Encl :

List of Systems/Circles where the pendency in IA & IB is heavy and the target dates for clearing the same

| S. No. | Name of System/Circle | B. R. Statements received upto the month of | Target date fixed for completing the work |
|--------|-------------------------------|---|---|
| I. | 1. Madurai (South) | 2/86 | 31-8-86 |
| | 2. Udumalpet | 11/85 | 15-9-86 |
| | 3. Madurai (North) | 2/86 | |
| | 4. Thanjavur | 2/86 | |
| | 5. Ramnad (West) | 1/86 | |
| | 6. Tirunelveli (West) | 2/86 | |
| | 7. Generation/Tirunelveli | 1/86 | |
| | 8. Project Circle/Tirunelveli | 1/86 | 15-8-86 |
| II. | 1. Ramnad (East) | 9/85 | 15-10-86 |
| | 2. S.A.E.S. (South) | 5/85 | |
| | 3. S.A.E.S. (North) | 7/85 | |
| | 4. Mettur | 6/85 | 31-10-86 |
| | 5. Generation/Erode | 10/85 | |
| | 6. Generation/Basin Bridge | 8/85 | 31-8-86 |
| III. | 1. Periyar (Erode) | 4/85 | |
| | 2. Tiruvannamalai | 6/85 | |
| | 3. M.E.S. (D)/Central/Madras | Not received from the date of formation | 30-11-86 |

For Clearing I.A. and I.B. Old items :

| | | | |
|-----|--------------------------------------|------|---------|
| IV. | 1. Coimbatore (South) | 3/86 | |
| | 2. Coimbatore (North) | 3/86 | |
| | 3. Tiruchy (South) | 3/86 | |
| | 4. Tiruchy (North) | 3/86 | |
| | 5. Tirunelveli (East) | 2/86 | |
| | 6. Chingleput | 3/86 | |
| | 7. Kanyakumari | 4/86 | |
| | 8. Pudukottai | 4/86 | |
| | 9. Dharmapuri | 3/86 | |
| | 10. Vellore | 3/86 | |
| | 11. Generation/Kundah | 5/86 | 31-8-86 |
| | 12. Ennore Thermal P.S. | 3/86 | |
| | 13. Tuticorin Thermal P.S. | 4/86 | |
| | 14. Mettur Thermal Power Project | 4/86 | |
| | 15. Lower Mettur H.E. Project | 5/86 | |
| | 16. Kadamparai Pumped Storage Scheme | 3/86 | |
| | 17. G.C.C./Madras | 5/86 | |
| | 18. G.C.C./Tiruchy | 3/86 | |
| | 19. G.C.C./Madurai | 4/86 | |
| | 20. G.C.C./Coimbatore | 3/86 | |
| | 21. Mettur Workshop | 5/86 | |
| | 22. Chief Internal Audit Officer | 3/86 | |
| | 23. Salem | 3/86 | |

Servalar Hydro Electric Project—Commissioned—Payment of incentives to Staff—Orders issued.

B. P. Ms. (F.B.) No. 59

(Secretariat Branch)

Dated, 14—7—1986.
Aani 30, Akshaya,
Thiruvalluvar Aandu 2017.**Proceedings :**

The Servalar Hydro Electric Project was commissioned on 26—2—86. The various Unions/Associations of the employees of the Board requested for sanction of incentive to the project staff who had worked in the Servalar Project, as was done in similar circumstances on the commissioning of the Suruliyar Hydro Electric Project and Tuticorin Thermal Power Project Unit I and III.

2. The Tamil Nadu Electricity Board after careful consideration, hereby directs that an incentive of one month pay plus Dearness Allowance be granted to the employees borne on the rolls of the Servalar Project and stationed at the Project site for one year or more during the period from 1—2—84 to 25—2—86, provided they were on duty at the rate of not less than 300 days (including holidays and casual leave but excluding other types of leave) in a period of 12 Calendar Months while working in the Project during the above period.

3. The expenditure is debitable to Tamil Nadu Electricity Board Funds—Capital Expenditure—Hydro Electric Schemes—Servalar Hydro Electric Project—(b) Estt. (incentive to employees).

(By Order of the Board)

C: Arunachalam,
Secretary.

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Establishment—Tamil Nadu Electricity Board—Resident Manager, New Delhi—Travel Concession to visit Madras—Orders issued—Amended.

B. P. Ms. (Ch) No. 325

(Secretariat Branch)

Dated 14—7—1986.
Aani 30th, Akshaya,
Thiruvalluvar Aandu, 2017.

Read :

B. P. Ms. (FB) No. 34 (S.B.) dated 23—4—1984.

Proceedings :

The following amendment is issued to B. P. Ms. (FB) No. 34 (Sectt. Branch) dated 23—4—84:—

Amendment

For the existing para 2 of the said proceedings, the following shall be substituted:—

“The above travel concession is admissible ‘once in a period of two calendar years’ The term ‘once in a period of two calendar years’ should be taken to mean once in each block of two calendar years commencing from the year 1984. The concession on the first occasion is admissible during the block of two consecutive years commencing from 1984 and 1985 and thereafter during the block years 1986—87, 1988—89 and so on”.

2. The orders issued in para 1 above shall take retrospective effect from 23—4—1984.

(By Order of the Chairman)

C: Arunachalam,
Secretary.

Memo No. 22620—E1/86—11 (Secretariat Branch) dated the 15th July, 1986

Sub : LOANS AND ADVANCES—House Building Advance—Allotment of funds made for the year 1986—'87

- Ref : (i) Board's Memo No. 22620—E1/86—1, dt. 15—5—86
 (ii) Board's Memo No. 22620—E1/86—2, dt. 1—6—86
 (iii) Board's Memo No. 22620—E1/86—3, dt. 1—6—86
 (iv) Board's Memo No. 22620—E1/86—4, dt. 11—6—86

Allotment of funds as detailed below has been made for the year 1986—'87 for sanction of House Building Advance to the employees of the Board in Board's Memo first cited :—

- | | |
|--|------------------------------|
| (i) For fresh cases of purchase of plot and construction/ construction. | Upto the period of 30—9—1985 |
| (ii) For fresh cases of enlargement/improvement. | Upto the period of 31—3—1986 |
| (iii) For release of pending instalments for which formal sanction has already been accorded during 1985—'86. | |
| (iv) For fresh pending applications received prior to 31—3—1985 in case of plot and construction/construction and in respect of applications received prior to 31—12—85 for enlargement/improvement for which amount already allotted could not be utilised due to Administrative reasons. | |

2. Further allotment of funds is also made in Board's memo second cited for the cases which were omitted and certain discrepancies found in allotment of funds made in Board's memo. first cited were also rectified in Board's memo. third cited.

3. The attention of the sanctioning authorities is invited to the memo first cited and they are now requested to verify the priority Registers and to send fresh indent for fund allotment immediately for the cases falling under the above categories which were omitted to be included in the indents already made by them. The cases for which funds were not allotted or omitted by the Board in the Board's reference cited inspite of indent sent by the sanctioning authority should also be reported immediately.

4. In future, the Sanctioning Authority should closely pursue the indents made by the them and if the same is not included in a subsequent allotment made by the Board Office Secretariat Branch, the same should be immediately reported to the Board; since delayed reminders sent after several months of their first indents cause procedural difficulties in allotment of funds.

C. Arunachalam
Secretary

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Endorsement No. 37/X/DFC (S)/A1/84 (Accounts Branch) dt. 16—7—1986

Copy communicated for information:

Arjunan Gnanaolivu
Accounts Member

Enclosure :

Copy of Lr. No. D. Dis. Acts Cell I 26418/86, dt. 13-6-86, (Vaikasi 30, Akshaya, Thiruvalluvarandu 2017) from Thiru. N. Krishnamurthy, I.A.S., Special Commissioner and Commissioner of Comm. Taxes, Chepauk, Madras-5 addressed to the Superintending Engineer, Madras Elec. System, Distribution/North, 787, Anna Salai, Madras-2.

Sub : **Tax—TNGST Act 1959**—Purchase tax—when the materials procured and moved to other States—Liability—Clarification.

Ref : Your Reference Lr. No. AAO/Expr. I/PS/N/A2/D 123/86, dt. 13-2-86.

Sales by the State Electricity Board are exempt under the Tamil Nadu General Sales Tax Act 1959 with effect from 1-11-82. Hence the materials purchased from the Tamil Nadu Electricity Board and taken to other State would attract liability to purchase tax under Section 7A of the Tamil Nadu General Sales Tax Act 1959.

Special Commissioner and Commr.
of Commercial Taxes.

(True Copy)



Circular Memo. No. DFC/Accounts/118/86-1, (Accounts Branch) dt. 16-7-1986

Sub : Tamil Nadu Electricity Board—Extension of Pensionary benefits to Regular Works Establishment Workmen—Further Accounting Instructions—Issued.

Ref : (i) B.P. Ms. (FB) No: 5 Audit Branch dt. 26-6-1986.
(ii) Circular Memo. No. BOAB/CPF (Inv) A3/D 216/86, dt. 30-6-1986:

Consequent on the extension of pension scheme vide B.P. cited, the following transactions/adjustments will arise. Against each item, the Accounting procedure to be followed is indicated.

2. (1) The total amount of accumulations in the Contributory Provident Fund Account of all the employees in the System/Circle who were in service as on 1-7-1986 should be arrived at and the following entry should be passed by the respective Systems/Circles.

| | |
|--|-----|
| General Provident Fund Conversion Suspense Account | Dr. |
| To General Provident Fund Account (Subscription portion together with corresponding interest accumulation) | Cr. |
| To Pension Reserve (contribution portion together with relative interest on that portion) | Cr. |

(2) In respect of those who have already retired/expired as on 30-6-1986 and whose accounts have not yet been settled the accumulations in those accounts should be debited to General Provident Fund Conversion Suspense Account crediting Tamil Nadu Electricity Board Contributory Provident Fund Deposits Account. Any further payments in respect of these persons should be debited against Deposits Account because they are governed under Contributory Provident Fund Scheme.

3. In case of delay in allotment of General Provident Fund Account numbers to the Contributory Provident Fund subscribers eligible for the pension scheme and if recoveries are effected and payments are made on or after 1-7-1986, the same will also be accounted in the above "Contributory Provident Fund Deposit Account" enclosing with schedule with Contributory Provident Fund Account Number of the subscribers till General Provident Fund Account Numbers are allotted to them. On allotment of new General Provident Fund Account numbers, the amount should be transferred immediately to the General Provident Fund Accounts of the subscribers, clearing the amount kept under "Contributory Provident Fund Deposit Account".

4. The following Accounting procedure will have to be followed in the Headquarters Office. For the Headquarters staff governed by the erstwhile Contributory Provident Fund, accounts are maintained by the Chief Internal Audit Officer. The adjustments mentioned in the earlier paras should be made by the Chief Internal Audit Officer in respect of whom the cards are maintained by Chief Internal Audit Officer.

5. As and when investments or cash are transferred by the Trustees, the following entry should be made :

| | |
|--|------|
| "Investment Account/Cash Account | Dr. |
| To General Provident Fund Conversion Suspense Accounts | Cr." |

6. The Systems/Circles would have made the entry based on the cards maintained by them. The entry made in each System/Circle should be reconciled with the control figure available in Chief Internal Audit Officer's Office, System/Circle wise. Similarly, the interest actually given in the cards and the control account should be tallied.

7. Any interest allowed for the back period in Contributory Provident Fund Ledger Cards but not adjusted in the Board of Trustees Account so far i.e. before 30-6-1986, will be debited to the 'General Provident Fund Interest Account' of the Board and credited to "General Provident Fund Conversion Suspense Account".

The interest realised on these investments should be credited to the 'Interest of Investment Account' already available.

8. The difference between the amount arrived at actually due from the Trustees and the amount actually transferred by the Trustees by way of Securities/Cash should be reconciled in due course by Chief Internal Audit Officer.

Arjunan Gnanalivu,
Accounts Member.

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Memorandum No. 28605—EI/86—3, (Secretariat Branch) Dated the 19th July, 1986.

Sub : LOANS AND ADVANCES—House Building Advance—Allotment of funds for sanction of additional advance to the employees of the Board for completing the construction—Orders—Issued.

Ref : From the Chief Financial Controller, U.O. Note No. AAO/Budget/XB/A1/2/Budget/86 dt. nil.

Allotment of funds as detailed below is made for the year 1986—'87 for release of additional advance to the employees of Tamil Nadu Electricity Board for completing the construction of the house :—

| Sl. No. | Sanctioning Authority | Letter dated | Amount |
|------------------|--|--------------|--------------------|
| 1. | Superintending Engineer/Trichy Elec. System (South), Trichy | 2-7-86 | 76,000/- |
| 2. | Superintending Engineer/General Constn. Circle/Central Trichy | 1-7-86 | 30,000/- |
| 3. | Superintending Engineer/Trichy Elec. System (North) | 8-7-86 | 70,000/- |
| 4. | Chief Internal Audit Officer, Board Office Audit Branch/Madras-2 | 1-7-86 | 35,000/- |
| 5. | Chief Financial Controller/Madras-2 | 27-6-86 | 41,000/- |
| 6. | Superintending Engineer/Ramnad Elec. System (East) | 3-7-86 | 25,500/- |
| 7. | Superintending Engineer/Thanjavur Elec. System/Thanjavur | 1-7-86 | 1,93,244/- |
| 8. | Superintending Engineer/General Constn. Circle/Madras | 10-7-86 | 40,000/- |
| 9. | Superintending Engineer/Distn./Madras Elec. System/South | 5-7-86 | 1,28,800/- |
| 10. | Superintending Engineer/General Constn. Circle/West/Coimbatore | 8-7-86 | 14,000/- |
| 11. | Superintending Engineer/Madurai Elec. System (South) Madurai | 8-7-86 | 2,76,000/- |
| 12. | Superintending Engineer/Tirunelveli Elec. System (East), Tirunelveli | 10-7-86 | 1,17,100/- |
| Total Rs. | | | 10,46,644/- |

(Rupees Ten lakhs forty six thousand six hundred and forty four only)

2. The Sanctioning Authorities are also requested to send reports regarding the utilisation of the amounts allotted to them:

C. Arunachalam,
Secretary.

U.O. No. 062450/Ađm. Br./G1/A4.316/86—6 Dt. 19—7—86.

Sub : Loans and Advances—Advance for the purchase of new Bicycle to the employees of the Board—Reallotment of funds during the financial year 1986—87—Orders issued.

Ref : Board Office Secretariat Branch Memo. No. 23612—E2/86—1 dt. 25—4—86.

The Officers of the Board (as per statement enclosed) may be informed that a sum of Rs. 24,66,600/- (Rupees Twenty Four lakhs sixty six thousand and six hundred only) is reallotted from the allotted funds of Rs. 29,54,900/- during the financial year 1986—87 in the reference cited, for the grant of advance for the purchase of new bicycle to the employees of the Board. The amount of advance admissible per head is Rs. 600/- (Rupees six hundred only) for the purchase of a new Bicycle to those who are eligible as per B.P. Ms. No. 183 (Secretariat Branch) dt. 12—10—79 and it will be recovered in 40 instalments at Rs. 15/- p.m. apart from interest.

2. They may be further informed that they may accord sanction of the advance to the employees of the Board as per Board Office Secretariat Branch Memo. No. 37155/N1/83—7 dt. 27—3—84 and Memo. No. 30192—N1/84—1 dt. 6—6—84 and follow instruction issued thereon.

3. A report regarding the utilisation of funds allotted to their Offices may be sent to this Branch well in advance before the expiry of the financial year 1986—87 so as to enable this Branch to reallot the surplus funds, if any, available to the needy Offices.

Encl. One Statement.

A. Kuppuswamy,
Chief Engineer (Personnel)

Encl :

ABSTRACT

Statement Showing the Reallotment of Funds for the Purchase of Bicycle Advance During the Financial Year 1986—87.

| Sl.No. | Name of the Office | Funds allotted |
|--------|------------------------------------|----------------|
| (1) | (2) | Rs. (3) |
| 1. | S.E./GCC/Central/Trichy | 12,600/- |
| 2. | S.E./Operation/T.T.P.S. | 39,000/- |
| 3. | S.E./Mettur Workshop/Mettur Dam | 18,600/- |
| 4. | S.E./Tirunelveli E.S./East | 64,200/- |
| 5. | S.E./Tirunelveli E.S./West | 64,800/- |
| 6. | S.E./Tiruvannamalai E.S. | 75,000/- |
| 7. | S.E./LMHEP (Includes Kundah/USHEP) | 18,600/- |
| 8. | S.E./M.E.S./D/North/Madras-2 | 55,800/- |
| 9. | S.E./P & A/E.T.P.S. | 58,800/- |
| 10. | S.E./Udumalpet E.S. | 80,400/- |
| 11. | S.E./Mettur E.S. | 88,800/- |
| 12. | S.E./Salem E.S. | 88,800/- |
| 13. | S.E./Thanjavur E.S. (both Systems) | 1,21,800/- |

| (1) | (2) | (3) |
|------------------------------|---|-------------|
| | | Rs. |
| 14. | S.E./Chingleput E.S. (Both Systems) | 99,600/- |
| 15. | S.E./South Arcot E.S./North | 67,200/- |
| 16. | S.E./G/HS/Kundah | 48,600/- |
| 17. | S.E./G.C.C./South/Madurai | 13,800/- |
| 18. | S.E./Ramnad E.S./East | 69,600/- |
| 19. | S.E./Ramnad E.S./West | 69,600/- |
| 20. | S.E./Kanyakumari E.S. | 39,600/- |
| 21. | S.E./G/H.A./Erode | 22,200/- |
| 22. | S.E./South Arcot E.S./South | 72,000/- |
| 23. | S.E./Pudukkottai E.S. | 32,400/- |
| 24. | S.E./G.C.C./Madras | 28,200/- |
| 25. | S.E./Trichy E.S./South | 57,000/- |
| 26. | S.E./Trichy E.S./North | 57,600/- |
| 27. | S.E./PC (South)/Tirunelveli | 15,600/- |
| 28. | S.E./Vellore E.S. | 83,400/- |
| 29. | S.E./GCC/Coimbatore | 10,800/- |
| 30. | S.E./MTPP/Mettur Dam | 8,400/- |
| 31. | S.E./Coimbatore E.S./South | 1,12,800/- |
| 32. | S.E./Civil I & General/KPSHE Project | 26,400/- |
| 33. | S.E./Periyar E.S. | 81,600/- |
| 34. | D.E./M.E.S./G/B.B.P.H. | 4,800/- |
| 35. | S.E./M.E.S./D/South/Madras-2 | 1,07,400/- |
| 36. | S.E./Dharmapuri E.S. | 70,200/- |
| 37. | S.E./Coimbatore E.S./North | 42,000/- |
| 38. | S.E./Madurai E.S./South | 82,800/- |
| 39. | S.E./Madurai E.S./North | 82,800/- |
| 40. | S.E./G.C./Tirunelveli | 26,400/- |
| 41. | S.E./M.E.S./D/Central/Madras | 76,800/- |
| Head Quarters Offices | | |
| 42. | S.E./RE & I (D) & S.E./IEMC | 4,800/- |
| 43. | S.E./Transmission | 5,400/- |
| 44. | R.C.E./D/Madras | 2,400/- |
| 45. | C.F.C./Accounts Branch | 16,000/- |
| 46. | C.E./Civil Design | 9,000/- |
| 47. | R.C.E./D/Coimbatore | 1,800/- |
| 48. | S.E./Civil (Hydel) | 5,400/- |
| 49. | S.E./Planning | 6,000/- |
| 50. | R.C.E./D/Trichy | 3,000/- |
| 51. | S.E./Design/Electrical | 5,400/- |
| 52. | S.E./M.M.I.S.E./M.II & S.E./M.D.C. | 9,000/- |
| 53. | D R. & D/Madras | 3,800/- |
| 54. | S.E./H.P. (Electrical) | 11,400/- |
| 55. | R.C.E./D/Madurai | 3,000/- |
| 56. | S.E./P&C/Madras | 14,400/- |
| 57. | S.E./Investigation | 36,600/- |
| 58. | Administrative Branch | 20,400/- |
| 59. | S.E./TTPS(P)/Madras | 4,200/- |
| 60. | S.E./Betterment | 1,200/- |
| 61. | S.E./LD & GO | 3,000/- |
| 62. | S.E./Purchase (Thermal) E.T.P.S./Madras | 2,400/- |
| 63. | R.C.E./D/Vellore | 2,400/- |
| | Rs. | 24,66,600/- |

(Rupees Twenty four lakhs sixty six thousand and six hundred only)

Lr. No. DFC/Accounts/Decentralisation/86—2, dt. 21—7—1986.

Sub : Decentralisation of work from Central Office to Distribution Division Offices in Operation and Maintenance Systems in respect of Regular Work Establishment—Further instructions on accounting—issued.

Ref : (1) B.P. Ms. Ch. No. 170 (Administrative Branch) dt. 22—3—1986.
(2) Memo No. DFC/Accounts/Decentralisation 86—1, dt. 15—4—1986.

In continuation of the accounting instructions issued, the following instructions are issued.

2. The debit vouchers relating to the payments of Temporary Advances from the Contributory Provident Fund to the Regular Work Establishment cadre should be arranged to be sent by the Divisional Engineers to the Central Office for accounting in the ledger card and for obtaining reimbursement of payments from the Board of Trustees by way of deductions from the remittance to be made to the Board of Trustees every month.

3. The Fixed Charge Registers for 1985—1986 and 1986—1987 are to be sent to the respective Divisional Engineers for admitting claims relating to 1985—1986 and preparation of Bonus Statements. Any claim prior to 1985—1986 of the Regular Work Establishment staff will be admitted by the System Central Office and the bills sent to the Divisional Engineers for arranging payment.

4. In respect of recovery and remittance of premiums under Salary Savings Scheme to the Life Insurance Corporation, the Superintending Engineers are requested to obtain schedule of recoveries from the Divisional Engineers for consolidation and remittance to the Life Insurance Corporation within the prescribed time limits.

Arjunan Gnanaolivu,
Accounts Member,

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Circular No. 867/X/Tender/A1/86 (Accounts Branch) dated 21—7—1986.

Sub : Material Budget;

In order to have effective control over the procurement and distribution of materials, a Material Budget has been introduced with effect from the year 1986—87. Accordingly, the Chief Engineers are requested to furnish a Material Budget as in the enclosed Formats I and II.

2. The Expenditure Budget of the Board for a year is approved in the month of February of the preceding year and the details of the Expenditure Budget are communicated to the Chief Engineers and the subordinate officers by the Chief Financial Controller in the month of March of the preceding year. The Material Budget is an auxiliary to the Expenditure Budget and has to be derived from and tallied with the Expenditure Budget.

3. Where a Chief Engineer has more than one Expenditure Budget, such as the Chief Engineer/Tuticorin Thermal Power Station controlling the Budget of Tuticorin Thermal Power Station as well as the Budget of Tuticorin Thermal Power Project-Stage III and the Chief Engineer/Ennore Thermal Power Station and Basin Bridge Power House controlling the Budgets of Ennore Thermal Power Station and Basin Bridge Power House as well as the Budget of North Madras Thermal Project, the Material Budget should be prepared separately for each of the Expenditure Budgets.

4. In column 1 of Format II enclosed, the materials should be grouped and listed properly in conformity with the groupings in tenders for the materials.

5. Immediately on communication of the Expenditure Budget of the year in the month of March of the preceding year, action should be taken by the Superintending Engineers and the Chief Engineers for preparing a Material Budget. The Material Budget, consolidated by each Chief Engineer, should be placed before the Tender Committee for approval before 30th April of the year, after obtaining the remarks of the Chief Financial Controller on the Material Budget. On approval of the Material Budget by the Tender Committee, the materials should be ordered strictly in accordance with the approval by the Tender Committee.

6. For the current year, the Material Budget should be placed before the Tender Committee by each Chief Engineer by 31st August 1986.

B; Vijayaraghavan,
Chairman.

MATERIAL BUDGET
FORMAT—I

(Rupees in Lakhs)

Encl: 1

1. Expenditure Budget for the year of the Chief Engineer and his subordinate Officers.
2. Material portion of the Expenditure Budget.
3. Material portion of the Expenditure Budget to be ordered by other Chief Engineer/s and their subordinate officers (names of the Chief Engineers to be specified.)
4. Material portion of the Expenditure Budget to be ordered by the Chief Engineer and his subordinate officers (column 2 minus column 3).
5. Material portion of the Expenditure Budget of other Chief Engineer/s and their subordinate officers to be ordered by the Chief Engineer and his subordinate officers.
6. Total Material Budget to be ordered by the Chief Engineer and his subordinate officers (column 4 plus column 5)
7. Total Material Budget to be ordered by the Chief Engineer.
8. Total Material Budget to be ordered by his subordinate officers.

Note:—Total of column 7 and column 8 should equal column 6.

Encl: 2

MATERIAL BUDGET
FORMAT—II

(Rupees in Lakhs)

| Type of Materials | Materials available as on 1—4—1986 | Materials ordered in previous year/s and scheduled to be received during the year. | Materials to be ordered during the year by the Chief Engineer. | Materials to be ordered by subordinate officers during the year. | Total of columns 2 to 5 | Materials to be ordered during the year by the Chief Engineer and his subordinate officers which will be delivered during the year. | Payments due during the year for materials ordered in previous year/s and for materials ordered during the year, taking into account advance payments, if any. |
|-------------------|------------------------------------|--|--|--|-------------------------|---|--|
| | Quan- tity | Value | Quan- tity | Value | Quan- tity | Value | Quan- tity |
| | (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. etc. | | | | | | | |
| Total : | | | | | | | |

1.
2.
3. etc.

Total :

- Note: 1. The total under column 8 should equal column 6 of Format-I. If not, necessary explanation should be given.
2. The total under "Value" in Column 3 and Column 7 should tally with the total under Column 8 except to the extent of adjustments for advance payments.

Circular Memo. No: 705/X/Tender/A1/86 (Accounts Branch) dated 21—7—86.

Sub : Tamil Nadu Electricity Board—Insurance of assets.

Ref : Item 2—277th Tender Committee meeting held on 21—4—1986.
Item 29—282nd Tender Committee meeting held on 24—6—1986.

At present, Insurance is taken for all the assets of the Board which are pledged to the Life Insurance Corporation for obtaining the yearly loan from the Life Insurance Corporation. These assets are insured for their depreciated book value as insisted by the Life Insurance Corporation.

2. (i) Most of the Board's purchases are for delivery FOR (Destination). In such cases, it is left to the discretion of the supplier whether to insure the materials for transit risk or bear the risk himself as it is the responsibility of the supplier to deliver the materials at the destination in good condition.

(ii) In respect of supplies relating to ex-works, the Board is taking insurance cover for the transit risk.

(iii) In respect of contracts where FOR (Destination) delivery of the material by the supplier is at the rail head point, and the materials are required at destination Stores/site involving transport of materials by road from Rail head to Stores/site, it has to be ensured that the risk involved in transporting the materials from Rail head to the Stores/site is also covered by transit insurance policy by the suppliers. For this purpose, a suitable clause should be incorporated in the Purchase Order so as to avoid dispute of any kind that may arise with the suppliers on account of non-coverage of insurance beyond the Rail head point till delivery of the materials at Stores/site.

3. In the case of Turnkey Projects where the responsibility of erection, testing and commissioning is that of the supplier, separate insurance cover by the Board is not necessary and it should be the responsibility of the supplier to insure the equipments or bear the risks themselves.

4. (i) In cases where the supply is by one agency and erection and commissioning is by another agency, insurance coverage is necessary for the risks involved in storage and erection of the equipments upto the date of commissioning. In such cases, the storage-cum-erection insurance coverage should be taken by the Board.

(ii) Where the storage-cum-erection insurance coverage is taken by the Board, the present procedure in many cases is to cover the storage and erection risks in respect of specified equipments only. Since problems are encountered in such cases with the Insurance Companies when additional equipments are procured subsequently for the same erection, it is necessary that the insurance policy is taken for all the equipments, assessing the cost of all equipments that are to be covered in the erection.

5. While processing any proposal for insurance, it should be verified that the items are not already covered in the policy taken for covering items mortgaged to the life Insurance Corporation, so as to avoid double coverage.

6. (i) It may not be necessary for the Board to take insurance coverage for storage-cum-erection for all equipments. Only in cases where special risks are involved, insurance may be necessary and such items will have to be identified by the Chief Engineers and the lists of such identified cases got approved for their insurance by the Tender Committee.

(ii) Similarly, in respect of equipments in use which are liable to special risks and need to be insured, such items are to be identified by the Chief Engineers and approval of the Tender Committee obtained for their insurance:

(iii) As regards the insurance of equipments in Thermal Stations, in view of the hazards involved, the Chief Engineers should arrange to identify such of those items needing insurance coverage and furnish the lists to the Member (Generation) for examination and necessary approval of the Tender Committee.

(iv) For insuring any of the items not identified and approved by the Tender Committee, specific approval of the Tender Committee in each case should be obtained.

(v) All Chief Engineers are requested to identify the cases referred to above and place the lists before the Tender Committee by 31-8-1986.

B. Vijayaraghavan,
Chairman.

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Memo. No. X/Rev./PUC/DCB/86-1, (Accounts Branch) Dated 22-7-1986.

Sub: Electricity—Demand, Collection and Balance Statement—Preparation and furnishing to the head-quarters—Instructions.

The Demand, Collection and Balance Statement, at the end of every quarter, is required to be prepared by the Central Offices of Operation and Maintenance Systems and sent to the head-quarters within one month of the close of every quarter. This statement is not, however, received within the time limit from almost all the Systems. For a purposeful review of the arrears, it is necessary that the Demand, Collection and Balance statement is prepared in time and sent to the head-quarters in complete shape. Now that the work norms for the Revenue Branch have been revised and the staff as per the new norms have been posted to the Revenue Branches, there cannot be any difficulty in the preparation of the Demand, Collection and Balance Statement at the Revenue Branch Level.

2. It is found from the reports received from the Central Offices regarding the progress of work done in the Revenue Branches that a good number of Revenue Branches have already prepared the Demand, Collection and Balance upto-date. However, these have not been consolidated at the Central Office Level, including the figures relating to High Tension Services, and sent to head-quarters. The Superintending Engineers are informed that the Demand, Collection and Balance Statement in complete shape should be made upto-date before 31-12-1986.

3. While reviewing the Demand, Collection and Balance Statements received from the Systems, it is found that while some have prepared the statements upto 31-3-1985 and in some cases even upto 31-3-1986, the Demand, Collection and Balance Statements do not reflect the correct state of affairs of the arrears as on those dates. Some of them even indicate minus figures. This only indicates that the ledgers have not yet been made upto-date by posting the debits left out earlier. This should also be attended to and the work should be made upto-date before 31-12-1986.

B. Vijayaraghavan,
Chairman.

Amendment No. 2/1986

TAMIL NADU ELECTRICITY BOARD—Tamil Nadu Electricity Board General Provident Fund—Balances in the General Provident Fund Account of a Board servant compulsorily retired —Amendment to General Provident Fund Regulations—Issued.

B. P. Ms. (Ch.) No. 14

(Audit Branch)

Dated 29—7—86
13, Aadi, Akshaya
Tiruvalluvar Aandu 2017.

Read :

G. O. Ms. No. 186 Finance (Funds) Dept. dt. 7—3—85.

Proceedings :

In exercise of the powers conferred by section 79 (c) of Electricity (Supply) Act 1948 (Central Act 54 of 1948) read with Regulation 3 (a) of Tamil Nadu Electricity Board General Provident Fund Regulations, the Tamil Nadu Electricity Board hereby makes the following amendment to Tamil Nadu Electricity Board General Provident Fund Regulations :

Amendment

In the said Regulations,—

In regulation 31, in the first proviso and in clause (a) of that proviso, the expressions "Compulsorily retired" and "compulsory retirement" respectively shall be omitted.

(By Order of the Chairman)

Arjunan Gnanaolivu,
Accounts Member.

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Tamil Nadu Electricity Board—Industrial Development Bank of India—Bills rediscounting Scheme—Availing of additional limit for 1985—86 (July—June) Approved and ratified.

Board's Proceedings Ms. (FB) 20

(Accounts Branch)

Dated 30—7—1986.

Read :

1. B.P. Ms. (FB) 21 (Accounts Branch) dt. 2—9—85
2. Note to Board dated 15—7—86
3. Extract from the Minutes of the 508th Meeting of the Board held on 22—7—86.

Proceedings :

The Tamil Nadu Electricity Board approves the following :

(i) "To avail an additional limit of Rs. 15,00,00,000/- (Rupees Fifteen Crores only) sanctioned by the Industrial Development Bank of India, for the limit year 1985—86 (July—June) aggregating the limit to Rs. 35,00,00,000/- as per terms and conditions of the Industrial Development Bank of India.

(ii) To ratify the action in having availed the additional limit of Rs. 15 crores in anticipation of approval of the Board

and (iii) To request the Government of Tamil Nadu to issue guarantee for the repayment of the Principal and interest in respect of additional limit mentioned above, availed during the Industrial Development Bank of India's limit year ending 30—6—86 aggregating to Rs. 35,00,00,000/-

(By Order of the Board)

Arjunan Gnanaolivu,
Accounts Member.

**Tamil Nadu Electricity Board—Industrial Development Bank of India—Bills Rediscounting Scheme—
Availing of limit for 1986—87 (July—June) Proposal—Approved.**

Board's Proceedings Ms. (FB) No. 21

(Accounts Branch)

Dated 30—7—86.

Read :-

1. Note to Board dated 15—7—86.
2. Extract from minutes of the 508th meeting of the Board held on 22—7—86.

Proceedings:

The Tamil Nadu Electricity Board approves the following :—

(i) To avail the bills rediscounting facilities offered by the Industrial Development Bank of India of the normal limit of Rs. 5,00,00,000/- (Rupees Five crores only) during the period from 1—7—1986 to 30—6—1987 as per the terms and conditions of the Industrial Development Bank of India,

(ii) To approach the Industrial Development Bank of India for a further allotment of Rs. 30,00,00,000/- (Rupees thirty crores only) during the limit year 1986—87 (1—7—1986 to 30—6—1987) under the "bills rediscounting Scheme" and if offered by the Industrial Development Bank of India to avail the additional limit of Rs. 30 Crores.

(iii) that the Financial Controller, Purchase and Deputy Financial Controller, Tender be authorised singly on behalf of the Board to sign and execute all connected documents relating to the bills rediscounting facilities offered by the Industrial Development Bank of India.

and (iv) to request the Government of Tamil Nadu to issue guarantee for the repayment of the Principal and interest in respect of the limit mentioned above, to be availed during the Industrial Development Bank of India's limit year ending 30—6—87.

(By Order of the Board)

Arjunan Gnanaolivu,
Accounts Member.

Technical

PART—IV

Technical

Memo. No. SE/MMII/DET/F: 200/4 (Technical Branch) Dated 30—6—86.

Sub : Private Workshops—Recognised for carrying out repairs to Govt. vehicles for the year 1986—87—List communicated.

The list of Private Automobile Workshops, which are recognised by the Director, Tamil Nadu Motor Vehicles Maintenance Department for carrying out repairs to Government Vehicles as noted against each for the period from 1—4—86 to 31—3—87 is enclosed for guidance and adoption.

M. P. Anthiah,
Chief Engineer/Materials Management.

Enclosure :

Copy of Lr. Rc. No. B4/47234/85 dated 21—4—86 recd. from the Director, M.V.M.D., Shopping Centre, 2nd Floor, Ashok Nagar, Madras-83 addressed to Heads of Department.

Sub : Private Workshops—Recognised for carrying out repairs to Government vehicles for the year 1986—87—List communicated.

I am sending herewith a list of Recognised Private Automobile Workshops, which are Recognised for carrying out repairs to Government vehicles as noted against each for the period from 1—4—1986 to 31—3—1987.

I request that the list may be communicated to all your subordinate officers in the Districts.

The vehicle owning officers may be suitably instructed to check up this approved list, whenever their vehicles are sent to private workshops and on no account the vehicles should be sent to unapproved workshops for carrying out repairs.

Director.

(True Copy)

LIST OF RECOGNISED PRIVATE WORKSHOPS FOR THE YEAR 1986—87 FOR THE
PERIOD FROM 1—4—1986 to 31—3—1987

| Sl. No. | Name and address of the Workshop | Nature of repairs | Security Deposit |
|------------|---|--|---------------------|
| (1) | (2) | (3) | (4) |
| MADRAS | | | Rs. |
| 1. | V. S. T. Service Station Pvt. Ltd., 182, Mount Road, Madras-6. | Major repairs and servicing including body repairs. | 2,000 |
| 2. | Union Co. Motors Pvt. Ltd., 118, Mount Road, Madras-2. | Major repairs and servicing including body repairs. | 2,000 |
| 3. | Unicorn (Pvt) Ltd., 140, Mount Road, Madras-15. | Minor repairs. Patch Work, Tinkering Painting and Electrical. | 2,000 |
| 4. | South Indian Automotive Corporation (P) Ltd., 123, Nungambakkam High Road., Madras-34. | Minor repairs, Servicing, Electrical, Patch work, Tinkering and painting. | 2,000 |
| 5. | Vijai Sales Corporation, 157-A, Greams Road, Madras-6. | Minor Repairs, Servicing, Patch work, Tinkering, Painting and Electrical. | 2,000 |
| 6. | Sundaram Motors, 180, Anna Road, Madras-6. | Major repairs, servicing including body repairs. | 2,000 |
| 7. | Khiviraj Motors Ltd., Sire Mansion, P. B. No. 623, Mount Road, Madras-6. | Major Repairs, servicing including body repairs. | 2,000 |
| 8. | Auto Care, 9, Thiru-Vi-Ka Road, Madras-14. | Minor repairs, Electrical, Patch work, Tinkering and Painting. | 2,000 |
| 9. | Nita Engineering Works, 23, Second Street, Subramaniya Nager, Madras-24. | Patch Work, Tinkering and painting. | 1,000 |
| 10. | Monteeth Motors 42, Halls Road. Kilpauk, Madras-10. | Minor repairs, Electrical, patch work, Tinkering & painting. | 2,000 |
| 11. | Yesso Motors, 28, Govindu Street, T. Nagar, Madras-17. | Patch Works, Tinkering and painting, Upholstry and Electrical. | 1,000 |
| 12. | Anand Auto Garage, 57/1, Habibullah Road, Madras-17. | Patch Work, Tinkering and Painting. | 1,000 |
| 13. | Hamsa Automobiles, 101, V. M. Street, Mylapore, Madras-4. | Patch Work, Tinkering & Painting. | 1,000 |

| (1) | (2) | (3) | (4) |
|----------------------|---|---|-------|
| | | | Rs. |
| 14. | V. V. N. Motors, 140, Bells Road, Triplicane, Madras-5. | Patch Work, Tinkering, Painting & Upholstry work. | 1,000 |
| 15. | V. C. Ramu Motor Works, 20/3, North Usman Road, T. Nagar, Madras-17. | Patch Work, Tinkering & Painting. | 1,000 |
| 16. | Sanchetti Motors (P) Ltd., 125, Greams Road, Madras-6. | Minor repairs, servicing patch work, tinkering, painting & electrical. | 2,000 |
| 17. | Sri Murugan Motors Works, 39, Peters Road, Royapettah, Madras-14. | Electrical, Patch Work, Tinkering & Painting. | 1,000 |
| 18. | Murugan Tinker Works, No. 79, Pillaiyar Koil St., Maduvankarai, Guindy, Madras-32. | Patch Work, Tinkering & painting. | 1,000 |
| NORTH ARCOT DISTRICT | | | |
| 19. | Vivek Auto Engineering Works, 70-B/6, Vaniambadi Road, Thirupathur, N. A. Dist. | Minor repairs; Servicing, Electrical, Patch Work, Tinkering and painting (with effect from 14—4—86) | 2,000 |
| 20. | VST Service Station, Gandhi Nagar, Vellore. | Major repairs, Servicing, including Body repairs. | 2,000 |
| 21. | Sri Adi Parasakthi Auto Works, No. 8, Ramalinganar St., (Main) Thiruvannamalai. | Patch work, Tinkering & Painting. | 1,000 |
| 22. | Salem Electrical Works, 29-3, Thiru Manjana Gopuram St., Thiruvannamalai. | Electrical works only | 500 |
| 23. | Palani Auto Electrical and Mechanical Works, 38, Valayalkara St., Tiruvannamalai. | Electrical works only | 500 |
| SOUTH ARCOT DISTRICT | | | |
| 24. | VST Service Station Panrutti Road, Chavadi, Cuddalore. | Major repairs, Servicing including body repairs. | 2,000 |
| 25. | Ellar Agencies, K. T. R Buildings, Chidambaram Road, Cuddalore-1. | Major repairs, Servicing including Body repairs. | 2,000 |
| 26. | St. Joseph Industrial School, Thindivanam-604002: | Major repairs, Servicing including body repairs. | 2,000 |
| 27. | Mahalakshmi Auto Service, No. 2, Bharathi Road, Cuddalore-1. | Servicing, Patch work, Tinkering and Painting. | 1,000 |
| 28. | Jeyar Service Centre, Imperial Road, Cuddalore-2. | Servicing only. | 1,000 |

| (1) | (2) | (3) | (4) |
|------------------|--|--|-------|
| MADURAI DISTRICT | | | Rs. |
| 29. | TVS & Sons Ltd., 211, South Veli St., Madurai-1. | Major Repairs, Servicing including body repairs. | 2,000 |
| 30. | Union & Co. (Motors) Pvt. Ltd., New Natham Road, Thallakulam, Madurai-2. | Minor repairs, Electrical Patch work, Tinkering and painting. | 2,000 |
| 31. | Vijai Auto Cares, Anuppanadi (Near Indumathi Theatre), Madurai-9. | Patch Work, Tinkering & Painting. | 1,000 |
| 32. | Pandyan Automobiles, Cumbum Road, Periyakulam. | Major repairs & Servicing including body repairs. | 2,000 |
| 33. | Sethuram Motors Workshop, Cumbum Road, Periyakulam. | Minor repairs, Servicing including body repairs. | 2,000 |
| 34. | SKM Auto Service, Sivagangai Road, Managiri, Madurai-20. | Minor repairs, Servicing Electrical, Patch work, Tinkering and Painting and Upholstry. | 2,000 |
| 35. | Lingam Auto Garage, 231-1, Kamarajar Road, Madurai-9. | Major repairs, Servicing including body repairs. | 2,000 |
| 36. | Valarmathi Automobiles, 2/32, Workshop Road, Madurai-1. | Minor repairs, Patch work Tinkering and painting. | 2,000 |
| 37. | Gori Automobiles, 2, Jagjeevanram Road, Shenoy Nagar, Madurai-20. | Major repairs, Servicing including body repairs. | 2,000 |
| 38. | Shenbagam Auto Works, 38, T. P. K. Road, Madurai-1. | Major repairs, Servicing including body repairs. | 2,000 |
| 39. | Pandyan Auto Serviec (Pvt) Ltd., Bye-pass Road, Madurai-16. | Major repairs, Servicing including body repairs. | 2,000 |
| 40. | National Motor Works, 257/C. 13, Chellapandiamman Koil St., Cumbum, Madurai. | Major repairs, Servicing including body repairs. | 2,000 |
| 41. | Loyala Technical Institute, Gnanavolipuram, Madurai-7. | Major repairs, Servicing including body repairs. | 2,000 |
| 42. | Jai Auto Industries, 47, Bye-Pass Road, Madurai-6. | Major repairs, Servicing including body repairs. | 2,000 |
| 43. | Maruthi Motors, 94/1-C, Kalathupottal Main Road, Thathaneri, Madurai-18. | Upholstry, Patch Work, Tinkering and painting. | 1,000 |
| 44. | S. G. Jayaraj Nadar & Sons., Bye-Pass Road, Madurai-14. | Servicing, Electrical Patch work, Tinkering and painting. | 1,000 |

| (1) | (2) | (3) | (4) |
|---------------------------------------|--|--|-------|
| ANNA DISTRICT | | | Rs. |
| 45. | Venkateswara Automobiles Engineering works, 76, Part-A, Dindigul Road, Palani. | Minor Repairs, Servicing including body repairs. | 2,000 |
| 46. | Dindigul Roadways Service Station, 37, Race Course Road, Dindigul. | Servicing only. | 1,000 |
| 47. | D. A. Arumugam Pillai & Sons., Trichy Road, Dindigul-9. | Minor Repairs, Servicing and body repairs. | 2,000 |
| 48. | Gopalakrishna Engineering Works, 23, Thadikombu Road, Dindigul. | Electrical and body repairs and upholstery. | 1,000 |
| PASUMPON MUTHURAMALINGAM DIST. | | | |
| 49. | Balaji Engineering Works, Near LIC, VOC Road, Karaikudi. | Major repairs and servicing including Body repairs. | 2,000 |
| 50. | Ambashankar Engineering Works, Mela Oorani Road, Karaikudi. | Servicing only. | 1,000 |
| 51. | Ramanathapuram Dist. Co-op. Agro Service Society Ltd., Sivaganga, Pasumpon Muthuramalingam Dist. | Minor Repairs, Servicing Electrical, Patch work, Tinkering and painting. | 2,000 |
| RAMANATHAPURAM DISTRICT | | | |
| 52. | Murugan Motor Works, 170, Vandikara St., Ramanathapuram. | Minor repairs, Servicing Patch work, Tinkering & Painting. | 2,000 |
| KAMARAJAR DISTRICT | | | |
| 53. | Lion Automobiles Workshops, 102-A, Police Station Road, Sivakasi | Minor repairs, Servicing, Electrical & body repairs & upholstery. | 2,000 |
| 54. | Rajaguru Motor Works, Madurai Road, Srivilliputhur | Minor repairs, Patch work, Tinkering & painting. | 2,000 |
| 55. | Sri Venkateswar Indl. Works, 40-A, Bank Road, Rajapalayam. | Major repairs, Servicing including body repairs. | 2,000 |
| COIMBATORE DISTRICT | | | |
| 56. | TVS & Sons Ltd., MTP Road, Coimbatore-43. | Major repairs, Servicing including body repairs. | 2,000 |
| 57. | Jupiter Automobiles, 13, Town Extension II St. Dharepurem Road, Thiruppur-4. | Major repairs and servicing including body repairs. | 2,000 |

| (1) | (2) | (3) | (4) |
|-------------------|--|--|-------|
| | | | Rs. |
| 58. | Royal Upholstry, R. H. A. Building, State Bank Road, Coimbatore-18. | Upholstry work only | 1,000 |
| 59. | Deluxe Enterprises, B-A Nehru Stadium, Coimbatore-18. | Upholstry work only | 1,000 |
| 60. | Kesavan Brothers, 6, Krishnaswamy Mudali St. Coimbatore-2. | Electrical work only | 500 |
| 61. | Sri Karuna, 1637, Trichy Road, Old Sangam, Coimbatore-18. | Servicing only | 1,000 |
| 62. | D. J. S. Engine, Rebuilding Works, Karumbu Kadai, Athupalam, Coimbatore-8. | Major Repairs servicing including body repairs | 2,000 |
| 63. | Coimbatore Auto Servicing Industrial Co-operative Society Ltd., 35-A Krishnaswamy Mudali Road, Coimbatore-641 001. | Major repairs, servicing including body repairs (for the period from 1-4-86 to 30-6-86): | 2,000 |
| 64. | Tvl. Murugan Auto Garage, 1st Street, Murungapalayam, Thirupur-638 603. | Minor repairs, servicing, Electrical work and body repairs. | 2,000 |
| 65. | Kandan Industries, 96, Alagapuri Street, Pollachi. | Major repairs, Servicing including body repairs. | 2,000 |
| THE NILGIRIS DIST | | | |
| 66. | Tvl. Union Co. (Motors) Pvt. Ltd. Garden Road, Udhagamandalam, Ooty. | Major Repairs, Servicing, including body repairs. | 1,000 |
| 67. | Gounder & Company, Coonoor Road, Ooty. | Major repairs, Servicing including body repairs. | 2,000 |
| 68. | Gurunatham Workshop, 75/76 Walshan Road, Ooty. | Minor repairs and servicing | 2,000 |
| 69. | Jayanthi Enterprises, Charring Cross, Ooty-1; | Servicing only | 1,000 |
| DHARMAPURI DIST | | | |
| 70. | Asthalakshmi Auto Elecl. Works, 57, A. Madras Road, Krishnagiri. | Electrical works only | 500 |
| 71. | Ravi Battery works, 10. F. Nethaji Bye-pass Rd., Dharmapuri. | —do— | 500 |

| (1) | (2) | (3) | (4) |
|--------------|--|--|-------|
| PERIYAR DIST | | | Rs. |
| 72. | Andavar Automobiles Industries, 56, Karathadipalayam, Pudur, Gobichettipalayam, Periyar District. | Major Repairs, Servicing including body repairs. | 2,000 |
| 73. | Karthik Automobiles, 36, Muthukumaraswamy Rd., Erode-2. | —do— | 2,000 |
| 74. | Salem Baby Electricals, 40, Park Road, Erode-1. | Electrical works only | 500 |
| SALEM DIST | | | |
| 75. | VST Service Station, Meyyampur Alagapuram (Salem) Salem. | Minor repairs, patch work, Tinkering & painting | 2,000 |
| 76. | TVS & Sons Ltd., P.B. No. 919, 4 Bangalore Rd., Salem-9. | Major repairs, Servicing including body repairs | 2,000 |
| 77. | Unicorn Private Ltd., 30 Dharmavilas, Suramangalam. | Minor repairs, Servicing only. | 2,000 |
| 78. | New India Motor Works, 118, Bretts Road, Salem-1. | Minor repairs & body repairs | 2,000 |
| 79. | South India Motors, Rajagopal Layout, 6 E-1, Kalaramapatti Cross Road, Salem-1. | Minor repairs, Patch works, tinkering, Painting & Upholstery work | 2,000 |
| 80. | Tamil Nadu Motor Works, 10, Gandhi Road, Salem-7. | Major repairs & Servicing including body repairs | 2,000 |
| 81. | Jahangir Motor Works, Kallanguthu St., Salem-1. | —do— | 2,000 |
| 82. | Sri Vijayalakshmi Motor Works, Sarkar Nagar, Salem-7. | Minor repairs, Patch work, Tinkering & painting | 2,000 |
| 83. | Jabbar Motor Works, 40-C, West Street, Kumaraswamipatti, Salem-7. | Major repairs, servicing including body repairs | 2,000 |
| 84. | Samad Motor Works, V. Market, Salem-1. | —do— | 2,000 |
| 85. | Thirumuruqan Seat Liners, 128, 130, Bretts Road, Salem-1. | Upholstry work only | 1,000 |
| 86. | New Modern Motor Works, 134, Bretts Road, Salem-1. | Major repairs, servicing including body repairs | 2,000 |
| 87. | Perfect Auto Engg. Works, 53/1-B, Meyyanur Main Road, Salem-4. | Patch work, Tinkering & painting | 1,000 |
| 88. | T. V. E. Motors, 311, Thammana Chetty Road, Arisipalayam, Salem-9. | —do— | 1,000 |

| (1) | (2) | (3) | (4) |
|------------------|---|---|-------|
| | | | Rs. |
| 89. | Venous Tiner & Welding Works, 112-A, Kalarampatti Main Road, Salem-3. | Patch work, Tinkering & Painting. | 1,000 |
| 90. | Friends Auto Diesel Works, Kalavampatti Main Road, Kitchipalayam, Salem-1. | —do— | 1,000 |
| TIRUCHY DISTRICT | | | |
| 91. | VST Service Station (Trichy) 2, Dindigul Road, Trichy. | Major repairs, Servicing including body repairs | 2,000 |
| 92. | TVS & Sons Ltd. New Madras High Way, Subramaniapuram, Trichy-20. | —do— | 2,000 |
| 93. | APC Garage, 5, Tolgate, Subramaniapuram, Trichy-20. | —do— | 2,000 |
| 94. | Golden Auto Electricals, 18, Melapudur, Trichy. | Electrical works only | 500 |
| 95. | Raja Auto Electricals, 5, Tolgate, Pudukottai Road, Trichy. | —do— | 500 |
| 96. | Apna Auto Electrical Works, 2, Dindigul Main Road, Trichy. | —do— | 500 |
| 97. | Rana Auto Electricals, 20, Bye Pass Road, Mannarpuram, Trichy. | —do— | 500 |
| 98. | Ritha Automobiles, 1, Madurai Road, Trichy. | Major repairs, Servicing including body repairs | 2,000 |
| 99. | Anamallias Agencies, 4-A, Birds Road, Trichy-1. | —do— | 2,000 |
| 100. | Lakshmi Auto Garages, 6, Convent Road, Contonment, Trichy-1. | —do— | 2,000 |
| 101. | Arun Automobiles, Tolgate, Trichy-20. | Minor repairs, Patch work, Tinkering and painting | 2,000 |
| 102. | Sri Brahadambal Industries, 4-D/4, Collector's Office Road, Contonment, Trichy-1. | Major repairs and servicing including body repairs | 2,000 |
| 103. | Vincent Auto Garage, Old Post Office Road, Trichy-1. | —do— | 2,000 |
| 104. | Kumaran Liner Works, 1-F/4, Promenedo Road, Contonment, Trichy-1. | Upholstry work only | 1,000 |
| 105. | Janatha Auto Diesel Works, Thanjavur Road, Trichy-8. | Major repairs, Servicing including body repairs | 2,000 |

| (1) | (2) | (3) | (4) |
|-----------------------|--|--|-------|
| THANJAVUR DISTRICT | | | Rs. |
| 106. | Sharmila Motors, 12/203, Medical College Road, Mangalapuram, Thanjavur. | Major repairs & servicing including body repairs | 2,000 |
| 107. | Gajaraj & Company, 3329, Nanjikottai Road, Thanjavur. | —do— | 2,000 |
| 108. | Selvam Auto Services, 30-A, Vedaranyam Road, Thiruthuraipoondi. | —do— | 2,000 |
| 109. | Tamil Nadu Agro Service Centre, 72, New Street, Thiruvarur North. | —do— | 2,000 |
| 110. | Scientific Auto Engineers, Pelpanichery, Nagore-2. | Minor repairs & Servicing only | 2,000 |
| 111. | St. George Auto Works, Vilamal Bazaar, Thiruvarur-2. | Major repairs, servicing including body repairs | 2,000 |
| 112. | Tari Automobiles, 2854, Nanjikottai Road, Marrys Cornor, Thanjavur-613 001. | —do— | 2,000 |
| 113. | Madavamani Auto Works, and Services, 43, A. Aranthangi Road, Pattukottai. | Servicing only | 1,000 |
| KANYAKUMARI DISTRICT | | | |
| 114. | Kanyakumari Automobiles (Pvt.) Ltd.: Ramavarmapuram, Nagercoil. | Major repairs & Servicing including body repairs | 2,000 |
| 115. | Dhas Motor Works, 171, A. South Palace Road, Ramavarmapuram, Nagercoil. | i. Minor repairs & servicing including body repairs (for petrol & Diesel vehicles 1—4—86 to 31—3—87) ii. Major repairs, Servicing including body repairs (For Diesel vehicle 1—4—86 to 30—9—86) | 2,000 |
| 116. | Sathya Motor Works, 1. A, Cave Street, Duthai School Road, Nagercoil-1: | Patch Work, Tinkering and painting | 1,000 |
| CHENGLEPATTU DISTRICT | | | |
| 117. | Vijay Auto Garage, 6, K.A. Koil Sannathi Street, Kancheepuram. | Electrical Works only | 500 |
| 118. | St. Johnson Motor Works, 20, A. Councillar Devaraj, Mudali Street, Chenglepattu: | Patch Work Tinkering and painting | 1,000 |
| 119. | Tamil Nadu Auto Service Station, 222 B. Gandhi Road, Kancheepuram. | Servicing | 1,000 |

| (1) | (2) | (3) | (4) | Rs. |
|----------------------|---|--|-----|-------|
| 120. | Tamil Nadu Engineering Works, 60, Kamakshi Amman Sannathi Street, Kancheepuram. | Minor repairs, Electrical patch work, tinkering & painting | | 2,000 |
| 121. | Sri Samundeswari Motors, & Jeep Lining Works 2, Hospital Road, Big Kancheepuram. | Upholstry work | | 1,000 |
| 122. | Durai Automobiles, 71, P.S. Kandaswamy Street, Kancheepuram. | Minor repairs, Electrical Upholstry, Patch work, Tinkering and painting | | 2,000 |
| 123. | Arasu Service Station, Railway Road, Kancheepuram. | Servicing only | | 1,000 |
| PUDUKOTTAI DISTRICT | | | | |
| 124. | TVS & Sons Ltd., 21, Thirumayam Road, Pudukottai-1. | Major repairs, Servicing Including body repairs | | 2,000 |
| 125. | Mathurai Automobiles, Mathurai Road, Pudukottai. | —do— | | 2,000 |
| 126. | Pary's Service Station, T.S. No. 3074, 3879, Melaraja Veethy, Pudukottai. | Servicing only | | 1,000 |
| 127. | Moorthy Auto Service, 5379/3, Marthandapuram, IInd Street, Pudukottai. | Major repairs, Servicing including body repairs | | 2,000 |
| TIRUNELVELI DISTRICT | | | | |
| 128. | T.V.S. & Sons Ltd., Trivandrum Road, Vannarpet, Tirunelveli. | Major repairs, Servicing including body repairs | | 2,000 |
| 129. | Geencee Services, High Road, Tirunelveli-1. | —do— | | 2,000 |
| 130. | Sincere Automobiles, 39, Tiruchendur Road, Tuticorin-3. | Major repairs, Servicing including body repairs | | 2,000 |
| 131. | M. Nellai Motor Works, 102.7 Madurai Road, Tirunelveli. | —do— | | 2,000 |
| 132. | Jayakumar Auto Garage, 4, Salai Street, Tirunelveli-2. | —do— | | 2,000 |
| 133. | Ashok Auto Service, 181, C/1. Trivandrum Road, Tirunelveli-3. | Minor repairs, Patch work, Tinkering & painting electrical & upholstery | | 2,000 |
| 134. | Arsan Machinery Service, 10/E2, Trivandrum High Road, Tirunelveli | Major repairs, Servicing including body repairs | | 2,000 |

| (1) | (2) | (3) | (4) |
|------|--|---|-------|
| | | | Rs. |
| 135. | ARAS & PUPV Nadar & Co., Trivandrum Road, Vannarpettai, Tirunelveli-2. | Major repairs, Servicing including body repairs | 2,000 |
| 136. | Pandyan Automobiles (TNL) Pvt. Ltd. P. Box No. 13, Tirunelveli-2. | --do-- | 2,000 |
| 137. | M.S.M. Malkamal, Motor Works, New Road, Kovoilpatti-1. | Minor repairs, Electrical Patch work, Tinkering and Painting | 2,000 |

● ● ●

Endt. No. SE/Plg./EGP/A4/MS/1334-1/86, dt. 2-7-86.

Copy Communicated

T. Ramankutty.
Member/Generation.**Encl :**

Copy of G.O. Ms. No. 98 Planning & Development (CS) Department, dt. 13-6-86.

Special Studies and Project reports—Appointment of Consultance Services of Private Agencies by Government Departments—Need for consulting Evaluation and Applied Research Department—Instructions issued.

Read :

- (i) U.O. Note No. 2469A/PR/83-1, P&D dated 18-3-1983.
- (ii) From DE & AR U.O. No. 2359/E3/86, dated 23-5-1986.

Order :

In the U.O. Note first read above (copy enclosed) the Departments of Secretariat were informed that the potential available in the Evaluation and Applied Research Department should be fully utilised for undertaking special studies or preparation of project reports and that appointment of outside agencies should be made only after consulting the Director of Evaluation and Applied Research in regard to fees payable and methodology to be adopted.

2. The Director of Evaluation and Applied Research has reported in his reference second read above that private consultancies are still engaged by the Departments of Secretariat and Heads of Departments for undertaking specific studies and preparation of project reports without consulting the Director of Evaluation and Applied Research Department. The fee charged by the private consultancies are often exorbitant and unless the technical work involved is carefully assessed by a competent agency it is likely that the Government departments engaging such agencies will end up paying huge amounts disproportionate to the work involved. Whereas the work could have been done at less cost through the Evaluation and Applied Research Department or through a competent agency selected by him. There is also the danger that the quality of work produced by the private agency may fail to come up to the required standard or expectation and the whole work may have to be redone by another agency.

3. The Government therefore reiterate the instructions issued in the U.O. Note first read above and direct that special studies and preparation of project reports sponsored by a Government Department should be entrusted only to the Director of Evaluation and Applied Research Department. Private consultancy services and agencies should be engaged only if the Director of Evaluation and Applied Research expresses his inability to do the work and proposals from private agencies should be invited only after obtaining No Objection Certificate from the Director of Evaluation and Applied Research. Even in such cases when proposals are called for from private agencies, the Director of Evaluation and Applied Research should be consulted before the actual entrustment of work to any private agency regarding (i) the technical competence of the agency concerned; (ii) the methodology to be adopted; (iii) the time framed and (iv) the fees payable. The Departments of Secretariat and Heads of Departments are requested to follow these instructions scrupulously while sponsoring special studies and preparation of project reports.

(By Order of the Governor)

S. Narayan,
Commissioner & Secretary to Government.

(True Copy)

Endt. No: SE/IEMC/DE2/PC/Genl./D 507/86, Dt. 5-7-86:

Copy Submitted

M. P. Anthiah,
Member/Distribution.

Encl. :

Copy of G.O. Ms. No. 1728 PWD dt. 4-7-1986:

ELECTRICITY—Restriction and Control—The Tamil Nadu Restriction on Consumption of Electricity Order, 1976—Amendments—Issued.

1. G.O. Ms. No. 2236. Public Works dated 26-12-85.
2. G.O. Ms. No. 328, Public Works dated 15-2-86.
3. G.O. Ms. No. 972, Public Works dated 9-4-86.
4. From the Chairman, Tamil Nadu Electricity Board,
D.O. Lr. No. SE/LD & GO/MDS/EG/A7/FPR-17 dt. 6-6-86.

Order :

The following Notification shall be published in an extra-ordinary issue of Tamil Nadu Government Gazette dated 4-7-86.

Notification

In exercise of the powers conferred by Section 3 of the Tamil Nadu Essential Articles Control and Requisitioning Act, 1949 (Tamil Nadu Act XXIX of 1949) the Governor of Tamil Nadu hereby makes the following amendment to the Tamil Nadu Restriction on consumption of Electricity Order, 1976 as issued in G.O. Ms. No. 1111, Public Works dated 24-7-76.

The amendments shall come into force from 4-7-86.

Amendments

In the said order,

I. In clause 6, the sub-clause (vi) shall read as :

“In respect of Tea Industries and Salt Industries, The Tamil Nadu Electricity Board may, on application, fix a higher quota during the season and the quota for the rest of the period ending 30-6-87 be reduced correspondingly”.

II. In clause 7, the sub-clause (v) and (vi) shall read as :

“(V) On specific requests from H.T. consumers, additional energy quota in a particular month will be sanctioned by the Tamil Nadu Electricity Board subject to corresponding reduction in the quota for the subsequent month or months upto 30-6-87. Prior sanction should be obtained from the Board before the quota already fixed is exceeded for such additional quotas”.

“(Vi) H.T. consumers will also be permitted to surrender in advance their energy quota not required by them in a particular month and utilise the energy quota so surrendered in the subsequent month or months before the end of 30-6-87, provided that intimations of such surrenders are filed before the Chairman, Tamil Nadu Electricity Board before the 15th of the month to which the quota relates”.

(By Order of the Governor)

H. B. N. Shetty,
Commissioner & Secretary to Govt.

Expansion of Windfarm Project—Estimate for erection of additional 10 Nos., 55KW each Windmills at Mullakkadu Windfarm near Tuticorin—Approved.

B.P. Ms. (FB) No. 277

(Technical Branch)

Dated the 10 July 1986
Aani, 26, Akshaya
Thiruvalluvar Aandu 2017.

1. The Tamil Nadu Electricity Board approves the proposal for the expansion of the Windfarm Project at Mullakkadu near Tuticorin by erection of additional 10 Nos. 55 KW each, Windmills at an estimated cost of Rs. 26.399 lakhs towards civil works such as extension of control room, foundation for windmill towers, roads and quarters, erection charges and interfacing with the grid.

2. 50% of the actual expenditure towards this works listed in para 1 above will be borne by the Tamil Nadu Energy Development Agency. The equipments will be supplied free of cost by the Department of Non-Conventional Energy Sources.

3. The revenue from the power generated will be to the account of the Tamil Nadu Electricity Board.

4. The expenditure is debitible to T.N.E.B. Funds—Capital Expenditure—II T.E.S.—TTPS—Suspense—Other suspense (50% of the cost recoverable from TEDA) — Wind Farm Project at Mullakkadu.

5. The Chief Engineer/Tuticorin Thermal Power Station will be in charge of the work as well as the Operation and Maintenance of these Windmills.

(By Order of the Board)

T. Ramankutty
Member (Generation)

Enclosure to B.P. Ms. (FB) No. 277 (Tech. Br.) dated 10—7—1986
Detailed Estimate for Erection of Additional 10 Nos. of Windmills at the Existing
Mullakkadu Windfarm near Tuticorin

All amount Rs. in Lakhs

| Sl. No. | Description | Qty. | Rate | Per | Amount | Total |
|---|---|---------|-------|-----|--------|--------|
| I. Grounds and Buildings : | | | | | | |
| 1. | Land, Civil amenities | | | LS | 1.500 | |
| 2. | Extension of Control Room | | | " | 1.000 | |
| 3. | Foundation for wind mills | | | " | 5.500 | |
| 4. | Fencing | | | " | 1.500 | |
| 5. | Road | | | " | 3.000 | 12.500 |
| II. Windmills erected : | | | | | | |
| Erection charges at 5% for Rs. 75 Lakhs (10 Nos. of Windmills worth of Rs. 75 lakhs are being supplied free of cost to the Board by DNES. Hence erection charges alone counted for estimate), | | | | | 3.750 | 3.750 |
| III. Switchgears erected : | | | | | | |
| 1. | 22KV AB Switch | 1 set | 0.028 | Set | 0.028 | |
| 2. | 22KV H.G. fuse | 1 set | 0.014 | " | 0.014 | |
| 3. | 22KV LAS (Distn.) | 1 set | 0.012 | " | 0.012 | |
| 4. | Erection charges 5% | | | | 0.003 | 0.057 |
| IV. Structures Erected : | | | | | | |
| 1. | 22KV Structure | 1 No. | 0.250 | E | 0.250 | 0.250 |
| V. Transformers Erection : | | | | | | |
| 1. | 500 KVA 22 KV/400KV Distn. transformer | 1 No. | 0.950 | E | 0.950 | |
| | Erection charges 5% | | | | 0.048 | 0.998 |
| VI. Station auxiliaries Erected : | | | | | | |
| 1. | LT 3½ x 70 sq. mm U.G. Aluminium Cable | 2 KM | 0.550 | KM | 1.100 | |
| 2. | LT 3½ x 400 sq. mm U.G. Aluminium Cable | 0.05 | 2.356 | KM | 0.118 | |
| 3. | Sundries | | | LS | 0.002 | |
| 4. | Cable laying charges | | | " | 0.100 | |
| 5. | LT A.C. Panels | 2 Nos. | 1.030 | E | 2.060 | |
| 6. | LT 3 phase 150 A knife switches with box. | 10 Nos. | 0.050 | E | 0.500 | |
| | Erection charges 5% | | | | 0.128 | |
| 7. | Yard lights | | | LS | 0.300 | 4.308 |
| Sub-Total | | | | | | 28.863 |
| Contingencies 5% | | | | | | 1.093 |
| Total for works | | | | | | 22.956 |
| Estt. & Supervision charges 15% | | | | | | 3.443 |
| Grand Total | | | | | | 26.399 |

Rs. 26.399 Lakhs Gross and Nett:

(Rupees Twenty six lakhs thirty nine thousand and nine hundred only)

Enclosure to B.P. Ms. (FB) No. 277 (Technical Branch) dt. 10—7—86

Abstract estimate for erection of Additional 10 Nos. of Windmills at the existing Mullakkadu windfarm near Tuticorin.

| Sl. No. | Description | Amount Rs. in lakhs |
|---------|---------------------------------|------------------------|
| I. | Grounds and Buildings | 12.500 |
| II. | Windmills erected | 3.750 |
| III. | Switch gears erected | 0.057 |
| IV. | Structures erected | 0.250 |
| V. | Transformer Erected | 0.998 |
| VI. | Station Auxiliaries Erected | 4.308 |
| | Sub Total | 21.863 |
| | Contingencies 5% | 1.093 |
| | Total for works | 22.956 |
| | Estt. & Supervision charges 15% | 3.443 |
| | Grand Total | 26.399 |

(Rs. 26,399 lakhs gross and nett)

(Rs. twenty six lakhs thirty nine thousand and nine hundred only)

Encl. to B.P. Ms. (FB) No. 277 (Tech. Branch) dt. 10—7—1986.

REPORT TO ACCOMPANY THE ESTIMATE

This estimate is for the erection of additional 10 Nos. of 55 KW wind mills at Mullakkadu for expanding the existing windfarm. This project is to be executed under the financial assistance of DNES and TEDA.

Since the windfarm equipments are being supplied free of cost by the DNES, the value of equipment (Rs. 75 lakhs) has not been included in the estimate. The erection charges and interfacing arrangements cost alone have been included.

Cost of this estimate works out to Rs. 26,399 lakhs gross and nett.

T. Ramankutty,
Member Generation

Tamil Nadu Electricity Board—Drivers' Union Representation—Proposals for Construction of Rest Room at Chintadripet Sub-Station approval accorded.

B. P. Ms. (FB) No. 279

(Technical Branch)

Dated 11—7—1986
Aani, 27th Akshaya,
Thiruvalluvar Aandu, 2017.

Read :

1. U.O. No. CED/Ms/EEC/A1/F. Land/D. 351/86 dated 19—4—86.
2. 23rd item of the Minutes of 507th meeting of Board held on 4—7—86.

Proceedings :

The proposal of the Regional Chief Engineer (Distribution) Madras for the construction of a rest room for Tamil Nadu Electricity Board Drivers at Chintadripet Sub-Station with a plinth area of 510 Sq. ft. (14.35m²) approximately at a cost of Rs. 80,000/- (Rupees eighty thousand only) is approved.

The Chief Engineer/Civil Designs shall evolve a suitable type design for the above construction for purposes of detailed estimate and construction.

(By Order of the Board)

M. P. Anthiah,
Member (Distribution)



Memo. No. SE/RE & I (D) /1/292/86 (Technical Branch) dt, 14—7—86.

Sub: Natural calamities—Measures to be adopted to meet situations arising out of Monsoon Floods & Cyclone—reiterated.

- Ref: 1. Ch.'s Lr. No. SE/RE & I (D)/DE/SS/AI/NC/2/83, dt. 29—8—83.**
2. Ch.'s Lr. No. SE/RE & I (D) /DE/(SS) /AI/NC/3/83, dt. 16—9—83.
3. Memo. No. SE/RE & I (D) /DE (SS) /AI. Inc./1/84/dt. 6—11—84.
4. Memo. No. SE/RE & I (D) /DE/SS/AI/NC/4184/dt. 22—12—84/2—1—85.

Standing instructions on the measures to be adopted to meet the situation arising out of possible monsoon floods/cyclone have been communicated in references (1) to (4) cited.

The Regional Chief Engineers and System Superintending Engineers are instructed to confirm that all the field staff and officers have been alerted to implement the measures to be adopted to meet the situation arising out of the possible monsoon floods/cyclone during the current year 1986—87.

B. Vijayaraghavan
Chairman;

Endt. No. SE/Plg./EPG/A4/01—NMTS/1424—1—86 (Technical Branch) dt. 14—7—86

Ref : Copy of Lr. No. 13174 UI/86—4 dt. 23—6—86 recd. from Thiru A.K. Vijaya Bhanu, I.A.S., Joint Secretary to Govt. Public Works Department.

Copy submitted.

T. Ramankutty,
Member (Generation)

Copy of Lr. No. 13174/UI/86—4 dt. 23—6—86 recd. from Thiru A. K. Vijaya Bhanu, I.A.S., Joint Secretary to Govt., P.W.D. addressed to Ch. T.N.E.B.

Sub: Electricity—North Madras Thermal Power Project 3 x 210 MW.—Estimated cost Rs. 547.79 Crores and Transmission scheme for evacuation of power from North Madras Thermal Power Stations—Estimated cost of Rs. 1693.33 lakhs—clearance by the Union Planning Commission.

- Ref: 1. From the U.P.C. Lr. No. 1—26 (3) /5/84—P & E dt. 16—4—86.
2. From the U.P.C. Lr. No. 1—26 (3) /2/85—P & E dt. 16—4—86.
3. From the TNEB D. Lr. No. SE/Plg./EGP/A4 01. NMTP/901—1/86 dt. 2/3—5—86.

I am directed to Invite attention to the references cited. I am to convey the approval of this Government for taking up the North Madras Thermal Power Project (3 x 210 MW) and the Transmission scheme for evacuation of Power from the North Madras Thermal Power Station for implementation during 7th Plan period on the basis indicated by the Union Planning Commission in their letters cited.

Joint Secy. to Govt.

(True copy)

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Memo. No. SE/RE/D/RE/(P)/ D.79 /86 (Technical Branch) dated 14—7—1986.

Sub: Electricity—Energisation of agricultural pumpsets during 1986—87—Regarding.

Ref: Minutes of Regional Chief Engineers meeting held on 21—6—86 and communicated in Endt. No. Ch/TA/223/86—1, dated 21—6—86.

While reviewing the progress on Energisation of Agricultural pumpsets, it was observed that only 965 pumpsets have been energised during April'86 and May '86 against the target of 40,000 for the year 1986—87. During June'86 totally 964 pumpsets have been energised taking the cumulative progress (upto 30—6—86) to 1929. Hence there are 38,071 pumpsets remaining to be energised during the remaining 9 months of the year 1986—87.

A statement showing the systemwise quartely target for the balance three quarters on energisation of agricultural pumpset is enclosed. The Regional Chief Engineers and Superintending Engineers are directed to take concerted efforts in achieving the quarterly target without any short fall. During the July'86 one third of the quarterly target furnished in the statement should be achieved.

M. P. Anthiah,
Member (Distribution).

Enclosure :

Energisation of Agricultural Pumpsets During 1986-87

| Sl. No. | System | Target for 1986-87 | No. of pumpsets Energised during 1st Quarter 1-4-86 to 30-6-86 | Balance No. of pumpsets to be energised from 1-7-86 to 31-3-87 | Target for the remaining quarters | | |
|---------|-------------------|--------------------|--|--|-----------------------------------|-----------------------------------|--------------------------------|
| | | | | | IInd Quarter 1-7-86 to 30-9-86 | IIIrd Quarter 1-10-86 to 31-12-86 | IVth Quarter 1-1-87 to 31-3-87 |
| 1. | M.E.S./N | 450 | 19 | 431 | 144 | 144 | 143 |
| 2. | M.E.S./S | 100 | 4 | 96 | 32 | 32 | 32 |
| 3. | M.E.S./C | 7 | — | 7 | 2 | 2 | 3 |
| 4. | Chingleput | 2000 | 86 | 1914 | 638 | 638 | 638 |
| | Madras Region | 2557 | 109 | 2448 | 816 | 816 | 816 |
| 5. | Vellore | 2000 | 52 | 1948 | 649 | 649 | 650 |
| 6. | Thiruvannamalai | 1900 | 54 | 1846 | 615 | 615 | 616 |
| 7. | Dharmapuri | 2500 | 59 | 2441 | 813 | 813 | 815 |
| | Vellore Region | 6400 | 165 | 6235 | 2077 | 2077 | 2081 |
| 8. | South Arcot/North | 2500 | 101 | 2399 | 800 | 800 | 799 |
| 9. | South Arcot/South | 2000 | 51 | 1949 | 650 | 650 | 649 |
| 10. | Trichy/North | 2500 | 181 | 2319 | 773 | 773 | 773 |
| 11. | Trichy/South | 1500 | 74 | 1426 | 475 | 475 | 476 |
| 12. | Thanjavur | 2043 | 304 | 1739 | 580 | 580 | 579 |
| 13. | Pudukkottai | 1000 | 56 | 944 | 315 | 315 | 314 |
| | Trichy Region | 11543 | 767 | 10776 | 3593 | 3593 | 3590 |
| 14. | Madurai/North | 2500 | 88 | 2412 | 804 | 804 | 804 |
| 15. | Madurai/South | 1600 | 69 | 1531 | 510 | 510 | 511 |
| 16. | Ramnad/East | 1000 | 53 | 943 | 315 | 315 | 317 |
| 17. | Ramnad/West | 500 | 18 | 482 | 160 | 160 | 162 |
| 18. | Thirunelveli/East | 2000 | 41 | 1959 | 653 | 653 | 653 |
| 19. | Thirunelveli/West | 1700 | 124 | 1576 | 525 | 525 | 526 |
| 20. | Kanyakumari | 500 | 20 | 480 | 160 | 160 | 160 |
| | Madurai Region | 9800 | 413 | 9387 | 3127 | 3127 | 3133 |
| 21. | Salem | 2000 | 109 | 1891 | 630 | 630 | 631 |
| 22. | Mettur | 2500 | 103 | 2397 | 799 | 799 | 799 |
| 23. | Periyar | 2400 | 214 | 2186 | 728 | 728 | 730 |
| 24. | Coimbatore/North | 500 | 6 | 494 | 165 | 165 | 164 |
| 25. | Coimbatore/South | 500 | 36 | 464 | 155 | 155 | 154 |
| 26. | Udumalpet | 1800 | 7 | 1793 | 597 | 597 | 599 |
| | Coimbatore Region | 9700 | 475 | 9225 | 3074 | 3074 | 3077 |
| | Grand Total — | 40000 | 1929 | 38071 | 12687 | 12687 | 12697 |

Memo. No. SE/RE/G/4006/86 (Technical Branch) dated 14-7-86.

Sub : H. T. Services—Upkeeping and records in Central and field offices—
Instructions Issued.

Ref : Inspector General of Police/Vigilance's U. O. No. 14954/VC 7/84-7
dt. 12-3-86.

It is essential that vital records in respect of HT services such as original or copies of Test Reports, Revised test reports, Safety certificate (S) issued by Chief Electrical Inspector to Government, load sanction orders, Additional load sanction orders etc., are maintained upto date in Central and field offices. It is seen that these records are either not available in the Central offices or in cases where they are available the records are not kept upto date.

Superintending Engineers/Systems and Divisional Engineers/Operation and Maintenance may be instructed that the records pertaining to HT service should be maintained upto date in the manner outlined below :

- i. Separate docket should be maintained for each HT service.
- ii. The docket should contain the following records/copies of the records.
 - (a) Application for load sanction (for original load as well as subsequent additional loads or reduction of load sanctioned).
 - (b) Load sanction orders (original load sanction orders and subsequent additional load sanction orders or orders for reduction of sanctioned load).
 - (c) Test Reports.
 - (d) Revised Test Reports for additional loads connected etc.,
 - (e) Safety certificate(s) issued by the Chief Electrical Inspector to Government.
 - (f) Test reports of MRT Branch (For metering sets and meters prior to effecting supply/ whenever metering set or meter is changed).
 - (g) Government approvals if any.
- iii. Such dockets should be maintained by
 - (a) Technical Branch in the Central office (SE's office)
 - (b) Accounts Branch in the Central office (SE's office) and
 - (c) Divisional Engineer/Operation and Maintenance concerned
- iv. The dockets should be reviewed by the Divisional Engineer/General in the Technical Branch and Accounts Branch in the Central offices and the Divisional Engineer concerned in the field offices every month and they should ensure that all the records are maintained upto date.

M. P. Anthiah,
Member (Distribution).

Sub : Electricity—Periodical maintenance of EHV/HV Breakers and equipments in sub-stations—Review of maintenance registers—reg.

Implementation of grouping of rural feeders and shedding of load in times of crisis result in hand tripping of EHV/HV breakers frequently. In order to maintain the circuit breakers and other equipments in good condition under such onerous situations, it is imperative that periodical maintenance on equipments in the sub-stations like circuit breakers, power transformers, batteries etc. are carried out in accordance with the prescribed schedules. Failure to adhere to prescribed schedules may result in avoidable breakdowns and consequent inconvenience to consumers. The prescribed maintenance for sub-station equipments are dealt in detail in the various chapters of Code of Technical Instructions published in 1981. Copies of this booklet have been supplied to all officers upto the level of Section Officers. However, in order to highlight the importance of maintenance, the following instructions are reiterated.

(i) Circuit Breakers :

Chapter IV of Code of Technical Instructions deals with the maintenance that is to be carried out on circuit breakers. Schedules I and II in Chapter IV prescribes the maintenance schedule on circuit breakers. As per this schedule, oil should be replaced/reconditioned after every 12 trippings on fault for OCBs and after 6 trippings for OMCBs. Wherever manufacturers have given specific instructions that oil should be changed at shorter intervals than what is stated above, than the manufacturers instructions should be followed. Oil should be tested for di-electric strength once in a quarter or after six trippings whichever is earlier in case of OCBs and quarterly/three trippings whichever is earlier in the case of OMCBs. If oil test results are not satisfactory the oil should be changed irrespective of the number of trippings. Three hand trippings on load either for implementation of grouping restriction or for load shedding or for any other purposes is to be reckoned as a fault tripping for purposes of determining the need for overhaul. Each breaker should be inspected thoroughly atleast once in a year. Whenever oil is changed, the condition of the tension rod should be examined.

The fault level of the sub-station should be assessed once a year and wherever necessary proposals for replacing the low rupturing capacity breakers should be formulated and got approved by the competent authority. The Divisional Engineers and Superintending Engineers should review this annually.

(ii) Storage Battery :

The storage battery is the most vital equipment in a sub-station and the success of the protective isolating devices depends on the availability of DC supply from the battery at all times. Chapter II of Code of Technical Instructions deals exhaustively on the inspection and maintenance procedures for batteries. The electrolyte level, the specific gravity and earth leakage current should be checked as per periodicity and vasline should be applied to the terminals frequently. It is very important to maintain proper trickle charging of the battery in order to compensate the discharges and the terminal discharges in the battery cells. It is the duty of the operator on shift to ensure that the trickle charging is done properly.

(iii) Power Transformers :

1. Chapter III of Code of Technical Instructions deals with the inspection and maintenance procedures for power transformers. It is very important that the Silicagel in the power transformer is checked and dried to prevent absorption of moisture. Oil test should be carried out as per the periodicity indicated in the Code of Technical Instructions.

2. The Industrial Energy Cell has standardised maintenance registers that are to be kept in the sub-station. The guidelines for the printing of the registers and supplying them to the sub-stations has been communicated in IE Cell No. 9/80—34, dated 21—2—81. Regional Chief Engineers and Superintending Engineers should ensure that these registers are printed and supplied to the various sub-stations and they should also ensure that the registers are maintained properly. The Divisional Engineers and Assistant Divisional Engineers should be instructed to check whether the maintenance

of the various equipments in sub-stations are carried out as per periodicity given in the Code of Technical Instructions and whether the registers are maintained upto date. The Superintending Engineers and Regional Chief Engineers should make it a point to check during their inspection.

3. For every substation, operating instructions should be provided both in English and Tamil and made available in the control room. The Divisional Engineer should be asked to conduct classes in order to make the operating personnel to familiarise with the operating instructions. Also, safety classes and fire fighting classes should be held periodically so that the staff are fully conversant with the safety measures and fire fighting procedures. Regional Chief Engineers and Superintending Engineers should check this aspect also during their inspection.

B. Vijayaraghavan
Chairman.



Memo No. DFC/Rev/F 5/NREP & RLEGP/AOI (Accounts Branch) dated 17—7—1986

Sub : Hut Electrification Scheme—Extension of the scheme to the small houses constructed for Schedule Castes and Schedule Tribes under NREP/RLEGP in Village Panchayats—Orders Issued—Accounting Procedure—Instructions Issued.

Ref : 1. G. O. Ms. No. 862 (PW) dated 1—4—1986.
2. Chairman's Memo No. SE/RE & I (D)/D/Hut 33/86 dt. 11—4—1986.

The following accounting instructions are issued in respect of extension of 'one light for one Hut—scheme, to the small houses constructed for Schedule Castes and Schedule Tribes under NREP/RLEGP in village Panchayats.

2. The Modified Card Billing of energy charges and collection, as ordered in B. P. Ms. (Ch) No. 450 (SB) dated 10—12—84, is not applicable to services which are eligible for supply of electricity free of charge.

3. If single point wiring is not done by the Agency which built the houses and if the agency concerned request the Board to provide the wiring, it may be done on payment of Rs. 10/-. Estimate should be prepared by the competent authority according to the monetary limit and work order closed on par with Hut services. The cost of installation charges of Rs. 10/- shall be collected and accounted in the Deposit Advance Ledger and adjusted in full against the service connection cost just like Hut services.

4. An identity card to each service under this scheme should be issued by the Section Officers at the time of effecting supply. This is free of charge. For issue of duplicate identity card in case of loss or damage a fee of Re. 0.50 paise shall be collected for each service.

5. The Commercial Assistant in O & M Section should collect the following charges as is being done in the case of Hut services.

- a. Service connection charges of Rs. 10/-
- b. Charge of Re. 0.50 paise for the Identity Card for issue of duplicate in case of loss.

6. A monthly return of services effected should be sent to the Revenue Branch of the Division Office by Sections and a Register should be maintained in the Revenue Branch as in the case of Hut services. Mal-practices, if any, detected shall be dealt with in accordance with the Terms and Conditions of Supply.

In Revenue Branch, a computed consumption of 5 Units per service per month should be accounted under the head 'V.I./1/(i) NREP/RLEGP Houses with no value.'

7. The Assistant Divisional Engineers and Assistant Accounts Officers of Revenue Branch shall inspect periodically the records of free supply effected to house of Schedule Tribe/Schedule Caste in order to ensure proper collection of service connection charges etc., remittance of amounts collected and maintenance of records in the Section Office.

8. The Superintending Engineers are requested to issue suitable instructions in this regard;

Arjunan Gnanaolivu,
Accounts Member.

VEHICLES—Entrustment of Body building works to Transport Engineering Corporations and private Body building Agencies—Delegation of Powers—Instructions—Orders—Issued.

B.P. Ms. (Ch.) No. 151

(Technical Branch)

Dated the 17th July 1986
Aadi 1, Akshaya,
Thiruvalluvar Aandu, 2017

Read :

1. G. O. Ms. No. 703, Transport Department, dt. 21—12—76.
2. Board Office's Memo. No. 2424 C1/76—1, dt. 15—2—77.
3. G. O. Ms. No. 1124, Transport Department, dt. 15—10—85.

Proceedings :

In G. O. Ms. No. 703, Transport Department, dated 21—12—'76, orders were issued directing all the Government Department, Public Sector undertakings and local bodies to entrust their body building works to the Transport and Engineering Corporations as detailed below without calling for tenders. Only when these undertakings express their inability to undertake the work due to prior commitments, the work should be given to private Body building agencies.

(1)

(2)

- | | |
|--|--|
| 1. Pallavan Transport Corporation, Chrompet Workshop, Chrompet. | Madras and Chengalpattu. |
| 2. Madurai Pandiyan Engineering Corporation, Madurai. | Madurai, Tiruchirapalli and Pudukottai. |
| 3. Kattabomman Transport Corporation, Nagercoil. | Tirunelveli, Kanyakumari and Ramanathapuram. |
| 4. Cheran Engineering Corporation, Pollachi. | Coimbatore, The Nilgiris Salem & Dharmapuri. |
| 5. Cholan Engineering Corporation, Kumbakonam. | South Arcot, North Arcot and Thanjavur. |

The Government also directed that for all the orders of Body Building works placed with Transport Corporations/Engineering Corporations by the State Government Departments/Public Sector undertakings/Local Bodies, they should remit 50% advance payment to the Corporation and the balance 50% should be paid before taking delivery of the vehicle.

Based on the above Government orders, instructions were already issued to all the Superintending Engineers for entrusting the Board's vehicles for Body building works in the Transport/Engineering Corporations accepting the terms of payment stipulated in the Government Order.

Consequent on the bifurcation of Cholan Roadways Corporation and Pandiyan Roadways Corporation, formation of Pasumpon Muthuramalingam District, the Government in G. O. Ms. No. 1124, Transport Department, dt. 15—10—85 have issued orders re-allocating the Districts among the new Corporations as detailed below :

- | | |
|--|---|
| 1. Pallavan Transport Corporation, Chrompet Workshop, Chrompet. | Madras and Chengalpattu. |
| 2. Madurai Pandiyan Engineering Corporation, Madurai. | Madurai and Kamarajar Districts. |
| 3. Kattabomman Transport Corporation Ltd. | Tirunelveli and Kanyakumari. |
| 4. Cheran Engineering Corporation. | Coimbatore, The Nilgiris, Salem & Dharmapuri. |
| 5. Cholan Engineering Corporation. | South Arcot, North Arcot and Thanjavur. |
| 6. Dheeran Chinnamalai Transport Corporation. | Tiruchi. |
| 7. Marudhu Pandiyan Transport Corporation | Pudukottai, Ramnad & Pasumpon Muthuramalingam Districts. |

The payment terms remain unaltered.

The Tamil Nadu Electricity Board also direct the following in respect of entrustment of Body Building works of Board's vehicles.

(1) Body building works to the Board's vehicles shall normally be entrusted only to the Board's automobile workshops at Mettur Dam and Samayanallur.

(2) If the Board's automobile workshops are not able to undertake the works, within a reasonable time, due to prior commitments etc., then the body building works shall be entrusted to the Transport/Engineering Corporations located in the concerned region as detailed below, accepting their terms of payment (i.e. 50% advance payment and the balance 50% before taking delivery of the body built vehicle).

| (1) | (2) |
|---|---|
| Name of Transport/Engg. Corporation | Districts |
| 1. Pallavan Transport Corporation, Chrompet Workshops, Chrompet, Madras. | Madras and Chengalpattu. |
| 2. Madurai Pandiyan Engineering Corporation, Madurai. | Madurai and Kamarajar Districts. |
| 3. Kattabomman Transport Corporation: | Tirunelveli and Kanyakumari. |
| 4. Cheran Engineering Corporation. | Coimbatore, The Nilgiris, Salem and Dharmapuri. |
| 5. Cholan Engineering Corporation. | South Arcot, North Arcot and Thanjavur. |
| 6. Dheeran Chinnamalai Transport Corporation. | Tiruchi. |
| 7. Marudhu Pandiyan Transport Corporation. | Pudukottai, Ramnad and Pasumpon Muthuramalingam Districts. |

3. The Superintending Engineers/System, Generation circles, General Construction Circles, Projects and Headquarters are also delegated with powers for making 50% advance payment to the Transport/Engineering Corporations for the entrustment of body building works of Board's vehicles and the balance 50% before taking delivery of the body built vehicle.

4. If the concerned Transport/Engineering Corporations are also not able to undertake the body building works of Board's vehicle, due to prior commitments etc., then the Body building works of Board's vehicle shall be entrusted to the Private Body building Agencies by following the Board's Usual Tender Regulations, Terms and conditions etc.

(By Order of the Chairman)

M. P. Anthiah,
Chief Engineer/Materials Management.

● ● ●

MEMO. NO. IEMC/DE2/PC/Genl./D 524/86 (Technical Branch) dated 19--7--1986.

Sub : Electricity—R&C—Surrender of energy quota—Reg.

Please communicate the enclosed letter to all the H.T. industries in your system.

2. Please note that once the consumer submits his intimation of surrender of energy quota, the surrender automatically takes effect even pending orders of the Chairman accepting its utilisation in other months and any excess over such reduced quota should be dealt with as if the sanctioned quota is exceeded.

3. The officers and staff concerned should be specially instructed to verify whether the reduced quota for the month(s) of surrender is exceeded. If there is any such excess, penal action should be taken promptly as in the case of excess over sanctioned quota and the fact intimated to the Chairman.

B. Vijayaraghavan,
Chairman.

Encl :

TAMIL NADU ELECTRICITY BOARD

TECHNICAL BRANCH

From

B. VIJAYARAGHAVAN, I. A. S.,
Chairman,
N. P. K. R. R. Maaligai,
800, Anna Salai,
Madras-2.

To

M/s.....
.....
.....

Lr. No. IEMC/DE2/PC/Genl./D. 526/86, dt. 7-86.

Sirs,

Sub : Electricity—R & C—Surrender of energy quota by industries—Procedure to be followed.

Ref : G.O. Ms. No. 1728, PW dt. 4-7-86.

In G.O. Ms. No. 1728 PW dt. 4-7-86, provision has been made for H.T. consumers who are subject to power cut to surrender in advance their energy quota not required by them in a particular month and utilise the energy quota so surrendered in the subsequent month or months before the end of June, 1987. You are informed that any application in this regard should be sent in the form appended so as to reach the Chairman before the 15th of the month to which the quota relates.

Please note that once the intimation of surrender of energy quota is made, the reduced quota will automatically take effect even pending the receipt of orders on the application and any excess over such reduced quota will attract penalty as if the sanctioned quota is exceeded.

Apart from such penalty, you will also in that case, become ineligible for this facility of surrender thereafter.

Yours faithfully,
B. VIJAYARAGHAVAN
Chairman

Encl. : One proforma

Copy to the Regional Chief Engineer/Dist./.....(w.e.)

Copy to the Superintending Engineer/.....Electricity System/.....(w.e.)

Encl. : One proforma

**FORM OF INTIMATION OF SURRENDER OF ENERGY QUOTA IN A MONTH OR MONTHS
AND APPLICATION FOR PERMISSION FOR ITS UTILISATION IN THE SUBSEQUENT
MONTH OR MONTHS**

1. Name and address :
2. Name of the Electricity System :
3. H. T; S. C. No. :
4. Sanctioned demand in K.V.A. :
5. Demand quota permitted in K.V.A. :
6. Energy quota permitted in units/month :
7. Month or months in which quota is surrendered :
8. Quota surrendered in the month or each of the months u/m. :
9. Reasons for surrender :
10. The month or months in which the surrendered energy is proposed to be utilised and quantity u/m. (The carry over is permitted only till June 1987) :

| Month | Quantity in units |
|-------|-------------------|
| 1. | |
| 2. | |
| 3. | |
| etc. | |

I undertake that the above surrender is valid as from today and that the quota surrendered will not be utilised during the month in which it is surrendered. I accept that with effect from today my quota for the month(s) of surrender is deemed to have been reduced accordingly even pending orders on this and that if I exceed the reduced quota during the month(s) of surrender, I am liable for the same penal consequences as if the sanctioned quota is exceeded.

Station :

Date :

Applicant's Signature with
Designation and Seal.

Note : This application should reach the Chairman/Tamil Nadu Electricity Board before the 15th of the month in which the surrender is made. Any application received after this date will be summarily rejected.

2. A copy of this application should be sent simultaneously to the Superintending Engineer of the System.

Revised Tender Regulations 1985—Delegation of powers to Regional Chief Engineers/Superintending Engineers—Amendment to Table VIII and Table XII—Amendment No. 5.

B. P. Ms. (FB) No. 19

(Accounts Branch)

Dated the 21st July 1986.

Read :

B. P. Ms. (FB) No. 28 (Accounts) Dated 8—11—1985.

Proceedings :

1. In the Revised Tender Regulations 1985, issued under B. P. read above, powers have been delegated to officers for awarding works under Single Tender/Nomination basis under Table VIII and for purchase of medicines under item 11 of Table XII.

2. In Table VIII of the Tender Regulations 1985, the Superintending Engineers have been delegated with powers to carry out Project works not exceeding Rs. 50,000/- with 5% excess over technically sanctioned estimate under Single Tender/Nomination basis.

3. Some of the Superintending Engineers of Systems and Generation Circles may not have Project works but they have other types of minor works, such as construction of compound wall, construction of Control room etc., which will not come under the category of Project works. Hence, they have requested that they be allowed to exercise powers as delegated in B. P. Ms. No. 1772 (Technical) dated 2—12—1978.

The Regional Chief Engineer/Distribution/Coimbatore has also requested for delegation of powers to Superintending Engineers/Regional Chief Engineers for executing civil works under Works Contract (Table VIII), Single Tender or Nomination basis, as applicable to Project Works.

While delegating powers to Regional Chief Engineers under B. P. Ms. (FB) 27 (Administrative Branch) dated 3—4—1986, the O & M Superintending Engineers have been empowered to exercise powers under Table VIII for O & M works and there is no delegation to the Superintending Engineers of Generation Circles to that effect. Superintending Engineers of Systems/Circles have requested that they may be given similar powers corresponding to the powers under Table VIII without restricting it to Project works alone so that they can attend to the minor works.

4. In B. P. Ms. 337 dated 25—3—1977, powers have been delegated to the Superintending Engineers of Generation Circles (Hydro) for purchase of lubricating oil and grease for Power Houses from M/s. Indian Oil Corporation Limited, Madras and M/s. Hindustan Petroleum, Madras, at rate contract prices outside D G S & D rate contract by calling for Limited Tender upto a limit of Rs. 50,000 for the purchase of one brand of lubricant at a time. This has not been incorporated in the Tender Regulation 1985 and the Superintending Engineers of Generating Circles have requested for the inclusion of suitable provision in the Tender Regulations 1985.

5. Under items 10 and 11 of the Table XII of Tender Regulations 1985, powers have been delegated to Chief Engineers of Ennore Thermal Power Station, Tuticorin Thermal Power Station, Hydro Projects and Transmission and Superintending Engineers of O & M Systems for the purchase of medicines, besides Chief Engineer/Materials Management who has been delegated with powers for purchase of medicines in respect of Headquarters, Mylapore and Korattur Dispensaries.

The Chief Engineer/Lower Mettur Hydro Electric Project has requested that he may also be delegated with similar powers for purchase of medicines for dispensaries under his control. Similarly, the Superintending Engineer/Generation/Kundah has requested for powers to purchase medicines for the dispensaries attached to him.

6. In the 507th Meeting held on 4—7—86, the Board has examined the proposals in paras 3 to 5 above and has decided to make necessary amendments to Tables VIII and XII.

7. Accordingly, the Board directs that the existing powers under Tables VIII and XII be amended as below :—

I. The Word "Project" appearing against the delegation to the Superintending Engineer/General Superintendent under Table VIII may be deleted and the delegation of powers read as under :—

- (1) Superintending Engineer—In case of works not exceeding Rs. 50,000 with 5% excess over technically sanctioned estimate.
- (2) General Superintendent—In case of works not exceeding Rs. 1 lakh with 10% excess over technically sanctioned estimate.

II. The following delegation of powers should be incorporated as item 4(a) under Table XII:

Item 4(a) :

Purchase of lubricating oil and grease required for Power Houses.

Superintending Engineers of Generating Circles.

Upto Rs. 50,000 at a time for one brand under Limited Tender on Indian Oil Corporation and Hindustan Petroleum under rate contract rates outside D G S & D rate contract.

III. The existing powers under item 11 to Table XII may be substituted as below :—

Item 11 :

Medicines shall be purchased by the Chief Engineer/Materials Management in respect of Headquarters, Mylapore and Korattur Dispensaries and by Chief Engineers in-charge of Projects, Generation and Transmission Circles in respect of dispensaries under their control as per the powers indicated in the respective Tables.

IV. The following should be included as item 11 (a): Under Table XII.

Item 11 (a):

Superintending Engineers of Systems/Circles and Projects shall purchase medicines upto Rs. 2,500/- only at a time, subject to overall monthly ceiling fixed for local purchases.

(By Order of the Board)

Arjunan Gnanolivu,
Accounts Member.

● ● ●

ELECTRICITY—Terms and Conditions of Supply of Electrical Energy—Amendments Issued:

B. P. Ms. (FB) No. 64

(Administrative Branch)

Dated the 23rd July 1986
Aadi 7, Akshaya,
Thiruvalluvar Aandu 2017

Read :

| | | | | | |
|-----|---------------------|------|----------|-------|-----------|
| 1: | B. P. Ms. No. | 420 | (Adm.) | dated | 1-04-78; |
| 2: | " | 1104 | " | " | 15-07-78. |
| 3: | " | 128 | " | " | 25-01-79. |
| 4: | " | 501 | " | " | 19-03-79. |
| 5: | " | 903 | " | " | 25-05-79. |
| 6: | " | 142 | " | " | 9-11-79. |
| 7: | " | 172 | " | " | 13-12-79. |
| 8: | " | 131 | (Techl.) | " | 13-12-79. |
| 9: | " | 206 | (Adm.) | " | 27-12-79. |
| 10: | " | 407 | " | " | 16-06-81. |
| 11: | " | 601 | " | " | 21-10-82. |
| 12: | " | 377 | " | " | 14-06-82. |
| 13: | " | 379 | " | " | 18-06-82. |
| 14: | " | 405 | (Sectt.) | " | 3-08-82. |
| 15: | " | 2 | (Adm.) | " | 19-1-83. |
| 16: | B.P. Ms. (CH) No. | 86 | " | " | 26-02-83 |
| 17: | " | 224 | " | " | 5-4-83. |
| 18: | " | 235 | " | " | 7-04-83. |
| 19: | " | 254 | " | " | 9-04-83. |
| 20: | B.P. Ms. (FB) No. | 81 | (Sectt.) | " | 11-7-83. |
| 21: | " | 183 | (Techl.) | " | 22-9-83. |
| 22: | " | 7 | (Accts) | " | 24-11-83. |
| 23: | " | 1 | " | " | 15-2-84. |
| 24: | " | 41 | (Sectt.) | " | 9-5-84. |
| 25: | " | 77 | (Adm.) | " | 13-7-84. |
| 26: | " | 106 | " | " | 24-9-84. |
| 27: | " | 112 | " | " | 9-10-84. |
| 28: | " | 116 | " | " | 16-10-84. |
| 29: | B.P. Ms. (CH) No. | 294 | " | " | 18-5-85. |
| 30: | B. P. Ms. (FB.) No. | 41 | " | " | 20-05-85. |
| 31: | " | 73 | " | " | 31-08-85. |
| 32: | " | 80 | " | " | 30-09-85. |
| 33: | " | 81 | " | " | 3-10-85. |
| 34: | " | 112 | " | " | 31-12-85. |
| 35: | " | 4 | " | " | 20-1-86. |
| 36: | B.P. Ms. (CH) No. | 152 | " | " | 12-03-86. |
| 37: | B.P. Ms. (FB) No. | 36 | " | " | 29-04-86. |
| 38: | " | 49 | " | " | 13-6-86: |

Proceedings :

In exercise of the powers conferred by Section 49 of the Electricity (Supply) Act, 1948 (Central Act LIV of 1948), the Tamil Nadu Electricity Board hereby makes the following amendments to the

Terms and Conditions of Supply of Electrical Energy issued in B. P. Ms. No. 780. dt. 21—6—77 and published in the supplement to Part—VI Section 3 (b) of the Tamil Nadu Government Gazette dated the 3rd August, 1977.

2. The amendments hereby made shall come into force with immediate effect.

Amendments

(1) For Sub-Clause (c) (i), (c) (ii) of Clause 20 of the Terms and Conditions of Supply, the following sub-clauses shall be substituted :

20 (c) (i) :

Readings of meter or meters will be taken by the employees of the Board once in each month or at such other intervals or times it shall think expedient and such employees shall have access to the consumer's premises at all reasonable times for the purpose of such readings. The readings of each meter shall be entered by such employee in a Card to be attached to such meter which shall be open to the inspection of the consumer. Payment for energy supply shall be made by the consumer according to the readings referred to above of such meter and on delivery of a bill therefor by the Board in the case of High Tension consumers and incorporation of current consumption charges by the Board in the white meter card of the Low Tension consumers.

20 (c) (ii) :

When a Low Tension consumer leaves his installation connected to the Board main but locks up the meter or otherwise make it inaccessible for reading by employees of the Board, for the first month of such inaccessibility, the consumer will be charged provisionally on the basis of the amount charged in the previous month. If in the next month the meter is accessible for reading, the consumer will be charged for the actual consumption less the already charged subject to the monthly minimum for both the months being satisfied. If, on the other hand, the meter remains in-accessible in the second month also, the consumer will be served with a 24 hours notice (Section 20 of the Indian Electricity Act, 1910) to open his premises for reading of the meter by any employee of the Board at a fixed time and date. If the meter is now made available for reading, the consumer will be charged the actual consumption less the provisional amount charged and paid for the first month of inaccessibility, subject to monthly minimum for both the months. If the meter remains inaccessible even after 24 hours notice, the supply to the premises will be disconnected and for that month also provisional amount as in the case of previous month will be charged. If the meter is made accessible subsequent to the disconnection for purposes of reading the meter and settling accounts or for reconnection of the service as the case may be, the consumer will be charged the actual consumption less the two provisional amounts levied or paid for the two months of inaccessibility. If the consumer applies for reconnection, fees will be collected as per Rules.

(2) For sub-clause (a) and (b) of Clause 30 of the Terms and Conditions of Supply, the following sub-clauses shall be substituted:

30 (a) : High Tension :

In the case of High Tension Services, the Board shall as far as possible within 15 days after the expiration of each calendar month cause to be delivered to every consumer a bill of charges, stating the amount payable by the consumer in connection with supply of energy by the Board.

Low Tension :

In the case of Low Tension services except Agricultural consumers and Hut services, meter readings shall be taken in two cycles, the first cycle from 1st to 15th and the second cycle from 16th to the last day of each month and the consumers shall be grouped in any one of the cycles. The meter reading shall be taken in the lower multiple of 5 units. After meter reading, the particulars relating to the consumption of energy charges shall be incorporated in the White Meter Card available with the consumer.

The amount payable shall be rounded off as indicated in Part-III of the Schedule to these Terms and Conditions of Supply.

30 (b) :

Bills rendered to the High Tension consumers and the charges incorporated in the White Meter Cards of the Low Tension consumers shall be paid as stipulated in Part-III of the Schedule to these Terms and Conditions of Supply and are subject to surcharge or interest as the case may be in the case of delayed payment as stipulated therein.

(3) In part-III of Schedule to the Terms and Conditions of Supply for paras 3 and (4) and sub-para of Para 4, the following shall be substituted :

Part-III of the Schedule to the Terms and Conditions of Supply.

Para-3 :

Total of current consumption charges and other miscellaneous charges etc. in the case of Low Tension shall be rounded off to the nearest ten paise. Below 5 paise in the integer in total shall be eliminated and containing 5 paise and more shall be rounded off to the next nearest ten paise. In respect of High Tension supply, the bills shall be rounded off to the next higher rupee.

Para 4 :

All High Tension bills, including those on account of miscellaneous charges, are to be paid within 8 days from the date of the bill. Bills not paid by the H.T. consumers within the time stipulated will be subjected to a surcharge at 2% per mensem calculated with reference to the number of days delayed from the due date, subject to a minimum of Re. 1/-. The High Tension consumer shall pay all the bills either by cash/money order or by Demand Draft on local banks only. High Tension consumers may also pay their bills by cheques drawn on the banks at the same place as the Headquarters of the Superintending Engineers. In case the cheque is dishonoured for any reason whatsoever, such High Tension consumer will be required to pay the High Tension bills only by cash or by demand draft.

In the case of Low Tension consumers, cheque payment will be permitted provided the cheque is drawn on a Bank where the Section Office is functioning or where the Section Office is having its Bank account. However, in the case of Local Bodies, they may issue cheques on the Banks situated in the place of their office.

Sub-Para of Para 4 :

(i) The Low Tension consumers, except Agricultural consumers and Hut services, of the first cycle mentioned in Clause 30 (a) herein shall pay the current consumption charges upto and inclusive of the 23rd of the month in all months except February. The consumers of the first cycle shall pay their current consumption charges upto and inclusive of 21st in the month of February. The Low Tension consumers, except Agricultural consumers and Hut services, of the second cycle mentioned in Clause 30 (a) herein shall pay the current consumption charges upto and inclusive of 8th of the succeeding month.

(ii) In the case of Low Tension consumers who do not pay their current consumption charges as indicated in (i) above, the period beyond the 23rd of the month in all the months except February and beyond 21st in the month of February upto the end of the month for the first cycle and the period beyond 8th of the succeeding month upto the 15th of the month for the second cycle, will be the period of Notice for disconnecting the services for default in paying their current consumption charges. Payments will also be accepted during the notice period. If the last day included in the Notice period happen to be a holiday, then the period of Notice will get extended and the last day for payment to avoid disconnection will be the next working day.

(iii) The Electricity supply to such consumers as indicated in (ii) above will be disconnected after the expiry of the Notice period.

(iv) In the case of Agricultural consumers, assessment for the charges to be paid by the consumers shall be incorporated in their White Meter Card once in six months viz. in the months of June/July and in the months of December/January. The charges in respect of Agricultural consumers shall be paid in the month of August for the assessments made in June/July and in the month of February for the assessments made in December/January. The last date for payment of these charges shall be regulated as per para (i) above depending on the cycle to which the service is allocated and the Notice and also the disconnection will be with reference to the stipulations contained in Paras (i), (ii) and (iii) above.

The interest on the delayed payment in the case of L.T. consumers will be calculated only from the date of expiration of the notice period. The interest will be charged at 18% per annum or 1½% per month, subject to a minimum of Re. 1/-.

(By Order of the Board)

B. Vijayaraghavan,
Chairman,

ELECTRICITY—Terms and Conditions of Supply of Electrical Energy—Deletion of Clause 24 (j) of the Terms and Conditions of Supply—approved.

B. P. Ms. (FB) No. 66

(Administrative Branch)

Dated 26—7—86
Aadi 10, Akshaya,
Thiruvalluvar Aandu 2017.

Read :

| | | | | | |
|-----|-------------------|------|----------|-------|----------|
| 1. | B.P. Ms. No: | 420 | (Adm.) | dated | 1—4—78 |
| 2. | " | 1104 | " | " | 15—7—78 |
| 3. | " | 128 | " | " | 25—1—79 |
| 4. | " | 501 | " | " | 19—3—79 |
| 5. | " | 903 | " | " | 25—5—79 |
| 6. | " | 142 | " | " | 9—11—79 |
| 7. | " | 172 | " | " | 13—12—79 |
| 8. | " | 131 | (Techl.) | " | 13—12—79 |
| 9. | " | 208 | (Adm.) | " | 27—12—79 |
| 10. | " | 407 | " | " | 16—6—81 |
| 11. | " | 601 | " | " | 21—10—82 |
| 12. | " | 377 | " | " | 14—6—82 |
| 13. | " | 379 | " | " | 15—6—82 |
| 14. | " | 401 | (Sectt.) | " | 3—8—82 |
| 15. | " | 2 | (Adm.) | " | 19—1—83 |
| 16. | B.P. Ms. (CH) No. | 86 | " | " | 26—2—83 |
| 17. | " | 224 | " | " | 5—4—83 |
| 18. | " | 235 | " | " | 7—4—83 |
| 19. | " | 254 | " | " | 9—4—83 |
| 20. | B.P. Ms. (FB) No. | 81 | (Sectt.) | " | 11—7—83 |
| 21. | " | 183 | (Techl.) | " | 22—9—83 |
| 22. | " | 7 | (Accts.) | " | 24—11—83 |
| 23. | " | 1 | " | " | 15—2—84 |
| 24. | " | 41 | (Sectt.) | " | 9—5—84 |
| 25. | " | 77 | (Adm.) | " | 13—7—84 |
| 26. | " | 106 | " | " | 24—9—84 |
| 27. | " | 112 | " | " | 9—10—84 |
| 28. | " | 116 | " | " | 16—10—84 |
| 29. | B.P. Ms. (CH) No. | 294 | " | " | 18—5—85 |
| 30. | B.P. Ms. (FB) No. | 41 | " | " | 20—5—85 |
| 31. | " | 73 | " | " | 31—8—85 |
| 32. | " | 80 | " | " | 30—9—85 |
| 33. | " | 81 | " | " | 3—10—85 |
| 34. | " | 112 | " | " | 31—12—85 |
| 35. | " | 4 | " | " | 20—1—86 |
| 36. | B.P. Ms. (CH) No. | 152 | " | " | 12—3—86 |
| 37. | B.P. Ms. (FB) No. | 36 | " | " | 29—4—86 |
| 38. | " | 49 | " | " | 13—6—86 |
| 39. | " | 64 | " | " | 23—7—86 |

Proceedings :

In exercise of the powers conferred by Section 49 of the Electricity (Supply) Act, 1948 (Central Act LIV of 1948), the Tamil Nadu Electricity Board hereby makes the following amendment to the Terms and Conditions of supply of Electrical Energy issued in B.P. Ms. No. 780, dt. 21—6—77 and published in the supplement to Part—VI Section 3 (b) of Tamil Nadu Government Gazette dated the 3rd August, 1977.

2: The amendment hereby made shall come into force with immediate effect.

Amendment

The existing sub-clause (j) under Clause 24 of the Terms and Conditions of Supply shall be omitted.

(By Order of the Board)

B. Vijayaraghavan,
Chairman.

ELECTRICITY—Terms and Conditions of Supply of Electrical Energy—Amendment to Clause 30 (d) of the Terms and Conditions of Supply—Approved.

B.P. Ms. (F.B.) No. 67

(Administrative Branch)

Dated the 26th July 1986,
Aadi 10 Akshaya,
Thiruvalluvar Aandu 2017:
Read :

| | | | | | |
|-----|-------------------|------|----------|-------|----------|
| 1. | B.P. Ms. No. | 420 | (Adm.) | dated | 1—4—78 |
| 2. | " | 1104 | " | " | 15—7—78 |
| 3. | " | 128 | " | " | 25—1—79 |
| 4. | " | 501 | " | " | 19—3—79 |
| 5. | " | 903 | " | " | 25—5—79 |
| 6. | " | 142 | " | " | 9—11—79 |
| 7. | " | 172 | " | " | 13—12—79 |
| 8. | " | 131 | (Techl.) | " | 13—12—79 |
| 9. | " | 206 | (Adm.) | " | 27—12—79 |
| 10. | " | 407 | " | " | 16—6—81 |
| 11. | " | 601 | " | " | 21—10—82 |
| 12. | " | 377 | " | " | 14—6—82 |
| 13. | " | 379 | " | " | 15—6—82 |
| 14. | " | 401 | (Sectt.) | " | 3—8—82 |
| 15. | " | 2 | (Adm.) | " | 19—1—83 |
| 16. | B.P. Ms. (CH) No. | 86 | " | " | 26—2—83 |
| 17. | " | 224 | " | " | 5—4—83 |
| 18. | " | 235 | " | " | 7—4—83 |
| 19. | " | 254 | " | " | 9—4—83 |
| 20. | B.P. Ms. (FB) No. | 81 | (Sectt.) | " | 11—7—83 |
| 21. | " | 183 | (Techl.) | " | 22—9—83 |
| 22. | " | 7 | (Accts.) | " | 24—11—83 |
| 23. | " | 1 | " | " | 15—2—84 |
| 24. | " | 41 | (Sectt.) | " | 9—5—84 |
| 25. | " | 77 | (Adm.) | " | 13—7—84 |
| 26. | " | 106 | " | " | 24—9—84 |
| 27. | " | 112 | " | " | 9—10—84 |
| 28. | " | 116 | " | " | 16—10—84 |
| 29. | B.P. Ms. (CH) No. | 294 | " | " | 18—5—85 |
| 30. | B.P. Ms. (FB) No. | 41 | " | " | 20—5—85 |
| 31. | " | 73 | " | " | 31—8—85 |
| 32. | " | 80 | " | " | 30—9—85 |
| 33. | " | 81 | " | " | 3—10—85 |
| 34. | " | 112 | " | " | 31—12—85 |
| 35. | " | 4 | " | " | 20—1—86 |
| 36. | B.P. Ms. (CH) No. | 152 | " | " | 12—3—86 |
| 37. | B.P. Ms. (FB) No. | 36 | " | " | 29—4—86 |
| 38. | " | 49 | " | " | 13—6—86 |
| 39. | " | 64 | " | " | 23—7—86 |
| 40. | " | 66 | " | " | 26—7—86 |

Proceedings :

In exercise of the powers conferred by Section 49 of the Electricity (Supply) Act, 1948 (Central Act LIV of 1948), the Tamil Nadu Electricity Board hereby makes the following amendment to the Terms and Conditions of Supply of Electrical Energy issued in B.P. Ms. 780, dt. 21—6—77 and published in the supplement to Part—VI Section 3 (b) of Tamil Nadu Government Gazette dated the 3rd August, 1977:

2. The amendment hereby made shall come into force with immediate effect.

Amendment

The proviso appearing in Sub-clause (d) of Clause 30 (viz.) "provided at that time such claims were not barred by limitation under the law in force" shall be omitted;

(By Order of the Board)

B. Vijayaraghavan,
Chairman.

Circular Memo. No 26756/VC7/86-1 (Secretariat Branch) Dated 22-7-86.

Sub : Electricity—Making meters pilfer proof—Instructions Issued.

Energy thefts are detected in large numbers by the Anti Power Theft Squad where the modus coperandi is seen to be by tampering the 'Meter Relay Test' seals of the meter, removing the genuine 'Meter Relay Test' seals, tampering the sealing lead and sealing wire in such a way that the 'Meter Relay Test' seals could be removed and put back at will of the consumer. Tampering with the terminal cover seals is also noticed by the Anti Power Theft Squad in several cases. The biggest menace facing the Board is prevalence of bogus 'Meter Relay Test' seals and this has to be effectively rooted out.

2. The Industrial Engineering Cell during 1978 had evolved a tamper proof metering arrangement and had come out with a suggestion to install meters and cut outs in two separate compartments. (This is in effect a modified 'B' type box arrangement). In one compartment, only the meter is housed and after connections are made, the door is bolted and sealed. A see through window is provided for meter reading purpose without the necessity of opening the door. In the other compartment, the cut outs are fixed and a door has been provided with a locking and sealing system to enable fuse renewals. The compartment housing the meter and cutouts should be sealed by the Section Officer. The arrangement will curtail theft of energy to a very great extent.

3. These two compartment boxes can be easily fabricated either in the Board's Workshops or by private workshops and can be used in all industrial services, particularly in services where the connected load is over 20 HP. Among the industries that have come to adverse notice so far, the principal categories are Ice factories, Rice Mills, Oil Mills, Plastic Industries, General Engineering Workshops, Biscuit Factories, Steel Rolling Mills, Sago factories etc. To start with, about 100—150 suspected industrial services in the above categories may be provided with the above metering arrangement in each system and similar arrangement can be subsequently extended in a phased manner, to other services of 20 HP and above.

4. A drawing of the above double compartment type box is enclosed. Metering arrangements with the double compartment box may be provided for 100—150 selected L. T. Industrial services in each system before 31-12-86 and a monthly report may be sent to the respective Regional Chief Engineers. Monthly reports on the progress in this regard along with a list of services may also be sent to the Superintending Engineer, Anti Power Theft Squad/Madras and Superintending Engineer, Industrial Energy Management Cell, Madras.

B: Vijayaraghavan,
Chairman,

Ch's Memo. No. SE/IEMC/EPS/A3/R&C/D. 51/86 (Technical Branch)) dt. 26—7—86

Sub : Electricity—Provision of separate feeder to H.T. & L.T. consumers at their request —regarding.

Ref : Memo. No. SE/IEMC/EPS/A2/R&C/D. 231/84. dated 21—1—84.

In the Memo. cited, instructions have been issued for the provision of separate feeder/4th wire at consumer's cost.

It is seen that there has been a presumption that the above Memo. covers separate feeder/4th wire right from the Sub-Station only and not link lines/jumper changing tapped off from urban/Industrial feeder. The intention of the Memo. is to afford continuous supply to H.T./L.T. consumers of the rural feeders, at their cost.

Hence, the Regional Chief Engineers/Distribution/are informed that the request of the consumers for continuous three phase supply at their cost may be complied with, irrespective of the fact whether it involves erection of a separate feeder/4th wire from the S.S. or link line of jumper changing to connect the services to Urban/Industrial feeder, subject to technical feasibility.

B. Vijayaraghavan
Chairman

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Ch's Circular No. CH/TA/2799/86—1, dt. 27—7—1986.

Sub : Acceptance of materials beyond the delivery period.

It has been observed in certain cases that materials ordered had been accepted beyond the delivery period without obtaining the approval of the competent authority and in some cases such materials had also been used in works. Subsequently, proposals are received for ratification of such actions. This leaves no scope for the competent authority to decide whether to accept such materials or to retender where the cost of the materials itself might have gone down due to market conditions or due to reduction of taxes etc. It is hereby ordered that no materials shall be accepted beyond the delivery period without obtaining the specific approval of the competent authority.

B. Vijayaraghavan
Chairman

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U.O. No. CH/TA/2822/86—1 dated 27—7—1986.

Sub : Insurance claims—Regarding.

At present, there is no proper follow-up action in regard to insurance claims made/yet to be made. The Chief Financial Controller will obtain every month details of claims already made, amounts settled, amount pending, etc. and also details of claims yet to be made in respect of various purchase orders and works etc. and put up a consolidated review by the 20th of every month for the perusal and orders of Chairman.

B. Vijayaraghavan
Chairman

Circular No. CH/TA/2800/86—1, Dated 27—7—1986.

Sub: Advance payment for Maintenance Contracts—Reg.

Proposals are sometimes received for advance payment for Service/Maintenance Contract for the equipments installed by various companies. In such cases where the advance payment is justified, it shall be made in two instalments i.e. one at the beginning of the contract period and the other at the middle of the contract period. Payment should not be made for one full year at a time.

B. Vijayaraghavan,
Chairman,

• • •

Specification T. 222—Supply of 12 Nos. 110 KV Potential Transformers by M/s. System Controls and Transformers (P) Limited, Ghaziabad—Producing Fake Type Test Certificate—Approval to desist from placing orders for a period of 10 years Accorded—orders issued.

B. P. Ms. (FB) No. 308

(Technical Branch)

Dated 29—7—1986.
Aadi 13, Akshaya,
Thiruvalluvar Aandu 2017

Read:

Minutes of the 508th meeting of the Tamil Nadu Electricity Board
held on 22—7—86 (Item No. 7).

Proceedings:

The Tamil Nadu Electricity Board has approved the proposal to desist from placing orders, for a period of 10 years, on M/s. System Controls and Transformers (Pvt.) Limited, Ghaziabad C-15, Industrial Area, Site No: 3, Meerut Road, Ghaziabad-201003 (U.P.) in view of the un-ethical performance against contract to Specification T. 222.

(By Order of the Board)

K. Krishnaswamy Rao,
Chief Engineer,
Transmission & Grid Operation

• • •

Circular Memo. No. SE/Plg./1833/DB/84—8, (Technical Branch) dated 30—7—1986.

Sub: Registers to be maintained in a O & M Section.

Ref: D. O. Lr. No. 221/IEC/78-24 dt: 15—12—1978.

In the D. O. letter under reference, the then Industrial Engineering Cell prescribed the registers to be maintained in a O & M Section. With the introduction of card Billing and other changes that have taken place, it has become necessary to review the registers to be maintained in O & M section now.

After analysis and examination and in supersession of earlier instructions, it is ordered that the registers as in the list enclosed shall be maintained in O & M section.

M. P. Anthiah,
Member (Distribution)

Encl :

LIST OF REGISTERS TO BE MAINTAINED AT SECTION OFFICE

1. Application Register
2. Register of Schemes sent up and sanctioned estimate including improvements.
3. Readiness Register.
4. New Service connection Register.
5. Service Connection Register.
6. Register of H.T. Services.
7. Register of Services without meters.
8. Instalment Payment Register.
9. Job allocation Register.
10. Register of disconnection and reconnection of Services.
11. Register of disconnected services.
12. Register of services inspected and rectification.
13. Transformer maintenance register.
14. Register of pre-monsoon inspection.
15. Fuse-off call register.
16. Street Light register.
17. Tools and Plant register.
18. Requirement of materials.
19. Work order register.
20. Initial account register.
21. Lorry Log Book.
22. Consumables register.
23. Register of M. Books, PCBs, Requisition, Devolution, Stamped agreement, Revenue Stamp, Stationery and forms and P.R. Issue books and Books and Publications.
24. Register of survey Reports.
25. Incumbancy register.
26. Casual Leave register.
27. Leave Other than casual Leave.
28. T.A. Bill and Medical Bill register.
29. Current Register.
30. Despatch register.
31. Confidential Letters and D.O. letters.
32. Stamp account register.
33. Meter card Register.
34. Ramittance register.
35. Cheques register.
36. C.C. Bills and telephone bills.
37. Local Calls and trunk Calls.
38. Rent Register.
39. Safety classes conducted.
40. Register of Contractor Bills.
41. Attendance Register.
42. Fixed Charges register.
43. Register of apprentices.
44. Register of residential addresses of Staff.
45. Register of C.E.I.G. Inspection.
46. Register of temporary supply.
47. Register of damages to Board's Properties.
48. Telephone message.
49. Inspection register/IAS
50. Money Order register.
51. Assessment register.
52. Collection register.
53. Green meter Card watch register.
54. Meter not reading/defects register.
55. Cheques dishonoured/short Payment register.
56. Door Locked register.
57. Pro-rata wages.
58. Demand Collection, Balance register.

Memo. No. SETA/F13/St. light/D. 551/ dt. 30—7—86.

Sub: Maintenance of street light—Review of street light burning status/conversion—
Monthly returns—Reg.

- Ref: 1. M(D)'s Memo.SETA/F13/Street lights review/296 dt. 23—7—84,
2. M(D)'s Memo.No.SETA/F13/St. Light Review/178 dt. 22—4—85,
3. M(D)'s Memo.SETA/F13/St.Light/D423/85 dt. 3—9—85.
4. „ D.O.Lr.No.SETA/F13/St.Lt. Conversion/D.34/86 dt. 13—1—86.

In B.P.Ms.(Ch) No.127 (Technical Branch) dt. 10—6—86, instructions have been issued regarding handing over of street lights to the local bodies in the village and town panchayat areas with effect from 1—7—86 formulating certain guidelines therein. Also, Chairman's Circular Memo. No. MIS/1/85 dt. 20—5—85, covering management information system for distribution has come into force from 1—4—86 onwards. As per this, the street light burning status and conversion of street lights into one category have to be reported in format DI/M/113 to Monitoring Cell who will put up for Monthly review by Member (Distribution), Member (Generation) and Chairman.

Consequent to the above orders, the monitoring and reviewing of street light burning now being done by the Technical Audit Circle is dispensed forthwith. Therefore, all the Superintending Engineers, Operation & Maintenance are requested to discontinue the sending of monthly returns of street light burning status, stock position of essential street light materials and particulars of orders placed by Regional Chief Engineer/Superintending Engineer (in Formats-I, II and III) requested in the Memos. under reference 1 to 3.

In regard to conversion of the existing ordinary lamps, 1×20 W and 2×20W Fluorescent lamps to 1×40 W fluorescent lamps, the returns in MIS Format No.D1/M/113 has to be sent to the Monitoring Cell for putting up consolidated review to MD/MG/CH. The monthly return on progress of conversion hitherto sent to Technical Audit Circle as requested in the D.O. Letter cited under Ref. 4, may be dispensed with. The system Superintending Engineers should ensure the completion of conversion as per the programme already drawn up.

As already instructed, the provision of Iron clad/Tumbler switches in the street light switching locations should be completed well before handing over to the Local Bodies i.e. before 1—7—86. The Superintending Engineers/Operation and Maintenance may send the completion report on provision of switches to Superintending Engineer, Rural Electrification and Improvement (Development).

M. P. Anthiah,
Member (Distribution):

ELECTRICITY—Terms and Conditions of Supply—Extension of power supply to steel Industries having Arc Furnaces.

B.P. Ms. (FB.) No: 314

(Technical Branch)

Dated the 30th July 1986
Aadi 14, Akshaya
Thiruvalluvar Aandu 2017

Read :

1. G. O. Ms. No. 2301/PW, dt. 22—11—84.
2. Note to Board dt. 22—7—86:

Proceedings :

As per G. O. Ms. No. 2301 PW dt. 22—11—84, H.T. supply involving a sanctioned demand above 5000 KVA shall be given supply only at 33 KV if available in the area or E.H.T. voltage. For certain loads of special nature like steel plants, where because of the intermittent variations in load current on account of the use of Arc furnaces, the voltage fluctuations created by such load variations are found to be wide and these voltage fluctuations will cause disturbances to the normal functioning of other consumers connected to the same HT feeder or to the consumers connected to other H.T. feeders fed off from the same sub-station.

Hence, for H.T. supply with a sanctioned demand of 2000 KVA and above and upto 5000 KVA involving the use of Arc furnaces, it is desirable on technical grounds that supply is given at 33 KV if available or E.H.T. voltage as in the case of loads exceeding 5000 KVA. Higher the voltage, lesser will be the disturbances in voltage conditions and it will minimise the voltage fluctuations caused by the use of Arc furnaces.

There is specific provision in clause 34 (2) of the Terms and Conditions of supply stipulating that for larger loads, the Board reserves the right to supply at higher pressures according to the convenience of the Board.

After careful consideration of the matter, the Tamil Nadu Electricity Board hereby directs that the prospective consumers applying for H.T. power supply for a demand of 2000 KVA and upto 5000 KVA for establishing industries with arc furnaces shall avail power supply either at 33 KV if available in the area or at EHT voltage.

(By Order of the Board)

M. P. Anthiah,
Member (Distribution).

Memo. No. SE/MM1/DES/A3/F. 22/D. 200/86 (Technical Branch) Dated 31—7—86.

Sub : Delegation of powers to Regional Chief Engineers/Distribution for purchase of additional items of Stores—Orders—Issued.

- Ref : (1) B. P. Ms. (F.B.) No. 232, Technical Branch, dated 7—7—84.
 (2) B. P. Ms. (F.B.) No. 206, Technical Branch, dated 22—5—85.
 (3) B. P. Ms. (Ch.) No. 195 (Administrative Branch) dated 7—4—86.
 (4) B. P. Ms. (F.B.) No. 224, Technical Branch dated 23—5—86.

In the B.P. third cited, it has been ordered that six items of stores shall hereafter be purchased by Regional Chief Engineers/Distribution instead of Chief Engineer/Materials Management:

In addition to the above six items of stores, it has now been decided to delegate powers to Regional Chief Engineers/Distribution for procurement of the following additional items of stores as per Tender Regulations adopting standard specifications for the same upto 31—3—1987.

- | | |
|---|---------------------------------|
| (i) 2.65 Sq.mm single core polyethylene insulated cable. | Reserved for Local S.S.I. Units |
| (ii) 6.00 Sq.mm single core polyethylene insulated cable. | |
| (iii) 11 KV and 22 KV G. I. Pins | |
| (iv) 11 KV Disc Hardware | |
| (v) G. I. wires (Stranded and solid) | |

While procuring the above materials, the Regional Chief Engineers/Distribution shall take into account the list of firms on whom orders were placed by Head-quarters and supplies still outstanding etc. to their respective Regions. The details of firms on whom orders were placed for these materials by Headquarters and the supplies still outstanding against these orders will be furnished to the Regional Chief Engineers/Distribution separately.

The Regional Chief Engineers/Distribution may also exercise the same monetary powers as given to Chief Engineers, vide B. P. Ms. (F.B.) No. 28, Accounts Branch, dated 8—11—85 and subsequent amendments issued thereon:

In the B. P. first cited, certain items of materials have been reserved for exclusive purchase from the local S.S.I. Units. In the B. P. second cited, the Board adopted the Government Orders regarding the revised guidelines for the institutional priorities ordered, in procuring the stores required for the Government Departments/Boards/Corporations/Local Bodies etc.

The Regional Chief Engineers/Distribution are requested to follow the above guidelines while ordering the materials covered in the B.P. third cited and the additional items of stores now covered.

(By Order of the Chairman)

M. P. Anthiah
 Chief Engineer/Materials Management

Index

INDEX

Accounts :

| | |
|---|-------------|
| Balance Sheet etc., | |
| Demand collection and Balance Sheet—Preparation and furnishing to Headquarters—ins. | — 669 |
| Bank reconciliation Target : | |
| Bank reconciliation—Target for clearance of arrears—ins. | — 658 & 659 |
| Decentralisation : | |
| Decentralisation of works from Central office to Division office—further instructions on accounting | — 666 & 667 |
| Lorry Suspense Accounts : | |
| Maintenance of lorry suspense account under revenue expenses—vehicleswise—Ledger postings—discontinued—amendment to para 475 Manual—Vol. I. | — 658 & 659 |

Advances :

| | |
|--|-------------|
| Bi-cycle advance : | |
| Re-allotment of funds for 1986—87. | — 664 & 666 |
| Education Advance : | |
| Increase of Advance amount from Rs. 200/- to Rs. 300/- ordered | — 655 |
| HBA : | |
| Additional advance for completing the construction—allotment of funds. | — 663 |
| Allotment of funds for 1986—87 | — 661 |
| Allotment of funds for addl. advance for completing the constructions | — 656 |
| Allotment of funds for 1986—87 further orders | — 657 |
| Amount of Advance to be sanctioned—Inclusion of D.A. for calculation of 1/3rd amount—clarification—ins. | — 652 |
| Completion of Construction/Enlargement—granting of extension of Time limit beyond one year—amendment to Rule—orders | — 655 |
| Completion of construction/Enlargement—granting of extension of time limit—further instructions | — 656 |
| Employees who die in harness—recovery of HBA outstanding—Special F.B.F. scheme of Govt. adopted to Board | — 630 & 631 |
| Utilisation of loan sanctioned and completion of construction—certain lapses in following stipulated procedures—ins. | — 642 |

Allowances & Special Pays :

| | |
|---|-------|
| Dearness Allowance : | |
| Revised D.A. for employees covered by B.P. Ms. (FB) No. 86, S.B. dt. 24—10—85 for the quarter 1—7—86 to 30—9—86 | — 657 |
| Project Special pay and Project Allowance for the staff of Upper Amaravathy and Shanmuganadhi Projects at Udumalpet and Palani—recovery ordered | — 622 |

Allowances & Special Pays : (Contd.)**Page****Travel concession :**

Travel concession to Resident Manager, New Delhi to visit Madras—
orders — 660

Amenities :**Rest room :**

Construction of a Rest Room for Drivers at Chintadripet S.S.—
approved — 688

Bonus & Ex-Gratia Etc.

Payment of incentives to the staff engaged on Servalar H.E.P.
on the commissioning of the project — 660

Budget :

Introduction of Materials Budget—ins. — 666

Conduct Regulations :

Consumption of intoxicating drinks and drugs—detail instructions — 622 & 623
Prohibition of membership of any Communal Organisation etc.—
Regulation 20A—amended (Amendment No. 3/1986) — 634
Purchase of movable property—clarified — 619

Contract & Tender

Acceptance of materials beyond delivery period—Ch's circular — 705
Advance payment for Mtce. contracts—Ch's circular — 706
Insurance claims made/yet to be made—follow up action in every month
—Ch's ins. — 705
Revised Tender Regulations 1955—Delegation of powers to RCEs/SEs
Amendment to Table VIII and XII Amendment No. 5. — 698 & 699
Specification T. 222 approval to desist from placing orders for a
period of 10 years on M/s. System Controls & Transformers (P) Ltd,
Ghaziabad—accorded. — 706

Delegation of Powers

To. Dy. Secy. to accord permission to the Officials upto the level of
Section Officers in the Board office Sectt. Br. for delivering lectures
in the Training Institutes of the Board. — 646
To. R. C. Es./Distn. for purchase of additional items of stores. — 710
To. Various officers for sanction of Family Benefit Fund in cases of death. — 647 & 648

Deputation

Deputation of Bd's Engineers for Post Graduate course—M.E. full time
at Bd's cost—Terms and conditions—Standing orders. — 635 to 637
Deputation of Bd's Engineers to PG Courses at Bd's cost—Full time ME
courses at Anna university, Madras for the year 1986—87, orders. — 653

Disciplinary Regulations & Proceedings

தற்காலிகப் பணிநீக்கம் செய்யப்பட்ட அரசு ஊழியர்/ஒழுங்கு நடவடிக்கை
எடுக்கப்பட்ட அரசு ஊழியர்—தன் விருப்ப ஓய்வில் செல்ல அனு
மதித்தல்—தெளிவுரை. — 640
Competent authorities for initiating D.P.—Sub regulations (f) & (g) of
Regulation 8—amended. — 627 & 628
Departmental Proceedings in respect of charges figuring in criminal
prosecution—Ch's. ins — 649

| Electricity | Page |
|--|--------------|
| Consultance service | |
| Appointment of consultance Services of private agencies by Govt. Departments—Need for consulting evaluation and applied research department—G.O. communicated. | — 683 |
| EHV/HV Brakers | |
| Periodical maintenance of EHV/HV brakers and equipments in S.S. review of maintenance registers—Ch's ins. | — 692 & 693 |
| Energisation of pumpsets | |
| Energisation of Agricultural pumpsets during regarding 1986—87 | — 689 & 690 |
| Feeders : | |
| Provision of seprate feeders to H.T. & L.T, consumers at their request Ch's ins. | — 705 |
| H. T₂ services : | |
| Up keeping of records relating to H.T. services in Central and field Offices—ins. | — 691 |
| Hut Electrification : | |
| Extension of the scheme to smail houses constructed for S.Cs. & S.Ts. under NREP/RLEGP in Village Panchayats—Accounting procedure instructions. | — 693 |
| Land Acquisition : | |
| Entering upon private land without consent of land owner—Instructions of Government—communicated. | — 627 & 628 |
| Meters : | |
| Making meters pillter proof—ins | — 704 |
| Natural calamities . | |
| Measures to be taken to meet situations arising out of monsoon, floods and cyclone—reiterated. | — 688 |
| N.M.T.P.P. : | |
| N.M.T.P.P.—Clearance by Union Planning Commission. | — 689 |
| Purchase Tax : | |
| TNGT Act 1959—purchase tax when the materials procured and moved to other States—liability—clarification. | — 661 & 662 |
| Registers to be maintained in a O & M section—ins. | — 706 & 707 |
| Terms & Conditions of supply : | |
| Extension of power supply to Steel Industries having Arc Furnaces | — 709 |
| Terms and conditios of supply of Electrical Energy— Deletion of clause 24 (j)—approved | — 702 |
| Terms and conditions of supply of Electrical energy—amended | — 699 to 701 |
| Terms and conditions of supply of Electrical energy— Amendment to clause 30 (d)—approved | — 703 |
| Street Lights : | |
| Review of street lights burning status/conversion—Monthly returns | — 708 |
| Windfarm : | |
| Windfarm project expansion—Estimate for erection of 10 Nos 55 KW each wind mills at Mullakkadu—Approved | — 685 to 687 |

| Establishment : | Page |
|---|--------------|
| Abolition and renaming of posts : | |
| Abolition of SE/Technical Audit post and merger of Technical Audit with SE/IEMC and Surprise Inspection Squad with Officer on Special duty/Stores and renaming of Offices | — 650 |
| Card billing : | |
| Payment of actual expenses to the Revenue Supervisors—orders | — 638 |
| Decentralisation of works : | |
| Decentralisation of works from Central office to Division offices—further instructions on accounting | — 666 |
| Distribution of Non-technical staff : | |
| Distribution of Non-technical staff to unit offices in the technical branch—orders modified | — 623 to 625 |
| Fixation of pay : | |
| Fixation of pay on promotion—Class I & II—clarification | — 646 |
| Increments : | |
| Advance increments for special qualification—sanction after reversion to lower posts also—orders of Govt. extended to Board | — 617 & 618 |
| Interest on S.D. of the Stores Personnel : | |
| Transfer of S.D.—Entry in the L.P.C./Service Book will be sufficient to pay the interest | — 617 |
| Leave : | |
| Eligibility of leave for the directly recruited Assessors | — 632 |
| Leave salary : | |
| Payment of leave salary for short periods of leave during a month—ins. issued | — 643 & 644 |
| Nomenclature : | |
| Change of nomenclature of the construction Central sub-division under DE/Mylapore as Construction/sub-division Mylapore in MES (D)/Central | — 621 |
| Punctuality & Maintenance of movement control register etc., : | |
| Duty Officers for the Western Wing of 2nd floor and reserve duty officer for 5th floor | — 642 |
| Renaming: | |
| Renaming of Ramnad Elec. System (West) & (East) as Kamarajar Elec. System and Ramnad Elec. System respectively | — 651 |
| Recruitment : | |
| Direct recruitment—class II B.E. (M) Engg. graduates with 1st class for appointment to the post of A.E./Mech.—approved | — 627 |
| Revision of scales : | |
| Fixation of pay to Selection Grade Record clerk—clarification—modified orders issued | — 633 |
| Transfers : | |
| Request transfers—Applications from employees in the projects for transfer to plains—2 years stay—ins. | — 638 |
| Funds : | |
| Bills discounting scheme—financial assistance from Industrial Development Bank of India during 1985—86 and 1986—87 | — 670, 671 |

| Holidays | Page |
|--|-----------------|
| Holiday on 7—7—86 as a mark of respect of respect to Late Babu Jagjivan Ram. | — 620 |
| Insurance | |
| Insurance of Assets in the T.N.E.B.—Instructions: | — 668 & 669 |
| Lebour | |
| Apex level Joint Committee : | |
| 13th meeting held on 25—6—86—simplification of Centralised forms, Registers and Returns including forms for applicants and consumers —work entrusted to Thiru A. P. Kandappan, Dr. Trg., | — 634 |
| Interest for S.D. | |
| Transfer of S.D.—Entry in the L.P.C./Service Book will be sufficient to pay the Interest—Instructions: | — 617 |
| Leave | |
| Eligibility of leave for directly recruited Assessors | — 632 |
| Leave Regulations—Regulation 8—Amended | — 639 |
| Surrender of Earned leave and payment of leave salary—consolidated ins.—amendment | — 651 |
| Office Procedure | |
| Recommendations in notes | |
| Any departure from accepted conventions, Precedents etc. are to be high—lighted in the concluding para—Ch's instructions | — 645 |
| M.I.S. | |
| Common functions for certain Officers | — xxxv to xxxix |
| For Investigation Circle | — xxiii to xxxv |
| For Generation Circles (Hydro) | — i to xxii |
| Obtaining Approval of Ch. | |
| Obtaining approval of Chairman by C.E.—procedure for processing—ins: | — 626 |
| Mtce. of Registers : | |
| Registers to be maintained in a O & M section—ins: | — 706 & 707 |
| Security : | |
| Entrustment of Security works to Private Agency—Ins. | — 641 |
| Pansion & Gratuity : | |
| Extension of pensionary benefits to RWE—further accounting—ins | — 662 & 663 |
| Payment of commuted value—simplification of procedura—orders—clarified | — 644 |
| Provident Fund : | |
| G.P.F.—Balances in G.P.F. account of a Board servant compulsorily retired—Amendment to G.P.F. | — 670 |

Restriction & Control :

| | Page |
|--|--------------|
| R & C on consumption of Elec. order 1976 amended | — 684 |
| R. & C.—surrender of energy quote—reg. | — 695 to 697 |

Service Regulations :

| | |
|--|-------------|
| Drivers in Board office Sect; Branch—Classification, method of appointments, appointing authority and qualifications amended | — 618 & 619 |
| Inclusion of category of Press Superintendent—Method of appointment and qualifications—Amended | — 620 & 621 |

Suits & Writes :

| | |
|--|-------|
| Follow up action on court cases—strict adhering of guidelines—ins. | — 639 |
| Training scheme for S.Os & Superintendents in various areas of Board—clarification | — 633 |

Vehicles :

| | |
|--|--------------|
| Entrustment of body building works to Transport Engg. corporations and private body building agencies—delegation of powers—ins. | — 694 & 695 |
| Maintenance of Lorry suspense account under revenue expenses vehiclewise—Ledger postings discontinued—Amendment to para 475 Manual Vol. I. | — 658 & 659 |
| Private workshops recognised for carrying out repairs to Govt. vehicles for the year 1986—87—list communicated | — 673 to 683 |

ANNEXURE TO T.N.E.B. GAZETTE JULY 1986

Chairman's Circular Memo. No. MIS. 3/86 (Technical Branch) Dated 16-6-1986.

Sub : Management Information System—Revised Information System—
Generation Circles (Hydro)—Introduction of.

Ref : Industrial Engineering Cell D. O. Lr. No. IEC/63/80—6, dt. 3—2—1981.

1. In 1981, in the reference cited, a Management Information system (M. I. S.) evolved by the Industrial Engineering Cell of the Board was introduced. The returns prescribed therein were confined mostly to information on technical matters. This system was in vogue from that time onwards.

2. With a view to update the information system, the Board appointed vide B. P. Ms. No. 217 (Sectt. Branch) dt. 4—5—82 M/s. Tata Consultancy Services, to evolve an integrated Management Information system. In 1983 they submitted their reports. Taking into account the recommendations of the Consultants, the Management Information System was further reviewed and a comprehensive system has been evolved by the Data Bank. The Management Information System for generation circles (Hydro) and Load Despatch and Grid Operation (LD & GO) is covered in this circular.

3.1. In the proposed system all the returns pertaining to generation (i. e. other than those which concerns about personnel, Financial, Materials Management etc.) will emanate from Divisional Engineer/P. H., since Superintending Engineer/Generation cannot do any consolidation work as gathering of information and monitoring the same are to be done Power House wise. Therefore DEs/P.H., will send these returns containing technical information to Superintending Engineer/Generation with copy to Superintending Engineer L. D. & G. O.,

3.2. Based on such information received, SE/LD & GO will prepare certain reports and put up to CE/HG/CE/T & GO, M (G), M (D), and Chairman.

3.3. Another feature of this M. I. S. is that a single agency in head quarters should monitor the progress of various works and also attend to the needs of the various generation circles (Hydro) for clear cut responsibility and accountability. So the reports on requirement of materials etc., will be sent by S.E./Generation to S.E./L. D. & G. O. only. It is for the S.E./L. D. & G. O. to segregate such materials to be ordered by S.E./Materials Management and send the list to S.E./M. M. for ordering.

3.4. All important information regarding Generation, Peak reached, water levels etc. are sent by D.E./P. H. by telex message to L. D. centre, Erode who pass on the information to Load Despatch centre at Madras. It is imperative that top officials like Member (Generation), Member (Distribution) and Chairman should be kept informed, daily of the Grid position. So a return called "Daily Power Position" (GO/D/800) should be prepared by the respective TAs to MD, MG and Chairmen and put up to M (G), M (D) and Chairman based on the information received at L. D. Centre, Madras.

3.5. Generally returns should be sent in one bunch from one officer to another. So covering letters have been designed for sending these returns from one Officer to another. Such covering letters can be used advantageously only if one official sends a number of returns to another particular officer on the same date as due date. Provision of covering letters also facilitates not sending of 'NIL' and 'Not applicable' returns by marking 'NIL' or 'NA' in remarks column of the covering letter.

(ii)

3.6. Most of the returns prescribed for other functions like "Materials Management", "Stores Accounting", "Finance and Accounting" and "Personnel" are same for generation circles (Hydro) as they are for Distribution systems. However one or two returns may be specially required for generation circles (Hydro) only, for the above functions. In such cases the code Nos. will start from 50 to distinguish that these returns are special for generation circles. This point is further amplified under coding.

3.7. Monthly returns should contain information from the first date to the last date of the month. So is the case for quarterly and annual returns.

3.8. The Information system also covers reporting and reviewing of breakdown of lines and equipments. The procedure to be followed in respect of reporting this has been given in Chairman's circular No. 1(D) dt. 10-9-80 and Chairman's Circular No. 5(D) dt. 10-5-81. Reporting and reviewing formats prescribed in the booklet have been suitably dovetailed into Management Information system.

4. A list of returns that each officer has to send is given in **Annexure I**. The annexure gives the name of the returns, the officer to whom the return is to be sent and the officer to whom copies are to be marked and the due dates for sending the returns. Basis on which the return is to be compiled is indicated in Col. 7 of the annexure—I.

5. Each return is given a specific code number. Coding has been done as follows :

- (i) The first two letters are alpha numerals and it indicates the function to which the return relates to (e.g.) G.O.—Grid Operation. H.G.—Hydro Generation.
- (ii) The next character is also alpha numeric and it denotes the periodicity of the return (e.g.) M—Monthly D—Daily.
- (iii) The last three are numbers. The first digit of the number indicates the level from which the report is generated and the last two digits indicates specific number for identifying the returns. If the number starts from 50 for any return prescribed for any of the common functions like "Materials Management", "Finance and Accounting" etc. it means that the return is special for generation circles (Hydro) i.e. not prescribed for O & M and G.C.C. **Annexure—II** gives key to coding.

6. The various formats that are required in large numbers have already been printed for common functions like 'Materials Management', 'Personnel' etc. Formats for the functions 'Grid Operation' (G.O.) 'Hydro Generation' (HG) and Formats which are special for generation circle (Hydro) under the common functions are under printing. Where only limited copies are required, retooled formats, and where the format is in the form of a graph, model forms are enclosed. The fact whether the format is Printed or retooled or a graph or not printed is given in annexure—I under col. 8. The allotment of formats is in annexure—III and the same may be drawn from Stationery Stores MES/ North, 800 Anna Salai or Stationery Stores Printing Press, I.C.F. Colony, Villivakkam as the case may be as indicated in the annexure—III.

7. There is a proposal to introduce Uniform Commercial accounting. A number of changes are indicated in certain respects. Therefore the existing Information system for the following reports are retained and the reporting may be done as is being done now.

- (1) The regular and revised budget for revenue expenditure and capital expenditure.
- (2) Additions and deletions of assets and depreciation statements as per I.T. and Electricity supply Act.

8. The new system will take effect from 1st July 1986 for the common functions except Hydro generation (H.G.) Grid Operation (G.O.) and costing (CS). The date from which the M.I.S. for the above functions will come into effect will be intimated separately:

B. Vijayareghvan,
Chairman.

ANNEXURE— I**CONTENTS**

| Sl. No. | Details | Page No. |
|----------------|--|-----------------|
| 1. | Operator | iv |
| 2. | Deputy Stores Officer | iv |
| 3. | ADE/Lines | v |
| 4. | A.D. E. Maintenance | v |
| 5. | Chief Stores Officer | v |
| 6. | Divisional Engineer/Power House | vi |
| 7. | Stock verifier | ix |
| 8. | Dispensary incharge | ix |
| 9. | ADE/GRT | ix |
| 10. | DE/GRT | ix |
| 11. | Asst. Accounts Officer (Generation Circle) | ix |
| 12. | Accounts Officer (Generation Circle) | x |
| 13. | Technical Assistant (MM) | x |
| 14. | Superintending Engineer/Generation | x |
| 15. | Superintending Engineer/LD & GO | xiv |
| 16. | Superintending Engineer/P & C | xvi |
| 17. | Superintending Engineer/Planning | xvi |
| 18. | Superintending Engineer/M.M. | xvli |
| 19. | Assistant Divisional Engineer/Training | xvii |
| 20. | Financial Controller—Purchase | xvii |
| 21. | Financial Controller—Finance | xvii |
| 22. | Chief Financial Controller | xvii |
| 23. | Chief Internal Audit Officer | xviii |
| 24. | Technical Assistant to M(D) | xviii |
| 25. | Technical Assistant to M(G) | xviii |
| 26. | Technical Assistant to Chairman | xviii |
| 27. | Chief Engineer/Hydro Generation | xviii |
| 28. | Chief Engineer/Personnel | xix |
| 29. | IGP/Vigilance | xix |
| 30. | Monitoring Cell | xix |

OPERATOR (POWER HOUSE)

| Sl. No. | Code No. | Title of the Returns | To whom | Copy to | Due Date | Basis | Printed (P) Roneed (R) Graph (G) Not Printed (NP) |
|---------|----------|----------------------|---------|---------|----------|-------|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |

| | | | | | | | |
|----|----------|--|-------|--|---|---------|---|
| 1. | DI/O/009 | Tripping Message (66, and 110 KV Radial Feeders) | DE/PH | ADE/GRT SE/G | O | Arising | NP (As per Ch.'s Circular No.1 (D) dt. 10-9-1980 Annexure VIII) |
| 2. | DI/O/010 | Tripping Message (66, 110 & 230 KV Grid Feeders) | DE/PH | SE/G, CE/HG SE/LD & GO DE/GRT | O | " | NP (As per Ch.'s circular No.1 (D) dt. 10-9-1980 Annexure VIII) |

DEPUTY STORES OFFICER

| | | | | | | | |
|-----|----------|---|------|------|-----------|---------|---|
| 1. | LR/M/050 | List of returns DSO to CSO | CSO | | 3rd | Arising | P |
| 2. | LR/M/051 | List of Returns DSO/ADE/Lines/Mtce. to SE/G. | SE/G | | " | " | P |
| 3. | FA/M/108 | Review of Performance of Vehicles | CSO | | " | " | P |
| 4. | FA/M/002 | Monitoring of Bills | CSO | | " | " | P |
| 5. | MM/M/001 | Performance at a glance (DSO, CSO) | CSO | | " | " | P |
| 6. | MM/M/002 | Storewise stock Status of materials | CSO | | " | " | P |
| 7. | MM/M/003 | Shortages and rejections in materials supplies | CSO | | " | " | P |
| 8. | MM/M/004 | Progress in replacement/rectification of defective supplies | CSO | | " | " | P |
| 9. | MM/Q/005 | Storewise Materials movement | CSO | | " | " | P |
| 10. | MM/M/006 | Storewise discrepancies observed in stock-verification | CSO | | " | " | P |
| 11. | MM/M/007 | Storewise Progress in stock verification | CSO | SE/G | " | " | P |
| 12. | MM/M/008 | Receipt and consumption of cement | CSO | SE/G | " | " | P |
| 13. | MM/M/009 | Stock Status of Iron and Steel | CSO | | " | " | P |
| 14. | SA/M/001 | Tools and Plant | SE/G | | " | " | P |
| 15. | PE/Y/100 | No. of employees as on 31-3 | CSO | | 3rd April | " | P |
| 16. | PE/M/101 | Vacant Posts | CSO | | 3rd | " | P |
| 17. | PE/M/104 | Accidents | CSO | | " | " | P |

ASSISTANT DIVISIONAL ENGINEER (LINES)

| | | | | | | |
|-----|----------|---|-------|-----------|---------|--|
| 1. | LR/M/150 | List or returns ADE/Lines Maintenance to DE/PH | DE/PH | 6th | Arising | P |
| 2. | LR/M/051 | List of returns DSO, ADE/Lines, maintenance to SE/G | SE/G | " | " | P |
| 3. | DI/O/118 | Report on Break Down of 33, 66, 110 & 230 KV Lines | DE/PH | O | " | N.P. (as per Ch's circular 1 (D) dt. 10-9-1980 Annexure V) |
| 4. | FA/M/106 | Closing of work orders | DE/PH | 6th | " | P |
| 5. | FA/M/107 | Regularisation of Token work orders | DE/PH | " | " | P |
| 6. | FA/M/108 | Review of performance of vehicles | DE/PH | " | " | P |
| 7. | SA/M/001 | Tools & Plant | SE/G | " | " | P |
| 8. | PE/Y/100 | No. of Employees as on 31-3 | DE/PH | 6th April | " | P |
| 9. | PE/M/101 | Vacant Posts | DE/PH | 6th | " | P |
| 10. | PE/M/102 | Disciplinary Proceedings Taken | DE/PH | " | " | P |
| 11. | PE/M/104 | Accidents | DE/PH | " | " | P |

ASSISTANT DIVISIONAL ENGINEER (MAINTENANCE)

| | | | | | | |
|-----|----------|--|-------|-----------|---------|---|
| 1. | LR/M/150 | List of returns ADE/Lines, mtce. to DE/PH | DE/PH | 6th | Arising | P |
| 2. | LR/M/051 | List of returns DSO, ADE/Lines, mtce. to SE/G. | SE/G | " | " | " |
| 3. | FA/M/106 | Closing of work orders | DE/PH | " | " | " |
| 4. | FA/M/107 | Regularisation of token work orders; | DE/PH | " | " | " |
| 5. | FA/M/108 | Review of Performance of vehicles. | DE/PH | " | " | " |
| 6. | SA/M/001 | Tools and Plant | SE/G | " | " | " |
| 7. | PE/Y/100 | No. of employees as on 31.3 | DE/PH | 6th April | Arising | P |
| 8. | PE/M/101 | Vacant posts | DE/PH | 6th | " | " |
| 9. | PE/M/102 | Disciplinary proceedings taken | DE/PH | " | " | " |
| 10. | PE/M/104 | Accidents | DE/PH | 6th | Arising | P |

CHIEF STORES OFFICER

| | | | | | | |
|----|----------|-------------------------------------|------|-----|----------------|---|
| 1. | LR/M/151 | List of Returns CSO to SE/G. | SE/G | 6th | Arising | P |
| 2. | DI/M/123 | Theft of Conductor and materials. | SE/G | 6th | Arising | P |
| 3. | FA/M/108 | Review of Performance of vehicles. | SE/G | 6th | FA/M/108 (DSO) | P |
| 4. | FA/M/002 | Monitoring of bills | SE/G | 6th | FA/M/002 (DSO) | P |
| 5. | MM/M/001 | Performance at a glance (DSO, CSO). | SE/G | 6th | MM/M/001 (DSO) | P |

| Sl. No. | Code No. | Title of the Returns | To whom sent | Copy to | Due Date | Basis | Printed (P) Reread (R) Graph (G) Not printed (NP) |
|-----------------------------------|----------|--|--------------|------------|--------------|---------------------|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 6. | MM/M/002 | Storewise stock status of materials. | SE/G | | 6th | MM/M/002 (DSO) | P |
| 7. | MM/Y/150 | Consolidated annual requirement of special spares. | SE/G | | 6th May | MM/Y/250 (DE/PH) | P |
| 8. | MM/M/003 | Shortages and rejections in materials supplies | SE/G | | 6th | MM/M/003 (DSO) | P |
| 9. | MM/M/004 | Progress in replacement / rectification of defective supplies | SE/G | | 6th | MM/M/004 (DSO) | P |
| 10. | MM/Q/101 | Agewise Analysis of non-moving materials | SE/G | | 6th | MM/Q/005 (DSO) | P |
| 11. | MM/Q/102 | Obsolete and non-moving stock report | SE/G | | 6th | MM/Q/101 (CSO) | P |
| 12. | MM/Q/103 | Non-moving surplus/obsolete materials, disposed of by tender sale. | SE/G | | 6th | Arising | P |
| 13. | MM/Y/151 | Estimation of Annual Net requirement of consumables. | SE/G | | 6th Feb. | MM/Y/251 (DE/PH) | P |
| 14. | MM/M/008 | Receipt and consumption of cement | SE/G | | 6th | MM/M/008 (DSO) | P |
| 15. | MM/M/009 | Stock status of iron and steel | SE/G | | 6th | MM/M/009 (DSO) | P |
| 16. | SA/M/001 | Tools and Plant | SE/G | | 6th | Arising | P |
| 17. | PE/Y/100 | No. of employees as on 31—3 | SE/G | | 6th April | PE/Y/100 (DSO) | P |
| 18. | PE/M/101 | Vacant Posts | SE/G | | 6th | PE/M/101 (DSO) | P |
| 19. | PE/M/102 | Disciplinary Proceedings taken | SE/G | | 6th | Arising | P |
| 20. | PE/M/104 | Accidents | SE/G | | 6th | PE/M/104 (DSO) | P |
| DIVISIONAL ENGINEER (POWER HOUSE) | | | | | | | |
| 1. | LR/M/250 | List of returns (Technical) DE/PH to SE/G | SE/G | | 3rd | Arising | P |
| 2. | LR/M/251 | List of returns (Technical) DE/PH to SE/LD & GO.,. | SE/LD & GO | | 3rd | Arising | P |
| 3. | LR/M/252 | List of returns (Non-Technical DE/PH to SE/G. | SE/G | | 10th | Arising | P |
| 4. | HG/D/200 | Daily particulars (Hydro) (Telex Message) | SE/G | SE/LD & GO | | Morning Arising | NP (Telex) |

| | | | | | | | |
|-----|----------|---|------|-------------------------------|-----|-----------------------|---|
| 5. | HG/M/201 | Generation, Maintenance Works and outages (Power House wise) | SE/G | SE/LD & GO | 3rd | Arising | P |
| 6. | HG/M/202 | Water Report of Reservoir | SE/G | SE/LD & GO, SE/ Investigation | 3rd | Arising | P |
| 7. | HG/O/203 | Break-down of Equipment (Generation) (Hydro) | SE/G | SE/LD & GO | O | Arising | P |
| 8. | DI/O/118 | Report on Break-down of 33, 66, 110 & 230 KV Lines. | SE/G | | O | DI/O/118 (ADE/ Lines) | NP (As per Chairman's circular No. 1 (D) dt. 10-9-80 Annexure V). |
| 9. | DI/Q/131 | Load Record statement | SE/G | | 3rd | Arising | P |
| 10. | DI/Q/132 | Power Transformers & | SE/G | | 3rd | Arising | P |
| 11. | DI/Q/133 | Maximum and Minimum Voltages recorded in Sub-Station | SE/G | | 3rd | Arising | P |
| 12. | DI/Q/134 | Peak Load on current Transformers. | SE/G | | 3rd | Arising | P |
| 13. | DI/Y/139 | Annual Status of Current transformers in service make war | SE/G | | 3rd | Arising | P |
| 14. | DI/Y/140 | Annual status of Potential transformers in service make war | " | | " | " | P |
| 15. | DI/Y/141 | Annual status of circuit breakers in service make war | " | | " | " | P |
| 16. | DI/O/203 | Preliminary report on failure of power Transformers (By telephone, telex message) | " | | O | " | *Annexure V |
| 17. | DI/O/204 | Report on failure of Power transformers | " | | " | " | *Annexure VI |
| 18. | DI/O/205 | Report on failure of OCB, CT, PT., | " | | " | " | *Annexure X |
| 19. | HG/Q/204 | Examination of Haulage rope of winch | " | | 3rd | " | P |
| 20. | HG/Q/205 | Examination of runner for Francis Turbine | " | | " | " | P |
| 21. | HG/Q/206 | Examination of runner for Pelton wheel turbine | " | | " | " | P |
| 22. | HG/M/207 | Progress of overhaul works | " | | " | " | P |
| 23. | HG/M/208 | Progress of Overhaul works (consolidated) (Power house wise) | " | SE/LD & GO | " | " | P |
| 24. | HG/M/209 | Maintenance work progress report (Power House wise) | " | | " | " | P |

* NP [As per Ch.'s Circular No. 5 (D) dt. 10-5-81]

| Sl. No. | Code No. | Title of the Returns | To whom sent | Copy to | Due Date | Basis | Printed (P) Revised (R) Graph (G) Not Printed (NP) |
|---------|----------|--|--------------|---------|------------|----------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 25. | HG/M/210 | Execution of betterment works | S.E./G. | | 3rd | Arising | P |
| 26. | HG/Q/211 | Betterment Proposals | " | | " | " | P |
| 27. | DI/M/123 | Theft of conductor and materials | " | | " | " | P |
| 28. | CS/M/250 | Operating cost report (Hydro) Power House wise | " | | " | " | P |
| 29. | CS/M/251 | Maintenance cost report (Hydro) P. H. wise | " | | " | " | P |
| 30. | CS/M/252 | Fixed cost report (Hydro) P. H. wise | " | | " | " | P |
| 31. | CS/M/253 | Generation cost report (Hydro) P. H. wise | " | | " | " | P |
| 32. | FA/Y/250 | Projected generation and requirement of resources (Hydro) (Power house wise) | " | | 10th Aug. | " | P |
| 33. | FA/Y/251 | Capital works to be executed during the year (Hydro) | " | | " | " | P |
| 34. | FA/Y/252 | Projected requirement of resources for the year—capital (Hydro) | " | | " | " | P |
| 35. | FA/M/106 | Closing of work orders | " | | 10th | FA/M/106 (ADE/Lines Mtce.) | P |
| 36. | FA/M/107 | Regularisation of token workorders | " | | " | FA/M/107 (ADE/Lines Mtce.) | P |
| 37. | FA/M/108 | Review of performance of Vehicles | " | | " | FA/M/108 (ADE/Lines Mtce.) | P |
| 38. | MM/Y/250 | Estimation of total annual requirement of special spares | CSO | ADE/MM | 10th April | Arising | P |
| 39. | MM/Y/251 | Estimation of annual gross requirement of consumables | " | | 10th Jan. | " | P |
| 40. | SA/M/001 | Tools and Plant | SE/G | | 10th | " | P |
| 41. | PE/Y/100 | No. of employees as on 31--3 | " | | 10th April | PE/Y/100 (ADE/lines Mtce.) | P |
| 42. | PE/M/101 | Vacant posts | " | | 10th | PE/M/101 (ADE/lines Mtce.) | P |

| | | | | | | |
|-----|----------|--------------------------------|---|---|----------------------------------|---|
| 43. | PE/M/102 | Disciplinary proceedings taken | " | " | PE/M/102 (ADE/lines Mtce.) | P |
| 44. | PE/M/104 | Accidents | " | " | PE/M/104 (ADE/lines Mtce.) | P |

STOCK VERIFIER

| | | | | | | | |
|----|----------|--------------------------------------|------|------|---|---------|---------------------|
| 1. | SA/O/100 | Stock verification report | FC/P | SE/G | 0 | Arising | NP (Model provided) |
| 2. | SA/O/101 | Tools and Plants verification report | " | " | 0 | " | " |

DISPENSARY INCHARGE

| | | | | | | |
|----|----------|---|------|------------|---------|---|
| 1. | LR/M/111 | List of Returns-Dispensary incharge to SE/G | SE/G | 10th | Arising | P |
| 2. | SA/M/001 | Tools and Plant | SE/G | " | " | P |
| 3. | FA/M/108 | Review of performance of vehicles | SE/G | " | " | P |
| 4. | PE/Y/100 | No. of Employees as on 31—3 | SE/G | 10th April | Arising | P |
| 5. | PE/M/101 | Vacant Posts | SE/G | 10th | " | P |
| 6. | PE/M/102 | Disciplinary Proceedings Taken | SE/G | 10th | " | P |
| 7. | PE/Q/103 | Dispensary performance Report | SE/G | CE/P | Arising | R |

ASSISTANT DIVISIONAL ENGINEER (GRT)

| | | | | | | | |
|----|----------|---|------|-------|-----|------------------------|--|
| 1. | DI/O/137 | Individual Review on trippings of 66 and 110 KV radial feeders in case of mal—functioning alone | SE/G | DE/PH | O | DI/O/009 (Operator) | NP (As per Ch's circular No. 1 (D) dt. 10—9—80 page 3) |
| 2. | DI/M/138 | Monthly review on trippings of 66 and 110 KV radial feeders. | SE/G | DE/PH | 6th | DI/O/137 (ADE/GRT) | NP (As per Ch's circular No. 1 (D) dt. 10—9—80 page 3) |

Note : The above returns pertain to Hydro generation only. The other returns will be finalised separately.

DIVISIONAL ENGINEER (GRT)

| | | | | | | | |
|----|----------|---|--------|---|---|------------------------|--|
| 1. | D1/O/202 | Individual review on trippings of 110 KV and 230 KV grid feeders. | SE/P&C | — | O | DI/O/O10 (Operator) | NP (As per Ch's circular 1 (D) dt. 10—9—80 page 3) |
|----|----------|---|--------|---|---|------------------------|--|

Note : The above return pertains to Hydro generation only. The other returns will be finalised separately.

ASSISTANT ACCOUNTS OFFICER

| | | | | | | |
|----|----------|--------------------------------------|----|-----|---------|---|
| 1. | SA/M/301 | Stores records reconciliation Report | AO | 6th | Arising | P |
|----|----------|--------------------------------------|----|-----|---------|---|

| Sl. No. | Code No. | Title of the Returns | To whom sent | Copy to | Due Date | Basis | Printed (P) Roneoed (R) Graph (G) Not printed (NP) (8) |
|---------|----------|----------------------|--------------|---------|----------|-------|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |

ACCOUNTS OFFICER (GENERATION)

| | | | | | | | |
|----|----------|---|------|--|---------|----------------|---|
| 1. | FA/D/300 | Daily cash position | SE/G | | Evening | Arising | P |
| 2. | FA/M/301 | I.T. Collected and Paid | SE/G | | 15th | " | P |
| 3. | SA/Q/300 | Obsolete and non-moving stock trend report (moving 4 quarter trend) | SE/G | | " | " | P |
| 4. | SA/Q/302 | Stores records reconciliation report (Exceptional) | SE/G | | 10th | SA/M/301 (AAO) | P |

TECHNICAL ASSISTANT (MM)

| | | | | | | | |
|----|----------|---|------|--|------|----------------|---|
| 1. | MM/M/300 | Progress in finalising local tenders for supply of materials | SE/G | | 15th | Arising | P |
| 2. | MM/M/301 | Particulars of P. Os placed during the month by System | SE/G | | 3rd | Arising | P |
| 3. | MM/M/302 | Agewise analysis of defective supplies pending replacement/ratification against P.O.s placed by system. | SE/G | | 15th | MM/M/004 (CSO) | P |

SUPERINTENDING ENGINEER (GENERATION)

| | | | | | | | |
|----|----------|---|------------|--|-----|------------------|--|
| 1. | HG/M/400 | Analysis of Break-down of equipments (Generation) (Hydro) (Power Housewise) | SE/LD & GO | | 6th | HG/Q/203 (DE/PH) | P |
| 2. | DI/O/118 | Report on Break-down of 33, 66, 110 and 230 KV Lines. | SE/Plg. | | 0 | DI/O/118 (DE/PH) | NP (As per Ch's circular No. 1 (D) dt. 10-9-80. Annexure V). |
| 3. | DI/Q/131 | Load Record Statement. | SE/Plg. | | 6th | DI/Q/131 (DE/PH) | P |
| 4. | DI/Q/132 | Power transformers | SE/Plg. | | 6th | DI/Q/132 (DE/PH) | P |
| 5. | DI/Q/133 | Maximum & Minimum voltages Recorded in sub-stations | SE/Plg. | | 6th | DI/Q/133 (DE/PH) | P |
| 6. | DI/Y/139 | Annual Status of current Transformers in service make war. | SE/Plg. | | 6th | DI/Y/139 (DE/PH) | P |
| 7. | DI/Y/140 | Annual Status of potential transformers in Service make war. | SE/Plg. | | 6th | DI/Y/140 (DE/PH) | P |
| 8. | DI/Y/141 | Annual status of circuit Breakers in Service—makewar. | SE/Plg. | | 6th | DI/Y/141 (DE/PH) | P |

| | | | | | | | |
|-----|----------|---|------------|--------------------------------------|--------------|--------------------------|--|
| 9. | DI/O/203 | Preliminary report on failure of power transformers (By Telephone, Telex Message) | SE/Plg. | SE/GCC, CE/Tr. GO SE/LD & GO | 0 | DI/O/203 (DE/PH) | NP (as per CH's circular No. 5 (D) dt. 10-5-81 Annexure V) |
| 10. | DI/O/204 | Report on failure of Power Transformers | SE/Plg. | SE/GCC CE/Tr. GO SE/LD & GO | 0 | DI/O/204 (DE/PH) | NP (as per CH's circular No. 5 (D) dt. 10-5-81 Annexure VI). |
| 11. | DI/O/205 | Report on failure of OCB, CT, PT. | SE/Plg. | SE/GCC, CE/Tr. & GO SE/LD & GO | 0 | DI/O/205 (DE/PH) | NP (as per CH's circular No. 5 (D) dt. 10-5-81 Annexure X). |
| 12. | DI/O/405 | Rectification report on OCB, CT, PT. | SE/Plg. | SE/LD & GO | 0 | Arising | NP (as per CH's circular 5 (D) dt. 10-5-81 Annexure XI). |
| 13. | HG/M/210 | Execution of Betterment works. | SE/LD & GO | SE/LD & GO | 6th | HG/M/210 (DE/PH) | P |
| 14. | HG/Q/211 | Betterment Proposals. | SE/LD & GO | SE/LD & GO | 6th | HG/Q/211 (DE/PH) | P |
| 15. | DI/M/123 | Theft of conductor and materials: | IGP/Vig. | SE/LD & GO | 10th | DI/M/123 (DE/PH, CSO) | P |
| 16. | CS/M/250 | Operating cost report (Hydro) PH wise. | SE/LD & GO | FC/F | 10th | CS/M/250 (DE/PH) | P |
| 17. | CS/M/251 | Maintenance cost report (Hydro) PH wise. | SE/LD & GO | FC/F | 10th | CS/M/251 (DE/PH) | P |
| 18. | CS/M/252 | Fixed cost report (Hydro) PH wise. | SE/LD & GO | FC/F | 10th | CS/M/252 (DE/PH) | P |
| 19. | CS/M/253 | Generation cost report (Hydro) PH wise. | SE/LD & GO | FC/F | 10th | CS/M/253 (DE/PH) | P |
| 20. | FA/M/400 | Monthly projected cash requirement | CFC | | 2nd | Arising | P |
| 21. | FA/M/401 | Agewise Pending Bills. | CFC | MC | 15th | Arising | P |
| 22. | FA/Q/402 | Report on utilisation of funds | FC/F | | 15th | Arising | P |
| 23. | FA/M/403 | Bank Reconciliation statement | CFC | | 15th | Arising | P |
| 24. | FA/Y/250 | Projected Generation and requirement of resources (Hydro) (Power housewise) | SE/LD & GO | CFC | 15th Aug. | FA/Y/250 (DE/PH) | P |
| 25. | FA/Y/251 | Capital works to be executed during the year (Hydro) | SE/LD & GO | CFC | 15th Aug. | FA/Y/251 (DE/PH) | P |
| 26. | FA/Y/252 | Projected requirement of resources for the year capital (Hydro) | SE/LD & GO | CFC | 15th Aug. | FA/Y/252 (DE/PH) | P |
| 27. | FA/Q/405 | Actuals Vs. Budget Revenue Expenditure | CFC | | 15th | Arising | P |
| 28. | FA/M/406 | Capital Expenditure Budget Vs- Actual | " | | 15th | " | P |

| Sl. No. | Code No. | Title of the Returns | To whom sent | Copy to | Due Date | Basis | Printed (P) Reneoed (R) Graph (G) Not printed (NP) |
|---------|----------|--|--------------|------------|------------|-----------------------|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 29. | FA/Y/407 | Employee category wise salaries and Wages | CFC | | 15th April | Arising | P |
| 30. | FA/M/106 | Closing of work orders | FC/P | MC, CE/HG | 15th | FA/M/106 (DE/PH) | P |
| 31. | FA/M/107 | Regularisation of Token work orders | " | | " | FA/M/107 (DE/PH) | P |
| 32. | FA/M/408 | Monthly PF report | CIAO | | " | Arising | P |
| 33. | FA/M/409 | TDA/TCA report | CFC | | " | " | P |
| 34. | FA/M/108 | Review of Performance of Vehicles | SE/MM | | " | FA/M/108 (DE/PH, CSO) | P |
| 35. | MM/M/400 | Stock status of 'A' class materials below re-order level in the system | SE/LD & GO | | " | MM/M/002 (CSO) | P |
| 36. | MM/Y/450 | Estimation of Annual requirement of special spares for Hydro Power Stations | " | | 15th May | MM/Y/150 (CSO) | P |
| 37. | MM/M/401 | Local Purchase Orders placed by System/ circle SE's and purchase orders placed by Head quarters. | SE/MM | DE/Com. | 6th | Arising | P |
| 38. | MM/M/402 | Shortages and rejections in materials supplies against P.Os. placed by Head quarters and RCE | SE/LD & GO | | 15th | MM/M/003 (CSO) | P |
| 39. | MM/M/403 | Agewise Analysis of defective supplies pending replacement/rectification against P.Os, placed by Head-offices and RCE. | " | | " | MM/M/004 (CSO) | P |
| 40. | MM/M/404 | Defective supplies pending replacement/rectification beyond the set Time-limit against P.Os. placed by Head Offices & RCE. | " | | " | MM/M/004 (CSO) | P |
| 41. | MM/Q/102 | Obsolete and non-moving stock report. | FC/P | SE/LD & GO | " | MM/Q/102 (CSO) | P |
| 42. | MM/Q/405 | Pending Tenders disposal of non-moving surplus/obsolete materials. | SE/LD & GO | | 15th | MM/Q/103 (CSO) | P |
| 43. | MM/Y/451 | Annual Net requirement of consumable materials. | " | | 15th Feb. | MM/Y/151 (CSO) | P |
| 44. | MM/Q/406 | Cement Indent | " | SE/MM | 15th | Arising | P |
| 45. | MM/M/008 | Receipt and consumption of cement | " | " | " | MM/M/008 (CSO) | P |
| 46. | MM/M/009 | Stock status of iron and steel | " | " | " | MM/M/009 (CSO) | P |

| | | SE/LD & GO | DE/Comp. | 15th | Arising | P |
|-----|----------|--|----------|------------|--|---|
| 47. | MM/M/407 | Monitoring of replacement of equipments/ materials that have failed within guarantee period. | | | | P |
| 48. | SA/M/400 | Materials groupwise inventory report | FC/P | " | " | P |
| 49. | SA/Q/401 | Materials groupwise obsolete and non-moving stock report. | " | " | " | P |
| 50. | SA/M/402 | Progress report on stores accounting work | " | " | " | P |
| 51. | SA/Q/404 | Details of ineffective balances report storewise and yearwise. | " | " | " | P |
| 52. | SA/Q/405 | Price variance report. | " | " | " | P |
| 53. | SA/M/406 | Stock verification follow up report (discrepancies only) | FC/P | 15th | SA/O/100 (stock verifier) | P |
| 54. | SA/M/407 | Tools and Plants verification follow up report (discrepancies only) | FC/P | 15th | SA/O/101 (Stock verifier) | P |
| 55. | PE/Y/100 | No. of Employees as on 31.3 | CE/P | 15th April | PE/Y/100 (DE/PH, CSO Dispersary in charge) | P |
| 56. | PE/M/101 | Vacant posts | CE/P | 15th | PE/M/101 (DE/PH, CSO Dispersary in charge) | P |
| 57. | PE/M/102 | Disciplinary Proceedings taken | CE/P | 15th | PE/M/102 (DE/PH, CSO Dispersary in charge) | P |
| 58. | PE/M/400 | Report on disciplinary Proceedings initiated by I. G. Police (V) | CE/P | 15th | Arising | P |
| 59. | PE/A/401 | Report on training of apprentices | D.T. | 15th | Arising | P |
| 60. | PE/M/402 | No. of members covered by P.F. | C.I.A.O. | 15th | Arising | P |
| 61. | PE/Y/403 | Employees retiring during the year. | C.I.A.O. | 30th Nov. | Arising | P |
| 62. | PE/M/404 | Pending Pension, gratuity GPF/CPF claims report | C.I.A.O. | 15th | Arising | P |
| 63. | PE/M/405 | Medical reimbursement analysis report and pending claims report | CE/P | 15th | Arising | P |
| 64. | PE/Y/406 | Report on amenities provided | CE/P | 15th April | Arising | P |
| 65. | PE/M/408 | Report on labour disputes | CE/P | 15th | Arising | P |
| 66. | PE/M/409 | Report on Union activities | CE/P | 15th | Arising | P |

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| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 67. | PE/M/104 | Accidents | MC | CE/HG | 15th | PE/M/104 (DE/PH,CSO) | P |
| 68. | PE/Q/410 | Accident compensation Report | CE/P | CE/HG | 15th | Arising | P |
| 69. | PE/Q/411 | Report on causewise analysis of accidents and pending accident claims | CE/P | SE/RE & I(D) | 15th | Arising | P |
| S.E / LD & GO | | | | | | | |
| 1. | HG/M/201 | Generation, Maintenance works & outages (Power house wise) | CE/HG | | 6th | HG/M/201 (DE/PH) | P |
| 2. | HG/M/202 | Water Report of Reservoir | CE/HG | | 6th | HG/M/202 (DE/PH) | P |
| 3. | HG/M/400 | Analysis of Breakdown of equipment (Generation) (Hydro) (Powerhousewise) | CE/HG MD, MG CH | | 10th | HG/M/400 (SE/G) | P |
| 4. | HG/M/700 | Breakdown Generation Lost Trend (For the Board Hydro) | CE/HG MD, MG CH | | 10th | HG/M/400 (SE/G) HG/O/203 (DE/PH) | G |
| 5. | HG/M/208 | Progress of overhaul works (Consolidated) (Powerhousewise) | MG & CH | | 6th | HG/M/208 (DE/PH) | P |
| 6. | HG/M/210 | Execution of Betterment works | CE/HG | | 10th | HG/M/210 (SE/G) | P |
| 7. | HG/O/211 | Betterment proposals | CE/HG | | 10th | HG/O/211 (SE/G) | P |
| 8. | G.O/Y/700 | Annual forecast of Power position and programme for overhaul | CE/HG | DE/PH | 5th June | Arising | P |
| 9. | G.O/M/701 | Variance in Generation Forecast Vs. Actuals Requirement Vs. Actuals | CE/HG MD, MG CH | | 5th | HG/M/201 (DE/PH) & GO/Y/700 (SE/LD&GO) | P |
| 10. | GO/D/702 | 3 day forecast of Power Position | CE/HG, MD, MG, CH | | Next day Morning | Arising | P |
| 11. | GO/D/703 | Daily schedule (for 2 days) TELEX | DE/PH | SE/G | Morning | Arising | NP (TELEX) |
| 12. | GO/M/704 | Grid Data | MC | | 6th | HG/M/201, HG/D/200 (DE/PH) | P |

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|-----|----------|---|----------|------------|--------------|---|
| 13. | FA/M/408 | Monthly PF Report | CIAO | 15th | Arising | P |
| 14. | FA/M/108 | Review of performance of vehicles | SE/MM | 15th | " | P |
| 15. | FA/Y/407 | Employee categorywise Salaries and wages | CFC | 15th April | " | P |
| 16 | MM/M/700 | Progress in finalising tenders at Headquarters | MC | 10th | " | P |
| 17. | MM/M/401 | Local purchase orders placed by System/ Circle SEs/and purchase orders placed by Headquarters | DE/Comp. | 6th | " | P |
| 18. | MM/M/703 | Details of purchase orders with reference to delivery and receipt of materials (Headquarters) | MC | 15th | " | P |
| 19. | MM/W/704 | Flowchart for tender pending for more than 5 weeks from the date of opening for the week ending | TA/Ch. | Saturday | " | P |
| 20. | PE/Y/100 | No. of Employees as on 31.3 | CE/P | 15th April | " | P |
| 21. | PE/M/101 | Vacant posts | CE/P | 15th | Arising | P |
| 22. | PE/M/102 | Disciplinary Proceedings taken | CE/P | " | " | P |
| 23. | PE/M/400 | Report on Disciplinary proceedings initiated by IGP (V) | CE/P | " | " | P |
| 24. | PE/M/402 | No. of members covered by P. F. | CIAO | " | " | P |
| 25. | PE/Y/403 | Employees retiring during the year | CIAO | 30th Nov. | Arising | P |
| 26. | PE/M/404 | Pending Pension, Gratuity GPF/CPF claims Report. | CIAO | 15th | " | P |
| 27. | PE/M/405 | Medical Reimbursement Analysis Report and pending claims Report | CE/P | " | " | P |
| 28. | PE/Y/406 | Report on Amenities provided | CE/P | 15th April | Arising | P |
| 29. | PE/M/408 | Report on Labour disputes | CE/P | 15th | " | P |
| 30. | PE/M/409 | Report on Union Activities | CE/P | " | " | P |
| 31. | PE/M/104 | Accidents | MC | " | " | P |
| 32. | PE/O/410 | Accident compensation report | CE/P | " | " | P |
| 33 | PE/O/411 | Report on causewise Analysis of Accidents and pending Accident claims. | CE/P | 15th | Arising | P |
| | | | | | SE/RE & I(D) | |

| Sl. No. | Code No. | Title of the Returns | To whom sent | Copy to | Due Date | Basis | Printed (P) Reneoed (R) Graph (G) Not Printed (NP) |
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| | | | S.E./P & C | | | | |
| 1. | DI/O/202 | Individual review on tripping of 110 and 230 KV grid feeder. | CE/HG MD MG | | 0 | DI/O/202 (DE/GRT) | NP (As per Ch's circular 1 (D) dt. 10--9--80 page 3) |
| 2. | DI/M/707 | Monthly review on trippings of 110 & 230 KV Grid feeders | CE/HG MD, MG, CH | | 20th | DI/O/202 (SE/P&C) | NP (As per Ch's circular No. 1 (D) dt. 10--9--80 page 3) |
| <p>Note: The above returns pertain to Hydro Generation only. The other returns will be finalised separately:</p> | | | | | | | |
| S. E./PLANNING | | | | | | | |
| 1. | DI/Q/702 | Review of Lines Breakdown (66, 110 and 230 KV) | MD | SE/G, CE/Tr & GO MC | 10th of 2nd month | DI/O/ 118 (SE/G) | NP (As per Ch's circular No. 1 (D) dt. 10--9--80. Annexure VI) |
| 2. | DI/Q/132 | Power Transformers | MD, MG, CH | | 25th | DI/Q/132 (SE/G) | P |
| 3. | DI/Y/706 | Status of Power Transformers | CE/Tr & GO | SEs/GCC EEs | 25th May | DI/Q/132 (SE/G) | P |
| 4. | DI/Q/133 | Maximum and Minimum voltages recorded in Substations | MD, MG, CH | | 25th | DI/Q/133 (SE/G) | P |
| 5. | DI/Y/708 | Power transformer failure analysis | MD, MG, CH | MC | 10th June | DI/O/204 (SE/G) | NP (As per Ch's circular No. 5 (D) dt. 10--5--81: Annexure VIII) |
| 6. | DI/Y/709 | Potential transformer failure analysis | MD, MG, CH | MC | 10th June | DI/O/205 (SE/G) | NP (As per Ch's circular No. 5 (D) dt. 10--5--81: Annexure XIV) |
| 7. | DI/Y/710 | Current transformer failure analysis | MD, MG, CH | MC | 10th June | DI/O/205 (SE/G) | NP (As per Ch's circular No. 5 (D) dt. 10--5--81. Annexure XIII) |
| 8. | DI/Y/711 | Circuit breakers failure analysis | MD, MG, CH | MC | 10th June | DI/O/205 (SE/G) | NP (As per Ch's circular No. 5 (D) dt. 10--5--81. Annexure XII) |

| | S. E./MM | | | | | |
|----------------------------|----------|---|--------------------|------|--------------------|---|
| 1. | MM/M/702 | Review of systemwise POs. placed by SEs/RCE. | MC | 10th | MM/M/401 (SE/G) | P |
| 1. | PE/Q/601 | System/circlewise report on training of Apprentices | ADE/TRAINING DT | 25th | PE/Q/401 (SE/G) | R |
| F. C. PURCHASE | | | | | | |
| 1. | SA/M/400 | Material groupwise inventory report | MD, MG AM, Ch. | 25th | SA/M/400 (SE/G) | P |
| 2. | SA/Q/700 | System/circlewise inventory report | MD, MG AM, Ch. | 25th | SA/M/400 (SE/G) | R |
| 3. | SA/Q/701 | Inventory trend graph (Board) | MD, MG AM, Ch. | 25th | SA/Q/700 (FC/P) | G |
| 4. | SA/Q/702 | System/circlewise obsolete and non-moving stock trend report (moving 4 quarter trend) | MD, MG AM, Ch. | 25th | SA/Q/401 (SE/G) | R |
| 5. | SA/Q/703 | Stock verification report Exceptional | MD, MG AM, Ch. | 25th | SA/M/406 (SE/G) | R |
| 6. | SA/Q/704 | Tools and Plant verification report— Exceptional | MD, MG AM, Ch. | 25th | SA/M/407 (SE/G) | R |
| F. C. FINANCE | | | | | | |
| 1. | CS/M/750 | Cost of Generation (Hydro) | CE/HG | 15th | CS/M/253 (SE/G) | P |
| 2. | CS/M/751 | Trend in Generation and cost in Generation (Hydro) | | | | |
| | | (a) Trend in Generation | | | | |
| | | (b) Trend in Auxiliary consumption | CE/HG | 15th | CS/M/750 (FC/F) | G |
| | | (c) Trend of cost Generation | | | | |
| CHIEF FINANCIAL CONTROLLER | | | | | | |
| 1. | FA/M/706 | Bank Reconciliation Statement (Exceptional) | AM | 20th | FA/M/403 (SE/G) | R |
| 2. | FA/Q/405 | Actuals VS Budget Revenue Expenditure | AM, CH | 25th | FA/Q/405 (SE/G) | P |
| 3. | FA/Q/708 | System/circlewise Revenue Expenditure Variance report | AM, CH | 25th | FA/Q/405 (SE/G) | R |
| 4. | FA/M/406 | Capital Expenditure Budget VS Actuals | AM, CH | 25th | FA/M/406 (SE/G) | P |
| 5. | FA/M/709 | System/circlewise capital expenditure- variance | AM, CH | 25th | FA/M/406 (SE/G) | R |

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| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | | | C.I.A.O. | | | | |
| 1. | PE/Y/701 | System/circlewise financial commitment due to retirement (Project) | AM,CH | 25th Dec. | PE/Y/403 (SE/G,LD & GO,CE/HG) | | R |
| 1. | GO/D/600 | Daily power position | T.A./M.D. MD | Morning | HG/D/200 (DE/PH) | | P |
| 1: | GO/D/600 | Daily power position | T.A./M.G. MG | Morning | HG/D/200 (DE/PH) | | P |
| 1. | GO/D/600 | Daily power position | T.A. TO Ch CH | Morning | HG/D/200 DE/PH | | P |
| | | | C.E/HG | | | | |
| 1. | GO/Y/700 | Annual forecast of power position and programme for overhaul | MG,MD CH | 10th June | GO/Y/700 (SE/LD/&GO) | | P |
| 2. | CS/M/750 | Cost of generation (Hydro) | MG,AM CH | 25th | CS/M/750 (FC/F) | | P |
| 3. | CS/M/751 | Trend in generation and cost of generation (Hydro) | MG,AM CH | 25th | CS/M/751 (FC/F) | | G |
| | | (a) Trend in generation | | | | | |
| | | (b) Trend in auxiliary consumption | | | | | |
| | | (c) Trend in cost of generation | | | | | |
| * 4. | FA/Y/407 | Employee categorywise salaries and wages | CFC | 15th April | Arising | | P |
| * 5. | FA/M/408 | Monthly PF report | CIAO | 15th | Arising | | P |
| * 6. | FA/M/108 | Review of performance of vehicles | SE/MM | 15th | Arising | | P |
| * 7. | PE/Y/100 | No. of employees as on 31.3 | CE/P | 15th April | Arising | | P |

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|------|----------|---|------|--------------|------------|---------|---|
| * 8. | PE/M/101 | Vacant posts | CE/P | MC | 15th | Arising | P |
| * 9. | PE/M/102 | Disciplinary proceedings taken | CE/P | MC | 15th | Arising | P |
| *10. | PE/M/400 | Disciplinary proceedings initiated by IGP/V | CE/P | IGP/V | 15th | Arising | P |
| *11. | PE/M/402 | No. of members covered by PF | CIAO | | 15th | Arising | P |
| *12. | PE/Y/403 | Employees retiring during the year | CIAO | CE/P | 30th Nov. | Arising | P |
| *13. | PE/M/404 | Pending Pension, gratuity, GPF/CPF claims report | CIAO | MC | 15th | Arising | P |
| *14. | PE/M/405 | Medical reimbursement analysis report and pending claims report | CE/P | MC | 15th | Arising | P |
| *15. | PE/Y/406 | Report on Amenities provided | CE/P | | 15th April | Arising | P |
| *16. | PE/M/408 | Report on Labour disputes | CE/P | IRA | 15th | Arising | P |
| *17. | PE/M/409 | Report on Union Activities | CE/P | IRA | 15th | Arising | P |
| *18. | PE/M/104 | Accidents | MC | | 15th | Arising | P |
| *19. | PE/Q/410 | Accident compensation report | CE/P | | 15th | Arising | P |
| *20. | PE/Q/411 | Report on causewise analysis of accidents and pending accident claims | CE/P | SE/RE & I(D) | 15th | Arising | P |

* Information pertains to the establishment of CE/HG only.

(xix)

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| 1. | PE/Q/702 | System/circlewise labour dispute report | C.E/P | Ch. | 25th | PE/M/408 (SE/G,LD &GO CE/HG) | R |
| 2. | PE/Q/703 | Accident and compensation report (for the Board) | AM,CH | | 25th | PE/Q/410 (SE/G,LD&GO CE/HG) | R |
| I. G. P. VIGILANCE | | | | | | | |
| 1. | DI/Q/703 | Review of theft of conductor and materials | AM, MD, MG, CH. | | 30th of the following month | DI/M/123 (SE/G) | R |
| MONITORING CELL | | | | | | | |
| 1. | GO/M/704 | Grid data | MD, MG, CH | | 10th | G.O/M/704 (SE/LD&GO) | P |
| 2. | FA/M/401 | Age wise pending Bills | AM, CH. | | 20th | FA/M/401 (SE/G) | P |
| 3. | FA/M/106 | Closing of work orders | MD, MG, AM, Ch. | | 25th | FA/M/106 (SE/G) | P |

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| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 4. | MM/M/700 | Progress In Finalising Tenders at Head quarters | MD, MG, AM, CH. | | 15th | MM/M/700 (SE/LD&GO) | P |
| 5. | MM/M/702 | Review of System wise P.Os placed by SEs/RCE. | MD, MG, AM, CH. | | 15th | MM/M/702 (SE/MM) | P |
| 6. | MM/M/703 | Details of purchase orders with ref. to delivery and receipt of materials (HQ.) | MD, MG, AM, CH. | | 25th | MM/M/703 (SE/LD&GO) | P |
| 7. | PE/M/101 | Vacant posts | MD, MG, CH. | | 20th | PE/M/101 (SE/G, LD&GO, CE/HG) | P |
| 8. | PE/M/102 | Disciplinary proceedings taken | MD, MG, CH. | | 20th | PE/M/102 (SE/G, LD&GO CE/HG) | P |
| 9. | PE/M/404 | Pending, pension gratuity GPF CPF claims report | MD, MG, AM, CH. | | 20th | PE/M/404 (SE/G, LD&GO CE/HG) | P |
| 10. | PE/M/405 | Medical Reimbursements, Analysis report & pending claims report | MD, MG, AM, CH. | | 25th | PE/M/405 (SE/G, LD&GO CE/HG) | P |
| 11. | PE/M/104 | Accidents | MD, MG, CH. | | 20th | PE/M/104 (SE/G, LD&GO CE/HG) | P |

The following returns are received for creation of statistical data

| | | |
|----|----------|--|
| 1: | DI/Q/702 | Review of Lines break down (66, 110 and 230 KV) |
| 2: | DI/Y/708 | Power Tr. failure analysis |
| 3: | DI/Y/709 | Potential Tr. failure analysis |
| 4: | DI/Y/710 | Current Tr. failure analysis |
| 5: | DI/Y/711 | Circuit breaker failure analysis |
| 6: | SA/M/400 | Materials Groupwise Inventory Report |
| 7: | SA/Q/700 | System/Circlewise Inventory Report |
| 8: | FA/M/701 | Review of allotment Vs. actuals—System/Circlewise. |

ANNEXURE—II

Key to Coding

Each format has been assigned a code number containing, first, two English alphabets, followed by, a single alphabet and then a three digit number. The first two alphabets indicate the function or area of operation to which the format belongs as follows :

| | |
|---------------------------|-------------------------|
| LR—Covering letter | MM—Materials Management |
| GO—Grid Operation | SA—Stores Accounting |
| HG—Hydro Generation | CS—Costing |
| FA—Finance and Accounting | PE—Personnel |

The single alphabet which follows the 2 alphabets as explained above, denotes the periodicity of the return as indicated below :

| | | |
|---------------|---------------|----------|
| D—Daily | M—Monthly | Y—Yearly |
| W—Weekly | Q—Quarterly | |
| F—Fortnightly | H—Half Yearly | |

The first digit of three digit number, that follows identifies the level from which the return originates as detailed below :

0. —From DSO
1. —ADEs, CSO, Stock Verifier
2. —DEs
3. —Within SE (G) Office, information from TA/MM to SE, or AO to SE etc.,
4. —From SE (G)
5. — Spare

6. —Within Headquarters Offices such as IAO to CIAO., DFCs to FCs.

7. —From Headquarters Offices to AM, MD, MG, Chairman, MC, to AM, MD, MG and Chairman. SE to CE/HG SE/MM to MC.,

The next 2 digits are allotted to identify the report. The identifying two digit numbers are assigned separately to each of the above seven areas. At the same time the number is not dependant on the periodicity indicated in the code number.

As an illustration, "Generation, Maintenance and outages" return has been assigned the code No. HG/M/201. The code number indicates that the report belongs to Hydro Generation function, the periodicity being monthly, & it emanates from Divisional Engineer/PH.,

For Hydro Generation wing also, the functions Finance and Accounting, (FA), Materials Management (MM) stores Accounting (SA), Costing (CS), and personnel (PE) are same as Distribution function. So almost all the returns prescribed for Distribution are relevant to Hydro Generation also. In a few cases, some special returns are to be introduced. To easily identify such returns the number starts from 50. Example being, the return "Estimation of Total annual requirement of special spares" is special to Hydro Generation only. The code number for the above return is MM/Y/250.

Chairman's Circular Memo. No. MIS 4/86 (Technical Branch) Dated 17-6-1986.

Sub : Management Information System—Revised Information System—Investigation Circle—Introduction of,

1. The Tamil Nadu Electricity Board appointed vide BP. Ms. No. 217 (Secretariat Branch) dt. 4-5-82 M/s. Tata consultancy Services, to evolve an integrated Management Information System. In 1983, they submitted their reports. Taking into account the recommendations of the consultants, the Management Information system was further reviewed and a comprehensive system has been evolved by the Data Bank. The Management Information System for Investigation circles is covered in the circular.

2.1. Generally the returns should be sent in one bunch from one officer to another. So covering letters have been designed for sending these returns from one officer to another. Such covering letters can be used advantageously only if one official sends a number of returns to another particular officer on the same date as due date. Since the due date for technical and non-technical returns to be sent by AE/JE HMS, HES to AEE HMS, HES are different, separate covering letters for technical and non-technical returns have been designed. Provision of covering letters also facilitates not sending 'Nil' and 'Not applicable' returns by marking 'Nil' or 'N.A.' in the remarks column provided in the covering letters.

2.2. Most of the returns prescribed for function like 'Finance and Accounting' and 'Personnel' are same for Investigation circle as they are for Distribution systems. However one or two returns may be specially required for Investigation circle only for the above functions. In such cases the code No. will start from 60 to distinguish that these returns are special for Investigation/Project circles (Hydro). This point is further amplified under coding :

2.3. Monthly returns should contain information from the first of the month to the last date of the month. So is the case for quarterly, yearly returns.

3. Coding each format is essential for proper documentation, storing and retrieval and also for Computerisation later. The Code consists of 3 parts as follows :

- i. The first two letters are alpha numerals, and it indicates the function to which the return relates (e.g.) H. P. — Hydro Projects/Investigation. FA — Finance and Accounting.
- ii. The next character is also alpha numeric and it denotes periodicity of the return (e.g.) M — Monthly; — D — Daily.
- iii. The last three are numbers. The first digit of the number indicates the level from which the report is generated and the last two digits indicate specific number for identifying the returns. If the number starts from 60 for any return prescribed for any of the Common functions like 'Finance and Accounting' etc. it means the return is special for Investigation circle/Project circle (Hydro) i.e. not prescribed for O & M, G.C.C. or Generation circles (Hydro). **Annexure II gives Key to coding.**

4. The various formats that are required in large numbers have already been printed for functions like 'Finance and Accounting' (FA) and 'Personnel' (PE). Formats for functions like Project circles/Investigation (HP) and formats which are special for Investigation circle under common functions are under printing. Where only limited copies are required, renewed formats and where the format is in the form of graph, model forms are enclosed. The fact whether the format is printed or renewed or a graph or not printed is given in annexure I under Col. 8. The allotment of format is under annexure III and the same may be drawn from the stationery stores, MES/Nerth, 800, Anna Salai, Madras-2 or stationery Stores, Printing Press, I. C. F. Colony, Villivakkam, Madras-38 as the case may be as indicated in annexure III.

(xxiv)

5. There is a proposal to introduce uniform commercial accounting. A number of changes are indicated in certain respects. Therefore the existing Information system for the following reports are retained and the reporting may be done as is being done now :

- (i) The regular and revised budget for revenue expenditure and capital expenditure.
- (ii) Additions and deletions of assets and depreciation statements as per I.T. and Electricity Supply Act.

6. The new system will take effect from 1st July 1986, for the common functions except Hydro Projects (HP). The date from which the M.I.S. for the function Hydro Projects/Investigation (HP) will come into effect will be intimated separately.

B. Vijayaraghavan,
Chairman.

ANNEXURE—I

| Sl. No. | Name of the Officer | | Page No. |
|---------|---|---|----------|
| 1. | A.E./J.E. Hydro Metric Survey. | — | xxvi |
| 2. | A.E./J.E. Hydro Electric Survey/D.P.R. | — | xxvi |
| 3. | A.E.E./H.M.S. | — | xxvii |
| 4. | A.E.E./H.E.S./D.P.R. | — | xxvii |
| 5. | E.E./H.M.S. | — | xxviii |
| 6. | E.E./H.E.S./D.P.R. | — | xxix |
| 7. | S.E./Investigation | — | xxix |
| 8. | C.E./Civil Design, Madras | — | xxxi |
| 9. | Chief Financial Controller | — | xxxii |
| 10. | C.E./Personnel | — | xxxii |
| 11. | A.D.E./Training, Madras | — | xxxii |
| 12. | Chief Internal Audit Officer | — | xxxii |
| 13. | Inspector General of Police (Vigilance) | — | xxxii |
| 14. | Monitoring Cell | — | xxxiii |

| Sl. No. (1) | Code No. (2) | Title of the Returns (3) | To whom sent (4) | Copy to (5) | Due Date (6) | Basis (7) | Remarks (8) |
|-----------------------------------|-----------------|---|---------------------|----------------|---------------------|--------------|----------------|
| AE/JE HYDRO METRIC SURVEY | | | | | | | |
| 1. | LR/M/060 | List of returns AE/JE,HMS to AEE HMS (Only technical returns) | AEE/HMS | EE/HMS | 10th | Arising | P |
| 2. | LR/M/061 | List of returns. AE/JE(HMS,HES to to AEE/HMS,HES) (Only non-technical returns): | AEE/HMS | | 3rd | Arising | P |
| 3. | LR/M/062 | List of returns AE/JE (HMS,HES) to SE/I; | SE/I | | 3rd | " | P |
| 4. | HP/M/001 | Rainfall particulars | AEE/HMS | EE/HMS | 10th | " | P |
| 5. | HP/F/002 | Fortnightly rainfall particulars | AEE/HMS | EE/HMS | 30th | " | P |
| 6. | HP/M/003 | Run off particulars | AEE/HMS | EE/HMS | 15th | " | P |
| 7. | HP/M/004 | Run off particulars stream and riverwise gauging | AEE/HMS | EE/HMS | 10th | " | P |
| 8. | HP/M/005 | Evaporation particulars | AEE/HMS | EE/HMS | 10th | " | P |
| 9. | HP/M/006 | Suspended silt Load sampling | AEE/HMS | EE/HMS | 10th | " | P |
| 10. | DI/M/123 | Theft of Conductor and materials. | AEE/HMS | | 3rd | " | P |
| 11. | FA/M/106 | Closing of work orders | AEE/HMS | | 3rd | " | P |
| 12. | FA/M/107 | Regularisation of token work orders | AEE/HMS | | 3rd | " | P |
| 13. | FA/M/001 | STNs operated | SE/I | | 3rd | " | P |
| 14. | SA/M/001 | Tools and Plant | SE/I | | " | " | P |
| 15. | PE/Y/100 | No. of employees as on 31.3 | AEE/HMS | | 3rd Apr. | " | P |
| 16. | PE/M/101 | Vacant posts | AEE/HMS | | 3rd | " | P |
| 17. | PE/M/104 | Accidents | AEE/HMS | | 3rd | " | P |
| AE/JE., HYDRO ELECTRIC SURVEY/DPR | | | | | | | |
| 1. | LR/M/061 | List of returns AE/JE (HMS,HES, to AEE (HMS, HES) (Only non- technical returns) | AEE/HES | | 3rd | " | P |
| 2. | LR/M/062 | List of returns AE/JE (HMS, HES, to SE/I) | SE/I | | " | " | P |
| 3. | HP/W/007 | Weekly progress of detailed investigation works | AEE/HES | | 2nd of next week | " | P |
| 4. | DI/M/123 | Theft of conductor and materials | AEE/HES | | 3rd | " | P |
| 5. | FA/M/106 | Closing of work orders | AEE/HES | | " | " | P |
| 6. | FA/M/107 | Regularisation of Token work orders | AEE/HES | | " | " | P |
| 7. | FA/M/001 | S.T.Ns operated | SE/I | | " | " | P |
| 8. | SA/M/001 | Tools and Plant | SE/I | | " | " | P |
| 9. | PE/Y/100 | No. of employees as on 31—3 | AEE/HES | | 3rd Apr. | " | P |
| 10. | PE/M/101 | Vacant Posts | AEE/HES | | 3rd | " | P |
| 11. | PE/M/104 | Accidents | AEE/HES | | " | " | P |

AEE/HMS

| | | | | | |
|-----|----------|--|--------------|--------------------------|---|
| 1. | LR/M/160 | List of returns AEE/HMS, HES to EE/HMS HES (Non-technical returns only) | 6th | Arising | P |
| 2. | LR/M/161 | List of returns-AEE/HMS, HES, to SE/I | 6th | DI/M/123 (AE/JE. HMS) | P |
| 3. | DI/M/123 | Theft of conductor and materials | 6th | Arising | P |
| 4. | FA/Y/160 | Budget estimate for Investigation circles | 6th Aug. | " | P |
| 5. | FA/Y/161 | Revised Budget Estimate for Investigation Circle | 6th Aug. | " | P |
| 6. | FA/M/106 | Closing of work orders | 6th | FA/M/106 (JE/AE/HMS) | P |
| 7. | FA/M/107 | Regularisation of token workorders | 6th | FA/M/107 (JE/AE/HMS) | P |
| 8. | FA/M/108 | Review of performance of vehicles | 6th | Arising | P |
| 9. | SA/M/001 | Tools and Plant | 6th | " | P |
| 10. | PE/Y/100 | No. of employees as on 31—3 | 6th | PE/Y/100 (AE/JE/HMS) | P |
| 11. | PE/M/101 | Vacant posts | April 6th | PE/M/101 (AE/JE/HMS) | P |
| 12. | PE/M/102 | Disciplinary proceedings taken | 6th | Arising | P |
| 13. | PE/M/104 | Accidents | 6th | PE/M/104 (AEE/HMS) | P |

AEE/HYDRO ELECTRIC SURVEY/DPR

| | | | | | |
|-----|----------|---|----------------------------|-------------------------|---|
| 1. | LR/M/160 | List of returns AEE/HMS, HES, to EE/HMS & HES (Non-technical return) | 6th | Arising | P |
| 2. | LR/M/161 | List of returns AEE/HMS, HES to SE/I | 6th | HP/W/007 (AE/JE/HES) | P |
| 3. | HP/W/007 | Weekly progress of detailed Investigation works | 4th of next week 6th | DI/M/123 (AE/JE/HES) | P |
| 4. | DI/M/123 | Theft of conductor and materials | 6th Aug. 6th Aug. | Arising | P |
| 5. | FA/Y/160 | Budget Estimate for Investigation Circles | 6th | " | P |
| 6. | FA/Y/161 | Revised Budget Estimate for Investigation Circles | 6th Aug. | FA/M/106 (AE/JE/HES) | P |
| 7. | FA/M/106 | Closing of work orders | 6th | FA/M/107 (AE/JE/HES) | P |
| 8. | FA/M/107 | Regularisation of token work orders | 6th | Arising | P |
| 9. | FA/M/108 | Review of performance of vehicles | 6th | " | P |
| 10. | SA/M/001 | Tools and Plant | 6th | PE/Y/100 (AE/JE/HES) | P |
| 11. | PE/Y/100 | No. of employees as on 31—3 | 6th Apl. | Arising | P |
| 12. | PE/M/101 | Vacant Posts | 6th | PE/M/104 (AE/JE/HES) | P |
| 13. | PE/M/102 | Disciplinary proceedings taken | 6th | " | P |
| 14. | PE/M/104 | Accidents | 6th | " | P |

| Sl. No. | Code No. | Title of the Returns | To whom sent (4) | Copy to (5) | Due Date (6) | Basis (7) | Remarks (8) |
|---------|----------|--|------------------|-------------|--------------|--|-------------|
| | (1) | (2) | (3) | | | | |
| 1. | LR/M/260 | List of returns-EE/HMS, HES to SE/l., (Only Non-Technical returns) | EE/HMS | | 10th | Arising | P |
| 2. | LR/M/261 | List of returns EE/HMS to SE/l., (Only Technical returns) | SE/l | | 20th | " | P |
| 3. | HP/M/200 | Abstract of rainfall particulars | " | | 20th | HP/M/001 (AE/JE/HMS) HP/F/002 (AE/JE/HMS) | P |
| 4. | HP/M/201 | Abstract of run off particulars (Stream and river gauging) | " | | 20th | HP/M/003 HP/M/004 (AE/JE/HMS) | P |
| 5. | HP/M/202 | Evaporation Data | " | | 20th | HP/M/005 (AE/JE/HMS) | P |
| 6. | HP/M/203 | Abstract of suspended silt load sampling | " | | 20th | HP/M/006 (AE/JE/HMS) | P |
| 7. | DI/M/123 | Theft of conductor and materials | " | | 10th | DI/M/123 (AEE/HMS) | P |
| 8. | FA/Y/160 | Budget Estimate for Investigation circle | " | | 10th Aug. | FA/Y/160 (AEE/HMS) | P |
| 9. | FA/Y/161 | Revised Budget estimate for Investigation circle | " | | 10th Aug. | FA/Y/161 (AEE/HMS) | P |
| 10. | FA/M/106 | Closing of work orders | " | | 10th | FA/M/106 (AEE/HMS) | P |
| 11. | FA/M/107 | Regularisation of token work orders | " | | 10th | FA/M/107 (AEE/HMS) | P |
| 12. | FA/M/108 | Review of performance of vehicles | SE/l | | 10th | FA/M/108 (AEE/HMS) | P |
| 13. | SA/M/001 | Tools and Plant | SE/l | | 10th | Arising | P |
| 14. | PE/Y/100 | No. of employees as on 31.3. | SE/l | | 10th April | PE/Y/100 (AEE/HMS) | P |
| 15. | PE/M/101 | Vacant posts | SE/l | | 10th | PE/M/101 (AEE/HMS) | P |
| 16. | PE/M/102 | Disciplinary proceedings taken | SE/l | | 10th | PE/M/102 (AEE/HMS) | P |
| 17. | PE/M/104 | Accidents | SE/l | | 10th | PE/M/104 (AEE/HMS) | P |

| | | EE/HES/DPR | | | |
|--------------------|----------|--|-------|------------------------|-----------------------|
| 1. | LR/M/260 | List of returns—EE/HMS, HES to SE/I. (only non-technical returns) | SE/I | 10th | Arising |
| 2. | HP/W/007 | Weekly progress of detailed investigation works. | SE/I | 6th of next week | HP/W/007 (AEE/HES) |
| 3. | FA/Y/160 | Budget Estimate for Investigation circle | SE/I | 10th Aug. | FA/Y/160 (AEE/HES) |
| 4. | FA/Y/161 | Revised budget estimate for Investigation Circle. | SE/I | 10th Aug. | FA/Y/161 (AEE/HES) |
| 5. | FA/M/108 | Review of performance of vehicles | SE/I | 10th | FA/M/108 (AEE/HES) |
| 6. | FA/M/106 | Closing of work orders | SE/I | 10th | FA/M/106 (AEE/HES) |
| 7. | FA/M/107 | Regularisation of token work orders | SE/I | 10th | FA/M/107 (AEE/HES) |
| 8. | SA/M/001 | Tools and Plant | SE/I | 10th | Arising |
| 9. | PE/Y/100 | No. of employees as on 31.3. | SE/I | 10th Apl. | PE/Y/100 (AEE/HES) |
| 10. | PE/M/101 | Vacant posts | SE/I | 10th | PE/M/101 (AEE/HES) |
| 11. | PE/M/102 | Disciplinary Proceedings taken | SE/I | 10th | PE/M/102 (AEE/HES) |
| 12. | PE/M/104 | Accidents | SE/I | 10th | PE/M/104 (AEE/HES) |
| 13. | DI/M/123 | Theft of conductor and materials | SE/I | 10th | DI/M/123 (AEE/HES) |
| S.E./INVESTIGATION | | | | | |
| 1. | HP/M/200 | Abstract of rainfall particulars | CE/CD | 25th | HP/M/200 (EE/HMS) |
| 2. | HP/M/201 | Abstract of run off particulars (stream and river gauging) | CE/CD | 25th | HP/M/201 (EE/HMS) |
| 3. | HP/M/202 | Evaporation Data | CE/CD | 25th | HP/M/202 (EE/HMS) |
| 4. | HP/M/203 | Abstract of suspended silt load sampling | CE/CD | 25th | HP/M/203 (EE/HMS) |
| 5. | HP/H/400 | Catchment areas/basins/streams/rivers with potential for establishing new power projects | CE/CD | 10th Aug. 10th Feb. | Arising |

| Sl. No. | Code No. | Title of the Returns | To whom sent | Copy to | Due Date | Basis | Remarks |
|---------|----------|--|--------------|---------|-----------|-------------------------------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 6. | HP/Q/400 | Progress in formulation of proposals for detailed investigation. | CE/CD | | 10th | Arising | P |
| 7. | HP/M/402 | Monthly progress of detailed investigation works | CE/CD | SE/Plg. | 15th | HP/M/007 (EE/HES) and Arising | P |
| 8. | HP/M/403 | Progress in preparation of detailed project report; | CE/CD | SE/Plg. | 15th | Arising | P |
| 9. | HP/Q/404 | Status of receipt of approval for Hydro Power Projects. | CE/CD | SE/Plg. | 15th | Arising | P |
| 10. | DI/M/123 | Theft of Conductor and materials | IGP(V) | CE/CD | 15th | DI/M/123 (EE/HMS, HES) | P |
| 11. | FA/M/400 | Monthly projected cash requirement | CFC | | 2nd | Arising | P |
| 12. | FA/M/401 | Agewise pending bills | CFC | MC | 15th | Arising | P |
| 13. | FA/Q/402 | Report on utilisation of funds | FC/F | | 15th | Arising | P |
| 14. | FA/M/403 | Bank reconciliation statement | CFC | | 15th | Arising | P |
| 15. | FA/Y/160 | Budget estimate for Investigation Circle | CE/CD | | 20th Aug. | FA/Y/160 (EE/HMS, HES) | P |
| 16. | FA/Y/161 | Revised Budget estimate for Investigation circle | CE/CD | | 20th Aug. | FA/Y/161 (EE/HMS, HES) | P |
| 17. | FA/M/406 | Capital Expenditure Budget Vs Actuals | CFC | | 12th | Arising | P |
| 18. | FA/Y/407 | Employee categorywise salaries and wages | CFC | | 15th Apr. | Arising | P |
| 19. | FA/M/106 | Closing of work orders | CE/CD | MC | 15th | FA/M/106 (EE/HMS, HES) | P |
| 20. | FA/M/408 | Monthly P.F. Report | CIAO | | 15th | Arising | P |
| 21. | FA/M/409 | TDA/TCA report | CFC | | 15th | Arising | P |
| 22. | FA/M/108 | Review of performance of vehicles | SE/MM | | 15th | FA/M/108 (EE/HMS, HES) | P |
| 23. | PE/Y/100 | No. of employees as on 31.3. | CE/CD | CE/P | 15th Apr. | PE/Y/100 (EE/HMS, HES) | P |
| 24. | PE/M/101 | Vacant posts | CE/CD | CE/P | 15th | PE/M/101 (EE/HMS, HES) | P |

| | | | | | | | |
|-----|----------|---|-------|------------------|-----------|---------------------------|---|
| 25. | PE/M/102 | Disciplinary proceedings taken | CE/CD | CE/P | 15th | PE/M/102 (EE/HMS, HES) | P |
| 26. | PE/M/400 | Report on disciplinary proceedings initiated by CVO | CE/P | IGP(V) | 15th | Arising | P |
| 27. | PE/Q/401 | Report on training of apprentices | D.T. | | 15th | Arising | P |
| 28. | PE/M/402 | No. of employees covered by P.F. | CIAO | | 15th | " | P |
| 29. | PE/Y/403 | Employees retiring during the year | CIAO | CE/P | 30th Nov. | " | P |
| 30. | PE/M/404 | Pending Pension, Gratuity, G.P.F., C.P.F. claims report | CIAO | M.C. | 15th | " | P |
| 31. | PE/M/405 | Medical reimbursement analysis report and pending claims report | CE/P | M.C. | 15th | " | P |
| 32. | PE/Y/406 | Report on amenities provided | CE/P | | 15th Apr. | " | P |
| 33. | PE/M/408 | Report on labour dispute | CE/P | IRA | 15th | " | P |
| 34. | PE/M/409 | Report on Union activities | CE/P | IRA | 15th | " | P |
| 35. | PE/M/104 | Accidents | CE/CD | M.C. | 15th | PE/M/104 (EE/HMS, HES) | P |
| 36. | PE/Q/401 | Accident compensation Report | CE/P | CE/CD | 15th | Arising | P |
| 37. | PE/Q/411 | Report on causewise analysis of accidents and pending accident claims | CE/P | SE/RE & I (D) | 15th | Arising | P |

(xxxi)

C.E./CIVIL DESIGN (MADRAS)

| | | | | | | | |
|-----|----------|--|-------|---------|-----------|---------|---|
| 1. | FA/M/400 | Monthly projected cash requirement. | CFC | | 2nd | Arising | P |
| 2. | FA/Y/407 | Employee categorywise salaries and wages. | CFC | | 15th Apr. | Arising | P |
| 3. | FA/M/408 | Monthly P. F. Report | CIAO | | 15th | Arising | P |
| 4. | FA/M/408 | TDA/TCA Report | CFC | | 15th | Arising | P |
| 5. | FA/M/108 | Review of performance of vehicles. | SE/MM | | 15th | Arising | P |
| 6. | PE/Y/100 | No. of employees as on 31.3. | CE/P | | 15th Apr. | Arising | P |
| 7. | PE/M/101 | Vacant posts | CE/P | | 15th | Arising | P |
| 8. | PE/M/102 | Disciplinary Proceedings taken | CE/P | | 15th | Arising | P |
| 9. | PE/M/400 | Report on disciplinary proceedings initiated by CVO. | CE/P | IGP (V) | 15th | Arising | P |
| 10. | PE/Q/401 | Report on training of apprentices | D.T. | | 15th | Arising | P |
| 11. | PE/M/402 | No. of members covered by P. F. | CIAO | | 15th | Arising | P |
| 12. | PE/Y/403 | Employees retiring during the year | CIAO | CE/P | 30th Nov. | Arising | P |
| 13. | PE/M/404 | Pending Pension, gratuity, GPF/CPF claims report. | CIAO | MC | 15th | Arising | P |
| 14. | PE/M/405 | Medical reimbursement analysis report and pending claims report. | CE/P | MC | 15th | Arising | P |
| 15. | PE/Y/406 | Report on amenities provided | CE/P | | 15th Apr. | Arising | P |

| Sl. No. | Code No. | Title of the Returns | To whom sent | Copy to | Due date | Basis | Remarks |
|---------|----------|--|-------------------|---------------|------------------------------|------------------------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 16. | PE/M/408 | Report on labour disputes | CE/P | IRA | 15th | Arising | P |
| 17. | PE/M/409 | Report on Union activities | CE/P | IRA | 15th | Arising | P |
| 18. | PE/M/104 | Accidents | MC | | 15th | Arising | P |
| 19. | PE/Q/410 | Accidents compensation report | CE/P | | 15th | Arising | P |
| 20. | PE/Q/411 | Report on causewise analysis of accident and pending accidents claims. | CE/P | SE/RE & I (D) | 15th | Arising | P |
| 1. | FA/M/400 | Monthly projected Cash requirement | C.F.C. | | | | |
| | | | F.C (F) | | 4th | FA/M/400 (SE/IBCE/CD) | P |
| 2. | FA/M/705 | Systemwise demurrage/overdue interest | AM/CH | | 20th | Arising | R |
| 3. | FA/M/706 | Bank reconciliation statement (Exceptional) | AM | | 20th | FA/M/403 (SE/I) | R |
| 4. | FA/M/406 | Capital Expenditure Budget Vs Actuals | AM/CH | | 25th | FA/M/406 (SE/I) | P |
| 5. | FA/M/709 | System/Circlewise capital Expenditure variance | AM/CH | | 25th | FA/M/406 (SE/I) | P |
| 1. | PE/Q/702 | System/Circlewise labour disputes report. | C. E./PERSONNEL | | | | |
| | | | Chairman | | 25th | PE/M/408 (SEs/IBCE/CD) | R |
| 1. | PE/Q/601 | System/Circlewise report on training of apprentices. | A. D. E. TRAINING | | | | |
| | | | D.T. | | 25th | PE/Q/401 (SE/IBCE/CD) | R |
| 1. | PE/Y/701 | System/circlewise financial commitments due to retirement (Projected) | C. I. A. O. | | | | |
| | | | AM/CH | | 25th Dec. | PE/Y/403 (SE/IBCE/CD) | R |
| 1. | DI/Q/703 | Review on theft of conductor and materials. | I. G. P./V | | | | |
| | | | AM/MD MG/Ch., | | 30th of the following month. | DI/M/123 (SE/I) | R |

| | | M. C. | | | |
|----|----------|------------------|--|------|-----------------------------|
| 1. | FA/M/401 | AM/CH | Agewise pending bills | 20th | FA/M/401 (SE/I) P |
| 2. | FA/M/106 | MD/MG AM, CH | Closing of work orders | 25th | FA/M/106 (SE/I) P |
| 3. | PE/M/404 | MD/MG AM/CH | Pending Pension gratuity GPF., CPF., claims report | 20th | PE/M/404 (SEs/IBCE/CD) P |
| 4. | PE/M/405 | MD, MG AM, CH | Medical reimbursement analysis report and pending claims report | 20th | PE/M/405 (SE/IBCE/CD) P |
| 5. | PE/M/104 | MD, MG AM, CH | Accidents | 20th | PE/M/104 (SE/IBCE/CD) P |

ANNEXURE—II

Key to Coding

Each format has been assigned a code No. containing first, two English alphabets, followed by a single alphabet and then a three digit number. The first two alphabets indicate the function or area of operation to which the format belongs as follows :

- LR — Covering letter
- HP — Investigation and Hydro Projects
- FA — Finance and Accounting
- PE — Personnel
- DI — Distribution

The single alphabet which follows the two alphabets as explained above, denotes the periodicity of the return as indicated below :

- D — Daily
- W — Weekly
- F — Fortnightly
- M — Monthly
- Q — Quarterly
- H — Half-yearly
- Y — Yearly

The first digit of the three digit number that follows identifies the level from which the return originates as detailed below :

- 0 — From JE/AE
- 1 — AEE
- 2 — EE
- 3 — Within SE's Office
- 4 — From SE/Investigation Office
- 5 — Spare
- 6 — Within Headquarters Office as DFC to FC
- 7 — From Headquarters Office to AM, MD, MG & Chairman,

The next two digits are allotted to identify the report. The identifying two digit numbers are assigned separately to each of the above areas. At the same time the number is not dependant on the periodicity indicated in the code number.

As an illustration "Catchment areas/basins/streams/rivers with potential for establishing new power projects" has been assigned the code number HP/H/400. The code number indicates that the report belongs to Investigation/Hydro Projects function, the periodicity being half-yearly and it starts from S.E.

For Investigation circle also the functions Finance and Accounting (F.A.) and Personnel (P.E.) are same as for Distribution function. So almost all the returns prescribed for Distribution are relevant to Investigation circle also. In a few cases some special returns are to be introduced. To easily identify such returns, the number starts from 60.

Chairman's Circular Memo. No. S.E./Plg/DB/175/86—1 (Technical Branch) dt. 23—6—86.

Sub : Management Information System—Revised Management Information System—Introduction for common functions for certain officers.

- Ref :
1. Ch's Circular Memo. No. MIS. 1/85, (Tech. Br.) dt. 20—5—85.
 2. Ch's Circular Memo. No. MIS. 2/85, (Tech. Br.) dt. 18—11—85.
 3. Ch's Circular Memo. No. MIS. 3/86, (Tech. Br.) dt. 16—6—86.
 4. Ch's Circular Memo. No. MIS. 4/86, (Tech. Br.) dt. 17—6—86.

Management Information system (MIS), as evolved by Data Bank based on the reports of the consultants M/s. Tata Consultancy Services was introduced for O & M systems and Headquarters offices concerned from 1—4—86 vide reference No. 1 M.I.S. for General Construction circles and Headquarters offices concerned was introduced from 1—4—86 vide reference 2. MIS for common functions only was introduced for generation circles (Hydro) and Investigation circle vide ref. 3 & 4 respectively.

Monitoring Cell and other offices experience difficulties in putting up reviews on a common basis if information from certain system/circles are received in revised formats and from some other systems/circles in old forms. So it has become necessary to introduce the revised formats for common functions like 'Personnel' 'Finance and Accounting', 'Materials Management' and 'Stores Accounting' for all systems/circles and head-quarters offices concerned not covered by the circular 1 to 4 in the above references.

3. The annexure shows the various formats that are to be sent by the offices of projects and thermal plants. The annexure also shows the officer to whom the report should be sent, the officer to whom copies are to be marked and the due date. All the officers who are in charge of the establishment, should send all the returns that are prescribed under 'Personnel'. The officers who are having stores under their jurisdiction and those who order materials should send the returns that are prescribed under 'Materials Management' and 'Stores Accounting' that are relevant to them. The officers should also send the returns prescribed under 'Finance and Accounting'.

4. While sending the return if the information is 'NIL' or 'Not Applicable', the officers concerned may state in the covering letter that the information is 'NIL' or 'Not Applicable' they need not send such returns.

5. One printed format for each return prescribed under 'Personnel' 'Material Management' 'Stores Accounting' and 'Finance and Accounting' is enclosed. The officers are requested to make copies of the format by typing/roneoing and send the returns.

6. The above instructions will take effect immediately.

B. Vijayaraghavan,
Chairman.

Encl :

ANNEXURE

PERSONNEL

| Sl. No. | Code No. | Title of the Returns | To whom sent | Copy to | Due Date |
|---------|----------|--|--------------|--------------|-----------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | PE/Y/100 | No. of employees as on 31.3. | CE/P | | 20th Jan. |
| 2. | PE/M/101 | Vacant Posts | CE/P | MC | 15th |
| 3. | PE/M/102 | Disciplinary proceedings taken | CE/P | MC | 15th |
| 4. | PE/M/400 | Report on disciplinary proceedings initiated by C.V.O. | CE/P | IGPV | 15th |
| 5. | PE/Q/401 | Report on training of apprentices | D.T. | | 15th |
| 6. | PE/M/402 | No. of members covered by P.F. | CIAO | | 15th |
| 7. | PE/Y/403 | Employees retiring during the year | CIAO | CEP | 30th Nov. |
| 8. | PE/M/404 | Pending pension, gratuity, GPF, CPF claims report | CIAO | MC | 15th |
| 9. | PE/M/405 | Medical reimbursement analysis report and pending claims report | CE/P | MC | 15th |
| 10. | PE/Y/406 | Report on amenities provided | CE/P | | 15th Apr. |
| 11. | PE/Y/407 | Report on insurance to employees | CE/P | | 15th Apr. |
| 12. | PE/M/408 | Report on labour disputes | CE/P | IRA | 15th |
| 13. | PE/M/409 | Report on Union activities | CE/P | IRA | 15th |
| 14. | PE/M/104 | Accidents | MC | CE concerned | 15th |
| 15. | PE/Q/410 | Accident compensation report | CE/P | | 15th |
| 16. | PE/Q/411 | Report on causewise analysis of accidents and pending accident claims | CE/P | SE/REG(D) | 15th |
| 17. | PE/M/412 | Report on disposal of petitions received through Chief Minister's Special Cell | CE/P | CE concerned | 15th |

FINANCE AND ACCOUNTING

| | | | | |
|-----|----------|--|-------|-----------|
| 1. | FA/M/400 | Monthly projected cash requirement | CFC | 2nd |
| 2. | FA/M/401 | Agewise Pending Bills. | CFC | 15th |
| 3. | FA/Q/402 | Report on utilisation of funds | FC/F | 15th |
| 4. | FA/Q/405 | Actuals Vs. Budget Revenue Expenditure | CFC | 15th |
| 5. | FA/M/406 | Capital Expenditure Budget Vs- Actual | CFC | 15th |
| 6. | FA/Y/407 | Employee categorywise salaries and wages | CFC | 15th Apr. |
| 7. | FA/M/106 | Closing of work orders | FC/P | 15th |
| 8. | FA/M/107 | Regularisation of token work orders | FC/P | 15th |
| 9. | FA/M/408 | Monthly P.F. report | CIAO | 15th |
| 10. | FA/M/409 | TDA/TCA report | CFC | 15th |
| 11. | FA/M/108 | Review of Performance of vehicles | SE/MM | 15th |

B.G.S. - 6

MATERIALS MANAGEMENT

| | | | | |
|-----|----------|---|-----------------------------|------|
| 1. | MM/M/400 | Stock status of A Class materials below re-order level in the system | SE/MM | 15th |
| *2. | MM/M/700 | Progress in finalising tenders at headquarters | MC | 10th |
| 3. | MM/M/401 | Local purchase orders placed by System/Circle SEs and purchase orders placed by headquarters | SE/MM | 6th |
| *4. | MM/M/703 | Details of purchase orders with reference to delivery and receipt of materials (headquarters) | MC | 15th |
| 5. | MM/M/402 | Shortages and rejections in material supplies against P.Os. placed by headquarters and RCEs. | SE/MM SE/HQ concerned | 15th |
| 6. | MM/M/403 | Agewise analysis of defective supplies pending replacement rectification against P.Os placed by head offices and RCEs | SE/MM SE/HQ concerned | 15th |

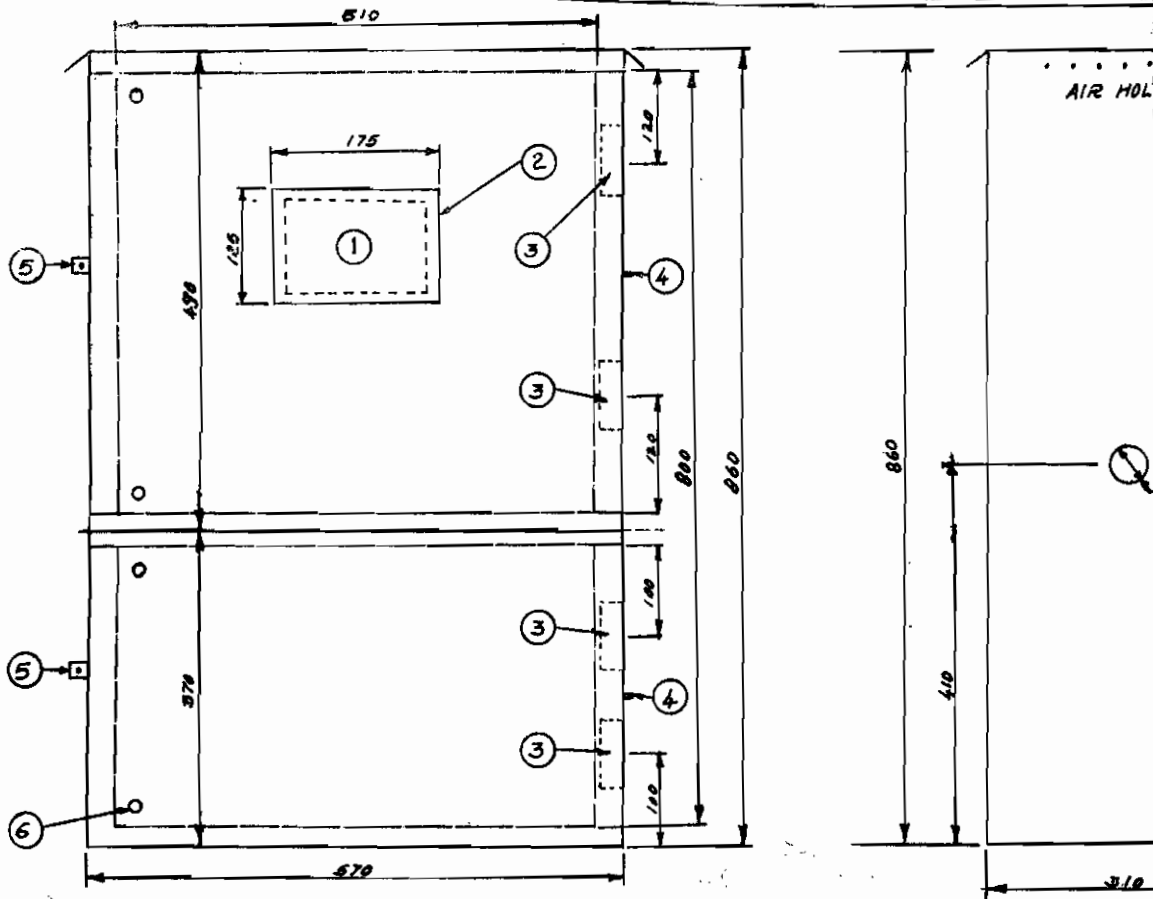
* SEs of headquarters only need send the return.

| Sl. No. | Code No. | Title of the Returns | To whom sent | Copy to | Due Date |
|---------|----------|--|-------------------|------------------------------|----------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 7. | MM/M/404 | Defective supplies pending replacement/rectification beyond set time limit against POs placed by head offices and RCE: | SE/MM | SE/HQs concerned | 15th |
| 8. | MM/Q/102 | Obsolete and non-moving stock report | FC/P | SE/MM SE/HQs Concerned | 15th |
| 9. | MM/Q/405 | Pending tenders disposal of nonmoving/surplus/obsolete materials | SE/MM | SE/HQs Concerned | 15th |
| 10. | MM/Q/406 | Cement indent | SE/MM | SE/HQs Concerned | 15th |
| 11. | MM/M/008 | Receipt and consumption of cement | SE/MM | SE/HQs Concerned | 15th |
| 12. | MM/M/009 | Stock status of iron and steel | SE/MM | SE/HQs Concerned | 15th |
| 13. | MM/M/407 | Monitoring of replacement of equipment/material that have failed within guarantee period. | SE/MM | SE/HQs concerned | 15th |
| 14. | MM/W/704 | Flow chart for tender pending for more than 5 weeks from the date of opening for the week ending | TA to Chairman | | Saturday |

STORES ACCOUNTING

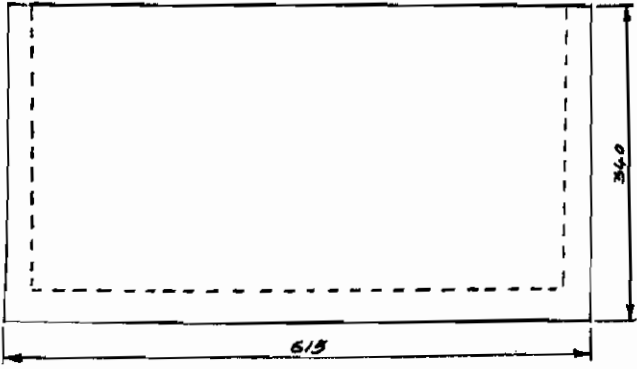
| | | | |
|-------------|---|------|------|
| 1. SA/M/400 | Material groupwise inventory report | FC/P | 15th |
| 2. SA/Q/401 | Material groupwise obsolete and nonmoving stock report. | FC/P | 15th |
| 3. SA/M/402 | Progress report on stores accounting work | FC/P | 15th |
| 4. SA/Q/404 | Details of ineffective balances report storewise and yearwise. | FC/P | 15th |
| 5. SA/M/406 | Stock verification follow-up report (discrepancies only). | FC/P | 15th |
| 6. SA/M/407 | Tools and Plant verification follow up report (discrepancies only). | FC/P | 15th |

SKETCH SHOWING THE L.T. M

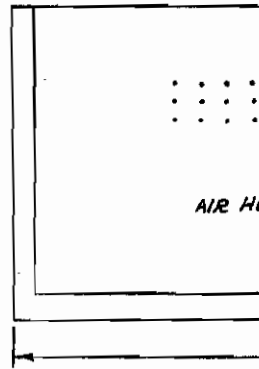


FRONT VIEW

SIDE VIEW



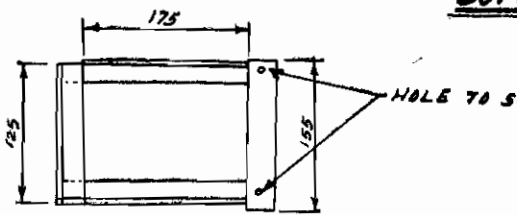
TOP VIEW



BOTTOM VIEW

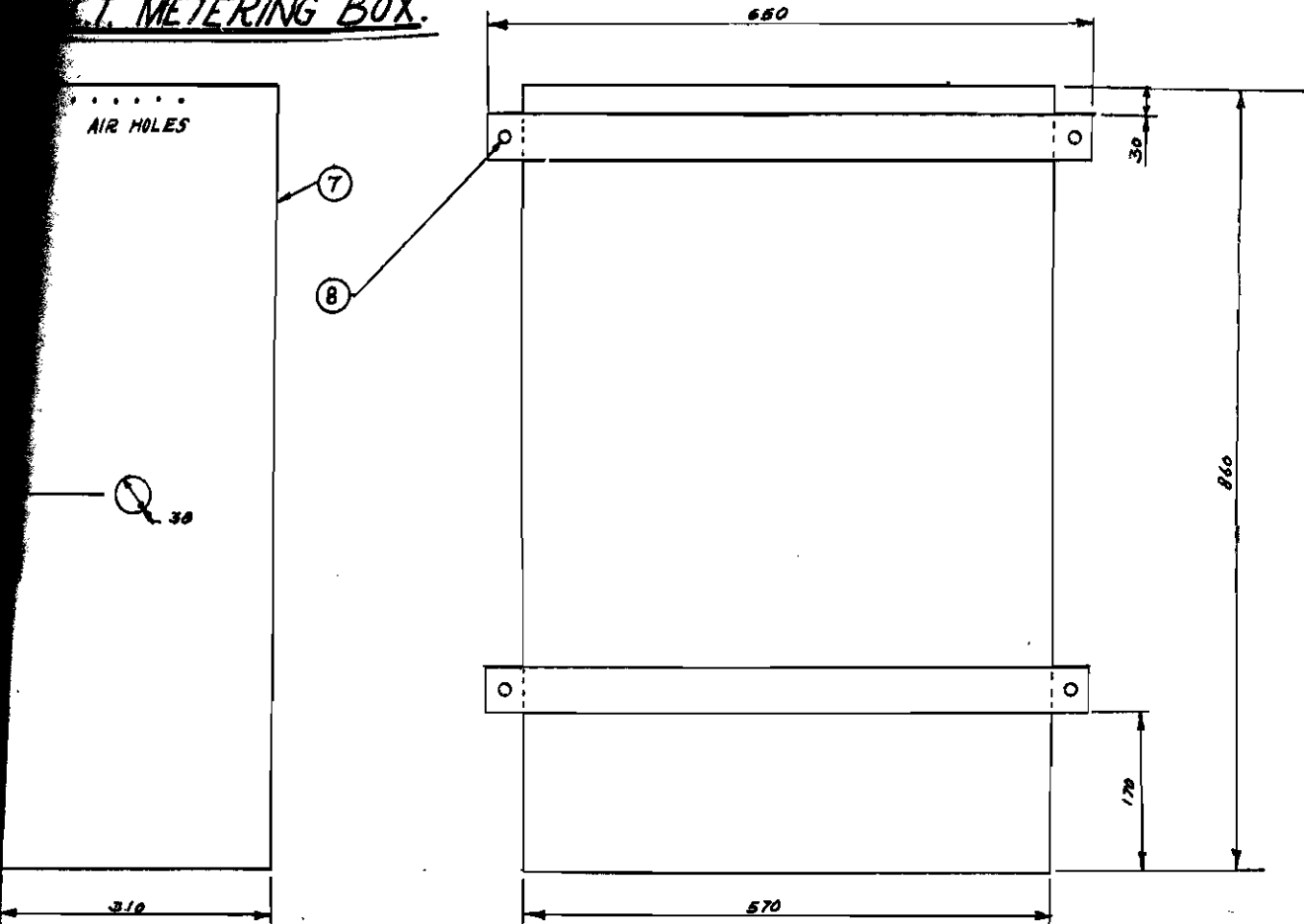
NOTE:-

1. ALL DIMENSIONS ARE IN M.M.
2. SCALE . 1:60.



GLASS FIXING AND LOCKING ARRANG

I. METERING BOX.

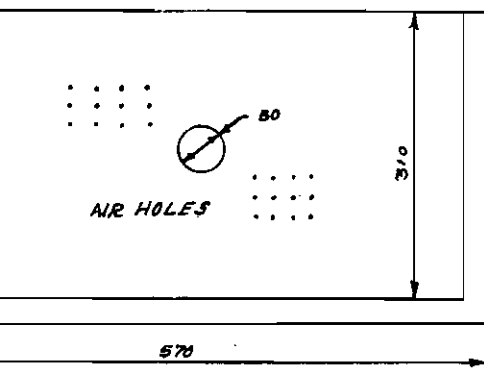


SIDE VIEW

BACK VIEW

REFERENCE :-

1. GLASS WINDOW FOR READING 150 X 100 MM.
2. M.S. LID TO COVER METER GLASS WITH STOPPER INSIDE.
3. HINGES 75 X 25 MM.
4. SEALING ARRANGEMENT TO PREVENT TAMPERING BY OPENING THE DOOR.
5. LOCK PIECE PROVIDED WITH BOLT & NUT 10 M.M. WITH SEALING ARRANGEMENT.
6. 4 HOLES 12 M.M. TO SUIT 10 M.M. BOLT & NUT.
7. BOX IN B.P. SHEET 1.25MM THICKNESS.
2 DOORS TO BE PROVIDED.
- 2 COMPARTMENTS TOP-METER FIXING, BOTTOM-FUSE UNIT CHAMBER. TO SEPARATE THE TWO CHAMBER 1.25 MM SHEET WITH A HOLE OF 38 M.M. DIA IN THE MIDDLE FOR THE CABLE.
8. M.S. FLAT 50 X 8 M.M. 650 M.M LENGTH WITH A HOLE TO SUIT 12 MM BOLT.



BOTTOM VIEW

→ HOLE TO SUIT 6MM HEXAGONAL NUT WELDED FOR LOCKING.

BL = 2117686
A.D.E (WORKSHOP)
MYLAPORE

NG ARRANGEMENT