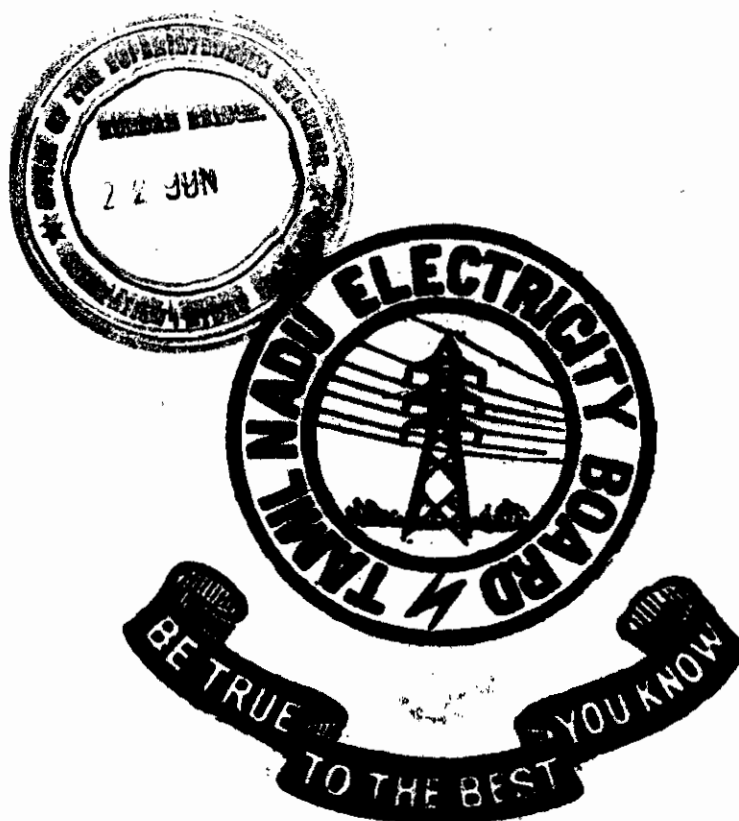


TAMIL NADU ELECTRICITY BOARD GAZETTE

Vol. VI

APRIL 1987

No. 4



STEP-UP TRANSFORMERS

I like the man who faces what he must
 With step triumphant and a heart of cheer;
 Who fights the daily battle without fear;
 Sees his hopes fail, yet keeps unfaltering trust
 That God is God; that somehow, true and just
 His plans work out for mortals; not a tear
 Is shed when fortune, which the world holds dear,
 Falls from his grasp; better, with love, a crust
 Than living in dishonour; envies not
 Nor loses faith in man; but does his best,
 Nor even mourns over his humbler lot,
 But with a smile and words of hope, gives zest
 To every toiler; he alone is great
 Who by a life heroic conquers fate.

—Sarah K. Bolton.

Know you what it is to be a child? It is to be something very different from the man of today. It is to have a spirit yet streaming from the waters of baptism; it is to believe in love, to believe in loveliness, to believe in belief; it is to be so little that the elves can reach to whisper in your ear; it is to turn pumpkins into coaches, and mice into horses, lowness into loftiness, and nothing into everything, for each child has its fairy god mother in its soul.

—Francis Thompson.

Each of us makes his own weather, determines the colour of the skies in the emotional universe which he inhabits... Since nobody can make the universe his slave, everyone who looks outward for pleasure is bound to disappointment. A glut of entertainment wearies us; a realised ambition becomes a bore; a love that promised full contentment loses its glamour and its thrill. Lasting happiness can never come from the world. Joy is not derived from the things we get or the people we meet; it is manufactured by the soul itself as it goes about its self-forgetful business.

—Fulton J. Sheen.
 (in 'Way to Happiness')

To have a mind unshaken
 By the impact of worldly conditions,
 Free from sorrow, undefiled, secure—
 This is the greatest act of blessedness.

(—Buddhist Beatitude.
 Translation by Francis Story)

You see me as an atheist. God sees me as the loyal opposition.

—Woody Allen.

From the cowardice that shrinks from new truths,
 From the laziness that is content with half-truths,
 From the arrogance that thinks it knows all truths,
 O God of Truth, deliver us.

—Ancient prayer.

na dhaavathi janaakeernam
 na aeranyam upasaantha dheek
 yatthaa thaitthaa yathra thathra
 sama eva avathishtiathae.

[One whose mind is serene seeks neither the crowded place nor (the solitude of) the forest. He remains the same whatever the conditions, whichever the place.]

[From the Ashtaavakra samhitaa]

From the Chairman's desk:

Of the many fallacies that have gained currency in recent times, one that is most popular is that all tension is bad. A variety of illnesses from stomach upsets to mental disorders to coronary thrombosis is attributed to tension. The diagnosis is too simplistic. 'Tension' is one of those complex words that carry both positive and negative meanings. If the word is identified with excess of worry or deep frustration or unproductive activity at a feverish pitch it is certainly harmful. This kind of tension can confuse the mind. It can sap one's strength. It can even kill. But that is not all there is to tension. There is also a kind of tension that is necessary for the body and the mind to give of their best. It is a common experience with most of us that when we work under great pressure we achieve outstanding results and in the shortest time. We are at our best when we have to beat a deadline. We are at our best when we strive to achieve something beyond our ordinary reach. We then summon up abilities that lie dormant in us. Tension makes us put forth extraordinary efforts and secure extraordinary results. On the contrary, when we are too relaxed, with all the time in the world at our disposal, with limited objectives, we are often not able to turn out anything worthwhile.

A total absence of tension is sometimes referred to as 'equanimity'. Equanimity, properly so called, is indeed a great blessing. Antonnius Pius, a Roman ruler, when asked on his deathbed to sum up his philosophy of life, answered in one word: "*aequanimitas*"—equanimity. But very often what passes for equanimity is a sham—an absolute lack of involvement in one's work, indifference, even irresponsibility. How often do we come across men who look unruffled only because of their lack of concern, their lack of care. Theirs is the placidity of a vegetable, or something worse. This is not the existence that befits a human being. As the great sage Vyaasa exhorts us: "*muhoortham jwalitham shreyo na thu dhoomaayitham chiram*". (It is better to flame forth for an instant than to smoke away for ages).

There is another kind of equanimity that is only a mask. Men who wear this mask will be seething inwardly with worry, frustration, fear, self-recrimination and hatred. But outwardly they try to look calm and composed. They will sooner or later destroy themselves. There is nothing more dangerous than bottling up an explosive mixture of destructive emotions.

The healthy kind of tension comes from a willing acceptance of all one's responsibilities, an intense concern for work, deep involvement in life and tireless effort to reach out farther and farther. This should be tempered by the maturity that keeps effort insulated against anxiety. Tension then does not debilitate. It nourishes. It gives meaning to life. The persistent struggle for a goal considered worthwhile and the awareness that one is using one's abilities to the utmost are necessary not only for one's self-respect but also for one's mental and even physical health. We are all familiar with men who in their official life work hard for long hours without respite, without regular food or regular sleep, under extremely stressful conditions but never feel any the worse for it. They are physically healthy, mentally agile, happy and cheerful. Then one day their professional life comes to a close and what stretches out in front of them is a life of rest and relaxation. But we find them suddenly become a miserable bundle of ailments. The inactivity and boredom even shorten their lives. Perhaps, more people have been killed by inertia than by tension.

(vi)

Someone compared the human brain to a motor car engine. It is designed to work in top gear. Working it in low gear is punishing the engine and wasting energy. The extent of tension necessary to work it in top gear is beneficial, not harmful.

Another analogy is that of a pressure cooker. The pressure cooker does not serve its purpose unless a certain amount of pressure builds up. But the pressure has to be kept under control. Otherwise, it will blow off the lid. Similarly, what we should seek to achieve is controlled tension. Along with building up tension and keeping it in check, we should also cultivate the humility to recognise that no one can hope to be a winner all the time and that all that life expects of us is to do our best and do better than anyone else possibly can under the given circumstances. We shall then be able to combine intense external activity with perfect internal tranquility.

A handwritten signature in black ink, appearing to read 'B. Vijayaraghavan', with a large, stylized initial 'B' and a long, sweeping horizontal stroke at the end.

(B. VIJAYARAGHAVAN)

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News & Notes

PART—I

News & Notes

I. Generation Particulars :

The generation/relief figures for April '87 and for the period July '86 to April '87 were as follows:—

	April '87 (Figs. in M.U.)	July '86 to April '87
1. Ennore	169.219	1441.331
2. Tuticorin	402.310	3470.700
3. Mettur	11.550	27.678
TNEB Thermal	583.079	4939.709
4. Neyveli TS I	246.098	2471.202
5. Neyveli TS II	158.207	992.123
6. Kalpakkam	204.097	1369.267
7. Relief from NTPC	—	252.653
8. Hydro Generation	141.086	2913.589
9. Net Export to Kerala	(—) 31.701	(—) 239.876
10. Net Export to Karnataka	(—) 27.996	(—) 171.553
11. Net Export to Andhra	(—) 5.861	(—) 6.502
12. Import from Manali	0.029	0.103
13. Wind farm	0.065	1.510
Net TNEB consumption	1266.923	12522.225

II. Hydro Inflows :

The hydro inflows in April '87 were 16 m. u. as against 33 m. u. in April '86 and as against 44 m. u. being the ten year average. The total inflows from July '86 to April '87 were 2598 m. u. when compared to 1963 m. u. last year and the ten year average of 2857 m. u. for the same period.

III. Storage Position :

The storage position in various reservoirs as on 1—5—87 when compared to the storage on 1—5—86 was as follows :

	As on 1—5—87	As on 1—5—86	Difference
	(Figs. in M. U.)		
1. Nilgiris	314.09	290.17	(+) 23.92
2. Periyar	—	13.62	(—) 13.62
3. Papanasam & Servalar	—	3.23	(—) 3.23
4. PAP group	17.30	3.92	(+) 13.38
5. Kodayar	6.83	0.50	(+) 6.33
6. Suruliya	0.21	0.31	(—) 0.10
7. Total excl. Mettur	338.43	311.75	(+) 26.68
8. Mettur	—	—	—
Total including Mettur	338.43	311.75	(+) 26.68

(κ)

IV. Performance of Thermal Stations :

(i) Tuticorin :

The details of generation at Tuticorin during April '87 were as follows :—

Unit	Generation in M.U.	Plant Load Factor %
I	125.14	82.76
II	130.22	86.12
III	146.95	97.19
Station	402.31	88.69

(ii) Ennore :

Ennore generated 169.21 M.U. in April '87 with a Plant Load Factor of 52.23%. The unit-wise break-up is as follows :

Unit	Generation in M.U.	Plant Load Factor%
I	30.425	70.42
II	34.731	80.39
III	39.152	49.43
IV	11.664	14.72
V	53.247	67.23
Station	169.219	52.23

(Unit IV was put back on bars on 11—4—87).

V. Auxiliary consumption and oil consumption in Thermal Stations :

The auxiliary consumption and oil consumption at Tuticorin and Ennore for April '87 were as follows :

	Tuticorin	Ennore
Auxiliary consumption (%)	7.9	5.62
Oil consumption (ML/unit)	13.0	6.3

VI. Training :

The following special training programmes were conducted during April '87 :

- (1) Institutional training for 30 students of B.A. (Corporate Secretaryship) of DGV Collage, Madras has been arranged for 30 days from 8—4—'87.
- (2) A 3-day course on "Safety" to 50 RWE Staff of Coimbatore Region was conducted on 8, 9 and 10—4—87 at Coimbatore.
- (3) A 10-day Supervisory Development Programme for Junior Engineers II Grade was conducted at STC/Madras from 15—4—87 to 25—4—87.
- (4) A 3-day course on Safety to 50 RWE Staff of Trichy Region was conducted on 23, 24 and 25—4—87 at Trichy.

VII. Payment of special contribution :

The Board has decided that special contribution be paid to the Contributory Provident Fund Subscribers who retired/expired/resigned during the period 16—9—72 to 30—6—86 as specified under Regulations 37-40 of the Tamil Nadu Electricity Board Contributory Provident Fund Regulations provided their service has been "good, efficient and faithful" as contemplated under Regulation 37. (B. P. Ms. (FB) No. 1, (Audit Branch), dated 10—4—87.

VIII. Increase in rate of equipment allowance to employees deputed abroad :

The Board has decided that the rate of equipment allowance to the employees of the Board deputed abroad where warm clothing is absolutely necessary be revised limiting to one month's basic pay in their minimum of the time-scale of the post in which the Board employee is acting and rounded off to the next higher hundred rupees subject to a maximum of thousand rupees and a minimum of rupees eight hundred (vide B. P. Ms. (Ch) No. 139, dt. 7—4—87).

IX. Creation of the post of Chief Engineer (Electrical) at Mettur Thermal Power Station :

Consequent on the commissioning of Unit-I at Mettur Thermal Power Project, a separate post of Chief Engineer (Electrical) to look after the operation and maintenance of the power station has been sanctioned. The Chief Engineer will also be incharge of the operation and maintenance of unit I, pre-commissioning activities of unit-II and take over operation and maintenance of units II to IV as and when they are commissioned. The post has been designated as Chief Engineer (Electrical)/Mettur Thermal Power Station with headquarters at Mettur. (vide B. P. Ms. (FB) No. 39, (Adm. Branch), dt. 24—4—87.)

X. Industrial Cooperative Service Society at Tuticorin Thermal Power Station :

The Tuticorin Thermal Power Station Industrial Cooperative Service Society has been formed and registered on 27—3—87. The Industrial Cooperative Service Society will undertake routine works of cleaning, handling of materials etc. in Tuticorin Thermal Power Station from 1—5—87. 322 unskilled contract labourers will be employed by the Society in Tuticorin Thermal Power Station for a total contract value of Rs. 19.60 lakhs for a period of 11 months from 1—5—87 to 31—3—88. (vide B. P. Ms. (FB) No. 40, Adm. Br. dt. 27—4—87.)

The following are the details of posts created/upgraded/abolished during the month of April 1987.

P. Easwaramurthi,
Secretary.

Posts Created

Sl. No. (1)	Details of 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. 155 (Adm. Br.) dt. 2-4-87	Dharmapuri E.S.	A.D.E./Elect. A.E./J.E. (E) I Gr. Lineman S.B.O. Elec. I Gr. Spl. Gr. Foreman Oil Tester Filter Operator Helper Watchman/Sweeper-cum-Gardener	4 1 4 4 1 1 1 1 1 8 1	For the operation of the 230 KV SS at Hosur (Grid)
2.	B.P. Ms. (Ch) No. 157 (Adm. Br.) dt. 2-4-87	Tirunelveli E.S. (West)	Accountant Assistant	2 9	Workload. Review of Revenue Accounting staff as on 1-1-'87
3.	B.P. Ms. (Ch) No. 158 (Adm. Br.) dt. 3-4-87	MES (D)/C, Madurai ES/N, Dharmapuri ES SAES (South) SAES (North)	D.F.C.	5	
4.	B.P. Ms. (Ch) No. 159 (Adm. Br.) dt. 3-4-87	Udumalpet Elec. System	A.E./J.E. I Gr. Jr. Engineer/ II Gr. Line Inspector Elec. I Gr. Lineman Comm. Assistant Helper Sanitary Worker-cum-Gardener	1 4 1 1 5 1 2 1	For O & M of 110/22 KV (Non-Grid) SS at Kalimandayam in Oddanchatram Division
5.	B.P. Ms. (Ch) No. 160 (Adm. Br.) dt. 3-4-87	Tirunelveli E.S. (East)	Accountant Assistant	1 7	Workload. Review of Revenue Accounting staff as on 1-1-'87
6.	B.P. Ms. (Ch) No. 161 (Adm. Br.) dt. 3-4-87	M.E.S. (D)/Central	Assessor Ins. of Assessment Rev. Supervisor	11 14 4	Review of Assessment-cum-collection staff as on 1-1-'87
7.	B.P. Ms. (Ch) No. 162 (Adm. Br.) dt. 3-4-87	M.E.S. (D)/South	Assessor Ins. of Assessment Rev. Supervisor	50 36 6	—do—
8.	B.P. Ms. (Ch) No. 163 (Adm. Br.) dt. 3-4-87	Coimbatore E.S. (South)	Accountant Assistant	1 7	Review of Revenue Accounting staff as on 1-1-87
9.	B.P. Ms. (Ch) No. 166 (Adm. Br.) dt. 4-4-87	Salem E.S.	Assessor Ins. of Assessment	39 3	Due to the review of workload as on 1-4-86 for the Assessment-cum-collection staff under the modified system of card billing.

(1)	(2)	(3)	(4)	(5)	(6)
10.	B.P. Ms. (Ch) No. 167 (Adm. Br) dt. 4-4-87	Coimbatore E.S. (North)	Class II AE/JE I Gr. (Elect) 1 Class III JE II Gr. (Elect) 4 Line Inspector 1 Elec. I Grade 1 Linemen 5 Comm. Assistant 1 Class IV Helper 2 Sanitary Worker- cum-Gardener 1	1 4 1 1 5 1 2 1	For O&M of Kothagiri 110 KV (Non-Grid) S.S.
11.	B.P. Ms. (Ch) No. 168 (Adm. Br) dt. 6-4-87	MES(D)/ Central	Tester I Gr. Inst. Mech. II Gr Helper Time Keeper II Gr. Comm. Assistant	13 4 2 1 1	For M.R.T. outdoor work
12.	B.P. Ms. (Ch) No. 169 (Adm. Br) dt. 6-4-87	MES(D)/ South	S.B.O. Helper	4 4	For maintenance of 33/11 KV SS at Guindy
13.	B.P. Ms. (Ch) No. 171 (Adm. Br) dt. 7-4-87	Trichy E.S./ (South)	A.A.O. Accountant Assistant Jr. Assistant Typist Record Clerk Office Helper	1 6 20 3 1 2 2	Due to creation of new Revenue Unit
14.	B.P. Ms. (Ch) No. 172 (Adm. Br) dt. 7-4-87	Dharmapuri E.S.	Accountant Assistant	2 15	Review of Revenue Accounting staff as on 1-1-87
15.	B.P. Ms. (Ch) No. 174 (Adm. Br) dt. 8-4-87	S.A.E.S./ (North)	Assessor	24	Review of Assessment- cum-collection staff
16.	B.P. Ms. (Ch) No. 176 (Adm. Br) dt. 9-4-87	Coimbatore E.S. (South)	AE/JE I Gr. (Elect)	2	Already ordered for aboli- tion have now been allowed for continuance
17.	B.P. Ms. (Ch) No. 177 (Adm. Br) dt. 9-4-87	Chingleput E.S. (South)	A.D.E. (Elect) Comm. Assistant Asst. Comm. Inspector	1 2 2	Created upto 31-3-88
18.	B.P. Ms. (Ch) No. 178 (Adm. Br) dt. 9-4-87	Madurai E.S. (North)	Ins. of Assessment Rev. Supervisor	15 1	Review of Assessment- cum-collection staff as on 1-1-87
19.	B.P. Ms. (Ch) No. 179 (Adm. Br) dt. 9-4-87	Pudukkottai E.S.	Accountant Assistant	1 4	Review of Revenue Accounting staff as on 1-1-87
20.	B.P. Ms. (Ch.) No. 182 (Adm. Br.) dt. 10-4-87	Pudukkottai E.S.	Assessor Ins. of Assessment	2 3	Review of Assessment- cum-collection staff as on 1-1-'87

(1)	(2)	(3)	(4)	(5)	(6)
21.	B.P. Ms. (Ch) No. 184 (Adm. Br.) dt. 15-4-87	Kamarajar E.S.	Accountant Assistant	1 8	Review of Revenue Accounting staff as on 1-1-87
22.	B.P. Ms. (Ch) No. 188 (Adm. Br.) dt. 22-4-87	Coimbatore E.S. (North)	Assistant	6	Due to the review of workload of Revenue Accounting staff as on 1-1-87
23.	B.P. Ms. (Ch.) No. 192 (Adm. Br.) dt. 24-4-87	Trichy E.S./ (South)	Assessor Ins. of Assessment	13 10	Due to review of Assessment-cum-collection staff
24.	B.P. Ms. (FB) No. 39 (Adm. Br.) dt. 24-4-87	M.T.P.S.	C.E. (Electrical) T.A. in the Grade of A.D.E. Steno-typist Office Helper	1 1 1 2	All O&M works of Unit If commissioning activities, of Unit II and O & M of Units II, III and IV as and when they are commissioned
25.	B.P. Ms. (Ch.) No. 196 (Adm. Br.) dt. 28-4-87	Ramnad ES,	Assistant	4	Due to workload
26.	B.P. Ms. (Ch.) No. 197 (Adm. Br.) dt. 28-4-87	C. F. C./ Accounts Branch	Record Clerk Junior Assistant	1 1	For maintenance of records and for cash section
27.	B.P. Ms. (Ch.) No. 200 (Adm. Br.) dt. 28-4-87	Madurai E. S. (South)	Accountant Assistant	2 4	Workload. Review of Revenue Accounting staff as on 1-1-87
28.	B.P. Ms. (Ch.) No. 202 (Adm. Br.) dt. 29-4-87	Chingleput E. S. (North)	Accountant Assistant	2 5	—do—
29.	Adm. Branch Memo. No. 112477 (404)/ S3/A2/86-1 dt. 29-4-87	Coimbatore E. S. (North)	Tester I Grade Tester II Grade	2 4	Due to workload
30.	B.P. Ms. (Ch) No. 203 (Adm. Br.) dt. 30-4-87	E. T. P. S.	Store Keeper I Gr.	4	As per revised workload norms.

Posts Upgraded

Sl. No.	Details of Board's orders	Name of the System	Name of the post	No. of posts
(1)	(2)	(3)	(4)	(5)
1.	B.P. Ms. (Ch) No. 180 (Adm. Br.) dt. 9-4-87	—	D. S. O. Upgraded as Special Gr. D. S. O.	5

Posts Abolished

Sl. No.	Details of Board's orders	Name of the System	Name of the Post	No. of posts
(1)	(2)	(3)	(4)	(5)
1.	B.P. Ms. (Ch) No. 166 (Adm. Br.) dt. 4-4-87	Salem E.S.	Rev. Supervisor	2
2.	B.P. Ms. (Ch.) No. 171 (Adm. Br.) dt. 7-4-87	Trichy E.S./South	Accountant Assistant	2 15
3.	B.P. Ms. (Ch.) No. 174 (Adm. Br.) dt. 8-4-87	S.A.E.S./ (North)	Ins. of Assessment	3
4.	B.P. Ms. (Ch.) No. 177 (Adm. Br.) dt. 9-4-87	Chingleput E. S. (South)	A.D.E./Elec. Accountant Assistant Jr. Assistant Comm. Inspector Asst. Comm. Inspector Office Helper	1 3 42 10 2 2 1
5.	B.P. Ms. (Ch.) No. 185 (Adm. Br.) dt. 16-4-87	M.E.S. (D)/ Central	Helper Watchman Cleaner	14 7 1
6.	B.P. Ms. (Ch.) No. 203 (Adm. Br.) dt. 30-4-1987.	E.T.P.S.	Store Keeper II Gr.	5

ERRATUM

The date of B.P. Ms. Ch. No. 128 Adm. published as "10-3-87" in column 2, against Sl. No. 13 on page (xx) of March 1987 Gazette may be corrected as "20-3-87".

Editor.

GENERAL ADMN. & SERVICES

PART-II

General Administration & Services

Circular No. 3381/DTS/A4/87—1 (Administrative Branch) Dated 23—3—87.

Sub : TRAINING—Submission of Training Reports—Regarding.

Officers of the Department are being deputed to various training programmes, Seminars, Workshops and courses conducted by external agencies. Usefulness of such programmes can be assessed only based on the feed back reports of the officers who attended the programmes. In the absence of such feed back reports further deputation of officers to training programmes could not be decided easily.

Many organisers are supplying course materials to the participants which would be very useful to other deptl. officers also for reference, if these articles are handedover to the departmental library. Now in most of the cases, officers are retaining such materials/books themselves. Therefore all Chief Engineers and Superintending Engineers are requested to bring it to the notice of the officers, that whenever they go for Seminars/Workshops, Special training programmes etc. they should submit a report on the training they have undergone and also hand over the articles, course materials etc. to the library in the Headquarters Office and System Offices.

D. Krishnamoorthi
Chief Engineer/Personnel

● ● ●

Establishment—Class I Service—Tuticorin Thermal Power Station—Thiru. A. Shanmugavelu, Deputy Director of Industries and Commerce on deputation appointed as Special Officer, Industrial Co-operative Service Society at Tuticorin—Orders issued.

B.P. Ms. (Ch) No. 141

(Administrative Branch)

Dated 27—3—1987.
Panguni 13, Akshaya,
Thiruvalluvar Aandu 2018

Read :

1. B.P. Ms. (FB) No. 19 (Adm. Branch) dated 4—2—1987.
2. From the Chairman, Tamil Nadu Elec. Board. Madras D.O. Lr. No. 1/I.R.1 (1)/Adm. Br. /87—5, dated 11—2—87 addressed to the Industries Commissioner and Director of Industries and Commerce, Madras.
3. Chief Engineer/Personnel U.O. No. 1/I.R.1 (1)/Adm. Br./87—6, dated 17—2—87.

Proceedings :

In the B.P. cited under reference (1) the Board has approved for formation of Industrial Co-operative Service Society at Tuticorin Thermal Power Station.

2. Thiru A. Shanmugavelu, Deputy Director of Industries and Commerce whose services have been obtained on deputation has been appointed as Special Officer of the Industrial Co-operative Service Society at Tuticorin Thermal Power Station, Tuticorin.

3. Sanction is hereby accorded to the creation of one post of Special Officer for the Industrial Co-operative Service Society at Tuticorin Thermal Power Station, Tuticorin. The post created shall be deemed to have come into operation with effect from the date of joining of the Deputy Director of Industries and Commerce on deputation as Special Officer for a period of one year in the 1st instance.

4. Thiru A. Shanmugavelu, Special Officer, Industrial Co-operative Service Society, Tuticorin Thermal Power Station will draw pay and allowances as drawn under the Government as Deputy Director of Industries and Commerce pending issue of orders regarding the terms and conditions of his appointment.

5. The head of account to which the cost of post created is chargeable shall be reported by the Superintending Engineer/Tuticorin Thermal Power Station.

(By Order of the Chairman)

D. Krishnamoorthi,
Chief Engineer (Personnel)



Memorandum No. 77208—B2/86—1 (Secretariat Branch) Dated 28—3—87.

Sub : FOREIGN SERVICE—Extension of deputation of Government—Applicability to Board—Orders Issued.

Ref : From Govt. Personnel & Administrative Reforms (FR.II) Deptt. Lr. No. 78050—A/86—1, dt. 7—11—86

It is hereby ordered that the instructions issued in the Government's letter cited (copy annexed) be followed by the Board also.

(By Order of the Chairman)

P. Easwaramurthi
Secretary.

Encl :

திருமதி ஜே. அஞ்சனி தயானந்த், இ.ஆ.ப. அரசு சிறப்பு ஆணையர் மற்றும் செயலர், பணியாளர் மற்றும் சீர்திருத்தத் (அ.வி.2) துறையிலிருந்து தமிழ்நாடு மின்வாரியத் தலைவருக்கு அனுப்பப்பட்ட 7—11—86 நாளிட்ட கடித எண் 78050ஏ/86—1ன் நகல்.

பொருள் : அடிப்படை விதிகள்—அயற்பணி—நான்கு ஆண்டுகளுக்கு மேற்படுவதைத் தடுத்தல்—அறிவுரைகள்—வெளியிடப்படுகின்றன.

பார்வை : 29—7—1985 நாளிட்ட பணியாளர் மற்றும் நிருவாக சீர்திருத்தத் (அ.வி.2) துறையின் கடித எண் 70892ஏ/85—1.

அடிப்படை விதிகளின்படி அயற்பணிக்கு அரசு அலுவலர்களை முதற்கண் ஓராண்டு காலத்திற்கு அனுப்பிய பின், சாதாரணமாக மூன்று ஆண்டுகள் வரை நீட்டித்தும், பின்னரும் தேவைப்பட்டால், நான்காம் ஆண்டு சிறப்பு நிகழ்வாகக் கருதி அயற்பணிக்கு ஒப்புதல் அளிக்கப்பட்டு ஆணைகள் வழங்கப் பட்டுவருகின்றன. ஆனால், சில நிகழ்வுகளில் முன் கூட்டியே ஆணைகள் பெறாமல், நான்கு ஆண்டு களுக்கு மேலும் அயற்பணி காலம் முடித்துத் தாய்த் துறைக்குத் திரும்ப வந்த பிறகு நான்கு ஆண்டு களுக்கும் மிகையான அயற்பணிக் காலத்தை முறை செய்ய வேண்டி கோப்புகள் வருகின்றன. இது ஏற்கனவே வெளியிடப்பட்ட அரசு ஆணைகளுக்கும் அறிவுரைகளுக்கும் முரணான செயல் ஆகும். பார்வையில் கண்டுள்ள கடிதத்தில் சொல்லப்பட்டவாறு உரிய காலத்தில் நடவடிக்கைகள் எடுக்கப்பட்டிருந்தால், இத்தகைய நிகழ்வுகளைத் தவிர்த்திருத்தல் கூடும். நான்கு ஆண்டுகளுக்கு மேற்பட்டு அயற்பணி வழங்கப்படாதல் கூடாது என்பது முதலமைச்சர் அவர்களின் கண்டிப்பான ஆணை. எனவே, இந்த ஆணையை மனதில் கொண்டு குறிப்பிட்ட காலத்திற்கு அயற்பணிக்கு அனுப்பப்படும் அலுவலர்கள், அக்காலம் முடிவடைந்தவுடன் தாய்த்துறைக்குத் திரும்ப வரப்பெறல் வேண்டும் என்பதற்கான நடவடிக்கைகளை உரிய நேரத்தில் எல்லாத் துறைகளும் கடைபிடிக்க வேண்டும். மூன்று ஆண்டுகள் அயற்பணி முடிந்தவுடன் சாதாரணமாக அரசு அலுவலர் தாய்த் துறைக்குத் திரும்ப ஆணை வெளியிடப்படவேண்டும், சிறப்பு நேர்வாக மூன்றாண்டுகளுக்கு மேற்பட்டு, நான்காம் ஆண்டுக்கும் அயற்பணி நீட்டிக்க வேண்டுமாயின் அந்த நான்கு ஆண்டு முடிவுற்றவுடனேயே எவ்வித தாமதமும் இன்றி அந்த அலுவலர் தாய்த் துறைக்குத் திரும்பிவந்து விடவேண்டும்; அல்லது அந்த நான்காண்டு முடிவிற்குள் அயற்பணியாற்றும் நிறுவனத்தில் நிரந்தர பணியேற்பிற்கு நடவடிக்கை எடுத்து ஆணைபிறப்பித்திருக்கவேண்டும். மேற் கூறிய அறிவுரைகளை தவறாமலும், கண்டிப்பாகவும் கடைபிடிக்கவேண்டும்.

(உண்மை நகல்)

Rent—Renting of Private building—Enhancement of powers for sanctioning the rent to the Superintending Engineers—Approved.

B.P. Ms. (F.B.) No. 32

(Administrative Branch)

Dated : 31—3—1987.
Panguni, 17, Akshaya
Thiruvalluvar Aandu 2018

Read :

B.P. Ms. (F.B.) No. 117 (Technical Branch) dt. 6—3—84.

Proceedings :

In B.P. Ms. (F.B.) No. 117 (Technical Branch) Dated 6—3—84, the Tamil Nadu Electricity Board has approved the revised rules for fixation of the reasonableness of rent for private building to accommodate T.N.E.B. Offices. As contained in the norms in the above said B.P., the Superintending Engineers can sanction rent upto Rs. 500/- per month and the Chief Engineers above Rs. 500/- as per Para XI of the above said B.P.

2. In view of the increase in present market value of the building as well as the enhanced rent being demanded by the owners of the buildings, it has been suggested that the present monetary powers of the Superintending Engineers to sanction rent may be enhanced from Rs. 500/- to Rs. 1,000/-

3. After careful consideration, the T.N.E.B. hereby approves, in relaxation of the conditions laid down in Para XI of B.P. Ms. (F.B.) No. 117 (Technical Branch) dated 6—3—84, the enhancement of the monetary powers of the Superintending Engineers to sanction payment of rent from Rs. 500/- to Rs. 1,000/- (Rupees One thousand only) per month for the private buildings occupied by the Board subject to fulfilment of norms (i.e.) where the rent is satisfied by R.O.R. certificate given by Executive Engineer/Civil.

(By Order of the Board)

D. Krishnamoorthi,
Chief Engineer (Personnel)

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Letter No. 032015/214/Adm. III (1)/87—1 dt. 1—4—87 issued to S.E. Operation Tuticorin T.P.S. with copy to all SEs.

Sub : T.T.P.S. — Confidential Report—Countersignature by scrutinising Officer—clarification sought for—Regarding.

Ref : Letter No. SE/O/TTPS/Steno/F. 1/D. 78/87, dated 2—3—87.

In the letter cited, the Superintending Engineer/Operation/Tuticorin Thermal Power Station/Tuticorin has stated that the confidential report for the period from 1—1—86 to 31—12—86 have been written up by some of the officers for the full year under whom the officer reported upon worked. But the scrutinising officer has remarked in the confidential report that he agreed with the remarks of the reporting officer for the period upto 30—9—86 since the scrutinising officer was transferred then. He has also sought for clarification whether the successor to the scrutinising officer should also countersign in the confidential report in the same column of the confidential report for the remaining period i.e. from 1—10—86 to 31—12—86.

In this connection, he is informed that it is enough that the system/circle officer (i.e. Superintending Engineer) who has served the major period in that circle/system, alone signs the confidential reports for the whole year and that there is no need for the succeeding Superintending Engineer to countersign again in the report.

D. Krishnamoorthi,
Chief Engineer/Personnel.

Memo. No. 12657/DTS/A5/86—3 (Administrative Branch), Dated 1—4—87.

Sub : Tamil Nadu Electricity Board—Agricultural High Level Committee—
Recommendation of the Committee held on 7—12—82—Deputation of
staff of TNEB for conducting Training classes to Agriculturists—
Orders issued.

Ref : 1. G. O. (Rt) No. 46 (PWD), dated 24—1—'86.

2. Director of Agriculture, Madras-5
Lr. No. FTC/102442/86, dated 21—2—'87.

In G.O. under reference cited, orders have been issued for the inclusion of the subject "Electricity" in the training programme for Agriculturists based on the recommendations made by the High Level Committee held on 7—12—82. Accordingly, the Tamil Nadu Electricity Board has been requested for the deputation of Officers having adequate knowledge on Electricity with teaching capacity to the various Agricultural training Centres in Tamil Nadu in consultation with the Director of Agriculture, Madras. The Director of Agriculture, Madras has furnished a list of Training centres located in Tamil Nadu (List enclosed).

2. The Superintending Engineers of the various systems in which the centres are located are requested to depute the Public Relations Officer or any other Officer having adequate knowledge on Electricity with teaching capacity and fluency in Tamil to the related Agricultural Training Centres as and when requested.

(By Order of the Chairman)

D. Krishnamoorthi,
Chief Engineer/Personnel.

Encl. :

LIST OF FARMERS TRAINING CENTRES IN TAMILNADU

1. The Deputy Director of Agriculture (FTC),
Navlock, North Arcot Dist. Pincode 632 404.
2. The Deputy Director of Agriculture (FTC),
Paramakudi, Ramnad Dist.
3. The Deputy Director of Agriculture (FTC),
Tindivanam, South Arcot Dist. Pincode 604 002.
4. The Deputy Director of Agriculture (FTC),
Aduthurai, Thanjavur Dist. Pincode 612 101.
5. The Deputy Director of Agriculture (FTC),
No. 3, Paramasivapuram, 7th Cross, Lalgudi, Tiruchi Dist. Pincode 621 001.
6. The Deputy Director of Agriculture (FTC),
Tirupathisaram (Via), Thazhakudi, Kanyakumari Dist. Pincode 629 901.
7. The Deputy Director of Agriculture (FTC),
25, Kamaraj Street (Upstair), Big Kancheepuram,
8. The Deputy Director of Agriculture (FTC),
No. 21, Cross 1st Street, Muthaya Nagar, Tirunelveli-627 002.
9. The Deputy Director of Agriculture (FTC),
Dharmapuri, 11-A, Bye-Pass Road, Pincode 636 201.
10. The Deputy Director of Agriculture (FTC),
State Seed Farm, Guruppa Naickerpalayam, Bhavani Post, Periyar Dist.
11. The Deputy Director of Agriculture,
Farmers Training Centre, Kudumiamalai.
12. Deputy Director of Agriculture,
Farmers Training Centre, Salem.

Memo. No. 6627/DTS/A5/86—7 (Administrative Branch) Dated 1—4—87

Sub : Training—Staff Training college, Madras and other 3 Institutes—Purchase of newspapers, Magazines, Technical and Management journals etc.—Annual expenditure—Sanctioned—Amendment issued.

Ref : (1) B. P. Ms. (Ch) No. 116 (Administrative Branch), dated 13—3—87.

(2) DD/TTI/Ennore Lr. No. DDT/TTI/ENR/F. 16/D. 200/87, dated 20—3—87.

In B.P. under reference cited, sanction was accorded for supply of newspapers, Magazines, Technical and Management journals etc. to Staff Training College and other 3 Institutes. In letter under reference 2nd cited, the Deputy Director/Thermal Training Institute/Ennore has requested for supply of 'The Hindu' instead of "Indian Express" as it contains more Technical Informations. The Deputy Director has also requested for supply of the Technical Magazine 'Power' since it contains more information on Modern Thermal Power Plants and also throws more informations to the Engineers/Technicians working in Power stations.

In view of the position stated above by the Deputy Director/Thermal Training Institute/Ennore, it is hereby ordered that the newspaper 'The Hindu' instead of Indian Express may be obtained to Thermal Training Institute/Ennore and also for the supply of the Technical Magazine 'Power' to Thermal Training Institute/Ennore instead of Transmission and Sub-station Training Institute/Madurai. The sanction already ordered for supply of Technical Magazine 'Power' to Transmission and Sub-station Training Institute/Madurai is hereby cancelled.

(By Order of the Chairman)

D. Krishnameorthi,
Chief Engineer/Personnel

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Memo. No. 112103/594/I.R. 3 (2)/Adm. Br./86—2 (Administrative Branch) dated 2—4—1987.

Sub : Establishment—R.W.E.—Practical experience prescribed in T.N.E.B. Service Regulations—Modifications to the clarificatory instructions issued for promotion to the post of Foreman I Gr—Regarding.

Ref : B. P. Ms. (CH) No. 66 (Administrative Branch) dated 1—2—1986.

In para 4 (iv) of the B. P. cited, it has been ordered that if the non-diploma Commercial Inspectors had field experience for 5 years such as Temporary Casual Labourer, Helper and Wireman within the 12 years experience prescribed in the Tamil Nadu Electricity Board Service Regulations, they may be considered for promotion as Foreman I Grade.

(2) It has been represented by the unions that as experience of Commercial Assistants in Section Offices and Sub-Division offices is also field experience and that due to non-reckoning of Commercial Assistant's experience, a large number of non-diploma Commercial Inspectors are at present deprived of their promotions, it was requested that necessary orders may be issued to reckon experience of Commercial Assistants also as distribution experience for purpose of promotion to the post of Foreman I Grade.

(3) The request was examined and it is found that in as-much-as a separate channel of promotion has been prescribed for non-diploma holders from 1—4—1980 and if the services rendered as Commercial Assistants in the field sections and sub-divisions are not counted then there will be no chance for promotion to the existing Commercial Inspectors, the following amendment to the said B. P. is issued :—

In para IV of the said B.P. after the word 'Wireman' occurring in the first sentence the words, 'Commercial Assistant' may be inserted.

(By Order of the Chairman)

D. Krishnameorthi
Chief Engineer (Personnel)

Memo. No. 042385/472/IR.1(1)/Admn. Br./87—1 Dt. 3—4—87.

Sub: Labour—The Contract Labour (Regulation and Abolition) Act 1970 and the Tamil Nadu Contract Labour (Regulation and Abolition) Rules 1975—Contract Labour engaged for Board's works—Observation of provisions of Rules and Regulations—Instructions—Re-issued.

- Ref: 1. CE/GI's Memo. No. 954—Y2/76—1 dt. 11—11—76.
 2. CE/GI's D.O.Lr.No. 74/Admn. Br./A2/81—7 dt. 23—10—81.
 3. CE/GI's Memo. No. 819/125948/Admn. Br/A3/82—3 dt. 28—6—82.
 4. Chairman's Lr. No. 100643—S1/83—3 dt. 31—12—83.
 5. Secretariat Branch Memo. No. 40308/S1/84—2 dt. 14—12—84.
 6. Vigilance Cell's Memo. No. 39085/VC8/84—6 dt. 10—9—1985.
 7. CE/PI's Memo. No. 150901/2014/Admn. Br/IR.3(1) 86—2 dt. 6—11—86.

It has been brought to the notice of the Chairman/Tamil Nadu Electricity Board that the instructions issued in the references cited on the provisions of Contract Labour (Regulation and Abolition) Act 1970 and the Tamil Nadu Contract Labour (Regulation and Abolition) Rules 1975 have not been observed by the officers of the Board.

2. The above instructions in the references cited are re-issued for guidance and necessary action.

3. The Officers of the Board are requested to adhere to these instructions strictly in regard to the implementation of the provision of the Contract Labour (Regulation and Abolition) Act 1970 and the Tamil Nadu Contract Labour (Regulation and Abolition) Rules 1975.

D. Krishnamoorthi,
Chief Engineer (Personnel).

Encl: 1

Copy of Memo. No. 954—Y/2/76—1 (C.E. General) Dt. 11—11—1976.

Sub: Labour—The Contract Labour (Regulation and Abolition) Act, 1970 and the Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975—Registration—Instructions issued.

The Superintending Engineers are informed that the Contract Abolition Act 1970 is applicable to Tamil Nadu Electricity Board. According to Section 2 (e) (i) of the said Act, where twenty or more workmen are employed or were employed on any day of the preceding twelve months as Contract Labour, necessary registration has to be made as a Principal employer of the Establishment under Section-7(1) of the said Act.

The Salient features of the provisions of Act are sent herewith to them for their guidance and necessary action.

The Superintending Engineers are therefore requested to take urgent action for the registration of the Establishment as per provision in the Contract Labour (Regulation and Abolition) Act. 1970 and the Rules 1975 made thereunder.

They are requested to report to this office the number of Establishment so registered under this Act.

With Encls:

C. Sanjeevi,
Chief Engineer (General)

Encl: 2**Date of Enforcement :**

The Contract Labour (Regulation and Abolition) Act, 1970 came into force on 10th February, 1971. In respect of Tamil Nadu the Act came in to force on 2nd May, 1976.

To Whom Applicable :

The Act applies (a) to every establishment in which twenty or more workmen are employed during the preceding twelve months as contract labour; (b) to every contractor who employed during such twelve month period twenty or more workmen.

The Government could however issue a notification and bring in any establishment or contractor employing less than twenty workmen also into the purview of the Act by giving two months notice.

The Act applies to establishments of Governments and Local Authorities as well. Any place where industry, trade, business, manufacture or occupation is carried on is considered as an establishment to which the Act is applicable.

Non-Applicability :

Establishments where the work performed is of intermittent or casual nature the Act is not applicable. However, if any work is performed in the establishment for more than 120 days in the preceding twelve months, it cannot be considered to be intermittent nature. Similarly, seasonal establishments working for more than sixty days in a year, cannot be considered to be of intermittent nature.

Appropriate Government :

In respect of Railway, major port, mine, coalfield, banking, insurance company and any establishment of the Central Government the appropriate Government is the Centre. All other establishments fall under State Jurisdiction.

Principal Employer :

Head of department, owner, manager, agent or any person who is responsible for the control and supervision of the establishment will be the principal employer.

Definition of Contract Labour :

A contract labour is one who is employed in or in connection with the work of an establishment; by or through a contractor; with or without the knowledge of the principal employer.

Once an establishment falls within the scope of the Act, every workman employed is to be covered by the Act. The work incidental or preliminary to the establishment would be considered to be the work of the establishment.

Who is a contractor ?

Any person who undertakes to produce a given result for the establishment through labour or who supplies contract labour for any work of the establishment is a contractor.

A person who merely supplies goods or articles of manufacture to the establishment is excluded.

Contractor includes sub-contractor.

Workman and contractor : Distinction :

While the workman agrees himself to do the work personally the independent contractor, in pursuit of an independent business, undertakes to do specific jobs of work for other persons without submitting himself to their control on the details of the work.

2. Registration and Licencing of Establishments :**Certificate of Registration :**

Every establishment covered under the Act will have to be registered by the principal within the notified time limit. In the case of non-registration of an establishment which should have been registered the employment of contract labour is prohibited in such establishments.

The application for registration must be made in FORM—I. If it is complete in all respects and if the prescribed fees are paid, the certificate of registration would be issued.

The Registering Officer has powers to condone delay in applying for registration if he is satisfied that there was sufficient cause for the delay.

The registration certificate once obtained is a permanent one and need not be renewed. However, if there is an increase in the number of workmen over the concerned slab, the difference in fee must be paid. Any change in the particulars will have to be notified to the Registering Officer by the principal employer, within a month and amendment of certificate obtained by paying a fee of Rs. 5/—.

Revocation of Registration :

The Registering Officer has power to revoke the registration already given if he is satisfied that

- (a) the registration has been obtained by misrepresentation or suppression of any material fact, or
- (b) for any reason the registration has become useless or ineffective.

Such revocation can be made only after (i) the principal employer has been given a reasonable opportunity of being heard and (ii) the previous approval of the Government is obtained. These requirements provide safeguards against capricious exercise of administrative power.

Licencing of Contractors :

The contractor is prohibited to undertake or execute any work through contract labour unless he has obtained a licence.

The application for licence must be made to Licencing Officer in Form-IV.

It should be accompanied by a certificate from the principal employer in Form-V to the effect that the applicant is a contractor. The contractor should pay the licence fee as well as the security deposit prescribed. The Licencing Officer, on satisfying himself about the eligibility of the applicant for licence shall pass orders to issue licence.

Under Tamil Nadu Rules order should be passed within sixty days of the date of receipt of application. If no order is passed within sixty days, it shall be deemed that the licence has been granted. This deeming provision is not available under Central Rules.

Conditions of Licence :

The licence is (a) non transferable ; (b) the number of workmen employed as contract labour should not exceed the maximum specified. Maximum number can however be amended ; (c) the fees for licence is not refundable.

The licence subjects the contractor to the following requirements :—

- (a) Wages under the Minimum Wages Act, 1948 must be paid.
- (b) Where the contract labour performs the same or similar kind of work as that of the establishment, the wage rates, holidays, hours of work and other conditions of service shall be the same as that of the workmen directly employed by the principal employer.

In case of disagreement on the type of work, the same shall be decided by the Chief Labour Commissioner (Central) whose decision shall be final.

In respect of Tamil Nadu State Government a similar provision does not exist. This would mean that in case of difference of opinion as to whether same or similar kind of work is performed the matter may have to be decided by the Court.

- (c) Where the contract labour does not perform same or similar kind of work as that of the establishment, the Commissioner of Labour is authorised to specify the wage rates etc. for such contract labour taking into consideration the conditions prevailing in similar employment.
- (d) Where 20 or more workmen are employed, (i) a play room equipped with play materials and (ii) a bed room furnished with cots, beddings etc. must be provided.

Duration of Licence :

The licence granted is for a period of twelve months renewable every twelve months. The renewal application must be sent in FORM—VII thirty days prior to expiry of existing licence.

Registration and Licencing Fee :

The following is the amount of fee prescribed for registration certificate and licence as applicable to both the Central and Tamilnadu Government :

Application in Triplicate :

All applications for Registrational, Licence and renewal must be made in triplicate.

Revocation and Suspension of Licence :

The Licencing Officer has powers to revoke or suspend the licence already issued if he is satisfied that

- i. the licence has been obtained by misrepresentation or suppression of any material fact, or
- ii. the contractor has committed any breach of condition of licence or any provision of the Act.

The licencing Officer may also order forfeiture of full or any portion of security deposit.

The redeeming feature is that before resorting to these extreme action the contractor will be given an opportunity of being heard.

In the case of revocation of licence the Licencing Officer is under no obligation to obtain previous approval of the Government as required in the case of revocation of Registration.

Appeal :

Appeals arising out of the orders passed by the Registration and Licencing authority, shall be made to the Appellate Officer within 30 days accompanied by a treasury receipt for Rs. 10/-.

No. of workmen	Fee	
	For Registration	For Licence
	Rs.	Rs.
a. Upto 20	20.00	5.00
b. 21—50	50.00	12.50
c. 51—100	100.00	25.00
d. 101—200	200.00	50.00
e. 201—400	400.00	100.00
f. 401 and above	500.00	125.00

Security Deposit :

In the case of Central Government establishments, the security deposit is Rs. 30/- per worker; in the case of Tamilnadu Government establishments, it is Rs. 20/-. This varies from State to State—in Maharashtra it is Rs. 10/- and in case of Rajasthan and Andhra Pradesh Rs. 30/-.

Refund :

Application for refund of security deposit can be made only on the expiry of the period of licence, i.e. 12 months. The refund will be made within sixty days from the date of application after deducting the forfeited amount, if any, on account of breach of conditions of licence.

Temporary Registration and Licence :

Application for temporary certificate of Registration (Form VIII) and licence (Form X and XI) may be obtained for a period not exceeding 15 days upon payment of the prescribed fee and security deposit.

The security deposit amount is the same for both temporary and annual licence.

The fees for temporary Registration and Licence are however lower. The following is the amount payable for establishments under the purview of both Central and Tamilnadu State Governments.

No. of Workmen	Fee	For Licence
	For Registration	
	Rs.	Rs.
a. 20—50	10.00	5.00
b. 50—200	20.00	20.00
c. 201 and above	30.00	30.00

3. Welfare and Health :

The Act enjoins upon the contractor to provide the following facilities;

Canteen : Where the employment of contract labour is likely to continue for more than six months and the number of workers employed is 100 or more a canteen has to be set up with provision for a dining hall, kitchen, store room, pantry and washing.

The rules regarding maintenance of canteen are similar to that of relevant rules under the Factories Act.

If the contractor fails to provide canteen within 60 days from the date of commencement of employment, the principal employer has to provide the same within the next sixty days.

Rest Room : Where the contract labour employed is likely to continue for more than months and the contract labour is required to halt at nights, rest rooms must be provided within 15 days from the commencement of the employment of contract labour. The principal employer has to provide the same within the next 15 days in case the contractor fails to provide.

Drinking water, Washing facilities, Urinals, Latrine and First Aid appliances :

Wholesome drinking water shall be supplied at convenient places as per rules.

Adequate and suitable washing facilities shall also be provided.

Atleast one latrine for every 25 workers for the first 100 workers and one for every 50 workers thereafter shall be provided separately for Male and Female workers.

One first aid box equipped with all the medicines mentioned in the rules readily accessible during all working hours shall be maintained for every 150 workers.

If the contractor fails to provide these facilities within 7 days, the responsibility falls on the principal employer to provide the same within the next 7 days.

The applicability of welfare provisions in this Act are more stringent then that of relevant provisions in the Factories Act, 1948.

Welfare Measure

Minimum number of workers employed

	Factories Act	Contract Labour Act
--	---------------	---------------------

Canteen	250	100
Rest Room	150	20
Creche	50	20

It appears that the contract labour are given these facilities more favourably than regular workmen of factories due to the unsettled and uncertain nature of their condition of employment.

4. Maintenance of Registers and Records :

Under the Rules the principal employer is required to maintain a Register of Contractors engaged by him.

The contractor shall maintain the following registers prescribed under the Rules,

- Register of Workmen employed by him.
- Muster Roll.
- Register of Wages.
- Register of Deductions.
- Register of Overtime.
- Register of Fines.
- Register of Advances.

The contractor will have to issue his workers (i) employment card on employment and (ii) service certificate on termination of employments as specified.

All these registers and records must be made available to the Government Inspector on his visit.

Display of Notices :

The following notices are required to be displayed in a conspicuous place of the **establishment** by the principal Employer.

Rates of wages, hours of work, wage periods, dates of payment of wages, names and addresses of Inspectors having jurisdiction and date of payment of unpaid wages.

The above mentioned notices have to be displayed by the contractor in his **work site**.

In the case of establishments coming under the purview of Centre the notices should be displayed in English, Hindi and in local language. In case of establishments falling under the purview of Tamilnadu State it should be in Tamil and English.

A copy of the Notice should also be sent to the Inspector concerned.

Returns : The contractor is required to send a **half-yearly** return in the prescribed form to the Licencing Officer.

The Principal employer is required to send an **Annual Return** to the Registering Officer in the form prescribed.

Abstract of Act and Rules : The Contractor is required to display an abstract of the Act and Rules as may be prescribed.

It should be in English, Hindi and Local language in the case of establishments falling under Centre. This abstract has been published by the Central Government.

The Tamilnadu State Government has not yet published the abstract. When published, it will have to be displayed, in Tamil and English.

Inspectors : The Inspectors appointed under the Act will have the power to enter the premises, examine any person require any information and seize documents.

5. Principal Employer's Responsibility :

Welfare : It is primarily the responsibility of the contractor to provide canteen, rest room, drinking water, latrine, urinals, washing facilities and first aid facility. In the case of failure of contractor to provide the same the responsibility is passed on to principal employer who should provide such facilities.

Wages : Similarly, in the case of payment of wages the representative of the principal employer must be present at the time of disbursement of wages. The representatives has to certify the amounts paid as wages.

Recovery : The principal employer is however authorised to recover the amount paid by the way of deduction from the amount due to the contractor or to recover the same as debt under Common Law.

An Anomaly : The Act is applicable to every establishment in which 20 or more workers are employed as contract labour. It is also applicable to every contractor who employs 20 or more contract labour. The principal employer is prohibited from employing 20 or more workers as contract labour unless he obtains a certificate of registration.

Similarly when a contractor engages 20 or more workers on contract labour, he is prohibited from undertaking or executing any work through contract labour unless he has obtained a licence. This gives rise to an anomalous situation. When there is more than one contractor in an establishment each engaging less than 20 contract labour the individual contractor need not take out a licence. However, the principal employer must obtain a certificate of registration since the total number of contract labour in his establishment is 20 or more.

The point that arises for consideration is whether the principal employer should require the contractor to take out a licence. Under the Act the contractor is not required to take out a licence since he is engaging less than 20 as contract labour. However, the responsibilities /for payment of wages, the provision of welfare of health facilities such as canteen, rest rooms etc. are passed on to the

principal employer in case of failure of contractor to provide the same. In the instance referred to above, there is no failure on the part of the contractor, but yet the principal employer is liable or at least he is prohibited from engaging contract labour of 20 or more on the whole. The legal position in this situation appears to be that unless the principal employer makes each contractor to engage 20 or more workmen, and thus bring them under the purview of the Act to take out a licence, he will un-necessarily have to bear upon himself the liabilities of his contractors.

6. Advisory Boards :

The Central Government and State Governments are required to constitute Central and State Advisory Boards to advise on (a) administration matters such as registration and licencing and (b) abolition contract Labour.

The Board will comprise of representatives from Government, industry, contractors and the Labour.

The Boards may constitute such committee as they deem necessary.

The function of the Board are only advisory and the Board will not have mandatory powers.

7. Abolition of Contract Labour :

The Royal Commission on labour observed "whatever the merits of the system in primitive times, it is now desirable, if the management is to discharge completely the complex responsibility laid upon it by law and by equity, that the manager should have full control over the selection, hours of work and payment of the workers". Otherwise it is felt that there is every likelihood of the labour being sweated and exploited.

The Supreme Court has laid down that the decision on abolition of contract labour should rest not merely on theoretical or ideological objections to contract labour but also on the terms and conditions on which contract labour is employed and the grievances made by the employers in respect thereof.

The Supreme Court has also held that where the contract labour system was a camouflage, in that, while the company really carries on the work itself and made it appear that was done through contractor in order to pay less to workmen, the system must be abolished and workers should be taken in regular employment.

Considering all these, the Act has laid down the following criteria for the abolition of contract labour.

1. The Government is authorised to prohibit the employment of contract labour in

- (a) any process
- (b) any operation or
- (c) other work in any establishment.

2. A notification is to be issued after consultation with the Advisory Board which has representatives of industry and contractor and workmen. This means the representatives of the contractor, workmen and the industry will have a voice in expressing their views when the Board is consulted in the matter of the proposal to prohibit contract labour.

3. Before issuing the notification, the Government shall take the following into consideration.

- (a) The condition of work in the establishment, and
- (b) Other relevant factors, such as
 - (i) benefit provided for the contract labour in the establishment.
 - (ii) Whether the process, operation or other work is incidental or necessary for the industry, trade, business, manufacture or occupation carried on in the establishment.
 - (iii) Whether the work is of perennial nature i.e. sufficient and go on day-to-day. The Government's decision on this will be final.
 - (iv) Whether in similar establishments, the same work is done through regular workmen.
 - (v) Whether the work is sufficient to employ sufficient number of whole time workmen.

Jurisdiction of Industrial Tribunals :

The jurisdiction to decide matters connected with obligation of contract labour is now vested in the Central or State Government as the case may be, which will exercise this right duly following the requirement of the Act. The industrial tribunals will therefore have no jurisdiction to go into the issue of abolition of contract labour system prevailing in any establishment. This would mean that contract labour system that is allowed under the Act cannot form subject matter of labour demand or dispute for abolition.

The conciliation machinery of the Government will not have power to investigate such demand under the Industrial Disputes Act, 1947 and the Tribunals will not have jurisdiction to determine such issues.

8. Exemption and Penalties :

Power to Exempt During Emergency :

The Government has power to exempt, by a notification, all or any of the provisions of the Act, or Rules to (a) any class of establishments or (b) any class of contractors. Such exemption can however, be made only during public or national emergency.

Penalties :

The Act provides for penalty for contravention with three months imprisonment or with fine ranging from Rs. 500/— to Rs. 1000/— or with both. In case of continuing a fine of Rs. 100/— for each day of continuation of contravention is provided.

9. Judicial Review :

A. Order of the Government/Labour Commission :

(i) Intermittent or casual nature : The act is not applicable to establishments where the work performed of intermittent or casual nature. The Act expressly provides that decision of the Government in this respect **shall be final**. But since the decision being quasi-judicial a writ petition would lie to the High Court under Article—226 of the Constitution of India on the following grounds :—

- (a) The order is against the provisions of the Act or any other law for the time being in force ; and
- (b) the order is passed without jurisdiction.

(ii) Perennial nature : While considering prohibition of contract labour the Government has to consider whether any of the process, operation or work is of perennial nature as a relevant matter. The decision of the Government in this regard also is final.

(iii) Same or similar kind of work : The decision of the Chief Labour Commissioner (Central) on the question whether the workmen of the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer, shall be final as per the Central Rules.

The Labour Commissioners—Central or State, as the case may be, are authorised to fix wages and other service conditions of contract labour whose type of work is different from that of the regular workmen.

If the order of the Government/Labour Commissioner is for

- (a) extraneous consideration or
- (b) if it fails to take into consideration any factor which may be germane to the particular establishment or
- (c) the orders on the face of it is in violation of the principle laid down in the Act, such an order can be challenged by a writ.

B. Judgement of the Appellate Officer :

The Appellate Officer passes judgements in respect of appeals against the following :—

- (i) Refusal to register or/revocation of registration by the Registering Officer.
- (ii) Refusal by the Licencing Officer to issue licence.
- (iii) Revocation, suspension of licence by the Licencing Officer and
- (iv) Forfeiture of security deposit by Licencing Officer for breach of conditions of licence.

The judgement should contain the points for determination and reasons for the decision. In other words the order passed should be a speaking order by itself. If not, a writ petition could be preferred against the judgement of the Appellate Officer.

In appropriate cases the matter could also be taken up before the Supreme Court directly by way of writ petition under Article—32 of the Constitution or by Special/Leave under Article 132 as the case may be. The High Court or Supreme Court would interfere with the orders of the Governments and authorities below, only.

- (i) When they exceed their jurisdiction.
- (ii) Where there is error apparent on the face of the decision and
- (iii) Where there is erroneous application of well accepted and well defined principles of law.

The judicial Review by the High Court and Supreme Court is not in the form of ordinary appeal. They will exercise the special power and interfere only when special or exceptional circumstances exist. There will be no interference on what is really a finding of fact or ordinary exercise of the discretion of the Authority.

(True Copy)

Encl : 3

Copy of Circular Memo. No. 891/125948/Adm. Br/A3/82—3, dated 28—6—1982.

Sub: Contract labour—Certain facilities and payment of bonus to the contract labourers—Requested—Regarding.

As per the Section 20 of the Contract Labour (Regulation and Abolition) Act 1970, where the immediate employer (viz.) the contractor fails to provide the basic amenities necessary for the health and welfare of the workmen, the principal employer should provide the amenities and he will be entitled to recover the cost thereof from the contractor.

The amenities required in the Act to be provided to the contract workers are—

- (a) Canteen.
- (b) Rest room.
- (c) Drinking water,
- (d) Latrine and urinals.
- (e) Washing facilities; and
- (f) First Aid facilities.

The Superintending Engineer, engaging contractors are requested to ensure that the above basic amenities are arranged to be provided to the contract labourers, wherever such facilities have not so far been provided. A confirmatory report to this effect, after provision of the basic amenities, may be sent to this office without fail.

The receipt of this memo. may be acknowledged.

K. Narayanaswamy,
Chief Engineer/General.

—True copy—

Encl : 4

Copy of D. O. Lr. No. 74/Adm. Br./A2/81—7, dated 23—10—1981 from the C.E./General, T.N.E.B., Madras-2 addressed to the Secretary, T. N. E. B., Madras-2.

Sub: Legislative Assembly Question No. 4613 (starred) by Thiru Hemachandran, M. L. A.—Contract labourers in T. N. E. B.—Payment of wages to contract labourers—Regarding.

- Ref : 1. Your D. O. Lr. No. 25730-Z1/81-1, dt. 7—5—81.
2. Your D. O. Lr. No. 25730-Z1/81-10, dt. 14—9—81.

With reference to the Deputy Secretary to Government's D.O. letter enclosed to your D. O. letter first cited, I have to state that Sec. 21 of the Contract Labour (Regulation and Abolition) Act 1970 and Section 72 and 73 of the contract Labour (Central) Rules 1971 relate to the responsibility

of the Principal Employer for payment of wages to the contract labourers. Extracts of these provisions are reproduced below:—

Sec. 21 of the contract labour (Regulation and Abolition) Act 1970. Responsibility for payment of wages :

- (2) Every Principal Employer shall nominate a representative duly authorised by him to be present at the time of disbursement of wages by the Contractor and it shall be the duty of such representative to certify the amounts paid as wages in such manner as may be prescribed.
- (3) It shall be the duty of the Contractor to ensure the disbursement of wages in the presence of the authorised representative of the Principal Employer.

Section 72 of the Contract Labour (Central) Rules 1971 :

The principal Employer shall ensure that presence of his authorised representative at the place and time of disbursement of wages by the contractor to workmen and it shall be the duty of the contractor to ensure the disbursement of wages in the presence of such authorised representative.

Section 73 of the Contract Labour (Central) Rules 1971 :

The authorised representative of the Principal Employer shall record under his signature a certificate at the end of the entries in the Register of wages or the wage-cum-muster roll as the case may be in the following form:—

"Certified that the amount shown in column No.....has been paid to the workmen concerned in my presence on.....at....."

Under the above provisions, a Board's employee, authorised in this regard, should be present at the time of disbursement of wages by the Contractor and certify the amounts paid as wages. This is being complied with the Tuticorin Thermal Project and Kadamparai Project. Regarding Project Circle (South), Lower Mettur Hydro Electric Project and Kundah Ultimate Storage Hydro Electric Project, the S. Es. have stated that there is no separate staff to be sent as Board's representative to each of the contractors. However, they are being instructed to comply with the statutory provisions by deputing the available staff to the job as and when required.

Yours sincerely,
K. Narayanaswamy.

Copy to SE/P.C/South
Copy to S.E/L.M.H.E.P.
Copy to S.E/Kundah Ultimate Storage
Hydro Electric Project

They are requested to depute the available staff to watch and certify the payment of wages by the contractors to comply with the statutory provisions without fail,

(True Copy)

Encl : 5

Copy of Lr. No. 100643-S1/83-3 dated 31-12-1983 to all CEs. & SEs.

Sub : Labour—The Contract Labour (Regulation and Abolition) Act, 1970 and the Tamil Nadu Contract Labour Rules 1975—Registration of certain instruction Regarding.

Ref : C. Es. Memo. No. 954-Y2/76-1, dated 11-11-76.
Bd's Lr. No. 1934-S1/82-9, dated 20-11-82.

In continuation of the instructions already issued in the reference citeds, all the Chief Engineers/ S. Es. are informed that only Registered Contractors as per the Contract Labour (Regulation and Abolition) Act 1970 i. e. those who have taken out a licence under Section 12 of the said Act. should be engaged for Labour contract works and unregistered contractors should **not** be engaged.

2. An instance has come to the notice of the Board where a contractor who was awarded contract to carry out certain works by engaging contract labourers, did not take out a licence as required under Sec-12 of the Contract Labour (Regulation and Abolition) Act 1970 even after a period of

6 months from the date of award of contract. This is irregular. To avoid such lapses and in order to ensure compliance of the statutory requirements, it is hereby ordered that the following clauses shall be incorporated at the appropriate place in the tender specification in such cases :—

"The contractor should fulfil strictly all the conditions as stipulated in the contract Labour (Regulation and Abolition) Act 1970 and the Rules made thereunder."

"The contractor should take out a Licence under Sec-12 of the above said Act within the specified period as mentioned by the Management/Principal Employer at the time of awarding the contract."

In the agreement to be entered with the Labour Contractor, the following clause shall be incorporated at the appropriate place :

"The contract shall be terminated if the contractor fails to obtain a licence under Sec-12 of the Contract Labour (Regulation and Abolition) Act 1970 within 30 days of award of contract."

(True Copy)

B. Vijayaraghavan,
Chairman.

Encl : 6

Copy of Memo. No. 40308-S1/B4-2 (Secretariat Branch) dated the 14th December 1984.

Sub : ACTS AND RULES—Contract Labour (Regulation and Abolition) Act 1970
Registration of the Establishment under the Act—Certain clarification—Issued.

Ref : From the SE/D/MES/S/TC/E/Contract Labour Act/2043/84 dated 4—6—84.

It has been brought to the notice of the Board that even in works contracts such as underground cable laying and cable fault work etc. the Inspector of Labour insists on the contractors taking out the licence even when they do not engage ten or more labourers.

In this connection the following points have been raised for clarification :—

1. Whether the contractors may be asked to obtain exemption certificate from the Labour Department and if asked by the contractors will such certificate be issued to them by the Department.

2. The Board have to register with the Labour Department.

The above points are clarified as follows :—

With reference to item 1 above : it is clarified that as underground cable laying and cable fault finding works are regular features of works in any distribution system and as such works are being carried out by the Distribution Superintending Engineers, only on works contract basis and as exemptions will be granted only in the case of emergency, the contractors may not get any exemption very often from the purview of the Act. Moreover it may not also be possible to watch whether a contractor has engaged more than 20 or less than 20 workmen in any of the contracts undertaken during the preceeding 12 months. In as much as the labour Inspector insists for the registration by the contractor and in order to avoid legal complication, the contractors may be asked to take out the licence.

With reference to item 2 above : it is clarified that the Divisional Engineers are the principal employers and they have no statutory obligation to register if the engaged contractor employ less than 20 labourers. The D. Es who are the principal employers may have to engage different contractors simultaneously for execution of various types of works. The number of contract workers engaged may vary in different contracts. Even though the number of contract labourers may be less than 20 in the type of contract referred to by the S. Es. above, a contingency may arise where the principal employer may have to give contractor engaging more than 20 labourers, in which case the provisions of the Act will be attracted and he has to get himself registered as a principal employer.

The receipt of the memo should be acknowledged,

C. Arunachalam,
Secretary.

Encl.: 7

Copy of Circular Memo. No. 39085—VC. 8/84—6 (Secretariat Branch), dated 10—9—1985.

Sub : Security—Entrustment of security works of TNEB's vital installations, Stores, Offices, Power Houses and other premises—Instructions—Issued.

Ref : 1. Circular Memo. No. 19070—VC8/83—5, dt. 4—2—84.
 2. —do— 37459—VC8/84—1, dt. 11—12—84.
 3. —do— 12836—VC8/84—1, dt. 20—7—84.

In Board's circular Memo. No. 12836—VC8/84—1, dt. 20—7—84 instructions were issued to the effect that only registered contractors as per the contract Labour (Regulation and Abolition) Act 1970 i.e. those who have taken out a licence under Section 12 of the said Act should be engaged for labour contract works and unregistered contractors should not be engaged. The private security contractors would fulfil strictly all the conditions as stipulated in the Contract Labour (Regulation and Abolition) Act 1970 and the rules made thereunder.

2. It is reported, that within the low salary the guards have to purchase their uniforms, lathis, torch and cell etc. Very often the guards have been changed by the Agencies since the guards employed by the private agencies are only temporary employers. It has come to the notice of the Board that some of the security guards have joined TNEB Trade Union to safeguard their rights. As per the Contract Labour Regulation Act especially Sec. 20 and 21 of the said Act, they should be covered under ESI/EPF etc. It is not known whether the employees of the security agencies are permanent employees of the security agency. The security guards allotted to the T.N.E.B. should be of good antecedents.

3. It is therefore considered necessary that the following further procedure is laid down to be scrupulously followed along with the instructions issued in the Circular Memoranda cited in respect of engagement of security agencies entrusted with Board's security works including such of those contracts that are now in operation :—

- (i) Particulars of Name, Age, Qualification, Monthly salary of the security guards/ Supervisors proposed to be employed for T.N.E.B. should be furnished.
- (ii) Whether they are covered under ESI/EPF. If so, the code Number should be quoted for each rank.
- (iii) The last receipt No. and date of last payment made by the agency to the Tamil Nadu Labour Board, Madras in respect of the above payments should be quoted.
- (iv) Whether the agency has remitted the employer's contribution towards the payments to the Tamil Nadu Labour Welfare Board. The last receipt No. and date of payment should be quoted.
- (v) The particulars as to whether the agency is giving uniform allowance and kit maintenance allowance to the guards employed by the agency.
- (vi) The security agency should be required to make payment of salary in the presence of the T.N.E.B. officials as Security Officer/Security Co-ordinators.
- (vii) The carry home salary of each rank of the security agency should be intimated.
- (viii) The permanent employees of the Security Agency alone should be posted to the security works of T.N.E.B.
- (ix) The contractor should also ensure that Group Insurance Scheme is made available to the guards employed by them for T.N.E.B. Security works.

4. All the S.Es. are therefore requested to follow the rules very carefully and obtain the above particulars also and submit proposals in a complete shape well in advance atleast two months before the expiry of the present contract in future. While submitting the proposal, the previous B.P. should also be quoted in the reference.

5. The particulars mentioned in para-3 above should be furnished in respect of all the agencies who are presently doing security work also in the T.N.E.B. immediately.

6. The receipt of the Circular Memo. should be acknowledged in the slip enclosed.

(By Order of the Chairman)

C. Arunachalam,
Secretary.

(True Copy)

Encl : 8

Copy of Memo.No. 150901/2014/Adm. Br./I.R.3(1)/86—2, dated 6—11—1986.

Sub : Contract Labour—T.N.E.B.—Alleged payment of wages to contract workmen below minimum level—Reg.

It has been represented that the contract workmen who have put in long years of service with the contractors are not paid reasonable wages and that disbursement of wages by the contractors is not made in the presence of authorised representatives nominated by the principal employers viz. Divisional Engineer/Executive Engineers.

(2) In this connection, the attention of all the Officers' of the Board is invited to Sec. 21 of the Contract Labour (Regulation and Abolition) Act 1970 (extract of which is enclosed) according to which the Principal Employer is required to nominate representatives duly authorised by him to be present at the time of disbursement of wages by the contractor and it shall be the duty of such representative to certify the amounts so paid as wages in such manner as may be prescribed—(extract of Rules 71 to 73 of the Tamil Nadu Contract Labour Rules 1975 enclosed). It is also the duty of the contractor to ensure the disbursement of wages in the presence of the authorised representative of the Principal Employer.

(3) The officers of the Board are requested to ensure strict compliance of the provisions of the said Act and Rules framed thereunder and see that minimum wages wherever applicable as per the Minimum Wages Act or reasonable wages are paid by the contractors to the contract labourers engaged by them.

(4) The receipt of this memo. may be acknowledged.

(By Order of the Chairman)

A. Kuppaswamy,
Chief Engineer/Personnel.

(True Copy)

Encl : 9

Extract of the Contract Labour Act, 1970 :

Sec. 21: Responsibility for payment of wages—(1) A contractor shall be responsible for payment of wages to each worker employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.

(2) Every principal employer shall nominate a representative duly authorised by him to be present at the time of disbursement of wages by the contractor and it shall be the duty of such representative to certify the amounts paid as wages in such manner as may be prescribed.

(3) It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the authorised representative of the principal employer.

(4) In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance, due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor either by the deduction from any amount payable to the contractor under any contract or as a debt payable by the contractors.

Extract of the Tamil Nadu Contract Labour Rules, 1975 :

Rule - 71: A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy sent by the contractor to the Principal Employer under acknowledgement.

Rule - 72: The Principal Employer shall ensure the presence of his authorised representative at the place and time of disbursement of wages by the contractor to workmen and it shall be the duty of the contractor to ensure the disbursement of wages in the presence of such authorized representative.

Rule - 73: The authorized representative of the Principal Employer shall record under the signature a certificate at the end of the entries in the Register of wages or the (Register of Wages—cum—Mustor Roll), at the case may be in the following form :-

"Certified that the amount shown in Column No.....has been paid to the workmen concerned in my presence on.....at....."

(True Copy)

**ESTABLISHMENT—Method of appointment of Diploma Holders to the posts of Junior Engineer/
Electrical II Grade—Rationalisation in the method of appointment—Ordered.**

B. P. Ms. (FB) No. 33, (Administrative Branch) Dated the 4th April, 1987 as amended in Memo No. 007176 (RI)/2-87-2 Adm. dt. 7-4-1987.

Proceedings :

1. The existing method of appointment of Diploma Holders to the posts of Junior Engineer/Electrical II Grade is by internal selection of Diploma Holders in Regular Works Establishment and Draughtsman categories to the first three vacancies and by promotion of non-diploma Regular Works Establishment workmen to the fourth vacancy. The appointment of Diploma Holders is considered to be direct recruitment for all purposes and therefore all employees in the said categories possessing Diploma in Electrical Engineering with a minimum of two years experience are eligible for this selection irrespective of the posts they hold. The Diploma Holders are initially recruited to the posts of Tester II Grade and to equivalent posts and secure their seniority at the System/Circle level where the promotional opportunities differ from unit to unit.

2. There have been representations from various Unions for treating the appointment of Diploma Holders to the posts of Junior Engineer/Electrical II Grade as 'promotion' and to constitute the posts in Regular Works Establishment held by Diploma Holders in Electrical Engineering as a 'State Cadre', as a measure of rationalisation. The Diploma Holders are initially recruited to the posts of Tester II Grade and its equivalent posts of Switch Board Operator/Switch Board Attendant, Electrician, Oil Tester and Filter Operator and then promoted to the next category of Tester I Grade and Commercial Inspector at the System/Circle level. These posts are held either exclusively by the Diploma Holders or non-Diploma Holders or by both on certain ratio basis. By reallocating the posts held by both these categories of employees and making them exclusive for either category, cadre separation is possible without affecting their respective cadre strength and promotional opportunities, as well as working arrangements.

3. After careful consideration of the issue, the Board directs as follows :

- (i) The posts in Regular Work Establishment held by Diploma Holders in Electrical Engineering either wholly or on certain ratio basis will be separated and constituted into a State Cadre.
- (ii) The posts of Switch Board Operator/Switch Board Attendant upto and inclusive of 33 KV Sub-Stations and all the posts of Electrician shall be allocated for non-Diploma Holders and the other equivalent posts shall be allocated for Diploma Holders, so that the existing ratio between Diploma Holders and non-Diploma Holders in these posts is maintained. The non-Diploma Holders in the posts allocated for them shall be redesignated as 'Lineman Operator' and 'Electrician' respectively. In all Thermal Power Stations and in Hydro Power Stations with total installed capacity of 100 MW and above, the posts of Switch Board Operator/Switch Board Attendant shall be allocated for Diploma Holders. In Power Stations with less than 100 MW, the posts shall be allocated for Non-Diploma Holders (Lineman Operator).
- (iii) In the second level post of Commercial Inspector which is now held by both non-Diploma and Diploma Holders in the ratio of 1:1, 50% of the posts in each System shall be redesignated as 'Estimator' to be held by Diploma Holders.
- (iv) Accordingly, the cadre for Diploma Holders will consist of Tester I Grade, Estimator, Tester II Grade, Switch Board Operator/Switch Board Attendant, Oil Tester and Filter Operator.
- (v) The method of appointment to the posts of Junior Engineer/Electrical II Grade reserved for Diploma Holders shall be 'by promotion' from the post of Tester I Grade/Estimator/Draughtsman II Grade/Draughtsman III Grade on common seniority basis.
- (vi) Draughtsman II Grade with necessary qualification and experience shall be eligible for consideration as Junior Engineer/Electrical II Grade as at present, provided they opt finally for such appointment and once such an option is given they shall not be entitled to promotion as Draughtsman I Grade. Similarly, Draughtsman III Grade who opt for appointment as Junior Engineer/Electrical II Grade, shall not be eligible for further promotion in their former cadre.

- (vii) In the Madras Electricity Systems, the Superintending Engineers shall be authorised to post Diploma Holders to Sub-Stations upto 33 KV also, but to the extent these posts reserved for non-Diploma Holders are allotted to Diploma Holders, posts in 66 KV, 110 KV and 230 KV reserved for Diploma Holders shall be allotted to non-Diploma Holders, so that the total ratio of posts between non-Diploma and Diploma Holders is not altered.
- (viii) The Diploma Holders now holding the post of Forman I Grade/Foreman II Grade/Line Inspector shall be allowed to continue in the same category, though included in the Diploma Holders cadre, until they get promotion as Junior Engineer/Electrical II Grade and they shall be counted against the quota reserved for Diploma Holders.
- 4. These orders will take effect from 1-5-1987.
- 5. Necessary amendments to Tamil Nadu Electricity Board Service Regulations will issue separately.

(By Order of the Board)

D. Krishnamoorthi
Chief Engineer (Personnel)

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Memo. No. 6262(19)/Adm. Br/IR.2(1)/87-6, dt. 4-4-1987

Sub : Labour—One day token strike from 6-00 A.M. on 21-1-1987 to 6-00 A.M. on 22-1-1987 intimation given by the Tamilnadu Electricity Workers' Federation—Further instructions—Issued.

Ref : Administrative Branch Memo. No. 6262(19)/Adm. Br/IR.2(1)/87-4, dt. 19-2-1987.

The attention of the officers of the Board is invited to para-3 of the memo. cited wherein instructions have been issued to keep the penal deduction of one day wages in respect of employees who participated in the strike on 21-1-1987 under suspense account until further instructions in the matter for remittance to the Tamil Nadu Labour Welfare Fund.

2. In this connection, their attention is invited to Section-3 of the Tamilnadu Labour Welfare Fund Act 1972, Rules-3 and 29 of the Tamilnadu Labour Welfare Rules 1973 and Form 'C' prescribed under the said Rules (an extract of which are annexed).

3. In as-much-as the penal deduction of one day wages was made for the strike on 21-1-1987 and the same was recovered from the salaries/wages of the employees for February 1987 paid on 28-2-1987, these deductions made during the first quarter of the year have to be remitted to the Secretary, Tamilnadu Labour Welfare Board on or before 15th April 1987.

4. All the officers of the Board are therefore directed to maintain a Register as in Form 'C' and remit the one day wages of penal deduction kept under suspense account by Demand Draft drawn in favour of the Secretary, Tamilnadu Labour Welfare Board and send the same direct to him before 15-4-1987 along with a statement giving full particulars (Name of the employee, Designation, Day of Strike, Date of recovery and amount of penal deduction made) of the amount so paid, under intimation to this office along with a copy of the statement.

5. Representations have been received from individual employees recommended by Unions that they are not members of the Tamilnadu Electricity Workers' Federation and they have not participated in the strike on 21-1-1987 but absented from duty on leave of various kinds for private reasons. Instructions have already been issued in para-1 (i) of Administrative Branch Memo. No. 6262(19)/Adm. Br/IR.2(1)/87-1 dt. 9-1-87 that if any person applies for leave on the proposed day of strike (viz. 21-1-1987) the leave should be refused unless the officer concerned personally satisfies himself that the reasons given are genuine. The officers of the Board are specifically informed that before remittance of the deductions to the Secretary, Tamilnadu Labour Welfare Board in the cases of

employees who have not participated in the strike but went on leave for genuine reasons, the details and deductions of such employees need not be included in the statement and no remittance should be made in such cases to the Secretary, Tamilnadu Labour Welfare Board as otherwise there will be much difficulty and long drawn procedure to realise such claims by virtue of the provisions prescribed under Section-13 of the said Act.

6. It shall be ensured that there is no lapse in the remittance of the penal deduction of one day wages before 15th April 1987 as otherwise the penalty clause and payment of simple interest will be attracted under the provisions of the said Act and Rules framed thereunder.

D. Krishnamoorthi,
Chief Engineer/Personnel.

Encl :

Tamil Nadu Labour Welfare Fund Act, 1972

3. Labour Welfare Fund—(i) The Government shall constitute a fund called the Labour Welfare Fund, and notwithstanding anything contained in any other law for the time being in force or in any contract or instrument, all unpaid accumulations shall be paid, at such intervals as may be prescribed, to the Board, and be credited to the Fund and Board shall keep a separate account therefor until claims there to have been decided in the manner provided for in Section 13.

(2) There shall also be credited to the Fund—

- (a) unpaid accumulations paid to the Board under sub-section (2) of section 13;
- (b) all fines including the amount realised under Standing Order 20 of the Model Standing Orders issued under the Tamil Nadu Industrial Employment (Standing Orders) Rules, 1947 from the employees by the employers, notwithstanding anything contained in any agreement between the employer and employee;
- (c) deductions made under the proviso to sub-section (2) of section 9 of the Payment of Wages Act, 1936 (Central Act IV of 1936);
- (d) contribution by employers and employees;
- (e) any interest by way of penalty paid under section 14 ;
- (f) any voluntary donations ;
- (g) any amount raised by the Board from other sources to augment the resources of the Board ;
- (h) any fund transferred under sub-section (5) of section 17 ;
- (i) any sum borrowed under section 18 ;
- (j) any unclaimed amount credited to the Government in accordance with the rules made under the Payment of Wages Act, 1936 (Central Act IV of 1936) and the Minimum Wages Act, 1948 (Central Act XI of 1948) ;
- (k) grants or advances made by the Government ;
- (l) all fines imposed and realised from employers by courts for violation of labour laws less the deduction made by court towards administrative expenses.

(3) The sums specified in sub-section (2) shall be paid to, or collected by, such agencies, at such intervals and in such manner, and the accounts of the Fund shall be maintained and audited in such manner, as may be prescribed.

Encl :

AN EXTRACT OF TAMILNADU LABOUR WELFARE FUND ACT 1972

FORM—C
(SEE RULE—29)

Register for fines and unpaid accumulations for the year

Name of the establishment :

Details of fines and unpaid accumulations.	Quarter ending 31st 2. March.	Quarter ending 30th 3. June	Quarter ending 30th 4. September	Quarter ending 31st 5. December
1.				

1. Total realisations under Fines.

2. Total amount being unpaid accumulations*
of :—

- (i) Basic Wage
- (ii) Overtime
- (iii) Dearness Allowance and other Allowances.
- (iv) Bonus
- (v) Gratuity
- (vi) Any other item of unpaid accumulation.

3. Deductions under standing orders.

4. Deductions under payment of Wages Act.

*See definition of "Un-paid Accumulations" under Section—2 (i) of the Tamilnadu Labour Welfare Act 1972.

Encl :

An Extract of "THE TAMIL NADU LABOUR WELFARE FUND RULES 1973"
(G. O. Ms. No. 569, Labour and Employment, 4th Sept. 1973)**3. Payment of fines and of unpaid accumulations by employer :**

1. Within fifteen days from the date on which the Act shall come into force in this State, every employer shall pay by cheque, money order or cash to the Secretary, Labour Welfare Board.
 - (a) All fines including the amounts realised under Standing Order—20 of the Model Standing Orders issued under the Tamil Nadu Industrial Employment (Standing Orders) Rules, 1947, from the employees before the said date and remaining unutilised on that date; and
 - (b) All deductions made under the proviso to subsection (2) of Section-9 of the payment of Wages Act, 1936 (Central Act IV of 1936) from the wages of employees before the said date and remaining unutilised on that date and
 - (c) all unpaid accumulations held by the employer on the aforesaid date.
2. The employer shall along with such payment submit a statement to the Secretary of the Board giving full particulars of the amounts so paid.

3. Thereafter, all fines realised and deductions made from the wages of the employees and all unpaid accumulations during the quarters ending 31st March, 30th June, 30th September and 31st December shall be paid by the employer in the manner aforesaid to the Secretary of the Board on or before 15th April, 15th July, 15th October and 15th January succeeding such quarter and a statement giving particulars of the accounts so paid shall be submitted by him along with such payment to the Secretary of the Board.

(True Copy)

Encl :

" An Extract of " TAMIL NADU LABOUR WELFARE FUND RULES 1973 "
(G. O. Ms. No. 569, Labour and Employment, 4th Sept. 1978)

29. Maintenance of registers by employers :

1. Every employer of an establishment shall maintain the following registers :

- (a) A Register of wages in Form 'B'
- (b) A consolidated register of unpaid accumulations and fines and other deductions in Form 'C'
- (c) A visit book in which the Inspector visiting the establishment may record his remarks regarding any defects that may come to light at the time of inspection. It shall be produced whenever required to do so by the Inspector.

Provided that no separate visit book need be maintained where the employer maintains such a book in compliance with any other labour legislation.

2. The registers to be maintained under these rules shall be in English or Tamil.

3. The Registers shall be preserved for a period of ten years from the date of last entry made therein.

4. The employer shall by the 31st January every year forward to the Secretary a copy of the extract from the Register in Form 'B' pertaining to the previous year.

/ True Copy /

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Memo. No. 635702/64/S4/A1/87—1 (Administrative Branch), dated 6—4—1987.

Sub : Establishment—Tamil Nadu Electricity Board—Tirunelveli Electricity System (East)—Shifting of Headquarters from Tirunelveli to Tuticorin—Orders issued.

Ref : 1. B. P. Ms. No. 33 (Adm. Branch), dated 29—1—82.

**2. From the Regional Chief Engineer (Distribution)/Madurai
Lr. No. 966/A2/87—2, dated 17—3—87.**

In the B.P. cited Tirunelveli Electricity System was bifurcated into two systems i.e. Tirunelveli Elec. System (East) and Tirunelveli Elec. Sysetm (West).

2. The Headquarters of the Tirunelveli Electricity System (East) shall be shifted from Tirunelveli to Tuticorin and the system renamed as Chidambaranar Electricity System with effect from 1—6—87.

3. The Headquarters of the Tirunelveli Electricity System (West) shall continue to be at Tirunelveli and the system shall be renamed as Tirunelveli Kattabomman Electricity System with effect from 1—6—87.

(By Order of the Chairman)

**D. Krishnamoorthi,
Chief Engineer (Personnel),**

Memorandum No. 18712—E2/87—1 (Secretariat Branch) dated the 7th April, 1987.

Sub: LOANS AND ADVANCES—Book-let of Rules to Regulate the grant of Advances to Tamil Nadu Electricity Board Employees for Building etc., of Houses—Corrected upto October, 1986—Erratum—Issued.

The following errata are issued to the "Rules to regulate the grant of advances to Tamil Nadu Electricity Board employees for building etc. of houses", (1986 edition):—

ERRATA

- (1) In sub-rule (3) (a), under rule 5 the words "one month" occurring in the fourth line, shall be corrected and read as "three months"; and
- (2) In Note (ii) under sub-rule (a) of Rule 8, the word "of" occurring between the words 'completion' and 'the 18th month' in the third line, shall be corrected and read as "or".

P. Easwaramurthi,
Secretary.



Memorandum No. 19778/O&M Cell/87—1, dated the 7th April, 1987, as amended in Bd's Memo. No. 22538/O&M Cell—87-1, dated 10—4—87.

Sub: ESTABLISHMENT—Rectification of Pay anomalies—Expeditious Processing of proposals—Procedure Prescribed.

In files relating to stepping up of pay of Senior on par with Junior, it is found that elaborate and unnecessary notings are being made at lower level. This is not only unnecessary but does not also give a comparative picture at one's glance. The following instructions are therefore issued:—

- (i) The notes for such proposals shall be very brief as in Annexure-I.
- (ii) The pay drawn and other details of the Senior and Junior shall be tabulated and put up in the format in Annexure-II. In cases where more than one senior represents for rectification of pay anomaly, the particulars of each senior shall be tabulated separately in the above format.
- (iii) The order shall be as in Annexure-III.

2. All the Sections and Officers concerned in Tamil Nadu Electricity Board shall follow the procedure prescribed in para. 1 above with immediate effect.

P. Easwaramurthi,
Secretary.

ANNEXURE—I

NOTE

Sub: ESTABLISHMENT—Senior getting less pay than Junior.....
.....Representation.

Ref:

The representation of.....at pp.....for fixation of his pay on par with his junior.....may be perused. The details of pay drawn etc. of junior and senior are given in the Statement(s) at

2. The request of the senior(s).....is admissible under the provisions of S.R. 33 (b) and may be complied with. The pay anomaly may be rectified under regulation 37/48 of the Tamil Nadu Electricity Board Service Regulations.

3. A draft order is put up below for approval.

ANNEXURE—II**Format to be put up for pay anomaly cases**

Sl.No. (1)	Particulars (2)	Senior (3)	Junior (4)
I.	Name		
II.	Lower Post :		
(1)	Name of Post		
(2)	Scale of pay on the date of promotion of senior		
(3)	Date from which held		
(4)	Pay drawn on the date of promotion of Senior		
(5)	Date from which the pay indicated in Sl. No. (4) is drawn.		
III.	Selection Grade :		
(1)	Date of movement		
(2)	Scale of pay on the date of movement		
(3)	Pay fixed		
IV.	Higher Post (Present Post)		
(1)	Name of Post		
(2)	Date of promotion		
(3)	Scale of pay on the date of promotion		
(4)	Pay fixed on promotion		
(5)	Whether pay fixation is based on ordinary grade or selection grade of the lower post		
(6)	Regulation of pay from the date of promotion of the senior till the date of promotion of the junior.	Date Pay	Date Pay
	In respect of pay anomaly cases falling between 2—4—80 and 30—11—84, regulation of pay shall be upto fixation of pay in the Revised scale of pay 1984.		
V.	Findings :		
(1)	Whether there is anomaly of the Junior getting more pay than the senior	Yes/No	
(2)	If 'Yes', whether the provisions in Note 4 under S.R. 33 (b) are satisfied for rectification of the anomaly under S.R. 37.	Yes/No	
(3)	If there is anomaly but the provisions in Note 4 under S.R. 33 (b) are not satisfied whether anomaly may be rectified under S.R. 48 (Justification to be given).		
(4)	Pay of senior to be fixed on par with the junior and the date of effect of such fixation.		
(5)	Date of next increment of the Senior,		

ANNEXURE—III**ORDER**

Thiru/Tmt./Selvi..... (Name)
 (Designation).....has, in his/her letter read above, requested refixation of his/her pay at Rs.....on par with the pay of his/her junior Thiru/Tmt. Selvi 'Y'.....with effect from.....The particulars regarding the posts held and the pay drawn etc. by both the employees are given in the Annexure to this order. As the conditions in Note (4) under regulation 33 (b) of the Tamil Nadu Electricity Board Service Regulations [are/are not] satisfied, the [Tamil Nadu Electricity Board/Chief Engineer (Personnel)/Superintending Engineer] [under regulation 37/treating this case as exceptional hardship under Regulation 48] of the Tamil Nadu Electricity Board Service Regulations read with B.P. Ms. (FB) No. 7 (Secct. Br.) dt. 30—1—1987, directs that the pay of Thiru/Tmt./Selvi 'X' be refixed at Rs..... with effect fromon par with the pay of his/her junior Thiru/Tmt./Selvi 'Y'. He/She shall be eligible to draw arrears of pay and allowances consequent on the refixation of pay with effect from.....

2.is entitled for next increment only on completion of the required qualifying service of one year with effect from the date of refixation of pay.



Memorandum No. 039203/653—Adm. Br./C1—1/87—1, dated 8—4—1987.

Sub: Establishment—Chingleput Electricity System/South—Shifting of Headquarters from Kancheepuram to Chingleput—Transfer of Provincial Staff—Instructions.

- Ref: 1. B.P.Ms.No. 43, dated 23—5—1986.
 2. Adm. Br. Memo. No. 087004/S1/117/A2/86—2, dated 22—9—86.
 3. B.P.Ms.No. 61, Adm. Br. dated 10—2—87.
 4. From S.E./CES/South letter No. SEC/Adm.1/JA/Transfer/87 dated 2—3—1987

The Headquarters of Chingleput Electricity System/South, now functioning at Kancheepuram has been shifted to Chingleput in this Branch Memorandum second cited.

Consequent on the decision taken to shift the head-quarters of the Chingleput Electricity System/South from Kancheepuram to Chingleput, the following procedure shall be adopted with regard to transfer of Provincial staff.

- (i) There are two system Offices now at Kancheepuram, i.e. Chingleput Electricity System (North) and Chingleput Electricity System/South. Willingness shall be obtained by the Superintending Engineer/ Chingleput Electricity System/South from the staff working in these two Systems.
- (ii) If, after obtaining willingness, there remains vacancies, the request transfer to Chingleput from other Systems may be considered. The Superintending Engineer/ Chingleput Electricity System will be informed of the request transfers from other systems pending in administrative Branch also.
- (iii) If after complying with the procedure in (i) and (ii) above, there are still vacancies, then in the case of Junior Assistant/Typist/Steno-typist, Assessors, the junior most as per common service seniority of the respective categories in the composite Chingleput Electricity System may be transferred.
- (iv) In the case of Assistants and Accountants, those belonging to Chingleput Electricity System/South and North systems, who have remained for the longest period in the station Kancheepuram shall be transferred. While computing the longest period, the Services rendered in the lower categories in that station should also be taken into account i.e. irrespective of the category all the services in the provincial cadre should also be counted. If there is break in the service due to transfer of the employee to some other station, the period of less than one year should be ignored and the total service in that station should be taken into account. If the break is one year or more, the services rendered after the break in that station only should be taken into account.

- (v) In respect of transfers arising as per items (i) to (iv) above, the Regional Chief Engineer/Distribution/Madras will issue orders of transfer first and seek ratification from the concerned Branch viz. (Administrative Branch and Secretariat Branch) of the Board Office in respect of Class I and II Officers. In the case of Technical staff viz. Assistant Engineer/Junior Engineer and Draughtsman, the Regional Chief Engineer/Distribution will decide and issue orders of transfer to Chingleput to the persons concerned.

The receipt of this memorandum shall be acknowledged and action taken shall be reported to the Chief Engineer/Personnel by the Regional Chief Engineer/Distribution/Madras.

D. Krishnamoorthi,
Chief Engineer/Personnel.

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Circular Memo. No. 11453—A2/87—1, (Secretariat Branch) Dated the 12th April 1987

Sub : Establishment—Class I service—Appreciation and Commendation Orders—
Filing in the Personal Files—Procedure—Instructions—issued.

The practice exists of officers issuing special commendations in recognition of good work done by their subordinates. Ordinarily, the proper mode of recording comments on the work of a subordinate is to make a suitable entry in his Personal File and such entries will have to be made taking into account the total work of the officer during a given period. Issue of special commendations for individual items of work is likely to give a misleading impression about the work of the employee. It may also give scope for some of the employees to misuse such commendations for canvassing their claims for promotion etc. While, therefore, there may be no need to altogether discontinue the practice of issuing special commendations, Officers are informed that they should show the utmost circumspection while issuing such commendations and this practice should be resorted to only in the rarest of cases.

In any case, such special commendations should not be added to the Personal Files except when the commendation is issued by the Full Board or the Chairman in recognition of the personal contribution made by an officer of an exceptional nature and when it is specifically ordered that the special commendation should be added to the Personal File.

B. Vijayaraghavan,
Chairman.

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LEAVE—Maternity Leave for abortion—Certain guidelines prescribed—Orders—Issued.

B. P. Ms. (Ch.) No. 144

(Secretariat Branch)

Dated the 13th April 1987
Read :

B. P. Ms. (Ch.) No. 275 (SB) dt. 16—8—85.

G. O. Ms. No. 113 P & AR (F. R. III) dt. 10—2—87.

Proceedings :

Following the orders in G. O. Ms. No. 1251 P & AR (F. R. III) dt. 17—12—1984 with regard to imposing certain restrictions for the grant of Maternity Leave for abortion, orders were issued as follows in B. P. Ms. (Ch.) No. 275 (SB) dt. 16—8—85.

- (i) Maternity leave may be granted for six weeks to married women Board employees with no child or one living child for natural abortion/medical termination of pregnancy under the Medical Termination of Pregnancy Act without restriction regarding the number of times they could avail themselves of Maternity Leave for abortion.

- (ii) In the case of married woman Board employees with two or more living children, maternity leave for natural abortion/medical termination of pregnancy under Medical Termination of Pregnancy Act may be granted for six weeks, if they undergo sterilisation. If not, they should apply for leave to which they are eligible.

It was also ordered that the above orders would be applicable to the employees governed by the Tamil Nadu Electricity Board Leave Regulations only. In pursuance of the above orders, necessary amendments to the Tamil Nadu Electricity Board Leave Regulations have also been issued in B. P. Ms. (Ch.) No. 485 (SB) dt. 31-12-85.

2. Considering that some more restrictions are necessary for the grant of maternity leave for abortion, the Government in their Government Order cited have prescribed certain guidelines to be followed in this behalf. Following the orders of Government, it is ordered that the guidelines mentioned below shall be followed for the grant of maternity leave for abortion in the case of women employees of the Board governed by the Tamil Nadu Electricity Board Leave Regulations:

- (i) In the case of women employees with two living children, maternity leave for six weeks for natural abortion or abortion under medical termination of Pregnancy Act may be granted **for two times** with a condition to under-go sterilisation permanently for the grant of this leave for the second time.
- (ii) In the case of women Board employees with one child, maternity leave for six weeks for natural abortion or abortion under Medical Termination of Pregnancy Act may be granted **for three times** with a condition to undergo sterilisation permanently for the grant of this leave for third time.
- (iii) In the case of Board employees with no child, Maternity leave of six weeks for natural abortion or abortion under Medical Termination of Pregnancy Act may be granted **for two times only**.

3. Amendments to Tamil Nadu Electricity Board Leave Regulations will be issued separately.

(By Order of the Chairman)

P. Easwaramurthi,
Secretary.



Establishment—Fixation of pay under Regulation 33(b) of Tamil Nadu Electricity Board Service Regulations on promotion/appointment to higher posts—Option for fixation of pay after accrual of next increment in lower posts—Orders Issued.

B.P. Ms. (FB) No. 33

(Sectt. Branch)

Dated the 13th April 1987
Panguni 31, Akshaya
Thiruvalluvar Aandu 2018.

Read :

B.P. Ms. No. 62 (S.B.) Dt. 5-2-1980.

Proceedings :

Fixation of pay of the Board employees on promotion to higher posts is done with reference to the provisions in the Board's Service Regulations which are generally based on the pay fixation rules applicable to the Government Servants. In the B.P. cited, certain specific orders were issued in the matter of fixation of pay of employees on promotion to posts in Class I and II Service. Following the orders issued by the Government in G.O. Ms. No. 1071 P&AR (FR-I) dt. 11-11-82, the Tamil Nadu Electricity Board directs that the Board employees promoted/appointed to higher posts involving assumption of higher duties and responsibilities be given option either—

- (a) for fixation of pay under Regulation 33(b) of Tamil Nadu Electricity Board Service Regulations on the date of promotion/appointment, taking into account the pay in the lower post immediately prior to promotion/appointment to the higher post without any further review on accrual of increment in the scale of pay of the lower posts ;

OR

- (b) for fixation of pay on the date of promotion/appointment to the higher post in the scale of pay applicable to the higher post at the stage next above the pay in the lower post, and for re-fixation of pay under Regulation 33(b) of Service Regulations on the date of accrual of next increment in the scale of pay of the lower post.

2. The orders issued in para 1 above shall take effect from 1—12—84 notionally, with monetary benefit from 1—4—86.

3. The option referred to in para 1 above shall be exercised within a period of one month from the date of promotion or appointment in respect of the cases arising on or after the date of this order. In the case of employees already promoted or appointed to higher post on or after 1—12—84, but before issue of these orders, time is granted to exercise option within two months from the date of issue of these orders. The option once exercised is final. If no such option is exercised within the time allowed the pay shall be fixed in the manner as provided in para 1(a) above. If pay is fixed as in para (b) above, next increment shall be allowed on completion of the required qualifying period of one year with effect from the date of re-fixation of pay.

4. Consequent on the issue of orders as in paras 1 and 2 above, the orders issued in B.P. Ms. No. 62 (SB) dt. 5—2—80 shall be treated as withdrawn from 1—12—84. As it is proposed to give monetary effect to the orders in para 1 above from 1—4—86 only, regulation of pay with reference to the existing provisions of the Service Regulations, orders in B.P. Ms. No. 62 (SB) dt. 5—2—80 upto 31—3—86 shall remain unaltered.

5. Necessary amendment to the Tamil Nadu Electricity Board Service Regulations will be issued separately.

(By Order of the Board)

P. Easwaramurthi,
Secretary.

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Memorandum No. 6776—P1/84—8 (Secretariat Branch) dated the 13th April 1987.

Sub : Establishment—Fixation of pay under Regulation 33(b) of Tamil Nadu Electricity Board Service Regulations on promotion/appointment to higher posts—Option for fixation of pay after accrual of next increment in lower posts—Further orders issued.

Ref : B. P. Ms. (FB.) No. 33 (S.B.) Dated 13—4—1987.

In continuation of the orders issued in the B.P. cited, the following clarificatory orders are issued for the guidance of all officers of the Board:—

(1) The above orders are applicable in the case of re-promotion also, subject to the provisions in Note—2 under Regulation 33(b) of the Tamil Nadu Electricity Board Service Regulations.

(2) If the individuals are on reversion on the date of accrual of increment in the lower post, their pay may be fixed in the higher post under Regulation 33(b) of Tamil Nadu Electricity Board on the date of their re-promotion.

(3) Anomaly that arises consequent on fixation of pay of junior as per the orders in the B.P. cited can be rectified by re-fixing the pay of the seniors on par with the pay of the juniors if the conditions under Note 4 under Regulation 33(b) of Tamil Nadu Electricity Board Service Regulations are satisfied.

(4) The minimum benefit of 5% increase in pay on promotion to higher posts ordered in B. P. Ms. No. (FB) 9 (SB) dt 2—2—87 shall apply where the pay is fixed under Regulation 33(b) of Tamil Nadu Electricity Board Service Regulations. So, when the pay is fixed under Regulation 33(b) of Tamil Nadu Electricity Board Service Regulations with reference to the orders in the B.P. cited, the minimum benefit of 5% increase in pay ordered in the B.P. dated 2—2—87 mentioned above may be ensured.

(5) Where the Selection Grade of the lower post and the ordinary grade of the higher post are identical, the Board employees have the option to fix the pay in the higher post under Regulation 33(b) of Tamil Nadu Electricity Board Service Regulations with reference to the notional pay in the ordinary grade of lower post. In such cases the individuals may be allowed option to have their pay fixed in the higher post after drawal of the notional increment in the ordinary grade of the lower post. In such cases, the pay in the higher post from the date of appointment should be fixed only at the stage next above the pay in the lower post with reference to notional pay in the ordinary grade of the lower post on the date of appointment to the higher post.

(By Order of the Board)

P. Easwaramurthi,
Secretary.

Memorandum No. 23582—E2/86—19, (Secretariat Branch) dated the 13th April, 1987.

Sub: LOANS AND ADVANCES—House Building Advance—Employees who die in harness—Recovery of House Building Advance outstanding—Special Family Benefit Fund—Clarification issued by the Government—Communicated.

Ref: B.P.Ms. (F.B.) No. 61 (Sectt. Branch) dt. 15—7—'86.

A copy each of the Government's letters No. 30032—C1/86—1, dated 23—9—1986 and Letter No. 39721—C1/86—2, dated 6—10—1986 relating to the clarifications issued by Government in regard to House Building Advance Special Family Benefit Fund is communicated for guidance.

P. Easwaramurthi,
Secretary

Encl: 1

Copy of Letter No. 30032—C1/86—1, dated 28—9—1986 from Thiru Thambiah Fernando, Deputy Secretary to Government addressed to the Special Chief Engineer, Periyar-Vaigai, Madurai-625 002.

Sub: LOANS AND ADVANCES—House Building Advance—Tamil Nadu Government Employees House Building Advance Special Family Benefit Fund Scheme—Clarification—Issued.

Ref: Your Lr. No. C1/514/86, dated 13—6—1986,

I am directed to invite attention to the letter cited and to clarify as follows:

2. As per Rule 4 (ii) of the Tamil Nadu Government Employees House Building Advance Special Family Benefit Fund Scheme Rules, issued in G.O. Ms. No. 613, Housing and Urban Development dated 30—4—1986, the subscription shall be rounded off to the next nearest rupee. The subscription shall be increased suitably according to the quantum of monthly instalments of repayment, subject to the condition that the overall contribution shall be limited to one per cent of the total amount of monthly instalment amount paid. To say if the monthly amount of repayment is Rs. 260/- the contribution to the scheme shall be Rs. 3/- per month. If the recovery towards the repayment is enhanced due to sanction of additional advance etc., the monthly contribution shall be recovered at one per cent of the total amount of all the repayment towards house building advance in that month. The recovery to the fund need not be made at one per cent for each item of repayment viz., Main, Additional, Enlargement etc., To avoid fraction, the recovery has been ordered to be rounded off to the next higher rupee.

3. The subscription shall be paid by the employee till the date of superannuation or till the repayment of the advance together with interest thereon, whichever is earlier. In cases where the recovery is resorted to from the D.C.R.G., the subscription to the scheme shall be limited upto the date of superannuation only and that the question of recovery towards the subscription to the fund in one lumpsum for the amount that will be recovered from Death-cum-Retirement Gratuity does not arise.

Deputy Secretary to Government.

(True Copy)

Encl: 2

Copy of Letter No. 39721—C1/86—2, Dated 6—10—1986 from Thiru Thambiah Fernando, Deputy Secretary to Govt. addressed to The Director of Treasuries and Accounts, Madras-600 036,

Sub: LOANS AND ADVANCES—Tamil Nadu Government Employees House Building Advance Special Family Benefit Fund Scheme—Certain Clarifications—Issued.

Ref: Your Lr. Rc. No. 32313/86/K2, dated 28—7—'86.

I am directed to invite attention to the letter cited and to clarify as follows on the various points raised therein:

Points raised

- (a) Whether to admit those who have completed repayment of principal amount but have to pay interest into the scheme.
- (b) If they are admitted whether to recover 1% of the instalment amount of interest alone or to recover 1% of the instalment of principal already paid plus the monthly rate of interest amount to be paid:
- (c) In certain cases there will be more than one kind of house building advance recovery such as 1st advance 2nd advance etc., additional advance, enlargement advance, improvement advance etc. In such cases whether to recover 1% on each kind of advance/instalments or to consolidate all kind of advance into one and to recover 1% of the consolidated amount.
- (d) If both principal and interest amount is recovered before retirement, whether it is necessary to continue the recovery of 1% till the date of retirement.

Clarification

As per Rule 4(1) of the Tamil Nadu Government Employees' House Building Advance Special Family Benefit Fund Scheme, monthly subscription towards the scheme shall be paid by the employee till the date of his superannuation or till the repayment of the advance together with interest thereon whichever is earlier. As such, those who have completed repayment of principal amount but have to pay interest shall also be admitted under the scheme, provided they satisfy the other condition regarding the period leftover for retirement.

The monthly subscription towards the fund shall be limited to 1% of the monthly recovery towards the payment of **the interest** on the advance sanctioned.

As per Rule 4 (ii) of the Tamil Nadu Government Employees' House Building Advance Special Family Benefit Fund Scheme Rules, the subscription shall be increased suitably according to the quantum of monthly instalments of repayment subject to the condition that the overall contribution shall be limited to 1% of the total amount of monthly instalment amount paid. As such subscription at 1% of the total monthly instalment amount may be recovered towards the subscription to the fund.

The question of contribution to the Fund does not arise when the house building advance sanctioned together with the interest thereon has been recovered in full. As such there is no need to recover 1% till the date of retirement, after the advance has been recovered in full including interest.

Deputy Secretary to Government

(True Copy)

ESTABLISHMENT—Tamil Nadu Electricity Board—Disciplinary cases—Disposing of within time limits—Flow Chart—Prescribed.

Board's Proceedings Ms. (Ch.) No. 142 (Secretariat)

Dt. 13-4-1987.
30. Panguni, Akshaya,
Thiruvalluvar Aandu, 2018
Read :

B. P. Ms. No. 1485 dated 5-10-1978.

Proceedings :

In the Board's Proceedings cited, a time schedule was prescribed for examining and disposing of Disciplinary Proceedings at all levels. Despite these orders delay in dealing with Disciplinary Proceedings continue to persist. No uniform procedure is being followed by the Heads of Branches, Systems and Circles in the Board in finalising the Disciplinary Proceedings within any time frame.

2. In consideration of the above, a flow chart to watch progress of disciplinary action taken against the employees of the Board is prescribed in the annexure to this Board's Proceedings.

3. All the officers concerned shall ensure that the time frame prescribed in the Annexure to this Board's Proceedings is strictly followed in all the Disciplinary Proceeding cases processed by them or in their offices.

(By Order of the Chairman)

P. Easwaramurthi,
Secretary.

FLOW CHART TO WATCH DISCIPLINARY CASES

282

Sl. No.	ACTIVITIES	Officials governed by Discipline and Appeal Regulations					Officials governed by Standing Orders	
		DVAC and Vigilance Cell		Departmental			DVAC & Vig. Cell	Departmental
		Minor penalty	Major penalty	Minor penalty	Major penalty	Major penalty		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		(Days)	(Days)	(Days)	(Days)	(Days)	(Days)	(Days)
1.	To issue memo calling for preliminary explanation.	—	—	5	10	—	—	5
2.	Permission and time (including extension of time) granted to the official for perusing records and or submitting explanation.	—	—	10	10	—	—	10
3.	Examination of the case and issue of charge memo.	30	30	—	10	30	10	10
4.	Permission including extension granted to the official for perusing the records and or submitting reply.	30	30	—	30	30	15	15
5.	Examination of the explanation or reply and appointment of Enquiry Officers.	—	30	—	30	30	30	30
6.	Issue of enquiry summon and conducting enquiries.	—	40	—	40	30	30	30
7.	Personal hearing to be given by the disciplinary authority if the official desired the same.	—	10	—	10	10	10	10
8.	Submission of findings of the Enquiry Officer.	—	10	—	10	10	10	10
9.	Examination of the explanation of the official and issue of final orders.	30	—	30	—	—	—	—
10.	Examination of the enquiry report of the Enquiry Officer and issue of final orders.	—	30	—	30	40	40	40
Total		90	180	45	180	180	160	160

Memo. No. 044090/80/S4(A1)/87-1, (Adm. Br.) dated 13-4-87.

Sub: Establishment-Tamil Nadu Electricity Board-Madurai Electricity System/North-Shifting of the Headquarters from Madurai to Dindigul-Renaming of Madurai Electricity System/North as Anna Electricity System-Orders issued.

Ref: 1. B.P.Ms.No. 346 (Administrative Branch) dated 3-6-82.
2. From the Regional Chief Engineer (Distribution)/Madurai letter No. RCE/MDU/T.1/F.13/D.2989/87, dated 31-3-87.

In the B.P. cited Madurai Electricity System was bifurcated into two systems (ie.) Madurai Electricity System/North and Madurai Electricity System/South.

2. The Headquarters of the Madurai Electricity System/North, is shifted from Madurai to Dindigul, and the system shall be renamed as Anna Electricity System with effect from 1-6-87.

3. The Headquarters of the Madurai Electricity System/South shall continue to be at Madurai and the system shall be renamed as Madurai Electricity System with effect from 1-6-87.

4. Orders in regard to transfer of areas between Anna and Madurai Electricity Systems to make the areas of the two systems coterminous with the areas of the respective Revenue Districts are issued separately.

(By Order of the Chairman)

D. Krishnamoorthi,
Chief Engineer (Personnel).

● ● ●

Memorandum (Permanent) No. 80041-M2/84-17, (Secretariat Branch) dated 13-4-1987.

Sub: Registration-Personal appearance of Tamil Nadu Electricity Board Officials in Registration offices-Exemption under section 88 (1) (d)-of Indian Registration Act-Ordered-Copy Communicated.

Ref: G.O.Ms.No. 224, Commercial Taxes and Religious Endowments Department dated 19-3-87.

A Copy of the reference cited regarding exemption of Personal appearance of Board officers in the Registration offices is communicated for necessary action. The exemption ordered in the above G.O. is in addition to the exemptions ordered in G.O.Ms.No. 1025, Commercial Taxes and Religious Endowments Department dated 7-9-83, a copy of which is also enclosed.

P. Easwaramurthi,
Secretary.

Encl.: 1

Copy of G.O. Ms. No. 224 Dated 9-3-1987 from Commercial Taxes and Religious Endowments Department.

Registration-Personal appearance of officers of Tamil Nadu Electricity Board in Registration Offices-Exemption under section 88(1) (d) of Indian Registration Act-Ordered.

Read:

1. From the Secretary, Tamil Nadu Electricity Board, Madras letter No. 80041-M2/85-11, dt. 5-7-1986.
2. From the Inspector General of Registration Madras letter No. 44621-E1/86, dtd 12-9-1986.

ORDER:

The Notification appended to this order will be published in the Tamil Nadu Government Gazette.

2. The Works Manager, Government Central Press is requested to send 2 copies of the Notification as published in the Tamil Nadu Government Gazette.

(By Order of the Governor)

Sukavaneshvar,
Commissioner and Secretary to Government.

(True Copy)

Encl. : 2

Copy of APPENDIX

NOTIFICATION

Under clause (d) of sub-section (1) of section 88 of the Registration Act, 1908 (Central Act XVI of 1908), the Governor of Tamil Nadu hereby directs that it shall not be necessary for the holders of the Public Office in the Tamil Nadu Electricity Board, specified below, to appear in person or by agent at any registration office in any proceedings connected with the registration of any instrument executed by them or in their favour in their official capacity or to sign as provided in section 58 :—

1. Chief Engineer, Ennore Thermal Power Station, Madras-57.
2. Chief Engineer, Tuticorin Thermal Power Station, Tuticorin.
3. Chief Engineer, Civil Designs, Madras-2.
4. Chief Engineer, Mettur Thermal Power Station, Mettur Dam.
5. Regional Chief Engineer, Distribution, Madras.
6. Regional Chief Engineer, Distribution, Trichy.
7. Regional Chief Engineer, Distribution, Madurai.
8. Regional Chief Engineer, Distribution, Coimbatore.
9. Regional Chief Engineer, Distribution, Vellore.
10. Divisional Engineer, Generation, Basin Bridge Power House, Madras-12.

Sukavaneshvar,
Commissioner and Secretary to Government.

(True Copy)

Encl. : 3

Copy of G.O.Ms. No. 1025, dt. 7—9—83 from Commercial Taxes and Religious Endowments Department

REGISTRATION—Personal appearance of officers of the Tamil Nadu Electricity Board, in Registration Offices—Exemption under section 88 (1) (d) of Indian Registration Act—Ordered.

Read :—

1. G.O. Ms. No. 1767, Revenue, dated 15—5—83.

Read also :—

2. From the Secretary, T.N.E.B. Ir. No. 35644/M2/81—1, dated 11—6—81.
3. From the IGR Ir. K. Dis. No. 51461/C2/81, dt. 4—9—81.
4. Govt. Ir. No. 34867/VI/81—8, CT & RE, dt. 26—4—82.
5. From the Secretary, T.N.E.B. Ir. No. 35664/M2/82—9, dated 16—6—82 and dated 20—12—82.

Order :

The Notification appended to this order will be published in the Tamil Nadu Government Gazette.

(By Order of the Governor)

P.C. Syriac,
Commissioner & Secy. to Govt.

(True Copy)

Encl. : 4

Copy of APPENDIX

NOTIFICATION

Under clause (d) of sub-section (1) of section 88 of the Registration Act 1908 (Central Act XVI of 1908) in supersession of the Revenue Department Notification No. 3094/1963, dated the 15th May 1963 published at P1388 of part II section 1 of the Fort St. George Gazette, dated the 5th June 1963, the Governor of Tamil Nadu hereby directs that it shall not be necessary for the holders of the public office in the Tamil Nadu Electricity Board, specified below, to appear in person or by agent at any registration office in any proceeding connected with the registration of any instrument executed by them or in their favour in their official capacity or to sign as provided in section 58 :—

1. The Chairman, Tamil Nadu Electricity Board
2. The Secretary, Tamil Nadu Electricity Board
3. The Chief Engineer, Personnel.
4. The Chief Secretary, Tamil Nadu Electricity Board
5. The Chief Engineer, (Consultancy Cell)
6. The Chief Engineer, Transmission.
7. The Chief Engineer, Operation
8. The Chief Engineer, Thermal

9. The Chief Engineer, Distribution/North
10. The Chief Engineer, Distribution/South
11. The Chief Engineer, Rural Electrification & System Improvements
12. The Chief Engineer, Materials Management
13. The Chief Engineer, Hydro Project
14. The Chief Engineer, Lower Mettur Hydro Electric Project
15. The Chief Engineer, Financial Controller
16. The Superintending Engineers
17. The General Superintendent, Ennore Thermal Power Station and Tuticorin Thermal Power Project
18. The Chief Internal Audit Officer
19. The Director of Research & Development

P.C. Cyriac,
Commissioner and Secretary to Govt.

(True copy)

• • •

Memorandum (Permanent) No. 14543/O & M Cell/87—1 (Secretariat Branch) dated the 15th April, '87.

Sub : ESTABLISHMENT—Superintending Engineers of Distribution Systems—
Submission of monthly diaries and Demi Official narrative report—Instructions—
Issued.

Ref : B.P. Ms. (Ch.) No. 141 (Secretariat) dt. 10—4—86.

In the reference cited, it has been ordered that the Superintending Engineers of Distribution Systems should furnish fortnightly diaries with a covering Demi Official narrative reports.

2. The diaries of Superintending Engineers indicate that the inspections done by them are not periodical and systematic or of a regular frequency. It is considered that it would be more purposeful and helpful to the Regional Chief Engineers (Distribution) if a standard proforma is prescribed for the Superintending Engineers to write their diaries.

3. It is hereby ordered that the diaries submitted by the Superintending Engineers of Distribution Systems to the Regional Chief Engineers (Distribution) should be in the formats annexed to this memorandum. The following guidelines for submission of diaries shall also be followed :—

- (i) the statements should be specific and brief.
- (ii) extract or reproduction of tour programme should be avoided.
- (iii) the narrative report should include comments, if any, on the diaries of subordinate officers reviewed by the Superintending Engineers which need be brought to the Regional Chief Engineer (Distribution)/Chairman.
- (iv) any other matter of special importance to be brought to the Chairman's knowledge.
4. The scheme of inspection by the Superintending Engineers shall be as follows :—

(i) Central Stores	:	Every month
(ii) System MRT Laboratory	:	Every month
(iii) System Special Maintenance Repair-Bay	:	Every month
(iv) PSC pole-casting yard (if available)	:	Every month
(v) Each Division Office including Revenue Branch, Division Stores, Division MRT laboratory and RCC Pole-casting yard	:	Once every three months
(vi) Sub-Division Office	:	One each month
(vii) Section Office	:	One each month
(viii) 230 KV Sub-Station	:	Every month
(ix) Every 110 KV/66 KV/33 KV Sub-Station	:	Once in three months
(x) H. T. Services	:	
(xi) L. T. Services	:	As many as possible every month
(xii) Distribution Transformers	:	

5. The orders will be effective from 1—5—1987.

(By Order of the Chairman)

P. Easwaramurthi,
Secretary.

Encl :

ANNEXURE

.....ELECTRICITY SYSTEM

DIARY OF SUPERINTENDING ENGINEER FOR THE MONTH OF.....

I. ACTIVITY SHEET

Date	Activity†	If inspection, Office/Officers/ Place and nature	If review, discussion or meeting-where, with whom and subjects and matters	Significant - contri- butions made by SE*	Decisions taken/ Orders issued at S.Es. level*	Important proposals sent to RCE for orders*	Important proposals sent to Board Office for orders*	Special steps, if any, taken to redress consumer grievances	Suggestions and Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

† Inspection/Review/Discussion/Meeting/Office work.

* Should exclude routine matters.

SIGNATURE :

DESIGNATION :

II. PROGRESS REPORT

I. Physical Progress

Details	Programmed for the year	Done during the month	Done during this year so far
a) Transformers			
Addl. Transformers (nos.)			
Total KVA of Addl. Transformers			
Enhancement (nos.)			
Increase in KVA in enhancements			
Total Increase in capacity (KVA)			
b) Laying of new lines in KM.			
Overhead	H.T. L.T.		
Cable	H.T. L.T.		
c) Strengthening of lines in KM.			
Overhead	H.T. L.T.		
Cable	H.T. L.T.		
d) Improvement to Pillar boxes Distribution boxes etc.			
e) Installation of capacitors	No. KVAR		
f) Rural Electrification			
(i) Energisation of Pumpsets			
(ii) Hut Electrification			

II. Financial Progress

Sl. No.	Details	Proposed Budget Estimate for 1987-88	Proportionate target to end of (the month to which the return relates to)	Actuals from April to (the month to which the return relates to)	Percentage of expenditure on Budget Estimate
1.	Transmission and Distribution				
2.	Rural Electrification				

(True Copy)

குறிப்பாணை எண். 18722—பி. 1/87—1 (செயலாக்கம்) நாள் 15—4—1987.

பொருள் : தற்காலிக பணி நீக்கம்—மேல் முறையீட்டின் மீது ஆணை வழங்குதல் தெளிவுரை—குறித்து.

பார்வை : அரசு கடித எண் 88844/86-5, பணியாளர் மற்றும் நிருவாக சீர்திருத்த (அ. வி. 3) துறை, நாள் 16—3—87.

பார்வையில் குறிப்பிடப்பட்டுள்ள அரசு கடிதத்தில் (நகல் இணைக்கப்பட்டுள்ளது) அடிப்படை விதி 54—B இன் கீழ் தற்காலிக பணி நீக்கக் காலத்தை வரன்முறை படுத்துதலை குறித்து சில தெளிவுரைகள் வழங்கப்பட்டுள்ளன. தமிழ்நாடு மின்சார வாரியப்பணி விதிமுறைகளின் விதிமுறை 57—B, அடிப்படை விதி 54—Bக்கு இணையானது. எனவே, மேற்கண்ட அரசுக் கடிதத்தில் உள்ள தெளிவுரைகளை பின்பற்ற வேண்டுமென்று கேட்டுக்கொள்ளப்படுகிறது.

பெர். ஈஸ்வரமூர்த்தி
செயலாளர்

நகல் :

திருமதி ஜெ. அஞ்சனி தயானந்த், இ. ஆ. ப., சிறப்பு ஆணையர் மற்றும் அரசுச் செயலரிடமிருந்து கூட்டுறவுச் சங்கங்களின் பதிவாளர், அஞ்சல் பெட்டி எண் 417, சேப்பாக்கம், சென்னை 600 005க்கு விடுக்கப்பட்ட 16—3—87 நாளிட்ட கடித எண் 88844/86—5, பணியாளர் மற்றும் நிருவாக சீர்திருத்த (அ.வி.3) துறை, புனித ஜார்ஜ் கோட்டை, சென்னை—9 -ன் நகல்

பொருள் : தற்காலிக பணி நீக்கம்—மேல் முறையீட்டின் மீது ஆணை வழங்குதல்—தெளிவுரை குறித்து.

பார்வை : தங்களது ந. க. எண். 189711/85. ஒ. த. 3, நாள் 24—9—86.

பார்வையில் கண்ட தங்களது கடிதத்தில் கேட்கப்பட்ட ஐயப்பாடுகளும் அதற்குரிய தெளிவுரைகளும் கீழே கொடுக்கப்பட்டுள்ளன,

ஐயப்பாடு

- (1) தற்காலிக வேலை நீக்கக் காலத்தை அடிப்படை விதி 54ன் கீழ் வரன்முறைப்படுத்தி வழங்கும் ஆணைக்கு, மேல் முறையீடு உண்டா? உண்டு எனில் அதற்கு ஆதாரம் எங்குள்ளது?
- (2) எந்த அலுவலர் தற்காலிக வேலை நீக்கத்தை முறிவு செய்து ஆணை வழங்கினாரோ அந்த அலுவலர்தான் வரன்முறைப்படுத்தி ஆணை வழங்க வேண்டுமா? அல்லது அவரின் உயர் அதிகாரியும் ஆணை வழங்க முடியுமா?
- (3) உயர் அதிகாரி தனது சார்நிலை அதிகாரியால் வழங்கிய தவறான ஆணையை ரத்து செய்து புதிய திருத்திய ஆணை வழங்க முடியுமா? முடியாது எனில் தவறான ஆணையை எவ்வாறு நேர்வு செய்வது?
- (4) இம்மாதிரி நேர்வுகளில் பாதிக்கப்பட்டவர் அரசுக்கு மறு ஆய்வு செய்ய முடியுமா? ஆதாரம் இதற்கு எங்குள்ளது?

தெளிவுரை

தற்காலிக வேலை நீக்கக் காலத்தை அடிப்படை விதி 54ன் கீழ் வரன்முறைப்படுத்தி வழங்கும் ஆணையின் மீது மேல் முறையீடு குறித்து குறிப்பிடப்படவில்லை. எனவே மேல் முறையீடு செய்ய இயலாது.

எந்த அலுவலர் தற்காலிக வேலை நீக்கத்தை முறிவு செய்து ஆணை வழங்கினாரோ, அவரோ அல்லது அவரின் உயர் அதிகாரியோ தற்காலிக பணி நீக்கக் காலத்தை முறைப்படுத்தி ஆணை வெளியிடலாம்.

தற்காலிக பணி நீக்கக் காலத்தை பணிக் காலமாவோ அல்லது விடுப்புரகவோ அடிப்படை விதி 54 (B)ன் கீழ் உரிய அதிகாரி முறைப்படுத்தலாம். உரிய அதிகாரி என்று குறிப்பிடப்பட்டதால் அவர் மேற்கண்ட இரண்டு முறையில் ஏதாவது ஒன்றின்படி நடவடிக்கை எடுக்கலாம். அவ்வாறு எடுக்கும்போது அவர் தவறான ஆணை வெளியிட்டார் என்று கூற இயலாது. எனவே உயர் அதிகாரி சார்நிலை அதிகாரியால் வழங்கிய ஆணையை ரத்து செய்து புதிய திருத்திய ஆணையை வழங்க வேண்டிய அவசியம் இல்லை.

இம்மாதிரி நேரங்களில் பாதிக்கப்பட்டவர் அரசுக்கு மறு ஆய்வு செய்ய அடிப்படை விதி 54-ல் இடமில்லை.

சிறப்பு ஆணையர் மற்றும் அரசுச் செயலாளருக்காக.

| உண்மை நகல் |

Circular Memo. No. 417/Adm. Br./I.R.2(1)/87-1, dated 15-4-1987.

Sub: Establishment-Tamil Nadu Electricity Board-Procedure for dealing with request transfers-Further instructions-Issued.

Under the existing instructions, a request from an employee for a transfer is considered only if he has been at his present station on duty for a minimum of two years. It has been represented that sometimes when such an employee is transferred during the period of two years to some other station on administrative grounds he becomes eligible for getting a transfer to a place of his choice only after he has rendered another two years of service in the new station and that this causes undue hardship to him. The matter has been examined and the following orders are issued:—

For reckoning the two years of duty at a station for eligibility for request transfer, the service rendered in different stations may be considered together provided the transfer from one station to another during this period of two years was for administrative reasons other than on the basis of adverse reports.

B. Vijayaraghavan,
Chairman.

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Memo.No. 037876/109/S5/A3/87-1, (Adm. Br.) dated 16-4-1987.

Sub: Establishment-South Arcot Electricity System/South-Shifting of headquarters from Villupuram to Cuddalore-Orders issued.

Ref: 1. B.P.Ms.(FB)No. 36 (Adm.) dated 30-4-1984.
2. Regional Chief Engineer (Distribution)/Trichy Lr.No.RCE/D/Ty/Adm/A/A1/0090590849/87, dated 17-3-87.

In B.P.Ms.(FB) No. 36 (Adm.) dated 30-4-84 orders were issued bifurcating the South Arcot Electricity System as South Arcot Electricity System/South and South Arcot Electricity System/North.

2. The Regional Chief Engineer (Distribution)/Trichy has in his letter under reference (2)nd cited sent a proposal for shifting the headquarters of South Arcot Electricity System/South from Villupuram to Cuddalore.

3. After careful consideration of the proposal of the Regional Chief Engineer (Distribution)/Trichy, it is hereby ordered that the headquarters of the South Arcot Electricity System/South be shifted from Villupuram to Cuddalore before 31-5-1987.

4. The Superintending Engineer/South Arcot Electricity System/South shall report the date of shifting.

(By Order of the Chairman)

D. Krishnamoorthi,
Chief Engineer (Personnel).

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Amendment No. 1/87

Regulations-Tamil Nadu Electricity Board Employees' Discipline and Appeal Regulations-Regulation 24-Amendment-Issued.

B.P. Ms. (FB) No. 34

(Secretariat Branch)

Dated the 18th April 1987

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 Employees' Discipline and Appeal Regulations :—

Amendments

In the said Regulations, in Regulation 24,

- (i) In clause (a), for the expression "six months", the expression "two months" shall be substituted;
- (ii) The 'Note' shall be **deleted**.

(By Order of the Board)

P. Easwaramurthi,
Secretary.

Memo. No. X/Rev/Gen. II/F. 5/87—26 (Accounts Branch) Dated : 19—4—1987.

Sub: **Modified System of Card Billing of energy charges and collection—Work allocation to special Grade Revenue Supervisor—Instructions—issued.**
 Ref: B.P. Ms. (Ch) No. 450 (SB) dated 10—12—1984.

In terms of Para 17 (i) and (ii) of Annexure—I to the B.P. cited, the Special Grade Revenue Supervisor has to examine and submit proposals for sanction of additional Assessors, Inspectors of Assessment and Revenue Supervisors for the entire system and to verify the correctness of the claims made in respect of Pro-rata wages by the Assessors. In regard to these works allocated to them, the following instructions are issued :

(i) The proposals for sanction of additional Assessors, Inspectors of Assessment and Revenue Supervisors should be initially dealt with in the Administrative Section of the System and then sent to Accounts Officer (Revenue)/Deputy Financial Controller, for check and recommendation. Such proposals referred from the Administrative Section of the System should be checked by the Special Grade Revenue Supervisor and with the remarks and recommendations of the Accounts Officer (Revenue)/Deputy Financial Controller, the proposals should be sent back to the Administrative Section of the System for obtaining the approval of the Competent authority.

(ii) The claims in respect of Pro-rata Wages should be initially processed by the Pay Roll Section of the System and then sent to Accounts Officer/Revenue for Sanction and payment in Cash Section. Such claims should be checked by the Special Grade Revenue Supervisor.

2. According to Para 17 (iv) of Annexure—I to the B.P. cited, surprise inspection of Collection Centres whenever instructed by Accounts Officer (Revenue)/Deputy Financial Controller/Superintending Engineer should also be attended by the Special Grade Revenue Supervisor. Such surprise inspections should be done for about seven days in a month. Each Collection Centre should be inspected for one day. The Tour Programme should be approved by the Accounts Officer (Revenue)/Deputy Financial Controller in advance.

3. The Inspection Reports for the surprise inspections conducted as per Para 17 (iv) of Annexure—I to the B.P. cited should be submitted as per the proforma enclosed.

Encl : 1

Arjunan Gnanaolivu,
Accounts Member.

TAMIL NADU ELECTRICITY BOARD

...../SYSTEM

Inspection Report of the Special Grade Revenue Supervisor

1. Name of the Section officia inspected :
2. Date of inspection :
3. Date of last inspection :
4. Whether the cash (including cheques and Drafts) available with the Assessor (any one of the Assessors to be selected) and the Inspector of Assessment at the time of inspection is correct as per the Collection Statement and A.R.C./P.C.B. :
5. Whether remittances are made promptly :
6. General remarks in regard to :
 - (a) maintenance of records and Registers :
 - (b) facilities to Assessors and Inspectors of Assessment. !

Signature of
Special Grade Revenue Supervisor.

Memo. No. X/Rev/Gen. II/F5/87—27(Accounts Branch) dated 19—4—1987.

Sub: Modified System of Card Billing of energy charges and Collection — Work allocation to Revenue Supervisors—Instructions—Issued.

Ref: B. P. Ms. (CH) No. 450 (SB) dated 10—12—84.

In para 16 of Annexure-I to the B.P. cited, work allocation to the Revenue Supervisors is given. The following detailed instructions are issued in the matter :

(i) In the Revenue Branches where there are 3 Revenue Supervisors, each of them will supervise the work of one of the 3 Inspectors of Assessment in the Revenue Branch as allocated by the Assistant Accounts Officer of the Revenue Branch. In the Revenue Branches where there are two Revenue Supervisors, one Revenue Supervisor will supervise the work of one Inspector of Assessment in the Revenue Branch and the other Revenue Supervisor will supervise the work of two Inspectors of Assessment as allocated by the Assistant Accounts Officer of the Revenue Branch.

(ii) In addition to attending to the work at the Revenue Branch as indicated in para (i) above, each of the two/three Revenue Supervisors in the Revenue Branch should conduct surprise inspection of the Section Offices in such a way that each Section is inspected by one of them twice in a month, once for each cycle. Each Section should be inspected for one day. Wherein a Revenue Branch, under this arrangement of surprise inspections, the number of inspections per month is less than eight days for each Revenue Supervisor, the number of inspections per month should be so increased that each Revenue Supervisor does inspections for eight days per month.

(iii) The Tour Programme of each Revenue Supervisor should be approved by the Assistant Accounts Officer in advance, each Tour Programme covering not more than 7 days with a view to maintaining the confidentiality of the Tour Programmes. In case of any special surprise inspection of any Section Office in addition to the surprise inspection indicated above, the Tour Programme should be approved in advance by the Divisional Engineer in charge of the Revenue Branch.

(iv) During surprise inspection of the Section Offices, the work of one of the Assessors nominated by the Assistant Accounts Officer and the work of the Inspector of Assessment doing collection work in that cycle should be checked by the Revenue Supervisor.

(v) The Inspection Reports of the Revenue Supervisor on the work of the Assessors and the Inspector of Assessment in the Section Office should be submitted in the proforma at Annexures I and II enclosed.

(vi) The work allocated to the two/three Revenue Supervisors should be rotated once a year.

2. The receipt of this Memo. should be acknowledged to the Financial Controller/Revenue.

Encl: Annexures I & II

Arjunan Gnanaolivu,
Accounts Member.

Encl : 1

ANNEXURE—I**TAMIL NADU ELECTRICITY BOARD****.....SYSTEM****Inspection Report of the Revenue Supervisor on the work of Inspector of Assessment.**

1. Name of the Section inspected :
2. Date of inspection :
3. Date of last inspection :
4. Name of the Inspector of Assessment and date from which the Inspector of Assessment is working in the Section :
5. (a) Cash (including cheques and Drafts) on hand at the time of inspection and whether it is correct as per the Receipts issued by the Inspector of Assessment :
 (b) Whether the collections made by the Inspector of Assessment from the date of last inspection are correct as per the Receipts issued by the Inspector of Assessment :
 (c) Whether the collections so made have been remitted into Bank and have been remitted in time :
 (d) Whether daily collections are handed over to the Section Officer and acknowledgement obtained in the P.C.B. :
6. Whether the following Registers are maintained upto-date :
 - (a) Stamp Register
 - (b) Instalment Register
 - (c) Defects Register
 - (d) 100 Rupee Currency Register
 - (e) Remittance Register
 - (f) Inspection Register of the work done by the Inspector of Assessment as per 15(ii) (o) of B.P. Ms. (ch.) No. 450 (S.B) dt. 10—12—84
 - (g) Cheque Register
 - (h) Money Order Register
 - (i) Stock Register of PCB/ARC etc.
7. General Remarks :
 - (a) Whether the Inspector of Assessment oversees properly the work of Assessors :
 - (b) Whether the T & P items are provided :
 - (c) Whether Stationery items are promptly supplied :
 - (d) Any other remarks :

SIGNATURE OF REVENUE SUPERVISOR

Encl: 2

ANNEXURE—II**TAMIL NADU ELECTRICITY BOARD**

.....SYSTEM

Inspection Report of the Revenue Supervisor on the work of Assessor.

1. Name of the Section inspected :
2. Date of inspection :
3. Date of last inspection :
4. Name of the Assessor and date from which the Assessor is working in the Section :
5. (a) Cash (including cheques and Drafts) on hand at the time of inspection and whether it is correct as per the Receipts issued by the Assessor :
- (b) Whether the collections made by the Assessor during the current cycle are correct as per the Receipts issued by the Assessor :
- (c) Whether the collections so made have been remitted into Bank and have been remitted in time :
- (d) Whether daily collections are handed over to the Section Officer and acknowledgement obtained in the P.C.B.: :
6. Whether the following Registers are maintained upto-date :
- (a) Stamp Register :
- (b) Weekly Progress Report :
- (c) 100 Rupee currency Register :
- (d) Cheque Register :
- (e) Money Order Register :
- (f) Remittance Register :
- (g) Defects Register :
- (h) D.C.B. Register :
7. General Remarks :

SIGNATURE OF THE REVENUE SUPERVISOR

Endt. No. 1675 Adm. TNEB Gaz./87—F, dt. 21—4—87.

Judgement of High Court of Madras, on W. P. No. 1476/87 is published in the TNEB Gazette.

B. Vijayaraghavan
Chairman

IN THE HIGH COURT OF JUDICATURE AT MADRAS
(SPECIAL ORIGINAL JURISDICTION)

Monday the sixteenth day of March -
One thousand nine hundred and eighty seven

PRESENT :

The Honourable Mr. Justice Nainar Sundaram
Writ Petition 1476/87

The Tamil Nadu Electricity Board,
Accounts & Executive Staff Union
rep. by its General Secretary,
S. V. Angappan

Vs.

The Chairman,
Tamil Nadu Electricity Board,
Madras-600 002.

— Petitioner

— Respondent

Petition under Article 226 of the Constitution of India praying that in the circumstances stated therein and in the affidavit filed therewith the High Court will be pleased to issue a Writ of certiorari calling for the records from the respondent herein, pertaining to circular No. 10202/VC/83—4, dt. 12—7—83 issued by the Respondent, and quash the same.

ORDER: This Writ Petition coming on for orders as to admission on this day, upon perusing the petition and the affidavit filed in support thereof and upon hearing the arguments of Mr. T. Fenn Walter, advocate for the petitioner, and of Mr. S. Ramalingam advocate for the Respondent the COURT MADE THE FOLLOWING ORDER:—

The matter comes up after notice of motion. Mr. S. Ramalingam represents the respondent prayer in the writ petition runs in the following lines:

"For the reasons mentioned in the accompanying affidavit, it is prayed that this Hon'ble Court may be pleased to issue appropriate writs, orders or direction and in particular,

(i) Issue a writ in the nature of certiorari after calling for the concerned records from the respondent pertaining to Circular No. 10202/VC/83—4, dated 12—7—83 issued by the respondent and quash the impugned order and render justice.

(ii) Award cost of this writ petition." The body of the impugned Circular runs as follows:

"Complaints have been received from consumers of the Board about some of the employee of the Board having collected donations from them. It is a ~~salutary~~ form of administration in Public organisation that funds should not be collected from persons with whom that organisation has business dealings. The employees of the Board have to discharge both service functions as well as regulatory functions, if they collect funds from the consumers of the Board, there will be reasonable grounds to presume either the such payments have been made by the consumers out of fear of denial of the service due or, in the alternative, as gratification for non-enforcement of regulatory measures. In either case, the practice becomes highly objectionable.

2. The Staff of the Board are, therefore, warned that they should not make collections of any description, under any guise and in any manner from members of the public so long as such members are consumers or prospective consumers of the Board. This will include collections purporting to be charges for publication of advertisements in souvenirs etc.

3. Severe disciplinary action will be taken for any violation of these instructions.

4. The CSE/CFC/SES/FCs are requested to give wide publicity to these instructions". Mr. T. Fenn Walter, learned counsel for the petitioner, would contend that there is already a section 30 (vi) in the concerned Standing Orders, prohibiting collections or canvassing of collections, and the impugned Circular practically wants to enlarge the scope of the said section. Section 30 (vi) of the Standing Orders as per the extract found in paragraph 5 of the affidavit filed in support of the writ petition runs as follows :

"Collection or canvassing collections
without the written permission of the
Management of any money within the
premises of the establishment".

Learned counsel for the petitioner would state that such enlargement is not permissible and the respondent, as an employer, governed by the Industrial Employment (Standing Orders) Act 20 of 1946, hereinafter referred to as the Act, is duty bound to set out with precision the aspects of misconduct, and once that has been set out, there is no question of travelling beyond that. The respondent has not yet filed his counter, but yet Mr. S. Ramalingam, learned counsel for the respondent, would submit that the impugned circular is perfectly justifiable, and it will certainly fit in with the Standing Order, the extract of which is made as above. After hearing the counsel for the petitioner as well as the learned counsel for the respondent, I am convinced that question as to whether the impugned circular will fall within the Standing Order or outside the Standing Order would amount to the interpretation of the Standing Order itself, and the machinery for such interpretation is provided under Section 13-A of the Act and it is better that the petitioner resorts to that process. Relegating the petitioner to that process, this writ petition is dismissed. No costs.

Champa Krishnan,
Asst. Registrar (p)

(True Copy)

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Memo. No. 153095/Adm. Br./I.R. 2 (1)/86—1 dated 21—4—1987

Sub : Establishment—Tamil Nadu Electricity Board—Regional Chief Engineers (Distribution) and Superintending Engineers of Distribution Systems—Powers delegated—Clarification—Sought for—Reg.

Ref : 1. B.P. Ms. (FB) No. 27 (Administrative Branch) dt. 3—4—1986.
2. B.P. Ms. (Ch.) No. 225 (Administrative Branch) dt. 28—4—1986.
3. From the R.C.E. (D) Madurai Region Lr. No. 1237—B/86—1, dated 30—9—1986.

The Regional Chief Engineer/Distribution/Madurai Region in his letter under reference has sought for clarification whether the Regional Chief Engineers can consider the request transfer applications of R.W.E. workmen of General Construction Circles and Tuticorin Thermal Power Station working in entry level posts for transfer to the Systems of Madurai Region.

2. The Regional Chief Engineer/Distribution/Madurai Region is informed that in as much as there is provision in B.P. first cited, to consider request applications from R.W.E. workmen in entry level posts by the Regional Chief Engineers concerned between one Region to another with the consent of the Regional Chief Engineers concerned and as similar provision exists in the B.P. second cited, to consider request applications from R.W.E. workmen in entry level posts between one Project/Construction/Generation Circle to another or vice versa, such requests from R.W.E. workmen in entry level posts for transfer from Distribution systems to Project/Construction/Generation Circle or vice versa can be considered by the respective Chief Engineers with the consent of the concerned Chief Engineer.

(By Order of the Chairman)

D. Krishnamoorthi,
Chief Engineer/Personnel.

Memorandum No. 17904—H2/87—1. (Secretariat Branch) Dated 21—4—1987.

Sub : Committee—Assessment of functions in Central Office—Constitution of a Committee—Orders issued.

Ref : 1. B.P. Ms. (Ch) No. 460 Sectt. dt. 22—9—86
2. BOAB U.O. Note No. 160275/Adm. Br./IR2(1)/86—1, dt. 17—3—87.

It is hereby ordered that the following Officers of the Board be appointed as Members of a Special Committee for assessing the various functions in Central Office of the Distribution System.

- (i) Thiru V. B. Rathnakkani, Personal Officer/
Inspection, Board Office Administrative Branch, Madras-2.
- (ii) Thiru D. Ramanathan, Deputy Financial Controller/
Central Payments, Board Office Accounts Branch,
Madras.
- (iii) Thiru V. Thanuvan,
Under Secretary (Regulations),
Board Office Secretariat Branch, Madras.

2. The above Committee will consider only major work norms in Central office of some distribution systems and review their functions.

3. The senior most officer shall head the Committee and the Committee shall submit the suggestion/recommendation within a month to the Board after visiting a few System Offices on the Spot-Study of the work load vis-a-vis the work norms.

(By Order of the Chairman)

P. Easwaramurthi,
Secretary.

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Letter No. 10726/N1/87—1, (Sectt. Br.) dated the 22nd April 1987.

Sub : Pension—Qualifying service—Preliminary verification—Instruction issued by Government—Communicated.

Ref : From Government Personnel and Administrative Reforms (PGC) Department
Lr. No. 97873/PGC/86-4, dt. 30—1—87.

I am to communicate a copy of the reference cited and to request that the preliminary verification of qualifying service prescribed therein should be followed in the offices of the Tamil Nadu Electricity Board scrupulously.

P. Easwaramurthi,
Secretary.

Encl. :

Copy of Letter No. 97873/PGC/86-4, Dated 30—1—1987, From Tmt. J. Anjani Dayanand, I.A.S., Special Commissioner and Secretary to Government and Agricultural Production Commissioner, Personnel and Administrative Reforms (PGC) Department, Fort St. George, Madras-9., addressed to the Commissioner and Secretary to Government Departments & the Heads of Departments.

Sub : Pension—Qualifying service—Preliminary verification—Instructions issued.

Under Rule 29 of Tamil Nadu Pension Rules, 1978, the qualifying service of the Government Servants who completes 25 years of service should be got verified by Audit Officer concerned. It has been brought to the notice of Government that most of the Heads of Offices are not following this. This results in delay in sanction of pensionary benefits of retiring Government Servants. The intention.

of this rule is to eliminate delay in final verification of qualifying service by restricting it to a shorter period instead of verifying the entire service at the end and rectifying defects if any and also to sanction pension without delay in cases persons going on voluntary retirement and compulsory retirement after 25 years of service.

2. I am to request you to bring this rule to the notice of the subordinates and issue suitable instructions to them to follow the rules strictly in future. I am also to request you to instruct them to send pension proposals well in advance in respect of Government servants retiring from service.

3. The receipt of this letter may be acknowledged.

Special Commissioner and Secretary to
Government and Agricultural Production
Commissioner.

(True Copy)

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Memo. No. 40, Adm. Br/IR. 2(1)/87-9 Dt. 23-4-1987

Sub: MODIFIED SYSTEM OF CARD BILLING OF energy charges and collection—
Provision of identity cards to the Assessors and Inspectors of
Assessment in the Section Regarding.

Ref. Adm. Branch Memo. No. 005575/CB, Cell/Admn. Br/85-3
dt. 4-2-1985.

The attention of the Superintending Engineers of Distribution Systems is invited to para-3 of the memo. under reference wherein it has been instructed to ensure that identity cards are issued to all the Assessors and Inspectors of Assessment in the Section.

2. It has been represented that Identity Cards have not been still given to the Assessors and complaints have also been received in Madras City in this regard. Identity Cards is absolutely necessary from consumers point of view. The Superintending Engineers of Distribution Systems are therefore requested to take immediate action to issue Identity Cards to the Assessors and Inspectors of Assessment in the systems at the Central Office level, if not already done, within a reasonable time say within one month and that if anybody goes without Identity Card thereafter and if any complaints are received from consumers, disciplinary proceedings should be taken against them.

3. The Superintending Engineers of Distribution Systems are therefore requested to ensure immediate action for issue of Identity Cards to the Assessors and Inspectors of Assessment.

4. A confirmatory report on action taken may be intimated to this office soon after issue of Identity Cards to the Assessors and Inspectors of Assessment.

D. Krishnamoorthy,
Chief Engineer (Personnel)

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Memorandum No. 24242-A2/87-1 (Secretariat Branch) Dated the 24th April 1987

Sub: Establishment—Class I service—Superintending Engineer/Madras
Development Circle—Change of control—Orders issued.

The Superintending Engineer/Madras Development Circle now under the control of the Regional Chief Engineer Distribution/Madras shall, with effect from 1-5-1987, function under the control of the Chief Engineer/Transmission, Madras.

(By Order of the Chairman)

P. Easwaramurthi,
Secretary

Memorandum No. 6134-P2/87-1, (Secretariat Branch) dated the 24th April, 1987.

Sub : LEAVE BENEFITS—Surrender of Earned Leave—Period of compulsory retirement treated as duty—Permission to surrender leave—Clarification—Issued.

Ref : 1. Board's Memo. No. 61237-P2/85-1, dt. 21—6—86.
2. Board's Memo. No. 47474-P2/86-1, dt. 30—7—86.

In continuation of the Board's Memoranda cited, it is hereby ordered that Board employees who were compulsorily retired, removed or dismissed but reinstated to service later, on Appeal or on Orders of Court, should be allowed to surrender Earned Leave on dates due for such surrender, irrespective of the time limit provided that they apply for surrender leave benefits within one month from the date of receipt of orders treating the period spent on compulsory retirement, removal or dismissal from service as duty.

(By Order of the Chairman)

P. Easwaramurthi,
Secretary.

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Tamil Nadu Electricity Board—Mettur Thermal Power Station—Operation and Maintenance—Creation of a post of Chief Engineer/(Electrical)—Orders issued.

B.P. Ms. (FB) No. 39

(Administrative Branch)

Dated : 24—4—1987
Chithirai 11, Prabhava,
Thiruvalluvar Aandu 2018

Proceedings :

Consequent on the commissioning of Unit I of Mettur Thermal Power Station, it is considered necessary that a separate post of Chief Engineer (Electrical) to look after the operation and maintenance of this power station is sanctioned. Sanction is, therefore, accorded for creation of one post of Chief Engineer/(Electrical) for the operation and maintenance of Unit I of Mettur Thermal Power Station from the date of utilisation till 29—2—1988. The Chief Engineer will also be incharge of the pre-commissioning activities of Unit II. He will take over operation and maintenance of units II to IV as and when they are commissioned. The post will be designated as Chief Engineer/(Electrical), Mettur Thermal Power Station. The headquarters of the Chief Engineer will be at Mettur.

2. The allocation of business between the existing Chief Engineer, Mettur Thermal Power Project and the new Chief Engineer (Electrical), Mettur Thermal Power Station will be as indicated below :

Chief Engineer, Mettur Thermal Power Station

All operation and maintenance works of Unit I., Commissioning activities of Unit II and Operation and Maintenance of Units II, III and IV as and when they are commissioned.

Chief Engineer, Mettur Thermal Power Project

Balance construction work in Stage I, (Units I and II) and works required for stabilisation of the Units. All construction works relating to Stage II till the units III and IV are stabilised.

3. (i) All the staff sanctioned for Operation and Maintenance work vide B.P. Ms. (Ch) No. 723 (Administrative Branch) dated 1—12—1986 and B. P. Ms. (FB) No. 92 (Administrative Branch) dated 30—9—86 will be under the control of Chief Engineer/(Electrical), Mettur Thermal Power Station.

(ii) All the staff sanctioned for construction work including Superintending Engineer (General) will be under the control of Chief Engineer/Mettur Thermal Power Project.

The Superintending Engineer (General) will also monitor the operation and maintenance work on instructions from Chief Engineer/Electrical/Mettur Thermal Power Station.

(iii) The work relating to maintenance of colony will be attended to by the construction branch till separate staff is sanctioned under Operation and Maintenance after the construction work relating to both the stages are completed.

(iv) The Accounts, Administrative and Stores staff now sanctioned for the project work will also attend to Operation and Maintenance work till regular staff is sanctioned after the project work is completed. They will be under the administrative control of Chief Engineer/Mettur Thermal Power Project.

4. Sanction is also accorded for the creation of the following posts to assist the Chief Engineer (Electrical)/Mettur Thermal Power Station.

1. Technical Assistant in the grade of Assistant Divisional Engineer : One
2. Steno-typist : One
3. Office Helpers. (one for office and one for residence) : Two

5. The incumbents of the posts sanctioned in paras 1 and 4 above will be eligible to draw the usual pay and other allowances as admissible under rules.

6. Orders regarding the head of account to which the expenditure is debitable will be issued separately.

(By Order of the Board)

D. Krishnamoorthi
Chief Engineer (Personnel)

● ● ●

Circular Memo. No. 934/DP. III/2/86-2, (Administrative Branch) dated 24-4-87

Sub: Establishment—D. P. cases—adjournment of enquiries—Time to be allowed to the delinquent—Issue of instructions—Regarding.

It has been represented that in certain cases of the disciplinary proceedings the Enquiry Officers while adjourning the enquiries for administrative reasons or on the plea made by the delinquents, are not fixing the date with sufficient interval. In some cases there is no sufficient time to serve the summon to the delinquents and to avail journey time by the delinquents who may be in some other headquarters which causes much hardship to the delinquent in attending the enquiry.

2. Justice abhors exparte enquiry. Sufficient time may be allowed taking into account postal delay and travelling time etc. A minimum of seven days time may be allowed between one hearing and another hearing.

D. Krishnamoorthi,
Chief Engineer/Personnel.

Memo. No. 10625/84(A1)/10/87-4, (Administrative Branch) dated 25-4-'87

Sub: Establishment—Class I to IV Services—Provincial and Regular Work
Establishment categories—Annual general continuance of posts for the
year 1985—86 and 1986—87—Authorisation for the month of
April 1987—Orders issued.

Pending Issue of orders for continuance of posts, the pay and allowances for the incumbents of the posts whose sanction have expired on or after 28-2-'85/30-11-'86/31-12-'86/31-1-'87 and 28-2-'87 in the Systems/Circles/Projects and Headquarters offices indicated in the Annexure, excluding those which stand abolished by specific orders, shall be claimed for the month of April 1987.

(By Order of the Chairman)

D. Krishnamoorthi,
Chief Engineer/Personnel

ANNEXURE

Encl:

1. Regional Chief Engineer (Distribution) / Madurai
2. Generation/Kundah
3. General Construction Circle (South) / Madurai
4. General Construction Circle / Madras.
5. General Construction Circle / Trichy.
6. Ennore Thermal Power Station
7. Tuticorin Thermal Power Station
8. Generation / Erode
9. Generation / Tirunelveli
10. Mettur Thermal Power Project
11. Lower Mettur Hydro Electric Project
12. North Madras Thermal Power Project
13. Mettur Workshop Circle
14. Kadamparai Pumped Storage Hydro Electric Project
15. Project Circle (South) / Tirunelveli.
16. General Construction circle / Coimbatore.
17. Regional Chief Engineer (Distribution) / Madras
18. Regional Chief Engineer (Distribution) / Vellore
19. Regional Chief Engineer (Distribution) / Trichy
20. Regional Chief Engineer (Distribution) / Coimbatore.
21. Madras Development Circle.
22. Technical Branch I to V Units and its offices.
23. Supdgr. Engineer / Purchase / Ennore Thermal Power Station. Ennore.



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

B. P, Ms. (FB) No. 41

(Administrative Branch)

Dated 28-4-1987
Chithirai 15, Prabhava
Thiruvalluvar Aandu 2018

Proceedings :

The Tamil Nadu Electricity Board approves the proposal for direct recruitment of 100 (One hundred) candidates through Employment Exchange for appointment to the post of Assistant Engineer/Electrical in the Board.

(By Order of the Board)

D. Krishnamoorthi,
Chief Engineer/Personnel.

PART—III

Finance

Memo. No. 65/CFC/DFC/Accounts/Decentralisation/86-2, (Accounts Branch) Dated 28—3—1987.

Sub : Decentralisation of works from Central Office to Distribution Divisional offices in Operation and Maintenance Systems in respect of Regular Work Establishment—Entrusting of certain works to Accountants—instructions—Issued.

Ref : B. P. Ms. (Ch) No. 170 (Administrative Branch) Dated 22—3—1986.

With a view to relieving the Distribution Divisional Engineers of routine accounting work consequent to decentralisation of works in respect of Regular work Establishment Staff from Central Office to Distribution Divisional Offices in Operation and Maintenance Systems, the following items of work are entrusted to the Accountant of the Distribution Divisional office :

1. Scrutiny of cheques based on the entries in Cash Book to all passed bills and claims before drawing of cheques.
2. Verification of Cash Book extract and abstract before submission to Central Office.
3. Review of Bank Reconciliation.
4. Review of paid acquittance soon after receipt from Section Offices.
5. Review of unused cheques daily once in the evening.
6. Study the Fund position and arrange for fund allotment monthly twice from Central Office.
7. L. I. C. Return.
8. G. P. F. recovery schedule.
9. House Building Advance return.
10. Cash Book Abstract.
11. Cash Book Extract.
12. Fortnightly progress report updating service rolls.

2. The review of unused cheques (Item No. 5 above) should be done by the Distribution Divisional Engineer once in a week.

3. Suitable instructions may please be given to the Accountants attached to Distribution Divisional Officer in this regard.

Arjunan Gnanalivu,
Accounts Member.

● ● ●

Memo No. 081557/CFC/DFC/Accounts/Decentralisation/Inspection/86—5, dt. 28—3—1987.

Sub : Decentralisation of works from Central Office to Distribution Division Offices in Operation and Maintenance systems in respect of RWE—accounting—further instructions.

- Ref :**
1. B.P. Ms. No. Ch. No. 170, Admn. Branch dt. 22—3—1986,
 2. Memo. No. DFC/Res. ER. BA/DA/0052/86 dated 1—4—86.
 3. Memo. No. DFC/Accounts/Decentralisation/86—1 dt. 15—4—86.

The following further instructions are issued on the above subject.

2. As per paras 2 (ix) and (x) of the memo. 3rd cited under reference, the Cash Book maintained in the Division Office should be closed fortnightly and an Abstract should be sent to the Central Office for incorporation in the System Accounts. It is seen that in some cases the full extract of the Cash Book/ is sent every fortnight. Only an Abstract of the cash Book/Journals should be sent to the System Office in such a manner as would be sufficient to post the various ledgers and accounts maintained in the Central Office and there is no need to send verbatim extract of the Cash Book/Journals.

3. In future, the Abstract of the Cash Book/Journals need be sent only once in a month and not every fortnight.

4. Care should be taken to see that this monthly Abstract is sent immediately after the last working day of the month so as to enable the System Office to incorporate the transactions and to render the monthly accounts within the prescribed time limit.

Arjunan Gnanaolivu,
Accounts Member.



Funds—1986—87—Tamil Nadu Electricity Board—Loans and Advances—Re-appropriation of Funds—Sanctioned.

B.P. Rt. (CH) No. 5

(Accounts Branch)

Dated 28—3—87
Panguni, 14, Akshaya
Thiruvalluvar Aandu 2018.

Proceedings :

The re-appropriation of Funds for 1986—87 under "Loans and Advances" as Annexed to these proceedings is sanctioned.

2. The net savings of Rs. 134.38 lakhs is resumed,

(By Order of the Chairman)

Arjunan Gnanaolivu,
Accounts Member.

Encl.:

ANNEXURE

Final Modified Appropriation 1986—87—Loans and Advances

Details	Budget Estimate 1986—87			Final Modified appropriation 1986—87		
	Receipts	Out goings	Net out goings	Receipts	Out goings	Net out goings
(Rupees in lakhs)						
1. Festival Advance	166.00	166.50	0.50	230.50	255.00	24.50
2. Loans and Advances	234.59	998.99	764.40	424.05	1206.24	782.19
Total	400.59	1165.49	764.90	654.55	1461.24	806.69
						(Rs. in lakhs)
Net out-go as per Budget Estimate 1986—87						764.90
Add Supplementary grant obtained in Revised Estimate 1986—87						176.17
Net out-go as per Revised Estimate 1986—87						941.07
Net out-go as per Final Modified appropriation 1986—87						806.69
Net savings under supplementary grant compared to Final Modified Appropriations 1986—87						134.38

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—4—87 to 30—6—87.

B.P. Ms. (Ch) No. 137

(Secretariat Branch)

Dated: 1—4—1987.

Panguni 19, Akshaya,
Thiruvalluvar Aandu 2018.

Read:

B.P.Ms.(Ch) No. 615 (Sectt. Branch) dt. 30—12—86.

Proceedings :

There is an increase of 16 (sixteen) points in the average of All India Consumers Price Index Number for the Industrial Workers for the quarter ending 30—12—86 (i.e. 688 points) above that of the previous quarter ending 30—9—86 (i.e. 672 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 (Sectt. Branch) dt. 24—10—85, the Tamil Nadu Electricity Board directs that the rates of Dearness Allowance payable for the quarter from 1—4—87 to 30—6—87 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/-	...	349.00 (322.60 + 26.40)
2. Rs. 560/- and above but below Rs. 620/-	...	373.00 (346.60 + 26.40)
3. Rs. 620/- and above but below Rs. 710/-	...	397.00 (370.60 + 26.40)
4. Rs. 710/- and above but below Rs. 910/-	...	415.00 (388.60 + 26.40)
5. Rs. 910/- and above	...	433.00 (406.60 + 26.40)

(By Order of the Chairman)

P. Easwaramurthi,
Secretary.



Memo. No. S.E./R.E./G/C. 5765—4/87, (Technical Branch) Dated 2—4—87.

Sub: Billing of consumption in three phase Services with three Single phase meters—guidelines—Issued.

- Ref: 1. RCE/D/Trichy's Lr.No. RCE/D/Ty/Accts./A2/F.Audit/165/HQ.
2053-2/87 Dated 12—1—87.
2. RCE/D/Trichy's Lr.No. RCE/D/Ty/Accts./A2/39817/HQ. 2053-3/86
Dt. 7—2—87.

Wherever three single phase meters have been installed to measure the consumption in three phase services and the connected load is unbalanced in nature as verified by the Divisional Engineers/ Operation and Maintenance concerned the overall consumption should be worked by adding the readings of all the three meters.

2. Wherever revised billing has been issued as per remarks of the Board Office Audit Branch by multiplying the highest reading (among the readings of the three single phase meters) by three, the billing should be revised again as detailed in para 1 above.

3. In all such services, three phase meters should be installed immediately in place of the existing three single phase meters as already instructed in Circular Memo. No. 29488/VC/7/85-2 Dt. 19—9—85. This work should be completed before 15—4—87 and completion report should be sent to this office on 20—4—87.

4. None of these services need be disconnected for non-payment of current consumption charges as per revised billing and the action of Regional Chief Engineer/Distribution/Trichy in having issued instructions to the Superintending Engineers not to disconnect the services upto 31—1—87 and thereafter also is approved and ratified.

5. If there are complaints about billing or suspicion about the consumption, such services should be personally inspected by the Divisional Engineers/Operation and Maintenance concerned and bills should be revised, if necessary as per clause 20 (c) (iii) of Board's Terms and Conditions of supply.

6. Divisional Engineers/Operation and Maintenance should issue specific orders for each case cancelling the revised bills issued based on Audit Branch's remarks after satisfying the load conditions.

B. Vijayaraghavan,
Chairman

Circular No. 1940/X/DFC/S/SV. 1/86 (Accounts Branch), Dated 3—4—87.

Sub : Copper winding with insulation released from failed/sick/condemned Distribution Transformers/Disposal instruction issued—Regarding.

Ref : CE/MM's Memo. No. SE/MM/DES/A2/F. 10/D. 112/85, dated 18—10—'85.

In the above Memo, instructions have been issued for burning of copper windings released from Sick Transformers and accounting. It must be ensured that the entire stock of released copper windings available is taken for burning at a time and the programme of burning winding wires should be arranged accordingly. The following further instructions are issued for strict adherence.

2. Before taking up the Burning Operation the entire copper windings stock should be weighed in the presence of Assistant Divisional Engineer/Special Maintenance or any other Assistant Divisional Engineer deputed by the Superintending Engineer for this purpose. The weight should be recorded in a Register duly attested by the witnessing officer. The custodian (Store Keeper) of the stock should also sign this register accepting the weighment. The difference between the book balance and the actual weight before burning should be arrived at and this difference should be examined for its reasonableness by the Superintending Engineer.
3. After the windings are burnt, the resultant copper scraps should again be weighed and the shortage between the weight recorded before burning and the weight taken after burning must also be recorded in the Register duly attested by the Witnessing Officer and the Custodian (Store Keeper).
4. In respect of loss mentioned in para (1) above, the Superintending Engineer has to fix up a percentage of loss considering the condition of the coil, duration of Storage, size of copper, capacity of Transformer, make of transformer and the extent of disintegration of paper insulation etc. The Superintending Engineer has to consider the actual loss and assessed loss and decide about the reasonableness of loss.
5. If the loss is considered to be reasonable, the transaction may be regularised as below :
 - (a) A minus devolution may be prepared for the quantity of copper winding which was available in stores as per books simultaneously a plus devolution may also be prepared in the same devolution for the quantity actually got on burning and to be taken into stock as Burnt Copper. The difference will be treated as a loss. The Account No. to be furnished in the devolution is 79.510—"Shortage on Physical Verification of Stock".
 - (b) If a portion of shortage/loss is not found to be reasonable, action has to be taken against the individual responsible in accordance with the rules in force. In this case, the quantity to be entered in the Minus devolution is not the book balance of the copper but the quantity arrived at by deducting the abnormal shortage from the Book balance. In other words when it is found that the loss in storage is abnormal and could not be accepted, that portion of the loss in excess of permissible percentage arrived at by the Superintending Engineer should be transferred to the Personal Account of the Store Keeper for further action as per rules and the stock account adjusted to that extent.
 - (c) The above instructions are on the assumption that the entire quantity available in stock will be taken up for burning at a time, as instructed at para-1 of this circular.
 - (d) A specimen form for the Register to be maintained for this purpose is given below for copper.

SPECIMEN FORM OF REGISTER

Date (1)	Folio (2)	Quantity as per Ledger (3)	Quantity weighed before Burning (4)	Shortages Col. (3)-(4) (5)
Percentage of loss with reference to Col. 3 (6)	Shortage assessed by the SE as reasonable (7)	Difference if any between Col. (5) and (7) (accountable by S. K. vide para 5 (b) of the memo.) (8)	Weight recorded after Burning (9)	Weight lost during burning (difference between Col. (4) and (9) (10)
Percentage of loss with reference to Col. (4) (11)	Devolution No. (12)	Signature of the Witnessing Officer and S.K. (13)	Signature of the Stores Officer concerned (14)	Remarks (15)

The above instructions will take immediate effect.

T. Ramankutty,
Member/Distribution (i.c.)

● ● ●

ALLOWANCES—Revision of the rate of equipment allowance to the employees of the Board deputed abroad—Orders issued.

B.P. Ms. (Ch) No. 139

(Secretariat Branch)

Dated the 7th April 1987
Panguni 24, Akshaya,
Thiruvalluvar Aandu—2018

Read :

G.O. Ms. No. 1120 Finance (Allowance-II) Department dated 11—12—1986

Proceedings :

According to the existing provisions in Class IX (D) under Regulation 24 of Tamil Nadu Electricity Board Special Pay and Allowances Regulations, the employees of Board who are deputed abroad by the Board where warm clothing is absolutely necessary and whose deputation period is treated as duty are granted equipment allowance to a maximum of Rs. 600/- and minimum of Rs. 400/- subject to fulfilment of certain other conditions.

2. Due to considerable increase in the cost of all materials including warm clothes an upward revision in the rate of equipment allowance was considered by the Board based on the orders in G.O. Ms. No. 1120 Finance (Allowances—II) Department dated 11—12—86.

3. After careful consideration, the Tamil Nadu Electricity Board hereby directs that the rate of equipment allowance to the employees of the Board deputed abroad where warm clothing is absolutely necessary shall be revised, limiting to one months basic pay in their minimum of the time scale of the post in which the Board employee is acting and rounded off to the next higher hundred rupees subject to a maximum of Rs. 1,000/- (Rupees One thousand only) and a minimum of Rs. 800/- (Rupees Eight hundred only).

4. The following amendments are also issued to the Regulation 24 Class IX (D) of Tamil Nadu Electricity Board Special Pay and Allowances Regulations.

AMENDMENT—I

The following words and figures be substituted for the existing words and figures in Regulation 24 (D) under Class IX of the above Regulations.

"Subject to a maximum of Rs. 1,000/- (Rupees One thousand only) and minimum of Rs. 800/- (Rupees Eight hundred only)".

AMENDMENT—II

The following words may be deleted in the sub-paragraph under condition (3) of Regulation 24 (D) of Tamil Nadu Electricity Board Special Pay and Allowances Regulations :

"With reference to the conditions in this regulation".

5. A list of foreign countries together with the period of winter season in those places is furnished in the Annexure to this order.

6. These orders will take effect from the date of issue of these proceedings.

(By Order of the Chairman)

P. Easwaramurthi,
Secretary.

ANNEXURE

Name of the Country	Winter Season (Both months inclusive)		
1. Afganistan	October	—	March
2. Africa	November	—	February
3. Australia	June	—	August
4. Austria	October	—	March
5. Belgium		"	
6. Bulgaria		"	
7. China		"	
8. Czechoslovakia		"	
9. France		"	
10. Germany		"	
11. Indonesia	December	—	February
12. Italy	November	—	February
13. Japan	October	—	March
14. Newzeland	June	—	August
15. North America (Canada, Mexico, U.S.A.)	October	—	March
16. Norway		"	
17. Pakistan	December	—	February
18. Philippines		"	
19. Poland	October	—	March
20. Portugal	December	—	February
21. Spain	December	—	February
22. South America (Argentiana, Brazil, Columbia, Venezuela)	June	—	August
23. Sweden	October	—	March
24. Tibet	October	—	March
25. Turkey		"	
26. U.S.S.R.	September	—	April
27. United Kingdom	October	—	March
28. West Asia	December	—	February
29. Yugoslavia	October	—	March

Exceptions may be permitted taking into account the altitude of any specific place visited.

Circular Memo. No. 008473/CFC/DFC/Accounts/MR/Drawal of Cheques/87-2, (Accounts Branch)
dated 8-4-1987.

Sub : Establishment—Issue of Cheques—Maintenance of "Cheques outward Register"
for watching of issue of Cheques—Ordered.

Instances have come to the notice of Board that due to non-observance of proper procedure in watching of cheques issued by the competent authorities, cheques issued were encashed by unknown persons fraudulently in a few cases. It is also seen that no uniform procedure is being followed by Systems/Circles in the matter of maintaining of registers for watching of issue of cheques by the Officers concerned.

2. In order to avoid fraudulent encashment of Board's cheques and as also to have a close watch over the issue of cheques against loss of cheques by the respective persons who are entrusted with the work of issue of cheques for payment of Bills, a Register (format enclosed) called "Cheques outward Register" should be maintained by all the Systems/Circles. Every transactions should be entered in this Register under the relevant columns.

3. The following instructions should also be followed without fail :

1. The Junior Assistant/Assistant of Cash Section who writes/draws or receives Cheques should maintain the "Cheque outward Register" and submit the same at the end of every day to the Assistant Accounts Officer/Accounts Officer, through the Accountant.
2. The Accountant should physically verify the cheques at the end of the day and initial in the "Cheque outward Register" in token of his verification.
3. The Assistant Accounts Officer/Accounts Officer should check and countersign the "Cheque outward Register" daily, keeping the undespached cheques in his safe custody.

4. The Superintending Engineers of Systems/Circles are requested to instruct their Officers concerned to open this Register immediately.

Arjunan Gnanaolivu,
Accounts Member.

Encl. : Format.

CHEQUES OUTWARD REGISTER

	Opening Balance	Drawn	Despatched	closing Balance
Date S. No.	Total Number of Cheques on hand at the Beginning of the day. (Cheque No. and Date to be Noted)	Total Number of Cheques Drawn/ Received during the day. (Cheque No. and Date to be Noted)	Total Number of Cheques Issued/ Despatched during the day (Cheque No. and Date to be Noted)	Total Number of Cheques on Hand at the end of the Day (Cheque No. and Date to be Noted)
(1)	(2)	(3)	(4)	(5)

(Junior Asst./Asst.)
PREPARED

(Accountant)
VERIFIED

(A. A. O./A. O.)
COUNTERSIGNED

Circular No. DFC/Rev./AO 1/502/87-1 (Accounts Branch) dated, 8-4-1987.

Sub: Control over the remittances of Board's funds.

A case has come to notice wherein Board's funds were misappropriated by remitting a lesser amount and subsequently tampering with the challan by adding the figure in the thousands column. This should have come to notice immediately if all the existing rules and procedures had been followed carefully.

2. The following instructions are reiterated to ensure that such cases do not recur.

(1) The remittance challan should indicate the amount remitted in words also.

(2) All other prescribed procedures like entry in the Remittance Register and scrutiny of the Bank acknowledged challan for the remitted amount by the checking officer to ensure the correctness of the amount remitted etc. should be followed scrupulously.

(3) The Bank scroll should be obtained without delay and it should be ensured that all remittances made have been properly credited by the Bank. One copy of the challan is to be sent by the Bankers along with Bank scrolls and it should be verified whether these challans copies tally with the one produced by the remitter earlier. Details of missing credits should be gathered and pursued immediately on receipt of Bank scrolls.

(4) The debits in the pass sheet should be carefully analysed and, if there is any debit for cheques dishonoured, the case should be immediately identified to ensure that the dishonoured cheques had been promptly returned by the Bank and that further action, required as per rules, against the consumer concerned is taken. Similar action should be taken to pass on the debit for the commission etc. charged by the Bankers in clearing the cheques to the concerned consumer and to collect the same from them.

(5) Cash Book should be written upto-date, by watching the continuity of P.C.Bs and the Bank reconciliation work should be completed immediately and outstanding items cleared then and there without permitting any item to be outstanding in IA for more than one month.

Arjunan Gnanaolivu,
Accounts Member.

TAMIL NADU ELECTRICITY BOARD—Payment of Special Contribution to the Contributory Provident Fund subscribers under Regulations 37, 38 and 39 of Tamil Nadu Electricity Board Contributory Provident Fund Regulations, who retired/expired/resigned during the period 16—9—1972 to 30—6—1986 (both days inclusive)—Orders issued.

B.P. Ms. (FB) No. 1

(Audit Branch)

Dated 10—4—1987
Panguni, 27, Akshaya
Thiruvalluvar Aandu 2018

Read : ~~important~~

- 80842 1. B.P. Ms. No. 965, dated 15—6—1987
80841 2. B.P. Ms. (FB) No. 3 (Audit Branch), dated 7—4—1986
148

Proceedings :

1. The Payment of Gratuity Act (Central Act 39 of 1972) came into force in the State of Tamil Nadu from 16—9—1972. The Board ordered in B.P. Ms. No. 965, dated 15—6—1987, the extension of the provisions of the said Act to its employees covered by the Contributory Provident Fund Scheme with retrospective effect from 16—9—1972, and in the same Board's Proceedings the Special Contribution admissible under the Board's Contributory Provident Fund Regulations, referred to in Regulations 37, 38 and 39, was withdrawn.

2. Thereafter, the Board issued orders in B.P. Ms. (FB) No. 3 (Audit Branch) dated 7—4—1986 inserting a new Regulation as Regulation 37 (A) by way of an amendment, making it clear that the Special Contribution would be payable only to the employees who retired/expired/resigned prior to 16—9—1972, the date of coming into force of the Payment of Gratuity Act 1972, and on or from that date gratuity as per Payment of Gratuity Act, 1972, would be payable in lieu of Special Contribution.

3. In partial modification of the orders issued in B.P. Ms. No. 965, dated 15—6—1987 and B.P. Ms. (FB) No. 3 (Audit Branch) dated 7—4—1986 the Board hereby orders that the Special Contribution be paid to Contributory Provident Fund subscribers who retired/expired/resigned during the period 16—9—1972 to 30—6—1986 (both days inclusive), as specified under Regulations 37 to 40 of the Tamil Nadu Electricity Board Contributory Provident Fund Regulations, provided their service has been "good, efficient and fatigful" as contemplated under Regulation 37.

(By Order of the Board)

Arjunan Gnanaolivu
Accounts Member

ACCOUNTS—Tamil Nadu Electricity Board—Annual Accounts for the year 1985—86 and Balance Sheet as on 31—3—1986—based on audit by Accountant General, Tamil Nadu—Approved.

B.P. Ms. (FB) No. 10

(Accounts Branch)

Dated 13—4—87.

Proceedings :

Tamil Nadu Electricity Board approves the Annual Accounts to the Tamil Nadu Electricity Board for the year 1985—86 and the Balance Sheet as on 31—3—1986, based on audit by the Accountant—General, Tamil Nadu.

(By Order of the Board)

Encl :

Arjunan Gnanaolivu
Accounts Member

Encl : 1

TAMIL NADU ELECTRICITY BOARD
Revenue Account for the year 1985—86

STATEMENT No. 1
(Rupees in lakhs)

Schedule No.	Particulars	This year 1985—86	Previous year 1984—85
Income :			
1.	Revenue from Sale of Power	59773	54898
4.	Revenue Subsidies and Grants	21074	14658
5.	Other Income	1331	944
	Total Income (A)	82178	70500
Expenditure :			
6.	Purchase of Power	20431	16622
7.	Generation of Power	23059	21822
8.	Repairs and Maintenance	3824	
9.	Employee Costs	17158	17001
10.	Adm. & General Expenses	2075	
11.	Depreciation and other related debits	4356	3987
12.	Interest and Finance charges	10922	9784
	Sub Total (B)	81825	69216
13.	Interest charges capitalised	29	...
14.	Other expenses capitalised	2492	...
	Total expenses capitalised (C)	2521	...
	Sub-Total (B) — (C)	79304	69216
15.	Other Debits	86	17
	Total Revenue Expenses	79390	69233
	Net Surplus	2788	871

Encl : 2

TAMIL NADU ELECTRICITY BOARD

STATEMENT No. 2
NET REVENUE AND APPROPRIATION ACCOUNT FOR THE YEAR 1985—86
(Rupees in Lakhs)

Sl. No.	Particulars	This year 1985—86	Previous Year 1984—85
1.	Balance Carried forward from Last year
2.	Surplus/Deficit from Revenue Account	2788	871
3.	Credits :		
	Transfer to General Reserve
4.	Appropriations :		
	(i) Contributions to Reserve and Reserve Funds.
	(ii) Contribution to Development Fund	...	871
	Balance carried forward	2788	...

Encl : 3

TAMIL NADU ELECTRICITY BOARD

Balance Sheet as at 31-3-1986

Statement No. 3

(Rupees in lakhs)

Schedule No.	This Year as at 31st March 1986		Previous Year as at 31st March 1985
Net Assets :			
19. Gross Block	148520		135532
Less: Accumulated Depreciation	44868		40777
Net Fixed Assets	103652		94755
21. Capital Expenditure in Progress	72569		63588
22. Assets not in use	—		—
23. Deferred costs	—		—
24. Intangible Assets	—		—
25. Investments	1965		3644
Net Current Assets :			
26. Total currents Assets	55226	42278	
Less :			
Total Current Liabilities :			
27. Security Deposit from consumers	12796	9657	
28. Other Current Liabilities	46826	45765	
Total Current Liabilities	59622	55422	
29. Net current Assets	(—) 4396	(—) 13144	
Subsidy Receivable from Govt.	112460	91386	
Net Assets	286250	240229	
Financed By :			
30. Borrowing for Working Capital	93	919	
31. Payments due on Capital Liabilities	33194	28616	
32. Capital Liabilities	59629	48813	
33. Funds from State Govt.	150729	125729	
34. Contributions, Grants and subsidies towards cost of Capital Assets	25453	22164	
35. Reserves and Reserve Funds	8562	8186	
Development Fund	5802	5802	
Surplus	2788	—	
	286250	240229	

Circular No. 65/X/HB/87-2

Sub: Closing of accounts for 1986-87.

Before the introduction of the revised Commercial Accounting System in the Board, the accounts for the financial year as booked in the accounts of the Board were closed without any supplemental accounts. The adjustment entries required to prepare the Balance Sheet were made through proforma entries only and the Balance Sheet was prepared on Commercial basis. These proforma entries were reversed in the subsequent year outside the accounts as the original entries were also outside the accounts.

2. After the introduction of Commercial Accounting System, it is now obligatory to bring all adjustments within the regular accounts. Hence, the adjustment entry prepared at the time of the preparation of the Balance sheet should go into the regular accounts of the Board. Hence, for this purpose, a supplemental account is necessary. This supplemental account is meant only for booking the adjustments required for preparation of Balance Sheet and the normal transactions should be booked in the March regular accounts itself and it should not be left for incorporation through supplemental accounts.

3. The first supplemental account should be closed on 15th May and the accounts should be rendered to Headquarters immediately after closing of the supplemental account. There after, the Balance Sheet should be finalised immediately and sent to Headquarters before 31st May. In this connection, it may also be noted that the proforma entries made in 1985-86 accounts will have to be reversed as proforma outside the books of account in 1986-87 and adjusted in Balance Sheet.

It may be necessary to make some further adjustments based on the Audit comments or based on further review, and all such adjustments should be incorporated in a second and final supplemental account, date for which will be fixed each year depending on the circumstances based on Audit completion etc.

4. All adjustment entries made in the revised Commercial Accounting procedure at the time of the finalisation of the accounts and which are brought in the supplemental accounts will have to be reversed in the subsequent year in the regular accounts itself. It should, however be ensured that all such cases which are reversed are regularly accounted in the monthly accounts in the normal course. In other words, all adjustments which were previously made through proforma and reversed subsequently in proforma in the next year will now have to be made through regular accounts and reversed in the subsequent year also in regular accounts and simultaneously ensuring that the transactions have been accounted in the normal course and included in the monthly accounts.

In any case, the adjustment entries reversed during the year, but not brought into normal accounts for any reason, will have to be again proposed as adjustment entries at the end of the year along with current year adjustment entries.

Arjunan Gnaneolivu
Accounts Member.

ELECTRICITY—Enhanced monetary limits for checkmeasurement of works—Amendment to para 615 and Note 3 under para 604 (3) (E) of Tamil Nadu Electricity Board Manual Vol. I—Orders—Issued.

B. P. Ms. CH No. 8

(Accounts Branch)

Dated 22—4—87.

Chithirai, 9 Prabhava,
Thiruvalluvar Aandu, 2018.

Read :

Regional Chief Engineer/Distribution/Coimbatore Lr. No. 11255/RCE/D/CBE/TAG/D. 236/86.

Dated 18—6—86.

Proceedings :

As per existing rules, all works costing above Rs. 500/—are to be checkmeasured by Assistant Divisional Engineers and all works costing above Rs. 25,000/—are to be checkmeasured by Divisional Engineers.

2. The Regional Chief Engineers have stated that as the present monetary limits were set long back and the cost of materials have gone up considerably, difficulty is being experienced by the field executive officers in allotting time for checkmeasurements of petty works in the midst of their operational works and suggested that the existing monetary limits may be raised as below :

- | | |
|------------------------------------|--|
| (i) Assistant Divisional Engineers | above Rs. 5,000/—
and upto Rs. 1,00,000/— |
| (ii) Divisional Engineers | Above Rs. 1,00,000/— |

3. After careful examination of the matter, the Board hereby orders enhancement of the monetary limits as mentioned below for checkmeasurement of works by the Assistant Divisional Engineers and Divisional Engineers.

- | | |
|------------------------------------|--|
| (i) Assistant Divisional Engineers | Above Rs. 5,000/—
and upto Rs. 1,00,000/— |
| (ii) Divisional Engineers | Above Rs. 1,00,000/— |

4. Necessary amendment to Tamil Nadu Electricity Board Manual Vol. I will be issued separately.

(By Order of the Chairman)

Arjunan Gnanaolivu,
Accounts Member

Circular Memo No. X/Rev/L. B. Arrears/87—3 (Accounts Branch) dated 22—4—87.

Sub : Electricity—Local Body Arrears—Collection under 1+1 formula—levy of BPSC—instalment payment—permitting of.

Ref : 1. Memo No. X/Rev/L.B. Arrears/87-1 dated 3—2—87.

2. RCE/Madurai letter No. 181—E2/87-2 dated 13—3—87.

Orders were issued in this office memo first cited authorising Superintending Engineers/Operation and Maintenance to permit instalments not exceeding twelve for payment of Belated Payment Surcharge amount in respect of the arrears due by the Local Bodies.

2. The Regional Chief Engineer/Madurai in his letter second cited has suggested that the above powers may be delegated to the Divisional Engineers/Operation and Maintenance to avoid delay. The matter has been examined and the following revised orders are issued.

(i) The powers vested with Superintending Engineers/Operation and Maintenance in the memo first cited are hereby delegated to the Divisional Engineers/Operation and Maintenance.

(ii) The Assistant Accounts Officer of the Revenue Branch concerned will put up the amount of Belated Payment Surcharge payable by the Local Body and obtain orders of the Divisional Engineer regarding instalments permitted in the case of the Local Body and communicate the same to the Section Officer. The other procedures laid down in the memo under reference shall be followed.

3. The receipt of this memo should be acknowledged to the Financial Controller/Revenue.

B. Vijayaraghavan
Chairman

Letter No. 9705/N2/87-1 (Secret. Branch) dated the 25th April 1987.

Sub : Allowances—Dearness Allowance for Government Employees—Increase in rates—Orders of Government—Adoption to Board.

Ref : G. O. Ms. No. 339, Finance & Allowances I Dept. dt. 13—4—1987.

I am to enclose a copy of the Government Order cited for regulating the Dearness Allowance to the Government Employees on deputation in Tamil Nadu Electricity Board and who draw the Government Scales of Pay and Allowances.

P. Easwaramurthi,
Secretary.

Encl :

Copy of G. O. Ms. No. 339 (Finance Allowances-I) Department Dated the 13th April 1987.

Allowances—Dearness Allowance—Revised rates—Orders issued.

Read :—

- (i) G. O. Ms. No. 31 Finance (Allowances-I) dt. 9—1—1987.
- (ii) Government of India, Office Memorandum No. 13017/2/86-E-II (B), Ministry of Finance (Department of Expenditure), New Delhi, dt. 26—3—1987.

Order :

In the Government Order read above, orders were issued sanctioning revised Dearness Allowance to the State Government employees as detailed below :

(i) Employees in 'B', 'C' & 'D' Groups shall be paid the revised Dearness Allowance from 1st July 1986 i.e. the date on which the Government of India introduced the New System of Dearness Allowance :

(ii) The Dearness Allowance shall at 4 per cent of pay ;

(iii) For the purpose of pay, the basic pay (including Special Pay and Personal Pay) and the Dearness Allowance drawn at 608 points of All India Consumer Price Index, i.e. up to and inclusive of Dearness Allowance paid with effect from 1st May 1986, shall be taken into account and the Dearness Allowance shall be rounded to the nearest Rupee ;

(iv) Pending a decision by the Government of India to their employees in Group 'A' the employees of the State in Group 'A' were allowed three instalments of Dearness Allowance at the old pattern from 1st July 1986, i.e. at 15.6 per cent of pay subject to a maximum of Rs. 390/- per mensem ;

(v) In respect of employees governed by the University Grants Commission Scales of pay, as their scales of pay were not yet revised, they were allowed Dearness Allowance at the old pattern from 1st July 1986 as below :—

Pay range	Rate of Additional Dearness Allowance.
Upto Rs. 1,100	19.5 per cent of pay,
Above Rs. 1,100	15.6 per cent of pay, subject to a maximum of Rs. 390/-

2. The Government of India have now sanctioned revised rates of Dearness Allowance to their employees in Groups 'B', 'C' and 'D' with effect from 1st January 1987. They have also sanctioned revised Dearness Allowance for their employees in Group 'A' with effect from 1st July 1986 and 1st January 1987. Following the orders issued in the Government Order read above, the Government sanction the revised Additional Dearness Allowance to the State Government Employees as detailed below :—

I. For employees in Groups 'B', 'C' and 'D' :—

From
1st January 1987

Additional Dearness Allowance
At 8 per cent of pay

(ii) The difference between the Additional Dearness Allowance drawn from January 1987 and the Additional Dearness Allowance sanctioned above shall be drawn as arrears of Additional Dearness Allowance for these employees. The details of admissibility of Additional Dearness Allowance for these employees with effect from 1st January 1987 are indicated in Annexure-I.

(iii) For employees in Group 'A' :—

Period from which payable	Pay range	Date of Additional Dearness Allowance
1st July to 31st December 1986	Upto Rs. 3,500	4 per cent of pay
	Above Rs. 3,500	3 per cent of pay subject to a minimum of Rs. 140 per mensem
1st January 1987 onwards	Upto Rs. 3,500	8 per cent of pay
	Above Rs. 3,500	6 per cent of pay subject to a minimum of Rs. 280 per mensem.

(iv) The quanta of Dearness Allowance already granted with effect from 1st July 1986 to the employees in Group 'A' in the Government Order read above shall be withdrawn and adjusted against arrears. The details of admissibility of additional Dearness Allowance for these employees with effect from 1st July 1986 and 1st January 1987 are given in Annexure-II and Annexure-I respectively.

3. For the purpose of calculation of revised additional Dearness Allowance, the pay shall include Special Pay and Personal Pay if any, and the Dearness Allowance paid up to 608 points of All India Consumer Price Index, i.e. the Dearness Allowance paid with effect from 1st May 1986.

4. The Government also direct that the Dearness Allowance sanctioned above shall apply to full-time employees who are at present getting Dearness Allowance and paid from contingencies at fixed monthly rates and full-time non-provincialised work-charged establishment. The Dearness Allowance sanctioned in this order will not be admissible to part-time Government Servants.

5. The Dearness Allowance sanctioned in this order will also apply to the teaching and non-teaching staff working under local bodies and in aided teaching institutions.

6. In respect of the employees governed by the University Grants Commission Scales of Pay, the Government of India have not yet announced their decision on the revised pay scales and Dearness Allowance applicable to these employees. Pending a decision by the Government of India, the Government direct that the employees governed by the University Grants Commission Scales of pay shall be paid Dearness Allowance at the existing pattern. They shall be paid revised Additional Dearness Allowance from 1st January 1987 on the following basis :—

Pay Range	Rate of Additional Dearness Allowance
Upto Rs. 1,100	24 per cent of pay
Above Rs. 1,100	19.2 per cent of pay subject to a maximum of Rs. 480 per mensem

7. The differences between the Additional Dearness Allowance already drawn from January 1987 and the Additional Dearness Allowance now sanctioned shall be drawn as arrears of Additional Dearness Allowance for these employees. The details of admissibility of Additional Dearness Allowance for these employees are indicated in Annexure-III.

8. The expenditure should be debited to the sub-detailed head of account "Dearness Allowance" under the detailed head "Salaries" under the relevant minor, sub-major and major heads of account.

9. The Treasury Officers are requested to make payment of the Additional Dearness Allowance when bills are presented without waiting for the authorisation from the Accountant-General.

10. Funds will be provided by re-appropriation in the Revised Estimate, 1987—88. The Heads of Department are requested to take this expenditure into account while sending proposals for Revised Estimate and Final Modified Appropriation, 1987—88.

(By Order of the Governor)

C. Ramachandran,
Commissioner and Secretary to Government.

(True Copy)

Encl : 2

ANNEXURE—I

DETAILS OF ADMISSIBILITY OF DEARNESS ALLOWANCE AT 608 POINTS OF CONSUMER PRICE INDEX AND THE ADDITIONAL DEARNESS ALLOWANCE NOW SANCTIONED FOR EMPLOYEES IN VARIOUS PAY RANGES IN GROUPS A,B,C AND D WITH EFFECT FROM 1ST JANUARY 1987.

Pay	Dearness Allowance as on 1st May 1986	Total of Columns (1) & (2)	Additional Dearness Allowance with effect from 1st January 1987
(1)	(2)	(3)	(4)
Rs.	Rs.	Rs.	Rs.
Upto 450	80	530	42
460	80	540	43
470	80	550	44
475	80	555	44
480	80	560	45
485	80	565	45
490	80	570	46
495	80	575	46
500	80	580	46
505	80	585	47
510	80	590	47
515	80	595	48
520	80	600	48
525	80	605	48
530	80	610	49
535	80	615	49
540	81	621	50
545	82	627	50
550	83	633	51
555	83	638	51
560	84	644	52
570	86	656	52
585	88	673	54
600	90	690	55
610	92	702	56
615	92	707	57
630	95	725	58
635	95	730	58
645	97	742	59
650	98	748	60
655	98	753	60
660	99	759	61
670	99	771	62
675	101	776	62
690	101	794	64
695	104	799	64
705	104	811	65
710	107	817	65
715	107	822	66
720	108	828	66
725	109	834	67
730	110	840	67
735	110	845	68
745	112	857	69
755	113	868	69
770	116	886	71
775	116	891	71
780	117	897	72

(1)	(2)	(3)	(4)
Rs.	Rs.	Rs.	Rs.
795	119	914	73
805	121	926	74
815	122	937	75
820	123	943	75
830	125	955	76
845	127	972	78
850	128	978	78
855	128	983	79
870	131	1001	80
880	132	1012	81
885	133	1018	81
895	134	1029	82
905	136	1041	83
915	137	1052	84
920	138	1058	85
930	140	1070	86
945	142	1087	87
950	143	1093	87
955	143	1098	88
970	146	1116	89
985	148	1133	91
990	149	1139	91
995	149	1144	92
1015	152	1167	93
1020	153	1173	94
1025	154	1179	94
1040	156	1196	96
1045	157	1202	96
1055	158	1213	97
1065	160	1225	98
1075	161	1236	99
1085	163	1248	100
1090	164	1254	100
1105	165	1270	102
1125	165	1290	103
1130	165	1295	104
1135	165	1300	104
1145	165	1310	105
1160	165	1325	106
1175	165	1340	107
1180	165	1345	108
1185	165	1350	108
1195	165	1360	109
1210	165	1375	110
1220	165	1385	111
1225	165	1390	111
1230	165	1395	112
1260	165	1425	114
1265	165	1430	114
1270	165	1435	115
1305	165	1470	118
1310	165	1475	118
1315	165	1480	118
1340	165	1505	120
1345	165	1510	121
1355	165	1520	122
1360	165	1525	122
1385	166	1551	124
1400	168	1568	125
1405	169	1574	126

(1)	(2)	(3)	(4)
Rs.	Rb.	Rs.	Rs.
1410	169	1579	126
1415	170	1585	127
1445	173	1618	129
1450	174	1624	130
1460	175	1635	131
1490	179	1669	134
1495	179	1674	134
1515	182	1697	136
1530	184	1714	137
1545	185	1730	138
1565	188	1753	140
1575	189	1764	141
1580	190	1770	142
1600	192	1792	143
1640	197	1837	147
1645	197	1842	147
1665	200	1865	149
1670	200	1870	150
1710	205	1915	153
1715	206	1921	154
1740	209	1949	156
1755	211	1966	157
1775	213	1988	159
1800	216	2016	161
1805	217	2022	162
1810	217	2027	162
1845	221	2066	165
1880	226	2106	168
1895	227	2122	170
1910	229	2139	171
1945	233	2178	174
1950	234	2184	175
1985	238	2223	178
2020	242	2262	181
2045	245	2290	183
2075	249	2324	186
2130	256	2386	191
2145	257	2402	192
2150	258	2408	193
2165	260	2425	194
2240	269	2509	201
2245	269	2514	201
2255	271	2526	202
2260	271	2531	202
2345	281	2626	210
2350	282	2632	211
2355	283	2638	211
2370	284	2654	212
2435	292	2727	218
2460	295	2755	220
2465	296	2761	221
2480	298	2778	222
2500	300	2800	224
2570	300	2870	230
2575	300	2875	230
2590	300	2890	231
2625	300	2925	234
2680	300	2980	238
2685	300	2985	239
2715	300	3015	241

(1)	(2)	(3)	(4)
Rs.	Rs.	Rs.	Rs.
2750	300	3050	244
2790	300	3090	247
2840	300	3140	251
2875	300	3175	254
2900	300	3200	256
2965	300	3265	261
3000	300	3300	264
3050	300	3350	268
3090	300	3390	271
3100	300	3400	272
3125	300	3425	274
3200	300	3500	280
3250	300	3550	280
3350	300	3650	280
3375	300	3675	280
3400	300	3700	280
3500	300	3800	280
3550	300	3850	280
3650	300	3950	280
3700	300	4000	280
3875	300	4175	280
4050	300	4350	280

Encl : 3

ANNEXURE-II

DETAILS ADMISSIBILITY OF ADDITIONAL DEARNESS ALLOWANCE CLASS-I EMPLOYEES IN
VARIOUS PAY RANGES FROM 1ST JULY 1986

Pay	Dearness Allowance as on 1st May 1986	Total of columns (1) and (2)	Additional Dearness Allowance at 4 percent of pay	Total Dearness Allowance + Additional Dearness Allowance Columns (2) & (4)	Dearness Allowance sanctioned from 1st July 1986 to 31st December 1986	Difference per mensem due from 1st July 1986 to 31st December 1986
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1800	216	2016	81	297	281	16
1910	229	2139	86	315	298	17
2020	242	2262	90	332	315	17
2130	256	2386	95	351	332	19
2150	258	2408	96	354	335	19
2240	269	2509	100	369	349	20
2260	271	2531	101	372	353	19
2350	282	2632	105	387	367	20
2370	284	2654	106	390	370	20
2460	295	2755	110	405	384	21
2480	298	2778	111	409	387	22
2500	300	2800	112	412	390	22
2570	300	2870	115	415	390	25
2575	300	2875	115	415	390	25
2590	300	2890	116	416	390	26
2625	300	2925	117	417	390	27
2680	300	2980	119	419	390	29
2685	300	2985	119	419	390	29
2715	300	3015	121	421	390	31
2750	300	3050	122	422	390	32
2790	300	3090	124	424	390	34
2840	300	3140	126	426	390	36
2875	300	3175	127	427	390	37
2900	300	3200	128	428	390	38
2965	300	3265	131	431	390	41
3000	300	3300	132	432	390	42
3050	300	3350	134	434	390	44
3090	300	3390	136	436	390	46
3100	300	3400	136	436	390	46
3125	300	3425	137	437	390	47
3200	300	3500	140	440	390	50
3250	300	3550	140	440	390	50
3350	300	3650	140	440	390	50
3375	300	3675	140	440	390	50
3400	300	3700	140	440	390	50
3500	300	3800	140	440	390	50
3550	300	3850	140	440	390	50
3650	300	3950	140	440	390	50
3700	300	4000	140	440	390	50
3875	300	4175	140	440	390	50
4050	300	4360	140	440	390	50

Enclosure : 4

ANNEXURE—III

Details of Admissibility of Additional Dearness Allowance with Effect from 1st January 1987 for the Employees Governed by the University Grants Commission Scales of Pay

Pay including Dearness Allowance and Dearness Allowance upto 528 points	Additional Dearness Allowance	Pay including Dearness Allowance and Dearness Allowance upto 528 points	Additional Dearness Allowance
(1)	(2)	(1)	(2)
Rs.	Rs.	Rs.	Rs.
1835	352	2085	400
1840	353	2090	401
1845	354	2095	402
1850	355	2100	403
1855	356	2105	404
1860	357	2110	405
1865	358	2115	406
1870	359	2120	407
1875	360	2125	408
1880	361	2130	409
1885	362	2135	410
1890	363	2140	411
1895	364	2145	412
1900	365	2150	413
1905	366	2155	414
1910	367	2160	415
1915	368	2165	416
1920	369	2170	417
1925	370	2175	418
1930	371	2180	419
1935	372	2185	420
1940	372	2190	420
1945	373	2195	421
1950	374	2200	422
1955	375	2205	423
1960	376	2210	424
1965	377	2215	425
1970	378	2220	426
1975	379	2225	427
1980	380	2230	428
1985	381	2235	429
1990	382	2240	430
1995	383	2245	431
2000	384	2250	432
2005	385	2255	433
2010	386	2260	434
2015	387	2265	435
2020	388	2270	436
2025	389	2275	437
2030	390	2280	438
2035	391	2285	439
2040	392	2290	440
2045	393	2295	441
2050	394	2300	442
2055	395	2305	443
2060	396	2310	444
2065	396	2315	444
2070	397	2320	445
2075	398	2325	446
2080	399	2330	447

(1)	(2)	(3)	(4)
2335	448	2415	464
2340	449	2420	465
2345	450	2425	466
2350	451	2430	467
2355	452	2435	468
2360	453	2440	468
2365	454	2445	469
2370	455	2450	470
2375	456	2455	471
2380	457	2460	472
2385	458	2465	473
2390	459	2470	474
2395	460	2475	475
2400	461	2480	476
2405	462	2485	477
2410	463	2490	478
		2495	479
		2500 and above	480

● ● ●

Allowances—Officers Dearness Allowance—Revised rates—Orders issued.

B.P. Ms. (Ch) No. 161

(Secretariat Branch)

Dated 25—4—1987
Chithirai 12, Prabhava,
Thiruvalluvar Aendru 2018
Read :

1. B.P. Ms. (FB) No. 87, Sectt. Branch, dated 24—10—85.
2. B.P. Ms. (Ch) No. 35, Sectt. Branch, dated 24—1—87.
3. B.P. Ms. (Ch) No. 127, Sectt. Branch, dated 28—3—87.
4. G.O. Ms. No. 339, Finance (All-I), dated 13—4—87.

Proceedings :

Following the orders issued by the Government in G.O. Ms. No. 339, Finance (Allowances-I) Department, Dated 13—4—87 the Tamil Nadu Electricity Board sanctions :

- (i) additional dearness allowance as detailed in Annexure-I to these Proceedings to the officers of the Board other than those in Class-I service covered by B.P. Ms. (FB) No. 87, Sectt. Branch, dated 24—10—85 with effect from 1—1—1987. The difference between the additional dearness allowance drawn by the above mentioned officers from January, 1987 and the additional dearness allowance now sanctioned shall be drawn as arrears of additional dearness allowance for these employees.
- (ii) additional dearness allowance as detailed in Annexure-II to these proceedings with effect from 1—7—86 and additional dearness allowance as detailed in Annexure-I to these proceedings with effect from 1—1—87 to the officers in Class-I Service covered by B.P. Ms. (FB) No. 87, Sectt. Branch dated 24—10—85. The quanta of the Dearness Allowance already granted with effect from 1—7—86 to the employees in Class-I service in the B.P. (ii) cited shall be withdrawn and adjusted against the arrears.

2. The Board also directs that for the purpose of calculation of revised additional Dearness Allowance, the pay shall include Special Pay and Personal Pay, if any, and the dearness allowance paid up to 608 points of All India Consumer Price Index, i.e. the Dearness Allowance paid with effect from 1st May, 1986.

(By Order of the Chairman)

P. Easwaramurthi,
Secretary.

Encl :

Encl :

ANNEXURE—I

DETAILS OF ADMISSIBILITY OF DEARNESS ALLOWANCE AT 608 POINTS OF CONSUMER PRICE INDEX AND THE REVISED DEARNESS ALLOWANCE NOW SANCTIONED FOR OFFICERS IN VARIOUS PAY RANGES COVERED BY B.P.Ms. (FB) No. 87 (SB) DT. 24-10-85 WITH EFFECT FROM 1st JANUARY, 1987.

Pay Range	Dearness Allowance as on 1st May, 1986	Total of Columns (1) & (2)	Additional Dearness Allowance with effect from 1st January, 1987
(1)	(2)	(3)	(4)
Rs.	Rs.	Rs.	Rs.
1260	165	1425	114
1320	165	1485	119
1380	166	1546	124
1415	170	1585	127
1450	174	1624	130
1490	179	1669	134
1520	182	1702	136
1565	188	1753	140
1590	191	1781	142
1640	197	1837	147
1660	199	1859	149
1715	206	1921	154
1740	209	1949	156
1805	217	2022	162
1820	218	2038	163
1895	227	2122	170
1900	228	2128	170
1910	229	2139	171
1980	238	2218	177
1985	238	2223	178
2020	242	2262	181
2060	247	2307	185
2075	249	2324	186
2130	256	2386	191
2150	258	2408	193
2165	260	2425	194
2240	269	2509	201
2255	271	2526	202
2275	273	2548	204
2330	280	2610	209
2345	281	2626	210
2350	282	2632	211
2365	284	2649	212
2385	286	2671	214
2420	290	2710	217
2435	292	2727	218
2460	295	2755	220
2475	297	2772	222
2495	299	2794	224
2510	300	2810	225
2525	300	2825	226
2570	300	2870	230
2585	300	2885	231
2600	300	2900	232
2605	300	2905	232
2615	300	2915	233
2625	300	2925	234
2680	300	2980	238

(1)	(2)	(3)	(4)
Rs.	Rs.	Rs.	Rs.
2695	300	2995	240
2705	300	3005	240
2715	300	3015	241
2750	300	3050	244
2790	300	3090	247
2795	300	3095	248
2800	300	3100	248
2805	300	3105	248
2825	300	3125	250
2875	300	3175	254
2915	300	3215	257
2935	300	3235	259
2950	300	3250	260
3000	300	3300	264
3025	300	3325	266
3040	300	3340	267
3100	300	3400	272
3125	300	3425	274
3165	300	3465	277
3250	300	3550	280
3290	300	3590	280
3400	300	3700	280
3415	300	3715	280
3550	300	3850	280
3700	300	4000	280
3875	300	4175	280
4050	300	4350	280
4225	300	4525	280

Encl. 2

ANNEXURE—II

**DETAILS OF ADMISSIBILITY OF ADDITIONAL DEARNESS ALLOWANCE TO CLASS—I
EMPLOYEES IN VARIOUS PAY RANGES FROM 1st JULY 1986.**

Pay	Dearness Allowance as on 1st May 1986	Total of Columns (1) and (2)	Additional Dearness Allowance at 4 percent of pay + D.A.	Total Dearness Allowance + Additional Dearness Allowance Columns (2) & (4)	Dearness allowance sanctioned from 1st July 1986 to 31st Dec. 1986	Difference per mensem due from 1st July 1986 to 31st Dec. 1986
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1910	229	2139	86	315	298	17
2020	242	2262	90	332	315	17
2130	256	2386	95	351	332	19
2240	269	2509	100	369	349	20
2350	282	2632	105	387	367	20
2460	295	2755	110	405	384	21
2570	300	2870	115	415	390	25
2625	300	2925	117	417	390	27
2680	300	2980	119	419	390	29
2750	300	3050	122	422	390	32
2790	300	3090	124	424	390	34
2800	300	3100	124	424	390	34
2875	300	3175	127	427	390	37
2915	300	3215	129	429	390	39
2950	300	3250	130	430	390	40
3000	300	3300	132	432	390	42
3040	300	3340	134	434	390	44
3100	300	3400	136	436	390	46
3125	300	3425	137	437	390	47
3165	300	3465	139	439	390	49
3250	300	3550	140	440	390	50
3290	300	3590	140	440	390	50
3400	300	3700	140	440	390	50
3415	300	3715	140	440	390	50
3550	300	3850	140	440	390	50
3700	300	4000	140	440	390	50
3875	300	4175	140	440	390	50
4050	300	4350	140	440	390	50
4225	300	4525	140	440	390	50

Circular No. 31414/DFC/CP/Bills/87 (Accounts Branch) dated 27-4-87.

Sub: Payment of suppliers' bills—Avoidance of delay.

Of late, several complaints are being received from various suppliers that there is inordinate delay in passing the bills at the System level and to forward them to Central Payment Division for payment.

2. It has been repeatedly pointed out from Headquarters that payment should be made without delays as otherwise such delays cause many repercussions like delay in delivery of subsequent consignments by the supplier stating that it is due to late payment of bills, etc.

3. In future, whenever the date of L.O.A. sent to Headquarters along with the pass order of a particular bill is beyond a period of 21 days from the date of invoice in the case of 90%/95% bills and 21 days from the date of closure of Purchase Order or date of invoice, whichever is later, in the case of 10%/5% balance payments, a specific explanatory note should be attached to the L.O.A. indicating the circumstances under which the bill was delayed in the System/Circle office. If the bill had been delayed due to any fault of the supplier and if any reference had to be made to the supplier for clarification etc., before passing the bill, brief particulars of these developments should be furnished in the explanatory note. If the bills had been in order and there had been delay in the System/Circle office only in passing the bill, the matter should be investigated and the procedures streamlined and responsibility fixed at each level for avoiding such delays in future. It is presumed that bills are being passed in the chronological order in which the bills are registered in the Bills Register as and when bills are received.

4. The receipt of this circular should be acknowledged to the Financial Controller, (Finance) of Chief Financial Controller's Office.

Arjunan Gnanaolivu,
Accounts Member.

PART-IV Technical

Circular Memo. No. MD/SE/TA/ETAM/F. 59/032/87, (Techl. Br) dt. 19—3—87.

Sub: Tender call and analysis

Ref: B. P. Ms. (FB) No. 242 dt. 21—11—83

1. During the course of technical examination of works, it is observed that tender have been called for without sanctioned estimate. This is quite contrary to the Board's instructions cited above, vide Page No. 453 of T.N.E.B. Gazette Vol. II No. 6.

It is reiterated that tenders shall be called for only after sanction of the estimate. Action may be taken sufficiently in advance for getting the estimate sanctioned without quoting urgency as a reason for calling tenders without sanctioned estimate.

2. It is also seen that tenders have been called by an authority who is a subordinate of the officer competent to call tenders. In a few cases, tenders have been called by the Divisional Engineers instead of Superintending Engineers and forwarded to Superintending Engineers without any analysis as sanctioned estimate was not available.
3. The officers and personnel in charge of processing of tenders are instructed to bear the above aspects in mind and avoid irregularity while calling and analysing tenders.

T. Ramankutty,
Member (Distribution) (i/c.)



Circular Memo. MD/SE/EMC&TA/ETAM/F. 61/037/87, (Technical Branch) dt. 24—3—87.

Sub: Drawing and sketches—Proper numbering and approval—instructions issued.

1. Most of the dockets for works/purchase orders contain a drawing or sketch. While examining the works and Purchase orders, it is found that proper attention has not been given for the preparation, approval and use of the above drawings.

2. The following instructions are issued for the proper preparation and use of the drawings.

- (a) Drawings should be prepared in one of the standard sizes prescribed in the Indian Standard Specifications. The size recommended is A4. (210X297 mm). Every effort must be taken to reduce the drawings to this size. Details can be exhibited separately in an enlarged scale in a different drawing.
- (b) The draft drawing should be prepared in drawing paper and routed through concerned officials and approved by the competent authority. The designation and names should be written under signature/initials.
- (c) After approval by the competent authority, a number must be assigned to the approved drawing. A register shall be maintained in the Unit office, where this drawing is being approved (Superintending Engineer and Divisional Engineer).
- (d) From the approved original, copies will have to be taken and the true copy attested by a Gazetted Officer. The tracings can be in Indian Ink for important drawings and black lead pencil for other drawings. Preferably, ammonia (white) prints should be taken. The negatives should be preserved carefully for use later. The originals can be lodged in files or in separate folders as found convenient.
- (e) Drawings prepared to scale alone should be adopted. Free-hand drawings (i.e. not to scale) should not be adopted unless, it is impossible to prepare a drawing to scale in that particular case.

3. The above instructions should be followed rigorously by all concerned.

T. Ramankutty,
Member-Distribution (i/c.)

Circular Memo. No. MD/SE/IEMC & TA/ETAM/F. 62/038/87, (Technical Branch) dated 24—3—87.

Sub : Transport of poles—Instructions issued.

It is seen that concrete poles manufactured in Tamil Nadu Electricity Board are transported to various places mostly by lorries without any pole carrying device. This is not correct. Such transport will result in overhang of more than 50%, which not only infringes on the Motor Vehicles Act but will also result in damage to poles, which may be visible cracks or invisible micro cracks.

2. Damaged pole may cause even fatal accidents, if it collapses later under continuous loading. Hence, instructions are hereby issued that concrete poles shall be transported only in tractor/trailers or lorry mounted with pole carrying devices. Transport of concrete poles in ordinary lorries with excessive overhang is forbidden.

3. The specification for the transport contract should include a protective clause restricting the mode of transport as above.

4. Even while transporting in tractor trailers, sufficient care should be taken to support the poles at two places so that the overhang on each side of the support is about 20% of its length.

T. Ramankutty
Member/Distribution (I.C.)

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Memo. No. S.E./R.E./G./5764—2/87, (Technical Branch) Dated 1—4—87.

Sub : Installation of diesel generator sets by consumers—Granting permission—Delegation of powers to Superintending Engineers/Operation & Maintenance quarterly statement—Proforma—Communicated.

Ref : B. P. Ms. (FB) No. 26 (Tech. Branch) Dated 30—1—87.

The proforma as per which the details of cases for which permission granted by Superintending Engineers/Operation and Maintenance for installation of generators is to be furnished to the Monitoring Cell (Quarterly) has been communicated in B. P. Ms. No. 1251 Dated 6—9—77. A copy of the Proforma is enclosed for further action.

T. Ramankutty
Member/Distribution (i.c.)

Encl :

Copy of Proforma showing the permission granted by the System Superintending Engineers for installation of Generators during the Quarter ended.....

Sl. No.	Name of the System	Name of the Industry installing the Generator set.	No. of Generator sets installed.	Capacity of the generator	No. & Date of order in which permission was granted.
(1)	(2)	(3)	(4)	(5)	(6)

NOTE : The Statement should be submitted to the Board (monitoring cell) on or before 10th of the month following the quarter to which the return relates.

Ch's Circular Memo. No. 475/X/DFC (W)/WOC/86-3 (Accounts Branch) dated 1—4—1987.

Sub : Review of pending work orders in Systems/Circles—clearance—Instructions issued.

Ref : Memo. No. X/DFC (W)/WOC/90/86 dt. 22—8—1986.

Instructions were issued in the memo. cited that all the Work Orders issued on or after 1—4—1984 should be closed following the normal procedure immediately after the respective works are completed, simultaneously with the old Work Orders, without allowing them to fall into arrears.

2. On a review of the progress of the above work, it is seen that there is no appreciable progress in closing the Work Orders relating to the above period. There should be no need to fix target dates from time to time to close the current Work Orders also. However, in view of the poor progress shown so far, a time bound programme for clearing these work orders is considered necessary. The following target dates are fixed to close the Work Orders pertaining to the years 1984—85 and 1985—86 in Systems/Circles.

Sl. No.	Category	Target date for 1984—85	Target date for 1985—86
1.	Service connection Work Orders	31—5—1987	31—7—1987
2.	Capital Work Orders	30—6—1987	30—9—1987
3.	Misc. Work Orders Other than stock	31—5—1987	31—7—1987
4.	Stock Work Orders	30—6—1987	31—8—1987

3. All the current Work orders should be closed as and when they are due for closure without falling into arrears, simultaneously while clearing old work orders.

4. Further, it is pointed out that even though all the service connection Work Orders issued upto 1983—84 have been closed and cleared, it is noticed that there are still Capital Work Orders, miscellaneous Work Orders and Stock Work Orders pending to be closed in some Systems/Circles for the above period, even though the target dates fixed for the closure of these work orders lapsed several months back. These Work Orders should also be closed on or before 15—4—1987 as already instructed in Memo. No. 475/X/DFC(W)/WOC/86-2 dt. 20—3—1987. There are some works even relating to periods prior to 1982—83 still to be closed under Capital and Stock Work Orders. This is highly irregular. The Superintending Engineers should personally review such cases and fix up the responsibility. The Public Undertakings Committee had critically commented about these long pending cases.

5. The time schedule fixed above for clearing the Work Orders pending in Systems/Circles should be kept up and all the Work Orders closed before the target dates.

B. Vijayaraghavan,
Chairman.

Circular No. DRD/E.Lab/ADE.3/EI/D. 276/87. (Technical Branch) dt. 1—4—87

Sub : "Electrical India" fortnightly—Articles for Publication.

M/s. Chary Publications, 14, Sidh Prasad, Pestom Sagar Road III. Near Glass Factory, Tilak Nagar P.O., Bombay-400 089 are publishers of fortnightly journal "Electrical India" devoted to progress and problems of power generation, distribution and utilisation. One or a series of technical or review articles has been invited for publication in the said journal.

Technical article intended for publication in Electrical India may be sent directly after approval by the Chief Engineer concerned subject to the condition that the article is of good quality and the interest of the Board is not affected in anyway.

(By Order of the Chairman)

B. Balasubramaniam
Chief Engineer/Hydro Generation.



Circular Memo. No. SE/Plg/DB/270/86-5, (Technical Branch) dt. 6—4—87

Sub : Registers to be maintained in various sections of Distribution systems—formats communicated.

- Ref : 1. Circular Memo. No. SE/Plg/1833/DB/84—8 dt. 30—7—86.
2. Memo. No. 108865/G2/A2/86-1 dt. 14—8—86.
3. Circular Memo. SE/Plg/DB/18331/84-11 dt. 27—2—87.

1. A list of registers to be maintained in Operation and Maintenance Sections was communicated in the Memo. under reference (1). Amendment to the above memo and specimen formats for the registers to be maintained in the O&M sections were communicated under the circular Memo. in reference (3).

2. The list of Registers that are to be maintained in the sections other than O&M has now been finalised. The statement enclosed shows the various registers that are to be maintained (i) Construction (ii) Lines (iii) Civil (iv) M.R.T. and (v) Special maintenance section. The list also includes the registers to be maintained in O&M sections so as to have a comprehensive view. The number of registers to be maintained, in all, total to 94. Appropriate abbreviation in the remarks column indicates whether the formats for these registers have been already finalised or whether they are now finalised and forwarded. For 57 registers communicated in reference (3) formats have already been standardised. Out of the remaining 37 registers formats for 35 registers are enclosed. The remaining 2 registers (viz) i. Cement register and (ii) cement log book have already been printed and supplied.

3. Superintending Engineers (Operation and Maintenance) are requested to Print and supply the above registers to the section officer concerned.

4. It may also be noted that registers like CC bills and Telephone bills, Local calls and Trunk calls, Rent register etc., have been included for all the section offices; but these registers are to be maintained only if they are relevant.

T. Ramankutty,
Member Generation

Encl. :

REGISTERS TO BE MAINTAINED IN DIFFERENT SECTION OFFICES

Sl. No.	Name of the Register	Re- marks	O&M	Cons- truc- tion	Lines	Civil	MRT	Spl. Main- ten- ance
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Application Register	AS	✓					
2.	Register of Schemes sent up and sanctioned estimate including improvements	AS	✓	✓	✓	✓	✓	✓
3.	Readiness register	AS	✓					
4.	New service connection registers	AS	✓					
5.	Service connection register	AS	✓					
6.	Register of H.T. Services	AS	✓		✓			
7.	Register of Services—without meters	AS	✓					
8.	Instalment payment—register	AS	✓					
9.	Job allocation register	AS	✓	✓	✓	✓	✓	✓
10.	Register of Disconnection and Reconnection of Services	AS	✓					
11.	Register of Disconnected services	AS	✓					
12.	Register of Services inspected and rectification	AS	✓					
13.	Transformer maintenance register	AS	✓					
14.	Register of Pre-Monsoon inspection	AS	✓					
15.	Fuse of Call register	AS	✓					
16.	Street light register	AS	✓					
17.	Tools and Plant register	AS	✓	✓	✓	✓	✓	✓
18.	Requirement of materials	AS	✓	✓	✓	✓	✓	✓
19.	Work order register	AS	✓	✓	✓	✓	✓	✓
20.	Initial account register	AS	✓	✓	✓	✓	✓	✓
21.	Lorry log book	AS	✓	✓	✓	✓	✓	✓
22.	Consumables register	AS	✓	✓	✓	✓	✓	✓
23.	Register of M. Books, PCBs, Requisition, Devolution, stamped agreement, Rev. Stamp, Stationery and forms, PR issue book and Books and publications	AS	✓	✓	✓	✓	✓	✓
24.	Register of survey reports	AS	✓	✓	✓	✓	✓	✓
25.	Incumbancy register	AS	✓	✓	✓	✓	✓	✓
26.	Casual leave register	AS	✓	✓	✓	✓	✓	✓
27.	Leave other than Casual leave	AS	✓	✓	✓	✓	✓	✓
28.	TA Bill and Medical Bill Register	AS	✓	✓	✓	✓	✓	✓
29.	Current register	AS	✓	✓	✓	✓	✓	✓
30.	Despatch register	AS	✓	✓	✓	✓	✓	✓
31.	Confidential letters and D.O. letters	AS	✓	✓	✓	✓	✓	✓
32.	Stamp account register	AS	✓	✓	✓	✓	✓	✓
33.	Meter card register	AS	✓	✓	✓	✓	✓	✓
34.	Remittance register	AS	✓	✓	✓	✓	✓	✓
35.	Cheques register	AS	✓	✓	✓	✓	✓	✓
36.	C.C. bills and Telephone bills	AS	✓	✓	✓	✓	✓	✓
37.	Local calls and Trunk calls	AS	✓	✓	✓	✓	✓	✓
38.	Rent register	AS	✓	✓	✓	✓	✓	✓
39.	Safety classes conducted	AS	✓	✓	✓	✓	✓	✓
40.	Register of contractor bills	AS	✓	✓	✓	✓	✓	✓
41.	Attendance register	AS	✓	✓	✓	✓	✓	✓
42.	Fixed charges register	AS	✓	✓	✓	✓	✓	✓
43.	Register of apprentices	AS	✓	✓	✓	✓	✓	✓
44.	Register of residential addresses of Staff	AS	✓	✓	✓	✓	✓	✓
45.	Register of CEIG Inspection	AS	✓	✓	✓	✓	✓	✓
46.	Register of Temporary supply	AS	✓	✓	✓	✓	✓	✓
47.	Register of damages to Board's Properties	AS	✓	✓	✓	✓	✓	✓

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
48.	Telephone Message	AS	✓	✓	✓	✓	✓	✓
49.	Inspection register/I.A.	AS	✓					
50.	Money order register	AS	✓					
51.	Meter not reading/defects register	AS	✓					
52.	Cheques dishonoured/short payment register	AS	✓					
53.	Door locked register	AS	✓					
54.	Pro-rate wages	AS	✓					
55.	Demand Collection Balance register	AS	✓					
56.	Register of encashment of cheques for payment to staff	AS	✓	✓	✓	✓	✓	✓
57.	History card register to Board's vehicle	AS	✓	✓	✓	✓	✓	✓
58.	Register of Theft of materials	Enclosed			✓	✓	✓	✓
59.	Register of accidents	Enclosed			✓	✓	✓	✓
60.	Register of H.T. Services with details of Metering set etc., and maintenance	Enclosed				✓	✓	✓
61.	Register of agricultural meters.	Enclosed					✓	
62.	Register of sealing of meters	Enclosed					✓	
63.	Register for issue of sealing leads	Enclosed					✓	
64.	Register of Billing recommendations	Enclosed					✓	
65.	Register of Daily progress (Testing)	Enclosed					✓	
66.	Daily Progress report (conversion & repairing)	Enclosed					✓	
67.	Register of RSS Meters	Enclosed					✓	
68.	Register of Details of Service connection with L.T.C. Ts	Enclosed					✓	
69.	Registrar of new meters tested and allotment of department No.	Enclosed					✓	
70.	Register of Survey reported meters and replacement	Enclosed					✓	
71.	Register of Equipment / Material tested/ repaired	Enclosed					✓	
72.	Register of checking of seals at Services	Enclosed					✓	
73.	Register of sub-station equipments and History of major repairs (M.R.T.)	Enclosed					✓	
74.	Call register	Enclosed					✓	
75.	Sick Distribution transformer	Enclosed					✓	
76.	Register of New Distribution Transformer testing	Enclosed						✓
77.	Register of Transformer Oil testing	Enclosed						✓
78.	Register of Transformer Oil	Enclosed						✓
79.	Register of Transformer failed within guarantee period	Enclosed						✓
80.	Register for accounting winding wire	Enclosed						✓
81.	Register of Testing of equipment, instrument etc. except Distn. Transformer	Enclosed						✓
82.	Register of copper winding scrap devolution	Enclosed						✓
83.	Register of sub-station equipment and History of Major repairs (Spl. Maintenance)	Enclosed						✓
84.	Register of assessing parts available in sick distribution Transformer while giving for repairs	Enclosed						✓
85.	Register of follow up for repairing sick Distribution transformers by private Companies	Enclosed						✓
86.	Cement register	S		✓		✓		
87.	Cement Log Book	S		✓		✓		
88.	Register of Lands and Buildings	Enclosed				✓		
89.	Register of EHT Lines Maintenance	Enclosed			✓			
90.	Break down register	Enclosed			✓			
91.	Shutdown application register	Enclosed			✓			
92.	Tower schedule & route map register	Enclosed			✓			
93.	Telephone lines maintenance register	Enclosed			✓			
94.	Special maintenance equipment maintenance register	Enclosed						✓
Total			57	32	37	34	46	44

AS = Already Standardised

S = Standardised, Printed and supplied.

Memorandum No. SE/EMC & TA/F.Misc/D20/87 dated 6—4—87.

Sub: Checkmeasurement of materials—checklist for checking suitability of materials—communication of proforma—Reg.

During Technical examination of Purchase Orders by Technical Audit Wing, it is observed that in the matter of check measurement of materials by the field officers, different type of methods are followed and ambiguity exist in checkmeasurement of materials by the field officers.

In order to ensure uniformity in checkmeasurement of materials in respect of quantity/quality/supply etc., the field officers checkmeasuring the materials are hereby instructed to check the materials supplied with due reference to the check list as per the proforma enclosed.

T. Ramankutty,
Member (Distribution) (in-charge)

Encl : 1 proforma

CHECK LIST FOR CHECKMEASUREMENT OF A MATERIAL DETAILS TO BE CHECKED AND FILLED IN BY DEPUTY STORES OFFICER/STORES OFFICER BEFORE SUBMISSION OF MATERIALS FOR CHECKMEASUREMENT :

1. P. O. No. and Date ...
2. P. O. placed by ...
3. Name of Material ...

Quantity Aspect :

4. Quantity ordered/allotted ...
5. Quantity supplied ...
6. Quantity in Excess/Shortage ...
7. Quantity rejected due to
 - (a) Damages/Breakages ...
 - (b) Dimensional non-suitability ...
 - (c) Technical non-suitability ...
 - (d) Other reasons (if any) ...
8. Quantity accepted ...

Supply Aspect :

9. Period of delivery ...
10. Due date of supply ...
11. Date of receipt in Stores ...
12. Date of Despatch at factory vide LR/PR/DC/Inv. ...
13. Delay in supply if any ...

CERTIFICATE TO BE FURNISHED BY DEPUTY STORES OFFICER/STORES OFFICER

The guidelines indicated in circular No. SE/MM/DES/AE2/SIS/F123D/83 dt. 5—1—84 (published in TNEB Gazette Vol. III No. 1 page 43) were followed prior to checkmeasurement.

The materials were taken into account vide SRB No. date.
Signature of Store Keeper

Signature of Deputy Stores Officer/Stores Officer

DETAILS OF CHECKS TO BE DONE BY THE CHECKMEASURING OFFICER:

1. Approved drawings reference ...
2. Whether Booklet/literature supplied ...
3. Whether Test Certificate stipulated in the P. O. ...
4. If so, received and approved ...
5. Whether sample available ...
6. Whether samples conform to specification in P. O. ? ...
7. Whether supplies conforms to specification of PO/drawings and as per sample ...
8. Technical suitability (in brief) ...
9. Date of checkmeasurement ...
10. Name and Designation of C. M. Officer ...

Place :

Date :

Signature of checkmeasuring officer (DE/ADE)

●●●

Memo. No. SE/RE/H./C. No. 5965/87, (Technical Branch) Dated 10—4—87.

Sub : Extension of supply to Domestic and General Purpose services—Separate priority for three phase services—Clarification—Reg.

Ref : RCE/Trichy's Lr. No. Tech. A4/F. Cir/D, 368/87 Dt. 31—1—87.

The suggestion of Regional Chief Engineer/Distribution/Trichy for maintaining separate priorities for single phase and three phase applications for lighting, so that there will not be any difficulty in effecting supply to three phase services due to non-availability of single phase meters for earlier prior cases requiring single phase supply was examined. The present practice of having a common priority for both single phase and three phase services is found to be just and reasonable. However, the Divisional Engineers may be delegated with powers to overlook the priority of earlier single phase applications (at the service connection stage) for which supply could not be effected due to non-availability of single phase meters and to effect supply to the three phase services. The Divisional Engineers should examine the genuiness of each case personally, and record the reasons for overlooking the priority. Also, whenever there is shortage of single phase meters, the consumers may first be requested to supply these meters themselves, before overlooking their priority.

T. Ramankutty,
Member/Distribution (I.C.)

●●●

Endt. No. SE/Plg/EGP/A4/CCSS/32—1/87 (Technical Branch) dated 10—4—87.

Ref : G.O. Ms. No. 17 Environment Control Dept. dt. 23—3—87.

Copy communicated to Officer's concerned for information in continuation to M(G)'s Memo, No. SE/Plg/EGP/A4/NS/CCSS/2052-1/86 dt. 28—10—86.

T. RAMANKUTTY
Chief Engineer/TTPP

Copy G.O. Ms. No. 17 Environment Control Department Dated the 23rd March, 1987.

Committee for Conservation of Sea-Shores—Inclusion of Commissioner and Secretary to Government Information and Tourism Department and Director of Tourism—Ordered.

Read :—

1. G.O. Ms. No. 11, Environment Control, dated 8—3—84.
2. G.O. Ms. No. 42, Environment Control, dated 5—9—84.
3. G.O. Ms. No. 21, Environment Control, dated 19—8—85.
4. G.O. Ms. No. 65, Environment Control, dated 24—9—86.

Order :

In the G.O. first read above the Government constituted a Committee under the Chairmanship of the Chief Secretary to Government to regulate the developments within 500 metres from the high tide line of the Sea-Shore.

2. The Director of Tourism and Ex-Officio Commissioner and Secretary to Government, Information and Tourism Department is one of the members of the Committee. The Information and Tourism Department has stated that at present the posts of Director of Tourism and Commissioner and Secretary to Government have been separated and recreated as follows :—

1. Director of Tourism and Ex-Officio Deputy Secretary to Government.
2. The Managing-Director, Tamil Nadu Tourism Development Corporation and Ex-Officio Commissioner and Secretary to Government.

The Information and Tourism Department has requested to make provision for the inclusion of the highest level of officer in the Government as well as the Head of the Department in the Committee namely :

1. The Commissioner and Secretary to Government Ex-Officio in charge of Tourism Department
2. Director of Tourism.
3. After careful consideration, the Government accept the request of Information and Tourism Department in paragraph 2 above.
4. The revised list of members of the committee is appended to this order.

(By order of the Governor)

D. Sundaresan,
Commissioner and Secretary to Government.

APPENDIX

Committee for Conservation of Sea-Shores List of Members (Vide G.O.Me. No. 17 Dated 23—3—1987)

- | | | |
|---|---|----------|
| 1. Chief Secretary to Government, | — | Chairman |
| 2. Commissioner and Secretary to Government, Environment Control Department | — | Convenor |
| 3. Commissioner and Secretary to Government, Housing & Urban Development Department | — | Member |
| 4. Commissioner and Secretary to Government, Forests & Fisheries Department | — | Member |
| 5. Commissioner and Secretary to Government, Information and Tourism Department | — | Member |
| 6. Commissioner and Secretary to Government, Rural Development Department | — | Member |
| 7. Commissioner and Secretary to Government, Municipal Administration & Water Supply Department | — | Member |
| 8. Commissioner and Secretary to Government, Public Works Department | — | Member |
| 9. Commissioner and Secretary to Government, Ex-Officio in charge of Tourism Department | — | Member |
| 10. Commissioner and Secretary to Government, Transport Department | — | Member |
| 11. Director of Town and Country Planning | — | Member |
| 12. Director of Rural Development | — | Member |
| 13. Director of Fisheries | — | Member |
| 14. Chief Engineer (General) | — | Member |
| 15. Chairman, Tamil Nadu Pollution Control Board | — | Member |
| 16. Chief Conservator of Forests | — | Member |
| 17. Member-Secretary, Madras Metropolitan Development Authority | — | Member |
| 18. Industries Commissioner and Director of Industries and Commerce | — | Member |
| 19. State Port Officer | — | |
| 20. Commissioner of Police | — | Member |
| 21. Chairman, Tamil Nadu Salt Corporation | — | Member |
| 22. The Director of Tourism | — | Member |

D. Sundaresan,
Commissioner and Secretary to Government.

(True Copy)

Lr. No. 021684 (377)/Admn. Br./IR. 2 (1)/87—1 Dt. 13—4—'87.

Sub : TOURISM—Tourism declared as an "Industry"—Orders Issued by Government—Communicated.

Ref : G.O. Ms. No. 563, Information and Tourism (Tourism—VI) Department, Government of Tamilnadu dated 28—12—86.

I am to enclose a copy of G.O. under reference for information.

D. Krishnamoorthi,
Chief Engineer (Personnel)

Encl : One.

Copy of G.O. Ms. No. 563 Information and Tourism (Tourism—VI) Department, Dated : 28th December 1986

TOURISM—Tourism declared as an "Industry"—Orders—Issued.

Order :

The Government have after careful consideration, already decided in principle to declare Tourism as an "Industry" for the purpose of considering Tourism ventures as eligible for suitable concessions as Industry. These concessions will contribute to the cause of Tourism promotion and consequent uplift of the economic conditions of the people, especially the weaker section who can benefit from the promotion of Tourism in their areas.

2. In pursuance of this policy the Government declare Tourism as an "Industry" and now constitute a Committee with the Commissioner and Secretary to Government (Tourism) as Chairman and the following as Members :—

1. Director of Tourism
2. Chairman of Tamilnadu Tourism Development Corporation or his nominee.
3. Commissioner and secretary to Government, Transport Department or his nominee.
4. Commissioner and Secretary to Government, Industries Department or his nominee.
5. Commissioner and Secretary to Government, Public Works Department or his nominee.
6. Commissioner and Secretary to Government, Finance Department or his nominee.

to examine the cases and recommend for assistance, both general and specific, in matters relating to preparation of project, reports, investment subsidy, training assistance, loan and interest assistance, concessions in electricity and water charges and taxes, concession in allotment of land, consideration of joint ventures with the Tamilnadu Tourism Development Corporation, and such related measures.

(By Order of the Governor)

R. Kirubhakaran,
Commissioner and Secretary to Government (Ex-Officio)

(True Copy)

Memo. No. SE/RE/D/1186-1/87 (Technical Branch) Dated 15-4-1987.

Sub: Energisation of Agricultural pumpsets—enhanced imprest for Assistant Divisional Engineers during 1987-88—Approval.

- Ref: 1. Memo. No. SE/RE&I (D)/D/RE/(P)/D3/86/(TB) Dated 4-4-86.
2. Memo. No. SE/RE/D/RE(P)/178/86 Dated 25-3-1986.

To enable achievement of the target of 40,000 pumpsets and 17,300 industrial services during 1987-88, the imprest of Assistant Divisional Engineers in the systems indicated below is increased as specified hereunder:

1. MES/D/South, MES/D/North, MES/D/Central, Coimbatore/North, Kanyakumari. : Rs. 2,000/- (Rupees Two thousand only)
2. All the other systems except Thanjavur (East) and Thanjavur (West) : Rs. 3,000/- (Rupees Three thousand only)
3. Thanjavur (East) and Thanjavur (West) : The permission to enhance the imprest of A.D.Es., A.Es., and J.Es., executing the works during 1986-87 upto Rs. 2,000/- (Rupees Two thousand only) is continued for the year 1987-88 also.

The above orders are valid upto 31-3-1988 only.

B. Vijayaraghavan,
Chairman.

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Memo. No. IEMC/DE3/ISRM/H. T. Sc. 5/336/87. (Technical Branch) dt. 18-4-87.

Sub: R & C — H. T. Industries—M/s. Indian Steel Rolling Mills, Nagapattinam H.T.Sc.5—Cancellation of computed energy quota—Regarding.

Ref: SE/Thanjavur Elec. System (East) Lr. No. AO/R/PWA/A1/F. Quota/5251/71/87, dt. 23-2-1987.

The Superintending Engineer/Thanjavur Electricity System (East) has requested for cancellation of the computed energy quota permitted for running less than three shifts to M/s. Indian Steel Rolling Mills Ltd., (H. T. Sc. 5) Nagapattinam, since the H. T. consumer had not intimated about non-functioning of their factory in full due to labour problem. He has also requested to allot normal energy quota to the above H. T. consumer.

In this connection, the following instructions are issued.

The conditions that are stipulated while permitting computed energy quota are applicable only to the three shift working industries.

The stipulated conditions are not applicable to the H.T. industries, which are working less than three shifts.

B. Vijayaraghavan,
Chairman.

MEMO No. S.E./R.E./G./5908—10/87 (Technical Branch) Dated 23—4—87

Sub ; Unauthorised additional loads in L.T. Agricultural services—Voluntary Disclosure—Regularisation without penal charges—not to insist No Objection Certificate etc.—Orders—issued.

- Ref : 1. B.P. Ms. (Ch.) No. 23 (Tech. Br.) Dt. 9—2—87
 2. Circular Memo. No. SE/RE/G/D. 5910/87 Dt. 9—2—87
 3. Memo No. SE/RE/G/5908—9/87, Dt. 17—3—87

As per orders issued in B.P. and Circular memo. first and second cited respectively, declarations made by the Agricultural consumers regarding the unauthorised additional loads connected in their services under the two Voluntary Disclosure Schemes should be regularised without any field inspection or verification of documents in support of the declarations.

Considering that the Revised Test Reports have to be accepted by Board after due verification of the details furnished therein (as per Statutory provisions) it was clarified in memo. third cited that field verification/Testing of consumers installations may be done in due course so as to avoid delay in regularisation of the unauthorised loads within the stipulated period. The course of action to be taken, if the actual loads found at the time of verification of details furnished in the Revised Test Reports differs with the declarations was also indicated as such discrepancies are bound to come for various reasons.

Complaints are now being received from the consumers that the Board officials are insisting production of No Objection Certificate from the concerned departments and in certain cases sanction of unauthorised loads have been accorded subject to the condition that the consumer should produce required No objection Certificate(s) from the concerned departments within the stipulated period.

Field officers may henceforth be instructed to regularise all the declarations without insisting on any documents except for Revised Test Reports and Certificates required for proving the consumer is the present enjoyer (if not the legal owner) and an indemnity bond as per instructions already issued in Memo. No. SE/RE/G/D. 5908/87 Dated 9—2—87.

The following clarifications are also issued regarding regularisation of Additional Loads under the Voluntary Disclosure Scheme wherein additional motors have been installed :—

(i) If an additional motor is installed for the purpose of lifting water in stages or boosting water supply where the water table has gone down etc., such additional loads may be regularised.

(ii) If additional motor and pumpset have been installed in a single service to lift water from the same well, such cases should **not** be regularised and be rejected (i.e.) the regularisation of the additional load is only for enhancement of the capacity of the existing motor in the service.

(iii) If additional motor and pumpset have been installed to lift water from a well or bore dug very near to the existing well (even if in the same field i.e. S. F. no.) where the existing source is not adequate, the same should **not** be regularised.

(iv) If air compressor motors have been connected to the mains directly without providing change over switch arrangements as per orders in vogue, the additional load of such motors should **not** be regularised. The consumer should be advised in writing to provide the compressor motor with due change over Switch arrangements.

However in respect of case (ii), (iii) and (iv) outlined above for which the unauthorised additional loads declared by the consumers under the Voluntary Disclosure Scheme are not to be regularised, **no penal charges need be levied**. One week notice to disconnect such loads may be issued and the services should be disconnected promptly on expiry of the notice period.

Receipt of this memo. may be acknowledged to Superintending Engineer/ Rural Electrification and Improvements (Distribution)/Madras.

B. Vijayaraghavan
 Chairman

Ch.'s Circular No. CH/TA/1906/87—1, dated 24—4—87.

Sub: Evaluation of tenders—Regarding.

It is seen that in some of the offices, the Tender notes are prepared after mutual discussions. This procedure is not correct. All officers of the Board are informed that the tenders should be evaluated by the lowest officer concerned and then put up to the next higher officers who in turn should examine the tenders and give their recommendations both in respect of technical and commercial conditions so as to enable the competent authority to take a decision after examining the various points of view put forth by the lower officers. In respect of tenders coming to the Tender Committee, the Chief Engineer concerned should take into account the views of the various officers and put up a note containing his recommendations.

B. Vijayaraghavan
Chairman

●●●

Windfarm Project under DANIDA grant financing Scheme—Execution by the Tamil Nadu Electricity Board—Estimate for erection—Approved.

B.P. Ms. (FB) No. 163

(Technical Branch)

Dated : 27—4—1987
Chithirai 14, Prabhava,
Thiruvalluvar Aandu 2018.

Proceedings :

Under the DANIDA grant Financing scheme, the Department of Non Conventional Energy Sources of the Government of India proposes to install pilot wind electrical generators of 75–110 KW capacity at 6 locations in the country, including Kayathar and Sulthanpet in Tamil Nadu. The machines will be procured by the D.N.E.S. from Denmark and supplied free of cost to the Tamil Nadu Electricity Board through Tamil Nadu Energy Development Agency. The Tamil Nadu Electricity Board will be the implementing agency and also the end user. The total cost of erection, interfacing with the grid, foundation etc., have to be met by the Tamil Nadu electricity Board and Tamil Nadu Energy Development Agency (TEDA).

2. The Tamil Nadu Electricity Board approves the proposal to execute the pilot wind Electric Projects at Sultanpet and Kayathar and sanctions for the purpose a sum of Rs. 6,53,500/- (Rs. six lakhs fifty three thousand and five hundred only) as per the estimate annexed.

3. The cost of erection mentioned in (2) above should be shared equally with the Tamil Nadu Energy Development Agency (TEDA).

4. The expenditure is chargeable to "T.N.E.B. Funds Capital Expenditure—I HES—Coimbatore Electricity System/North and Tirunelveli Electricity System/East-Suspense Other suspense (50% of the cost recoverable from TEDA and the balance 50% of the cost to be accounted under Tamil Nadu Electricity Board Funds I HES Coimbatore Electricity System/North (For Sultanpet) and Tirunelveli Electricity System/East (For Kayathar)—Capital Expenditure I Transmission—Erection of 75–110 K.W. Wind Turbine."

(By Order of the Board)

T. Ramankutty,
Chief Engineer/TTPP & Member (Generation)

Encl :

Annexure

Estimate for the erection of one No. 75—110 KW wind turbine each at Sultanpet and Kayathar under DANIDA grant financing.

Sl. No.	Description	Amount in Rs.	
		for Sulantanpet site	for Kayathar site
1.	Land	25,000	25,000
2.	Road reinforcement and approach construction	25,000	20,000
3.	Site clearance	15,000	15,000
4.	Foundation for Wind turbine	1,00,000	1,00,000
5.	Building of control House	30,000	30,000
6.	Electrical installation in the control House	10,000	10,000
7.	Erection of 200 KVA transformer (excluding transformer)	20,000	20,000
8.	Erection of 11 KV line 1.5 km for Sultanpet and 0.6 Km. for Kayathar at Rs. 35,000/- per KM.	52,500	21,000
9.	Strengthening of the 11 KV line from Wind Turbine site to Kayathar SS (8 km.) at Rs. 12,500/-per km. approx.	—	1,00,000
10.	Trench excavation, cable laying and back filling for 0.125 km. per site at Rs. 60,000/- per km.	7,500	7,500
11.	Erection charges	10,000	10,000
	Total	2,95,000	3,58,500

Total for both sites Rs. 6,53,500/-

(Rs. six lakhs fifty three thousand and five hundred only).



Memo. No. SE/RE/H/C. 343/87 (Technical Branch) dated 27—4—1987.

Sub : LT Domestic, Commercial and Industrial Services below 10 HP pending more than three months—Effecting supply—Instructions issued.

Numerous representations are being received from L.T. Domestic, Commercial and Industrial applicants that there is abnormal delay in effecting supply. The matter was discussed in the Regional Chief Engineers' meeting held on 25—4—87.

2. It is seen that no serious attempt has been made at various levels to find out the exact reasons for this huge pendency and to dispose of the long pending applications. A special drive should be launched by the Regional Chief Engineers to ensure that all applications received prior to 1—1—87 in the category of Domestic, Commercial and Industrial services of 10 HP and below are given supply before 31—5—87. If it is not possible to effect supply to any such applicant before 31—5—87, the Regional Chief Engineer should personally review the reasons and send a report to this Office by 20—6—87.

3. The receipt of this memo may be acknowledged to Superintending Engineer, Rural Electrification and Improvements (Distribution)/Madras-600 002.

B. Vijayaraghavan
Chairman

Sanction of Stock Estimates for manufacture of line materials through contract—Delegation of powers to System Superintending Engineers.

B.P. Ms. (FB) No. 174

(Tech. Branch)

Dt. 27—4—87.

Chithirai 14, Prabhava,
Thiruvalluvar Aandu, 2018.

NOTE TO BOARD DATED 4—4—87.
(523rd Meeting held on 22—4—87 item No. 9)

Proceedings :

The Tamil Nadu Electricity Board delegates powers to all System Superintending Engineers to sanction stock Estimates for manufacture of line materials through contract upto Rs. 1 Lakh (Rupees one Lakh) per estimate.

(By Order of the Board)

D.S. Nelson,
Chief Engineer/Materials Management

● ● ●

TAMIL NADU ELECTRICITY BOARD — Tuticorin Thermal Power Station Industrial Co-Operative Service Society—Entrustment of unskilled works—Proposal — Approved.

B.P. Ms. (F.B.) No. 40

(Administrative Branch)

Dated 27—4—1987.

14, Chithirai, Prabhava,
Thiruvalluvar Aandu 2018.

READ :

1. Item No. 50 of Minutes of 518th Meeting of the Tamilnadu Electricity Board held on 20—1—1987.
2. B. P. Ms. (FB) No. 19 (Admn. Br.) dt. 4—2—1987.

Proceedings :

In the B. P. cited, the Tamilnadu Electricity Board has agreed that if the labourers organise themselves into an Industrial Co-Operative service Society, routine works of cleaning, handling of materials etc. in Tuticorin Thermal Power Station could be given to them on nomination basis.

2. Accordingly, the Tuticorin Thermal Power Station Industrial Co-Operative Service Society has been formed and registered on 27—3—1987. The Tuticorin Thermal Power Station Industrial Co-Operative Service Society has resolved to take up the contract works of the Tuticorin Thermal Power Station from 1—5—1987. The Chief Engineer/Tuticorin Thermal Power Station has sent a proposal for utilisation of contract workers from the Tuticorin Thermal Power Station Industrial Co-Operative Service Society for the works mentioned in para-1 above.

3. The Tamilnadu Electricity Board hereby approves utilisation of 322 unskilled contract labourers of Tuticorin Thermal power Station Industrial Co-operative Service Society in Tuticorin Thermal Power Station for a total contract value of Rs. 19-60 lakhs for a period of 11 months from 1—5—1987 to 31—3—1988.

(By Order of the Board)

D. Krishnamoorthi
Chief Engineer (Personnel)

● ● ●

Memo.No.C.No. 45/Adm. Br./Tariff-I(4)/87-1, dt. 27—4—87.

Sub: Notice of termination of Agreement to be issued to the consumers.

Ref: B.P.Ms.(FB)No. 123 (Adm. Branch) dt. 30—12—86.

As per the above B.P., two months notice has to be issued to the consumers whenever the service remains disconnected, intimating the amount to be paid by him to the Board and also requiring him to avail supply, after paying the amount due, within two months from the date of service of such a notice, failing which the Agreement for his service will get terminated without further notice.

2. It is considered that such notice should be standardised and used in all the Sections. Accordingly, a format of the notice is enclosed for adoption in your System. This notice should be issued to the consumer one month from the date of disconnection of the service.

3. The receipt of this memo. should be acknowledged to the Personnel Officer/Tariff.

Encl : One format

B. Vijayaraghavan,
Chairman.

Encl :

TAMIL NADU ELECTRICITY BOARD

From

The Asst. Accounts Officer,
Revenue Branch
Divisional Engineer/O&M

(FOR LOW TENSION SERVICE)

.....System

The Accounts Officer,
Deputy Financial Controller/Rev.
O/o. the Superintending Engineer,

(FOR HIGH TENSION SERVICE)

.....System

To

Sir,/Madam

Letter No. _____

dt. _____

Sub :- Elec'y.—Disconnected service—Account No.....Termination of Agreement—
Notice—Issued.

The electricity service bearing Account No.....standing in your name, at premises No.....is under disconnection on and from.....
The sum of Rs....., being the dues payable to the Board as on the date of disconnection, is outstanding to be paid by you. Belated payment surcharge/interest on such amount till the date of payment as also monthly minimum charges till the date of payment are also payable.

2. As you have not come forward so far to pay the dues and avail supply, you are hereby informed that if you fail to pay the outstanding dues along with the Belated Payment Surcharge/interest thereon and reconnection charges within two months on and from the date of receipt of this letter, the Agreement entered into with the Board shall stand terminated without any further notice as per the Terms and Conditions of Supply, on the expiry of the said period of two months. You are further informed that:

- (i) if you fail to resume supply within the period stipulated above, you will have to apply for a new service there after, after settling the dues to the Board and monthly minimum charges till the date of termination of the Agreement,
- (ii) Action under Tamil Nadu Electricity Board (Recovery of Dues) Act, 1978 will be instituted to destrain your properties to recover the dues together with the Belated payment Surcharge/interest and monthly minimum charges along with incidental charges.

3. You are, therefore, advised to take note of this notice and settle the arrears to avoid termination of the Agreement and further action as indicated above.

Yours faithfully,

Copy to :

The Section Officer/O&M
The Divl. Engineer/O&M

For Low Tension Service
For High Tension Service

for arranging to handover this Notice direct to the consumer, obtain acknowledgement, and take follow-up action for collecting the amount, after verifying whether the amount has since been collected from the party.

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பிற்சேர்க்கை

தமிழ் ஆட்சிமொழிச் செயலாக்க நடவடிக்கை 3/1987.

குறிப்பாணை எண். 54996/34/தவ/நிகி/87-1, நாள் 28-4-1987.

பொருள் : தமிழ் ஆட்சி மொழிச் செயலாக்கம்—அன்றாடம் பயன்படுத்தும் நடைமுறைப் படிவங்களின் தமிழாக்கம்—செயலாக்க அனுப்பப்படுகிறது.

எல்லா அலுவலங்களிலும் அன்றாடம் பயன்படுத்தும் கீழ்க்குறிப்பிட்டுள்ள படிவங்களின் தமிழாக்கம் இத்துடன் இணைக்கப்பட்டுள்ளன.

1. மறு கவனிப்புப் பதிவேடு (கால்புக்)
2. நினைவூட்டுக் குறிப்பேடு (ரிமைண்டர் டைரி)
3. நடவடிக்கை எடுக்கா நடப்புகளின் விவரப் பட்டியல் (டிடென்ஷன் லிஸ்ட்)
4. நிலுவைப் பட்டியல் விவரம் (அரியர்லிஸ்ட்)
5. மாதாந்திர அலுவல் முறை அறிக்கை (மன்த்லி டீசினஸ் ஸ்டேட்மெண்ட்)

வாரிய அலுவலக நடைமுறை நூலில் (போர்டு ஆபீஸ் மேன்யுவல்) உள்ள படிவங்கள்

மேற்குறிப்பிட்ட குறிப்பேடுகள், பட்டியல்கள், அறிக்கைகள் இனி தமிழிலேயே இருக்க வேண்டும் என எல்லா அலுவலர்களும் கேட்டுக் கொள்ளப்படுகிறார்கள்.

பொ. ஈஸ்வரமூர்த்தி,
செயலர்.

பெறுநர் :

செயலகக் கிளை.

நிருவாகக் கிளை.

உள் தணிக்கைப் பிரிவு.

கணக்குப் பிரிவு.

தொழில் நுட்பக் கிளையின் எல்லா அலுவலகங்கள்.

எல்லா தலைமைப் பொறியாளர்கள்.

எல்லா மேற்பார்வைப் பொறியாளர்கள்.

நகல் : தேர்முச உதவியாளர்/தமிழ் வளர்ச்சிப் பிரிவு. கெசட்டில் வெளியிட.

இணைப்பு :

வாரிய அலுவலக நடைமுறை நூலின் (போர்டு ஆபீஸ் மேன்யுவல்) அத்தியாயம்—XI, 155 (1) பத்தியில் உள்ள விவரங்களைக் காண்க.

பிற்சேர்க்கை—VII

மறு கவனிப்புப் பதிவேடு (கால்புக்)

.....பிரிவு (செக்ஷன்) 198...

.....கிளை (பிராஞ்ச்)

தொடர் எண்.	பதிவேட்டில் குறித்த நாள்	பொருள்	பழைய நடப்பு (கரண்ட்) எண்	இப்பதிவேட்டில் இடம் பெற வழி வகுத்துள்ள வாரிய ஆணை அல்லது உத்தரவின் எண்ணும் அது விடுக்கப்பட்ட நாளும்.	நடவடிக்கை எடுக்கப்பட வேண்டிய நாள்
(1)	(2)	(3)	(4)	(5)	(6)

இப்பொருள் குறித்துக் கடைசியாக வந்துள்ள நடப்பின் (கரண்ட்) விவரங்கள். (உ.ம்.) எண், நாள்.

(7)

(ii)

வாரிய அலுவலக நடைமுறை நூலில் (போர்டு ஆபீஸ் மேன்யுவல்)
அத்தியாயம்—XI பத்தி 155 (2)—ஐக் காண்க.

பிற்சேர்க்கை—VIII

நினைவூட்டுக் குறிப்பேடு (ரிமைண்டர் டைரி)

.....பிரிவு 198.....
.....கிளை

தொடர் எண்.	கோப்பு எண், நடப்பு (கரெண்ட்) எண் அல்லது மறுகவனிப்புப் பதிவேடு (கால்புக்)	நினைவூட்டுக் குறிப்பு அனுப்பிய நாள்
(1)	(2)	(3)

வாரிய அலுவலக நடைமுறை நூலின் (போர்டு ஆபீஸ் மேன்யுவல்)
அத்தியாயம்—XI 159வது பத்தியில் உள்ள விவரங்களைக் காண்க

பிற்சேர்க்கை—IX

நடவடிக்கை எடுக்கா நடப்புகளின் விவரப் பட்டியல் (டிடென்ஷன் லிஸ்ட்)

.....பிரிவு (செக்ஷன்) 198.....
.....கிளை (பிராஞ்ச்)

நடப்பு எண்.	அலுவலகத்தில் பெறப்பட்ட நாள்	சுருக்கமான தலைப்பு	பிரிவில் பெறப்பட்ட நாள்	குறிப்புரை
(1)	(2)	(3)	(4)	(5)

வாரிய அலுவலக நடைமுறை நூலின் (போர்டு ஆபீஸ் மேன்யுவல்)
அத்தியாயம்—XI பத்தி 159—ஐக் காண்க.

பிற்சேர்க்கை—X

நிலுவைப் பட்டியல் விவரப் (அரியர்லிஸ்ட்) படிவம்

.....கிளை (பிராஞ்ச்)பிரிவு

தொடர் எண்	நடப்பு எண்ணும் அது பெறப்பட்ட நாளும்	யாரிட மிருந்து பெறப் பட்டது	பொருள்	இது தொடர்பாக விடுக்கப்பட்ட/ பெறப்பட்ட குறிப்புகள்	இடைக்கால பதில்/ குறிப்புகள்	விடுக்கப் பட்டவை	பெறப் பட்டவை
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(7)

நடவடிக்கை முடியும் போது (நிலுவைப் பட்டியலை வைக்கும்போது இந்த இறுதி நடவடிக்கையின் நிலை என்ன என்பதையும் இதன் நடப்பு என் பெறப்பட்ட நாள் ஆகியவற்றையும் இது தாமதமாக வைக்கப்படுவதன் காரணத்தையும்) குறிப்பிடுக. கோப்பில் இறுதியாக எடுக்கும் நடவடிக்கை முடிவுகளைத் தவிர மற்ற இடைக்கால நடவடிக்கைகளை இங்கு பென்சிலால் குறிக்கவும்.

(8)

மாதாந்திர அலுவல்முறை அறிக்கை (மன்தலி பிசினஸ் ஸ்டேட்மெண்ட்)

.....ஆம் ஆண்டு..... மாதத்திற்கான அலுவல்முறை அறிக்கை.

பிரிவின் பெயர் :

பிரிவுத் தலைவரின் பெயர் :

உதவியாளர்களின் பெயர் : 1.

2.

நடப்புகள் (கரண்ட்ஸ்)

உதவியாளர்கள்	மாதத் தொடக்கத்தில் நிலுவையாயிருந்த நடப்புகளின் எண்ணிக்கை	இந்த மாதத்தில் வரப்பெற்ற நடப்புகளின் எண்ணிக்கை	நடப்புகளின் மொத்த எண்ணிக்கை
(1)	(2)	(3)	(4)

இம்மாதத்தில் தீர்வு செய்யப் பட்ட (டிஸ்போஸ்டு ஆப்) நடப்புகளின் எண்ணிக்கை	மாத இறுதியில் தீர்வு செய்யப் பட்டாமல் இருந்த நடப்புகளின் எண்ணிக்கை	நடவடிக்கையே எடுக்கப்படாமல் உள்ள நடப்புகள் குறித்து		
		கிடைக்கப் பெற்று ஐந்து நாட்களுக்கும் குறைவானவை	கிடைக்கப் பெற்று ஐந்து நாட்களுக்கும் மேலானவை என்றாலும் ஒரு மாதத்திற்கு மேற்படாதவை	கிடைக்கப் பெற்று ஒரு மாதத்திற்கு மேலானவை
(5)	(6)	(7)	(8)	(9)

மாதத் தொடக்கத்தில் நிலுவையாயிருந்த கோப்புகளின் எண்ணிக்கை (10)	இந்த மாதத்தில் உருவான கோப்புகளின் எண்ணிக்கை (11)	இருந்த கோப்புகளின் மொத்த எண்ணிக்கை (12)	இம்மாதத்தில் முடிக்கப்பட்ட கோப்புகளின் எண்ணிக்கை (13)
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நடவடிக்கை எடுக்கப்படாமல் நடப்பில் (ரன்னிங்) உள்ள கோப்புகளின் எண்ணிக்கை.

மாத இறுதியில் இருந்த கோப்புகளின் எண்ணிக்கை (14)	மூன்று மாதங்களுக்கும் குறைவானவை (15)	மூன்று மாதங்களுக்கு மேற்பட்டவை. ஆனால் ஆறு மாதங்களுக்குக் குறைவானவை. (16)	ஆறு மாதங்களுக்கு மேற்பட்டவை. ஆனால் ஒரு ஆண்டுக்கும் குறைவானவை. (17)	ஒரு ஆண்டுக்கும் மேற்பட்டவை (18)
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