

OFFICE OF THE
EXECUTIVE ENGINEER
POWER HOUSE
MOYAR.



TAMIL NADU ELECTRICITY BOARD GAZETTE

Vol. VIII

JANUARY 1989

No. I



News & Notes

PART—I

NEWS & NOTES

I. Generation Particulars :

The generation and relief figures for January 89 and for the period from July 88 to January 89 were as follows :—

Sl. No.		January '89	July '88 to January '89
		(Figs. in M.U.)	
1.	Ennore	119.202	1011.693
2.	Tuticorin	448.190	2430.860
3.	Mettur	163.707	816.710
	TNEB Thermal	731.099	4259.263
4.	Neyveli TS I	246.377	1762.262
5.	Neyveli TS II	238.628	1832.494
6.	Kalpakkam	33.353	1060.038
7.	Hydro Generation	343.127	2470.199
8.	Net Export to Kerala	(—) 81.751	(—) 754.592
9.	Net Export to Karnataka	(—) 33.242	(—) 77.132
10.	Net Import from Andhra	(+) 1.705	(+) 33.761
11.	Import from Manali	0.207	11.074
12.	Windfarm		2.299
	Net TNEB Consumption	1545.987	10599.666

II. Hydro Inflows :

The Hydro Inflows in January '89 were 32 M.U., as against 54 M.U. last year and as against the ten year average of 83 M.U. The inflows during the period from July '88 to January '89 were only 2514 M.U. as against the ten year average of 2612 M.U. and the last year inflows of 1641 M.U.

III. Storage Position :

The storage position in various reservoirs as on 1—2—89 when compared to the storage on 1—2—88 was as follows :

Sl. No.	Name of the Group	As on 1—2—89	As on 1—2—88	Difference
		(Figs. in M.U.)		
1.	Nilgiris	495.65	479.65	(+) 16.00
2.	Periyar	—	43.01	(—) 43.01
3.	Papanasam & Servalar	—	39.10	(—) 39.10
4.	PAP.	105.18	71.77	(+) 33.41
5.	Kodayar	43.55	47.52	(—) 3.97
6.	Suruliya	3.20	7.17	(—) 3.97
	Total excluding Mettur	647.58	688.22	(—) 40.64
	For Mettur	—	16.59	(—) 16.59
	Total including Mettur	647.58	704.81	(—) 57.23

C O N T E N T S

1. PART — I					Page
NEWS & NOTES	(v)
2. PART — II					
GENERAL ADMINISTRATION & SERVICES	1
3. PART — III					
FINANCE	108
4. PART — IV					
TECHNICAL	109
5. INDEX	127

(vi)

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

The details of generation at Tuticorin during January '89 were as follows.

Unit	Availability Factor %	Generation in MU	Plant Load Factor %
I	96.99	152.52	97.62
II	98.76	154.97	99.19
III	90.46	140.70	90.05
Station	—	448.19	95.62

(ii) Ennore :

The details of generation at Ennore during January '89 were as follows.

Unit	Availability Factor %	Generation in MU	Plant Load Factor %
I	99.55	35.457	79.43
II	86.58	32.527	72.87
III	—	—	—
IV	—	—	—
V	72.14	51.218	62.58
Station	—	119.202	35.60

Unit III and IV which were under shutdown from 30—9—88 and 2—9—88 respectively for overhaul works are expected to come back after major repair works consequent on the fire accident on 10—10—88. Unit V is under shutdown from 25—1—89 due to stator fault.

(iii) Mettur :

The details of generation at Mettur Thermal Power Station during January '89 were as follows :

Unit	Availability Factor (%)	Generation in M.U.	Plant Load Factor (%)
I	65.01	72.370	46.32
II	72.55	91.337	58.46
Station	—	163.707	52.39

Unit I which was under shutdown from 8—10—88 for blade replacement was put back into service on 10—1—89.

V Auxiliary consumption and oil consumption in Thermal Stations :

The auxiliary consumption and oil consumption at Tuticorin and Ennore during January '89 were as follows.

	Tuticorin	Ennore
Auxiliary Consumption (%)	7.30	11.6
Oil consumption (ML/unit)	2.18	3.9

VI. Training :

The following special training programmes were conducted during January '89.

(1) Two days training programme on uniform Commercial Accounting System conducted from 9-1-89 to 10-1-89 and 30-1-89 to 31-1-89 at Staff Training College at Madras and at Madurai from 27-1-89 to 28-1-89.

(2) 20 Superintending Engineers and 40 Executive Engineers/Personnel Officers/Deputy Financial Controller deputed for Computer Appreciation Training Programme from 2-1-89 to 6-1-89.

(3) Thiru G.R. Sundararajan, Member (Distribution) was deputed to visit Japan from 15-1-89 to 31-1-89 against contract agreement with M/s. Sumitomo Corporation.

VII. Sanction of leave to Office Helpers and employees of RWE :

Detailed instructions in regard to sanction of leave to Office Helpers and employees of RWE have been issued in B.P. (Ch) No. 5 (Sectt. Br.) dt. 7-1-89.

VIII. payment of allowances during the period of training :

The existing Regulation 83(a) of the Tamil Nadu Electricity Board Employees' Travelling Allowance Regulations has been modified to allow full DA for first 30 days, three-Fourths DA for the next 60 days, half DA for the next 90 days and no DA beyond 180 days. Beyond 180 days the trainee will be allowed TA as on transfer including House Rent Allowance and City Compensatory Allowance at the rates admissible as the training place. Vide B.P. (FB) No. 1 (Sectt. Br.) dt. 10-1-89

IX. Upgradation of the post of FC (Revenue) :

The post of FC (Revenue) in the grade of Superintending Engineer has been upgraded to the grade of Chief Engineer in B.P. (FB) No. 5 Sectt. Br) dt. 20-1-89.

X. Payment of ex-gratia to Officers of TNEB :

The Tamil Nadu Electricity Board has sanctioned payment of a sum of Rs. 400/- to the Officers of the Board drawing salary exceeding Rs. 2500/- and who are not eligible for bonus under Bonus Act as ex-gratia on par with the amount paid to Government employees as "Pongal gift" Vide B.P. (Ch) No. 15 (Sectt. Br) dt. 20-1-89.

XI. Provision of extension phones under Plan 103 to the Executive Engineers in Distribution Division Offices :

In B.P. (Ch) No. 72 dt. 31-1-89 the Board has sanctioned the provision of an extension phone under Plan 103 on the tables of the Executive Engineers of Distribution wherever such facility is not available at present.

The following are the details of the posts created, upgraded and abolished during the month of January, 1989.

K. N. Rathinavelu,
Secretary.

Posts Created

Sl. No.	Details of Board's orders	Name of the Distn. Circle/ Project	Name of the post	No. of posts	Purpose for which the posts were created	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Per. B.P. (Ch) No. 3 (Sectt) dt. 9-1-89	Bd. Office/ Sectt. Branch	Drivers	2		

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2.	Per. B.P. (Ch) No. 22 (Adm) dt. 19-1-89	Madurai EDC	AE/JE I Gr. J.E. II Gr. Line Inspector Elec. I Gr. Lineman Helper Comm. Assistant	1 4 1 1 5 2 1	For 110/11 KV (Non-Grid) SS at Thiruppala	For a period upto 31-7-89 from the date of utilisation.
3.	Per. B.P. (Ch) No. 29 (Adm) dt. 23-1-89	G.C.C./Salem	S.C. I Gr. S.C. II Gr. Typist	6 6 1	For Central Stores in GCC/Salem	For a period upto 31-1-90 From the date of utilisation.
4.	Per. B.P. (Ch) No. 30 (Adm) dt. 23-1-89	Chidambaram EDC	Assistant	1	To attend to increase in work in Tuticorin Urban Division	For a period upto 31-10-89 from the date of utilisation.
5.	Per. B.P. (Ch.) No. 33 (Adm) dt. 23-1-89	CE/D/Trichy CE/D/Madurai CE/D/CBE.	A.E. (Civil) -do- -do-	1 1 1	The works relating to the purchase of materials have been transferred to C.E./M.M.	For a period upto 28-2-90 from the date of utilisation
6.	Per. B.P. (Ch) No. 34 (Adm) dt. 24-1-89	Madurai EDC	Assistant	2	To attend to increase in works in Periyakulam and Usilampatty Division	For a period upto 31-7-89 from the date of utilisation.
7.	Per. B.P. (FB) No. 9 (Adm) dt. 24-1-89	L.M.H.E.P.	PHI/Chekkannur E.E. (Elec.) Assistant Draughtsman Jr. Asst. Typist O. H.	1 1 1 1 2 1 1	For O & M of P.H. I to IV and Civil Maintenance Division in L.M.H.E.P.	Upto 31-1-90
PH III K. K. Medu						
			Assistant Draughtsman Junior Assistant Typist	1 1 2 1		
PH IV Uratoikkottai						
			A.E.E. (Elec.) A.E.E. (Mechl) A.E. (Elec.) A.E. (Mechl)	5 1 1 1		
Civil Maintenance Division						
			E.E. (Civil) A.E.E. (Civil) A.E./J.E. (C) I Gr. Draughtsman Assistant Jr. Assistant Typist Office Helper	1 2 4 1 1 1 1 1	For O & M of P.H. I to IV and Civil Maintenance Division in L.M.H.E.P.	Upto 31-1-90

(ix)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Per. B.P. (F.B.) L.M.H.E.P. No. 9 (Adm. Br.) dt. 24-1-89 (CONTD)		PH I/Chekkanur			
			Wireman/Gauge Reader	3		
			Asst. Operator	4		
			Driver	2		
			Vehicle Helper	1		
			PH II Nerinjipettai			
			S.B.O.	2		
			Foreman II Grade	2		
			Electn. I Gr.	1		
			Electn. II Gr.	2		
			Fitter I Gr.	1		
			Filter Operator	1		
			Mechanic II Gr.	1		
			Crane Driver	1		
			Helper	7		
			Wireman	3		
			Asst. Operator	2		
			PH III K. K. Medu			
			Asst. Operator	4		
			Wireman/Gauge Reader	3		
			Driver	2		
			Vehicle Helper	1		
			PH IV Uratchikkottai			
			S.B.O./S.B.A.	4		
			Foreman II Gr.	2		
			Electn. I Gr.	1		
			Electn. II Gr.	2		
			Fitter I Gr.	1		
			Filter Operator	1		
			Mechanic II Gr.	1		
			Crane Driver	1		
			Helper	13		
			Wireman	3		
			Asst. Operator	4		
			Civil Maintenance Division			
			Maistry III Gr.	4	For O&M of P.M.I.	Upto 31-1-88
			Fitter II Gr.	4	to IV and Civil	
			Helper	12	Maintenance Division	
			Driver	2	in L.M.H.E.P.	
			Vehicle Helper	1		
				131		
			8. Per. B. P. (Ch) M.T.P.P.			
			No. 43			
			(Adm. Br.)			
			dt. 25-1-89			
			EE/ (Elec)	1	For Project	-do-
			AE/JE I Gr. (Elec)	1	Monitoring work	
			AE/JE I Gr. (Mech)	1		
			AE/JE I Gr. (Civil)	1		
			Typist	1		
			9. Per. B.P. (Ch) L.M.H.E.P.			
			No. 42			
			(Adm. Br.)			
			dt. 25-1-89			
			AE/JE (C) I Gr.	2	One each to Lower	-do-
					Bhavani Micro	
					Hydel Project and	
					Vaigai Micro	
					Hydel Project	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
10.	Per. B.P. (Ch) No. 44 (Adm.) dt. 25-1-89	C.E./T.T.P.S.	Administrative Officer	1	In view of the staff strength in the Thermal Power Station and to attend to Labour matters due to increase in volume of work and enhanced powers delegated	Upto 30-11-89 from the date of utilisation
11.	Per. B.P. (Ch) No. 45 (Adm) dt. 27-1-89	C.F.C./Accounts Branch	Section Officer Assistant (Sectt. Branch) Asst.-cum-Steno (Sectt. Branch) Typist (Sectt. Branch)	6 16 1 4	To vest both Adm. & Techl. control over staff in only one Branch	From 1-2-89 to 28-2-90
12.	Per. B.P. (Ch) No. 46 (Adm) dt. 27-1-89	C.E./Planning	Section Officer Assistant Typist Record Clerk	1 5 3 2	Bd. Office-Staff belonging to one Branch working in another Branch-Dual control-Dispensing with	-do-
13.	Per. B.P. (Ch) No. 48 (Adm) dt. 27-1-89	S.E./I.E.M.C.	Personnel Officer Superintendent Assistant Typist	1 2 6 1	-do-	-do-
14.	Per. B.P. (Ch) No. 50 (Adm) dt. 27-1-89	S.E./Tirupathur E.D.C.	S.C. I Grade S.C. II Grade	3 4	For attending the Central Stores works	Upto 31-5-89 from the date of utilisation
15.	Per. B.P. (Ch) No. 51 (Adm) dt. 27-1-89	S.E./Tiruvannemalai E.D.C.	A.E.E. (Elec) Jr. Assistant Comm. Inspector A.C.I.	2 2 2 2	For attending the O&M sub-division works	Upto 30-4-89 from the date of utilisation
16.	Per. B.P. (Ch) No. 52 (Adm) dt. 27-1-89	L.M.H.E.P.	AE/JE IGr. (Elec)	2	For Switch Gear erection for M.H.P.	Upto 30-9-89
17.	Per. B.P. (Ch) No. 55 (Adm) dt. 27-1-89	Madras E.D.C./North.	A.E.E. (Elec) Jr. Assistant Comm. Inspector A.C.I.	3 3 3 3	For attending to the normal O&M works in the new sub-divisions	Upto 31-3-90 from the date of utilisation
18.	Per. B.P. (Ch) No. 56 (Adm) dt. 27-1-89	Madras E.D.C./Central	Lineman	3	For attending to the Fuse off calls and breakdown in Santhome Sub-division	-do-
19.	Per. B.P. (Ch) No. 57 (Adm) dt. 28-1-89	C.E./Civil Designs	S.E. (Civil) A.E. (Civil) Steno Office Helper	1 1 1 1	To look after the design issue of tender specifications, Technical correspondence etc.	For a period upto 30-9-89 from the date of utilisation
20.	Per. B.P. (Ch) No. 58 (Adm) dt. 28-1-89	Madras E.D.C./Central	A.E./J.E. I Gr.	1	For V.H.F. Communication system to 50 Sub-Stations in Control Centre Division	Upto 31-3-90 from the date of utilisation

(1)	(2)	(3)	(4)	(5)	(6)	(7)
21.	Per. B.P. (Ch) No. 71 (Adm) dt. 30-1-89	C.E./Planning	A.E.E. (Civil)	1	To an Environmental Management Cell	Upto 28-2-90
22.	Per B.P. (Ch) No. 74 (Sectt.) dt. 31-1-89	Trichy E. D. C./North	S. C. II Grade	1	Creation of supernumerary post-To accommodate Thiru M. Chockalingam, S. C. II Gr.	
22.	Per B.P. (Ch.) No. 28 (Sectt.) dt. 31-1-89	Sectt. Branch	Superintendent (Adm. Branch) Assistant (Adm. Br.) Jr. Assistant Typist Office Helper	1 2 1 1 1	Staff belonging to one Branch working in another Branch-Dual control-Dispensing with	For a period from 1-2-89 to 28-2-90

Posts Upgraded

—Nil—

Posts Abolished

Sl. No.	Details of Board's Orders	Name of the Circle	Name of the post	No. of posts
(1)	(2)	(3)	(4)	(5)
1.	Memo. No. 63034/113/ S2/A2/88-1, dt. 20-1-89	Adm. Branch	Superintendent Assistant Jr. Assistant Typist	1 2 1 1
2.	Per B. P. (Ch.) No. 33 (Adm. Br.) dt. 23-1-89	CE (D)/ Trichy CE (D)/ Madurai CE (D)/ Coimbatore CE (D)/ Vellore	A. E. (Elect.) A. E. (Elect.) A. E. (Elect.) A. E. (Elect.)	1 1 1 1
3.	Per. B.P. (FB) No. 9 (Adm) dt. 24-1-89	L.M.H.E.P.	Barrage I/ Chekkanur Mechl. Division E.E. (Mechl.) A.E.E./Mechl. AE/JE I Gr. (M) Assistant Jr. Assistant Typist Office Helper Foreman I Gr. Driver Mixer Driver Syrang II Gr. Pitter II Grade Winch Driver Electrician II Gr. S.B.O. Vehicle Helper Pitter III Grade Watchman Helper	1 2 6 1 2 1 2 1 1 1 6 3 1 2 4 5 1 5 21

(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Barrage II / Nerinjipettai Eecl. Division			
			E.E. (Elec.)	1		
			A.E.E./Elec.	4		
			A.E./J.E. (Elec.)	8		
			Assistant	1		
			Jr. Assistant	1		
			Typist	1		
			Office Helper	2		
				84		
4.	Per. B.P. (Ch.) No. 44 (Adm. Br.) dt. 25-1-89	C.E./T.T.P.S.	Asst. Adm. Officer	1		
5.	Memo. No. 137959/ S2/A2/89-3, dt. 26-1-89	S.E./Civil/ Hydel	Senior D'man Typist	2 1		
6.	Per. B.P. (Ch.) No. 47 (Adm.) dt. 27-1-89	Adm. Branch	Superintendent Assistant Jr. Assistant Typist Office Helper	1 2 1 1 1		
7.	Per. B.P. (Ch.) No. 48 (Adm.) dt. 27-1-89	Adm. Branch	Personnel Officer Superintendent Assistant Typist	1 2 6 1		
8.	Memo. No. 117874/S1/70/ A1/87-4, dt. 27-1-89	Madras E.D.C. North	Stores Supervisor S.C. I Grade S.C. II Grade	1 1 1		
9.	Per. B.P. (Ch.) No. 17 (Sectt) dt. 30-1-89	Board Office Sectt. Br.	Section Officer Assistant Asst.-cum-Steno Typist	6 16 1 4		
10.	Per. B.P. (Ch.) No. 18 (Sectt) dt. 30-1-89	—do—	Section Officer Assistant Typist Record Clerk	1 5 3 2		
11.	Per. B.P. (Ch) No. 71 (Adm) dt. 30-1-89	C.E/Planning	A. E./Elec.	1		
12.	Memo. No. 11692/S2/ A2/89-1, dt. 31-1-89	Adm. Branch (Anomaly Section)	Superintendent Assistant Jr. Assistant Typist	1 2 1 1		

GENERAL ADMN. & SERVICES

PART-II

General Administration & Services

Letter No. 21807 D1/88-1 Board Office Secretariat Branch, Dated: 22-12-88.

Sub: Disciplinary cases-Review petition-Proforma prescribed.

Ref: Govt. Lr. No. 78488/Per. N/87-2 (P & AR Dept.) dt. 24-3-88.

I am to enclose a Government letter cited together with the proforma for submitting the Review Petition of the employees to higher authorities. I am to say that proforma prescribed by the Government for Review Petitions cases be followed in Tamil Nadu Electricity Board also.

P. Easwaramurthi,
Secretary.

Copy of Letter No. 73438/Per-N/87-2, dt. 24-3-88, received from Tmt. J. Anjani Dayanand, I.A.S., Special Commissioner and Secretary to Government, Personnel and Administrative Reforms (Per-N) Department, Government of Tamil Nadu, Fort St. George, Madras-600 009, addressed to all Secretaries to Government, and all Heads of Departments.

Sub: Public Services-Disciplinary cases-Review petition to Government-Proforma-Prescribed.

In a particular case, where a Government servant preferred a Review petition to Government against the punishment imposed on him, the information regarding date of communication of the punishment order to the petitioner was not available. Hence a decision as to whether to reject the petition as time-barred or to condone the delay, if it were a delayed one, could not be taken. This was not a solitary instance where such vital information was not furnished. In order to guard against such omissions in future, Government desire that all appeals/Review Petitions to Government may be forwarded along with the proforma enclosed.

2. The receipt of this letter may be acknowledged in due course.

Special Commissioner and Secretary to Govt.

(True Copy)

PROFORMA

1. Name of the appellant/petitioner :
2. Present or Former designation and Station :
3. Penalty imposed and the proceedings/
G.O. No. and date in which the penalty
was imposed :
4. Date of serving of the order :
5. Date of submission of appeal/Review
petition etc. :
6. Date of receipt in the Office where the
appellant/Petitioner is/was working :
7. Dates of forwarding of appeal/review
petition etc. to the next higher authorities :
8. If there is delay in forwarding the appeal
for more than 15 days at each stage,
reason for delay :
9. (a) whether the appellant/petitioner has
adduced any fresh reasons for
consideration :

(b) If so details thereof

(a)

(b)

(c)

Signature and Designation
of Forwarding Authority.

(True Copy)

● ● ●

Endt. No. 149519/IR. 4 (3)/88—1 (Adm. Br.) Dated 26—12—88.

Ref : Lr. No. 78532/88—2 dt. 14—10—88

Copy communicated to all officers of the Tamil Nadu Electricity Board and they are requested to adhere to the instructions of the Government strictly in the matter.

M. Chinnakkannu,
Chief Engineer (Personnel)

Encl :

Encl. :

Copy of Letter No. 78532/88-2, dt 14-10-88 received from Thiru K. A. Sundaram, I.A.S., Commissioner and Secretary to Government, Public (Military) Department, Fort St. George, Madras-9, addressed to All Collectors.

Sub : Military—Welfare of families of Army Jawans—Actions on the request of the Army Jawans—Instructions—Issued.

Ref : From Thiru G. Asvathanarayan, Additional Secretary to Government of India, Ministry of Defence, New Delhi D.O. Letter No. 5149/DS/(AG)/88 dt. 3-10-1988.

I am directed to state that it has been brought to the notice of Government of India that many army Jawans deployed in field areas get disturbed when they go to their homes on leave and find their family members gripped in trouble even over small matters. When these Jawans approach the district authorities for redressal of their grievances, they often do not get adequate, prompt and sympathetic response from the local civil authorities.

2. I am to state that the members of the Army Jawans have to serve in different parts of the country and under trying circumstances. Very often they or the members of their family have some problems which require the attention of the authorities in the State. They have to approach the officers in the field, particularly the District authorities. This category of citizens has a special claim on our time because of the very nature of their duties and responsibilities. It is in the fitness of things that whether Defence personnel approach personally or when the members of their family represent their case or seek an appointment with concerned officers for presenting their difficulties special consideration should be shown to them. It is necessary that the problems of Army Jawans should be attended to with patient, positive and prompt response when they approach the authorities for redressal of grievances of their families. Similarly the communications and letters which they write from their places of duty should also receive prompt and adequate attention and should be acknowledged. It is worthwhile to send an interim reply even if any particular matter requires more detailed enquiry before any action is possible. Even if a matter is beyond the competence of a particular Officer, he should provide guidance as to which other authorities may be approached. It is not desirable to let the Army Jawans have the impressions of an unhelpful or unresponsive administration and carry back an agitated mind when they return from leave to their units.

3. I am therefore to request you to follow the above instructions scrupulously and to give patient, positive and prompt response to the problems of these Jawans when they approach the authorities for redressal of grievances of their families. The Sub-ordinate Officers under your control may also be suitably advised in this regard.

4. The receipt of this letter may kindly be acknowledged.

Commissioner and Secretary to Government.

(True copy)

TRAINING—Imparting training to the newly recruited Assistant Engineers and Junior Engineers II Grade—Establishment of a Training Centre at Kadamparai Hydro Electric Project—Proposal—Approved.

B.P. Ms. (FB) No. 62

(Administrative Branch)

Dated 27—12—88.
12, Margazhi, Vibhava,
Thiruvalluvar Aandu 2019.

READ :

- (1) From DD/HT/Athikadavu Lr. No. F. Kadamparai Dam Training Centre/D. 434/88, dated 6—9—88.
- (2) Lr. No. SE/KPSHEP/RCS/F. Training/D. 639/88, dated 1—11—88.

1. At Staff Training College, Madras, Induction Training Programme was given only to 200 Engineers recruited during 1986 and the same could not be given for the subsequent batches. However, an Orientation course for 2 months duration is being given for Assistant Engineers/Junior Engineers II Grade who have already put in a minimum of 3 to 4 years of service. Consequently, many of the raw graduate Engineers entering into the Board have to be exposed to actual service condition without any real appreciation on their part regarding their duties and responsibilities in the Board.

2. With large scale induction of fresh graduates in the various branches of the Board like Generation, Transmission and Distribution, it is considered essential that all Assistant Engineers and Junior Engineers II Grade should be given induction training immediately on selection so that they will be better equipped to take up their responsibilities independently.

The Training Centre at Madras is functioning at a rented building and the hostel accommodation for the trainees has been arranged in another rented building. The hostel accommodation is only for about 14 to 15 people and is found to be inadequate. Hiring larger building for Training Centre and Hostel, etc. will involve payment of considerable amount as rent. Hence it is proposed to establish a full-fledged large scale training centre at Kadamparai Project site where vacant buildings are available to house the Training Centre and Hostel for the trainees.

3. After careful consideration, the Tamil Nadu Electricity Board approves the proposal for the establishment of a training centre at Kadamparai Hydro Electric Project at a recurring expenditure of Rs. 32.98 lakhs and non-recurring expenditure of Rs. 61.32 lakhs as detailed below:-

Non-recurring:-	Rs. in lakhs
(i) Modification to building at Kadamparai	52
(ii) Provision of vehicles for the Institute	6
(iii) Provision of teaching aids and equipments	0.75
(iv) Provision of Tools and Plants	2.5745
or say Rs.61.32 lakhs.	61.3245

Recurring :

Pay and DA of employees and trainees, vehicle maintenance, books etc. 32.98 lakhs.

4. The Assistant Engineers and Junior Engineers II Grade as and when selected will be sent direct to the Training centre in batches of 120 participants per batch for training immediately after recruitment. On completion of training these 120 Engineers will be posted to the regular posts. The next batch of 120 Engineers will be deputed for the training in the subsequent months and they will be posted in the regular post only on completion of training. This will be continued till all the recruited Engineers are trained. If more than 120 Engineers are recruited, only 120 numbers will be given appointment order at one time. The next 120 members from the selection list will be issued

posting orders after one month so that they can join the training centre straightaway. The course duration will be one month and the number of participants per batch may be 120 with 3 sections and 40 participants per section. In a normal year, **eight batches** covering 960 Assistant Engineers and Junior Engineers II Grade may have to be trained. The newly proposed training centre will conduct Orientation training programmes during the period when there is no Induction programme for want of newly recruited Assistant Engineers and Junior Engineers II Grade. A revised syllabus for the Induction course proposed at Kadamparai has been framed and enclosed as Annexure—I.

5. The training centre is ordered to be set up at Kadamparai since vacant buildings are available to house the Training centre consequent to the Project work nearing completion. The Class room, Canteen, Mess, hostel, Recreation club, quarters for the staff and faculty have to be developed by carrying out modification to the existing temporary buildings.

6. The new training centre will be placed under the control of a Deputy Director in the rank of Executive Engineer, with the following staff :

(1) Asst. Executive Engineers (Elec.)	...	5 Nos.
(2) Asst. Executive Engineer (Mechanical)	...	1 No.
(3) Asst. Accounts Officer	...	1 No.
(4) Accounts Supervisor	...	1 No.
(5) Asst. Engineers (Electrical) as faculty	...	2 Nos.
(6) Assistants	...	2 Nos.
(7) Typists	...	2 Nos.
(8) Junior Assistants	...	3 Nos.
(9) Asst. Draughtsman	...	1 No.
(10) Office Helpers	...	3 Nos.
and 21 other RWE staff.		

The staff and the other proposed establishment to the Training Centre are indicated in Annexure—II.

The estimate for the modification of buildings, provision of vehicles, teaching aids and equipments, Tools and Plants and the statement of recurring expenditure are shown in the Annexure III, IV, V, VI and VII respectively.

7. The new recruits will be permitted to draw the pay and allowances to which they are eligible treating them as on duty during their training period. Although, new recruitment is made to fill up vacant posts, supernumerary posts are to be created for the duration of the training period to facilitate claiming pay and allowances.

8. The existing Staff Training College at Madras will be retained for some time to conduct special training courses like, Management training for Senior Assistant Executive Engineers, Uniform Commercial Accounting for Accounts Officers, Labour matters for Personnel Assistants, Administrative Supervisor, refresher course for personnel working in Audit Branch, repairing sick Distribution transformers for Regular Work Establishment staff in special maintenance, Management Development Programme for Senior Assistant Executive Engineers.

9. The Medical facilities Inspection Bungalow Communication Systems available at Kadamparai will be retained by Deputy Director and the maintenance will be carried out by Superintending Engineer/Generation/Kadamparai (at present named as the Superintending Engineer/Operation/Kadamparai) who will also be holding the full administrative control of the training centre.

The Chief Engineer/Hydro Project/Minparai will take immediate steps for modification of the existing buildings as per the provisions given above and after getting technical sanction from the competent authority.

The Chief Engineer/Hydro Generation and Transmission/Madras and the Superintending Engineer/Operation/Kadamparai will take immediate action for establishing the Institute with the assistants of Deputy Director/Hydro Training Institute/Athikadavu.

The expenditure sanctioned in para (3) above is debitable to the following accounts.

(a) Modification of building at Kadamparai.	Capital works in progress 14.112
(b) Teaching Aids and equipments.	Capital works in progress 14.115
(c) Vehicles	Capital works in progress 14.117
(d) Tools and Plants and furniture.	Capital works in progress 14.118
(e) Pay and allowances of DD Establishment (Provisional & RWE) Supernumerary posts of AEs and JEs II Grade	Revenue expenses 75 Employees cost
(f) Towards vehicle maintenance charges.	
(g) Towards Stationery, Books, Periodicals etc.	Adm. and General expenses 76.136
(h) Towards watch and ward.	Adm. and General expenses 76.153
(i) Towards annual maintenance of buildings and quarters.	Adm. and General expenses 76.163
	Repairs and maintenance 74.2

(By Order of the Board)

M. Chinnakkannu,
Chief Engineer (Personnel).

Encl :

Annexure—I

COURSE CONTENT

Technical	:	33 Sessions of 1½ hours duration each
Management & Administration	:	18 " " "
Accounting	:	10 " " "
Group Discussions and Case Study	:	5 " " "
Evaluations	:	3 " " "
Study Visits	:	28 " " "
Film Show	:	1 " " "
Registration Inaugural & Concluding	:	2 Sessions "
Total		100 Sessions

Induction Training for Newly Recruited Assistant Engineer/Junior Engineer II Grade

Syllabus Content (One Month) 25 Working days

Technical

1. Hydro Generation in T.N.E.B.
2. Thermal Generation in T.N.E.B. and Nuclear Generation in Tamil Nadu.
3. Non-Conventional Generation such as Windmills, Solar Energy and Cober gas plants.
4. Hydro Project formulation and Investigation.
5. Thermal Project formulation and Investigation
6. Grid Operation and Load Despatch and function of L.D. Centres.
7. Transmission System in T.N.E.B. and System Distribution Networks.
8. Sub-station erection practices in T.N.E.B. Transformer Erection and repairing.

9. Tower line construction practices.
10. P.L.C.C.—Equipments erection and maintenance including battery.
11. P.T.C.C. and its functions
12. G.R.T. and its functions
13. Protection and maintenance of S.S. equipments; measurement of earth resistance, Vehicles and T & P (Operating instructions of S.S. and lines)
14. Protection and maintenance of lines and schedules (EHT, H.T. & L.T. lines).
15. Hot line works in T.N.E.B.
16. Maintenance of Distribution Transformers and Schedules.
17. Station Battery and its Maintenance.
18. M.R.T. and its role—H.T. & L.T. Metering (Periodical calibration of meters and release of Defective meters and billing for defective period.
19. Repairing of Sick Distribution Transformer in special maintenance.
20. Procedure for effecting Service Connections in distribution (Domestic, Agricultural and L. T. Industry. From application stage upto effecting supply).
21. Service disconnection, reconnection and dismantling procedures and follow up.
22. Periodical Inspections of consumers' electrical wiring and Installations under I. E. Rules routine inspection and surprise inspection of services.
23. Line clear procedures for maintenance works of SS and lines
24. Theft of Materials (Report & follow up procedures).
25. Theft of Energy (LT/HT Services) and assessment for malpractices as per B.P. 780.
26. Accident prevention (Reporting of accidents and follow up procedures) and Safety precautions and use of Safety appliances.
27. Line Loss
28. R.E.C. Schemes and implementations.
29. RCC and PSC Pole manufacturing practices in T.N.E.B.
30. Fabrication of line materials and pillar box etc.
31. Cable jointing works in T.N.E.B.
32. First Aid.
33. Fire Fighting.

Management and Administration :

1. Organisation Structure of T.N.E.B. (General activities of the various branches of T.N.E.B.)
2. T.N.E.B. office procedure and M.E.D. Manuals.
3. Electricity Legislation and Supply Act.
4. Labour Laws, Factory Act, Workmen's Compensation Act, Industrial Dispute Act and Industrial Establishment Standing Order Act.
5. T.N.E.B. Service and Conduct Regulations.
6. Leave and T.A. Regulations (Maintenance of Registers) and Powers for sanction of leave.
7. Public Relations and Consumer Satisfaction.
8. Human Relations.
9. Motivation.
10. Effective Communication.
11. D.P. Procedures for Officers and Workmen (Disciplinary and Appeal Regulations and Standing Order).
12. Legal Procedures (cases relating to service connection, theft of energy etc).
13. M.I.S Registers and Returns.
14. Planning and Organising Maintenance and construction works in distribution, construction and projects.
15. PERT and its application (4 Sessions).

Accounting :

1. Preparation of Estimates for Capital Works and Improvement works such as HT/LT Line extension/equipments/scientific instruments, T&P, Replacement Estimates, Deposit contribution works, jobs under stock work orders and delegation of power to sanction the estimate.
2. Purchase procedures and Delegation of powers for purchase.
3. Works contract and delegation of powers to award works contract. (Chit K2 agreement, preparation of bills and measurements).
4. Tariff rates and conditions of supply.
5. Initial Accounts drawal of materials and work order closing.
6. Uniform Commercial Accounting and inventory control.

7. Operation of Temporary Advance, Imprest, M. Book and L.L.B.
8. Card Billing procedure and collection of Arrears.
9. Function of Revenue Unit, Maintenance of consumer ledger.
10. Internal Audit (Scope and its functions in T.N.E.B.)
12. Budget.

Group Exercise, Discussion and Case Studies on Technical and Management subjects (5 Sessions).

Study Visits

1. Visit to Thermal Station : 2 days
2. Visit to Hydro Station : 1 day.
3. Visit from 230 KV Substation upto 230 V lines at consumer end : 1 day.
4. Visit to Distribution Section : 1 day.
5. Visit to MRT, Special Maintenance Central Stores and Sub-Stores : 1 day.
6. Visit to G.C.C. Works : 1 day.

Film Show : (1 Session)

Registration, Inaugural and concluding (2 Sessions)

Evaluation (3 Sessions).

ANNEXURE-II

Establishment :

The following Establishment is proposed for the Institute.

Sl. No.	Designation	No.	Remarks
1.	Deputy Director in the rank of EE/Elect.	1	Faculty.
2.	Asst. Exe. Engineer/Elect.	5	
3.	Asst. Exe. Engineer/Mechl.	1	
4.	Asst. Accts. Officer.	1	
5.	Accounts Supervisor	1	
6.	Assistant Engineer/Elect.	2	
7.	Assistant	2	Office Staff
8.	Typist	2	
9.	Junior Assistant.	3	
10.	Asst. Draughts Man	1	
11.	Office Helper	8	

RWE Staff :

- | | | | |
|----|-------------------------------|---|--|
| 1. | Electrician | 1 | (To look after the electrical works of the camp) |
| 2. | Plumber | 1 | For plumbing works of camp |
| 3. | Driver | 2 | For vehicles—(Bus and Van. |
| 4. | Cleaner | 1 | |
| 5. | I. B. Warden | 1 | |
| 6. | Gardener | 2 | |
| 7. | Scavenger cum sanitary worker | 3 | |

(1)	(2)	(3)	(4)
8.	Helpers	10	<p>For Assisting. 1 to Recreation Club. 1 to Electrician. 1 to Plumber. 3 for Class Rooms. 1 for Library. 2 for Trainees Quarters. 1 to I. B. Warden.</p> <p>In addition to the above allocation the helpers will be utilised in the maintenance of buildings of Institute and Quarters.</p>

Supernumerary Posts :

Since the newly recruited Assistant Engineers and Junior Engineers II Grade are directly reporting to the Training Institute, it is proposed to create 120 Supernumerary posts of Assistant Engineers/Junior Engineers II Grade.

ANNEXURE—III

Estimate for Modification of Building at Kadamparai to House Training Institute, Postal, Quarters etc.

Sl. No.	Description of work	Tenements-	Approximate cost Rs. in lakhs
1.	Dormitory quarters with protection arrangements.	60	22.50
2.	'G' Type quarters with protection arrangements.	18	8.25
3.	IB, Annexe 4 Nos., Warden residence, Portico etc.	1	5.00
4.	Test Laboratory to be converted as D.D's Office etc.	1	1.85
5.	Cement shed to be converted as class rooms.	1	2.00
6.	Community hall to be converted as seminar hall.	1	0.95
7.	Pre-fabricated sheds to be converted as recreation hall.	1	1.50
8.	Spares shed to be converted as canteen.	1	1.70
9.	Electrification & Communications		4.00
10.	Drainage and sewage lines.		0.50
11.	Water supply arrangements.		0.50
12.	Improvements to the approach road, fencing, revetment, retaining wall etc.		3.00
			<u>51.75</u>

or say Rs. 52 Lakhs.

ANNEXURE—IV

Vehicles

It is proposed two vehicles for the Institute. One 40+2 seater Tata/Leyland Bus for taking trainees to various Power Houses and Substations in connection with the Training Programme at a cost of Rs. 4,50,000/-.

One Van (7 seater capacity) for the use of Deputy Director and for official use such as encashment, local purchase, inspection, taking guest lecturers etc at a cost of Rs. 1,50,000/-.

ANNEXURE—V

Teaching aids and Equipments :

Towards achieving more effectiveness in the teaching and learning processes, the following Aids and equipments are proposed along with their tentative cost.

1. Over Head Projector	— 3 Nos. (One for each)	— 30,000.00
2. Duplicating Machine	— 1 No.	— 12,000.00
3. Slide Projector with accessories	— 1 No.	— 8,000.00
4. T.V. with V.C.P. with Magnifying Screen	— 1 Set.	— 25,000.00
Total		75,000.00

ANNEXURE—VI

Tools and Plants and Furniture :

The following Tools and Plants and Furniture for the office of the Deputy Director and Trainee Quarters are proposed. The tentative cost of the Tools and Plants are also noted against each item.

Sl. No.	Name	Qty.	Rate	Amount	Remarks
1.	Officer Table (Special)	1 No.	5000/-	5000/-	For DD
2.	Officer Table	5 Nos.	4000/-	20000/-	For ADES.
3.	Steel Table With two drawers	20 "	1500/-	30000/-	AAO, AE, AEE - 4 AS - 1 Asst. - 2 JA - 3 Asst. D'man - 1 Typist - 2 Rec. Club - 1 Mess. Room - 1 Stores - 1 Class Room - 3 Spare - 1
4.	Steel chair with rotten seat and hand rest.	170 "	250/-	42500/-	Trainees - 120 Office - 26 Extra - 14 for Officers and Auditorium spare - 10
5.	Steel Folding Chairs.	50 "	100/-	5000/-	For Recreation Club.
6.	Steel Table without drawer.	8 "	1000/-	8000/-	Four Nos. for Club. Four Nos. for Library.
7.	Steel Racks 3×5×1½	36 "	500/-	18000/-	For Record Room Stationery Room and in Offices.
8.	Steel Cup Board 6½×3×1½ Feet with Locker Without Locker	2 " 10 "	2500/- 2000/-	5000/- 20000/-	Office - 2 Library - 8 Rec. Club. - 2
9.	Wall Coffe	2 "	5000/-	10000/-	for DD's Offices
10.	Pedestal Fan	8 "	800/-	6400/-	for Offices and Auditorium.

(1)	(2)	(3)	(4)	(5)	(6)
11. Typewriter English	1	..	4000/-	4000/-	for DD's Offices.
12. Typewriter Tamil	1	..	4000/-	4000/-	..
13. Steel Trays	24	..	75/-	1800/-	..
14. Half Berich	26	..	150/-	3900/-	..
15. Steel Tools	4	..	100/-	400/-	..
16. Water Filter	7	..	400/-	2800/-	..
17. G.I. Bucket Big size	130	..	100/-	13000/-	for Trainees Quarters & DD's Office
18. Plastic Mug	130	..	5/-	650/-	..
19. G.I. Drums (100 Lit. Cap.)	130	..	250/-	32500/-	..
20. Navtal Lock 7 Levers with 3 Keys	200	..	70/-	14000/-	..
21. Water Jug (Glass)	150	..	40/-	6000/-	..
22. Tumbler S.S.	200	..	10/-	2000/-	..
23. Wall Clock	5	..	500/-	2500/-	for DD's Office, Class room & recreation.
Total Cost :				<u>2,57,450</u>	

ANNEXURE

Recurring Expenditure Annual :

The following tentative recurring expenditure as noted against each items are anticipated on annual basis, taking into consideration of ensuing Wage Revision.

	Rs.
Pay & Allowances of D.D. Establishment (Provincial & RWE)	... 10,07,200/-
Towards Pay and Allowance 120 Supernumary posts of AEs and JEs II Gr. 2000 × 120 × 8	... 19,20,000/-
Towards Stationery, Books Periodicals etc.	... 20,000/-
Towards Vehicle Maintenance charges (Bus & Van) LS	... 1,50,000/-
Towards watch and ward (Contract) LS	... 50,000/-
Towards annual maintenance of Buildings & Quarters	... 1,50,000/-
Total	... <u>32,97,200/-</u>

or Say Rs. 32.98 Lakhs.

Circular Memo. No. 120096/332/E6-A2/88-2 (Administrative Branch) Dated 31-12-88.

Sub: Establishment-Class II Service-Assistant Engineer/Junior Engineer/Elect./Mech./Civil I Gr. Chief Head D' Man-Resignation and Voluntary Retirement-Reg.
 Ref: (1) CE/Pl's Circular Memo. No. 011292/79/E6/A2/86-3 (Adm. Branch) dated 15-4-86 (with encl. 14 columns)
 (2) B.P. Ms. (F.B.) No. 61 (Sectt. Br.) dt. 1-8-88.

Hitherto the resignation letters and the notices to retire voluntarily from the service of the Board received along with the proposals of the Superintending Engineers and Chief Engineers concerned in respect of Assistant Engineer/Junior Engineer/E/M/Civil I grade were scrutinised and orders were passed thereon by Administrative Branch since the Chief Engineer/Personnel was the appointing Authority.

2. With the orders issued in the B.P. quoted above, amending the Regulation 93 of the Tamil Nadu Electricity Board Service Regulations, (Annexure II) the Superintending Engineers are the appointing authority in respect of Assistant Engineer/Junior Engineer I Grade and Chief Head D.Man. The Superintending Engineers themselves may scrutinise the resignation letters and the notices of voluntary retirement of the officials of the above said categories received in future. Final orders are to be issued after obtaining the clearance from the Vigilance Cell/Board Office Sectt. Branch and the Director of Training, 800, Anna Salai, Madras-2. that no D.P./Vigilance Enquiry is pending and that the individual has no contractual obligation with the Board. Copies of such final orders may be sent to the Administrative Branch.

3. In this connection the Superintending Engineers are also requested to ensure that there are no dues from the individuals to the Board and that the relevant condition for accepting the resignation/Voluntary Retirement as the case may be are satisfied.

4. The receipt of this memo. may be acknowledged early.

M. Chinnakkannu,
 Chief Engineer (Personnel).

●●●

Memorandum No. 52201/O&M Cell/88-13 (Secretariat Branch) dated the 2nd January, 1989

Sub: Miscellaneous—Use of Franking machine in Head quarters and Circle offices of Tamil Nadu Electricity Board.

Instances of lapses in the accounting of postal service stamps have been noticed. In the Tamil Nadu Electricity Board, few offices utilise postal franking machine and it has many advantages. It has therefore been decided that in all headquarters offices at Madras where despatch section exist and in all Circle offices of the Tamil Nadu Electricity Board, postal franking machine should be introduced with immediate effect.

2. All the Chief Engineers and Superintending Engineers are instructed as follows :—

- (i) to purchase franking machine immediately and utilise it to the extent necessary. The machine may be set for the denominations of Rs. 5/- Rs. 2.50. Rs. 2/- Re. 1/- Ps. 80 Ps. 60 Ps. 40 Ps. 10.
- (ii) postal service stamps for the Division, Sub Divisions, Revenue Branch and other offices may be purchased to the barest minimum required and accounted properly.
- (iii) the 3% rebate offered by the postal department for operating postal franking machine should be claimed promptly every year. This will be checked by the Inspection Teams.

3. Receipt of this memorandum may be acknowledged.

(By Order of the Chairman)

S. Chockalingam,
 Secretary in Charge.

Letter No. 120096/332/E6—A2/88—3 (Administrative Branch) dated 2—1—1989

Sub: Establishment—Class II Officers—Resignation and Voluntary Retirement—Acceptance—Reg.

Ref: (1) C.E/PI's Circular memo. No. 011292/79/E6/A2/86—3, dated 15—4—86. (with encl.) of 14 cols

(2) B.P.Ms (F.B) No.61 (Sectt. Br.) dt. 1—8—88.

Hitherto the Resignation letters and the notices to retire voluntarily from the Service of the Board received along with the proposals of the Superintending Engineers/Chief Engineers concerned in respect of all the Class II Officers were scrutinised and orders passed thereon by this Branch since the Chief Engineer (Personnel) was the appointing authority.

2. With the orders issued in the B.P. quoted above, amending the Regulation 93 of the Tamil Nadu Electricity Board Service Regulations (Annexure II) the other Chief Engineers are appointing authority in respect of the Class II Officers excepting Assistant Engineer Junior Engineer/Elect, I Gr. and Chief Head Draughtsman. Hence I request you to scrutinise the resignation letters and the notices of voluntary retirement of the officials of the above said categories received in future by yourself after obtaining the clearance from the Vigilance Cell/Board Office Secretariat Branch and the Director of Training, 800, Anna Salai, Madras—2, that no D.P./Vigilance Enquiry is pending and no contractual obligation is involved against the individuals respectively and pass orders according to the merits of the cases after ensuring that there are no dues from the individuals concerned to the Board and that the relevant conditions therefor are satisfied in such cases, with copy communicated to this office.

3. I request you to acknowledge the receipt of this letter.

M. Chinnakkannu,
Chief Engineer (Personnel)

• • •

Endt. No. 028022/G3/A2/70/88-12, (Administrative Branch) dated 2—1—'89.

Ref: Lr. No. 48619/Advt/88—1, dated 16—12—88.

Copy communicated to all Officers of the Board for guidance and adherence.

M. Chinnakkannu,
Chief Engineer (Personnel)

Encl.

Copy of Letter No. 48619, Advt/88-1, dated the 16th December, 1988 from Thiru C. N. Ramdas, I. A. S., Special Commissioner and Secretary to Government, Government of Tamil Nadu, Information and Tourism (Advt) Dept., Fort St. George, Madras-9, addressed to all Secretaries to Government and All Heads of Department.

Sub: Advertisement—Release of advertisement during the election period—Instructions—Communicated.

I am directed to enclose the extract of para VII (iv) from the Model Code of conduct for the guidance of political parties and candidates for guidance and adherence.

2. The Heads of Departments, Corporate Bodies and other Institutions under the administrative control of the Government of Tamil Nadu are requested to communicate this instruction to all Officers under their control who are empowered to give advertisements and also to quasi Government bodies like Co-op. Societies, Religious and Charitable Institutions and ensure that the instruction is strictly followed.

8. The receipt of the letter should be acknowledged.

C. N. Ramdas,
Special Commissioner and Secretary to Government.

(True Copy)

Encl.

ANNEX

Extract of para VII (IV) of the Model Code of Conduct for guidance of political parties and candidates. Issue of advertisement at the cost of public exchequer in the newspapers and other media and the misuse of official mass media during the election period for partisan coverage of political news and publicity regarding achievements with a view to furthering the prospects of the party in power shall be scrupulously avoided.

(True Copy)

● ● ●

Memorandum No. 55822—P2/88—1 (Secretariat Branch) dated the 3rd January 1989

Sub: Establishment—Earned Leave at the credit of Board employees on the date of retirement—Dispensing with issue of sanction order—Clarification issued.

Ref: B.P. Ms. (Ch) No. 210 (SB) Dt. 11—7—88.

With reference to the orders in para 3(iii) of the Board's Proceedings cited, a point has been raised as follows:

"The procedure can be adopted upto the level of Assistant Engineer/Junior Engineer I Grade to whom the Superintending Engineers are the leave sanctioning and Service Book maintaining authorities. But, in the case of Assistant Executive Engineers/Assistant Accounts Officers in Class II Service, the leave sanctioning authorities are the concerned Chief Engineers for period beyond 30 days and the Superintending Engineers are maintaining the Service Books. So, whether the Superintending Engineers concerned may be authorised to give a report about the quantum of leave to pay disbursing officer in the case of Assistant Executive Engineers/Assistant Accounts Officers also to whom the leave sanctioning authority is Chief Engineer for the period exceeding 30 days".

2. The above point is clarified as follows:

"In as much as the Superintending Engineer is also one of the leave sanctioning authorities competent to sanction leave not exceeding 30 days in respect of Assistant Executive Engineers/Assistant Accounts Officers in Class II Service, the Superintending Engineer himself who is maintaining the Service Books of officers of the above categories may furnish the report about the quantum of earned leave to the pay disbursing officers as required in para 3 (iii) of B.P. Ms. (Ch.) No. 210 (SB) dt. 11—7—88 irrespective of the quantum of leave at credit of the retiring Board employee".

S. Chockalingam,
Secretary-in-Charge.

Memorandum No. 64486/O&M Cell/87-17 (Secretariat Branch) dated the 3rd January, 1989.

Sub: ESTABLISHMENT—Diversion of staff — Orders issued—Strict adherence — Report called for.

Ref: Chairman's D.O. Lr. No. CH/EA/826/88-3 dt. 4-8-1988.

It is reported that Helpers Regular Work Establishment cadre are utilised in the Central office in the posts of Office Helpers referring to earlier instructions. The Chairman in the reference cited required the Superintending Engineers of Distribution circle to check up during inspections that no Helpers are utilised for office work and also required confirmation that no ITI qualified Helpers are utilised in the Central offices or in any other offices for office work and that no contract labour are employed in the places from where the Helpers are diverted.

2. All the Superintending Engineers are directed to withdraw all the Regular Work Establishment staff utilised for office work without specific sanction of Regular Work Establishment staff for office work immediately and issue specific orders for their proper utilisation of the existing Office Helpers in the various offices ensuring fair and equal distribution.

3. A report on the action taken in the matter may be sent to the Chief Engineer (Personnel) with in a fortnight.

4. Receipt of this memorandum may be acknowledged in the slip enclosed.

S. Chockalingam,
Secretary-in-charge.

●●●

U.O. No, X/IT/F 20(B)/6/89 (Accounts Branch) dated 4-1-1989.

Sub: Annuity Plans of L.I.C. of India—Tax deducted at source under Section 192 of Income Tax Act—clarification.

Ref: This Office U.O.No.X/IT/F 20(B)/333/89, dt. 7-9-1988.

Further, to this Office U.O. cited, a copy of Circular No. 527 dated 9-12-1988 issued by the Central Board of Direct Taxes on the Annuity Plan of the Life Insurance Corporation of India is communicated to all the Branches of the Board and the Superintending Engineers of Distribution, Generation and Construction Circles for information and necessary action.

Arjunan Gnanaolivu,
Accounts Member.

Encl.:

Copy of Circular No. 527, dated 9-12-1988, from Central Board of Direct Taxes to all State Governments etc.

Sub: Clarification regarding the annuity plans of the Life Insurance Corporation of India-Tax deduction at source under section 192 of the Income-tax Act.

I am directed to refer to para 4(ix) (2) of this Ministry's Circular No. 517 (F.No. 275/66/88-IT (B), dated June 16, 1988 (172 ITR (St.) 85), on the above subject and to clarify that the Central Government have specified "Jeevan Dhara" and "Jeevan Akshay" plans of the Life Insurance Corporation of India for the purpose of clause (ii) of sub-section (1) of Section 80 CCA of the Income-tax Act. This may be noted for allowing the deductions mentioned in the afore said para. The limits and condition mentioned in para 4 (ix) (2) of the circular remain unchanged.

2. These instructions may please be brought to the notice of all disbursing officers and State undertakings under the control of the State Governments.

3. In case any assistance is required, the Income-tax Officer concerned and/or Assessing Officer/the Local Public Relations Officer may be approached for the same who will, if necessary, obtain the orders of higher authorities in the matter.

4. Copies of this Circular are available with the Directorate of Income-tax (Research Statistics Publications and Public Relations), 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110 001.

(Sd.) B. E. Alexander,
Under Secretary,
Central Board of Direct Taxes.

(True Copy)

●●●

Memorandum (Per.) No. 33448/O&M Cell/88-3 (Secretariat Branch) dt. 5-1-1989.

Sub: Inspection—Inspection of Circle and other offices procedural changes—
Instructions issued.

The Inspection teams of Administrative Branch will inspect the following offices of Distribution and Project Circles annually and General Construction Circles biennially as per approved programme:

- (1) Central Office,
- (2) One Division Office of the Executive Engineer,
- (3) One Central Stores,
- (4) One Sub Stores,
- (5) One Sub-division Office of the Assistant Executive Engineer,
- (6) One of the Section Office of the Assistant Engineer,
- (7) One Revenue Branch falling under the jurisdiction of the Circle.

2. The Inspecting Officer will decide well in advance which are the subordinate offices of the Circle that should be inspected during the course of the year and it will be intimated to the Superintending Engineer concerned who will communicate it to all the concerned subordinate officers to enable them to be fully prepared for the inspection. The next higher officer who will normally inspect the particular office i.e. Executive Engineer inspecting a sub-division, Assistant Executive Engineer inspecting a section etc. will refrain from inspecting that particular office in that year as the inspection will be covered by the Chief Engineer.

3. The Inspection Team need not inspect in detail the inspection of Revenue Branch, Section Office and Stores. However, the Audit reports of the earlier years of these offices shall be checked in detail with a view to find out whether follow up action has been taken and whether replies are sent with reference to the points raised by Board Office Audit Branch and by Accountant General's Audit Party and report the serious lapses so that appropriate preventive and punitive action can be suggested.

4. The Inspection Team will check the following :

- (1) 10% of Service Books relating to the offices in all aspects with a minimum of fifty service books as below :
 - (i) Total No. of service books.
 - (ii) Total No. of service books checked.
 - (iii) Balance of service books to be checked.
- (2) Records relating to preparation of panels.
- (3) Register for request transfer and implementation of the instructions for periodical rotation of officers and staff.
- (4) Review of Disciplinary Proceedings cases and appeals.
- (5) Purchase and issue of books and forms and stationery items and printing.
- (6) Telephone and Telex Bills.
- (7) 100% check of sanctions relating to House Building Advance and other advances.
- (8) 100% check of payment of terminal benefits.
- (9) All other administrative matters.
- (10) Register of lands and buildings.

5. Disciplinary Proceedings cases will be classified as follows and checked :—

	Over 6 months	Over 1 year	Over 2 years
Percentage of check to be made.	10% with a minimum of 10 files and maximum of 25 files.	20% with a minimum of 10 files and maximum of 25 files.	25% with a minimum of 15 files and maximum of 25 files.

6. Registers required to be maintained should be checked in full based on their importance.

7. The report of the Inspection team shall include a statement in a tabular format, the defects, deficiencies, lapses, omission, violations of Regulations, Rules, orders etc. which are found during inspection.

8. The Inspection report shall be typed in single line spacing on both sides of the paper utilizing good quality paper.

9. The details required for the inspection will be obtained from the Superintending Engineers in the revised form of questionnaire as in the annexure.

(By Order of the Chairman)

Encl :

S. Chockelingam,
Secretary-in-charge.

Encl :

ANNEXURE**INSPECTION OF CIRCLE OFFICE QUESTIONNAIRE**

Inspecting Officer

Inspecting Date

Name of Officers in charge of the Circle during Inspection:

Date of Previous Inspection

CHAPTER—I**ORGANISATION AND DISTRIBUTION OF WORK
ORGANISATION CHART**

- I. Chart showing the details of staff strength in the Circle and the division of their labour viz. Division Office or Section Office or Revenue Unit in which they are under control and their complementary staff.

STRENGTH IN EACH UNIT/OFFICE

- II. (1) The function of the circle office, the number of sections, staff strength of each section and the nature of work done in each section and an organisation chart showing the hierarchy of the Offices and Sections under their control.
- (2) No. and details of Revenue Accounting Units and strength of each unit.
- (3) Strength of the staff sanctioned, utilised and vacant in the Circle. This should include all categories of Class I to IV Service including Record Clerk, O. H./R. W. E., (only the total number in respect of each category is required).
- (4) Whether there are cases of counting persons in lower cadre against posts in the higher cadre and if so details therefor and whether approval of competent authority has been obtained.
- (5) List of staff diverted from original sanction to other works with full details and reference to sanctions.
- III. (1) No. of non-technical references received for a period from... to... Give details (only total no.) for each of the sections Assistant/Junior Assistantwise in Central Office.
- (2) Total no. of currents and files pending for over one month, 3 months, 6 months and one year, for each of the Sections in Central Office, Assistant, Junior Assistantwise as below :

	No. of currents	No. of files
Over 1 year old		
Over 6 months old		
Over 3 months old		
Over 1 month old		

Total

- (3) Has an office order showing the distribution of work among Officers and Sections issued and maintained upto date ?
- (4) Is the distribution of work among Sections equitable ?
- (5) Are any other changes necessary in the allocation of work, to secure greater efficiency ?
- (6) What is the strength of office, when compared to last inspection ?
- (7) Is the Office adequately staffed with reference to sanctioned posts ?
- (8) What is the average out-turn of each Assistant, Junior Assistant and Typist ?
- (9) (a) Is the out-turn less than the prescribed yardstick? Are there any special feature justifying the present scale of staff or is there scope for reduction of staff ?
- (b) Whether periodical change of seat viz. for every 3 years has been effected and if not, the reasons therefor and the names of persons to be furnished.
- (10) Is a set of Office orders and stock files maintained upto date and if so furnish details.

CHAPTER—II

PERSONNEL ADMINISTRATION

1. PERSONNEL

- (i) Does the Office maintain the Estt. list upto date : Give the categories.
- (ii) Details of workmen with more than 3 years of temporary service and who have not been brought under any of the regular cadre of the Board's Service.
- (iii) Details of temporary appointments made without obtaining approval of competent authority.
- (iv) Was any realistic estimate of vacancies been furnished then and there to the appointing authorities or staff sanctioning authorities concerned and if so give details.
- (v) Is the roster for rule of reservation for making temporary appointment maintained?
- (vi) Number of temporary workmen employed and purpose. Whether concurrence of the competent authorities or from the Board obtained for the continuance of such temporary workmen ?
- (vii) Are there any surplus staff ? If so, furnish details categorywise and indicate how they are utilised.
- (viii) Whether seniority list pertaining to R.W. Estt. under each category and for provincial establishment under each category and approved panels for promotion to each category in each service is maintained ?
- (ix) List of sanctioned posts un-utilised for over three months.
- (x) No. of Commercial Assistant and Helpers employed in Central Office with details.
- (xi) Whether instruction issued for periodical rotation of Officers and staff is followed.

SERVICE REGISTER

- 2. (i) Is a register of service book maintained upto date and reviewed ?
- (ii) State the No. of workmen/employees for whom Service Rolls/Service Books are yet to be opened and the reasons for the delay ?
- (iii) Total No. of cases in which certificates of annual verification have not been done and the reasons for such non-verification.
- (iv) Have property return been obtained in all cases.
- (v) **Quinquennial Attestation :**
Has recasting of leave account been done and quinquennial attestation been obtained from the individuals concerned.
- (vi) Whether the option exercised for revision of scales of pay and the nomination for G.P.F., F.B.F., S.P.F., Family Pension, D.C.R.G. etc. recorded in the Service Book/Service Roll etc.

INCREMENTS

- 3. (i) Is a register of increments maintained in each section and the increments due for the entire staff been sanctioned upto date ?
- (ii) Give details of cases in which the increments have not been sanctioned and the reasons therefor.
- (iii) No. of cases (provincial and R.W.E) with details in which action is yet to be taken and the reasons for holding up action on :

- a. For fixation of pay in the revised scale.
- b. Grant of increment.
- (iv) Whether there are cases of emergency appointments and promotions existing for over 3 months in respect of Regular Works Establishment and provincial and if so remarks as to why the emergency appointments are being continued. Also give a list of cases where emergency appointments are being considered for over one year.

PERSONAL FILES/RECORD SHEETS

- 4. (i) Are personal files/Record sheets of Officers/staff and workmen maintained upto date?
- (ii) State the No. of cases where personal files/Record sheets are not upto date and what action has been initiated on it.
 No. of Officers :
 No. of Staff :
 No. of workmen :
- (iii) Whether personal files/Record sheets shown to Officers, staff and workmen on due dates and their acknowledgement obtained ?
- (iv) Are all panels for promotion prepared for all categories regularly? or is it done whenever any vacancies arise for promotion ?

DECLARATION OF PROBATION

- 5. (i) Is the register of Probationers maintained upto date for each category of Officers/staff/workmen ?
- (ii) Is there any delay in the Regularisation of the Services of any workmen and the reasons for such delay ?
- (iii) No. of such workmen. Give particulars categorywise.
- (iv) Details of cases in which completion of probation is delayed and the reasons therefor.

TRANSFER

- 6. (i) Whether register for request transfer is maintained.
- (ii) The number of applications pending as on.....
- (iii) The number of transfers effected during.....
- (iv) Balance application pending as on.....

PROVIDENT FUND

- 7. a. (i) Have all regular employees been admitted to Provident Fund promptly ?
- (ii) No. of regular employees who have not been admitted to Provident Fund and the reasons for such delay ?
- (iii) No. of staff and workmen categorywise.
- (iv) No. of applications for temporary advances pending for more than 15 days. Give details of progressive collections, withdrawals (as loan and part-final or final withdrawals) and net balance in the Provident Fund.

SURRENDER LEAVE SALARY

- 7. b. (i) No. of Surrender Leave sanction applications received during the period of inspection and the number of applications for which sanction has been accorded. No. of applications pending sanction and reasons therefor.
- (ii) Have necessary entries been made in the respective Service Books/Service Rolls in this regard.

DISCIPLINARY CASES

8. (i) No. of employees placed under suspension during the period covered by the inspection? Indicate each case with date of suspension, date of issue of charge memo and the present stage of proceedings.
- (ii) Are steps taken to conclude expeditiously the disciplinary proceedings against the persons placed under suspension?
- (iii) Has subsistence allowance paid to these incumbents and was a review of rate of subsistence allowance made as required under rule 56 of the Service Regulations.
- (iv) Statement furnishing the details of disciplinary cases disposed during the period of inspection.
- (v) Details of disciplinary cases pending for more than six months and one year and the reasons for the delay.
- (vi) Categorywise details and with whom Disciplinary Proceedings cases are pending.
- (vii) Are there any appeals to the Chief Engineer/Board against the orders passed by the Officers pending disposal. If so, at what stage?
- (viii) Whether entires have been made in the Service Books/Service Rolls with regard to the punishment imposed on the completion of the D.P. and also in the case of suspension.

FOR CENTRAL OFFICE

PENSION GRATUITY

9. (i) Is the Register or list giving details of Staff and workmen who are due to retire on normal date of superannuation maintained?
- (ii) Is the Register of pensions sanctioned maintained upto date?
- (iii) Is the Register of Gratuties sanctioned maintained upto date?
- (iv) Details of workmen to be retired within the next two years to be furnished categorywise.
- (v) Have the pension proposals relating to staff and workmen to be retired within a period of two years been taken up for preparation.
- (vi) Details of staff and workmen in whose cases pension proposals are yet to be submitted to competent authority for sanction and the reasons for the delay?
- (vii) Is there any case for whom pension or gratuity or both has not been sanctioned after retirement? Furnish full details and reasons for non-sanction.
- (viii) Give details of cases of deaths during the period of inspection. Has action been taken to sanction D.C.R.G. and Family Pension promptly and details thereof.
- (ix) Is the cases mentioned in (viii) above, has the proportionate pension been sanctioned with the terminal benefits promptly? If so, explain reasons for the delay?
- (x) Have any one been compulsorily retired under the scheme of premature retirement? If so, furnish details with reasons.

DELEGATION OF POWERS

10. (i) Powers exercised at present by the head of Office and subordinates be furnished in the statement form?
- (ii) Are the powers delegated adequate? If any review is necessary in the interest of administration, it may be justified with specific cases.

CHAPTER—III

OFFICE PROCEDURE

ATTENDANCE AND OTHER REGISTER

1. (i) Is attendance registers maintained properly in the prescribed form?
- (ii) In the case of those coming late is the time of arrival of the late comers shown in the late attendance register.
- (iii) Have the attendance and late attendance registers been seen by an Officer daily?
- (iv) Is forfeiture of casual leave being made for late attendance in accordance with the rules?

CASUAL LEAVE REGISTER

2. (i) Is a register showing casual leave and compensation leave granted to subordinates, maintained upto date?
- (ii) Are there any omissions to enter such to leave taken or there any cases of grant of such leave in excess of the prescribed limits?

ABSENTEEISM

- (iii) Furnish details about rate of absenteeism among the different categories of staff and workmen?

OPENING OF TAPALS AND THEIR SECURITY

3. (i) Has an Office Order been issued prescribing the procedure for opening of tapals, its circulation among officers and distribution to Sections?
- (ii) Does the procedure now followed ensure prompt perusal of tapals by the Officers concerned? and distribution among Sections?

SPECIAL REGISTER FOR IMPORTANT REFERENCES RECEIVED FROM THE
CHIEF ENGINEER AND THE BOARD

4. Is a special register of important references received from the Chairman, the Chief Engineer and Board Office maintained and checked daily?
5. Are there delays in replying to the references received? Specific cases of delays are to be indicated.

TAPAL DISTRIBUTION REGISTER

6. (i) Are the common distribution registers and the section distribution registers maintained properly in the form prescribed?
- (ii) Does the Officer opening tapals or the section Head initial with date below the last number in the distribution register, each day?
- (iii) Have all the numbers in the distribution Register been accounted for and acknowledged by the Assistant/Junior Assistants every day?
- (iv) Are enclosures received in tapal duly entered in the distribution register?

SECURITY REGISTER

7. (i) Is the security register maintained properly in the prescribed form?
- (ii) Is the Register checked by the Officer in charge of tapal?
- (iii) Is there any item still pending?

CONSOLIDATED PERIODICAL REGISTER

8. (i) Is a consolidated periodical register maintained in the office?
- (ii) Has it been written up periodicitywise? and does it contain the information about period of retention in respect of each period.

QUESTIONS 9 TO 13; NOTES TO BE PREPARED FOR EACH INDIVIDUAL JUNIOR ASSISTANT/ASSISTANTS

PERSONAL REGISTERS

9. (i) Are personal registers maintained in the prescribed form by all the drafting Assistants?
- (ii) Have personal registers been checked by the section heads and Officers concerned regularly on the due dates?
- (iii) Are there delays in taking initial and subsequent action on currents and in handing over of disposals to record?
- (iv) Has there been any periodical check by the Section Heads along with the pending files?

PERIODICAL RETURN REGISTER

10. (i) Is a periodical Return Register maintained in each Section/Assistants/Junior Assistants dealing with periodicals?
- (ii) Is a calendar of periodicals maintained by the Section Heads to watch prompt receipt and despatch of periodicals.
- (iii) Are there delays in the receipts of periodicals reports from subordinates or in reviewing or despatching outgoing periodicals and if so list out delays.

REMINDER DIARIES

11. (i) Is a reminder diary maintained in the prescribed form by each Assistant/Junior Assistant and have reminders been issued promptly.
- (ii) Have the reminder diaries been checked by the Supervising Officers along with the Personal Registers?

ARREAR LISTS

12. (i) Are the detailed arrear lists and the abstracts of pendency in the forms prescribed submitted to the officers concerned, each month promptly?
- (ii) Are the arrear lists reviewed in detail and critically by the officers.

CALL BOOKS

13. (i) Is a call book maintained properly in the prescribed form.
- (ii) Are there any delays in taking action on call book cases.
- (iii) Is the Call Book checked periodically by the Section Heads and reviewed by the Officer concerned?

STOCK FILE

14. (i) Has an office order listing out subjects on which stock files should be maintained been issued?
- (ii) Are stock files on all such subjects maintained? With index upto date.
- (iii) Are the stock files being checked periodically?

FAIR COPY REGISTERS

15. (i) Is the fair copy register maintained properly in the prescribed form by each typist.
- (ii) Is the register checked by an Officer periodically.
- (iii) Are there delays in fair copy and despatch?

DESPATCH BY POST AND LOCAL DELIVERY BOOK

16. (i) Are registers for local delivery and despatch by post maintained properly in the prescribed form?
- (ii) Are there any cases, where letters which could be sent by local delivery were sent by post?
- (iii) Have those registers been checked by the Section Head and the Officer concerned periodically?
- (iv) Is the stamp account maintained properly in the prescribed form?
- (v) Has the account been checked daily and tallied with the balance by the Section Head and periodically by an Officer.
- (vi) Is a franking machine used and if so whether the 3% rebate on its use availed. Furnish details.
- (vii) Put up a statement showing the expenditure incurred monthwar during the period covered by inspection?
- (viii) Is a watch on the expenditure kept by the Officer?

TELEGRAM REGISTER

17. (i) Is the Telegram Register maintained in the prescribed form? and has it been checked daily?
- (ii) Put up a statement showing the expenditure incurred monthwar during the period covered by inspection?
- (iii) Is a watch on the expenditure kept by the Officer.

TELEX, TELEPHONE & TRUNK CALL REGISTER

18. (i) Is the trunk call register maintained in the prescribed form? and has it been checked daily?
- (ii) Put up a statement showing the expenditure incurred during the period covered by inspection?
- (iii) Is a watch on the expenditure kept by the Officer?

REGISTER OF TYPEWRITERS AND DUPLICATORS

19. (i) Total Number of English/Tamil typewriters and duplicators available.
- (ii) How many are in working condition.
- (iii) Are machine cards maintained properly for each typewriter and duplicator and are they checked periodically?
- (iv) Are the machines inspected periodically and maintained in working condition?
- (v) Is a register of typewriters and duplicators maintained upto date?
- (vi) Is the history sheet of the typewriters and duplicators maintained?
- (vii) What are the amounts spent on repairs and maintenance during the last year?
- (viii) No. of machines purchased/condemned during the period.

SUITS

20. (i) Have the suits registers been maintained separately by each section ?
- (ii) Furnish the total no. of suits pending under various categories in various courts ?
- (iii) Has the register to watch the collection of cost awarded to Board been maintained ?
- (iv) What is the balance of amount yet to be collected ?
- (v) Are the registers of writ petitions and writ Appeals maintained properly ?
- (vi) How many writ appeal cases are pending ?

TOUR BY THE S.E./E.E./A.E.E./A.E.

21. (i) Prepare a statement showing the marches and halts by the Superintending Engineer/ Executive Engineer/Assistant Executive Engineer/Assistant Engineer during the period covered by inspection indicating the purpose.

INSPECTION OF SUBORDINATE OFFICES

22. (i) Have all the subordinate offices to be inspected been inspected regularly ?
- (ii) Are approved forms of questionnaire adopted for the inspection of the Office ?
- (iii) Is the rectification of defects noticed during the inspection watched in the Office ?

COMPLAINTS

23. (i) Whether any complaint register is maintained in the office for use by the Public.
- (ii) No. and nature of complaints received and action taken thereof to be furnished ?

REGISTER FOR VEHICLES

24. Whether log book is maintained for vehicles and the same being submitted to officers for inspection each day, furnish details of average fuel consumption of each vehicle and the cost of its propulsion and maintenance from.

OVER TIME WAGES AND OUT OF POCKET EXPENSES

25. Whether any over time wages, additional one day wages and out of pocket expenses were paid to the staff and if so, state the amount paid as over-time wages during the year and the reasons therefor categorywise.

OFFICE ACCOMMODATION

26. (i) Is the accommodation adequate and maintained clean and neat.
- (ii) Does the Office maintain rent register for watching the payment of rent and reasonableness of rent for rented building ?

LANDS AND BUILDINGS BELONGING TO T.N.E. BOARD

27. (i) Whether a register has been opened as per instructions issued in Circular Memo. by C.E./Civil Design in February 1986.
- (ii) If no whether all the properties of land, buildings etc. of the T.N.E. Board has been brought into the Register.
- (iii) Whether the instructions issued in December 1988 is followed and the details furnished to the Chief Engineer/Civil Design regularly.

STATIONERY

28. (i) Is there any order prescribing the quantity of stationery item to be issued.
- (ii) When is the stationery issued.
- (iii) Is the stationery issued with reference to the indent received.
- (iv) Whether the register is reviewed periodically.

CHAPTER—IV

BUDGET AND ACCOUNTS

REVENUE EXPENDITURE

1. (a) Details of Budget estimate for last month of inspection. and actuals upto the

RUPEES IN LAKHS

Budget
Estimate

Actuals upto
(Month of inspection)

- (b) Were the revised estimate and budget estimate under the various heads submitted on the due dates?
- (c) Has any expenditure incurred without obtaining the required budget provisions under the concerned heads? If so, why?
- (d) Are proposals for additional allotments and surrenders submitted on the due dates? Has there been any excess expenditure or saving over and above 10-percent of the allotment under any head? If so, reasons therefor

Item-2—Capital expenditure

I. WORKS

Budget
Estimate

Actuals

(Rs. in lakhs)

- (i) Transmission and Distribution
- (ii) Rural Electrification (Plan)
- (iii) Rural Electrification (Outside Plan)

II. OTHERS

- (1) **Current assets**
(Account code No. 22, 25, 26-1, 26-5 and 26.7 only).
- (2) **Current Liabilities**
(Account Code Nos. 42-1, 43-1 only)
- (3) Inter unit account (Account Code No. 31 & 32 only)

Total capital expenditure

Item — 3 - 1, Revenue expenses :
Details

A/c. Group
Code No.

- | | |
|--|----|
| 1. Repairs and Maintenance | 74 |
| 2. Employee cost | 75 |
| 3. Administration and General expenses | 76 |
| 4. Depreciation and related cost | 77 |
| 5. Interest and Finance charges | 78 |
| 6. Other debits to Revenue account | 79 |

Total Less Expenses capitalised

Net Revenue expenses

**APPROPRIATION AND AUDIT REGISTER (BUDGETARY POSITION MAY BE
FURNISHED IN THE FORM SPECIFIED BELOW)**

BUDGET POSITION

Sl. No.	Particulars	Budget estimate Rs. in lakhs	Actuals to end of Rs. in lakhs
(I) Revenue Receipts :			
1.	Sale of Power H.T.		
2.	Sale of Power L.T.		
3.	Miscellaneous Rev.		
4.	Miscellaneous Receipts		
	Grand Total of Revenue Receipts		

Note : The Appropriation and Audit Register (Budgetary position) may also have to be furnished in the above Format only. The old format provided under Chapter-IV of the Inspection report may also be deleted.

(II) Revenue expenses :

1. Works
2. Suspense

Total

(III) Capital Outlay :

1. Works
2. Suspense

Total

6. High Tension Services

(a) Number particulars

- (i) No. of services as per ledger as on date
- LESS : No. of live services

- (ii) No. of services which remain disconnected

(b) Disconnected service particulars

- (i) Disconnected for a period of 6 months and more
- (ii) Disconnected for a period of less than 6 months
- (iii) Have the services under (b) (i) been dismantled. If not, reason for not dismantling

(c) Issue of Bills

- (i) Whether meter reading particulars are received in Central office in respect of services on the due dates as per Lr. No. 51597/X/Rev. II/F. Comp/GI. 87 dt. 19-1-88 and letter No. 225/X/Rev. II/F. Comp./HT.040/88-2 dt. 23-5-88?
- (ii) Whether all bills are sent to consumers by the 4th of the month?
- (iii) Are Disconnection notices issued promptly in the case of services which fail to pay the bills within 8 days from the date of the bill?

(d) Arrears**No.****Amount**

- (i) Arrears in live services (Reason for non-disconnection should be given service-wise)
- (ii) Arrears in disconnected services
- (iii) Action taken to realise the amount (Give service-wise details)
- (iv) How many cases of violations of the Terms and Conditions of Supply (malpractices) are pending
- (v) Action taken to realise the compensation charges from them (Give service-wise details)

(e) Court cases**No.****Amount
involved**

- (i) Cases in live services (indicate action taken in each case upto-date)
- (ii) Cases in disconnected services (indicate action taken in each case upto-date)

(f) Agreements

- (i) Whether all services are covered by Agreements executed by both the parties? If not, the number and reasons for each case should be given
- (g) Whether staff in the H.T. Section/ Revenue Co-ordination Section is as per yardstick

7. Low Tension Services**(a) Service particulars**

Name of the Revenue Branch	Total No. of Services	Live services	Disconnected services
----------------------------	-----------------------	---------------	-----------------------

(b) Disconnected service particulars

- (i) Services disconnected for more than 6 months :
- (ii) Services disconnected for less than 6 months :
- (iii) Whether notices for termination of the agreements have been issued in all cases where it is due :

(c) Issue of Bills

- (i) Whether Meter Card Registers are received promptly and regularly in the Revenue Branches :
- (ii) Whether posting is upto-date in respect of the following :
 - (a) Consumer ledger (debit, credit and balancing) :
 - (b) B.S.L. Ledger (debit, credit etc.) :
 - (c) P.C.B. Cash Book :
 - (d) B.C A.-cum-Cash Book :
 - (e) Security Deposit and Interest on Security Deposit :
- (iii) Whether Reconciliation is done in respect of all Distributions :
- (iv) Whether Bank Reconciliation is upto date :
- (v) In respect of Bank Reconciliation of Collection account pendency and clearance of IA & IB items with no. of items and amount (Yearwise) :
- (vi) Whether the Revenue unit is receiving accounts regularly from the banks—cases of undue delay may be listed. :
- (vii) Whether all commissions charged by the banks for Transfer of funds have been got refunded. :
- (viii) Whether the banks charge uniform postage for Telegraphic and Mail Transfers in all collection accounts :

(d) Mis-appropriations :

- (i) Mis-appropriations/loss of money reported (Revenue Branch-wise with details) :
- (ii) Action taken to recover them :

(e) Arrears :

Give Revenue branchwise details in respect of arrears to be collected in the following categories of consumers.

- (a) Agriculture :
- (b) Industries :
- (c) Local Bodies :
- (d) Government Departments :
- (e) For malpractice and theft :
- (f) Others :

(f) Court cases :

- (i) Cases in live services (indicate action taken in each case upto-date) :
- (ii) Cases in disconnected services (indicate action taken in each case upto-date) :

(g) Agreements :

- (i) Whether all power services are covered by Agreements executed by both the parties (If not, the reason for pendency. :

(h) Staff pattern :

- (i) Whether staff in the Revenue Branch is as per the yardstick prescribed? If not, action taken to conform with yardstick. :
- (ii) The number of posts vacant for more than two months. :
- (iii) Action taken to get them filled up : :

8. Temporary services under High Tension :

- (i) Live services :
- (ii) Disconnected services for which accounts are to be finalised and refunds to be made indicating the action taken in each case with yearwise details :

(b) Temporary services under Low Tension :

- (i) Total number of live services (Revenue Branchwise) :
- (ii) Number of disconnected services (Revenue Branch-wise) :
- (iii) Action taken to finalise the accounts to refund deposits (Revenue Branch-wise with yearwise) :

9. Cases covered under R. R. & R. D. Acts.**(a) High Tension :**

- (i) No. of disconnected cases :
- (ii) Whether action has been taken under R.D./R.R. Acts in all relevant cases. :

(b) Low Tension :

- (i) No. of disconnected cases (Revenue Branch-wise) :
- (ii) Whether action has been taken under R.D./R.R. Acts in all relevant cases. :

10. Monthly revenue in the system under :

H.T.
L.T.

11. Bills Payable :**(a) Contractor's bills :**

- (i) Bills pending for less than one month
- (ii) Bills pending 1 to 3 months
- (iii) Bills pending 3 to 6 months
- (iv) Bills pending over six months

Total

- (v) Check whether any cheques to contractors being delivered through field officers.

(b) Supplier's bills :

- (i) Bills pending for less than 1 month
- (ii) Bills pending 1 to 3 months
- (iii) Bills pending 3 to 6 months
- (iv) Bills pending over six months
- (v) Whether the Central payment journal is being posted upto-date with reference to duplicate LOAs received from headquarters.

Total

(c) Other bills :

- (i) Bills pending for less than 1 month
- (ii) Bills pending 1 to 3 months
- (iii) Bills pending 3 to 6 months
- (iv) Bills pending over six months

Total

- (v) Has action pursued for collection of arrears uncollected and annual minimum.

12. Cash Section :

- (i) Stamped receipts due. Details of cases and the amounts involved be furnished.
- (ii) Amanath Register. Whether register is reviewed periodically by the Assistant Administrative Officer.

13. Cash Book :

- (i) Is cash book being maintained properly in the prescribed form ?
- (ii) Is the cash balance being physically verified daily and at intervals by checking officers?
- (iii) An updated list of collection account and drawing account operated in the Circle (Bankwise).
- (iv) Whether the circle has sent the consolidated Mail Transfer statement to Financial Controller/Finance upto date.
- (v) Whether the circle has sent the Bank Reconciliation Statement (consolidated in respect of collection account and drawing account upto date.
 - (a) In respect of Bank Reconciliation of collection account pendency and clearance of IA & IB items with No. of items and amount (yearwise).

- (vi) Whether the Central Office/Revenue Branch is closely watching the transfer of funds effected by Banks to the Headquarters and taking action for claiming interest for all cases of delayed transfer.
- (vii) Whether the Central Office/Revenue Branch is receiving accounts regularly from the banks —cases of undue delay may be listed.
- (viii) Whether all commissions charged by the banks for Transfer of funds have been got refunded.
- (ix) Whether the banks charge uniform rate for Telegraphic and Mail Transfers in all collection accounts.
- (x) Whether the cheque verification register is maintained and the balance and unused cheques verified daily and certified by the officers.
- (xi) Whether identity cards have been issued and used by the staff going to banks for encashment of cheques as instructed in Memo. DFC/Res/BR/67679—2/87 dt. 28—9—87.
- (xii) Whether cheques are written under reverse carbon process as instructed in Memo. No. DFC/Res/BR/CF. gl/C 921/87 dt. 19—1—1988.

14. Permanent Advance :

- (i) Whether permanent advance register is maintained properly and submitted to the Officer whenever there are any transactions ?
- (ii) Is the advance present held adequate or excessive ?

15. Securities :

- (i) Whether register for securities is reviewed periodically and interest paid promptly. If there is delay, reasons therefor.
- (ii) Has the office paid interest for the year ended _____ in all the cases.
- (iii) Whether securities in respect of default consumers are being watched enhanced regularly ?

16. Imprest :

No. of imprest holders in the System.
The details of imprest pending recoupment.

17. Has annual verification of Tools and plants been done ? Furnish details ?

18. Work Orders :

- (i) Is the capital work order Register maintained properly ?
- (ii) The details of work orders pending closure as on.....furnish categorywise.
- (iii) Is the estimate card being operated as and when materials are drawn from Stores ?
- (iv) Whether initial accounts of work orders are correctly maintained to day.

19. Priority Register :

Is the Priority Register being maintained properly. Are applications for service connections attended to according to priority strictly. Give details of deviations :

20. INSPECTION OF REVENUE UNITS BY ACCOUNTS OFFICER FOR THE LAST 2 YEARS :

Name of the Revenue Unit	Date of Inspection	Special features rectified if any

21. Collection :

- (i) Do the cashiers visit respective places regularly for collection of arrears etc.
- (ii) Do the cashiers maintain their cash accounts and records correctly and remit the amount then and there.
- (iii) Are bill book abstracts posted day to day and cash books are written upto date ? List out omissions.

22. Is the Renewal bulb register in respect of local bodies.....and street lighting maintained?
23. Whether P.F./GPF schedule are sent to the C.I.A.O./Audit Br. regularly. Delay in submission of schedules to be noted.
24. Whether Bank reconciliation is being attended to properly?
25. Is a register of local purchase orders of S.Es. and E.Es. maintained. The total No. and value of purchase orders placed in the year should be furnished?
26. Is a register relating to Black listed, banning of business and bad performance etc. of firms maintained? and entries made upto-date.
27. Does the Office watch that the priced abstract reconciliation has been done regularly in the stores. Details to be furnished.
28. Is a register showing the prompt issue of 'C' forms under Central Sales Tax maintained?
29. Details of No. of 'C' Forms issued in the year and the value thereof furnished.
30. Whether any items pending clearance under 093 purchase as on..... pendency figures be furnished and effective steps be taken to clear them early.
31. Does the office maintain Rent Register in the prescribed form?
32. Check any bogus drawal of materials by fraudulent methods or for spending appropriations?
Whether material budget for the year has been prepared, got approved and appropriation against the provision is being watched?

34. Audit Objections :

- (i) Details of pending audit objections and reasons for non-clearance of objections.
- (ii) Audit notes pending as on items may be furnished in the form below :

Sl. No.	Nature of reference	Less than in a month	Over 1 month	Over 3 months	Over 6 months	Over 1 year	Total	Re-marks
1.	Audit Note (W.E.)							
2.	S.I.Cs. (A.W.)							
3.	Rejoinders (A.W.)							
4.	R.A.S. Audit Notes							
5.	R.A.S. Misc. Audit references							
	Total							

CHAPTER—V STORES

I. Receipts :

1. Whether prompt accounting of receipt of materials from suppliers have been taken into stock (onwards bills and challan).
2. Is the accounting of Inter Stores/Inter systems receipts and materials cleared from R.S. to stores viz. Transport notes verified regularly?
3. Is the disposal of the rejected materials in the Stores being watched and taken note of correctly and promptly?

II. Issues :

1. Are there cases of materials issued under transport Notes under emergencies and if so whether such transactions being regularised by the drawer promptly?
2. Whether check Register is being maintained properly in stores and whether it has been reconciled with Gate passes.
3. Whether Stores issue supported by requisition is being sent to Central Office of the system daily?
4. Is quantity reconciliation being done with price ledger maintained by Central Office.

5. Whether the following MIS return have been sent to Headquarters in the prescribed format on the due date ?
 - (a) SA/M/400 Stock Inventory Report.
 - (b) SA/M/401 Return on obsolete and non moving stock.
 - (c) SA/M/402 Progress report on Stores Accounting and clearance of 091 and 096 balances under Stock Verification and other than stock verification.
 - (d) SA/Q/404 Stock Reconciliation Certificate.
 - (e) SA/M/405 Return on Price variations.
 - (f) SA/M 403 Return on receipt and issues of stock inventory.
 - (g) Whether Central sales tax return has been sent to Headquarters regularly ?
 - (h) Whether credit under MODVAT Scheme has been availed ?

III. Maintenance of stores :

1. Are concurrent postings done properly in Bin cards as and when transactions take place in each material.
2. Is the weighing balance in the Stores maintained without error.
3. Does the Office maintain yard materials register for safe custody of the materials in the yard by watch and ward staff.
4. Does the office watch that the seals of stores are intact while taking over of stores daily.
5. Is petty cash book and imprest Account maintained properly in the prescribed form.
6. Does the stores maintain temporary advance Register for disbursement of wages and Railway payments and if so whether the register is being submitted to the officer daily ?
7. Adequacy of accommodation and safety measures in the Stores.
8. (a) Whether Annual Stock Verification of stores conducted regularly ? If so, date of last verification and year of verification to be furnished.
- (b) Whether discrepancies noticed during verification are properly regularised and responsibility fixed on the staff and officers concerned and followup action taken ?
- (c) Whether the annual verification of Tools and Plant conducted at System/Circle level and discrepancies regularised as per Para. 466 of Tamil Nadu Electricity Board Manual Vol. I ?
- (d) Whether Triennial verification of Tools and Plant conducted by Headquarters Office and discrepancies pointed out by the Stores Supervisor (Verification) reconciled.
- (e) Whether return of selected items of stock and disposable items are promptly sent to Headquarters office on due dates ? (ICP 11 and ICP 12).

CHAPTER—VI

- I. State whether any long term Master plan has been evolved, to meet the growing demand for power in the system and indicate whether proposals have been evolved and sent up for sanction.
- II. Give brief report on :
 - (a) Adequacy of sub-stations and improvements additions necessary.
 - (b) Adequacy of transmission lines and improvements, additions necessary.
 - (c) Adequacy of power transformer capacity and enhancement necessary.
 - (d) Low Voltage pockets and improvements necessary.
 - (e) Lines loss.
 - (f) Pumpset energisation.
- III. State whether daily reports are received promptly from all sub-stations and whether they are received monthly by the Superintending Engineer. The latest copy of the review may be appended.
- IV. State whether Technical circulars are properly indexed and a stock file is maintained.
- V. Are the following registers maintained ? If so, give an abstract.

1. Equipment Register Sub-Stationwise :

Voltage	No. of Sub-Station	Total power Tr. No. Capacity	No. of Feeders 230, 110, 66, 22/110 K.V.
230 K.V. 110 K.V. 66 K.V. 33 K.V.			

2. Load Record Register, where transformer capacity is not adequate.

Sl. No	Name of the Sub-Station	Capacity required	Action taken

3. Were additional feeders are required

Sl. No.	Name of the Sub-Station	No. of additional Feeders	Action taken

4. Register of Distribution Transformers

Capacity	No. of Distribution transformers in service	Total Capacity

5. Register of Equipment failures : (Other than Distribution transformers, meters)

ANNUAL REVIEW MADE

Year	No. of equipment failure	Whether failure reports sent in all cases	Whether failed equipments repaired	Total cost of replacement/rectification
85-86				
86-87				
so far				

6. Register of Breakdowns and Interruptions to lines

ANNUAL REVIEW MADE

1985—86 Breakdowns	This year so far breakdown	1985—86 Interruption	This year so far Interruption
E.H.T.			
H.T.			
L.T.			
TOTAL			

7. Failure of Distribution Transformer

ANNUAL REVIEW MADE

Year	No. of failures		No. of sick transformers repaired.	Stock of sick transformers
	Within Guarantee Period	Beyond Guarantee Period		

8. Failure of meters

Year	No. of sick meters received	No. of sick meters repaired	No. of meters condemned	Stock of sick meters
85—86				
86—87				
so far				

9. Register of Relay settlings.

List of relays not tested as per periodicity.

Sl. No.	Name of Sub-Station	Name of equipment of feeder	Date of last test

10. Register of Accidents

Year	Departmental		No. of accidents	Non-departmental	
	Fatal	Non-Fatal		Fatal	Non-fatal
85—86					
86—87					
So far					

11. Register of theft of Energy

Year	No. of theft of energy cases detected	No. of cases prosecuted	No. of cases successful	No. of cases not yet disposed	Amount realised
85—86					
86—87					
So far					

12. Register of surprise inspection

Regular staff	Inspection done by			No. of defects noticed			Revenue realised
	Surprise	Mass-raid	Total	Theft	Tampering	Misuse of other tariff	
85—86							
86—87							
So far							

13. Register of Theft of materials

Year	No.	Value	No. of persons prosecuted for theft of materials

14. Register of H.T. applications

	85—86		86—87	
	No. Demand		No. Demand KVA	
Application received				
Applications in the process of sanction				
Applications sanctioned				
Applications pending				
More than a year	More than 6 Months	More than 3 months		

15. Register of estimates sanctioned.

	No. of estimates received		No. of estimates sanctioned	
	1985—86	1986—87	1985—86	1986—87
a. New Schemes				
b. Improvements				
c. Others (DCW) etc.				
New Schemes				
Improvements				
Others				

16. Register of estimates received, scrutinised, sanctioned and sent up for sanction.

Sl. No.	Received	85-86	86-87	So far
a.	Capital			
b.	Improvements			
c.	Others			
d.	Total			
e.	Pending scrutiny more than a year			
f.	Pending scrutiny more than 6 months			
g.	Pending scrutiny more than 3 months			
h.	Sanctioned			
i.	Sent up to C.E. for sanction			

17. Register of Temporary supply

	1985-86	1986-87	So far
No. of applications received			
No. sanctioned			
No. pending			

18. Register of firms

19. Register of black listed firms

20. Register of specification sold

	1985-86	So far
No. of priced specification prepared		
Total quantity sold		
Amount realised		

21. Register of enquiries issued

	1985-86	1986-87	So far
a.	No. of enquiries issued		
	No. of enquiries finalised		
b.	No. of pending finalisation		
	More than a year		
	More than 6 months		
	More than 3 months		

22. Register of purchase orders

	1985-86	So far
a.	No. of purchase orders issued	
b.	Value of purchase order	
c.	No. of purchase orders cancelled	

23. Register of vehicles

	Jeeps	Vans	Lorries	Tractors	Total
a.	No. of vehicles in the system				
b.	No. on road				
c.	No. of condemned but not disposed				
d.	Total value of estimates sanctioned				

24. No of L.T. Applications pending in the system

	Agricultural	Power	Others
a. Pending more than 3 years			
b. Pending more than 2 years			
c. Pending more than 1 year			
d. Others			
e. Total			

25. Register of R.E.C. schemes

Name of the Scheme	Sanction No.	Value	Loan drawn so far	Progress so far made		
				Connection %	Lines %	Total transformer

26. Register of drawings

	1985-86	1986-87
No. of drawing approved		

CHAPTER—VII

1. Record Room :

- Is any room allocated for keeping records and racks provided.
- Is the Record Room is ventilated and kept clean.
- Are the records are periodically dusted.
- Have preventive measures been taken against white ants and other insects ?
- Have the index been arranged in alphabetical order and kept ready for reference.
- Has the rack register been maintained.
- Are Back Card Board showing the disposal numbers from to hung on each rack ?

2. Records Issue Register :

- Is a record issue register maintained properly in the requisition forms.
- Are the necessary particulars furnished in the requisition forms ?
- Are the delays noticed in the return of records.
- Is a Record arrear list prepared every month and action taken for the return of the records promptly and has it been submitted to officers periodically.

3. Destruction of Records :

- Is the destruction of old disposals, registers and other records upto date ?
- Have the records which require to be retained for more than the period prescribed been separated and listed out and have orders been obtained for their retention ? Have necessary entries been made on the disposals indicating their retention ?
- Have permanent disposals been scrutinised and those which have ceased to be important destroyed after obtaining the specific orders of the Board on each disposal ?

4. Library :

- a. Is the library in good condition ?
- b. Is a catalogue of books maintained and have all the books been numbered according to the numbers with catalogue ?
- c. Have all the books received been entered in the register at once ?
- d. Are all books entered in the list forthcoming ?
- e. Has the concerned Officer verified the books in the library once in half year atleast and recorded certificates of verification in the catalogue ?
- f. Is any effective system followed for the receipt of correction slips and for pasting them in the respective books ?

5. Library Issue Register :

- a. Is the Library Issue Register maintained and submitted for check of the immediate Gazetted Officer once a month.
- b. Is a list of over due books circulated to every section at the beginning of each month and the cost of books recovered from the persons concerned for the loss of books taken from the library.
- c. Is the cost of books damaged are written off for the accounts in case in which books are eaten away by white ants, and in cases of obsolete books.

6. Flat Files Cases :

- a. Is the receipt of flat file cases from the Director, T.N.E.B. Printing Press, Madras, noted in the stock Register.
- b. If so, proper acknowledgement obtained from the staff while issuing them ?
- c. Is the verification of flat file case once in every six months to note how many flat file cases are in good condition and how many require repairs.

7. Forms and Stationery :

- a. Are stock registers of forms and stationery maintained properly ?
- b. Has the stock been verified by the concerned Gazetted Officer periodically ?
- c. Does the stock on hand tally with that in the Register ? If not what are the reasons for the discrepancies noticed and the steps taken to reconcile them (in a few cases, physical verification should be done by the Inspecting Officers themselves).
- d. Are the indents sent in time to the Director, T.N.E.B. Printing Press, Madras. If not, what is the period of delay and the reasons therefor.
- e. Has the supply been received in time from the Director/T.N.E.B. Printing Press, Madras. If not, what is the period of delay and the reasons therefor.
- f. If the stock is found to be in excess, what are the reasons ? What steps have been taken to get the surplus stock distributed to other Officers ? If the stock is not sufficient, what steps have been taken to get the required minimum stock ?
- g. Is strict economy observed in the use of stationery articles ?
- h. Do the sections place indents monthly ? Does the competent authority pass the indents carefully ?
- i. Are there any obsolete forms ? If so, has any action been taken to remove them ?

8. Furniture :

- a. Is stock register of furniture maintained properly and upto date ?
- b. Does the stock agree with that shown on the register ?
- c. Have all the unserviceable articles been disposed of under proper authority and proceeds remitted ? have such items been written off in the stock register ?
- d. Have all items of purchases and supplies been entered immediately and numbered ?
- e. Has the register been checked by surprise by an Officer with the stock as per inventories ? If so what are the items checked, when and with what result ? Has the Officer inspected some of the articles purchased and noted their condition.
- f. Have the name of office and furniture number been painted on each item of furniture ?
- g. Has an inventory of furniture been hung in each room ?

9. Bicycles :

- a. Is a register maintained showing the particulars of bicycle purchased for the general use of the office and for use in the residence of the officers.
- b. Are repair charges including cost of spare parts purchased for the cycle entered duly in the registers with the progressive totals?
- c. Are necessary entries made in the register, when any cycle is condemned and new bicycle is purchased?
- d. Is the amount recovered from the persons concerned for the loss of any bicycles?
- e. Is the amount of loss written off from the accounts noted in the register when the amount has been determined as irrecoverable (with authority).

10. Copy Application Registers :

- a. Is a copy application register maintained properly?
- b. Has it been periodically checked by an officer?
- c. Are there any cases of delay in the issue of copies?

Fire Protection and Fire Drill :**FIRE EXTINGUISHERS AND FIRE DRILLS**

11. a. Are fire drills conducted periodically once in a quarter?
- b. Are precautions against fire taken as laid down in Tamil Nadu Electricity Board Manual?
- c. Is fire equipment serviceable?

CHAPTER — VIII

Are the following registers maintained upto date ?

1. Register of Incumbency of changes.
2. Register of Gratuity sanctioned.
3. Register of Superannuation for Provincial and Regular Work Establishment.
4. Register of compensation paid to workmen.
5. Register of persons debarred from Board Service.
6. Register of confidential papers and other Registers.
7. Steps taken to introduce Tamil as Official Language.
8. Register of files and records Issue Register in records.
9. Roneo Register.
10. Register of medical Reimbursement.
11. Register of Refund of Examination Fees.
12. Register of Festival Advance.
13. Register of Advance and pay.
14. Register of T.A. Bills. The No. of T.A. Bills pending adjustments and reasons for the delay may be furnished.
15. Register of Insurance Policies and Registers of withdrawals for financing L.I.C. Policies.
16. Register of withdrawals from General Provident Fund for financing Life Insurance Policies together with details of cases where premium receipts have not been produced for verification for more than a month.
17. Register of temporary advance sanction from Provident Fund.
18. Register showing names of G.P.F. and P.L.I. subscriber ?
19. Register of 'M' Books.
20. Register of Inventory.
21. Register of T. & P and Furniture.
22. Old outstanding items under deposits.

23. Register of P. L. I. subscribers.
24. Register of Cycle Advance.
25. Register of securities.
26. Cost data Register.
27. 'C' Form Register.

House Building Advance Register :

28. (a) (i) Whether a register is opened as per orders issued in Memo. No. 45994/O & M Cell/88-1 dated 3-2-1986.
- (ii) Details of fund allotment and particulars of sanction.
- (b) Whether the building has been mortgaged within the stipulated time (ie) within one month from the date of drawal of the 1st instalment in respect of loan sanctioned for purchase of plot and construction of house/construction of house and within 3 months from the date of drawal of advance in respect of loan sanctioned for purchase of ready built house/flat.
- (c) If not mortgaged within the stipulated time whether any extension of time has been granted in this regard—The details may be furnished.
- (d) Whether completion report has been submitted in time (i.e.) within 18 months of the date of drawal of 1st instalment for construction.
- (e) If not completed within the stipulated time whether any extension of time has been granted for completing the construction—The details may be furnished.
- (f) Whether there is any deviation in construction. If so, whether the same reported to sanctioning authority indicating resultant decrease/increase in the cost of construction, and the action taken thereon.
- (g) Whether the house has been insured within 3 months after completion/enlargement/purchase of the house.
- (h) If the Insurance Policy is not produced in time whether necessary action taken to obtain the same.
- (i) Whether the insurance policy is being renewed annually as per rules. If not the details of action taken.
- (j) The amount of insurance.
- (k) Whether entries have been made in the respective service books/service rolls/for the advance sanctioned and for drawal of each instalment together with the date of disbursement.
- (l) Whether necessary entries have been made in the L. P. C. in the event of transfer of the individual in regard to rate of recovery, follow-up action etc.
- (m) Has the recovery been commenced promptly as per rules or started belatedly due to any specific request from the individual. The details of extension granted for enhancement of recovery may be stated.
- (n) Has any additional advance to complete the balance construction in all respects of advance for enlargement of the existing house been sanctioned. If so, whether the recovery in respect of original advance as well as additional advance/Advance for enlargement has been made as per rules.

Marriage Advance Register

29. (a) The particulars of Fund allotment and sanction accorded thereof.
- (b) Whether the marriage has been celebrated and utilisation Certificate produced within stipulated time (viz), within one month of date of celebration of marriage or 3 months from the date of drawal of advance whichever is earlier.
- (c) If the utilisation certificate is not produced in time whether the individual has been granted any extension of time for producing the Utilisation Certificate and whether the extension is granted on the basis of supporting certificates, etc.
- (d) Whether recovery commenced as per rules.

- (e) In cases where no utilisation certificate has been produced and no extension is granted for producing the utilisation Certificate :—
Whether action taken for lumpsum recovery. If not, whether the fact reported to Board and pending orders whether recovery made at the rate of 1/10th advance amount.
- (f) Whether entries have been made in the service books/service rolls.
- (g) In the event of transfer whether necessary entry has been made in the L.P.C.

CHAPTER—IX

RULE OF RESERVATION

1. (a) Whether separate "Rosters" maintained categorywise for regular and temporary appointments and in the form prescribed. Printed bound volumes supplied.
- (b) Whether any irregularities noticed such as passing over of turns etc.
- (c) (i) What are all the categories in which there is short-fall
(ii) Please give the short-fall position for each category.
(iii) What steps have been taken to take good the deficiency.
- (d) Whether reasons given for "short-fall" passing over of turns are convincing.
2. (a) What are the categories for which rule of reservation has not been made applicable.
- (b) What are the steps taken to bring those categories under the purview of the rule of reservation.
3. (a) Whether requisition was made to Employment Exchange in the form prescribed with rotation turn to be filled up.
- (b) Whether instructions relating to requisition of candidates from employment exchange are scrupulously followed
- (c) Whether certificates regarding observation of rule of reservation is recorded at the time of making appointments as required in G. O. Ms. No. 1054, S. W., dated 2—9—1971.

Circular No. 1520/Legal Cell-3/89-1, (Secretariat Branch) Dated the 6th January 1989.

Sub : Water Cess-Levy of water cess upon Thermal Power Stations-Appeal to the concerned Authorities under the Water (Prevention and Control of Pollution) Cess Act, 1977—Certain legal aspects—Mentioning of in the Grounds of Appeal presented to the authorities under the said Act—regarding.

It is seen that in regard to Thermal Power Stations of the Board water cess is being levied and the same is being paid under protest by the Board and the matter is being taken to the higher authorities under the Water (Prevention and Control of Pollution) Cess Act, 1977 by the Board by way of filing appeals under the said Act. The Board is incurring heavy payment of water cess even though the Board is a Government Undertaking owned and controlled by the State Government. The legal position of the Board as to the liability of payment of water cess has been examined by the Legal Cell with reference to case law and the following legal aspects may be taken into account by all Superintending Engineers incharge of Thermal Stations/Board's Counsels and Advocates appearing for Board's cases in water cess matters.

(i) The Board is exercising only governmental functions which were previously exercised by the State Government in the Public Works Department.

(ii) In the case of **Electricity Board, Rajasthan vs Mohan Lal** (AIR 1967 SC 1857), the Supreme Court held that the Rajasthan Electricity Board is a "State" within the meaning of Article 12 of the Constitution which relates to the definition of 'State' for the Purposes of Fundamental Rights and Directive Principles of State Policy as contained in Parts III and IV of the Constitution. The said Fundamental Rights and Directive Principles of State Policy as contained in the Constitution relate to duties of Government towards the citizens and other persons in the administration of Government and implementation of State Policy. In other words, they relate to the activities of State which pertain to public functions. In as much as Electricity Board is a 'State' as held by the Supreme Court and in view of the fact that it is exercising only governmental functions which were previously exercised by the State government, it should not be made liable to payment of water cess and other taxes levied by the State Government and Central Government. Such a liability to water cess and other taxes is not in consonance with the constitutional and administrative law as interpreted by the Supreme Court in the above case.

(iii) The Board even though it is a corporate body constituted under Electricity (Supply) Act, 1948 it is fully owned and controlled only by the State Government under the veil of corporate status. The Chairman of the Board and the majority of the Board's members such as Secretary to Government, Public Works Department; Secretary to Government/Finance Department and Secretary to Government, Industries Department are full-time Government servants belonging to the State Government. The main controlling body viz. the Board at its apex level is predominantly constituted only by the Government servants of the State.

(iv) Under the Electricity Act, 1910, and Elec. (Supply) Act, 1948, and under various administrative instructions, the State Government is giving directions and guidelines to the Board and the Board is bound to follow them.

(v) In regard to collection of electricity dues, the State Government then and there issue instructions for the waiver of collections or deferment of collection in regard to agriculturists and other weaker sections of the people and the Board is implementing the instructions of the State Government only as a limb of the Government under the veil of corporate status.

(vi) The dues and other sums due to the Board are treated as arrears of land revenue and they are collected under the Revenue Recovery Act in the same way as dues to the State Government are collected. The fact that the State Government have enacted the various special enactments for the Board such as the Tamil Nadu Elec. Board (Recovery of Dues) Act, 1978 (TNA 29 of 1978), the Tamil Nadu Revision of Tariff Rates on Supply of Elec. Energy Act, 1978 (TNA 1 of 1979) e.c. would amply prove that the Electricity Board is only a limb of the State Government and its interests are the interests of the State Government.

(vii) Every year, a separate Budget for the Elec. Board is prepared and the same is laid before the State Assembly for its approval by the State Government. This also shows that the State Elec. Board is accountable for its actions to the State Legislative Assembly in the same way as the State Government is answerable to the State Legislature for every executive action of the Government.

(viii) The regulations made by the Board under the statutes relating to the supply of electricity require the previous approval of the State Government. The ultimate control of the Board lies only with the State Government.

(ix) The Supreme Court in **Ajay Hasia Vs. Khalid Mujib** (AIR 1981 SC 487) while narrating about the origin of the corporations and statutory bodies has clearly held that the **"corporations came into being as the third arm of the Government"** (paragraph 7 at page 492 of the Report). In the above case the Supreme Court clearly held the view that in the formation of public corporations and other statutory and corporate bodies by the Government **"the true owner is the State, the real operator is the State and the effective controller is the State and accountability for its actions to the community and the Parliament is of the State"** (paragraph 7 page 493 of the Report). In the above case the Supreme Court has further held the view that even though the corporation is a distinct juristic entity with a corporate structure of its own, it is really the Government which acts through the instrumentality or agency of the corporation and that the Government is the true and real owner of the corporation. The following observations of the Supreme Court would make this very clear. "It is undoubtedly true that the corporation is a distinct juristic entity with a corporate structure of its own and it carries on its functions on business principles with a certain amount of autonomy which is necessary as well as useful from the point of view of effective business management, but behind the formal ownership which is cast in the corporate mould, the reality is very much the deeply pervasive presence of the Government. It is really the Government which acts through the instrumentality or agency of the corporation and the juristic veil of corporate personality worn for the purpose of convenience of management and administration cannot be allowed to obliterate the true nature of the reality behind which is the Government". In view of the above clear rulings of the Supreme Court, the juristic entity of the Electricity Board is only a formality but the real owner is the Government. The above decision is the latest which has been followed by the Supreme Court in subsequent decisions also (paragraph 7 of the Report).

(x) In view of the above ruling of the Supreme Court, it may be contended that when the State Government is exempt from the water cess the Electricity Board which even though a separate entity in reality is only an instrumentality of the State Government as per the above ruling of the Supreme Court, is equally exempt from the water cess.

(xi) The Supreme Court in **Shinde Brothers Vs. Deputy Commissioner, Raichur** (AIR 1967 SC p. 1512) held that a cess means a tax and is generally used when the levy is for some administrative expense which the name (health cess, education cess, road cess etc.) indicates. From the above ruling of Supreme Court it would be clearly seen that the levy of cess is only for meeting the administrative expenses in connection with any purpose for which it is levied. Under the Water (Prevention and Control of Pollution) Cess Act, 1977 (Central Act 36 of 1977) Cess is levied only for meeting the administrative expenses connected with the prevention and control of water pollution under the water (Prevention and Control of Pollution) Act 1974 (Central Act 6 of 1974). This can be clearly inferred from the reading of the various provisions of the Act including the charging section. Section 3 of the Act which is the charging section makes it clear that the cess shall be levied for the purposes of the water (Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974) and utilisation thereunder. From the above, it would be seen that the levy of cess is co-related to the water pollution caused in a particular industry and the levy is made for the purpose of meeting the administrative expenses incurred in regard to the prevention and control of pollution. The provision for rebate in sec. 7 of the Act also indicates that the cess is levied only for meeting administrative expenses incurred for the prevention and control of water pollution and that the rebate is given to those who have installed plants for the treatment of sewage or trade effluent because of the fact that in such cases the administrative expenses would be less, as the pollution would be very low and negligible and that the particular industry which has installed the plants for the treatment of sewage or trade effluent would have minimised the pollution. From these provisions, it would be clear that the cess is levied under the Act only where there is a water pollution in a particular industry within the meaning of "water pollution" under the Water (Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974) and that the cess is levied and collected by way of meeting the administrative expenses incurred for implementing the provisions of the Act. The levy of water cess is co-related to the existence of water pollution in a particular industry and the administrative expenses connected with the prevention of such pollution. In cases where there is no water pollution at all, there would not be any administrative expense and consequently the levy of cess cannot be legally made. According to the definition of 'pollution' in section 2(e) of the Act, "pollution" means such contamination of water or such alteration of the physical, chemical or biological properties of water or

such discharge of any sewage or trade effluent or of any other liquid, gaseous or solid substance into water (whether directly or indirectly) as may, or is likely to, create a nuisance or render such water harmful, or injurious to public health or safety, or to domestic, commercial, industrial, agricultural or other legitimate uses, or to the life and health of animals or plants or of aquatic organisms.

In the Thermal Power Stations, the water which is used for cooling purposes, is neither consumed nor polluted. There is no pollution at all in the use of water by the Thermal Power Stations. It is submitted that the Government of India, Ministry of Energy (Department of Power) Central Electricity Authority, New Delhi in their letter No. CEA—305/Genl./Mis/87/354—57, dt. 6th July 1987 have *inter-alia* conceded the fact that there is no pollution in the Thermal Power Stations.

The following observations in the above letter would be relevant :—

“In the case of condenser cooling water, the thermal stations for instance, required per day as much as 20 lakhs Kilo litres of water, which, in some cases is sea-water, for circulating on a once through basis through the condensers and thereafter discharging it back to the source **without causing any pollution**, chemical or physical, except for a few degrees, rise in temperature of the outlet water, **which does not really constitute pollution.**”

“(iii) Also since the use of water for cooling purposes does not lead to its pollution, as the pollution parameters remain unaltered at the outlet in respect of these parameters at the inlet, a rebate of 70% of the cess payable also becomes due in terms of sec. 7 of the Water Cess Act, 1977. This is so since no de-pollution measures are necessary”.

In view of the above observations of Central Electricity Authority, it would be clearly seen that there is no pollution at all in Thermal Power Stations maintained by the Board so as to justify the levy of water cess in respect of the Thermal Power Stations under the said Central Act. As there is no pollution, there would not be any administrative expense which has to be incurred under the Central Act. Consequently, the levy of water cess is not warranted for under the Act as the levy is only intended to meet the administrative expenses for the prevention of pollution.

All Superintending Engineers of the Thermal Power Stations and Board's Counsels and Advocates are requested to take into account the above legal aspects and they are further requested that the above legal aspects may be briefly stated in all affidavits, Counter-affidavits/appeals etc. that are filed before the Water Cess authorities in connection with the levy of water cess cases along with other grounds that are considered necessary to be included in them.

S. Chockalingam,
Legal Adviser.

• • •

Establishment—Class III and IV Service—Sanction of Leave to Office Helpers and employees in Regular Work Establishment by Assistant Executive Engineers—Procedure to be followed—Orders—issued.

(Permanent) B. P. (Ch.) No. 5

(Secretariat Branch)

Dated 7—1—1989.

Margazhi, 23, Vibhava,
Thiruvalluvar Aandu, 2020.

Proceedings :

As per the provisions of regulation 8 of the Tamil Nadu Electricity Board Leave Regulations, Assistant Executive Engineers are competent to sanction leave upto 30 days in respect of Office Helpers and Regular Work Establishment employees upto and inclusive of the rank of Lineman within their jurisdiction. Executive Engineers are competent to sanction leave for periods beyond 30 days in respect of the above categories of employees, and in respect of Regular Work Establishment employees of and above the rank of Line Inspector within their jurisdiction.

2. In as much as the Service Rolls of the employees in Regular Work Establishment cadre are maintained in Offices of the Executive Engineers and as Assistant Executive Engineers are competent to sanction leave to Regular Work Establishment employees below the level of Line Inspector, and with a view to eliminating the delay in the correspondence as to the leave eligibility of such employees, it is hereby ordered that the following procedure shall be followed for sanction of leave to employees where the leave sanctioning authority is the Assistant Executive Engineer and the Service Books/Service Rolls of such employees are maintained in the office of the respective Executive Engineers.

On receipt of leave application from an employee, the Assistant Executive Engineer concerned should, after considering the administrative contingencies, issue an order allowing the employee to proceed on leave subject to eligibility, marking a copy thereof to the Executive Engineer concerned. On receipt of the copy of Assistant Executive Engineer's order, the Executive Engineer concerned should grant leave as admissible to the employee. Pending receipt of leave sanction order from the Executive Engineer, the Assistant Executive Engineer can also allow leave salary provisionally for the period of leave applied for.

(By Order of the Chairman)

S. Chockalingam,
Secretary-in-charge.

• • •

Circular No. 81556—Legal Cell, 3/89—1 (Secretariat Branch) Dated the 9th January 1989.

Sub : Excise Duty—Levy of Excise Duty upon Board's transactions—Appeal to the concerned authorities under the Central Excise and Salt Act, 1944. Certain legal aspects—Mentioning of in the Grounds of Appeal presented to the Excise Authorities under the said Act—Reg.

It is seen that in regard to transactions entered into by the Board with the contractors, firms, companies etc. in regard to Board's matters, excise duty is being levied and the same is being paid under protest by the Board and the matter is being taken to the higher authorities under the Central Excise and Salt Act, 1944, by the Board by way of filing appeals under the said Act. The Board is incurring heavy payment of excise duty even though the Board is a Government undertaking owned and controlled by the State Government. The legal position of the Board as to the liability of payment of excise duty has been examined by the Legal Cell with reference to case-law and the following legal aspects may be taken into account by all Superintending Engineer/Chief Engineers/Board's Counsels and Advocates appearing for Board's cases in excise matters.

(i) The Board is exercising only governmental functions which were previously exercised by the State Government in the Public Works Department ;

(ii) In the case of **Electricity Board Rajasthan Vs. Mohan Lal** (AIR 1967 SC 1857), the Supreme Court held that the Rajasthan Electricity Board is a "State" within the meaning of Article 12 of the Constitution which relates to the definition of 'State' for the purposes of Fundamental Rights and Directive Principles of State Policy as contained in Part—III and IV of the Constitution. The said Fundamental Rights and Directive Principles of State Policy as contained in the Constitution relate to duties of Government towards the citizens and other persons in the administration of Government and implementation of State Policy. In other words, they relate to the activities of State which pertain to public functions. In as much as Electricity Board is a 'State' as held by the Supreme Court, and as it is exercising only public functions which were previously exercised by the State Government, it should not be made liable to payment of excise duty and other taxes levied by the State Government and Central Government. Such a liability to excise duty and other taxes is not in consonance with the constitutional and administrative law as interpreted by the Supreme Court in the above case.

(iii) The Board even though it is a corporate body constituted under the Electricity (Supply) Act, 1948, it is fully owned and controlled only by the State Government under the veil of corporate status. The Chairman of the Board and the majority of Board's members such as Secretary to Govern-

ment, Public Works Department, Secretary to Government, Finance Department and Secretary to Government, Industries Department are full-time Government servants belonging to the State Government. The main controlling body viz. the Board at the apex level is predominantly constituted only by the Government Servants of the State.

(iv) Under the Electricity Act, 1910 and the Electricity (Supply) Act, 1948 and under various administrative instructions, the State Government is giving directions and guidelines to the Board and the Board is bound to follow them.

(v) In regard to collection of electricity dues, the State Government then and there issue instructions for the waiver of collection or deferment of collection in regard to agriculturists and other weaker sections of the people and the Board is implementing the instructions of the State Government only as a limb of the Government under the veil of corporate status.

(vi) The dues and other sums due to the Board are treated as arrears of land revenue and they are collected under the Revenue Recovery Act in the same way as dues to the State Government are collected. The fact that the State Government have enacted the various special enactments for the Board such as the Tamil Nadu Electricity Board (Recovery of Dues) Act, 1978 (TNA 29 of 1978), Tamil Nadu Revision of Tariff Rates on supply of Electrical Energy Act, 1978 (TNA 1 of 1979) etc. would amply prove that the Electricity Board is only a limb of the State Government and its interests are the interests of the State Government.

(vii) Every year, a separate Budget for the Electricity Board is prepared and the same is laid before the State Assembly for its approval by the State Government. This also shows that the State Electricity Board is accountable for its actions to the State Legislative Assembly in the same way as the State Government is answerable to the State Legislature for every executive action of the Government.

(viii) The regulations made by the Board under the statutes relating to the supply of electricity require the previous approval of the State Government. The ultimate control of the Board lies only with the State Government.

(ix) The Supreme Court in **Ajay Hasia Vs. Khalid Mujib** (AIR 1981 SC 487) while narrating about the origin of the Corporations and statutory bodies, has clearly held that **'the Corporations come into being as the third arm of the Government'** (paragraph 7 at page 492 of the Report). In the above case, the Supreme Court clearly held the view that in the formation of public corporations and other statutory and corporate bodies by the Government **"the true owner is the State the real operator is the State and the effective controller is the State and accountability for its actions to the community and the Parliament is of the State"** (Para 7 page 493 of the Report). In the above case the Supreme Court has further held the view that even though the corporation is a distinct juristic entity with a corporate structure of its own, it is really the Government which acts through the instrumentality or agency of the corporation and that the Government is the true and real owner of the corporation. The following observations of the Supreme Court would make this very clear. "It is undoubtedly true that the corporation is a distinct juristic entity with a corporate structure of its own and it carries on its functions on business principles with a certain amount of autonomy which is necessary as well as useful from the point of view of effective business management, but behind the formal ownership which is cast in the corporate mould, the reality is very much deeply pervasive presence of the Government. It is really the Government which acts through the instrumentality or agency of the corporation and the juristic veil or corporate personality worn for the purpose of convenience of management and administration cannot be allowed to obliterate the true nature of the reality behind which is the Government". In view of the above clear rulings of the Supreme Court, the juristic entity of the Electricity Board is only a formality but the real owner is the Government. The above decision is the latest which has been followed by the Supreme Court in subsequent decisions also (Paragraph 7 of the Report).

(x) In view of the above rulings of the Supreme Court, it may be contended that when the State Government is exempt from the excise law, the Electricity Board which even though a separate entity in reality it is only an instrumentality of the State Government as per the above ruling of the Supreme Court, is equally exempt from the excise law.

All Superintending Engineers/Chief Engineers (Distribution) and Board's Counsels and Advocates are requested to take into account the above legal aspects. They are further requested that the above legal aspects may be briefly stated in all affidavits, counter-affidavits/appeals etc. that are filed before the Excise Authorities in connection with the excise cases along with other grounds that are considered necessary to be included in them.

S. Chockalingam,
Legal Adviser.

Amendment No. 1/89

Regulations—Tamil Nadu Electricity Board Employees' Travelling Allowance Regulations—Daily Allowance—Payment of Daily Allowance during period of training—Regulation 83 (a) Amendment issued.

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

(Sectt. Branch)

Dated the 10th January 1989.
Margazhi 26, Vibhava,
Thiruvalluvar Aandu 2019.

Proceedings :

According to Regulation 83 (a) of the Tamil Nadu Electricity Board Employees' Travelling Allowance Regulations, an employee deputed to undergo a course of training, if the training is at a fixed centre and the course of training exceeds three months, may draw travelling allowances under the regulations for journeys on transfer. However, in the cases where the period of training exceeds 3 months and the Board allows at its discretion stipend, or deputation allowance or training allowance for the period of training, travelling allowance as on tour may be drawn for the journeys to and from the training centre. If the course of training does not exceed three months or is not confined to a particular station, the regulations which govern journeys on tour shall apply. Daily allowance shall be allowed at full rates for the first ten days and at three-fourths rate for the remaining days subject to certain minimum limits.

2. It has been found in practice that in the case of two officers of equal grade deputed for training in the same place one for 3 months and the other for more than 3 months from the same date, the former trainee is eligible for daily allowance while the latter is not eligible even for a fraction of it. In other words, the less the period of training the more the advantage. To set right the anomaly, the Board has decided to amend the regulations so as to allow Daily Allowance to the Board employees deputed for training at the following rates:

First 30 days	Full Daily Allowance
Next 60 days	$\frac{3}{4}$ th of Daily Allowance
Next 90 days	$\frac{1}{2}$ Daily Allowance
Beyond 180 days	No Daily Allowance

The trainees shall be allowed to claim transfer Travelling Allowance during training period beyond 180 days. The trainees shall also be allowed to draw House Rent Allowance and City Compensatory Allowance at the rates admissible to the training place.

3. Accordingly, 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 Tamil Nadu Electricity Board Employees' Travelling Allowance Regulations.

Amendment

In the said Regulations, in Regulation 83, in sub-regulation (a), for the first paragraph, the following paragraph shall be substituted, namely:

" A Board employee deputed to undergo a course of training, may draw Travelling Allowance as on tour for the journeys to and from the training centre. Daily allowance is admissible for the period of halt at training centre at full rate for the first 30 days; threefourth rate for the next 60 days and half rate for the next 90 days. No Daily Allowance is admissible beyond 180 days. The trainees shall be allowed to claim Travelling Allowance as on transfer if the training period exceeds 180 days. The trainees shall also be allowed to draw House Rent Allowance and City Compensatory Allowance at the rates admissible to the training place."

(By Order of the Board)

Encl :

S. Chockalingam,
Secretary-in-Charge

Encl:

Statement Showing the Existing Provisions Under Regulation 83 (a) of Tamil Nadu Electricity Board Employees' Travelling Allowance Regulations and the Provisions Embodying the Amendment Issued in (Permanent) B. P. (FB) No. 1 (SB) Dated 10-1-1989.

Existing Provision

An employee deputed to undergo a course of training, if the training is at a fixed centre and the course of training exceeds three months, may draw travelling allowances under the regulations for journeys on transfer. However, in the cases where the period of training exceeds 3 months and the Board allows at its discretion stipend, or deputation allowance or training allowance for the period of training travelling allowance as on tour may be drawn for the journeys to and from the training centre. If the course of training does not exceed three months or is not confined to a particular station, the regulations which govern journeys on tour shall apply. Daily allowance shall be allowed at full rates for the first ten days and at three-fourths rate for the remaining days subject to a minimum limit of Rs. 7-50 P. in the case of employees of Grades I to V and Rs. 5/- in the case of employees of Grades VI and below. The increased minimum limit will, however, be applicable only for halts outside the State.

Provision Embodying the Amendment

A Board employee deputed to undergo a course of training, may draw travelling allowance as on tour for the journeys to and from the training centre. Daily allowance is admissible for the period of halt at training centre at full rate for the first 30 days, three fourth rate for the next 60 days and half rate for the next 90 days. No daily allowance is admissible beyond 180 days. The trainees shall be allowed to claim Travelling Allowance as on transfer, if the training period exceeds 180 days. The trainees shall also be allowed to draw House Rent Allowance and City Compensatory Allowance at the rates admissible to the training place."

* * *

Memo. No. 3852/DTS/A5/88-3 (Administrative Branch) Dated 10-1-1989

Sub : Training—Staff Training College and other training institutes/centres—Training course on First Aid, Fire Fighting and Industrial Safety—Expenditure—Sanctioned—Amendment issued.

Ref : 1. B.P. Rt. (Ch) No 161 (Administrative Branch) dated 12-8-88.
2. From Dy. Director/Thermal Training Institute/Ennore Lt. No. D. 1930/88 dated 20-12-88.

In the B.P. under reference 1st cited, sanction was accorded to incur the expenditure for conducting courses on First Aid, Fire Fighting and Industrial Safety to Staff Training College and Institutes/Centres. The Deputy Director/Thermal Training Institute/Ennore in his letter under reference 2nd cited has stated that M/s. St. John Ambulance Association have increased the rate towards course fee from Rs. 16/- to Rs. 20/- per candidate and requested sanction for the enhanced amount.

In view of the position stated above, the following amendment is issued and sanction is hereby accorded for incurring the additional expenditure towards course fee for conducting First Aid Training by St. John Ambulance Association to Staff Training College and other Institutes/Centres.

Additional Expenditure Sanctioned

Sl. No.	Name of Institute/ Training Centre	Addl. Expenditure/ Batch	No. of batches per year	Addl. expenditure involved for a year
				Rs.
1.	Thermal Training Institute/Ennore	a) Technicians Increased rate Rs. $4 \times 25 = 100$	4	400
		b) Engineers Rs. $4 \times 25 = 100$	2	200
2.	Staff Training College/Madras	Rs. $4 \times 30 = 120$	6	720
3.	Transmission & Substation Training Institute/Madurai	a) Engineers Rs. $4 \times 20 = 80$	6	480
		b) Technicians Rs. $4 \times 20 = 80$	4	320
4.	Hydro Training Institute/Athikadavu	Technicians Rs. $4 \times 20 = 80$	4	320
5.	Technical Training Centre/Korattur	Rs. $4 \times 50 = 200$	5	1000
6.	Technical Training Centre/Mettur	Rs. $4 \times 50 = 200$	5	1000
7.	Technical Training Centre/Madurai	Rs. $4 \times 50 = 200$	5	1000
8.	Technical Training Centre/Coimbatore	Rs. $4 \times 50 = 200$	5	1000
9.	Technical Training Centre/Trichy	Rs. $4 \times 50 = 200$	5	1000
10.	Technical Training Centre/Virudhunagar	Rs. $4 \times 50 = 200$	5	1000
11.	Lineman Training Centre/Tirunelveli	Rs. $4 \times 30 = 120$	6	720
12.	Lineman Training Centre/Thanjavur	Rs. $4 \times 30 = 120$	6	720
13.	Lineman Training Centre/Tiruvannamalai	Rs. $4 \times 30 = 120$	6	720
				10,600

(By Order of the Chairman)

M. Chinnakkannu,
Chief Engineer/Personnel.

Tamil Nadu Electricity Board—General Provident Fund Regulations—Sanction of part-final withdrawal after completion of fifteen years of Service—Amendment—Issued.

(Permanent) B.P. (Ch) No. 1

(Audit Branch)

Dated 10—1—1989.

Margazhi 26, Vibhava,
Thiruvalluvar Aandu 2019.

G. O. Ms. No. 594/Finance/(Funds) Department dt. 28—6—77.

Proceedings :

The Government of Tamil Nadu in the orders referred to above have reduced 20 years of service to 15 years of service for availing Part-final withdrawal by the members of General Provident Fund

2. After careful consideration, the Tamil Nadu Electricity Board have extended the above benefit to the employees of the Board with immediate effect.

3. In exercise of the powers conferred by section 79 (c) of the Electricity (Supply) Act, 1948, read with Regulation 3 (a) of Tamil Nadu Electricity Board, General Provident Fund Regulations, and with reference to B. P. Ms No. 2115 dt. 13—10—72, the Tamil Nadu Electricity Board hereby makes the following amendment to Tamil Nadu Electricity Board General Provident Fund Regulations.

Amendment

In the said Regulations,

(i) In Regulation 18-A, in Sub-regulation (1), for the opening sentence commencing with the expression "Subject to the conditions....." and ending with "more of the following purposes, namely, the following shall be substituted:

"(1) Subject to the conditions specified herein, withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under clause (c) of sub-regulation (1) of regulation 16 at any time as shown in the Fifth Schedule, after the completion of fifteen years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund for one or more of the following purposes namely:—"

(ii) The entries under columns (7) and (9) in Fifth Schedule shall be omitted.

(By Order of the Chairman)

Arjunan Gnanalivu,
Accounts Member.

●●●

Establishment—Tamil Nadu Electricity Board—Thiru K. N. Rathinavelu, Joint Secretary to Government—Appointment as Secretary to Board—Orders issued.

Permanent B. P. (Ch.) No. 7

(Secretariat Branch)

Dated 11—1—1989

Margazhi 26, Vibhava
Thiruvalluvar Aandu 2019

Read :

(i) B. P. Rt. (Ch.) No. 127 Sectt. Branch dated 31—12—88.

(ii) G. O. Rt. No. 102 Public (Special-A) dated 9—1—89.

Proceedings :

In exercise of the powers conferred by Section 15 of the Electricity (Supply) Act, 1948 (Central Act 14 of 1948), and with the approval of the Government of Tamil Nadu the Tamil Nadu Electricity Board hereby appoints Thiru K. N. Rathinavelu, Joint Secretary to Government, Environment and Forests Department on deputation as Secretary to the Board with effect from the date of his taking over charge.

2. Orders regarding the terms and conditions governing the appointment of Thiru K.N. Rathinavelu on deputation will be issued separately.

(By Order of the Chairman)

S. Chockalingam,
Secretary-in-charge.

U.O. Note No. 80324/H1/88-6, (Secretariat Branch) Dated 11-1-1989.

Sub : Establishment-Tamil Nadu Electricity Board-Secretary to Board-Thiru K. N. Rathinavelu—Assumption of Charge.

Ref : Permanent B.P. (Ch) No. 7, Secretariat Branch dated 11-1-89.

Thiru K.N. Rathinavelu, assumed charge as Secretary to the Board on 11-1-89 F.N. His residential address and telephone numbers are as follows :

Residential Address :

K. N. Rathinavelu,
No. 9, Subramania Swamy Koil Street,
Alandur, Madras-600 016.

Telephone Nos.

Office

831118 (Personal)
832171
832172
832173
833387
833388
832436
832442

Ext. 3

Residence

434633

S. Chockalingam,
Secretary-in-Charge.

●●●

Memorandum No. 73965/E2/88-15, (Secretariat Branch) dated the 12th January, 1989.

Sub : Loans and Advances—House Building Advance amount recovered in full from the employees—Discharging of mortgage deed—Clarifications—Issued.

As per Rule-8 (d) of Tamil Nadu Electricity Board Rules which are based on Government House Building Advance Rules, the property mortgaged to Board with reference to the House Building Advance sanctioned to a Board employee shall be reconveyed to the employees concerned after the advance together with interest thereon has been repaid to the Board in full, by an endorsement on the Mortgage Deed to the effect that the full amount has been received and the mortgage is extinguished.

2. A point has been raised for clarification as to whether the above instructions contained in the Rules have to be followed or a separate document should be executed and registered, and if so, what should be the form of such document and who should bear the cost of the document.

3. The matter has been examined in detail and it is hereby instructed that the original mortgage deed may be returned to the Board's employee, who obtained loan, with an endorsement thereon to the effect that the amount under the deed has been realised in full with interest thereon, (A copy of draft Acknowledgement of Debt is enclosed) and that it is for the Board's employee to present the document to the concerned Sub-Registrar along with a form obtainable from him duly filled in. On payment of a nominal fees, the Sub-Registrar shall make necessary entries in the relevant registers to wipe off the encumbrance on the property.

4. Receipt of this Memorandum shall be acknowledged.

K. N. Rathinavelu,
Secretary.

Encl :

Encl :

ACKNOWLEDGEMENT OF DEBT

THIS DEED OF ACKNOWLEDGEMENT made on this.....
by theTamil Nadu Electricity Board (hereinafter called the Board) which expression shall unless repugnant to the subject or context include his successors in office and assigns :

2. WHEREAS the Board had sanctioned an advance of Rs..... (Rupees.....) for the purchase and construction of the house to Thiru..... at more particularly described in the Schedule hereunder subject to the terms and conditions specified in Board's Proceedings..... dt..... and Rs..... being the additional advance in Board's Proceedings..... dt.....

3. WHEREAS Thiru has mortgaged the property to be constructed thereon or purchased from and out of the Board's money and registered and Registered Document No..... before the Sub-Registrar,

4. WHEREAS, Thiru has repaid the mortgaged amount in full with interest thereon, and sought acknowledgement of the debt.

5. NOW THIS DEED witnesseth as follows :

(i) In pursuance of the covenants in the Registered mortgage deed before the Sub-Registrar, has repaid the entire advance together with interest in full and the Board hereby acknowledge the receipt of the said amount.

SCHEDULE

IN WITNESS WHEREOF Thiru....., Tamil Nadu Electricity Board acting for and on behalf of the Board sets his hand on the day and the year first above written.

Witnesses :

(1)

(2)

TRAINING—Staff Training College—Orientation training for Assistant Engineers—Lodging charges for stay at YWCA/Madras for lady candidates attending two months training at Staff Training College—Approval accorded.

Permanent B P. (Ch.) No. 17

(Administrative Branch)

Dated 13—1—1989.

29, Vibhava, Margazhi

Thiruvalluvar Aandu—2019.

Read :—

- (1) From SE/Gen./T.veli Lr. No. R. 241/88, dated 13/22—10—88.
- (2) From SE/Gen./T.veli Lr. No. R. 306/88, dated 19—12—88.
- (3) From DD/STC/Madras Lr. No. D. 1443/88, dated 16—12—88.

At Staff Training College/Madras, 2 months Orientation training programme is conducted for Assistant Engineers and Junior Engineers II Grade regularly. The trainees are provided with hostel facilities and they have to make their own arrangement for boarding. The hostel provided is only for male candidates and no separate hostel is provided for ladies. During the 38th batch of orientation training conducted at Staff Training College two lady Assistant Engineers were deputed and they stayed at YWCA working Women's hostel, Madras during the training period. They have requested for the reimbursement of lodging charges for the amount they have incurred during their stay at YWCA working women's hostel.

After careful consideration, the Tamil Nadu Electricity Board approves the proposal for the payment of lodging charges for lady candidates attending training for two months Orientation course at Staff Training College and stay at YWCA working Women's hostel as a special case. Approval is also hereby accorded for the reimbursement of the lodging charges to the lady candidates who attended the two months Orientation training at Staff Training College and stayed at YWCA working women's hostel commencing from the 38th batch and for future batches at the rate not exceeding Rs. 12 (Twelve only) per day per candidate.

The above expenditure is debitable to "TNEB Funds—Revenue Expenses-76 Administration & General expenses—76-154 Training expenses—Training programme for Board's personnel".

(By Order of the Chairman)

M. Chinnakkannu,
Chief Engineer/Personnel.

●●●

Letter No. 00237/CC. I/F. 77/89 (Audit Branch) Dated 13—1—1989

Sub :—Tamil Nadu Electricity Board-Audit Branch-attending of Police Inquiry and Court cases by the Internal Audit Branch Official for the defalcation of Board's Money based on Audit Report—exempted—Orders Issued.

The Internal Audit is entrusted with the check of records and Auditing of Revenue and Expenditure Accounts and other spheres or activity of Board in various offices. During the course of such checks the Audit Branch has unearthed many cases of defalcation and misappropriation based on the records maintained in the concerned offices. Based on the Audit Reports further course of action were initiated on the officials who were responsible for the loss of Revenue and complaints were also lodged with police by the concerned circle officers and in certain cases, the matter has been taken up with courts for remedial action to safeguard the loss of Revenue or to protect the official.

In certain cases the police-department has requested the concerned Circle Office to present the first informant for enquiry etc., and inturn the Audit Personnel were requested to attend the police inquiry or witness before the court of law in many occasions. This type of approach has affected the functions of Internal Audit.

As the Audit slips are only points raised by the audit, the Accounts and Administration, has to verify the facts and either to agree with the points raised in the audit slips or to contradict it lies with them. The matter was placed before the Chairman, Tamil Nadu Electricity Board and he has observed that the complaint can emerge only after verification and hence complainant can be only the one who confirms the objection raised by the Audit and that the Audit Staff working in Board Office Audit Branch (Internal Audit) may be exempted from attending the police inquiries and Court Proceedings. Necessary instructions may also please be issued to all the Superintending Engineers with regard to this.

HOLIDAY—General Elections to Tamil Nadu Legislative Assembly Constituencies 1989—Holiday to employees of Tamil Nadu Electricity Board on Saturday the 21st January, 1989 — Orders issued.

(PERMANENT) B. P. (Ch) No. 12

(Secretariat Branch)

Dated 13—1—1989

29, Margazhi Vibhava,
Thiruvalluvar Aandu, 2019.

Read :

G. O. Ms. No. 66 Public (Elections IX) Department, dated 12—1—1989.

Proceedings :

The Tamil Nadu Electricity Board directs that Saturday, the 21st January, 1989, the date on which the Poll for the General Elections to the Tamil Nadu Legislative Assembly Constituencies will take place, shall be a paid holiday to all employees of the Tamil Nadu Electricity Board.

(By Order of the Chairman)

K. N. Rathinavelu,
Secretary.

• • •

AMENDMENT No. 1/89

REGULATIONS—Tamil Nadu Electricity Board Service Regulations—Relinquishment of rights by employees—Regulation 103—Amendment—Issued.

(Permanent) B. P. (FB) No. 2

(Secretariat Branch)

Dated the 13th January 1989.

Margazhi 29, Vibhava,
Thiruvalluvar Aandu 2019.

Read :

B. P. Ms. (FB) No. 73 (Adm. Br.) Dt. 14—9—87.

Proceedings :

With reference to the existing provisions of Regulation 103(2) of the Board's Service Regulations, in the case of promotion, it is open to an employee to relinquish his rights for promotion either before or after receipt of orders of promotion. Such relinquishment of right for promotion by an employee shall be unconditional. The appointing authority shall issue specific orders either rejecting or accepting the offer. Relinquishment of right for promotion once accepted will be final, and it will not be allowed to be revoked under any circumstances, whatsoever. Any request for permission to revoke the relinquishment will be summarily rejected.

2. Consequent on the issue of orders extending pensionary benefits to Regular Work Establishment workmen with effect from 1—7—1986, it was represented that some of the workmen who had relinquished their promotions in the past would not have done so had they been aware of the probability of their coming under a pension scheme, that by relinquishment they had for gone not only a higher pay but also a higher pension and that one more chance might be given to those who had already relinquished their rights for promotion to revoke the relinquishment. After careful consideration of the matter, orders have been issued in B. P. Ms (FB) No. 73 (Adm. Br.) dt. 14—9—87, permitting them to exercise revised option. In the same B. P. the Board has also ordered that

“ In the case of future promotion of employees/officers, the following options may be given before promotion or immediately after promotion, subject to furnishing an undertaking by the workmen/officers concerned as prescribed—

- (i) to temporarily relinquish his/her rights of promotion for a period of not less than 3 years subject to the condition that after the expiry of that period the claim for promotion will be with reference to the state of affairs that exist at that time,

or

- (ii) to permanently relinquish his/her right for promotion, in which case any subsequent claim for promotion will not be entertained under any circumstances whatsoever."

Based on the above orders, Service Regulations are to be amended.

3. Accordingly, in exercise of the powers conferred by section 79(c) of the Electricity (Supply) Act, 1948 (Central Act, 54 of 1948), the Tamil Nadu Electricity Board hereby makes the following amendment to the Tamil Nadu Electricity Board Service Regulations.

AMENDMENT

In the said regulations,

in regulation 103, for sub-regulation (2), and the Note thereunder, the following sub-regulation shall be substituted, namely,—

"(2) In the case of promotion, an employee may, subject to his giving an undertaking in the prescribed form, either

- (i) temporarily relinquish his right for promotion for a period of not less than three years subject to the condition that after the expiry of that period the claim for promotion will be with reference to state of affairs that exist on that date i.e. after the expiry of period of relinquishment without restoration of original seniority, or
- (ii) permanently relinquish his right for promotion, in which case any subsequent claim for promotion will not be entertained under any circumstances whatsoever."

4. The above amendment shall be deemed to have come into force on the 14th September 1987.

(By Order of the Board)

K. N. Rathinavelu,
Secretary.

Encl. :

Statement showing the Provisions in Regulation 103 the Tamil Nadu Electricity Board Service Regulations as existing and the Provisions embodying the Amendments issued in (Permanent) B.P. (FB) No. 2 (SB) dt. 13—1—1989.

Existing provisions	Provisions embodying the amendment
103. Relinquishment of rights by members :	
(1) Any person may, in writing, relinquish any right or privilege to which he may be entitled under these regulations, if, in the opinion of the appointing authority, such relinquishment is not opposed to the interest of the administration ; and nothing contained in these regulations shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished	NO CHANGE

- (2) In the case of promotion, it is open to an employee to relinquish his rights for promotion either before or after the receipt of orders of promotion. Such relinquishment of right for promotion by an employee shall be unconditional. The appointing authority shall issue specific orders either rejecting or accepting the offer. Relinquishment of right for promotion once accepted will be final, and it will not be allowed to be revoked under any circumstances, whatsoever. Any request for permission to revoke the relinquishment will be summarily rejected.

Note : Sub-Regulation (2) will not be applicable to cases of promotion of Junior Assistants, Typists or Steno-typists as Assistants on common seniority basis in the offices of the Systems/Circles governed by separate orders."

"(2) In the case of promotion, an employee may, subject to his giving an undertaking in the prescribed form, either

- (i) temporarily relinquish his right for promotion for a period of not less than three years subject to the condition that after the expiry of that period the claim for promotion will be with reference to state of affairs that exist on that date i.e. after the expiry of period of relinquishment without restoration of original seniority, or
- (ii) permanently relinquish his right for promotion, in which case any subsequent claim for promotion will not be entertained under any circumstances whatsoever.

●●●

Memorandum No. 74430/O&M Cell/88—2 (Secretariat Branch) dated the 17th January, 1989.

Sub : ESTABLISHMENT—Disbursement of Pay and Allowances to stock verification officials—Instructions issued.

It is hereby ordered that the pay and allowances to the Stores Supervisors of Accounts Branch stationed outside Madras to attend to stock verification work shall be sent by Demand Draft instead of by Money order hitherto done. The Acquittance Rolls shall also be sent along with the Demand Draft which shall be returned to the office duly closed after payment.

(By Order of the Chairman)

K. N. Rathinavelu,
Secretary.

●●●

Memorandum No. 64812/C2/88-4, (Secretariat Branch) dated the 18th January, 1989

Sub : Holidays—Tamil Nadu Electricity Board—Holidays for the employees of the Board for 1989—Substituted holidays for the employees in Mettur Workshop Orders—Issued.

Ref : (i) Board's Lr. No. 64812/C2/88-1 dt. 28—10—88.
(ii) B.P. Ms. (Ch) No. 346 (S.B.) Dt. 23—11—88.
(iii) From SE/Mettur Workshop Circle letter No. SEN/Adm./A2/FB/PR.295/88 dt. 24—11—88.

The Tamil Nadu Electricity Board directs that in the case of employees in the Mettur Workshop Circle, the following holidays shall be substituted for the holidays mentioned in the Annexure to the B.P. cited.

- (1) Saturday the 25th March 1989 (Easter Saturday) instead of 6th April 1989 (Telugu New Years day)
- (2) Wednesday the 2nd August 1989 (Adiperukku) instead of 13th October 1989 (Meelad-Un-Nabi)

K. N. Rathinavelu,
Secretary

Letter No. 64812/C2/88-5 (Secretariat Branch) dated the 18th January, 1989

**Sub : Holidays—Public and Government holidays during the year 1989—
Amendment—Issued.**

**Ref : (i) B.P. Ms. (Ch) No. 346 (S.Br.) dt. 23—11—88.
(ii) G.O. Ms. No. 2094 Public (Misc.) Deptt., dated 30—11—88.**

I am to enclose a copy of G.O. Ms. No. 2094 Public (Misc.) Department dated 30—11—88 for information.

**K. N. Rathinavelu,
Secretary.**

Encl :

Copy of G.O. Ms. No. 2094 Public (Misc.) Deptt. Govt. of Tamil Nadu dt. 30—11—88

Holidays—Public and Government Holidays during the year 1989—Amendment—Issued,

Read :

G.O. Ms. 1668, Public (Miscellaneous) Department, Dated 30—9—1988.

Order :

The following notification will be published in the Tamil Nadu Government Gazette :—

Notification

In partial modification of the Notification issued with the Government order read above, it is hereby ordered that the Saturday 30th December 1989 shall be observed as Public Holiday for the Banks only under Negotiable Instruments Act 1881 on account of Annual closing of Bank Accounts.

(By Order of the Governor)

**K. A. Sundaram,
Commissioner & Secretary to Govt.**

(True Copy)

●●●

Memo. No. 007327/E8—3/89—1 (Adm. Branch) dt. 19—1—1989

**Sub : Distribution Reorganisation Committee — Report — Action taken on the decision Meeting held on 2—12—1988 — Instructions regarding closing of work orders—
Further Instructions—Regarding.**

Ref : This Office Memo No. 100117/E8—3/87—1 dt. 31—7—87.

Further to the Office Memo cited, the following Instructions are issued :

1. For Junior Engineers/Assistant Engineers working in Distribution Sections who stand transferred on Administrative grounds as well as on request, 7 working days may be allowed :

- (a) to close all the work orders operated by the Junior Engineer/Elect/Assistant Engineer
- (b) for rendering detailed materials accounts with actual handing over of balance materials in respect of running work orders.

and (c) for rendering financial accounts of services for which balance amounts are to be recovered or settled.

2. For Junior Engineer's/Assistant Engineer's working in Construction Sections who stand transferred on Administrative grounds as well as on request, 14 working days may be allowed for closing the work orders as detailed in Para 1 (a), (b), and (c) above.

3. The Junior Engineer's/Assistant Engineer's should get clearance Certificate from the Assistant Executive Engineer under whom they are working and produce the same while joining in the new station.

4. The joining report of the Junior Engineer/Assistant Engineer should be accepted only if the Junior Engineer/Assistant Engineer produces the clearance certificate.

**K. Venkatesan
Chairman**

ESTABLISHMENT—Tamil Nadu Electricity Board Accounts Branch—Upgrading the post of Financial Controller (Revenue) in the grade of Superintending Engineer as Chief Financial Controller (Revenue) in the grade of Chief Engineer—Orders issued.

(Permanent) B.P. (FB) No. 5

(Secretariat Branch)

Dated 20—1—1989.

Thai 7, Vibhava,
Thiruvalluvar Aandu, 2020

Read :

B.P. Ms. No. 200 dated 5—2—1979.

Proceedings :

Sanction is accorded for upgrading the post of Financial Controller (Revenue) in the grade of Superintending Engineer (Scale Rs. 2625—125—3250—150—3700) sanctioned in the Board's Proceedings cited as Chief Financial Controller (Revenue) in the grade of Chief Engineer (Scale Rs. 3100—150—3700—175—4225), in view of higher responsibilities attached to the post.

2. The upgradation of the above post shall be for a period of one year from the date of utilisation and will be reviewed thereafter.

3. The incumbent of the upgraded post will continue to work under the control of Accounts Member.

4. The incumbent of the post will be eligible for the usual pay, D.A., H.R.A. and C.C.A. at the rates admissible under the orders in force.

5. The expenditure is debitable to "T.N.E.B. Funds—75 Employee costs".

(By Order of the Board)

K.N. Rathinavelu,
Secretary.

●●●

Memo. No 896/I.R. 1 (4) 89—1, (Administrative Branch) Dated 23—1—1989.

Sub : Establishment—R.W.E.—Vehicle Helpers promotion to the post of Drivers—Further instructions—Issued.

Ref : Adm. Br. Memo. No. 150309/182/S6(3)/86-10, dated 10—9—1987.

In order to satisfy the provisions in the Tamil Nadu Electricity Board Service Regulations requiring vehicle Helpers to possess licence with experience in driving for 2 years in addition to educational qualification, instructions were issued that Vehicle Helpers should be appointed temporarily giving odd job in leave vacancies of Drivers and such period should be counted towards qualifying service of 2 years.

(2) It has been represented that for want of driving experience, the Vehicle Helpers could not be promoted under the present circumstances.

(3) The matter has been further examined and the following instructions are issued :—

In addition to appointing Vehicle Helpers temporarily as Drivers in leave vacancies of Drivers, the Superintending Engineers can themselves authorise the Vehicle Helpers who are holding valid licence and who are competent, to drive the vehicles so that they can gain 2 years experience in driving for promotion as Drivers.

The receipt of this memo. should be acknowledged.

M. Chinnakkannu,
Chief Engineer/Personnel.

ESTABLISHMENT—Board's Employees—Permission for studying Part time/Correspondence Courses—Revised Instructions—issued.

Permanent B.P. (Ch) No. 27

(Administrative Branch)

Dated the 23rd January 1989
 Thai 10, Vibhava,
 Thiruvalluvar Aandu 2020
 Read :

B. P. Ms. (Ch) No. 181, Adm. Br., Dated 31—3—86.

Proceedings :

In B. P. Ms. (Ch) No. 181, Administrative Branch, dated 31—3—86, conditions have been stipulated for granting permission to the employees of Board to study Part time courses. In practice, in many cases, permission could not be granted, due to non-fulfilling of the conditions stipulated therefor. Nevertheless it is also not desirable in the interest of the working of the Board to relax the conditions in favour of the employees and permit them to study the courses under part time study scheme. The matter has therefore been examined in detail.

2. According to the provisions in the Annexure III referred to in Regulation 94 of Tamil Nadu Electricity Board Service Regulations, a person who has passed A. M. I. E. is eligible for appointment as Assistant Engineer. A. M. I. E. qualification is acquired through Correspondence course/private study. In the above circumstances, it is considered adequate, that instead of permitting the employees for studying Part time B. E. Course or diploma courses in Engineering, they may be continued to be permitted to study A. M. I. E. course by correspondence study or privately which will not be detrimental to their official duties when compared to that of the part time study.

3. In view of the above, the employees of the Board can further their career by studying A. M. I. E. under correspondence course instead of studying Part time B.E. course/diploma courses in Engineering. Applications are received for Part time study in non-engineering subjects also. In many of these cases correspondence courses are available. In view of the above aspects, the following instructions are issued for granting permission to study under correspondence courses/private studies.

- (1) Permission will be granted to the employees, only for correspondence course/private study. This permission will be granted irrespective of the relevancy of the course to the field of service of the employee.
- (2) The competent authority to grant the permission shall be the Chairman in respect of all Class I Officers and the Secretary, Chief Engineer/Personnel, Chief Financial Controller and Chief Internal Audit Officer shall be the competent authority for the Class II Officers and below working in the respective Branches, under their direct control.
- (3) The other Chief Engineers shall be the competent authority to grant such permission to the Class II Officers of their region/jurisdiction and also to all other staff working in their respective offices.
- (4) The Superintending Engineers concerned shall be the competent authority to grant such permission upto and inclusive of the rank of Assistant Engineers of their circle.
- (5) Pendency of Disciplinary action/undergoing punishment, if any, need not be considered as a bar for granting such permission to study these courses under correspondence/private studies.
- (6) Those who apply for permission for studying correspondence course should furnish the following undertaking :
 - (i) Admission to the course will not be a guarantee against transfer if it becomes necessary in the middle of the course.
 - (ii) His/Her admission in the course shall be without detrimental to official work and he/she should work late hours also if required.
 - (iii) The entire cost towards the course will be of his/her own and Tamil Nadu Electricity Board will not be responsible for any expenditure therefor.
- (7) The instructions contained in B. P. Ms. (Ch) No. 181, Adm. Branch, dated 31—3—86 are cancelled with immediate effect and there will be no case of granting permission to study part time courses of any kind in future.

The receipt of this B. P. shall be acknowledged to the Deputy Chief Engineer.

(By Order of the Chairman)

M. Chinnakkannu,
 Chief Engineer (Personnel)

தமிழ் ஆட்சிமொழிச் செயலாக்க நடவடிக்கை எண். 1/89.

சுற்றறிக்கை எண். 009035/40/த. வ./நி. கி./88—1, நாள் 24—1—1989.

பொருள் : தமிழ் ஆட்சிமொழிச் செயலாக்கம்—வாரியத்தில் விரைவுபடுத்த ஊர் மாற்றல் போன்றவைகளுக்கான மாதிரிப் படிவங்கள்—பயன்படுத்த அனுப்பப்படுகின்றன,

நிருவாகக் கிளையில் பயன்படுத்தவுள்ள ஊர் மாற்றல் உத்தரவுகள், மேற்கல்வி பயில அனுமதிக்கும் உத்தரவுகள் ஆகியவற்றின் தமிழ்ப் படிவங்கள் (ஆங்கிலப் படிவங்களுடன்) இணைப்பில் தரப்பட்டுள்ளன. மற்ற அலுவலகங்களுக்கும் பதவிகளுக்கும் ஏற்றவாறு தக்க மாற்றங்களைச் செய்து பயன்படுத்திக் கொள்வதற்காக இவை செயலகக்கிளை, தணிக்கைக்கிளை, கணக்குக்கிளை, நிருவாகக் கிளை உட்பட வாரியத்தின் அனைத்து அலுவலர்களுக்கும் அனுப்பப்படுகின்றன,

கே. என். இரத்தினவேலு,
செயலர்

.....அலுவலகம்

கு. எண்.....நாள்.....

பொருள் : நிருவாகம்—.....ஆவது பணித் தொகுதி- திரு.....அஞ்சல் வழிக் வாயிலாகப் பட்டம் பெற அனுமதி கேட்கப்பட்டது—அளிக்கப்படுகிறது.

பார்வை : 1நாளிட்ட திரு/திருமதி/செல்வி.....விண்ணப்பம்
2 மே. பொ./..மின் பகிர்மான வட்டத்தின் கடித எண்.

கீழ்க்கண்ட நிபந்தனைகளுக்கு உட்பட்டு திரு.....(பெயர் வகிக்கும் பதவி) அவர்கள் பல்கலைக் கழகத்தின் அஞ்சல் வழிக்கல்வி வாயிலாக.....பட்டப் படிப்பைப் பயில.....ஆண்டில் அனுமதிக்கப்படுகிறார்.

1. பயிலும் காலத்திற்கு இடையில் வாரிய நிருவாகத்தின் தேவை பொருட்டு இவருக்கு ஊர் மாற்றம் ஏற்பட்டால் அதைத் தவிர்க்க படிக்க அளிக்கப்படும் இந்த அனுமதியைக் காரணமாகக் கொள்ளக்கூடாது.
2. கல்வி பயில இவருக்கு அளிக்கப்பட்டுள்ள அனுமதி இவரது பொறுப்பில் உள்ள அலுவலகப் பணிக்கு எவ்விதத்திலும் ஊறுவிளைவிக்கத் தக்கதாக இருக்கக்கூடாது. தேவைப்பட்டால் அலுவலக நேரத்திற்குப் பிறகும் கூட இவர் பணிபுரிய வேண்டும்.
3. இவரது கல்விக்காகும் செலவிற்கு வாரியம் எவ்வகையிலும் பொறுப்பேற்காது. இதற்குரிய முழுச் செலவுகளையும் இவரே ஏற்கவேண்டும்.

பெறுநர் :

திரு.....(வகிக்கும் பதவி).....

மே. பொ./.....மின் பகிர்மான வட்டம் வாயிலாக.....

நகல்:மே.பொ./.....மின் பகிர்மான வட்டம்/.....வட்டம்

த. பொ.....மின் பகிர்மானம்.

Memo. No.

Sub: Establishment—Class III Service—Thiru.....
Degree through Correspondence course—
 Permission—Requested—Granted.

Ref:

Thiru.....
 is permitted to study.....Degree course through Correspondence
 conducted by.....University during.....
 subject to the following conditions:—

- (i) His/Her admission to the course will be a guarantee against transfer if it becomes necessary in the middle of the course.
- (ii) His/Her admission in the course is without detrimental to Official work and he should work late hours also, if required.
- (iii) The entire cost towards the course will be of his/her own and Tamil Nadu Electricity Board will not be responsible for any expenditure therefor.

Chief Engineer/Personnel.

To:.....

கடித எண்.

நாள்:

பெறுநர்:

மேற்பார்வைப் பொறியாளர்/.....

ஐயா,

பொருள்: நிருவாகம்—மூன்றாவது பணித் தொகுதி—இளநிலை உதவியாளர்/
 தட்டச்சர்/சுருக்கெழுத்து தட்டச்சர்/மதிப்பீட்டாளர்/ஆவண எழுத்தர்/
 அலுவலக உதவியாளர்கள்—மாற்றல் கோரிக்கை விண்ணப்பங்கள்—திருப்பி
 அனுப்பப்படுகின்றன.

பார்வை: 1. 28—8—85 நாளிட்ட த. பொ./பணித் தொகுதியின் குறிப்பாணை
 எண். 047514/352/நிதி/பி(3)/85—1.

2.நாளிட்ட மேற்பார்வைப் பொறியாளரது கடித
 எண்.....

ஏற்கனவே பார்வையில் குறிப்பிட்டுள்ள இவ்வலுவலகக் குறிப்பாணையில் துணைப்பத்தி—1ல்
 தெரிவிக்கப்பட்டுள்ளவாறு மாற்றல் கோரிக்கைக்கான விண்ணப்பங்கள் குறிப்பிட்ட ஒரு மின் வட்டத்
 திற்கானதாக இருக்க வேண்டுமே தவிர குறிப்பிட்ட ஒரு ஊருக்கானதாக இருக்கக்கூடாது. குறிப்பிட்ட
 ஒரு ஊரைக் கோரி வரும் விண்ணப்பங்கள் மறுக்கப்படும்.

பார்வையில் கண்டுள்ள தங்கள் கடிதத்துடன் வரப்பெற்ற விண்ணப்பங்கள் குறிப்பிட்ட ஒரு
 ஊரைக் கோரியும் மற்றும் வரையறுக்கப்பட்ட படிவத்தில் அனுப்பப்படாததும் உள்ளதால், பார்வை
 (1)ல் கண்டுள்ள இவ்வலுவலகக் குறிப்பாணையோடு அனுப்பப்பட்ட முறையான படிவத்தில் ஒரு
 வட்டத்தினை மட்டுமே குறிப்பிட்டு மாற்றல் கோரி, மறுபடியும் விண்ணப்பிக்க மேற்கண்ட விண்ணப்-
 பங்கள் திருப்பி அனுப்பப்படுகின்றன.

இணைப்பு:

தலைமைப் பொறியாளர்/பணி அமைப்பு

(உத்தரவின்படி அனுப்பப்படுகிறது)

கண்காணிப்பாளர்.

From:

Thiru.....
Chief Engineer/Personnel,
No. 800, Anna Salai, Madras-2.

To

The Superintending Engineer,
.....

Lr. No.....

Sir,

Sub: Establishment—Class III Service—Junior Assistant/Typist/Steno-typist/Assessor/
Record Clerk/Office Helpers/—Request Transfer applications—Returned.

Ref: C. E./Pl. Memo. No. 047514/352/Adm. Br./C1-3/85-1, dated 28-8-1985.
2. S.E./

I invite your attention to the Sub-psra 1 of the Instructions issued in the Memo. cited, wherein it has been stated that the applications for request transfer should be to a particular system and not to a particular station and that the applications for request transfer to particular station will be rejected.

As the applications received with your letters cited under reference indicated the name of the station and not in the prescribed form also they are returned herewith for resubmission in the proper format enclosed with the above memo. applying for transfer to System only.

Chief Engineer/Personnel

Enclosure: As above

.....அலுவலகம்

குறிப்பாணை எண்.....நாள்

பொருள் : நிருவாகம்—மூன்றாவது பணித் தொகுதி—திரு
.....க்கு விருப்ப மாற்றல்—உத்தரவு—விடுக்கப்படுகிறது.

திரு/திருமதி.....(பெயர், வகிக்கும் பதவி.....)க்கு
மாற்றப்பட்டு, அங்கு தற்போதுள்ள காலி இடத்தில் பணியிலிடப்படுகிறார் (போஸ்ட்ட.).

மேற்பார்வைப் பொறியாளர்/.....இடமிருந்து மறு பணிஇடலுக்கான
(ரீபோஸ்டிங்) உத்தரவு கிடைத்ததும் உடனடியாக இவர் புதிய மின் அமைப்பில் சேரவேண்டும். அதற்கு
முன் தற்போது பணியாற்றும் மின் அமைப்பிலிருந்து முறையான பணி விடுப்பை இவர் பெற
வேண்டும்.

இப்பணியாளரது ஊர் மாற்றமானது, அவரது விருப்பை மாற்றக் கோரிக்கையின் பெயரிலேயே
இடப்படுகிறது என்பதால், இடமாற்றலுக்கான பயணப்படி எதையும் பெற இவர் தகுதியானவர் அல்ல.

த. பொ. (பணி அமைப்பு)

பெறுநர் :

திரு.....
வாயிலாக

நகல் : மேற்பார்வைப் பொறியாளர்/.....

மறு பணி இடலுக்கான (ரீ போஸ்டிங்) உத்தரவு மே. பொ./.....இடமிருந்து கிடைக்கப்
பெற்ற உடன் மேற்குறிப்பிட்ட பணியாளரை பதிலுக்கு தகுந்த பணியாளர் வரும் வரை காத்திராமல்
உடனடியாக விடுவிக்கும்படி கேட்டுக் கொள்ளப்படுகிறார்.

நகல் : மேற்பார்வைப் பொறியாளர்/.....மின் அமைப்பிற்கு மாற்றப்பட்ட
பணியாளருக்கான மறுபணி இடலுக்கான உத்தரவை வழங்கி, பணியாளர் மின் பகிர்மான வட்ட
பணியில் சேர்ந்த நாளை தவறாது தெரிவிக்கும்படி கேட்டுக் கொள்ளப்படுகிறார்.

நகல் : மண்டல த. பொ./பகிர்மானம்

தலைமைப் பொறியாளர்

தேர்முக உதவியாளர்/ஆட்கள் தேர்வுப் பிரிவு.

இருப்புக் கோப்பு.

Memo. No.....

Office of the.....
Dated :

Sub: ESTABLISHMENT—Class III Service—Thiru

Transfer to.....
at request—Ordered.Thiru..... is transferred and posted to.....
against the existing vacancy.

He/She should join duty in the new System immediately on receipt of re-posting orders from the Superintending Engineer/..... and also after obtaining proper relief from the present system.

He/She is also informed that he/she is not eligible for Transfer Travelling Allowance as the transfer ordered herein is based on his/her own request.

Chief Engineer (Personnel)

To
Thiru.....
Through :.....
Copy to the Superintending Engineer/

He is requested to relieve the above individual immediately on receipt of re-posting orders from the Superintending Engineer/..... without waiting for the substitute and to report the date of his/her relief

Copy to the Superintending Engineer/.....

He is requested to issued re-posting orders to the above individual who stands transferred to his System end to intimate the date of his her joining promptly.

Copy to the Chief Engineer/Distribution/
Copy to the Chief Engineer/.....
Copy to the Personal Assistant/Recruitment.
Copy to Stock file.திரு.....
தலைமைப் பொறியாளர்/பணி அமைப்பு
நேர்முகக் கமிட்டி எண்.....
அன்பார்ந்த திரு..........அலுவலகம்
நாள்.....

பொருள் : நிருவாகம்—முன்றாவது பணித் தொகுதி.....க்கான மாற்றல் கோரிக்கை தொடர்பாக மேல் விவரங்கள் கேட்கப்படுகின்றன.

பார்வை : 21—5—86 நாளிட்ட வாரியத்தலைவரது சுற்றறிக்கை எண்.182/நிகி/ஐஆர் 2(1)/86—1.

பார்வையில் கண்டுள்ள சுற்றறிக்கையின்பால் தங்களது கவனத்தை ஈர்க்கின்றேன். மேலும் திரு/திருமதி/சல்வி.....தொடர்பான கீழ்க் குறித்துள்ள விவரங்களை மேல் நடவடிக்கைக்காக இவ்வலுவலகத்திற்கு அனுப்பி வைக்கும்படி கேட்டுக் கொள்கிறேன்.

1. கடந்த இரண்டாண்டு காலத்தில் விடுப்பில் இருந்த கால அளவு.
2. முன் அனுமதி பெற்று விடுப்பில் சென்றாரா? முன் அனுமதி பெறாது விடுப்பில் சென்றாரா? அப்படியானால் இந்த விடுப்பு பின்னால் முறைப்படுத்தப்பட்டதா?
3. பணிக்கு வராது இருந்த (விடுப்புக்கான) காரணம்.
4. இவர் மீது ஒழுங்கு நடவடிக்கை ஏதும் பாக்கி உள்ளதா? அல்லது தொடங்கப்பட உள்ளதா? அப்படியானால் எந்தக்காரணத்தின் அடிப்படையில் இது எடுக்கப் பட்டுள்ளது?
5. பணியாற்றும் திறமையும் நடத்தையும்.

வாழ்த்துக்களுடன்.

தங்கள் உண்மையுள்ள,

பெறுநர் :

Thiru.....

Office of the.....

D.O. Letter No.

Dear Thiru

Sub : ESTABLISHMENT—Class III Service—

Request Transfer to.....Certain particulars called for.

Ref : 1. Chairman's Circular No. 182/Adm. Br./IR.2(1)/86-1, dt. 21—5—86.

I invite your attention to the reference cited and request that the following particulars in respect of.....may be arranged to be furnished to this office for taking further necessary action in the matter.

1. Duration of absence during the preceding two years.
2. Whether the absence was with prior sanction of leave or whether it was unauthorised and if so, whether it was subsequently regularised.
3. Reason for the absence.
4. Whether any D.P. is pending or contemplated. If so on what grounds.
5. Work and Conduct.

With best wishes,

Yours sincerely,

To
Thiru

அனுப்புநர்.

அலுவலகம்

திரு

பெறுநர்.....

தலைமைப் பொறியாளர் (பணி அமைப்பு).

/நி.கிளை/சி.6—

/86 நாள்.....89.

கடித எண்.

ஐயா,

பொருள் : திருவாகம்—மூன்றாவது பணித்தொகுதி.....க்கான மாற்றல் கோரிக்கை—தொடர்பான மேல் விவரங்கள் கேட்கப்படுகின்றன.

பார்வை : 21—5—86 நாளிட்ட வாரியத் தலைவரது சுற்றறிக்கை எண்.182/நி.கி/ஐஆர் 2(1)/86—1.

பார்வையில் உள்ள சுற்றறிக்கையைக் காணவும். திரு/திருமதி.....தொடர்பான கீழ்க் குறித்துள்ள விவரங்களை மேல் நடவடிக்கைக்காக இவ்வலுவலகத்திற்கு அனுப்பி வைக்கும்படிக் கேட்டுக்கொள்கிறேன்.

1. கடந்த இரண்டாண்டு காலத்தில் விடுப்பில் இருந்த கால அளவு?
2. முன் அனுமதி பெற்று விடுப்பில் சென்றாரா? முன் அனுமதி பெறாது விடுப்பில் சென்றிருப்பின் இந்த விடுப்பு பின்னால் முறைப்படுத்தப்பட்டதா?
3. பணிக்கு வராது இருந்த (விடுப்புக்கான) காரணம்?
4. இவர் மீது ஒழுங்கு நடவடிக்கை ஏதும் பாக்கி உள்ளதா? அல்லது தொடங்கப்பட உள்ளதா? அப்படியாயின் எந்தக்காரணத்தின் அடிப்படையில் இது எடுக்கப்பட்டுள்ளது?
5. பணியாற்றும் திறமையும் நடத்தையும்.

மேற்குறிப்பிட்ட தகவல்களை தலைமைப் பொறியாளர்/மீன் பரிமாணம்/த.பொ..... வாயிலாக இவ்வலுவலகத்திற்கு அனுப்பி வைக்கும்படிக் கேட்டுக்கொள்கிறேன்.

தலைமைப் பொறியாளர் (பணி அமைப்பு)

From

To

Office of the.....

Thiru.....
 Chief Engineer/Personnel,
 800, Anna Salai, Madras-2.

.....

Lr. No. /Adm. Br./C6— /86 dt.

Sir,

Sub : ESTABLISHMENT—Class III Service—Thiru/Tmt.....
 Request Transfer to..... Certain particulars called for.

Ref : 1. Chairman's Circular No. 182/Adm. Br./IR.2(1)/86-1, dated 21—5—86.

I invite your attention to the reference cited and request that the following particulars in respect of Thiru/Tmt..... may be arranged to be furnished to this office for taking further necessary action in the matter.

1. Duration of absence during the preceding two years.
2. Whether the absence was with prior sanction of leave or whether it was unauthorised and if so, whether it was subsequently regularised.
3. Reason for the absence.
4. Whether any D.P. is pending or contemplated. If so on what grounds.
5. Work and Conduct.

The above particulars may be arranged to be furnished to this office through Regional Chief Engineer/Chief Engineer.

CHIEF ENGINEER/PERSONNEL.

வரைவு குறிப்பு :

.....அலுவலகம்.

பொருள் : நிருவாகம்—மூன்றாவது பணித் தொகுதி—திரு/திருமதி.....க்கு கல்வி கற்க அனுமதி வழங்குவது—குறித்து.

பார்வை : 1. 29—2—84 நாளிட்ட வாரிய நிலை ஆணை எண். 74.
 2.த. பொ.....ன் கடித எண்.....

பார்வையில் குறிக்கப்பட்டுள்ள தனது கடிதத்தில் திரு/திருமதி..... கல்வி கற்பதற்கான அனுமதி கோரும் விண்ணப்பத்தை தலைமைப் பொறியாளர் அனுப்பியுள்ளார். இப்பணியாளர் ஒழுங்கு நடவடிக்கை எதற்கும் இலக்காகாதவர் என்றும். இவர் மீது விழிப்புப் பணி விசாரணை எதுவும் இல்லையென்றும் மே. பொ./த. பொ.....தெரிவித்துள்ளார். மேலும், இப்பணியாளர் கீழ்க் குறித்துள்ள நிபந்தனைகளுக்கு இசைவு தெரிவித்துள்ளார்.

1. பயிலும் காலத்திற்கு இடையில் வாரிய நிருவாகத்தின் தேவை பொருட்டு இவருக்கு ஊர் மாற்றம் ஏற்பட்டால் அதைத் தவிர்க்க,படிக்க அளிக்குப்படும் இந்த அனுமதியைக் காரணமாகக் கொள்ளக்கூடாது.
2. கல்வியில் இவருக்கு அளிக்கப்பட்டுள்ள அனுமதி இவரது பொறுப்பில் உள்ள அலுவலகப் பணிக்கு எவ்விதத்திலும் ஊறுவிளைவிக்கத் தக்கதாக இருக்கக்கூடாது. தேவைப்பட்டால் அலுவலக நேரத்திற்குப் பிறகும் கூட இவர் பணிபுரிய வேண்டும்.
3. இவரது கல்விக்காகும் செலவிற்கு வாரியம் எவ்வகையிலும் பொறுப்பேற்காது. இதற்குரிய முழுச் செலவுகளையும் இவரே ஏற்கவேண்டும்.

29—2—84 நாளிட்ட வாரிய நிலை ஆணை எண் 74-க்கு ஏற்ப அஞ்சல் வாயிலாக கல்வி பயில விரும்பும் வாரியப் பணியாளர் தக்க அதிகாரம் பெற்ற அதிகாரியின் முன் அனுமதியைப் பெறவேண்டும். இப்பணியாளருக்கு அனுமதி வழங்கும் அதிகாரம் தலைமைப் பொறியாளர்/பணி அமைப்பிற்கு உள்ளது.

எனவே, ஒப்புதல் அளிக்கப்பட்டால் இப்பணியாளருக்கு.....மேற்கல்வி கற்க..... அனுமதி அளிக்கலாம்.

உத்தரவுக்காக வைக்கப்படுகிறது.

Office of the.....

Sub: ESTT. — Class III Service — Thiru.....
permission to study—Regarding.

Ref: 1. B. P. Ms. No. 74, dated 29—2—84.

In the reference cited, the R. C. E./Distn./.....
has forwarded an application received from.....requesting
permission to study.

The S.E./R.C.E./Distn.....has reported that
individual is not involved in D.P. and no vigilance enquiry is pending against him. Moreover the
individual has given the following undertaking to the effect that:

- His admission to the course will not be a guarantee against transfer if it becomes necessary in the middle of the course.
- His admission in the course is without detrimental to official works and he should work late hours also, if required.
- The entire cost towards the course will be of his own and T.N.E.B. will not be responsible for any expenditure therefor.

As per B. P. Ms. No. 74 dated 29—2—84 the employee should get prior permission from the competent authority to study the correspondence course.

The Chief Engineer/Personnel is the competent authority to accord permission.

Hence if approved permission may be granted to study.....

For orders please.

அனுப்புநர்

தலைமைப் பொறியாளர் (பணி அமைப்பு),
800, அண்ணா சாலை,
சென்னை-600 002.

கடித எண்.....நாள்.....

பெறுநர்

.....அலுவலகம்

.....

ஐ.பா.

பொருள் : நிருவாகம்—மூன்றாம் பணித் தொகுதி—மாற்றல் கோரிக்கை விண்ணப்பங்கள்
திருப்பி அனுப்பப்படுகின்றன.

பார்வை : 1. த. பொ./ப. அ./கு. எண். 047514/352/நிகி/சி-1. 3/85—1, நாள் 28—8—88.
2.நாளிட்ட மே. பொ.....மின் பகிர்மான வட்டம்/
.....வட்டம் க. எண்.....

பார்வை இரண்டில் கண்டுள்ள கடிதத்துடன் அனுப்பப்பட்ட கீழ்க் குறிப்பிட்டுள்ளவர்களின்
மாற்றல் விண்ணப்பங்கள், பார்வை 1—ல் கண்டுள்ள குறிப்பாணையில் குறிப்பிட்டுள்ள படிவத்தில்
இல்லை என்பதால், அதற்கென வரையறுக்கப்பட்ட படிவத்திலேயே மீண்டும் அனுப்பி வைப்பதற்காக,
விண்ணப்பங்கள் திருப்பி அனுப்பி வைக்கப்படுகின்றன.

தலைமைப் பொறியாளர் (பணி அமைப்பு)க்காக

From

Office of the.....
ToChief Engineer/Personnel,
800, Anna Salai,
Madras—600 002.Letter No.
Sir,Sub: ESTABLISHMENT—Class III Service —
.....
Request transfer applications—Returned.Ref: 1. C. E./Pl. Memo. No. 047514/352/Adm. Br./C1-3/85-1, dt. 28—8—88.
2.

As the applications of the following.....received with your letter cited under reference in not is the prescribed form as indicated in the reference first cited, the same are returned herewith for resubmission in the proper format prescribed.

●●●

TRAINING – Proposals for re-organisation of training facilities in the Board—Approval—Accorded.

Permanent B. P. (FB) No. 10

(Administrative Branch)

Dated : 24—1—89
Thai 11, Vibhava,
Thiruvalluvar Aandu 2020**Proceedings :**

As on 31—3—88, there are about 96,249 persons employed in the Board in various categories. For the efficient functioning of the Board, this large human resources should be utilised effectively and new recruits should be given induction training both at induction level and the existing staff for uprating their skills through refresher courses. While the workmen should be given training mostly on technical aspects, the management staff should be trained both on technical and management aspects. Recognising the need for training the staff, Board established a separate Directorate of Training in the grade of Superintending Engineer and supported by four Deputy Directors in the rank of Executive Engineers.

The Staff Training College/Madras is functioning in rented building paying a rent of Rs. 9,000/- p. m. and is imparting training on Management level for Assistant Engineers/Junior Engineers II Grade, Assistant Executive Engineers, Assistant Accounts Officers etc. The Thermal Training Institute at Ennore is imparting training on Thermal Engineering, Hydro Training Institute at Athikadavu imparting training on Hydro stations and Transmissions and Sub-station Training Institute at Madurai on Transmission lines and Sub-stations. In addition to the above, there are 3 Lineman Training Centres established with the assistance of Rural Electrification Corporation at Tirunelveli, Tiruvannamalai and Thanjavur for imparting training to Lineman and Wireman. All these 3 institutes are housed in rented buildings. There are six Technical Training Centres for imparting training to Helpers at Korattur, Mettur, Madurai, Coimbatore, Trichy and Virudhunagar. One more centre is to be established at Tiruvannamalai. The centres at Korattur, Mettur and Coimbatore are functioning in temporary sheds belonging to the Board and the other centres are located in rented buildings. There is a Cable jointing Training Centre at Madras for training cable Jointers and it is located in temporary Board's building.

The initial level recruitment is made for Helpers from ITIs, Testers and Technicians from Diploma Holders, Assistant Engineers from Graduate Engineers. Though they were technically qualified, it is necessary to give them induction training on their appointment about the practices and procedures in the Board. Many of the existing Regular Work Establishment staff who have been recruited in the past do not possess adequate qualification to discharge functions expected of them effectively. It is necessary to give them refresher courses for uprating their skills and expose them to latest technologies. In view of the fact that there has been no recruitment to lowest level categories after 1973, large

number of ITI qualified persons have to be recruited to fill up the vacant posts of Helpers. However, once the existing posts are filled up Board has to follow a rational policy in recruiting people for the various posts so that intake is uniform thereafter. The training facilities have therefore to be planned on the above basis. The approximate number of persons to be trained in a year will be 9000 persons per annum. The induction course should be for a period of 2 to 3 months and the refresher course is for a period of 15 days.

The training should be imparted in a suitable environment and the training institutes should have all facilities for imparting training preferably the place of training for workers should be similar to the areas where they are going to ultimately work. At present most of the training centres are located in the cities and they do not conform to the above guidelines. Most of the centres are functioning in rented buildings. Also they do not have adequate facilities. Hence there is no loss in winding up these existing training centres and Staff Training College at Madras. This aspect was discussed during the meeting on 2-12-88 by the Committee appointed to consider the recommendations of Distribution Reorganisation Committee Report.

After careful consideration, the Tamil Nadu Electricity Board approves the following proposal.

- (1) To set a new Staff Training College at Trichy by accepting the land offered by Regional Engineering College at Trichy and by getting land from the Public Works Department. The Staff Training College at Kilpauk will be closed.
- (2) For establishing Technical Training Centres at the following Places :—
 - (a) Sriperumpudur 400 KV SS (Madras Region)
 - (b) Sethanur (Vellore Region)
 - (c) Daviakurichy 230 KV SS (Coimbatore Region)
 - (d) Kallimandiam (Trichy Region)
 - (e) Sethiathope (Trichy Region)
 - (f) Periyar Power Station (Madurai Region)
 - (g) Servalur Hydro Electric Station (Madurai Region)

The existing 6 Technical Training Centres and 3 Lineman Training Centres will be closed.

The Thermal Training Institute may continue at Ennore. The Hydro Training Institute at Athikadavu may be upgraded to provide training for Assistant Engineers also in addition to Technicians. The transmission and Sub-station Training Institute at Madurai may continue for the present and Cable Jointing Training Centre at Madras may also continue.

The Chief Engineers/Distribution/Madras, Trichy, Vellore, Madurai and Coimbatore are requested to send the proposals for establishing the new Technical Training Centres at the places mentioned above for the following recurring and non-recurring expenditure with the assistance of concerned Superintending Engineers taking into account the available items that can be utilised from the existing Technical Training Centres and Lineman Training Centres under their control.

Non-recurring expenditure

- (1) Tools and Plant
- (2) Scientific instrument
- (3) O. H. Projectors
- (4) Line Materials
- (5) Furniture
- (6) Library books
- (7) Office buildings
- (8) Building for class rooms
- (9) Hostel for trainees
- (10) Quarters for faculties and staff
- (11) Mess, Canteen
- (12) Recreation club etc.

Recurring Expenditure

- (1) Cost of record note books
- (2) Salary, TA expenses for teaching and non-teaching staff
- (3) Prize Distribution
- (4) Supply of snacks and Coffee
- (5) First aid course
- (6) Elementary fire fighting course
- (7) Honorarium to guest lecturers etc.

The Chief Engineer/Trichy is requested to send the proposals for the establishing a new Staff Training College at Trichy.

(By Order of the Board)

M. Chinnakkannu,
Chief Engineer/Personnel.

●●●

Purchase of Furniture—Adoption of G. O. Ms. No. 66 Environment and Forests Department dated 18—8—88-Banning purchase of wooden furniture.

Permanent B. P. (F.B.) No. 16

(Technical Branch)

dt. 24—1—1989.
Thai 11, Vibhava,
Thiruvalluvar Aandu, 2020.

Read :

1. G.O. Ms. No. 66 (Environment and Forests Department) dated 18—8—1988 (copy enclosed)
2. Item 9 of 562nd Board Meeting held on 6—1—1989.

Proceedings :

The Tamil Nadu Electricity Board resolves to adopt the G. O. Ms. No. 66 (Environment & Forests Department) dated 18—8—1988 with the following modifications for purchasing furniture items in future.

- (a) In future, purchases of all furniture should be of steel.
- (b) Where wooden furniture have to be purchased, the prior approval of the Board's Head Quarters Office should be obtained for such purchases.

(By Order of the Board)

Encl.

K. Krishnaswamy Rao,
Member (Generation).

Encl :

Copy of G. O. Ms. No. 66 Environment & Forests Dept., Govt, of Tamil Nadu dt. 18-8-1988.

FORESTS—Purchase of furniture for Government Departments, Corporations, Boards, Autonomous bodies and other agencies—Ban on purchase of wooden furniture—Ordered.

READ :

From the Chief Conservator of Forests, Lr. No. D1 99280/87-1 dt. 24-10-87.

ORDER :

The question of reducing the demand for wood in Tamilnadu for making furniture has been engaging the attention of the Government for some time past. Since the Forest Conservation Act, 1980, came into force, no harvesting of timber has been done in the forests of Tamilnadu for the past 8 years. As a result, the availability of wood from the forests has been drastically reduced and the Forest Department is unable to meet the demands for wooden logs indented/demanded by various Government Departments and Boards and Unit like Tamil Nadu Khadi and Village Industries Board, TANSI, Prison Department etc. which are making furniture. The Principal Chief Conservator of Forests has stated that in 1970s, large number of trees were felled for raising plantation and the availability of logs was, therefore, enough then. Consequent on the introduction of Forest Conservation Act, 1980, no wood is extracted from the forest and therefore, the supply of wood from the forests has gone far below the demand. He has therefore, proposed that in order to reduce drastically the pressure on Forest Department for the supply of wooden logs, the Government Departments, Corporations, Boards, autonomous bodies, undertakings and other agencies may be requested not to go in for wooden furniture and they may be requested to purchase steel furniture in future. The Government have examined the proposal of the Chief Conservator of Forests in depth.

2. It is pointed out, in this connection, that the question of reducing drastically the demand for wood and consequently saving the trees and the natural environment was engaging the attention of the Government of India also for some time past. The Government of India have now issued instructions to its offices, autonomous bodies etc. under their control, that they should discourage purchase of wooden furniture and ensure that initially for a period of one year, atleast, 50% of the annual expenditure of the Department/Ministries etc. earmarked for the purchase of furniture, is earmarked exclusively for the purchase of non-wood furniture.

3. The conservation of forest assumes vitality in the context of its amelioration of climate, improvement of temperature and biotope value. Hence, the preservation of trees has to be given utmost importance now. The annual requirements of furniture making units of the Government could not be met by the Forest Department, because of a steep decline in the receipt of wood from forests, due to the implementation of various Acts, such as wildlife Protection Act, 1972, the Forest (Conservation) Act, 1980, and the Tamil Nadu Hill Areas (Preservation of Trees) Act which Act have been enacted with the object of conservation of forests and preservation of ecology. The Government, therefore, have decided that the pressure on forests for the supply of wood for making furniture should be put an end to.

4. The Government therefore, direct that, in future, all Government Departments, Boards, Undertakings, Corporations and autonomous bodies shall not go in for wooden furniture for their requirements and whenever furniture are purchased, they shall purchase furniture made of steel only. The above change shall however, take place within a period of one year from the date of this order, by which time, various Government furniture making institutions and units can switch over to the production and supply of Steel furniture for Government offices. To start with, it is hereby ordered that 50 of the requirements of furniture to be supplied and purchased within one year from the date of this order, shall be in the form of steel furniture only.

5. The institutional priority prescribed by the Government every now and then, will however, remain unaltered.

(By Order of the Governor)

D. Sundaresan,
Commissioner & Secretary to Government.

(True Copy)

Memorandum (Permanent) No. 59143/E2/88-1, (Secretariat Branch) Dated the 25th January 1989.

Sub : House Building Advance—Sanction of House Building Advance to Tamil Nadu Electricity Board employees who are having more than one house—Certain guidelines—Issued.

As per Rule-2(b) of House Building Advance Rules, House Building Advance should not be sanctioned to the employees of the Board in case where the employee or the applicant's wife/husband/minor child is the owner of a house. However, as per the second provision to the above Rules, House Building Advance may be sanctioned in such cases after obtaining prior approval of the Chairman under the following exceptional circumstances :—

- (1) Where the applicant or the applicant's wife/husband/minor child owns a house in a village and the applicant desires to settle down in a Town ;
- (2) Where an applicant happens to own a house jointly with other relations etc. and he desires to build a separate house for his bonafide residential purpose or he desires to enlarge the living accommodation of it.

2. It has come to the notice of the Board wherein an employee applied for permission for availing of House Building Advance for construction of house eventhough his wife owns a flat (among other houses) at a vast developed suburban area by producing a certificate issued by the concerned Tahsildar to the effect that the area wherein flat lies is a village. Though technically it may be a "village" as per village records, it should be ensured by the Officer recommending, whether it is really a village or it is a vastly developed area/suburban area/area within the Corporation or Municipal limits.

3. The intention in allowing House Building Advance under exceptional circumstances as sanctioned in para-1 above to an employee of Board who already owns a house in a village but decides to settle down in a Town or City is to allow him to acquire a residential building in the area where he proposes to settle down finally.

4. It is hereby ordered that sanctioning authority should ascertain and ensure the following facts in respect of cases in which the applicant or spouse or minor children is owner of a house besides certificates from the Revenue Authorities before recommending a case to Chairman for approval for grant of House Building Advance under second proviso to Rule (2) of Tamil Nadu Electricity Board House Building Advance Rules :—

- (i) The nature of development of the area, (i.e.) whether well developed, poorly developed etc., with reference to a Town or City in regard to transport, education, shopping facilities etc.
 - (ii) The distance to a nearby Town or City.
 - (iii) Whether connected to the nearby Town by good transport or not.
5. Receipt of this Memorandum may be acknowledged.

(By Order of the Chairman)

K. N. Rathinavelu,
Secretary.

Memo No. 149598/133(e)/S4/A1/88-I, (Administrative Branch) dated 25-1-1989.

Sub: Establishment—Ramanathapuram Electricity Distribution Circle—Shifting of the Headquarters of the Circle from Madurai to Manamadurai—Regarding.

- Ref: 1. Memo. No. 077663/S4/62/A1/88-3, dated 29-9-88.
2. From the Chief Engineer/Distribution/Madurai Region Letter No. 1853- A2/88-2, dated 21-10-88.

The Chief Engineer/Distribution/Madurai Region is informed that the Headquarters of existing Ramanathapuram Electricity Distribution Circle shall be shifted from Madurai to Manamadurai with effect from 1-5-89.

2. He is requested to arrange for the suitable buildings near the Industrial Estate for shifting the concerned Offices from Madurai to Manamadurai.

3. Detailed guidelines for transfer of employees will be issued separately.

(By Order of the Chairman)

M. Chinnakkannu,
Chief Engineer(Personnel).

●●●

Memorandum No. 005044/Inspn./89-1, (Administrative Branch) Dated 25-1-1989.

Sub: Inspection—Programme of Inspection of distribution Circle/Construction Circles/Thermal Offices for 1989—Communication of programme—Reg.

The Programme of Inspection of the Offices mentioned in ANNEXURES to the Memorandum will be carried out by the two teams (viz. Team 'A' and Team 'B') during the periods noted against each.

The Inspection will cover Central Office, One Executive Engineer Office, Central Stores, Sub-Stores, Assistant Executive Engineers Office, one or two Junior Engineer's Offices or Assistant Engineer Offices.

The Superintending Engineers/Tuticorin Thermal Power Station and the General Construction Circle/Madurai are informed that the inspection will be conducted on the dates specified in the Annexures followed by final inspection.

In this connection, the attention of the Superintending Engineers is invited to Chairman's D.O. Letter 1980/Inspn. Team/80 dt. 23-9-80 and they are requested to extend necessary facilities to the Inspection Teams and keep all the Records ready for inspection without fail. As the Inspection teams will review the follow-up action taken on the previous Inspection Reports, necessary facilities for the purpose may also be extended without any delay.

Receipt of this memorandum may be acknowledged.

(By Order of the Chairman)

Encl: Annexures.

K. N. Rathinavelu,
Secretary.

Encl :

ANNEXURE**TEAM 'A'**

Sl. No.	Name of the circle	Period of last inpn.	No. of working days.	Date of proposed inspection	No. of working days
(1)	S.E./Tuticorin Thermal Power Station, Tuticorin, S.E./O, S.E.(El.) Purchase and Adm. SE/Mechl. I & II SE/Civil.	3-3-88 to 11-3-88	8	2-2-89 to 10-2-89	8

ANNEXURE**TEAM 'B'**

(1)	S.E./General Construction Circle Madurai	2-4-87 to 10-4-87	8	2-2-89 to 10-2-89	8
-----	---	----------------------	---	----------------------	---

Establishment—Tamil Nadu Electricity Board—Board's Counsels—Appointment—Orders issued.

Permanent B.P. (FB) No. 16

(Secretariat Branch)

Dated 25—1—1989.

Thai 14, Vibhava,
Thiruvalluvar Aandu 2020

Read:

B.P. Ms. No. 602, Secretariat Branch, dated 16—11—1981.

Government's Lr. No. 26878/CTS/84, dated 16—6—1986.

Board's Lr. No. 49207-H1/88-3, dated 12—12—1988.

Government's Lr. Ms. No. 2138, Public Works Department, dated 27—12—1988.

Proceedings :

The Tamil Nadu Electricity Board hereby appoints the following Advocates as Board's Standing Counsels for a period of one year from the date of taking charges :—

- (1) Thiru R. Muthukumaraswamy, B.A., B.L.,
Advocate,
No. 8, 8th Street,
Dr. Radhakrishnan Road,
Mylapore, Madras-600 004.
- (2) Thiru S. Elamurugan, B.Sc., B.L.,
Advocate,
No. 3, Madha Church Road,
Mandavelipakkam, Madras-600 028.
- (3) Thiru P. Ibrahim Kalifulla, B.A., B.L.,
Advocate,
No. 17, Lakshmana Chetty Street,
T. Nagar, Madras-600 017.

The appointment of the above said Counsels shall be subject to the terms and conditions of appointment, fees etc., as stipulated in the Annexure to these Proceedings.

2. The Tamil Nadu Electricity Board hereby extends the term of appointment of Thiru C. Venugopal, Advocate and the Board's earlier Junior Standing Counsel on the same terms and conditions as specified in the Annexure to these Proceedings.

3. The allocation of work for the above said four Board's Standing Counsels shall be as follows:-

Name of Counsel	Work allocated
Thiru R. Muthukumaraswamy, Board's Standing Counsel	All Civil matters in High Court.
Thiru P. Ibrahim Kalifulla, Board's Standing Counsel.	All labour matters in Headquarters.
Thiru S. Elamurugan, Board's Standing Counsel	Small Causes Court and City Court cases.
Thiru C. Venugopal, Board's Standing Counsel.	Labour matters at System Level.

4. The expenditure is debitahle to "Administration and General Expenses—Legal Charges Code No. 76.121".

(By Order of the Board)

K. N. Rathinavelu,
Secretary.

Encl :

For approval :—

ANNEXURE

DUTIES

(1) Period of appointments :

The Counsels shall hold Office for a period of one year with effect from the date of issue of orders.

(2) Duties :

The duties and responsibilities of the Counsels shall be as follows :

- (i) To advise the T.N.E. Board and its sub-ordinate officers on legal matters referred to them.
- (ii) To prepare, settle and scrutinise draft agreements, all other deeds, contract documents etc. pertaining to the T. N. E. Board.
- (iii) To appear on behalf of the T.N.E. Board in all cases in the High Court and before the Arbitrators, Labour Court and Tribunals, in Madras City and in such of those cases in the mofussil where they are specifically instructed by the Board to appear.
- (iv) To prepare plaints, written statements, affidavits, counter affidavits, grounds of appeal etc. and to do all works incidental to cases in which they appear on behalf of the Board.
- (v) To perform such other duties of legal nature as may be entrusted to them by the Board from time to time.

(3) Bar of holding briefs against the Board :

The Board's Standing Counsels are debarred from advising or holding brief against the Board or from giving advice to private parties in cases in which they are likely to be called upon to advise the Board and enter appearance on behalf of the Board. They will themselves be the Judges to decide whether they can or cannot advise a private party in such cases.

(4) Travelling Allowance :

When instructed to appear on behalf of the Board in mofussil Courts, the Counsels are eligible for T.A. at the rates laid down for Officers of Grade-I under the Board's T.A. Regulations for journeys performed.

(5) Engagement of Juniors :

A Junior will be allowed only in appeals in High Court where the value of the appeal exceeds Rs. 10,000/-. In such cases the Standing Counsel concerned may apply to the Board in time for sanctioning the engagement of a Junior, stating the amount of valuation, the last date for filing the vakalath and the name of the Junior whom he proposes to engage. In exceptionally difficult cases, the engagement of a Junior may, however, be permitted although the value of the appeal does not exceed Rs. 10,000/- (Rupees Ten thousand only). In such cases, the Standing Counsel should furnish a certificate to the effect that the case is a complicated case involving questions of law and fact and that the engagement of a Junior is absolutely necessary. Specific prior approval of the Board should be obtained in each case before a junior is engaged. The Junior so engaged shall be eligible for one third of the fees payable to the Senior or such fee as the Court in its discretion determines.

(6) Distribution of work among counsels during emergent circumstances :

In the event of resignation, termination of appointment or termination of the contract, of an existing Counsel, the work of such Counsel shall be distributed among the other Counsels and if considered necessary, the Board shall have the right to engage a Counsel whose name is not included in the panel.

(7) Consent Vakalath in case of change of the Counsels :

In the event of any change in the arrangement of the Counsels the outgoing one shall give consent Vakalath to his successor so as to enable his successor to enter appearance on behalf of the Board in all proceedings, pending cases before the Courts, Labour Courts, Tribunals etc. and hand over all the records to his successor. He shall be responsible for all the consequences for failure to do so.

(8) Termination of appointment :

The Board shall have the discretion to terminate the appointment of the Counsels or any single Counsel or the entire arrangement of the Bd.'s Counsels without assigning any reason after giving Counsel/or the Counsels a month's notice in writing.

Memo. No. 7516/S2/A2/89-1 (Administrative Branch) dated 27-1-1989.

Sub: Establishment - Board Office—Staff belonging to one Branch working in another Branch—Dual control—Dispensing with—Instructions issued—Regarding.

Ref: Board Office/Sectt. Branch Memorandum (Permanent)
No. 24719/O & M Cell/85-2, dated 13-1-89.

In July 1979, the Headquarters Offices of Tamil Nadu Electricity Board were re-organised and a Board Office with five distinct Branches viz., Secretariat, Administrative, Accounts, Audit and Technical Branches came into existence. The subjects dealt with in the branches were reallocated so that the same subject is not dealt with in other Branches. Subsequently, the subjects were transferred along with the staff to the respective Branch. The staff thus transferred were placed under the Technical control of the other Branch to which the subject was transferred retaining their Administrative control to the Branch to which they belong. Thus, dual control over staff arose. This arrangement has certain disadvantages.

2. In order to have efficient man management, it has been decided to vest both Administrative and Technical control over the staff in only one branch and with this objective, the Technical control of two Inspection teams headed by Personnel Officers and the Personal Assistant/Tamil Development of Administrative Branch now under the control of Secretary/Secretariat Branch be transferred to the control of Chief Engineer/Personnel/Administrative Branch.

3. This order will take effect from 1-2-89.

(By Order of the Chairman)

M. Chinnakkannu,
Chief Engineer (Personnel).

●●●

ESTABLISHMENT—Board Office—Staff belonging to one Branch working in another Branch—Dual control—Dispensing with—Orders issued.

Permanent B. P. (Ch) No. 45

(Adm. Branch)

Dated 27-1-1989
Thai 14, Vibhava,
Thiruvalluvar Aandu, 2020.

Read:

Board Office/Secretariat Branch Memorandum (Permanent)
No. 24719/O & M Cell/85-2, dated 13-1-1989 (Para 2, Sub Para I (a)).

Proceedings:

In July 1979, the Headquarters Offices of Tamil Nadu Electricity Board were re-organised and Board Office with five distinct Branches viz., Secretariat, Administrative, Accounts, Audit and Technical Branches came into existence. The subjects dealt with in the branches were reallocated so that the same subject is not dealt with in other Branches. Subsequently, the subjects were transferred along with the staff to the respective Branch. The staff thus transferred were placed under the Technical control of the other Branch to which the subject was transferred retaining their Administrative control to the Branch to which they belong. Thus, dual control over staff arose. This arrangement has certain disadvantages.

2. In order to have efficient man management, it has been decided to vest both Administrative and Technical control over the staff in only one branch. In view of the above, it is hereby ordered that the Administrative Control of the staff borne in the Secretariat Branch and working in the Accounts

Branch/Chief Financial Controller be transferred from Secretariat Branch to the Office of the Accounts Branch under the control of Chief Financial Controller.

3. Consequent on the orders issued in para 2 above, sanction is accorded for the creation of the following posts from 1—2—'89 to 28—2—'90 in the Office of the Board Office/Accounts Branch, Madras-2.

Sl. No.	Name of post	Scale of pay	No. of post
1.	Section Officer	Rs. 1260-60-1380-70-1660-80-2060-90-2150	Six
2.	Assistant (Sectt. Branch)	Rs. 710-30-860-35-1035-40-1235	Sixteen
3.	Asst.-cum-Steno (Sectt. Branch)	Rs. 710-30-860-35-1035-40-1235	One
4.	Typist (Sectt. Branch)	Rs. 620-20-720-25-845-30-995	Four

4. The incumbents of the posts sanctioned in para 3 above will be eligible to draw the usual pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other allowances at the rates admissible under the orders in force wherever applicable. The Typist and Assistant-cum-Steno will be eligible to draw Typewriting and Shorthand special pay as admissible under the orders in force.

5. The expenditure is debitable to "Tamil Nadu Electricity Board Funds—Revenue Expenses—75—Employee costs—75-1, Salaries 75-110—Salaries Provincial—75-120—Salaries Regular Work Establishment".

6. Orders abolishing the equal number of posts in the Secretariat Branch will be issued separately.

7. It is also ordered that the cadre control of the staff shall continue with the Branch to which the person belongs. In the event of an employee proceeding on leave, the Branch in which the person is working shall seek posting of a suitable substitute from the Branch to which the person belongs.

(By Order of the Chairman)

M. Chinnakkannu,
Chief Engineer (Personnel).

●●●

Establishment — Board Office—Staff belonging to one Branch working in another Branch—Dual control—Dispensing with—Orders issued.

Permanent B.P. (Ch.) No. 46

(Administrative Branch)

Dated 27—1—1989.

Thai 14, Vibhava,
Thiruvalluvar Aandu 2020

Read :

1. Board Office Sectt. Branch Memorandum (Permanent) No. 24719/O&M Cell/85—2, dated 13—1—1989 (Para 2, Sub-para 1 (b)).

Proceedings :

In July 1979, the Headquarters offices of Tamil Nadu Electricity Board were re-organised and Board Office with five distinct Branches viz., Secretariat, Administrative, Accounts, Audit and Technical Branches came into existence. The subjects dealt with in the branches were reallocated so that the same subject is not dealt with in other Branches. Subsequently, the subjects were transferred along with the staff to the respective Branch. The staff thus transferred were placed under the Technical control of the other Branch to which the subject was transferred retaining their Administrative control to the Branch to which they belong. Thus, dual control over staff arose. This arrangement has certain disadvantages.

2. In order to have efficient man management it has been decided to vest both Administrative and Technical control over the staff in only one branch. In view of the above it is hereby ordered that the Administrative control of the staff borne in Secretariat Branch and working in the Office of the Technical Branch, Computer Wing, Data Bank and Monitoring Cell be transferred from Secretariat Branch to the Technical Branch, under the control of Chief Engineer/Planning, Madras.

3. Consequent on the orders issued in para 2 above, sanction is accorded for creation of the following posts from 1-2-89 to 28-2-90 in the Office of the Chief Engineer/Planning, Madras.

Sl. No.	Name of Post	Scale of Pay	No. of post.
1.	Section Officer	Rs. 1260-60-1380-70-1660-80 2060-90-2150	One
2.	Assistant (Secretariat Branch)	Rs. 710-30-860-35-1035-40-1235	Five
3.	Typist (Secretariat Branch)	Rs. 620-20-720-25-845-30-995	Three
4.	Record Clerk (Secretariat Branch)	Rs. 620-20-720-25-845-30-995	Two

4. The incumbents of the posts sanctioned in para 3 above will be eligible to draw the usual Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other allowances admissible as per the orders in force. The Typist will be eligible to draw the Typewriting special pay as per orders in force.

5. The expenditure is debitable to "Tamil Nadu Electricity Board Fund—Revenue Expenses—75. Employee costs—75—1—Salaries—75—110—Salaries Provincial—71—120—Salaries R.W.E.".

6. Orders abolishing the equal No. of posts in the Secretariat Branch will be issued separately.

7. It is also ordered that the cadre control of the staff shall continue with the Branch to which the person belongs. In the event of an employee proceeding on leave, the Branch in which the person is working shall seek posting of a suitable substitute from the Branch to which the person belongs.

(By Order of the Chairman)

M. Chinnakkannu,
Chief Engineer (Personnel)

Establishment—Board Office—Staff belonging to one Branch working in another Branch—Dual control—Dispensing with—Orders issued.

Per. B.P. (Ch.) No. 47

(Administrative Branch)

Dated 27—1—89
Ther 14, Vibhava,
Thiruvalluvar Aandu 2020.

Read :

1. Board Office Sectt. Branch Memorandum (Permanent)
No. 24719/O & M Cell/85—2, dated 13—1—1989.
2. B. P. Ms. (Ch.) No. 196 (Adm. Br.), dt. 24—3—1988.

Proceedings :

In July 1979, the Headquarters Offices of Tamil Nadu Electricity Board were re-organised and Board Office with five distinct Branches viz. Secretariat, Administrative, Accounts, Audit and Technical Branches came into existence. The subjects dealt with in the branches were reallocated so that the same subject is not dealt with in other Branches. Subsequently, the subjects were transferred along with the staff to the respective Branch. The staff thus transferred were placed under the Technical control of the other branch to which the subject was transferred retaining their Administrative control to the Branch to which they belong. Thus, dual control over staff arose. This arrangement has certain disadvantages.

2. In order to have efficient man management it has been decided to vest both Administrative and Technical control over the staff in only one Branch. In view of the above, it is hereby ordered that the Administrative Control of the staff borne in Administrative Branch and working in the Administrative Branch staff under the control of Chief Public Relations Officer be transferred from Chief Engineer/Personnel to the Secretariat Branch under the control of Secretary.

3. Consequent on the above, it is hereby ordered that the following posts, which are last continued in the reference 2nd cited shall be abolished in the Office of the Administrative Branch with effect from 31—1—89 A.N.

(a) Superintendent	—	One
(b) Assistant (Adm. Branch)	—	Two
(c) Junior Assistant	—	One
(d) Typist (Adm. Branch)	—	One
(e) Office Helper	—	One

4. Orders for creation of equal number of posts in the Secretariat Branch will be issued separately.

5. It is also ordered that the cadre control of the staff shall continue with the Branch to which the person belongs. In the event of an employee proceeding on leave, the Branch in which the person is working shall seek posting of a suitable substitute from the Branch to which the person belongs.

(By Order of the Chairman)

M. Chinnakkannu,
Chief Engineer (Personnel).

Establishment—Board Office—Staff belonging to one Branch working in another Branch—Dual control—Dispensing with—Orders issued.

Permanent B.P. (Ch) No. 48

(Administrative Branch)

Dated 27—1—1989
Thai 14, Vibhava,
Thiruvalluvar Aandu 2020

Read :

1. Board Office/Sectt. Branch Memorandum No. (Permanent) No. 24719/O&M Cell/85-2, dated 13—1—'89.
2. B.P. Ms. (Ch) No. 196 (Adm. Branch) dated 24—3—'88.

Proceedings :

In July 1979, the Headquarters Offices of Tamil Nadu Electricity Board were re-organised and at Board Office with five distinct Branches viz., Secretariat, Administrative, Accounts, Audit and Technical Branches came into existence. The subjects dealt with in the branches were reallocated so that the same subject is not dealt with in other Branches. Subsequently, the subjects were transferred along with the staff to the respective Branch. The staff thus transferred were placed under the Technical control of the other Branch to which the subject was transferred retaining their Administrative control to the Branch to which they belong. Thus, dual control over staff arose. This arrangement has certain disadvantages.

2. In order to have efficient men management, it has been decided to vest both Administrative and Technical control over the staff in only one branch. In view of the above it is hereby ordered that the Administrative control of the staff borne in Administrative Branch and working in the Administrative Branch, the Personnel Officer Tariff and staff attached to him be transferred from Office of the Chief Engineer/Personnel to the Office of the Superintending Engineer/Industrial Energy Management Cell, Madras.

3. Consequent on the orders issued in para 2 above sanction is accorded for creation of the following posts from 1—2—1989 to 28—2—1990 for attending to the Tariff works in the Office of the Superintending Engineer/Industrial Energy Management Cell, Board Office/Technical Branch/Unit III.

- | | | |
|-----------------------|---|-----|
| (a) Personnel Officer | : | One |
| (b) Superintendent | : | Two |
| (c) Assistant | : | Six |
| (d) Typist | : | One |

4. In view of the above it is hereby ordered that the following posts which are last continued in the reference 2nd cited shall be abolished in the Office of the Administrative Branch, with effect from 31—1—1989 AN.

- | | | |
|-----------------------|---|-----|
| (a) Personnel Officer | : | One |
| (b) Superintendent | : | Two |
| (c) Assistant | : | Six |
| (d) Typist | : | One |

5. The incumbents of the posts sanctioned in para 3 above will be eligible to draw the usual Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other allowances at the rates admissible under the orders in force wherever applicable. The Typist will be eligible to draw typewriting special pay as admissible under the orders in force.

6. The expenditure is debitable to "Tamil Nadu Electricity Board Funds—Revenue Expenses—75—Employee costs—75—1, Salaries—75—110—Salaries Provincial—75—120 Salaries Regular Work Establishment."

(By Order of the Chairman)

M. Chinnakkanna,
Chief Engineer (Personnel).

Delegation of powers to Accounts Personnel—Enhancement—Ordered—Signing of Cheques jointly—revised orders—issued.

Permanent B.P. (FB) No. 3

(Accounts Branch)

Dated 28—1—1989
Thai 15, Vibhava,
Thiruvalluvar Aandu 2020.

Read :

B.P. Ms. (FB) No. 28 (Accounts Branch, Dated 27—10—88.

Proceedings :

In the Board's Proceedings Ms. (FB) No. 28, (Accounts Branch) Dated 27—10—88, orders have been issued enhancing the monetary limits to the Accounts Personnel for drawal of cheques and directing that all such cheques should be signed jointly by two officers of the Board empowered to sign cheques.

2. References were received from various Superintending Engineers expressing practical difficulties in issuing of cheques with joint signatures of two officers.

3. The matter has been examined by the Board and after careful consideration, the Board issues the following revised orders in regard to signing of cheques jointly by two officers of Board empowered to sign cheques.

- (a) Where one more Assistant Accounts Officer is available beside the Assistant Accounts Officer who deals with cash in the offices concerned, the other Assistant Accounts Officer also should be authorised to sign the cheques jointly with the Assistant Accounts Officer/Cash in respect of cheques upto Rs. 20,000/-.
- (b) Where only one Assistant Accounts Officer is available who deals with cash, the Accounts Supervisor attached to his section should be authorised to sign cheques upto Rs. 20,000 -only jointly with the Assistant Accounts Officer/Cash.
- (c) In the case of Executive Engineers attached to Construction Circles and Project Circles who are empowered to sign cheques independently upto Rs. 25,000/- vide B.P. Ms. No. 10 (Accounts) dt. 10—4—80, the Accounts Supervisor attached to their Division Office should be authorised to sign Cheques jointly with the Executive Engineers.

4. If the Accounts Supervisor is on leave, authorisation should be given to the other available Accounts Supervisor to sign the cheques jointly with Asst. Accounts Officer or Executive Engineers, as the case may be.

5. It should however be noted that out of the two signatures required, one should atleast be that of an Assistant Accounts Officer or the Executive Engineer respectively.

(By Order of the Board)

Arjunan Gnanaolivu,
Accounts Member.

Amendment No. 1/89**Regulations-Tamil Nadu Electricity Board Leave Regulations-Regulation 24-Amendment issued.****(Permanent) B.P. (Ch.) No. 19****(Sectt. Branch)****Dated 30-1-1989,
Thai 17, Vibhava,
Thiruvalluvar Aandu 2020.****Read:****B.P. Ms. (Ch.) No. 144 (SB) dt. 13-4-1987.****Proceedings:**

In the B.P. cited, orders have been issued prescribing certain guidelines to be followed to grant of maternity leave for abortion in the case of women employees of the Board governed by the Tamil Nadu Electricity Board Leave Regulations. In pursuance of the above orders, the provisions in Tamil Nadu Electricity Board Leave Regulations are to be amended.

2. Accordingly, in exercise of the powers conferred by Section 79 (c) of the Electricity (Supply) Act, 1948 (Central Act, 54 of 1948), the Tamil Nadu Electricity Board hereby makes the following amendment to Tamil Nadu Electricity Board Leave Regulations:

Amendment

In the said Regulations, in regulation 24, in sub-regulation (6), for Notes (v) and (vi), the following Note shall be substituted, namely;

“(v) Maternity Leave of six weeks for natural abortion/medical termination of pregnancy under the Medical Termination of Pregnancy Act, 1971, (Central Act 30 of 1971) under Sub-regulations (2), (3) and (4) shall be granted only for two times to married women Board employees who have no living child, or for three times to those who have one living child with a condition to undergo sterilisation permanently for the grant of this leave for the third time, or for two times to those who have two living children with a condition to undergo sterilisation permanently for grant of this leave for the second time.

(By Order of the Chairman)**K. N. Rathinavelu,
Secretary.****Encl :**

Statement Showing the Existing Provisions Under Sub-Reg. 6 of Regulation 24 of Tamil Nadu Electricity Board Leave Regulations and as Revised Embodying The Amendments issued in (Permanent) B.P. (Ch) No. 19 (SB) Dated 30-1-1989

Provisions as Existing**(1)**

“Note (v):- Maternity Leave for natural abortion/medical Termination of pregnancy under the Medical Termination of Pregnancy Act, 1971 (Central Act 30 of 1971) shall be granted for six weeks to married women Board employees with no child or one living child without restriction regarding the number of times they could avail themselves of maternity leave for abortion.

Note (vi) - In the case of married women Board employees with two or more living Children, maternity Leave for natural abortion/medical termination of pregnancy under Medical Termination of Pregnancy Act, 1971 (Central Act 30 of 1971) shall be granted for six weeks, only if they undergo sterilisation. If they do not undergo sterilisation, they shall apply for leave to which they are eligible”.

Provisions Embodying the Amendment**(2)**

“(v) Maternity Leave of six weeks for natural abortion/medical termination of pregnancy under the medical Termination of Pregnancy Act, 1971, (Central Act 30 of 1971) under sub-regulations (2), (3) and (4) shall be granted only for two times to married women Board employees who have no living child, or for three times to those who have one living child with a condition to undergo sterilisation permanently for the grant of this leave for the third time, or for two times to those who have two living children with a condition to undergo sterilisation permanently for grant of this leave for the second time.

Memo. No. 010282/17/S2/A1/89-1,

(Administrative Branch)

dated 30—1—1989.

Sub: Establishment—Class I to IV Services—Provincial and Regular Work
Establishment categories—Annual General Continuance of posts
for the year 1988—89—Authorisation for the month of January 1989—
Orders—issued.

Pending issue of orders for continuance of posts pay and allowances for the month of January 1989 for the incumbent of the posts whose sanctions have expired on 30—11—88 and 31—12—88 in respect of Ennore Thermal Power Station, Basin Bridge Power House and Generation/Kundah respectively, excluding those which stands abolished by specific order shall be claimed and admitted.

The details of incumbents of the posts whose sanction have expired on 30—11—'88 in Ennore Thermal Power Station and Basin Bridge Power House are as detailed hereunder against Column 1 and 2 respectively.

Column I		Column II	
Ennore Thermal Power Station		Basin Bridge Power House	
Provincial	811	Provincial	76
Regular Work Establishment	1391	Regular Work Establishment	119
Total	2202	Total	195

The details of incumbents of the posts whose sanction have expired on 31—12—1988 in Generation/Kundah are as detailed hereunder :—

Provincial	—	400
Regular Work Establishment	—	1430
Total	—	1830

(By Order of the Chairman)

M. Chinnakkannu,
Chief Engineer (Personnel).

ANNEXURE

VIGILANCE CELL—Tamil Nadu Electricity Board—Codified Instructions—Issued.

B. P. Ms. (Ch.) No. 379

(Secretariat Branch)

Dated the 30th December, 1988.
Margazhi 15, Vibhava.
Thiruvalluvar Aandu, 2019

Read :—

B. P. Ms. No. 478 (Sectt. Branch) dt. 16—3—1979.

Proceedings :

The Vigilance Cell in the Tamil Nadu Electricity Board was formed in October 1975 to assist the supervisory element of Administration in putting down corruption and malpractices indulged in by employees of all categories. Though the primary responsibility of ensuring clean administration rests with the administrative authorities and in particular, the Superintending Engineers, the Vigilance Cell as a specialised agency will aid and advise them on matters connected with this aspect of work.

2. The Vigilance Cell can at all times be consulted and will provide specialised assistance in fighting corruption and malpractices. With this objective, instructions have been issued by the Board from time to time. A comprehensive order for the guidance of all administrative authorities was issued in B. P. Ms No. 478, dt. 16—3—1979. It has now become necessary to update the instructions. Accordingly the Tamil Nadu Electricity Board hereby issues the codified instructions as in the Annexure to these proceedings.

(By Order of the Chairman)

P. Esowaramurthi,
Secretary.

Encl. :

ANNEXURE**TAMIL NADU ELECTRICITY BOARD — VIGILANCE CELL
PROCEDURAL INSTRUCTIONS****I. Preamble :**

B. P. Ms. Based on the instructions of the Government and on the suggestions made by the
No. 1385/ Director of Vigilance and Anti Corruption, a Vigilance Cell was formed in Tamil Nadu
dt. Electricity Board with effect from 1—10—1975. It functions directly under the Chairman/
29-9-1975 Tamil Nadu Electricity Board.

II. Jurisdiction and Construction :

2 (a) The Vigilance Cell shall have jurisdiction coterminous with that of the State Electricity Board.

B.P.Ms. (b) The Vigilance Cell is headed by a full time Officer, who is designated as
Ch.No.152 "Inspector General of Police (Vigilance)."

(SB) dt. (c) The Inspector General of Police (Vigilance) is drawn from the I. P. S. Cadre
6-5-'85 and the appointment made for a specified period on deputation from Police Department of
Tamil Nadu on such terms and conditions as the Government may stipulate.

(d) The Inspector General of Police (Vigilance) is responsible for proper performance of the duties and responsibilities assigned to the Vigilance Cell and the A. P. T. Squad (for detecting malpractices and theft of energy). He shall co-ordinate and advise on Security and Discipline, envisage and arrange for implementation of measures as would be necessary for the maintenance of integrity in the services and security of the properties of the Board.

B.P. Ms. No. 1307, dt. 20-9-'77 (e) The Inspector General of Police (Vigilance) shall be assisted in Vigilance work by Vigilance Officers of the rank of Executive Engineers and also Additional Superintendent of Police, Deputy Superintendent of Police and Inspectors of Police.

The Vigilance Officers will be the head of the Vigilance Units at their respective head-quarters for all administrative purposes.

B. P. Ms. No. 560, dt. 13-4-78 (f) For detection of theft of energy, an A. P. T. Squad is functioning as a Unit of the Vigilance Cell under two Superintending Engineers one each at Madras and Salem with necessary complementary staff.

(g) The Vigilance Cell is provided with such other staff in head-quarters and at other places as may be necessary from time to time for its proper and effective functioning.

(h) The present set up of the Vigilance Cell is in Appendix-1.

III. Nature of work :

3. The nature of work of Vigilance organisation is threefold as follows:—

- (i) Vigilance work
- (ii) A. P. T. Squad for detection of theft of energy and other malpractices.
- (iii) Security.

VIGILANCE WORK is categorised as (i) preventive and (ii) punitive. Officers of Vigilance Cell shall gather information on :

- (i) Labour
- (ii) Consumer satisfaction and
- (iii) Offences falling within the provisions of Indian Electricity Act. The Vigilance organisation will develop along the above lines.

IV. Duties and Functions :

B. P. Ms. No. 1385, dt. 29-9-'75 4. The Vigilance Cell shall perform the following duties :

(a) It shall review and streamline the working procedures which appear to afford scope for corruption and malpractices and initiate such other action as may be necessary from time to time for the prevention and detection of corruption and malpractices in the department and suggest remedial, preventive and punitive measures.

(b) It shall attend to complaints from public regarding corruption and irregularities by officials of the Board, make necessary enquiries either through the Vigilance Officers or by the Deputy Superintendents of Police and Inspectors.
NOTE : The work "Corruption" shall have the same meaning as Criminal Misconduct as defined under Section 5 (1) of the Prevention of Corruption Act (Central Act II of 1947) and shall include wilful violation of conduct rules.

(c) It shall assist the CHAIRMAN in determining disciplinary proceedings to be initiated against accused employees.

(d) It shall ensure quick disposal of disciplinary cases in departmental proceedings and with that purpose ensure the appearance of witnesses and production of records in time.

(e) It shall keep track of the disciplinary cases against officers who are found prima facie guilty of misconduct by the Vigilance enquiry and ensure the expeditious disposal of such cases.

(f) It shall maintain a list of officers and staff of doubtful integrity.

(g) It shall report about employees on whom enquiries and Disciplinary Proceedings are pending for purposes of Training, Deputation and Retirement/Resignation.

(h) It shall report about employees involved in serious charges and also issue of no objection certificates for passports etc.

(i) It shall offer remarks about the general reputation of various officers and furnish relevant information about them wherever postings of such officers are made to sensitive posts.

(j) It shall maintain close liaison with the State Directorate of Vigilance and Anti-Corruption regarding the cases referred to them and arrange for trap cases with the assistance of officers of the Directorate of Vigilance and Anti-Corruption.

(k) It shall encourage the public to meet the Inspector General of Police (Vigilance) confidentially with specific information about corruption and malpractices in the organisation.

(l) It shall suggest black listing of firms when specific malpractices are brought out during enquiry.

(m) It shall suggest to the Chairmen transfer of officers and staff of the Board when such transfers are warranted to ensure clean administration.

(n) It shall investigate into matters connected with theft of energy, theft of materials, misuse of tariff, malpractices in stores, contracts, works in execution and other malpractices in which connivance of the staff of the Board is suspected and bring them to the notice of the Chairman.

B.P. Ms.
No. 959, dt.
24-6-78.

(o) The functions of A.P.T. Squad which is an unit of Vigilance Cell shall be as follows :—

(i) shall attend to systematic collection of information on power thefts and initiate follow-up action.

(ii) shall initiate action on complaints of power thefts received in the Vigilance Cell from various quarters.

(iii) shall arrange for surprise raids in suspected and endemic areas for detecting cases of theft of power.

(iv) shall undertake a study of the modes of power thefts in various Electricity Systems with reference to cases detected by A. P. T. Squad and system officers and suggest suitable directions to the Superintending Engineers on the basis of experience gained for tackling the problem of power theft.

(v) shall liaise with the local police officers through police personnel posted to A. P. T. Squad and ensure that cases detected and reported to them are promptly investigated and further action taken thereon as per law.

(vi) shall monitor prosecutions to ensure that they are successful.

Vig. Cell
O.O.No. 13,
dt. 14-7-78

(vii) shall pursue the judgement copies sent by the Superintending Engineers on theft of energy and report to the Inspector General of Police (Vigilance) whenever necessary for further follow-up action and modification of procedures.

(p) Whenever it is felt necessary, the Finger prints and other documents will be sent to the Tamil Nadu Finger Print Bureau, Madras Forensic Science Labs. for further expert opinion. The officers shall maintain close liaison with local police, State C.I.D., Officers of the Tamil Nadu Forensic Science Laboratory and also the Prosecuting Officers.

V. Source of Information

5. (a) The sources of information are petitions received by the Government, the Board and the Vigilance Cell. Petitions may be anonymous or pseudonymous or signed.

(b) Occasionally, information about corruption by an officer of the Board or other malpractices indulged in by employees may become available to the officers of the Board and officers of the Vigilance Cell. In such cases, information can be passed on to the Inspector General of Police (Vigilance). This information will be kept secret.

VI. Classification of Complaints:

6. Ordinarily, anonymous and pseudonymous petitions need not be relied upon. However when such petitions contain specific allegations or factual allegations capable of verification, a probe into which is likely to disclose an act of corruption or serious malpractices or violation of rules and bad conduct, action may be taken. In cases where there are persistent allegations of corruption and if the officer complained against has been of bad reputation, enquiries shall be taken up by the Vigilance Cell.

7. Casual petitions which are not sufficiently precise and which contain allegations against officers of considerable standing whose integrity has not been previously suspected, shall be examined on their merits before a decision to conduct an enquiry is taken. Such examination shall be decided by the Inspector General of Police (Vigilance).

8. Petitions engineered by disgruntled elements against officials with a good reputation may be lodged. Vexatious enquiries should be avoided.

9. Since the Vigilance Cell is a specialised agency with men trained for enquiries, officers of the Board may pass on petitions received by them to Inspector General of Police (Vigilance) with specific recommendation for a probe. To avoid parallel enquiry by departmental officers also in such cases, the Vigilance Cell, on receipt of a petition will examine it and intimate, the original addressee of the petition or the officers to whom copies of petitions have been marked or the Chief Engineers concerned under whom the employee against whom the allegation petition has been received, that the Vigilance has taken up an enquiry or the Vigilance has not taken up the enquiry, clearly indicating that the officers need not take up any departmental enquiry.

10. Petitions deserving probe by the Vigilance Cell but received by the Chief Engineers and Superintending Engineers working under them shall be referred to the Vigilance Cell.

11. While forwarding such petitions to the Inspector General of Police (Vigilance) the Chief Engineers and Superintending Engineers, if considered necessary, shall offer their specific recommendations with reference to past reputation of the official complained against.

VII. Enquiries by the Vigilance Cell

Vig. Cell 12. (a) The Vigilance Cell shall conduct enquiries against all classes of
O.O. No. 3, officers and staff of the Tamil Nadu Electricity Board. The Vigilance Cell Officers
dt 29-4-'76 shall satisfy in the first instance that persons who come forward to give evidence are themselves reliable and are not inspired by personal motives, such as revenge etc.

(b) Whenever a reference is made to Vigilance Cell for enquiry about a particular employee the officers concerned should furnish full details about the employee as per the proforma-I annexed to facilitate a proper Vigilance enquiry.

Vig. Cell 13. Allegations against Class-I and II Officers shall invariably be enquired by the
O.O. No. 3, Officers of Vigilance Cell. Allegations of minor nature against Class III and IV staff shall
dt. 29-4-76 invariably be sent to the heads of offices for appropriate action.

14. In regard to petitions received by the Vigilance Cell, if the Inspector General of Police (Vigilance) feels that a preliminary enquiry has to be taken up into the allegations and enquiries are necessary he can order preliminary enquiry by officers of the Vigilance Cell.

15. When a prima-facie case of corruption is observed the case shall after approval by the Chairman be referred to the Director of Vigilance and Anti-Corruption through the Government or direct to the Director of Vigilance and Anti Corruption as the case may be for a Detailed Enquiry. In such cases, the officers of the Vigilance Cell shall maintain close liaison with the Director, Vigilance and Anti Corruption to obtain and furnish all records and documents necessary for the proper conduct of the enquiry.

VIII. Check of Board Vehicles

Lr. No 151, 16. (a) The Board has fleet of vehicles of different types. It is very essential SS2/78-1, to ensure that the vehicles are not misused. All Electricity Board vehicles shall bear dt. 23-11-78 "மி.வா." /E.B." marking prominently.

(b) Officers of the Vigilance Cell of and above the rank of the Inspectors of Police are empowered to check departmental vehicles. Wherever these officers show their identity cards and request the officers in charge of the vehicle or occupants of the vehicle at the time of checking, the trip sheet book of the vehicle should be produced and the driver also should produce his licence if so desired by the checking official.

(c) The officers of the Vigilance Cell should leave their remarks in the log book of the vehicle and submit a report to the Inspector General of Police (Vigilance) furnishing details of the nature of misuse or other defects noticed etc. for taking further action in the matter.

IX. Surprise checks of stores and works under execution :

Lr. No. 1946-VC2/ 77-1, dt. 22-2-'77 17. (a) To detect cases of misappropriation, misuse or misapplication of stores and execution of sub-standard works, officers of the Vigilance should carry out surprise checks of offices, stores, workshops etc. For carrying out such surprise checks, officers of the Vigilance Cell may take the assistance of such of the officials of the Board as may be found necessary. Immediately after such checks a detailed report should be submitted to the Inspector General of Police (Vigilance) suggesting further course of action.

Lr. No. 9009/ VC. 2/77-1, dt. 27-8-'77 (b) Surprise Inspection of offices of the Board will also be conducted by officers of the Directorate of Vigilance and Anti Corruption.

(c) Surprise inspection reports of Section Offices by Officers of Vigilance Cell and by officers of Directorate of Vigilance and Anti Corruption shall be monitored in Vigilance Cell and copies shall be communicated to the concerned Superintending Engineer for remedial action. The Superintending Engineers will submit replies on such surprise check reports within two weeks.

Memo. No. 19328/VC9/ 81-30, dt. 25-10-83 (d) Special Officers of District Inspection Cells are not expected to conduct surprise checks on offices of Tamil Nadu Electricity Board.

B.P.Ms.(Ch.) No. 479 (S.B.) dt. 22-12-'83 All Chief Engineers/Superintending Engineers shall intimate details of Projects/ Schemes/Undertakings and contracts including details of purchase of stores and materials costing over rupees three lakhs every month to the Director of Vigilance and Anti Corruption, as and when they are sanctioned and contracts are settled. In respect of contracts/Undertakings etc. costing less than rupees 3 lakhs, details may also be furnished to the Director of Vigilance and Anti Corruption wherever it is considered necessary. This will enable the Director of Vigilance and Anti Corruption to keep vigil over such contracts/undertakings etc.

Memo. No. 27587/SS1/ 87-2, dt. 27-7-'87

The particulars should be furnished to the Director of Vigilance and Anti Corruption direct as per the proforma-II annexed with a copy to the Vigilance Cell, Tamil Nadu Electricity Board for monitoring. If no contract/project scheme is sanctioned during a particular month, a 'NIL' report should also be sent to the Director of Vigilance and Anti Corruption with a copy to the Vigilance Cell. The report for a particular month should be sent to the Director of Vigilance & Anti Corruption and Vigilance Cell not later than the 10th of the succeeding month. The Superintending Engineer of the Directorate of Vigilance and Anti Corruption should be given all assistance whenever he visits major project sites for making studies and for locating the areas of work. The documents required whenever necessary may also be produced to the Superintending Engineer/Director of Vigilance and Anti Corruption under proper authority.

X. Detection of Theft of Energy :

B.P. Ms. No.
1252, dt.
17-8-78

18. (a) In the matter of detection of theft of electrical energy and investigation of complaints of theft of electricity the following guidelines shall be observed :

Complaints of theft of electricity in H.T./L.T. services, major industries and Agricultural services done in groups and unauthorised extension shall be investigated by the A.P.T. Squad.

- (i) Complaints on theft of energy of complicated nature, such as spurious seal operations, check meter tampering etc., in all types of services.
- (ii) Complaints on theft of energy in L.T. and minor industries.
- (iii) Complaints on theft of energy in individual agricultural service.
- (iv) Complaints on theft of energy in lighting services and commercial tariffs.
- (v) Complaints on theft of energy and misuse of tariffs.
- (vi) Complaints on unauthorised loads in L.T. services.
- (vii) Complaints on unauthorised extension in L. T. services.
- (viii) Lapses in dealing with theft of energy cases and short assessments.

Memo No.
43769/SS2/
86-2,
dt. 2-12-88

(b) With a view to having a good deal of co-ordination between the investigation officers and officers of the Board to ensure proper investigation and speedy laying of charge sheets the services of some of the police staff in Madras A.P.T. Squad Division are exclusively utilised for the work of finalisation of charge sheets in close liaison with territorial police officers while the remaining police staff in the Division accompany the South and North A.P.T. Squads in Madras Electricity Distribution Circle during normal raids as well as pre-arranged raids in uniform.

XI. Security of Board's Vital Installations, Projects, etc.

19. (a) Vital installations of the Board, which are declared as Prohibited places are guarded by Police guards of Government of Tamil Nadu. For other areas such as Central Stores, Sub-Stores, Sub-stations etc. security work is entrusted to Registered Private Security Agencies on contract basis. A Centralised vendor rating of all registered tenderers will be maintained by Vigilance Cell for which the Security Co-ordinators or the Class-I Officers who would supervise the work of the security agencies should send to Vigilance Cell a report on the performance of each tenderer at the end of each year. If any adverse report is noticed against the tenderer after December in a year, special report should be sent immediately to the Vigilance Cell for necessary action.

(b) The Additional Superintendent of Police, Vigilance Unit, Madras attends to the security of vital installations, projects, sub-stations etc. of the Board and to the matters connected with implementation of security recommendations of Study Team of Government of India. The security work at the Headquarters Complex, Madras, Ennore Thermal Power Station, Basin Bridge Power House, Mettur Thermal Power Project and Tuticorin Thermal Power Station are attended to by a Security Officer in the grade of Deputy Superintendent of Police/Inspector.

XII. Assistance to Officers of the Vigilance Cell and Production of Records :

20. (a) All officials of the Tamil Nadu Electricity Board should extend their fullest co-operation to all the officers and staff of Vigilance Cell.

(b) They should hand over official records to the requisitioning officers of the rank of and above Inspectors of Police. Queries posed and clarifications sought for during enquiries by Vigilance Officers/Deputy Superintendents of Police/Inspectors should be answered in order to facilitate thorough enquiry.

(c) They should also render necessary assistance in carrying out surprise checks and should act as Panchayatdars in trap cases if so requested.

(d) Whenever officers of the Vigilance Cell request for any departmental vehicle to carry out their duties, the officers of the Board should spare vehicles.

XIII. Assistance by the Vigilance Cell :

21. If an enquiry by the Vigilance Cell results in departmental disciplinary action, the authority conducting the enquiry should if need arises, intimate the date, time and place of the departmental enquiry to the Inspector General of Police (Vigilance). The concerned officer of the Vigilance Cell, if required, will be instructed to be present at the time of enquiry if such a course would facilitate the enquiry.

22. (a) The departmental disciplinary authority shall refrain from furnishing copies of Vigilance Cell enquiry reports to the departmental officers and delinquents and shall not quote the enquiry conducted by Vigilance Cell.

Memo. No.
19637/
VC. 2/85-
13, dt.
1-10-86

(b) In cases where preliminary enquiries conducted by the Vigilance Cell of the Board result in Disciplinary Proceedings, the enquiry officer, if necessary may take the assistance of the officer of the Vigilance Cell in conducting oral enquiries. Summoning of officers of Vigilance Cell should not be done in each and every enquiry. They can be examined specially as a management witnesses only in important and special cases such as where the witnesses who have given statements earlier during Vigilance enquiry subsequently turn hostile in departmental enquiry. They need not get approval of the Inspector General of Police (Vigilance) for attending such departmental enquiries on receipt of summons from the enquiry officers.

Memo. No.
19637/
VC. 2/85-
14, dt.
1-10-86.

(c) In all cases where departmental action is initiated at the directions of the Vigilance Cell, copies of preliminary explanation, charge memo., show-cause notice and final orders on the Disciplinary Proceedings should be sent to the Vigilance Cell quoting the reference number and date of the Vigilance Cell so that each case can be kept track of and progress watched.

XIV. Assurance to Witnesses :

23. (a) The Vigilance Officers and Deputy Superintendents of Police of Vigilance Cell are authorised to assure fullest protection to witnesses whose examination is required for the enquiries. They are also authorised to give an assurance wherever necessary to the witnesses in writing in the form given in **Appendix-II**. An assurance given to a co-delinquent should not be absolute but conditional.

(b) No person who has been given an assurance by the Vigilance Officer or Deputy Superintendents of Police should be proceeded against either criminally or departmentally unless there has been material-suppression of facts, either during the enquiry by the Vigilance staff or subsequently before an enquiry officer.

XV. Reports of the Vigilance Cell :

24. On completion of enquiry, reports should be sent to the Inspector General of Police (Vigilance). Enquiry reports of Superintending Engineers, Vigilance Officers and Director of Vigilance and Anti Corruption will be processed by the Vigilance Cell.

25. The Officer to whom Vigilance Cell reports are sent should immediately acknowledge indicating the C. No. of the file in which action is initiated and send a full report to the Inspector General of Police (Vigilance) on the action taken with copies of orders issued after it is completed.

26. In all cases where Disciplinary Proceedings is suggested by the Inspector General of Police (Vigilance), prompt action should be taken and monthly report of the stage of the Disciplinary Proceedings should be sent to the Inspector General of Police (Vigilance) as per format prescribed.

XVI. Meetings :

27. (a) In order to enable exchange of intelligence on matters of mutual interest, the Inspector General of Police (Vigilance) will convene conferences of Vigilance Officers of other State Electricity Boards, officers of the Board and Police Officers as may be necessary from time to time and the expenditure thereon will be met by the Tamil Nadu Electricity Board.

(b) The Inspector General of Police (Vigilance) shall convene meeting of officers of Vigilance Cell at periodical intervals and review the progress of work assigned to each Unit.

XVII. Rewards :

B.P. Ms. 28. (a) Board employees who are not in charge of detection of theft of energy
No. 49, and other offences by consumers and also members of public are entitled to a maximum
(F.B.) (S.B.) cash reward of Rs. 10,000/- each if they furnish information of theft of energy and other
dt. 13-4-'83 malpractices.

(b) Board employees who are in charge of detection of offences by consumers and who display ingenuity and skill in the detection of cases will also be eligible for a maximum cash reward of Rs. 5,000/- each.

B.P. Ms. (c) Police Personnel serving in the Tamil Nadu Electricity Board on deputation
(FB) No. 29 and other Police Personnel serving in the Regular Tamil Nadu Police who assist Board's
(S.B.) officers in detecting theft of energy shall be granted adequate cash reward on the
dt. 11-4-86 recommendation by the Board.

(d) Officers and staff of Vigilance Cell and employees of the Board who furnish any valuable information leading to detection of any case or for prevention of any loss to the Board or safeguard the interest of the Board by assisting the Vigilance Cell shall be awarded commendation Memo. or Good Service Entry for good work done. In deserving cases, monetary reward shall also be given.

Memo. No. (e) In cases of good work done normally by a subordinate, it is sufficient if
11453-A2/ suitable entries are made in his Confidential Report at the appropriate time on the basis
87-1, (S.B.) of his total performance. Issuance of special commendation is restricted to the rarest cases
dt. 12-4-87 for which officers should show the utmost circumspection while issuing the commendations. Such commendations should not also be added to the personal files. However, in cases of exceptional nature where commendation is issued by the Full Board or the Chairman, such commendations should be added to the personal file, provided specific orders to that effect should also be issued.

XVIII. Miscellaneous :

29. Standardised forms shall be used as far as possible in (i) referring petitions, (ii) calling for reports, (iii) on surprise check reports, (iv) reports of A.P.T. Squad and (v) reminders.

B.P. Ms. 30. Officers or staff of the Vigilance Cell shall be afforded protection against
No. 869, vindictive action. Disciplinary Proceedings against them shall not be resorted to by
dt. 7-7-77 departmental officers without the specific approval of the Inspector General of Police (Vigilance) in respect of Class-III and IV staff; and without the approval of the Chairman in respect of Class-I and II officers. Before deciding upon the case, the Inspector General of Police (Vigilance)/Chairman will call for the official and satisfy himself about the facts of the case. This protection shall hold good for a period of three years from the date an official quits Vigilance Cell.

B.P. Ms. 31. The Superintending Engineers/A.P.T. Squad, the Vigilance Officers, Executive
No. 1307, Engineers/A.P.T. Squad shall be the unit heads of respective units and the Deputy
dt. 20-9-77 Superintendents of Police and Inspectors of Police assist them in enquiries. The Inspector General of Police (Vigilance) allot enquiries to the Vigilance Officers, the Deputy Superintendents of Police and Inspectors direct. They shall refrain from corresponding with other department officers and staff. The enquiry reports of the Inspectors of Police and Deputy Superintendents of Police/Vigilance Cell should be sent to the Inspector General of Police (Vigilance) after perusal by the Vigilance Officers concerned and the Vigilance Officers should offer their specific remarks with reference to the rules in a covering letter.

Memo. No. 26323/
SS2/84-1: (Vigilance) after perusal by the Vigilance Officers concerned and the Vigilance Officers
dt. 16-8-84 should offer their specific remarks with reference to the rules in a covering letter.

B.P. Ms. No. 32. (a) In the matter of acceptance of resignation of employees of the Board,
1233, dt. clearance of the Vigilance Cell should be obtained.
10-8-'78.

(b) No loan or advance including House Building Advance should be sanctioned from the Board's funds to its employees where a vigilance enquiry is pending against them into allegations of corruption, misappropriation of money to stores, misconduct involving moral turpitude or grave neglect of duty.

Memo. No. 37990
A2/85-1,
(S.B.) dt.
30-6-85.

- (e) The following cases shall invariably be referred to the Vigilance for enquiry:-
(i) where request is received from employees for permission to accept gifts from friends and relatives involving a substantial value or request was received long after the transaction was completed and

Adm. Br.
Memo No.
86 (2)/734/85-1,
dt. 18-9-85.

- (ii) where request is received for permission to accept a loan of Rs. 10,000/- and above from friends and relatives.

U. O. Note
No. 11643/
SS1/87-1,
dt. 3-7-87.

- (d) As far as promotion to the higher post is concerned, vigilance clearance should be sought for only in cases where it is considered absolutely necessary for any specific reason.

U.O. Note
No. 2208/
SS1/87-1,
dt. 2-2-87

- (e) In all cases where vigilance clearance is sought for, the service particulars of the employees concerned showing their present stations and places where they have worked previously for last 10 years should be furnished.

U.O. Note
No. 553/
VC1/86-2,
dt. 18-1-86.

- (f) The requisitions for vigilance clearance should emanate from the heads of offices and not from subordinate officers.

33. In all matters of departmental Disciplinary Proceedings the case should be finalised as per target time fixed in B. P. Ms. No. 34 (Adm. Branch) dated 27-1-82. A flow chart to watch progress of disciplinary action taken against the employees of the Board is prescribed in B.P. Ms. (Ch.) No. 142 (S.B.) dated 13-4-87.

34. Officials against whom the Vigilance Cell is making enquiries should not be normally granted leave, to prevent them from tampering with the course of an enquiry. Where leave is sought for on medical grounds, before leave is granted, the medical certificate should be got scrutinised by a proper medical officer of the Government wherever considered necessary.

35. If an official against whom charges of corruption are pending attains the age of superannuation and if the charges are not so serious as to entail removal or dismissal he shall be permitted to retire on provisional pension.

36. If however the charges are serious so as to entail removal or dismissal, the official concerned should not be permitted to retire, but placed under suspension, and he should be specifically informed that he would not be allowed to retire on the date on which he is due to retire, pending completion of the departmental proceedings.

37. In all matters of importance like appointment, promotion etc., where the views of the Inspector General of Police (Vigilance) are necessary, the connected files shall be marked by the Chief Engineers, Secretary and Superintending Engineers.

38. The Inspector General of Police (Vigilance) shall consider prosecuting persons who are found to have made false complaints of corruption or lack of integrity against officers and employees of the Tamil Nadu Electricity Board.

39. In all cases referred to the Vigilance Cell target dates shall invariably be fixed and it shall be the responsibility of the enquiry officers and administrative heads to adhere to these dates strictly. Xerox copies of petitions alone will be sent for enquiries. This will help the investigating officer to verify the signature or handwriting of the petitioner.

40. All communications from the Vigilance Cell should necessarily be acknowledged.

41. Petitions of specific nature received in Vigilance Cell shall be acknowledged.

42. To ensure effective functioning of Vigilance Cell, the Inspector General of Police (Vigilance) shall issue from time to time such other instructions as may be necessary, for the proper and effective functioning of the Vigilance Cell.

43. As the Vigilance Cell is not an independent office, the Vigilance Cell officers and staff will be provided necessary assistance, accommodation, furniture, stationery and other amenities by the competent authorities wherever required.

A P P E N D I X - I

(Vide Paras II-2 (h))

CHAIRMAN (I. A. S.)

INSPECTOR GENERAL OF POLICE (VIGILANCE) (I.P.S.)

U.S. (V)-I U.S. (V)-II U.S. (V)-III	V.O./ Madras	V.O./ Trichy	V.O./ Coim- batore	V.O./ Madurai	S.E./A.P.T. Squad/Madras	S.E./A.P.T. Squad/Salem	Security Officer	Secret Section
Vig. Cell Sections	Madras Vig. Unit (Including Addl. Supdt. of Police)	Trichy Vig. Unit	Coim- batore Vig. Unit	Madurai Vig. Unit	Madras/A.P.T. Squad/Circle	Salem/A.P.T. Squad/Circle	Security of TNEB Complex	

Explanation for Abbreviations :

- (1) U. S. : Under Secretary
- (2) (V) or Vig. : Vigilance
- (3) V. O. : Vigilance Officer
- (4) S. E. : Superintending Engineer
- (5) A.P.T. Squad: Anti Power Theft Squad
- (6) T.N.E.B. : Tamil Nadu Electricity Board

APPENDIX—II**(Vide Para XIV—23 (a))****Assurance Form—To be given to witnesses who ask for in writing**

This is to affirm on behalf of the Tamil Nadu Electricity Board and its Officers, that in respect of any criminal or departmental offence disclosed in any true but inculpatory statement made by you relating to enquiries into allegations of corruption against

.....

(a certain public servant), no departmental action likely to adversely affect you will be launched against your subject to your making a true and complete statement of facts within your personal knowledge at all stages of this enquiry.

PROFORMA—I**(Vide para—VII—12 (b))**

1. Name :
(Block letters with initials)
2. Father's Name :
3. Date of Birth :
4. Native place and District :
5. Designation :
6. Place of work at present :
7. Whether the employee has undergone punishment previously, if so details :
8. Periods and places of working previously for 10 years :
9. Details of movable/immovable properties in the transaction. :
(in case of Vigilance clearance for according permission under Conduct Regulations)
10. Source of finance :
(with break-up details wherever called for)
11. Total emoluments drawn :

PROFORMA-II

(Vide para IX-17 (d))

**Details of Projects/Schemes/Undertakings/Contracts Costing Over Rs. 3 Lakhs/Less than Rs. 3 Lakhs
(As the case may be)**

Sl. No.	Name of the Project Scheme/Contract	Place/Taluk/District in which the work is under execution	G.O. No. and Date in which the contract was sanctioned	Technically sanctioned amount/Contract Value	Address of the officer in whose control the work is executed	Name and address of the contractor to whom the work is entrusted	Present stage of the work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Letter No. 71222-B2/88-1 (Sectt. Branch) dated the 24th Jan. '89

Sub : Foreign Service—Preparation of Schedule for the remittance of leave salary and pension contribution recoveries towards General Provident Fund etc.—Streamlining of procedure.

Ref : From Ex. Office Joint Secretary to Govt. Finance Deptt. Lr. No. 2680-BPE/88-1 dt. 24-11-'88.

I am to enclose copy of the Government letter cited together with enclosure and request you to adopt the procedure streamlined by the Accountant General/Madras towards the remittance of leave salary contribution, Pension Contribution and recoveries of General Provident Fund advance etc.

K. N. Rathinavelu,
Secretary.

Encl : 1

Copy of Letter No. 2680/BPE/88-1/dated 24th November 1988, issued from Thiru K.S. Ganapathi, B.Sc., B.L., F.I.C. I.A., Director & Ex-Officio Joint Secretary to Government State Bureau of Public Enterprises Finance & PA Department, Madras-9, addressed to All the Managing Director/Chairmans, Public Sector Undertakings/Boards.

Sub : Foreign Service—Preparation of schedules for the remittance of Leave Salary and pension contributions—Recoveries towards General Provident Fund etc.—Streamlining of procedure.

Ref : From the Accountant General (AE) Tamil Nadu, Madras-600018 Lr. No. PC III/Vals/88-89/81 dt. 2-9-88.

I am directed to forward herewith the letter received from the Accountant General (AE) Madras-18 and to request you to adhere to the procedures indicated therein without fail in sending remittances of leave salary and pension contributions and recoveries towards General Provident Fund, Advance etc.

Director & Ex-Officio Joint Secy.
to Government.

(True Copy)

Encl : 2

Copy of Lr. No. PC III/Vals/88-89/81 dt. 2-9-88, issued from The Accountant General (A&E), Tamil Nadu Madras-600 018 addressed To The Secretary Public Department Fort St. George Madras-600 009.

Sub : Foreign Service—Preparation of schedules for the remittance of Leave Salary and pension contributions—recoveries towards G.P.F., advances etc.—streamlining of procedure.

The Institutions, which have received the Government servants on Foreign service terms, are sending all their remittances towards Leave Salary and Pension Contributions, recoveries towards G.P.F./Advances by means of Demand Drafts for being credited to Government account. The letters forwarding the Demand Drafts do not indicate the following particulars.

- (i) the period to which the contributions relate.
- (ii) the allocation between Leave Salary and pension contributions.
- (iii) The name of the parent office which sanctioned the Advance.
- (iv) the nature of Advance (G.P.F., house Building, Marriage, Conveyance, Festival)
- (v) the head of account to which the amount should be credited.

Consequently there has been much correspondence and delay, in the remittance to Government Accounts.

With a view to streamlining the procedure of remittances by foreign employers it has been decided to require all the foreign employers to send their Demand Drafts for each kind of remittance separately. i.e. the Demand Draft should be obtained separately for each category of remittance. Each Demand Draft should be supported by a schedule in quadruplicate and the schedules have been assigned form numbers to enable them distinct and easy for use.

Form I — Pension Contribution

Form II — Leave Salary Contribution

Form III — Recoveries towards Advances etc. the foreign employers may be advised to have these forms printed/roneoed to meet their requirements.

On receipt of the Demand Draft with the aforesaid schedule one copy will be returned to the foreign employer duly acknowledging the receipt of the D. D., one copy will be retained by this office for accounting purposes, one copy will be sent to the R.B.i. for realisation and the last copy to the R.A.O. (Bank) Madras.

The foreign employers under your control may be instructed to send their remittances by Demand Draft drawn in favour of the Accountant General (Accounts and Entitlements) Madras-18, and these remittances should be supported by the prescribed Form of the schedule in quadruplicate. They should be advised to obtain the Demand Draft for each category of remittance separately and prepare the schedule in the correct form. **On no account should they club the remittances into one Demand Draft.**

The forms may be communicated to all the foreign employers with instructions to bring them into use with immediate effect.

The important credit heads of account are given in the Annexure for guidance of the foreign employers.

I am to solicit the cooperation of all the foreign employers in working out this procedure in an effective manner.

A copy of your circular instructions enforcing this new procedure may kindly be endorsed to this office also

(Sd.) Accounts Officer

ANNEXURE

Important credit heads of account

1. Pension contribution : 0071 Contributions and Recoveries towards pension and other retirement benefits-Oil. Contribution of officer sent to foreign service. (S.A. 23).
2. Leave Salary contribution : The receipt Major head of account of the parent department concerned under the minor head "contributions towards Leave Salary of officers sent to foreign service.

Example :

- 0401. Agriculture S.A. 18B.
- 0403. Animal Husbandry S.A. 18E.
- 0425. Cooperation S.A. 18C.
- 0404. Dairy Development S.A. 18E.
- 0202. Education S.A. 15A (General)
- Technical S.A. 15C
- University S.A. 15B
- 0405 Fisheries S.A. 18D
- 0406 Forest S.A. 5

- 0851 Village & Small Industries S.A. 19.
Handlooms & Textiles.
0852 Industries S.A. 19.
0090 Other Admn. Services: S.A. 11
Local Fund Audit.
0210 Medical & P.H. S.A. 16
0059 Public Works S.A. 21.

Revenue 0070 Other Admve Services S A. 11
Treasury & Accounts. Treasury & Accounts Service.

0029 Land Revenue. S.A. 2.

3. If the recovery is an account of

- | | |
|---|---|
| <p>(i) House Building Advance/Motor Car Advance/Festival Advance</p> <p>(ii) Postal Life Insurance-premium</p> <p>(iii) Special Provident Fund-Cum Gratuity Scheme</p> <p>(iv) Group Insurance scheme of the Central Government</p> <p>(v) Family Benefit Fund of Tamil Nadu.</p> | <p>7610. Loans to Govt. Servants-H.B.A./M.C.A./M.A. As the case may be credited to the head 01. Salaries" under the relevant Major head of expenditure.</p> <p>8658 Suspense Accounts Postal Life Insurance</p> <p>8005 State Provident Fund 01. Civil, 103 Cum-Misc, Provident Fund-T.N. Spl. P.F. Other Gratuity Scheme.</p> <p>8658 Suspense Account-I.A.S. Group Insurance Scheme.</p> <p>0235 Social Security and Welfare Family Benefit Fund.</p> |
|---|---|

(Sd.) Research Officer

(True Copy)

FORM I

From

To
The Manager
Public Accounts Department
Reserve Bank of India,
Madras-1.

Thro' The Accountant General (A&E)
Tamil Nadu, Madras-18.

Sir,

The Cheques/Demand Drafts/payment Orders detailed below is/are forwarded herewith for being credited to Government account noted herein.

Drawer	DD/Cheque/Amount (Pay Order No. & Date)	S.A. 23
		0071 AA. Contributions and Recoveries towards pension and other retirement benefits subscriptions and contributions OLL. Contributions of officers sent to foreign service.

Pension Contribution in r/o./Sri/S/	Parent Department	Period From To	Cr. No. Vol. No.	Amount
--	----------------------	-------------------	---------------------	--------

N.B. Pl. attach separate sheet with the same columns if the space is insufficient.

Yours faithfully,
(Foreign Employer)
Date: 1988,

Encl: as above
PC III/Vol. 88-89/
FORWARDED/Acknowledged,

Accounts Officer

(True Copy)

FORM — II

From

To

The Manager
Public Accounts Department
Reserve Bank of India, Madras-1.

Thro' the Accountant General (A & E),
Tamil Nadu, Madras-18.

Sir,

The Undermentioned cheques/Demand Drafts/Pay orders(s) is/are forwarded herewith for being credited to Government account noted therein :

Drawer	Cheque/DD/Pay Order No. & Date	Amount Head of Account SA. No. Collection of contribution towards leave salary of officer lent to foreign service		
Leave salary contribution in respect of Shri.	Parent Department	period from to	Gr. No. Vol. No.	Amount

NB : Pl. attach separate sheet with the same column if the space is insufficient.

Yours faithfully,

(Foreign Employer)
Dated :

Encl : as above
PC III/Vol./88.89/
FORWARDED/acknowledged.

To

ACCOUNTS OFFICER.

(True Copy)

FORM — III

From

To

The Manager
Public Accounts Department
Reserve Bank of India, Madras-1.

Thro' The Accountant General (A & E)
Tamil Nadu, Madras-18.

Sir,

The Cheques/Demand Drafts/Payment Orders detailed below is/are forwarded herewith of being credited to Government account noted herein.

Drawer	DD/Cheque/Amount (Pay order No. date)	S.A.
--------	--	------

Recovery effect from the salary of Sri/S.	Parent Department	Details for the amount recovered/Instalment	Amount
--	----------------------	--	--------

N.B. : Please attach separate sheet with the same columns if the space is insufficient.

Yours faithfully,

(Foreign Employer)

Dated 1988.

Encl : as above

PC III/Vol./88-89/

FORWARDED/acknowledged.

To

ACCOUNTS OFFICER.

(True Copy)

Circular No. 19987/CAC/88-651 (Accounts Branch) dated 31—1—1989

Sub : Introduction of Uniform Commercial Accounting System—Assigning of location codes.

The following location code is assigned for the newly formed unit.

Name of Circle	Location Code
Kadamparai Pumped Storage Hydro Electric Power Station.	230

Arjunan Gnanaolivu.
Accounts Member.

PART-III

Finance

Memorandum No. 19515/E1/88-21, (Secretariat Branch) Dated the 6th January, 1989.

Sub : Loans and Advances—House Building Advance—Allotment of funds towards purchase of Ready Built House/Flat by employees of Tamil Nadu Electricity Board for year 1988-'89—Orders—Issued.

Ref: From Chief Financial Controller, U. O. No. Bud/XB/A1-2/L & A/RE. 87-88 & BE. 88-89 dt. 17-2-88.

Allotment of funds as detailed below is made for the year 1988-'89 for release of House Building Advance for the purchase of Ready Built House/Flat to the employees of Tamil Nadu Electricity Board who submitted their applications before 30-9-1988 and obtained formal sanction:—

Sl. No.	Name of sanctioning authority	Letter/U.O. dated	Amount Rs.
1.	SE/Kanchipuram E.D.C.	24-11-88	2,61,600/-
		16-12-88 &	
		18-12-88	
2.	SE/Coimbatore E.D.C. (South)	29-11-88	4,76,650/-
		30-11-88	
		20-11-88	
		29-11-88	
		29-11-88 &	
3.	SE/Udumalpet E.D.C.	29-11-88	1,70,000/-
4.	SE/G.C.C./West, Coimbatore	1-12-88	
5.	SE/Dharmapuri E.D.C.	1-12-88	78,500/-
		2-12-88	
6.	SE/Periyar E.D.C.	5-12-88 &	6,11,233/-
7.	SE/Lower Mettur H.E.P.	6-12-88	
8.	SE/Tiruvannamalai E.D.C.	6-12-88	2,01,840/-
9.	SE/Villupuram E.D.C.	6-12-88	
10.	SE/Madras E.D.C. (South)	6-12-88	52,500/-
		1/7-12-88	
11.	SE/Coimbatore E.D.C. (North)	29-12-88 &	2,84,000/-
12.	SE/Tirunelveli-Kattabomman E.D.C.	7-12-88	
13.	SE/Anna E.D.C.	8-12-88	69,550/-
		13-12-88	
14.	SE/Trichy E.D.C. (South)	13-12-88 &	29,000/-
15.	Board Office Administrative Branch	13-12-88	
16.	SE/G.C.C./B.B.P.H. Complex/Madras	15-12-88	2,14,000/-
17.	SE/Ramnad E.D.C.	16-12-88	
18.	SE/Mettur E.D.C.	16-12-88	41,400/-
19.	Board Office Secretariat Branch	19-12-88	
20.	CE/Research & Development	22-12-88	1,00,000/-
		28-12-88	
		28-12-88	87,000/-
			87,000/-
			62,000/-
			1,94,000/-
			1,70,000/-
Total			Rs. 34,69,673/-

(Rupees Thirty four less sixty nine thousand six hundred and seventy three only).

2. Receipt of this Memorandum may be acknowledged immediately.

S. Chockalingam,
Secretary-in-charge.

Memorandum No. 1242/C2/89—1 (Secretariat Branch) dated the 12th January, 1989.

Sub : Lumpsum ex-gratia payment—Grant to the employees of the State Government on deputation in the Tamil Nadu Electricity Board—Orders in G.O. Ms. No. 1, Finance (Allowance—II) Department dt. 2—1—89—Adoption—Further orders—Issued.

Ref : Govt. G. O. Ms. No. 1, Finance (Allowances—II) Deptt. dated 2—1—89.

A copy of the Government Order cited is communicated to all Chief Engineers/Chief Engineers (Distribution) — Region/Superintending Engineers and other Officers of the Board.

2. The lumpsum ex-gratia payment ordered in the above Government Order is to be paid to the employees of the State Government on deputation in the Tamil Nadu Electricity Board except those already in receipt of Bonus as per the payment of Bonus Act and also those receiving any ex-gratia payment declared by the Board. Arrangements has to be made for immediate payment to all the eligible deputationists with reference to the above Government Order.

Encl :

S. Chockalingam,
Secretary-in-Charge.

Copy of : G. O. No. 1, Finance (All II) Govt. of Tamil Nadu dt. 2—1—89.

Ex-gratia Payment—Grant of — Orders — Issued.

ORDER :

Government sanction a lump-sum ex-gratia payment of Rs. 400/- (Rupees Four hundred only) to all regular and temporary employees of Government, employees of local bodies and aided educational institutions including teachers.

2. Government also direct that the ex-gratia payment sanctioned above shall apply to the employees governed by the University Grants Commission Scales of Pay, All India Service Officers, full-time and part-time employees paid from contingencies at fixed monthly rates, non-provincialised work charged establishment, employees on consolidated pay, employees on fixed monthly remuneration including the employees in Noon-Meal and Village Establishment and also to the employees who had put in a continuous service of over one year and getting their pay based on daily rates.

3. These Orders shall apply to the employees mentioned in the preceding paragraphs who are in service on the date of this order.

4. These orders shall not apply to employees of Government/Corporations/Boards. However, any deputationist from the State Government working in the Corporation/Boards who is not in receipt of bonus/ex-gratia payment is eligible to receive the benefit sanctioned in this order.

5. The expenditure on the ex-gratia payment should be debited to the sub-detailed head of account "4. Other Allowance" under the detailed head '01. Salaries' under the relevant minor, sub-major and major heads of account.

6. Additional funds, if any, will be provided in the Final Modified Appropriation for 1988—89. The Heads of Departments are requested to take this expenditure into account while sending proposals for Final Modified Appropriation. 1988—89.

(By Order of the Governor)

A. M. Swaminathan,
Commissioner and Secretary to
Government.

(True Copy)

Accounts—Tamil Nadu Electricity Board—Annual Accounts for the year 1987—88 and Balance Sheet as on 31—3—1988 based on audit by Accountant General, Tamil Nadu—Approved.

(Permanent) B.P. (F.B.) No. 1

(Accounts Branch)

Dt. 13—1—1989

Proceedings :

The Annual Accounts for the year 1987—88 and Balance Sheet as on 31—3—1988 of the Tamil Nadu Electricity Board are approved, based on audit by the Accountant General, Tamil Nadu.

(By Order of the Board)

Arjunan Gnanaolivu,
Accounts Member.

Encl :

STATEMENT—1

REVENUE ACCOUNT FOR THE YEAR 1987—88

Schedule No.	Name of Account Head	This year 1987—88	Previous year 1986—87
	Unit Sold	12105 MU	11740 MU
(Rupees in Lakhs)			
Income :			
1.	Revenue from Sale of Power.	78142	70053
4.	Revenue Subsidies and Grants	28710	14547
5.	Other Income	1110	1171
	Total Income (A)	107962	85771
Expenditure :			
6.	Purchase of Power	30106	24339
7.	Generation of Power	33237	27507
8.	Repairs and Maintenance	3406	2990
9.	Employee costs	21202	18815
10.	Administration and Genl. Expenses	3483	3016
11.	Depreciation and Other Related Debits	5182	4710
12.	Interest and Finance charges	16960	12740
	Sub Total (B)	113576	94117
Less :			
13.	Interest capitalised	5294	3192
14.	Other Expenses Capitalised	6507	5868
		11801	9060
	Sub Total (B-C)	101775	85057
15.	Other Debits	563	618
16.	Extra-Ordinary Debits	24	6
18.	Net prior period credits/charges	(—) 768	90
	Total Revenue Expenses (D)	101594	85771
	Net Surplus (A-D)	6368*	Nil

* 3% surplus on the net fixed assets
at the beginning of 1986—87 Rs. 30.51 Crs.
1987—88 Rs. 33.17 Crs.
Rs. 63.68 Crs.

I. S. Kanthimathi,
Chief Financial Controller.

Arjunan Gnanaolivu,
Accounts Member.

Encl.

STATEMENT—2

NET REVENUE AND APPROPRIATION ACCOUNT FOR THE YEAR 1987—88

(Rupees in Lakhs)

Schedule No.	Particulars	This Year 1987—88	Previous Year 1986—87
1.	Balance carried forward from last year
2.	Surplus from Revenue Account	6368	...
3.	Credits :		
	Transfer to General Reserve
4.	Appropriations :		
	(i) Contribution to Reserve and Reserve Funds.
	(ii) Contribution to Development Fund	6368	...
	Balance carried forward.	Nil	...

I. S. Kanthimathi,
Chief Financial Controller.Arjunan Gnanaolivu,
Accounts Member.

Encl. :

STATEMENT—3

BALANCE SHEET AS AT 31—3—1988

Schedule No.	This Year As at 31st March 1988 (2)	Previous year As at 31st March 1987 (1)
(1)		

(Rupees in Lakhs)

Net Assets :

19.	Gross Block	194726	162163
Less :	Accumulated Depreciation	54289	49500
	Net Fixed Assets	140437	112663
21.	Capital Expenditure in progress	124761	103978
22.	Assets not in use	972	—
23.	Deferred costs	Nil	—
24.	Intangible Assets	Nil	—
25.	Investments	3064	1912

Net Current Assets :

26.	Total current Assets	61854	64912
-----	----------------------	-------	-------

Less :

TOTAL CURRENT LIABILITIES

27.	Security Deposit from Consumers	17459	14456
28.	Other Current Liabilities	52047	49875
	Total Current Liabilities	69506	64331
	Net Current Assets	(—) 7652	581

(1)	(2)	(3)
29. Subsidy Receivable from Government	138752	126094
Net Assets	400334	346128
Financed by		
30. Borrowing for Working Capital	2714	Nil
31. Payments due on Capital Liabilities	49641	41176
32. Capital Liabilities	83228	68196
33. Funds from State-Government	189729	176729
34. Contributions, Grants and Subsidies towards cost of Capital Assets	41192	34542
35. Reserve and Reserve Funds	33830	25485
	400334	346128

I. S. Kanthimathi,
Chief Financial Controller.

Arjunan Gnanaolivu,
Accounts Member.

● ● ●

Memorandum No. 19518/EI/88-21, (Secretariat Branch) Dated the 17th January 1989

Sub: Loans and Advances—House Building Advance—Allotment of funds for sanction of Additional House Building Advance to the employees of the Board for completing construction—Orders—Issued.

Ref: From Chief Financial Controller, U. O. No. Bud/X8/A1-2/HBA/RE. 87-88 & BE. 88-89/88 dt 17-2-88.

Allotment of funds as detailed below is made for the year 1988-'89 for release of Additional House Building Advance to the employees of Tamil Nadu Electricity Board for completing the construction of house in respect of the applications received upto 30-9-1988 and where formal sanction has already been accorded:—

Sl. No.	Name of the sanctioning authority	Letter/U O. dated.	Amount Rs.
1.	Board Office Administrative Branch	20-12-88	22,000/-
2.	SE/Coimbatore E. D. C. (North)	4-1-89	24,000/-
3.	SE/Generation Circle/Kundah	9-1-89	21,760/-
	Total		Rs. 67,760/-

(Rupees Sixty seven thousand seven hundred and sixty only).

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

3. Receipt of this Memorandum may be acknowledged immediately.

K. N. Rathinavelu,
Secretary.

Ex-gratia—Payment of ex-gratia to officers of Tamil Nadu Electricity Board who are not eligible to draw Bonus under payment of Bonus Act—Orders Issued.

(Permanent) B.P. (Ch.) No. 15

(Secretariat Branch)

Dated: 20—1—1989

Thai 7, Vibhava,
Thiruvalluvar Aandu 2020.

Read:

- (i) Board's D.O. Lr. No. 54819/C2/88—12, dated 12—12—'88.
- (ii) From Govt. (PWD) Lr. Ms. No. 134, dated 19 1—'89.

Proceedings :

The Board has been paying bonus to its employees under the payment of Bonus Act 1965 commencing from the accounting year 1964—65. As per the Act, the Board has sanctioned to its employees for the accounting year 1987—88 a bonus calculated at the rate of 8.33% of the salary or wage earned by them and the minimum ex-gratia of Rs. 450/- if such ex-gratia is higher than 3.67% of his salary or wage for the days he has worked in the accounting year 1987—88.

2. As per the Act, only employees of the Board drawing a salary or wages not exceeding Rs. 2,500/- p.m. are eligible for bonus. Hence, the officers who are drawing more than Rs. 2,500/- p.m. are not eligible for bonus and ex-gratia as per the Act.

3. The Board decided to address the Government for permitting the Board to pay to the officers not covered by the Bonus Act, the ex-gratia payable to the employees of the Board covered by the Bonus Act or to pay the ex-gratia sanctioned to Government Servants every year. In the reference second cited, the Government have accepted the proposal of Tamil Nadu Electricity Board for payment of a sum of Rs. 400/- (Rupees Four hundred only) as ex-gratia, on par with the amount sanctioned to Government employees as "Pongal Gift", to the officers of the Board drawing salary exceeding Rs. 2,500/-.

4. The Tamil Nadu Electricity Board directs that a sum of Rs. 400/- (Rupees Four hundred only) shall be paid to the officers of Tamil Nadu Electricity Board drawing salary exceeding Rs. 2,500/- and who are not eligible for bonus under Bonus Act as ex-gratia on par with the amount paid to Government employees as "Pongal Gift".

(By Order of the Chairman)

K. N. Rathinavelu,
Secretary.

PART-IV

Technical

Memo. No. SE/RE & I (D)/RE 2/E/D. 744/88 (Technical Branch), dated 22—12—88.

Sub : Electricity—Hut electrification scheme—Extension of scheme to the houses constructed for schedule castes and scheduled tribes in rural areas by THADCO and under Kamarajar Adi-Dravidar Housing Schemes in Village Panchayats—Orders issued.

Ref : (1) Memo. No. SE/RE & LL/ER 1/A 2/Huts/47/79, dt. 5—5—79.
(2) M. S. No. 1705 (PW), dated 18—8—84.
(3) G. O. Ms. No. 793 (PW), dt. 25—5—85.
(4) G. O. Ms. No. 862 (PWD), dt. 1—4—86.
(5) G. O. Ms. No. 1822 (PWD), dt. 15—11—88.

A copy of the G. O. cited under reference (5) extending the **one light one hut** scheme to cover the houses constructed under THADCO and to the houses to be constructed under "Kamarajar Housing Scheme" (in village Panchayat areas only) is forwarded herewith.

2. The Government have also decided to give priority in power connection to the above two types of houses and that the **same may be accommodated within the target for the year.**

3. Accordingly, all the circle Superintending Engineers are requested to extend supply to such of the houses constructed under THADCO and Kamarajar Adi-Dravidar Housing scheme under priority within the overall target for 1988—89, after verifying the bonafides of such houses from the concerned agencies executing such schemes.

4. Receipt of the memo may be acknowledged to the Superintending Engineer, Rural Electrification and Improvements (Distribution).

Encl : copy of G. O.

K. Venkatesan,
Chairman

Copy of G.O. Ms. No. 1822—PWD, dt. 15—11—88

ELECTRICITY—Free supply of power to huts in village Panchayats extension of the scheme to small houses constructed for Adi-Dravidars and scheduled tribes in rural areas by THADCO and under Kamarajar Adi-Dravidar Housing schemes—orders issued.

Read :

1. Govt. Lr. No. 24532/U2/79-4 dt. 20—4—79.
2. G. O. Ms. No. 1705. PWD. dt. 18—8—84.
3. G. O. Ms. No. 862, PWD. dt. 1—4—86.
4. G. O. Ms. No. 1153, S W.D, dt. 23—4—86.

Read also :

From TADCO D.O. Lr. No. G2/8311/86 dt. 27 6—86.
From Social Welfare Department D.O. Lr.No. 71934/ADWV/88-2 dt. 12—8—88.

ORDER :

In order to obviate the difficulties encountered by the hut dwellers in rural areas for getting supply of electricity to their huts for lighting purpose, the Government introduced the scheme 'one light for one hut' as early as in 1979. Under this scheme a hut is defined as a dwelling place not exceeding 200 sq. ft. area, with mud wall and thatched roof. Only a

single bulb of not more than 40 watts power will be permitted per hut, even without individual meters. The Tamil Nadu Electricity Board will provide internal wiring for a single point light including supply of one bulb of 40 watts on collection of Rs. 10/-. The scheme is confined only to village panchayats. Subsequently the Government in their orders third read above extended the scheme to the small houses constructed in rural areas for scheduled castes/scheduled Tribes under NREP/RLEGP.

2. The Social Welfare Department in the G.O. fourth read above has issued orders for provision of basic amenities to all Adi-Dravidar houses within a period of three years commencing from 1986-87. Tamil Nadu Adi-Dravidar Housing and Development Corporation has requested the Government to extend the one light for one hut scheme to cover the houses constructed under THADCO as the Corporation is constructing houses in village panchayats under Adi-Dravidar Housing scheme with tiled roof with an area of 201 sq. feet, similar to the houses constructed under NREP and RLEGP.

3. The Adi-Dravidar and Tribal Welfare Department has stated that houses are being constructed under Kamarajar Adi-Dravidar Housing scheme which is implemented by THADCO and reviewed and monitored by concerned District Collectors. They have requested that while implementing the schemes all basic amenities for the houses constructed under the scheme should be provided.

4. THADCO has constructed 63,993 houses from the year 1974-75 to 1987-88. It has been proposed to construct 8000 houses under the Kamarajar Adi-Dravidar Housing scheme, during the years 1988-89 in addition to the houses constructed under normal housing scheme.

5. The Government have examined the above requests in detail and they have decided to extend the one light for one hut scheme, to the houses constructed by THADCO and to the houses to be constructed under Kamarajar Adi-Dravidar Housing scheme in Village Panchayat areas only. The Government have also decided to give priority in power connection to the above two types of houses and the same may be accommodated within the target for the year. During this year, the Tamil Nadu Electricity Board has already electrified a number of huts under "one light for one hut" scheme. The balance remaining out of the target of 40,000 huts for 1988-89 be utilised for electrifying the houses constructed under these two schemes. Tamil Nadu Electricity Board is requested to take follow up action in the matter accordingly.

(By Order of the Governor)

P. Baskaradoss,
Special Secretary to Govt.

(True Copy)

● ● ●

Circular Memo. No. DFC/X/Tariff/F. 17/87-10 (Accounts Branch) Dated 28-12-1988.

Sub: New industries concession for High Tension industries under High Tension Tariff I.

Ref: G.O. Ms No. 2043, P.W.D., dt. 16-12-1988.

A copy of the G.O. referred to above is enclosed. Government have deleted sub-item (a) under item (i) and introduced a new sub-item under the heading "Tariff concession for High Tension Industries coming under High Tension Tariff I" in the Tariff Notification issued in G.O.Ms. No. 3042, P.W. (Electricity) dated 23rd December 1986, with effect from 16-12-'88.

2. The conditions that the new industries concession shall not apply from the year when the industry starts earning profits and that if a consumer starts a branch mill for manufacture of the same products, the branch mill is not eligible for the concession have been deleted and two new conditions have been imposed viz. that the new industries concession is admissible only if there is new investment by any entrepreneur including by an existing industry in any area and if the assets of the existing industry are not transferred and shown as assets of the new industry.

3. The problems in implementing the new conditions by the Electricity Board have been taken up with the Government of Tamil Nadu and detailed instructions in regard to implementation of these conditions will be issued shortly. Till then, applications for grant of new industries concession from the existing H. T. industries and from H.T industries to whom service connections have been given on or after 16-12-1988 may be received and kept pending.

K. Venkatesan,
Chairman,

Encl :

Encl :

Copy of G.O. Ms. No. 2043 PWD Dt. 16-12-88.

Electricity tariff—Amendment to the schedule to the Tamil Nadu Revision of Tariff rates on supply of Electrical Energy Act, 1978—Notification—Issued.

Order :

At present Electricity Tariff concession for new Industries is being given for five years from the date of commencement of production. However the concessional tariff is not applicable from the year when the industry starts earning profits. Branch mill of an industry which manufactures the same products is not eligible for the concession. The Tamil Nadu Electricity Board has stated that the words "date of commencement of production" has created certain practical problems and has suggested that the concession may be given from the date the consumer is given service connection. Certain industries have represented to Government that it is not proper to deny concession announced for a fixed period mid-way on the ground that the unit has started earning profits. The Tamil Nadu Electricity Board has also pointed out that there are many practical problems in regulating this condition and suggested that this condition may be deleted. Certain industries have represented to Government that branch mills may also be given tariff concessions as new investments are made.

2. The Government have examined the representations and have decided as follows :—

- (1) For the purposes of electricity tariff concessions for new industries, the "new units" shall be defined as a new investment by any entrepreneur including by an existing industry, in any area, provided the assets of the existing unit are not transferred and shown as assets of the new unit.
- (2) The condition in the tariff notification that the new industries concession shall not be applicable when the industry starts earning profit be deleted.
- (3) The new industries concession be given for five years from the date of effecting power supply under High Tension Tariff-I instead of from the date of commencement of production.

3. The Government order the publication of the following notification in an extra-ordinary issue of the Tamil Nadu Government Gazette, Dated 16th December 1988.

Notification

In exercise of the powers conferred by Section 4 of the Tamil Nadu Revision of Tariff Rates on Supply of Electrical Energy Act, 1978 (Tamil Nadu Act 1 of 1979), the Governor of Tamil Nadu hereby makes the following amendment to the Schedule to the said Act.

2. The amendment hereby made shall come into force on the 16th December 1988.

Amendment

In the said Act, in the Schedule, under the heading "PART A-High Tension Supply" and under the sub-heading "High Tension Tariff I", for sub-item (a) under item (i) under the heading "Tariff concession for High Tension Industries coming under High Tension Tariff I", the following sub-item shall be substituted, namely :

"(a) In the case of new High Tension Industries to be set up in the areas other than the Madras Metropolitan areas, the following concessional tariffs shall be charged for the first five years from the date the consumer is given service connection under High Tension Tariff I :—

For the first three years	—	66 2/3 percent of the High Tension Rates.
For the fourth year	—	80 percent of the High Tension Rates.
For the fifth year	—	90 percent of the High Tension Rates.
For the sixth year	—	Full tariff.

The above concession shall apply to both unit rates and maximum demand charges. This concession shall not however, be applicable to a consumer, who utilises power from his own generating units or makes other arrangements for production purposes and utilises the power supplied by the Board for auxiliary purposes only.

Explanation—1

For the purposes of Electricity tariff concessions for new industries, the term "New Industries" shall mean a new investment by any entrepreneur including by an existing industry in any area, provided the assets of the existing industry are not transferred and shown as assets of the new industry.

Explanation—2

This tariff concession is applicable only once to a consumer for a new industrial undertaking and will not be available for any subsequent expansion or diversification of production.

Provided that in the area comprising the satellite town of Maraimalai Nagar New Town developed by the Madras Metropolitan Development Authority, a consumer will be eligible for the concession once irrespective of whether he has availed of it outside Maraimalai Nagar earlier or not irrespective of whether the industry would be considered a new investment, under Explanation-1 above.

Explanation—3

A Low Tension Industry converted into a High Tension Industry is not eligible for the concession.

(By Order of the Governor)

(True Copy)

P. Baskaradoss,
Special Secretary to Government.

●●●

Circular No. CE/R&D/E. Lab/AEE. 3/F. Motor testing/D. 1169/88 (Technical Branch) Dt. 28—12—88

Sub : Electricity—Unauthorised addl. loads — Testing and Certification of motors with rating under dispute—Instructions issued.

Ref : 1. Memo. No. DRD/E. Lab/AEE3/Motor testing/D. 45/85 dt. 30—1—85.
2. Lr. No. EE/TRD/A3/Testing/D. 389/88 dt. 30—5—88.

Instructions were issued in reference (1) cited that, in cases of doubt regarding rating of the motors, consumers may be directed to produce test-certificate for the rating of the motors from any one of the following agencies :

- (1) Regional Testing Centres of State & Central Governments.
- (2) Any Engineering College or Polytechnic
- (3) Indian Institute of Technology.

2. The above instruction was issued as the Government Standards Laboratory at Madras was then not undertaking such testing works owing to certain difficulties.

3. New testing facility has since been commissioned at the Electrical Standards Laboratory, Madras under the Chief Electrical Inspector to Government (C.E.I.G.). In reference 2, a copy of the D.O. letter of C.E.I.G. dated 12—4—88 was communicated to all Chief Engineers (Distribution) with copy to all Superintending Engineers with a request to give wide publicity of the facility available at the Government Standards Laboratory, so that consumers may avail of the same to their maximum advantage. The Chief Engineer, (Distribution), Trichy has raised a doubt whether consumers are to be advised, henceforth, to get the motor capacities certified only by the Government Standards Laboratory at Madras. The subject has been examined in detail. Facilities are not available in educational institutions to carry out direct tests and certificates are issued only based on the indirect tests of running light and blocked rotor. These certificates are not authentic. Also, of as now, there is no testing centre of the Government in the State with complete facilities for carrying out load tests on motors for correct determination of their ratings.

4. It is therefore instructed that, until further instructions, in case of disputes regarding motor ratings, the consumers may be directed to get test certificates from the Government Standards Laboratory, Madras.

K. Venkatesan
Chairman

**Ennore Thermal Power Station - Fire accident on 10-10-88-Rehabilitation of ETPS units 3 and 4-
Report submitted for information-recorded.**

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

(Technical Branch)

Dated 3-1-1989.
Margazhi 19 Vibhava,
Thiruvalluvar Aandu 2019.

READ :

Item 35 of the minutes of the 561st meeting of TNEB held on 23-12-88.

Proceedings :

The Tamil Nadu Electricity Board while reviewing the report on the rehabilitation of units 3 & 4 at Ennore Thermal Power Station after the fire on 10-10-88 has observed as following :-

- (i) Suggestions for preventing recurrence of such accidents should be called for from the employees themselves by giving wide publicity among the employees, the request calling for suggestions.
- (ii) Specific areas shall be demarcated for each officer and this officer should be made responsible for the security of the area demarcated to him.
- (iii) The possibility of installing a closed-circuit TV to watch movements in areas not frequently visited by officers and staff shall be also examined.

The General Superintendent/ETPS is requested to send detailed proposals on the above.

(By Order of the Board)

K. Krishnaswamy Rao,
Member (Generation).

●●●

Memorandum No. SE/RE/D, D 3657/88 (Technical Branch) dated 3-1-1989.

Sub : Electricity—Extension of supply to Agricultural pumpsets dismantled—
inclusion of such cases in the new REC scheme—Regarding.

Ref : Board's circular memo No. X/FC(R)/ASI/2380/88-2 dated 20-10-88.

In the reference cited, instructions have been issued that agricultural service connections which have remained disconnected from 1-4-1979 onwards and dismantled fully or partly for failure to pay the dues to the Board should be reconnected immediately on payment of Surcharge/interest upto the date of payment and reconnection charges as per rules by giving new service connection numbers to such cases, and the Superintending Engineers have been informed that such cases of agricultural services may be treated as new service. It is hereby instructed that such services may be included in the Rural Electrification Corporation schemes.

K. Venkatesan,
Chairman.

Letter No. 1817/X/DFC/(S)/A4/88 (Accounts Branch) dated 10—1—1989,

Sub : Tamil Nadu Electricity Board—Inventory Management - Fixing up of Inventory level to be maintained for 1988-89—Communicated.

Ref : CE/MM's Letter No. 1817/X/DFC/(S)/A.4/88/Dated 26—9—1988.

Proposals have been called for in this office letter cited, from the Superintending Engineers of all Distribution, Generation, Construction and Project Circles for fixing up inventory level to be maintained for the year 1988—89.

2. Proposals have been received from all Superintending Engineers.

3. The Inventory level proposed to be maintained by the Superintending Engineers of Distribution, Generation, Construction and Project Circles is Rs. 30173.06 lakhs as communicated in the Annexure to this letter. The Inventory level to be maintained for the year 1988—89 is based on the proposals furnished by the Superintending Engineers concerned and they are therefore requested to endeavour to reduce the inventory level further to the barest minimum.

4. The Superintending Engineers are further requested to take necessary action on the following lines :—

- (a) They have to ascertain the obsolete and surplus items and take immediate action to dispose them off including obsolete equipments.
- (b) In the case of surplus materials, action is to be taken for diversion of the same to the Circles to which they are required. If those materials are not required by other Superintending Engineers, the Superintending Engineer of that Circle with whom the surplus materials are available may send a report to head-quarters pointing out the specific cases. No material should be kept idle in stock for more than (12) twelve months and the stock of any item is to be made only six (6) to twelve (12) months requirement.
- (c) In the case of spares, a technical verification is to be arranged to ensure that items are current and not obsolete.
- (d) Speedy action may be arranged to be taken to get equipments like transformers reconditioned which could be repaired advantageously.

5. Receipt of this letter may be acknowledged to the Financial Controller/Purchase, Tamil Nadu Electricity Board, 7th Floor, N.P.K.R.R. Maaligai, Electricity Avenue, 800, Anna Salai, Madras-2 and the action taken to reduce the inventory level may also be reported.

Encl |

P. S. Suriyanarayanan,
Chief Engineer/Materials Management.

Encl. :

statement Showing the Inventory Level required to be maintained for the year 1988-89

Sl. No.	Name of the Circle	Inventory level required to be maintained for the year 1988-89			Remarks
		Spares	Other than Spares	Total	
(Rupees in Lakhs)					
I. Distribution Circles :					
1.	M. E. D. C./South	10.00	245.00	255.00	
2.	M. E. D. C./North	50.00	640.00	690.00	
3.	M. E. D. C./Central	70.00	550.00	620.00	
4.	Kancheepuram	—	190.00	190.00	
5.	Chingleput	—	155.00	155.00	
6.	Vellore	—	250.00	250.00	
7.	Tiruppathur	—	75.00	75.00	
8.	Thanjavur/East	7.50	167.50	175.00	
9.	Thanjavur/West	2.00	123.00	125.00	
10.	Dharmapuri	—	170.00	170.00	
11.	Periyar	4.00	196.00	200.00	
12.	Kanyakumari	—	120.00	120.00	
13.	Udumalpet	—	200.00	200.00	
14.	Tiruvannamalai	—	225.00	225.00	
15.	Pudukottai	3.00	222.00	225.00	
16.	Mettur Workshop	—	310.00	310.00	
17.	Villupuram	—	250.00	250.00	
18.	Cuddalore	50.00	200.00	250.00	
19.	Trichy/South	58.00	179.84	237.84	
20.	Trichy/North	—	240.00	240.00	
21.	Madurai	10.00	325.00	335.00	
22.	Anna	3.00	147.00	150.00	
23.	Chidambaram	—	190.00	190.00	
24.	Tirunelveli, Kattabomman	30.00	150.00	180.00	
25.	Coimbatore/South	—	280.00	280.00	
26.	Coimbatore/North	—	150.00	150.00	
27.	Kamarajar	2.00	115.00	117.00	
28.	Ramanathapuram	—	200.00	200.00	
29.	Salem	14.00	186.00	200.00	
30.	Mettur	10.00	220.00	230.00	
Total Rs.		323.50	6671.34	6994.84	
II. Generation Circles :					
1.	Kundah	402.56	103.87	506.43	
2.	Erode	116.81	150.00	266.81	
3.	Tirunelveli	130.00	70.00	200.00	
4.	B. B. P. H./Madras*	—	534.00	534.00	*Orders of Government have been received for the permanent closure. All the materials have to be treated as surplus and disposed off.
5.	Ennore Thermal Power Station	3600.00	2200.00	5800.00	
6.	Tuticorin Thermal Power Station	3000.00	1200.00	4200.00	
7.	Mettur Thermal Power Station	—	800.00	800.00	
Total Rs.		7249.37	5057.87	12307.24	
III. Construction Circle :					
1.	GCC/South/Madurai	—	750.00	750.00	
2.	GCC/Central/Trichy	10.00	848.00	858.00	
3.	GCC/West/Coimbatore	100.00	1000.00	1100.00	
4.	GCC/Madras	50.00	1390.33	1440.33	
5.	GCC/Salem	—	857.65	857.65	
Total Rs.		160.00	4845.98	5005.98	

(1)	(2)	(3)	(4)
-----	-----	-----	-----

IV. Project Circles :

1. P. C./South/Tirunelveli	2.00	30.00	32.00
2. K. P. S. H. E. P.	30.00	370.00	400.00
3. L. M. H. E. P.	7.45	616.05	623.50
4. Mettur Thermal P.P.	—	2000.00	2000.00
5. North Madras T.P.P.	—	1710.00	1710.00
6. Tuticorin Thermal P.P.	—	1099.50	1099.50
	39.45	5825.55	5865.00

Abstract

(Rupees in lakhs)

I. Distribution Circles	6,994.84
II. Generation Circles	12,307.24
III. Construction Circles	5,005.98
IV. Project Circles	5,865.00
Grand Total	30,173.06

●●●

Circular Memo. No. X/FC (R)/AS. 1/Agri./BPSC/237/88—13, (Accounts Branch), dt. 11—1—89.

Sub : Supply of electricity to Agricultural pumpset connections—
Arrears of current consumption charges under 1 + 1 formula—
collection of BPSC/interest thereon.

Ref : 1. Circular Memo. No. X/DFC/Rev/Agri/BPSC/237/86—9, dt. 13—9—88.
2. Circular Memo. No. X/FC/Rev/Agri/BPSC/237/86—11, dt. 4—11—88.
3. Letter No. 570/Adm. Br./Tariff—1(2)/88—4, dt. 5—11—88.
4. Circular Memo. No. X/FC/Rev/Agri/BPSC/237/86—12, dt. 17—11—88.

In para 2 (iv) of the circular memo. 4th cited, instructions were issued as below :

“Even though^a disconnection has been postponed till 31—3—1989 in the case of agricultural pumpset connections for non-payment of Belated Payment Surcharge/Interest relating to payment under the 1 + 1 formula, the demand notices indicating the Belated payment Surcharge/interest payable by the agricultural pumpset connection consumers should be prepared and sent to them without fail if not already done as instructed in the reference 1st and 2nd cited above”.

2. In view of the instruction in the circular Memo. 4th cited that disconnection of these service connections should not be effected till 31—3—1989 for non-payment of BPSC/interest, it is presumed that while issuing BPSC/Interest demand notices to agricultural pumpset consumers, it is ensured that no mention is made in the demand notices about the disconnection of the service connections for non-payment of BPSC/Interest. In the demand notices to these consumers, no mention should be made about disconnection if payment is not made or about the due dates of payment of the instalments.

K. Venkatesan,
Chairman,

Circular Memo. No. SE/IEMC/EE 3/H/D. 105/89 (Technical Branch), dated 13—1—1989.

Sub : Reconnection of dismantled agricultural service connections seeking reconnection—Regarding.

Ref : (1) Board's circular memo. No. X/FC (R)/AS. 1/2380/88—1 (Accounts Branch), dated 20—10—1988.
(2) Minutes of the Chairman's review meeting with the Chief Engineers' (Distribution) at Madras on 29—12—1988.

It has been ordered in the Board's circular memo cited (1) above that when consumers of disconnected agricultural service connections, which have been dismantled (partly or fully) or which are deemed to have been dismantled come forward to obtain fresh service connection, they will take priority only after the new applicants who have already registered their readiness.

2. In accordance with the decision taken in the Chairman's review meeting with the Chief Engineers' (Distribution) at Madras on 29—12—1988, it is hereby ordered that the above-said applicants of disconnected agricultural service connections, which have been dismantled or deemed to have been dismantled, shall be given priority over the new applicants notwithstanding the fact that the latter might have registered readiness earlier.

3. Receipt of this memorandum may be acknowledged immediately to the Superintending Engineer, Industrial Energy Management Cell, Madras—2.

K. Venkatesan,
Chairman.

●●●

Circular Memo No. SE/IEMC/EE3/H/D. 106/89 (Technical Branch) dated 13—1—1989.

Sub : Extension of supply to new agricultural service connections—Temporary overlooking of priority in cases involving Railway/Telegraph/Telephone crossing or Court case—Regarding.

Ref : (1) Chairman's memo No. SE/RE/D/3246/88 dated 16—9—1988.
(2) Minutes of the Chairman's review meeting with Chief Engineers (Distribution) at Madras on 29—12—1988.

In the memo cited (1) above, Superintending Engineers of Distribution Circles were empowered to temporarily overlook the priority in respect of applications for power supply to Low Tension agricultural service connections involving approval of Southern Railway/Department of Telecommunications for power line crossing and effect supply to subsequent applicants as per the readiness priority.

2. In accordance with the decision taken in the Chairman's review meeting with the Chief Engineers (Distribution) held at Madras on 29—12—1988, Superintending Engineers of Electricity Distribution Circles are hereby empowered to temporarily overlook the priority in respect of applications for power supply to agricultural service connections where Court case is filed by a third party in respect of the proposed agricultural service connection and to effect supply to the subsequent applicants as per the readiness priority.

3. The Superintending Engineers of Distribution Circles are requested to ensure that supply is effected to such temporarily overlooked cases immediately after the Court cases are disposed of in favour of the applicants.

4. The Superintending Engineers of Distribution Circles should accord specific written approval for overlooking the priority in such cases. The Executive Engineers should review such cases at the beginning of every month, before issue of 90 days' notice to others.

5. Receipt of this circular memorandum may be acknowledged to the Superintending Engineer, Industrial Energy Management Cell, Madras—2.

K. Venkatesan,
Chairman.

Letter No. 0045/X/Rev./F. Comp./F.225/88 (Accounts Branch) Dated 17—1—1989.

Sub : High Tension Current Consumption Bills—Delay in issue and collection.

- Ref : 1. B.P. Ms. No. 902/Dated 25—5—1979.
 2. Bd. Lr. No. 51697-X/Rev. II/F. Comp./GI./87/Dated 19—1—1988.
 3. Lr. No. 225-Rev. II/F. Comp./HT. 040/88-2/Dated 23—5—1988.
 4. Lr. No. 225-X/Rev. II/F. Comp./HT. 040/88/Dated 8—7—1988.

A reference is invited to the instructions contained in the references cited.

2. It is seen from the High Tension bills of certain Electricity Distribution Circles that all the bills are issued only on the 4th of the succeeding months.

The instructions contained in B.P. 902, Dated 25—5—79 are that "the readings of all the High Tension Services shall be arranged to be taken by the Superintending Engineers in the last three or four working days of each month (i.e.) before the end of the month and that the High Tension bills shall be prepared and despatched within the next 4 days of the succeeding month". Accordingly, if the High Tension Meter readings are taken on the 27th of the month, such readings should reach Central Office on the next day itself i.e. 28th and bills rendered to the consumers within 3 days from the date of receipt of such meter readings and so on; but not later than the 4th of the succeeding month. The purpose of spreading over the High Tension meter readings to be taken on the last three or four working days is to ensure that bills are also rendered in a phased manner and not on the 4th of the succeeding month only.

3. The Superintending Engineers are requested to arrange for the issue of High Tension bills in a phased manner in batches as indicated above and the last such batch not later than the 4th day of the succeeding month so as to complete the entire process of assessment by the 4th day of the next month.

4. Receipt of the letter may please be acknowledged to the Financial Controller/Revenue.

Arjunan Gnanaolivu,
Accounts Member.

●●●

Amendment to Tender Regulations, 1985—Exemption from payment of Earnest Money Deposit to Government Departments, Undertakings and Corporations owned by Central Government or the Government of Tamil Nadu in respect of Sale of Materials by the Board—Amendment No. 31 :

Permanent B.P. Ms. (FB) No. 2

(Accounts Branch)

Dated 18—1—89.

READ :

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

As per the Tender Regulations 1985, full exemption from payment of Earnest Money Deposit is given to Government Departments, Undertakings and Corporations owned by the Central Government or the Government of Tamil Nadu in respect of tenders for supply of materials/execution of works. However, such specific exemption has not been given to this category of bidders in respect of sale of materials by the Board.

2. The Tender Committee, in its 382nd Meeting held on 25—10—1988, recommended to the Board that exemption from payment of Earnest Money Deposit may be given to the Government Departments, Undertakings and Corporations owned by the Central Government or the Government of Tamil Nadu, in respect of tenders for the sale of materials also and that the Tender Regulations 1985 may be suitably amended,

3. The Tamil Nadu Electricity Board, after careful consideration of the above recommendation, has ordered that the Tender Regulations, 1985, may be amended as follows:

- (i) The existing clause 29.1 of Tender Regulations, 1985, shall be renumbered as 29.1 (i) and

- (ii) The following shall be incorporated as Regulation 29.1 (ii):
 "Full exemption is given from payment of Earnest Money Deposit to Government Departments, Undertakings and Corporations owned by Central Government or the Government of Tamil Nadu. These tenderers, however, should furnish an undertaking on non-judicial stamp paper of appropriate value to pay an amount equivalent to Earnest Money Deposit in case of non-fulfilment of the conditions stipulated in tenders. The other State Government Departments, Undertakings and Corporations shall have to pay Earnest Money Deposit".

(By Order of the Board)

Arjunan Gnanaolivu,
 Accounts Member.

● ● ●

Memo. No. SE/LD/EE/LD/Annual Mtce./F DOC/D 61/89 (Technical Branch) Dated 20-1-89.

Sub : Schedule of Annual Maintenance and special works on Hydro generating units for 1988-89 programme—Approval—Issued.

The Member (Generation), Tamil Nadu Electricity Board has approved the schedule of Annual Maintenance and special works on Hydro generating units for 1988-89 as per annexure enclosed. All the programmed works on the machines should be Completed in all respect with in the period specified. Specific approval of Chief Engineer/Hydro Generation & Transmission should be obtained at the actual time of availing shut down of the units for carrying out the annual maintenance/special works which will be accorded subject to grid conditinos.

N. Nagappan,
 Chief Engineer,
 Hydro Generation & Transmission.

ANNEXURE

SCHEDULE OF ANNUAL MAINTENANCE OF HYDRO MACHINES FOR 1988-89

S. No.	Name of Power House	Unit No.	Period of shutdown			Details of works to be carried out
			From	To	Total No. of days	
(1)	(2)	(3)	(4)		(5)	(6)
A. ERODE CIRCLE						
1.	Mettur Dam Power House	1	3-2-89	28-2-89	26	Annual overhaul works of generator, Pr. Tr. OCBS feeders OCB tanks and painting of penstock.
		2	1-3-89	20-3-89	20	Annual overhaul works of generators, Pr. TR, OCBS feeders OCB tanks and painting of penstock
		3	21-3-89	8-4-89	19	"
		4	10-4-89	4-5-89	25	"
	Emergency gate No. 2	2	5-5-89	31-5-89	27	Overhaul of emergency gate 2

(1)	(2)	(3)	(4)	(5)	(6)
2. Mettur Tunnel Power House	1 to 4	1-3-89	31-5-89	92	Annual overhaul of exciter, Unit Tr. auxillary motor, AVR cleaning Turbine Overhaul, gate overhaul, penstock 1 & 2 inner surface painting, Pr. Tr. feeder OCBs, generator, accessories. Overhauling
3. Lower Mettur Barrage 3 PH	1	16-3-89	30-4-89	46	Checking the joint loads in Motor, carbon brush cleaning, stator meggering, exciter maintenance.
	2	1-2-89	15-3-89	43	Tr. Mtce 6.6 KV & 3.3 KV Breaker oil checking control panels checking and cleaning, mtce. of intake gates inspection of runner, governor mtce etc.
4. Aliyar PH	1	1-3-89 1-4-89	16-3-89 16-4-89	32	Overhauling of generator, rotor, stator, exciter, Auxiliaries, Governor, M. G. set, control panels, Pr. Trs, yard & Bus mtce., intake gates, valves, runner penstock etc.,
5. Sarkerpathi PH	1	2-4-89 (Subject to PWD's programme of irrigation closure)	31-5-89	60	Mtce. of by Passgate. Tunnel penstock inspection, Overhaul of Governor, runner Auxillaries, stator, control panels generator Pr. Tr., exciter etc.
6. Sholayar PH I	1	1-3-89	10-4-89	41	Overhaul of Pr. Tr, Oil cooler, OMCBS, stator, Pilot and main exciter cleaning governor, runner, penstock inspection & painting.
	2	15-4-89	31-5-89	47	Overhaul of Pr. Tr, Oil cooler, OMCBS, stator, Pilot and Main exciter cleaning Governor, runner, penstock inspection & painting.
7. Sholayar PH II	1	15-4-89	24-5-89	40	Overhaul of Pr. Tr. Oil cooler, OMCBS, stator, Pilot and Main exciter cleaning Governor, runner, penstock inspection & painting.
B. THIRUNELVELI CIRCLE					
1. Papanasam PH	1	24-3-89 and 1-4-89	31-3-89 12-4-89	8 12	Annual Overhaul works & painting of machines.
	2	17-4-89 and 1-4-89	7-5-89 31-5-89	20 61	Annual overhaul works & painting of machines. Painting work in pipe line of LPPL

(1)	(2)	(3)	(4)	(5)	(6)
		3	6-2-89 25-2-89	20	Annual overhaul works & painting.
		4	1-3-89 20-3-89 and 24-3-89 31-3-89	20 8	Annual overhaul works & painting.
2. Servalar PH		1	17-3-89 31-3-89 and 1-4-89 15-4-89	15 15	Annual maintenance work on Turbine, generator, Pr. Tr, and auxiliaries.
3. Kodayar PH I		1	1-3-89 20-5-89	50	Annual Overhaul works, replacing the injector Needle shaft and Tunnel inspection.
4. Kodayar PH II		1	1-3-89 20-4-89	50	Annual overhaul works, runner changing works and Kodayar II tunnel inspection and grouting works
5. Periyar PH		1	1-2-89 27-2-89	27	Annual overhauling works
		2	28-2-89 25-3-89	26	Annual overhauling works
		3	27-3-89 31-3-89 1-4-89 21-4-89	5 21	Annual overhauling works
		4	22-4-89 18-5-89 19-5-89 31-5-89	27 13	Annual overhauling works General works
6. Suriliyar PH		1	1-4-89 10-5-89	40	Annual overhauling works
C. Kundah Circle					
1. Pykara Ph.		1	17-5-89 27-5-89	11	Overhauling of generator, turbine, governor bearings, OCB etc.
		2	10-12-88 20-12-88	11	Overhauling of generator, turbine, governor bearings, OCB etc.
		3	14-1-89 24-1-89	11	Overhauling of generator, turbine, governor bearings, OCB etc.
		4	3-4-89 13-4-89	11	Overhauling of generator, turbine, governor bearings, OCB etc.
		5	20-3-89 30-3-89	11	Overhauling of generator, turbine, governor bearings, OCB etc.
		6	20-5-89 30-5-89	11	Overhauling of generator, turbine governor bearings, OCB etc.
		7	26-10-88 5-11-88	11	Overhauling of generator, turbine, governor bearings, OCB etc.
Total Bus shutdown			5-1-89 7-1-89	3	Examination of 110 KV main and auxiliary bus and earth bus clearing etc. works

(1)	(2)	(3)	(4)	(5)	(6)
2. Moyar Power House		1 21-4 -89	2-5 -89	12	Overhauling of generator, turbine, governor bearing etc.
		2 20-5 -89	31-5 -89	12	Overhauling of generator, turbine, governor bearing etc.
		3 29-12-88	9-1 -89	12	Overhauling of generator, turbine, governor bearing etc.
Total Bus Shutdown		2-6 -89	3-6 -89	2	Annual maintenance work on the bus
3. Kundah PH I		1 3-4 -89	12-4 -89	10	Overhauling of generator, turbine, governor bearings etc
		2 25-4 -89	4-5 -89	10	Overhauling of generator, turbine, governor bearing etc
		3 21-5 -89	30-5 -89	10	Overhauling of generator turbine, governor bearings etc.
Total Bus shutdown & Total shutdown of 1, 2 & 3		11-1 -89	17-1 -89	7	Bus maintenance and inspection of Tunnel No. 1 between valve house 1 and surge shaft 1
4. Kundah Power House II		1 25-6 -89	5-7 -89	11	Overhauling of generator, turbine, governor bearings etc
		3 26-5 -89	5-6 -89	11	Overhauling of generator, turbine, governor bearings etc.
		4 24-1 -89	3-2 -89	11	Overhauling of generator, turbine, governor bearings etc
		6 20-3 -89	30-3 -89	11	Overhauling of generator, turbine, governor bearings etc
a) Kundah PH 2 & PH 3 Total shutdown		21-4 -89	31-5 -89	41	PH 2 bus maintenance work will be carried out during this time.
b) Kundah PH 2 & PH 3 Total shutdown		21-4 -89	31-5 -89	41	Desitting of Kundah Palam Forebay dam.
c) Kundah PH 2 & PH 3 Total shutdown		21-4 -89	31-5 -89	41	Tunnel & Patch repairs to the tunnel Inspection of PH2-PH3
d) Kundah PH 2 & PH 3 Total shutdown		21-4 -89	31-5 -89	41	Tunnel, patch repairs to the tunnel and inspection of Niralapallam tunnel.
5. Kundah PH III		1 21-3 -89	4-4 -89	15	Overhauling of generator, turbine, governor bearing etc.
		2 17-4 -89	1-5 -89	15	Overhauling of generator, turbine, governor bearing etc.
		3 3-5 -89	17-5 -89	15	Overhauling of generator, turbine, governor bearing etc.
Total shutdown		21-4 -89 (subject to grid conditions)	23-4 -89	3	Annual maintenance works on the bus

(1)	(2)	(3)	(4)	(5)	(6)
6. Kundah PH IV	1	5-3 -89	19-3 -89	15	Overhauling of generator, turbine, governor bearings etc
	2	18-5 -89	1-6 -89	15	Overhauling of generator, turbine, governor bearings etc
Total shutdown		16-3 -89	30-4 -89	46	Annual bus maintenance & desisting of pillar dam.
7. Kundah Power House V	1	28-4 -89	8-5 -89	11	Overhauling of generator, turbine, governor bearings etc. and bus maintenance.
					SE/LD & GO

●●●

Endt. No. 63/X/AO/DCB/E, Tax exemption/F. 11/89 (Accounts Branch), Dated 25-1-1989.

Ref: G.O. (Ms.) No. 34 PWD, dt. 3-1-89

Copy communicated to all Superintending Engineers for information. Claim for refund of Electricity Tax remitted to Chief Electrical Inspector to Government has already been made and awaited. Claim for collection charges on the tax remitted by Circles has also been made upto 9/88. If any tax has been levied on Distilleries after 9/88 but not remitted so far need not be remitted to Chief Electrical Inspector to Government. The same may kindly be arranged to be adjusted in future current consumption bills. If tax has already been remitted to Chief Electrical Inspector to Government, the returns may be sent immediately for arranging to claim refund of the same from Chief Electrical Inspector to Government.

Arjunan Gnanaolivu,
Accounts Member.

Encl :

Copy of G.O. (Ms.) No. 34 (Public Works Department) Dated 3-1-1989.

ELECTRICITY—Tamil Nadu Electricity (Taxation on consumption) Act, 1962—Exemption of self-generated Electrical Energy by the Industries Manufacturing Industrial Alcohol and Alcohol based chemicals from levy of tax— Orders Issued.

Read again

1. G.O. Ms. No. 333/PW/Dated 1-3-77.
2. G.O. Ms. No. 1484/PW/Dated 25-7-84.
3. G.O. Ms. No. 850/PW/Dated 20-5-88.
4. G.O. Ms. No. 851/PW/Dated 20-5-88.
5. G.O. Ms. No. 852/PW/Dated 20-5-88.
6. G.O. Ms. No. 1052/PW/Dated 22-6-88.
7. From the Administrative Manager, Trichy Distilleries & Chemicals Ltd./Madras Rep. No. 1387/88 Dated 13-9-88.
8. From the Chief Electrical Inspector to Government Lr. No. 18921/A1/88-2/ Dt. 13-9-88.
9. From the Tamil Nadu Distillers Association, Madras Representation dated 26-9-88.

Order :

The Electricity Tax on the consumption of Electricity from captive self-generating sets is levied under the Tamil Nadu Electricity (Taxation on consumption) Act, 1962. In Government Order first and second read above, the Government issued orders exempting consumption of self-generated electrical energy from captive generators using Diesel oil and L.S.H.S. from the levy of tax respectively.

2. Based on the representations received from Paper, Textiles and Chemical Industrial units the Government have issued orders in Government Orders third, fourth and fifth read above, respectively exempting the above said units from payment of Electricity Tax for the consumption of self-generated electrical energy from their own captive generators, irrespective of the fuel, they use, for a period of 5 years from 1—4—88, as a measure of incentive to the industries in the State.

3. Consequent on the exemption granted to the Chemical Industries from payment of tax, the Trichy Distilleries and Chemicals Limited, Madras and the Tamil Nadu Distilleries Association Madras have also made similar representations and requested the Government that the distilleries which use either captive steam power from the Sugar Mills or from independent source may also be exempted from payment of Electricity Tax. The Chief Electrical Inspector to Government has reported that alcohol based industries have to be classified as Chemical Industries. In the circumstances, the Government have decided that Industries manufacturing Industrial Alcohol and Alcohol based chemicals may be exempted from the payment of Electricity tax on the analogy of the orders issued in respect of Chemical Industries for a period of 5 years from 1—4—88 or until further changes are made in the scheme, whichever is earlier.

4. The following notification will be published in the next issue of the Tamil Nadu Government Gazette.

Notification

In exercise of the powers conferred by sub-section (1) of Section 13 of Tamil Nadu Electricity (Taxation on Consumption) Act, 1962 (Tamil Nadu Act 4 of 1962), the Governor of Tamil Nadu hereby directs that the consumption of self-generated electrical energy from the captive generators by the Industries manufacturing Industrial alcohol and alcohol based chemicals be exempted from the Electricity Tax payable under the said Act, for a period of five years from 1—4—88 or until further changes are made in the scheme whichever is earlier.

5. This order issues with the concurrence of Finance Department vide its U.O. No. 5200/FS/P/88/Dt. 21—11—88.

(By Order of the Governor)

V. Sankarasubbaiyan,
Commissioner & Secretary to Government.

(True Copy)

• • •

Chairman's Circular Memo. No. SE/B/Th./E1/A2/F. Accdts./D. 63/89, dated 30—01—1989.

Sub : POWER STATIONS—Accidents due to failures in pressure pipelines—
Precautions to avoid recurrence—Further instructions—Issued.

In a recent accident occurred in a Thermal Station due to failure of a welding joint, one Assistant Engineer/Mechanical was killed and 5 other contract labourers were exposed to scalding injuries.

2. The investigation into the accident reveals the following omissions in observation of safety precautions by the Engineers in charge of the work :

- The dummy plate welding had not been done by adopting conventional edge preparations prior to welding.
- The welding had been got done by a welder who does not possess the required IBR certificate.
- The same pipes used for steam blowing works earlier have been used without checking the condition of the pipes by prescribed methods such as subjecting the assembly to hydraulic tests, checking the welding joints by radiography or dye penetration tests, etc.

3. Detailed instructions on observance of such safety precautions are already available in the Indian Boiler Regulations. It is unfortunate that these instructions were not followed in the case under review. These instructions are again reiterated below for strict observation to avoid recurrence of such accidents.

A. For Boiler and Auxiliary Steam Lines

- (i) Any pressure part/line, welding joint to be done only by certified welder as per Indian Boiler Regulations. The welding joints are to be cleared by cent per cent radiography/hydraulic test which has to be conducted for 1.25 times the working pressure of the system for not less than half an hour.
- (ii) For any temporary arrangements viz. steam blowing/acid cleaning, etc., the system should be checked at least for the working pressure hydraulically.

B. For Hydraulic/Pneumatic System

- (i) For the hydraulic system viz. water/oil, the welding joints in lines and the system should be checked for twice the working pressure of the system.
- (ii) The receivers/accumulators in the pneumatic system and the lines should be tested for the working pressure of the system, periodically.

4. General Precautions

- (i) The work place shall be kept clean, free from all obstructions, to enable working staff to move to safety in the event of unusual occurrences as mentioned above.
- (ii) To the extent feasible the unsafe areas are to be cordoned off and operations, if any, in these areas are to be done from a safe distance only.
- (iii) Personnel absolutely required to be present in such unsafe area shall be restricted to the barest minimum required for any emergency operations. Staff required for normal operation in that area are to be allowed only after declaring the area safe.

5. This may be widely circulated among all the engineers/workers in your station. The receipt of the above memo may be ACKNOWLEDGED to the Superintending Engineer/Betterment (Thermal)

K. Venkatesan,
Chairman.

● ● ●

Circular Memo. No. X/Rev/L. B. Arrears/216/84-21, (Accounts Branch) Dt. 30-1-1989.

Sub : Electricity-Arrears due from Local Bodies service connections to over-head tanks and other public drinking water supply installations-Disconnections not to be effected until 28-2-1989-Instructions issued.

- Ref :**
1. Circular Memo. No. X/Rev/LB. Arrears/216/84-3, Dt. 23-3-1987.
 2. Circular Memo. No. X/Rev/LB. Arrears/216/84-4, Dt. 1-7-1987.
 3. Circular Memo. No. X/Rev/LB. Arrears/216/84-6, Dt. 31-8-1987.
 4. Circular Memo. No. X/Rev/LB. Arrears/216/84-8, Dt. 28-11-1987.
 5. Circular Memo. No. X/Rev/LB. Arrears/216/84, Dt. 20-2-1988.
 6. Circular Memo. No. X/Rev/LB. Arrears/216/84-11, Dt. 2-5-1988.
 7. Circular Memo. No. X/Rev/LB. Arrears/216/84-12, Dt. 5-7-1988.
 8. Circular Memo. No. X/Rev/LB. Arrears/216/84-13, Dt. 26-7-1988.
 9. Circular Memo. No. X/Rev/LB. Arrears/216/84-16, Dt. 1-10-1988.
 10. Circular Memo. No. X/Rev/LB. Arrears/216/84-18, Dt. 9-11-1988.
 11. Circular Memo. No. X/Rev/LB. Arrears/216/84-20, Dt. 29-12-1988.

The disconnections of the service connections relating to over head tanks and other public drinking water supply installations of Local Bodies/Other Government Bodies should not be effected until 28-2-1989 (Inclusive) even though there are arrears of current consumption charges.

2. The details called for already in regard to the arrears due in respect of the above service connections should be sent to the Financial Controller/Revenue every month without fail.

K. Venkatesan,
Chairman.

ELECTRICITY—Grant of New Industries Concession etc. to the H.T. consumers—Constitution of a Committee to study the proposals of Chief Engineer (Distribution) and make recommendation—formed.

(PERMANENT) B. P. (Ch.) No. 73

(Administrative Branch)

Dated : 31—1—1989.

Thai 18, Vibhava,

Thiruvalluvar Aandu 2020.

Read :

Board's letter No. 360/Adm. Br./Tariff. I (2)/87—2 dated 24—8—1987.

Proceedings :

Orders have already been issued in Board's letter cited that the New Industries concession/ Industrially under-developed area concession/Night shift concession should be granted only with the prior approval of Board's Headquarters. Accordingly, suitable instructions were issued to the Superintending Engineers of Distribution Circles to forward the proposals through the respective Chief Engineers (Distribution) of the Regions concerned, and the proposals are examined in Headquarters and orders communicated to the Chief Engineers (Distribution) concerned for necessary action.

2. It has since been decided that all proposals received from the Chief Engineers (Distribution) for grant of the concessions, referred to in para 1 above, should be scrutinised by a Committee and make appropriate recommendation in each case

3. It is hereby ordered that a Committee comprising the following officers of the Board be constituted to study the proposals received from the Chief Engineers (Distribution) of the Regions and submit recommendations to the Member (Distribution), Accounts Member and Chairman.

- (1) Superintending Engineer/Industrial Energy Management Cell
- (2) Financial Controller (Revenue)
- (3) Personnel Officer (Tariff)

(By Order of the Chairman)

**Arjunan Gnanasoliva,
Accounts Member.**

Index

INDEX

	Page
Accounts:	
Annual Accounts for the year 1987—88 and Balance sheet as on 31—3—88 based on audit by A. G./Tamil Nadu.	— 105
Acts & Rules :	
Annuity plans of L. I. C. of India—Tax deducted at source under Section 192 of Income Tax Act—Clarification.	— 15
Excise Duty—Levy of Excise Duty upon Board's transactions—Appeal to the concerned authorities under the Central Excise and Salt Act 1944.—Certain legal aspects—mentioning of in the grounds of Appeal presented to the Excise Authorities under the said Act	— 47
Tamil Nadu (Taxation on Consumption) Act, 1962—Exemption of Self-generated Electrical energy by the Industries Manufacturing Industrial Alcohol and Alcohol based chemicals from levy of tax—order	— 123
Water Cess—levy of water cess upon Thermal Power Stations—Appeal to the concerned Authorities under the water (Prevention and Control of Pollution) Cess Act 1977—Certain legal aspects—Mentioning of in the Grounds of appeal presented to the authorities under the said Act	— 44
Advances :	
HBA :	
Allotment of funds for 1988—89 towards purchase of Ready Built House/Flat.	— 103
Allotment of funds for 1988—89 towards additional loans for completing the construction.	— 107
Sanction of H.B.A. to T.N.E.B. employees who are having more than one house—Certain guidelines—issued.	— 73
H. B. A. amount recovered in full from the employees—Discharging of mortgage deed—clarifications—issued.	— 53
Allowances & Spl. Pays :	
Regulations—T.N.E.B. Employees' T.A. Regulations—Daily Allowance—payment of Daily Allowance during the period of training—regulation 83(a)—Amendment issued—(Amendment No. 1/89).	— 49
Books & Publications :	
Advt.	
Release of Advt. during the election period—Ins.	— 13
Bonus & Ex-gratia :	
Lumpsum ex-gratia—Grant to the employees of State Govt. on deputation in T.N.E.B. — Further Orders.	— 104
Ex-gratia — Payment of ex-gratia to Officers of T.N.E.B. who are not eligible to draw Bonus under Payment of Bonus Act — Orders issued.	— 108

Contract & Tenders :	Page
Amendment to Tender Regulations 1985—Exemption from payment of EMD to Govt. Depts., undertakings and corporations owned by Central Govt. or the Govt. of Tamil Nadu in respect of Sale of Materials by the Board—Amendment 31.	— 118
Delegation of Powers :	
To Accounts Personnel—Enhancement — Ordered—Signing of cheques jointly—Revised orders—Issued.	— 83
Disciplinary Proceedings & Regulations :	
Disciplinary cases — Review petition — proforma prescribed.	— 1
Electricity :	
Agricultural Services :	
Agricultural pumpset connection—Arrears of current consumption charges under 1+1 formula — collection of BPSC/ interest thereon	— 116
Reconstruction of dismantled agricultural service connections seeking reconnection—Reg.	— 117
Annual Maintenance :	
Schedule of Annual Maintenance and spl. works on Hydro generating units for 1988—89—Appd.	— 119
Committee :	
Grant of New Industries concession etc. to the H T Consumers— Constitution of a committee to study the proposals of CE/Distn and make recommendation.	— 126
E. T. P. S. :	
Fire accident on 10—10—88—Rehabilitation of E. T. P. S.—Units 3 and 4—Report submitted.	— 113
Extension of Supply :	
To	
Agricultural pumpsets dismantled—inclusion of such cases in the new R. E. C. Scheme.	— 113
To	
New agricultural service connections—Temporary overlooking of priority in cases involving Railway/Telegraph/Telephone crossing or court case—Reg.	— 117
High Tension industries :	
New industries concession for High Tension industries under High Tension Tariff I	— 110
Hut electrification scheme :	
Extension of scheme to the houses constructed for schedule castes and scheduled tribes in rural areas by THADCO and under Kamarajar Adi-Dravidar Housing Scheme in village Panchayats— Orders	— 109
Inventory Management :	
Fixing up of inventory level to be maintained for 1988—89— Communicated	— 114
Local Bodies :	
Arrears due from Local Bodies—Service Connection to over head tanks and other Public drinking water supply installations	
Disconnection not to be effected until 28-2-89-Ins.	— 125

Electricity—(Contd.)**Page****Power Stations :**

Accidents due to failures in Pressure pipelines—Precautions to avoid recurrence—further ins. — 124

Tariff & C.C. Charges :

High Tension current consumption Bills—Delay in issue and collection — 118

Unauthorised addl. loads :

Testing and certification of Motors with rating Joint dispute—Ins. — 112

Establishment :**Appointment :**

Appointment of Thiru K. N. Rathinavelu—Joint Secretary to Govt. as Secretary to Board—Assumption of charges. — 52, 53

Appointment of Bd's Counsels—orders. — 76

Attending of Police and Court Cases :

Attending of Police and court cases by the Internal Audit Branch official for the defalcation of Bd's money based on Audit Report—exempted—Orders issued — 55

Disbursement of Pay & Allowances :

To Stock verification officials—Ins. — 58

Diversion of Staff :

Diversion of staff—Orders issued—Strict adherence—report called for. — 15

Dual Control Dispensing with :

Staff belonging to one Branch working in another Branch—Dual Control—Dispensing with—Orders. — 78, 79, 81, 82

Foreign Service :

Preparation of Schedule for the remittance of leave salary and Pension Contribution recoveries towards GPF etc.—streamlining of procedure. — 98

Part-time course :

Board's Employees—Permission of studying part time/Correspondence courses—Revised ins.—Issued. — 61

Pay Authorisation :

Class I to IV Services—Provincial & RWE. Categories—Pay authorisation for the month of Jan. 89. — 85

Promotion :

Vehicle Helper—Promotion to the post of Driver—Further Ins. — 60

Resignation & Voluntary Retirement :

Resignation & Voluntary Retirement—AEs & JEs (M/E/C.) CHD—Reg. — 12

Class II Officers—Ins. — 13

Shifting of H. Q. :

Ramanathapuram E. D. C.—shifting of the Headquarters of the circle from Madurai to Manamadurai. — 74

Upgradation of post :

Upgrading the post of F. C. (Revenue) in the grade of S.E. as C. F. C. (Revenue) in the grade of C.E. — 60

Vigilance Cell :

Codified—Procedural—Ins. — 86

Work Orders :

Closing of work orders—Further Ins. — 59

Furniture :

Purchase of Furniture — Adoption of G. O. Ms. No. 66, Environment and Forests Dept., dt. 18-8-88—Banning purchase of Wooden furnitures. — 71

Holiday :

General Election to Tamil Nadu Legislative Assembly Constituencies 1989 — Holiday to employees of T. N. E. B. on Saturday the 21st January 1989 — Orders issued. — 56

Holidays for the employees of the Board for 1989 — Substituted holidays for employees in Mettur Workshop—Orders—Issued. — 58

Public and Govt. holidays during the year 1989—Amendment—Issued. — 59

Inspection :**Page**

Inspection—Inspection of circles and other offices procedural changes —Ins.

— 16

Programme of Inspection of Distribution circles/Construction Circles/
Thermal offices for 1989—Communication of programme.

— 74

Leave :

Class III and IV Service—Sanction of leave to Office Helpers and
employees in R. W. E. by A. E. E. — procedure to be followed—
Orders Issued.

— 46

E. L. at the credit of Board Employees on the date of retirement—
Dispensing with—issue of sanction order—Clarification.

— 14

Regulation 24—Amended.

— 84

Miscellaneous :

Military—Welfare of families of Army Jawans—Actions on the request
of the Army Jawans—Instructions.

— 2

Use of Franking machine in Headquarters and Circle Offices—Ins.

— 12

Office Procedure :

தமிழ் ஆட்சிமொழிச் செயலாக்க நடவடிக்கை எண் 1/89. தமிழ் ஆட்சி
மொழிச் செயலாக்கம்—வாரியத்தில் விரைவுபடுத்த ஊர் மாற்றல்
போன்றவைகளுக்கான மாதிரிப்படிவங்கள்—பயன்படுத்த
அனுப்பப்படுகின்றன.

— 62

Introduction of Uniform Commercial Accounting System—Assigning
of location codes.

— 102

Provident Fund :

G. P. F. Regulations—Sanction of part-final withdrawal after comp-
letion of fifteen years of service—Amendment—Issued.

— 52

Service Regulation :

Regulation 103—Amended—(Amendment No. 1/89.)

— 56

Training :

Training—Imparting training to the newly recruited A.Es and J.Es II
grade—Estt. of a Training centre at Kadamperai H.E.P.—
Proposal—Approved.

— 4

Training—Staff Training College and other training Institutes/Centres—
Training course on First Aid, Fire Fighting and Industrial Safety—
Expenditure—Sanctioned—Amendment—Issued.

— 51

Training—Staff Training College—Orientation training for A.Es—
Lodging charges for stay at YWCA/ Madras for lady candidates
attending two months training at Staff Training College—
Approval accorded.

— 55

Training—Proposals for re-organisation of training facilities in the Bd—
Approved.

— 69