

# TAMIL NADU ELECTRICITY BOARD GAZETTE

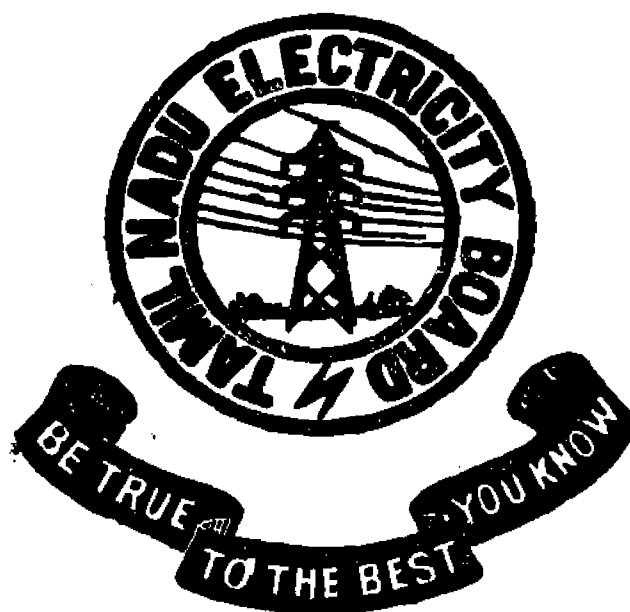
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**Vol. XIV**

**AUGUST 1995**

**No. 8**

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# NEWS & NOTES

## PART-I NEWS & NOTES

### I. GENERATION PARTICULARS :

The generation/relief figures for August'95 and for the period July to August'95 were as follows :-

Sl.No.	August'95 (in Million Units)	July to August'95
1. Ennore	165.391	344.097
2. Tuticorin	621.230	1259.580
3. Mettur	490.950	1044.270
4. North Madras	51.233	100.919
TNEB Thermal	1328.804	2748.866
5. Neyveli TS - I	202.671	425.072
6. Neyveli TS - II	631.790	1313.075
7. Kalpakkam	96.311	199.454
8. Hydro Generation	514.644	1009.134
9. Import from NTPC	13.347	319.148
10. Net Export to Kerala	197.058	139.608
11. Import from Manali, BHEL & Private Wind Mills	57.985	111.775
12. Narimanam GTS	--	--
13. Wind Mills	3.342	6.983
14. Kadamparai (Pump Mode)	0.228	0.228
Nett TNEB consumption	2624.914	5355.375

The maximum grid demand and consumption during August '95 were 4305 MW on 1-8-'95 and 89.229 MU on 5-8-'95 respectively. The average grid consumption in August'95 was 84.675 MU per day.

### II. HYDRO INFLOWS :

The hydro inflows during August '95 were 662 MU against 541 MU in August '94 and against the ten year average of 621 MU. The total inflows during July and August '95 were 1484 MU against 1960 MU during the same period last year and against the ten year average of 1465 MU.

PG-1 (AUG-95)

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### III. STORAGE POSITION:

The storage position in various reservoirs as on 1-9- '95 when compared to the storage on 1-9- '94 was as follows :-

Sl. No.	Storage as on		Difference
	1-9-'95	1-9-'94	
	(MILLION UNITS)		
1. Nilgiris	965.46	1345.82	(-) 380.36
2. PAP	229.32	252.47	(-) 23.15
3. Periyar	79.82	91.33	(-) 11.51
4. Suruliyar	12.86	25.80	(-) 12.94
5. Papanasam & Servalar	11.46	24.40	(-) 12.94
6. Kodayar	40.14	104.00	(-) 63.86
Total excluding Mettur	1339.06	1843.82	(-) 504.76
Mettur	33.89	115.10	(-) 81.21
Total including Mettur	1372.95	1958.92	(-) 585.97

### IV. PERFORMANCE OF THERMAL STATIONS :

#### i) Tuticorin (5 x 210 MW) :

The details of generation at Tuticorin during August '95 were as follows :-

Unit		Availability Factor (%)	Generation (MU)	Plant Load Factor (%)
I	(210 MW)	24.10	35.20	22.50
II	(210 MW)	100.00	151.55	97.00
III	(210 MW)	87.50	130.26	83.40
IV	(210 MW)	100.00	157.03	100.50
V	(210 MW)	100.00	147.19	94.20
Station	(1050 MW)	--	621.23	79.50

1. Unit III shut down on 9-7-95 for annual maintenance works came back into service on 3-8- 95

2. Unit I shut down on 5-8- 95 for annual maintenance works came back into service on 28-8- 95.

**ii) Ennore ( 2 x 60 MW + 3 x 110 MW) :**

In August '95, Ennore generated 165.391 MU with a PLF of 49.40%. The unitwise details of generation was as follows :-

Unit	Availability Factor (%)	Generation (MU)	Plant Load Factor (%)
I (60 MW)	92.35	34.731	77.80
II (60MW)	91.84	34.155	76.51
III (110 MW)	79.31	45.246	55.29
IV (110 MW)	71.77	40.506	49.49
V (110 MW)	20.24	10.753	13.14
Station (450 MW)	--	165.391	49.40

i) Unit V shutdown on 18-7- '95 for annual overhaul came back into service on 22-8- '95.

ii) Unit IV shutdown on 25-8- '95 for annual overhaul.

**iii) Mettur (4 x 210 MW):**

The details of generation at Mettur TPS during August '95 were as follows :-

Unit	Availability Factor (%)	Generation (MU)	Plant Load Factor (%)
I (210 MW)	61.75	76.11	48.71
II (210 MW)	84.03	124.11	79.44
III (210 MW)	98.73	146.60	93.83
IV (210 MW)	100.00	144.13	92.25
Station (840 MW)	--	490.95	78.56

i) Unit I shut down on 23-7- '95 for annual maintenance came back into service on 11-8-95.

ii) Unit II shut down on 27-8-'95 for annual overhaul.

## iv) Coal particulars for August '95 :-

S.No.	Particulars	Tuticorin	Ennore	Mettur
1.	Coal linkage (in lakhs tonnes)	3.40	2.50	3.80
2.	Coal Receipt ( " )	3.14 + 1.06 (Imp)	1.54	2.56 + 0.16 (Imp)
3.	Coal Consumption (in lakhs tonnes)	4.19	1.50	3.43
4.	Coal stock as on 31-8-'95 (in lakhs tonnes)	0.26	0.21	0.16
5.	Coal consumption (kg/unit)	0.67	0.91	0.70

## v) Auxiliary consumption and oil consumption during August '95 :

Auxiliary consumption	Tuticorin	Ennore	Mettur
Auxiliary consumption (%)	7.90	12.40	8.37
Oil consumption (ML/Unit)	0.80	4.00	2.468

**V. TRAINING**

1. Entry level training programme for AEs/Elecl. conducted at the following training Institutes for the period indicated below :-

	Batch
2-8-'95 to 18-8-'95 - HTI/Kuthiraikkalmedu	A
3-8-'95 to 19-8-'95 - STC/Madras-10	C
3-8-'95 to 19-8-'95 - TTI/Ennore/Madras-57	B
7-8-'95 to 22-8-'95 - Tr. & SSTI/Madurai	D

2. Training programme on "Stores Management" conducted by Staff Training College / Madras at Hotel Pandian/Egmore from 21.8.'95 to 26-8-'95 for 26 Stores personnel.
3. One AE/Elecl. and one T.A. from R&D Wing were deputed to attend 6 days course on "Ultrasonic Testing Level I" from 5-8-'95 to 10-8-'95 and Examinations on 12-8-'95 & 13-8-'95 at Madras conducted by Indian Society for Non-Destructive Testing, Madras Chapter.

4. Five Electrical Engineers in the level of AEEs/AEs in various Distribution Circles were deputed to attend for 4 days workshop in "Trends and Developments in Distribution Switchgear" from 22-8-'95 to 25-8-'95 at ESCI Campus, Gachibowli, Hyderabad organised by Engineering Staff College of India, Hyderabad.
5. Two Electrical Engineers in the level of AEEs/AEs were deputed to attend 4 weeks training on DTP level-II commencing from 8-8-'95 (7.30 a.m. to 9.00 a.m.) at Madras conducted by M/s. Cadgraf Computers, Madras - 34.
6. One Executive Engineer/Civil and one Asst. Engineer/Civil were deputed to attend 5 days workshop on "Dam Safety" from 4-8-'95 to 8-8-'95 at BHEL/Bhopal, organised by Central Board of Irrigation and Power/New Delhi.
7. 20 Electrical Engineers in the level of AEEs/AEs in various Thermal Stations were deputed to attend 5 days short-term course on Thermal Power Plant Instrumentation from 22-8-'95 to 26-8-'95 at MIT/Chrompet, Madras conducted by Appadurai Chair for Power Systems, Anna University, Madras-25.
8. Six Electrical Engineers in the level of EEs/AEEs/AEs in all the four Thermal Power Stations were deputed to attend 4 days training programme on "Static Excitation Equipment" from 21-8-'95 to 24-8-'95 at Bangalore organised by M/s.BHEL, Bangalore.
9. One EE/Elect/SCADA was deputed to attend 3 days Seminar & Exhibition on Information Technology Trends from 25-8-'95 to 27-8-'95 at Holklay Inn, Bangalore conducted by M/s.Telematics India, Bangalore.
10. Three EEs/Civil and one EE/Elect. were deputed to attend the course on Small Hydro Development for 6 days from 21-8-'95 to 26-8-'95 at New Delhi conducted by Central Board of Irrigation & Power/New Delhi.
11. Three Electrical Engineers were deputed to attend the Tutorials and Convention of Open '95 - 3rd Convention of INDUNIX - Organised by Anna University, Madras from 24-8-'95 to 26-8-'95 at Park Sheraton Hotel, Madras.
12. One Asst.Executive Engineer/Elect. and one Senior Chemist from TTPS were deputed to attend programme on "Environmental Pollution & Pollution Control" from 21.8.'95 to 25.8.'95 at Nagpur organised by NPTI/Nagpur.
13. 30 participants (Officers & Staff) were deputed for the five days programme on "Personal Computer" from 1-8-'95 to 5-8-'95 & 22-8-'95 to 26-8-'95 at Madras conducted by M/s.Lan Eseda, Madras.
14. One Financial Controller/Revenue was deputed for the programme on "Security Package Agreements" from 7-8-'95 to 18-8-'95 conducted by Administrative Staff College of India at Hyderabad.
15. One Asst. Engineer/Training was deputed for the programme on "Training for Trainers" from 23-8-'95 to 1-9-'95 conducted by Institute of Applied Management Research at New Delhi

#### **VI. TECHNICAL INSTITUTES - APPLICABILITY OF LT TARIFF VII:**

In Memo.No.SE/IEMC/EE(T)/AEE1/AE2/Technical Institutes/ R 05563/94-3 dt.11-8-'95, It is ordered that Commerce Institutes permanently recognised by Government and certified by the DOTE may be treated on par with educational institutions and LT Tariff VII applied subject to the condition that the service is in the name of the Commerce Institute and no other activities such as job typing, Honeo and Xerox copying works are carried out in the premises.

**VII. DEPUTATION OF RWE STAFF FOR TRAINING :**

In B.P. (CH) No.196, Secretariat Branch, dt.14-8-'95 the Board has ordered that a sum of Re.1/- (Rupee one only) be collected per day per head from the RWE staff for their accomodation provided in the Technical Training Centre at Mettur Dam and Tiruvannamalai and allowed to claim full DA at the rates applicable to them in force.

**VIII. ESTABLISHMENT-REVISION OF PAY SCALES - EXERCISING OPTION :**

In Memo.No.16963/C1/95-1 dt.19-8-'95, the Board has ordered that employees of seven categories covered in B.P. (FB) No.106, (Sectt. Branch) dt.3-11-'94 be permitted to exercise revised option to come over to revised scales of pay 1992 with effect from the dates specified in the Memo. whichever is advantageous to them.

**IX. PROVISIONAL PENSION - PAYMENT OF D.A. :-**

In Memo. No.48419/N1/95-1 dt.18-8-'95, it has been clarified that Dearness Allowance on provisional pension shall also be sanctioned to employees who are getting provisional pension.

**X. REVISION OF RATES OF DAILY ALLOWANCE FOR TRIPS ABROAD :-**

In Memo.No.45196/P3/95-1 dt.19-8-'95, it has been ordered that the orders issued in B.P. (CH) No.158 (Secretariat Branch) dt.24-6-'95 shall take retrospective effect from 6-8-'94 and will be applicable for bills arising after that and for bills pending settlement.

**XI. DISPOSAL OF HT APPLICATIONS :**

In Memo.No.SE/IEMC/EE3/AEE1/AEII/D462/95 dt.23-8-'95, detailed instructions regarding disposal of HT applications have been issued.

**XII. LT TARIFF III - GENERAL GUIDELINES :-**

In Memo.No.SE/IEMC/EET/AEE1/AE2/Powerloom/CR 05217/95-1 dt.23-8-'95, general guidelines have been issued in regard to application LT Tariff III.

**XIII. DISCONNECTION OF SUPPLY FOR NON OBSERVANCE OF POLLUTION****CONTROL REGULATIONS :**

In B.P. (FB) No.303, Technical Branch dt.23-8-'95, a new Clause 27.01 (C) has been added for Clause 27.00 of the Terms and Conditions of supply to the effect that services of industrial units will be disconnected without any notice if a request is received from Tamil Nadu Pollution Control Board for stoppage of supply.

**XIV. LT TWO PART TARIFF SYSTEM - DETAILED INSTRUCTIONS :**

In B.P. (CH) No.260, Technical Branch dt.24-8-'95, amendments have been issued to relevant clauses of Terms & Conditions of supply to give effect to the instructions issued for adoption of LT two part system of tariff under LT Tariff IV.

**XV REVISED DUTIES AND RESPONSIBILITIES OF ACCOUNTING STAFF IN REVENUE BRANCH:**

In Memo.No.426/Adm. Br./IR1(3)/95-2 dt.28-8-'95 detailed duties and responsibilities have been specified for the accounting staff of Revenue Branch.



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The Following are the details of Posts Created, Upgraded, Abolished and Downgraded during the month of August' 1995.

Olney Aaron,  
Chief Engineer/Personnel.

### POST CREATED

SL. NO.	DETAILS OF BOARD'S ORDER	NAME OF THE CIRCLE	NAME OF THE POST	No.OF POST	PURPOSE FOR WHICH THE POSTS WERE CREATED	REMARKS
1	2	3	4	5	6	7
1)	Per.B.P.(Ch.) No.238 (Adm.Br.) Dated 30-06-1995.	Board Office Tech.Branch (SE/MM-1)	Special Grade Foreman (Auto)	1	Created the post consequent on abolition of post in the O/o the SE/Hydro/Elect.	With effect from 1-7-95 FN
		-do- (S.E./Plg)	Special Grade Foreman (Auto)	1	-do-	-do-
		Board Office Administrative Branch	Foreman II Grade Special Grade Foreman(Auto)	1		
			Foreman-I Grade Driver	1 <u>1</u> 3	-do-	-do-
		Board Office Technical Branch (C.E./Trans.)	Foreman I Gr	1	-do-	-do-
		-do- (SE/Trans.)	Foreman I Gr	1	-do-	-do-
		-do- (C.E./R&D)	Foreman I Gr	1	-do-	-do-
		-do- (C.E./C.D.)	Foreman I Gr	1	-do-	-do-
		-do- (S.E./GTP)	Foreman I Gr	1	-do-	-do-
		Board Office Accounts Branch (C.F.C.)	Foreman I Gr	1	-do-	-do-

1	2	3	4	5	6	7
		Board Office Technical Branch (C.E./MM)	Foreman II (TTHV) Grade	1	Created the post con- with effect sequent on abolition from of post in the O/o 1-7-1995 SE/Hydro/Elect.	
		-do- (C.E./Opern)	Foreman II Grade	1	-do-	-do-
		Board Office Audit Branch (CIAO)	Foreman II Grade (Sr.Driver)	1	-do-	-do-
		Board Office Technical Branch (S.E./MM-II)	Foreman II Grade (Sr.Driver)	1	-do-	-do-
		-do- (Dir.of Trg.)	Foreman II Grade (Sr.Driver)	1	-do-	-do-
		-do- (C.E./TH.D.)	Driver	1	-do-	-do-
2.	Per. B. P. (Ch.) No.291 (Adm.Br.) Dated 01-08-1995.	Madras Electy. Distribution Circle/West	Stores Officer	1	Created the post for Central Stores at Korattur.	One Year
3.	Per. B. P. (Ch.) No.292 (Adm.Br.) Dated 01-08-1995.	Gen.Circle/ Kadamparai	Foreman III Grade (Civil)	2	Created the posts for un-interrupted water supply to Minparai Camp & Kadamparai PH Camp.	Upto 31-12-95
4.	Per. B. P. (Ch.) No.296 (Adm.Br.) Dated 03-08-1995.	Madras Electy. Distribution Circle/South	AE(C)/JE (C) I Grade	1	Created the post for maintenance of Central Office building.	One Year.

1	2	3	4	5	6	7
5.	Per.B.P.(FB) No.35 (Adm.Br.) Dated 05-08-1995	Dharmapuri Electricity Dis- tribution Circle.	I. For 2 Dns. E.E./Elect. AE/JE (E) I Gr. Adm.Supr. Asst. (Adm.) Asst. (A/cs) J.A.(Adm.) J.A. (A/cs) Typist D'man Asst. D'man O.H. T.A. C.A. Helper Accts. Supr.	2 2 2 6 2 2 2 2 2 2 2 4 2 2 2	Created the posts for two new Divisions at Dhar- mapuri & Krish- nagiri with two Re- venue Branches and two Sub- Stores and three new Sub-Divi- sions at Shola giri, Krishnagiri & Pochampalli.	-do-
			II. For 2 Rev.Br. A.Accts. Officer Accts. Supr. Asst. (A/cs) I.A. J.A. (A/cs) Typist R.C. O.H.	2 2 4 6 6 2 4 4		
			III. For 2 Sub-Store Stores Supr. S.C. I Grade	2 2		
			IV. For 3 Sub-Dns. AEE/Elect. J.A. (Adm.) C.I.	3 3 6 82		

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1	2	3	4	5	6	7
6.	Per.B.P.(Ch.) No.297 (Adm.Br.) Dated 05-08-1995	Madras Development Circle	Tool Keeper I Gr. Elec. S.B.O. Carpenter I Gr. Plumber Civil Maistry I Gr. Fire Fighting Pump Operator Civil Foreman I Gr. (Driver) Comm. Asst. Tele. Optr.	1 2 2 1 1 2  1  1 1 1 1 <u>13</u>	Created the posts for Building Divi sion to look after High Rise Building maintenance.	One year
7.	Per. B. P. (Ch.) No.299 (Adm. Br.) Dated 08-08-1995.	Colombatore Elec. Distn. Circle (South)	Asst.Engr./ Elec.	1	Created the post for HT metering	-do-
8.	Per. B. P. (Ch.) No.300 (Adm. Br.) Dated 18-08-1995	Karur Elec. Distri- bution Circle.	A.E.E./Elec.	1	Created the post for Acquisition Sub-Division of Karur Municipal Elec. Undertak- ing.	-do-
9.	Per.B.P. (FB) No.38 (Adm. Br.) Dated 21-08-1995.	Dindigul Anna Elec. Distn. Circle	E.E./Elec. A.E.E./Elec. D'man Tylist O.H. Spl. Gr.Foreman L.I. Tech. Asst. Helper	1 5 1 1 1 1 4 5 8 <u>27</u>	Created the posts for Sembatti 230 KV SS	-do-
10.	Per. B. P. (Ch.) No.313 (Adm.Br.) Dated 22-08-1995.	Board Office Technical Branch (C.E./Opem.)	E.E./Elec. D'man Tylist O.H.	1 1 1 1 <u>4</u>	Created the posts for a new separate GRT Division with head Qrs. at Sri- perumbudur duly bifurcating the GRT Division, Madras.	One Year

1	2	3	4	5	6	7
11.	Per. B. P. (Ch.) No.316 (Adm.Br.) Dated 23-08-1995.	Parsons Valley Power House, Emerald	E.E./Elect. A.E./Elect. AE/JE (E) I Gr.	1 2 7 <u>10</u>	Created the posts for attending the elect. works.	Upto 31-01-96.
12.	Per. B. P. (Ch.) No.317 (Adm. Br.) Dated 23-08-1995	North Madras Thermal Power Project	Senior Chemist	1	Created the posts for attending the NMTPS testing lab. and allied works.	-do-
13.	Per. B. P. (Ch.) No.318 (Adm. Br.) Dated 23-08-1995	Wind Mills/ N. C. E. S., Coimbatore	S.E./Elect. A.E.E./Elect. Steno-Typist J.A. (Adm.)	1 2 1 <u>5</u>	Created the posts to look after the wind mill works at Coimbatore area.	Upto 31-12-95.
14.	Per. B. P. (Ch.) No.319 (Adm.Br.) Dated 24.8.95	Madras Elec. Distribution Circle/ (West)	AEE/Civil AE/JE (C) I Gr. Foreman I Gr. Maistry Head D'man J.A. (A/cs) Asst. D'man	1 2 4 2 1 1 <u>12</u>	Created the posts for one new Civil Sub-Division.	One Year.
15.	Per. B. P. (Ch.) No.321 (Adm.Br.) Dated 26-08-1995.	Board Office Technical Branch (CE/NCES)	A.E.E./Elect.	1	Created the post to look after the Wind Mill Spares and Wind mill test- ing station works.	One Year.
16.	Per. B. P. (Ch.) No.322 (Adm. Br.) Dated 26-08-1995	Tuticorin Thermal Power Station	AEE/Elect.	1	Created the posts on revival of posts in TTPS to look after the efficiency improvement works for Unit-IV & V.	Upto 30-11-95.

1	2	3	4	5	6	7
17.	Per.B.P.(Ch.) No.323 (Adm. Br.) Dated 26-08-1995.	Pykara Ultimate Stage Hydro Electric Project Masina gudi	Accts. Supr. Asst. (A/cs) J.A. (A/cs) Typist O.H. D'man	1 2 2 1 1 1 <u>8</u>	Created the posts for attending the clerical and tech- nical works etc.	Upto 31-1-96.
18.	Per.B.P.(Ch.) No.324 (Adm.Br.) Dated 26-08-1995	Udumalpet Electricity Distn. Circle	L.I. W.M. Helper	1 19 1 <u>21</u>	Created the posts consequent to the addl. Sections ordered and due to increase in Ser- vices/Transformer Units.	One Year.

## ABOLISHED

SL. NO.	DETAILS OF BOARD'S ORDER	NAME OF THE CIRCLE	NAME OF THE POST	NO.OF POST	PURPOSE FOR WHICH THE POSTS WERE ABOLISHED	REMARKS
1	2	3	4	5	6	7
1)	Per.B.P.(Ch.) No.238 (Adm.Br.) Dated 30-06-1995	Board Office Technical Branch (C.E./MM)	Driver	1	Abolished the post due to promotion of individual to the higher category and utilised to the same office with the same vehicle.	With immediate effect.
		-do- (C.E./O)	Driver	1	-do-	-do-
		-do- (SE/RE&I(D)	Driver	1	-do-	-do-
		-do- Board Office Accts. Branch (C.F.C.)	Driver	1	-do-	-do-
		Board Office Tech.Branch (C.E./R&D)	Driver	1	-do-	-do-

1	2	3	4	5	6	7
		Board Office Techl. Br. (SE/Hy/Elec)	Driver	1	- do -	- do -
			Special Grade Foreman (Auto)	3	Abolished the posts consequent on transfer of Incumbents along with posts in various grade of Drivers in various offices.	
			Foreman I Grade	7		
			FM II Gr. (TTHV)	1		
			FM II Grade (Senior Driver)	4		
			Driver	2		
		Board Office Tech. Branch (S.E./MM-II)	Driver	1	Abolished the post due to promotion of individuals to various grade of Driver post.	With immedi- ate effect
		-do- (SE/BBGTP)	Driver	1	-do-	-do-
		-do- (SE/Trans.)	Driver	1	-do-	-do-
		-do- (SE/Pig.)	Driver	1	-do-	-do-
		-do- (SE/C/Hydel)	Driver	1	-do-	-do-
		-do- (Director of Training)	Driver	3	Abolished the post due to promotion of in- dividuals to vari- ous grade of Driver posts	-do-
		Board Office Adm. Branch	Driver	<u>1</u> <u>32</u>	-do-	-do-
2.	Per.B.P.(Ch.) No.318 (Adm.Br.) Dated 23-08-1995	Board Office Tech. Branch (SE/D/ NMTPP)	AEE/Elect. J.A. Steno-Typist	2 1 1 <u>4</u> <u>-</u>	Abolished the posts consequent on the formation of new Wind Mills/NCES at Colmbatore.	-do-
3.	Per.B.P.(Ch.) No.324 (Adm.Br.) Dated 26-08-1995.	Udumalpet Electricity Distn. Circle	Foreman I Grade	1	Abolished the post on review of work load of field staff as on 01-01-95.	-do-

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### UPGRADED

SL. NO.	DETAILS OF BOARD'S ORDER	NAME OF THE CIRCLE	NAME OF THE POST	NO.OF POST	PURPOSE FOR WHICH THE POSTS WERE UPGRADED	REMARKS
1	2	3	4	5	6	7
1.	Per.B.P.(Ch.) No.305 (Adm. Br.) Dated 16-08-1995.	Board Office Technical Branch. (CE/R&D)	Librarian	1	Upgraded the ex- isting Librarian post in the time scale of 1650- 2770 to 1750 - 2960.	One Year.

### DOWNGRADED

SL. NO.	DETAILS OF BOARD'S ORDER	NAME OF THE CIRCLE	NAME OF THE POST	NO.OF POST	PURPOSE FOR WHICH THE POSTS WERE DOWNGRADED	REMARKS
1	2	3	4	5	6	7

--NIL--



# GENERAL ADMN. & SERVICES

## PART - II

### General Administration & Services

Memorandum No.52567/C1/95-1, (Sectt. Br.) Dated 03.08.95.

Sub : Labour - Tamil Nadu Electricity Board -Revision of work allocation and staff pattern and Revision of scales of pay,rates of Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other special pays and allowances - Orders - Amendment - Issued.

Ref: 1. (Permanent) B.P.(FB) No.5 (Sectt.Lr.) dated 25.1.94

The following amendment is issued to (Permanent) B.P.(FB) No.5 (Secretariat Branch) dated 25.1.94:-

#### AMENDMENT

In Schedule-I referred to in Regulation 3 of the Tamil Nadu Electricity Board revised scales of pay (Workmen) Regulations, 1994 contained in (Permanent) B.P.(FB) No.5 (Secretariat Branch) dated 25.1.94, after Serial No.25, the following item shall be inserted,namely:-

Sl. No.	Designation	Existing Scale of Pay	Revised Scale of pay
		Rs.	Rs.
25A.	Male Nursing Assistant	870-15-1020-20-1140-25-1340.	950-20-1050-30-1500.

(BY ORDER OF THE CHAIRMAN)

M. SUBRAMANIAN,  
SECRETARY.

\* \* \*

Memorandum No. 021138/109/IR4(3)/95-2, (Administrative Branch) Dt.7.8.95.

Sub: AMENITIES - Transport facilities to the School / College going children in North Madras Thermal Power Project - Hiring of one bus from the Government Transport Corporation for the year 1995-96 - Approved - Erratum - Issued.

Ref: Permanent B.P.(FB) No.181, Adm.Branch dt.15.6.95.

The Permanent B.P.(FB)No.181, Adm.Branch dt.15.6.95 may be corrected as Permanent B.P.(FB) No.23A, Adm.Branch dt.15.6.95.

OLNEY AARON,  
CHIEF ENGINEER (PERSONNEL).

Amenities - Transport facilities to the School/College going children in North Madras Thermal Power Project - Engaging of one more bus (2nd bus) on contract basis from Government Transport Corporation for the year 1995-96 - Approved.

Permanent B.P.(FB) No.37

(Adm.Branch)

Dated 9.8.95,  
Aadi 24, Yuva,  
Thiruvalluvar Aandu 2026.

READ :

1. Permanent B.P.(FB) No.181, Adm.Branch Dated 15.6.95.
2. From the Chief Engineer/North Madras Thermal Power Project Letter No.CE/SE/C.II/NMTPP/EA/HD/ F3/D.591/95, Dated 6.4.95.

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#### PROCEEDINGS:

Approval was given in B.P.cited above for hiring one bus on contract basis from Government Transport Corporation for transporting College/School going children of North Madras Thermal Power Project for the year 1995-96.

2. Administrative approval is hereby accorded to the Chief Engineer / North Madras Thermal Power Project for engaging of one more bus (2nd bus) on contract basis from the Government Transport Corporation for transporting the School/College going children at Vallur Permanent Quarters in North Madras Thermal Power Project for the year 1995-96 (i.e. 11 months period from 1.6.95 to 30.4.96).

(BY ORDER OF THE BOARD)

OLNEY AARON,  
CHIEF ENGINEER (PERSONNEL).

\* \* \*

Memorandum No.52898/O&M-I (4)/95-1 (Secretariat Branch) Dated the 9th August 1995.

Sub: Establishment - Tamil Nadu Electricity Board - Confidential Reports - Writing up of - Instructions to follow the graph ratings - Reiterated.

Ref: 1.Memo.No.64577/C1/93-1 dt.28.10.83.  
2.Memo.No.13856/O&M-I (4)/92-5 dt.2.1.93.

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It has been brought to the notice that some of the Reporting Officers are not following the instructions issued in the references cited while writing the Performance Assessment Report and are still writing as 'Satisfactory' or 'Fair' or 'Not bad', etc. under overall rating. This is not correct. The graph ratings such as 'Outstanding', 'Very good', 'Good', 'Average' and 'Poor' provided in the Performance Assessment Report should **alone be used** for writing the 'Overall rating'. The instructions issued in the references cited are hereby reiterated and all the reporting Officers are therefore requested to follow the above instructions scrupulously.

M.SUBRAMANIAN,  
Secretary.

Letter No.49920/N1/95-1 (Secretariat Branch) Dated the 9th August 1995.

Sub: PENSION - Dearness Allowance to Pensioners and Family Pensioners - Revised rates admissible from 1.7.94 - Orders - Issued by the Government - Communicated.

Ref: 1) (Permanent) B.P.(CH) No.285 (Sectt.Branch) dated 29.10.94.  
2) Government Lr.No.38079/Pension/95-1 dated 4.7.95.

I am to say that the following erratum is issued to the Board's Proceedings first cited:-

ERRATUM

"For the figure '489' under the heading "Dearness Allowance" against the figure '428' under the heading Pension/Family Pension in the Annexure to Permanent B.P.(Ch.) No.285 (Secretariat Branch) dated 29.10.94 the figure '488' shall be substituted."

M. SUBRAMANIAN,  
SECRETARY.

\* \* \*

Memorandum No.33901-E2/95-1, (Secretariat Branch) Dated the 11th August 1995.

Sub: LOANS AND ADVANCES - Conveyance Advance - Sanction of advance for purchase of second hand Motor car/Motor cycle/Scooter etc., - Certain Clarifications.

The Superintending Engineer/Purchase and Administration, Mettur Thermal Power Station has raised the following clarifications in regard to sanction of advance for the purchase of second hand motor car/Motor Cycle/Scooter etc.,

- i) Whether there is any restriction for the age of the vehicle.
- ii) Whether the value of the second hand vehicle has to be assessed.

2. The age of the vehicle is not the sole deciding factor for the grant of loan for the purchase of second hand vehicle. The R.C.Book of the vehicle may be verified to know whether there is any endorsement prohibiting the vehicle from running on the road. If it is clear, it may be taken that the vehicle is road worthy and considered for sanction of the loan.

3. To verify the value of the vehicle, the Insurance Policy of the vehicle may be verified. If the selling price has relevance with that of the value of the vehicle indicated in the Insurance Policy, the amount quoted by the seller of the vehicle may be considered for sanction of the advance.

B.G.3 (AUG-95)

4. However, in all doubtful cases, a certificate issued by a Licenced Surveyor indicating the road worthiness, age of the vehicle and value of the vehicle, may be insisted before considering the sanction of the advance for the purchase of second hand vehicles.

M. SUBRAMANIAN,  
SECRETARY.

\* \* \*

TRAINING - Deputation of RWE Staff for training at Technical Training Centre/Mettur Dam and Tiruvannamalai - Levy of nominal rent for stay in Department Quarters-Orders - Issued.

(Permanent) B.P.(Ch.)No.196

(Secretariat Branch)

Dated the 14th August 1995

Aadi 29, Yuva,

Thiruvalluvar Aandu, 2026.

Read:

1. B.P.Rt.(Ch)No.92 (Adm.Br.) dt.12.5.86.
- 2.(Per)B.P.(Ch)No.90 (Adm.Br)dated 9.2.89.
- 3.From Salem EDC.Lr.No.SE/SMEDC/AAO/ENT/A.3/TA/PRO 33/93 dated 5.10.93.

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#### PROCEEDINGS:

In B.P.Rt.(Ch) No.92 (Administrative Branch) dated 12.5.86 orders were issued levying of Re.1/- per day for stay in the departmental quarters by the trainees of Hydro Training Institute/Athikadavu and payment of full D.A. as per Regulations. Similar concessions was given in the case of Assistant Engineers/Junior Engineers undergoing orientation training at the Staff Training College/Madras as per orders issued in (Per.)B.P.(Ch)No.90 (Administrative Branch) dated 9.2.89.

2. The question of extending the above concessions to RWE Category staff attending training in the Technical Training Centre/Mettur Dam & Thiruvannamalai has been examined based on the suggestion of the Superintending Engineer/Salem Electricity Distribution Circle.

3. The Tamil Nadu Electricity Board has decided to extend the above concession to the RWE Staff also who undergo Training at Technical Training Centre/Mettur Dam & Thiruvannamalai. Accordingly, the Tamil Nadu Electricity Board directs that a sum of RE.1/- (Rupee one only) be collected per day per head from the Trainees (RWE Staff) for their accommodation provided by the Board in the Technical Training Centre/Mettur Dam & Thiruvannamalai and allowed to claim full D.A. at the rates applicable to them in force.

4. All pending T.A.claims shall be regulated with reference to this order. However, past cases already settled shall not be reopened.

(BY ORDER OF THE CHAIRMAN)

M. SUBRAMANIAN,  
SECRETARY.

**Training - Training Programme for new entrants in Audit Branch - Proposals - Approved****(Routine) B.P.(Ch) No.159****(TECHNICAL BRANCH)**

DATED 14.8.95.

Aadi-29, Yuva,

Thiruvalluvar Aandu 2026.

READ:

1. CIAO's U.O.No.07136/87/G/UIL/F.128/95-1 dt.16.2.95.

2. CIAO's U.O.Note No.07136/87/G./U.II/F.128 (NE)/95-5 dt.3.7.95.

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**PROCEEDINGS:**

At present training inputs and exposures to concepts of modern approach to Audit are given to existing Internal Audit Staff of Tamil Nadu Electricity Board by way of conducting workshops on different subjects.

Chief Internal Audit Officer/T.N.E.B. has suggested to arrange for a comprehensive training programme for the new entrants of Board Office Audit Branch to enable them to perform their duties effectively.

As Audit has to perform a vital role in Tamil Nadu Elec. Board, course content for the training programme for Jr. Auditors and Auditors has been evolved in consultation with Chief Internal Audit Officer.

The duration of the training is 6 days for a batch of 25 participants.

After careful consideration, approval is hereby accorded to conduct 4 batches of the training programme for Jr.Auditors and Auditors and sanction is hereby accorded to incur an expenditure of Rs.16,000/- (Rupees Sixteen thousand only) per batch as shown below:

	Rs.	P.
1. Honorarium for Guest lecture at Rs.120/- per session (1 1/2 hours) at the rate of Rs.80/- per hour(Rs.120x20)	2,400.00	
2. Snacks for participants & Faculty at the rate of Rs.10/-per head per day for 30 persons (25 participants + 5 others) (Rs.10 x 30 persons x 6 days)	1,800.00	
3. Working lunch for participants & Faculty (Rs.30x30 persons x 6 days)	5,400.00	
4. Course material at Rs.50/- per copy for 30 copies	1,500.00	
5. Hall rent at Rs.750/- per day for 6 days (In case of necessity)	4,500.00	
Contingency	400.00	
Expenditure per batch	Rs. 16,000.00	
(Rupees Sixteen thousand only)		

The Personal Assistant/Unit-II/Technical Branch is authorised to open a Temporary Advance in the name of an Officer to be nominated by Deputy Director/Staff Training College as and when request received from Deputy Director/Staff Training College/Madras for conducting training for each batch.

The expenditure sanctioned above is debitable to TNEB Funds - Revenue expenditure -76. Administration & General expenses-76.154 - Training charges - Training Programme for Board's personnel.

(BY ORDER OF CHAIRMAN)

V.R.KOTHANDARAMAN,  
CHIEF ENGINEER/RESEARCH & DEVELOPMENT.

\* \* \*

Memo.No.37134/P1/95-1, Secretariat Branch, Dated 16-8-95.

Sub: ESTABLISHMENT - Alteration of date of birth under Regulation 110(b) of Tamil Nadu Electricity Board Service Regulations - Instructions - Issued.

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Regulation 110(b)(ii) stipulates that after a person has entered service under the Board, an application to alter the date of birth, as entered in the records of the Board shall be entertained only if such application is made within 5 years of such entry into service. Regulation 110(b)(vi) stresses that any application received after 5 years after entry into service shall be summarily rejected. The above provisions correspond to similar provisions existing in Rule 49 of the General Rules for the Tamil Nadu State and Subordinate Service. In as much as the restrictive provision stipulating that the applications for the alteration of date of birth received after 5 years after entry into service shall be summarily rejected came into force only on 24.1.1961, instructions were issued not to reject summarily the applications received from such a Board's employee who had entered into service prior to 24.1.1961, but to examine them on merits. Pursuant to the instructions, enabling provision was also made in the Service Regulations to cover such cases. Subsequently, having regard to the decisions of the Supreme Court, the instructions issued to entertain the applications from the employees who had entered into service prior to 24.1.1961 as also the provisions introduced in the Service Regulations have been cancelled. Accordingly, as per Regulation 110 (b)(vi) as amended in (Per) B.P.(Ch) No.189,(S.B.) Dated 16.7.94, any application received after 5 years after entry into service shall be summarily rejected. However, applications submitted by certain employees, who had entered into service prior to 24.1.1961, with reference to the instructions issued earlier to entertain applications, are at various stages of enquiry/examination. Also, certain employees who have entered into service after 24.1.1961, have submitted applications after 5 years of their entry into service for alteration of date of birth citing various evidences in support of their claim, and such applications are also pending disposal.

2. In a case relating to the claim for alteration of date of birth, the Supreme Court of India in Civil Appeal No.5422 of 1994 has observed that the application for correction of date of birth of an in-service employee should be made within 5 years from the date when the rules had come into force i.e.1961, and that if no application is made, after the expiry of 5 years, the employee loses his right to make an application for correction of his date of birth.

3. In the light of the position stated in para 1 above with respect to alteration of date of birth under the Service Regulation 110(b) and also the observations of the Supreme Court mentioned in para 2 above, it is reiterated that the provision in Service Regulation 110(b)(vi) stipulating that any application received after 5 years after entry into service shall be summarily rejected should be scrupulously followed and that applications for alteration of date of birth now under process should be disposed of according to the observation of the Supreme Court of India.

(BY ORDER OF THE CHAIRMAN)

M. SUBRAMANIAN,  
SECRETARY.

\* \* \*

CIRCULAR Memo.No.55165-M1/94-6, Secretariat Branch, Dated 16.8.95.

Sub: Pension - Final settlement of Pensionary benefits - Avoidance of delay -  
Instructions - Issued.

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It has been brought to the notice in the process of sanctioning Pension, relevant Rules/Instructions are not being followed. For instance, dependants of an Executive Engineer expired while in service could not get even antecepatory Pension and other terminal benefits pending a decision to recover House Building Advance availed by him. Another Instance is where an Executive Engineer who was promoted as Superintending Engineer just before his retirement was sanctioned pensionary benefits by the Chief Engineer himself instead of sending the proposal to the Chairman for sanction. Such lapses are being viewed seriously.

2. To avoid hardship to the dependants of the deceased as well as to the retiring employee of the Board, anticipatory Family Pension/Anticipatory Pension may be arranged to be sanctioned and and paid by the authority. Thereafter, proposals may be sent to the appropriate authority with complete set of papers for settling pensionary benefits finally of the employee.

3. Wherever loan availed or any other sum remains to be recovered by the Board, so much of the amount due to the Board, alone may be withheld from Death-cum- Retirement- Gratuity and the balance may be allowed to be drawn by the retiring employee or by dependants of the deceased employee. Such cases will be few and far between. Therefore, authority under whom the employee worked may show a sympathetic consideration in the matter of sanction and payment of retirement/terminal benefits.

(BY ORDER OF THE CHAIRMAN)

M. SUBRAMANIAN,  
SECRETARY.

தமிழ் ஆட்சிமொழிச் செயலாக்க நடவடிக்கை எண்.4/95.

குறிப்பாணை எண்.068820/181/தவ/நிசி/95—1, நிர்வாகக் கிளை, நாள் :16.8.95

**பொருள்:** எட்டாவது உலகத் தமிழ் மாநாடு—காரைக்கால் அம்மையாரை “தென்னக இசையின் தாய்” என அரசு ஆவணங்கள் மற்றும் அரசு தொடர்பாண் கடிதங்கள், நூல்கள் அனைத்திலும் குறிப்பிடத் தீர்மானம் அறிவுறுத்தப்படுகின்றது.

**பார்வை:** அரசாணை (நிலை) எண்.85 தமிழ்வளர்ச்சி—பண்பாட்டு (பண்.2.2)த் துறை, நாள் 14.3.95

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தமிழக அரசினால் நடத்தப்பட்ட எட்டாவது உலகத் தமிழ் மாநாட்டின் இறுதி நாளன்று காரைக்கால் அம்மையாரை “தென்னக இசையின் தாய்” என இனிவரும் நேர்வுகளில் பிறப்பிக்கப்படும் அரசாணை, அரசு கடிதத் தொடர்புகள், ஆவணங்கள், நூல்கள் மற்றும் ஏனைய நிலைகளில் குறிப்பிடப்பட வேண்டுமென மாண்புமிகு தமிழக முதல்வர் அறிவித்துள்ளார்.

அவ்வறிப்பினை ஏற்று தமிழ் வளர்ச்சி பண்பாட்டுத்துறை பார்வையில் கண்டுள்ள அரசாணையினைப் பிறப்பித்துள்ளது. இத்துடன் இணைக்கப்பட்டுள்ள அவ்வரசாணையினை ஏற்று அதன்படி காரைக்கால் அம்மையாரைக் குறிப்பிடும் நேர்வுகளில் “தென்னக இசையின் தாய்” எனக் குறிப்பிட வேண்டுமென தமிழ்நாடு மின்சார வாரியத்தின் அனைத்து அலுவலர்கள்/பணியாளர்கள் கேட்டுக் கொள்ளப்படுகின்றனர்.

ஆல்னி ஆரோன்,  
தலைமைப் பொறியாளர்/பணி அமைப்பு.

இணைப்பு: அரசாணையின் நகல்.



இணைப்பு:

**தமிழ்நாடு அரசு  
(கருக்கம்)**

எட்டாவது உலகத் தமிழ் மாநாடு—தீர்மானங்கள்—காரைக்கால் அம்மையார் அவர்களைத் “தென்னக இசையின் தாய்” என அரசு ஆவணங்கள் மற்றும் அரசு தொடர்பான கடிதங்கள், நூல்கள் யாவற்றிலும் குறிப்பிட அறிவுரை வெளியிடப்படுகிறது.

தமிழ் வளர்ச்சி பண்பாட்டு (பண்.2.2.)த்துறை

அரசாணை(நிலை) எண்.65

நாள் : 14.3.95,  
(திருவள்ளூர் ஆண்டு 2026,  
பவ,மாசி30).

ஆணை:

காரைக்கால் அம்மையார் அவர்கள் தமது தமிழ் பண்களால் வகுத்துத் தந்த இசை முறைதான், பல்வேறு திராவிட மொழிகளின், இன்றைய இசை வளர்ச்சிக்கு, அடிப்படையாக விளங்கிக் கொண்டிருக்கிறது. கர்நாடக இயல் இசை மேதைகளுக்கும், தேவாரப் பண்ணிசை பாடிய நாயன்மார்களுக்கும் முற்பட்ட காலத்தில், வாழ்ந்த காரைக்கால் அம்மையார் பாடிய “நட்ட பாடை” பண்ணும், “இந்தள” பண்ணும் அவரது காலத்திற்குப் பின்னால் தமிழ், தெலுங்கு, கன்னடம், வடமொழி, மலையாளம் ஆகிய மொழிகளில் இசையை வளர்த்தவர்களுக்கு முன்னோடியாக வழிகாட்டியாக விளங்கியது. தென்னக மொழிகளில், பிற்கால இசை வளர்ச்சிக்கு வித்திட்ட இசை முன்னோடி மூத்த தமிழ் மகள் காரைக்கால் அம்மையார் அவர்களைத் “தென்னக இசையின் தாய்” என அழைப்போமென தஞ்சாவூரில் நடைபெற்ற எட்டாவது உலகத் தமிழ் மாநாட்டின் நிறைவு விழாவில் மாண்புமிகு தமிழக முதலமைச்சர் அவர்கள் அறிவித்தார்கள்.

2. தஞ்சையில் நடைபெற்ற எட்டாவது உலகத் தமிழ் மாநாட்டின் நிறைவு விழாவின் போது மாண்புமிகு முதலமைச்சரின் அறிவிப்பிற்கிணங்க, இசை முன்னோடியாகத் திகழ்ந்த மூத்த தமிழ் மகள் காரைக்கால் அம்மையார் அவர்களைத் “தென்னக இசையின் தாய்” என்று இனி பிறப்பிக்கும் அரசாணை, அரசுக் கடிதத் தொடர்புகள், ஆவணங்கள், நூல்கள் மற்றும் ஏனைய நிலையிலும் குறிப்பிடப்பட வேண்டுமென அனைத்துத் துறைச் செயலாளர்களும், துறைத் தலைவர்களும் அரசுத் துறைக் கட்டுப்பாட்டில் இயங்கும் வாரியங்களும் நிறுவனங்களும் மாவட்டாட்சியர்களும் அறிவுறுத்தப்படுகிறார்கள்.

(ஆளுநரின் ஆணைப்படி)

சா.பா. இளங்கோவன்,  
அரசு செயலாளர்.

Memorandum No.48419/N1/95-1, Secretariat Branch, Dated the 18th August 1995

**Sub:** DEARNESS ALLOWANCE on provisional pension to employees who are allowed to retire from service on attaining the age of superannuation or otherwise - Clarification - Issued.

**Ref:** 1. (per) B.P.(Ch) No.277 (SB) dated 27.10.94.  
2. Government Lr.No.3579/Pension/95-1, Dt.19.5.95.

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Based on the orders of the Government, the Tamil Nadu Electricity Board in the Board's Proceedings cited has ordered that sanction of Dearness Allowance be granted on the provisional pension as provided in Rule 69 Tamil Nadu Pension Rules, 1978 as the case may be, to the employees of the Board who retire on attaining the age of superannuation or otherwise and against whom any Disciplinary Proceedings continued under sub-rule (2) of rule (9) of Tamil Nadu Pension Rules, 1978.

2. It is clarified that Dearness Allowance on provisional pension shall also be sanctioned to the Board employee who are allowed to retire on attaining the age of superannuation or otherwise and who are getting provisional pension pending finalisation of regular pension.

3. The orders in para 2 above shall take effect from 7.7.94.

M. SUBRAMANIAN,  
SECRETARY.

\* \* \*

Memo.No.45196/P3/95-1, Secretariat Branch, Dated 19.8.95.

**Sub:** Tamil Nadu Electricity Board - Daily Allowance - Revision of rates of Daily Allowance for journeys on duty to various foreign countries - Dates of effect - Clarification - Issued.

**Ref:** (i) (Per) B.P.(Ch) No.158 (S.B.) dt.24.6.95.  
(ii) From Chief Internal Audit Officer, U.O.Note No.BOAB/P.A.III/D.1/95, dated 4.7.95.

- - -

The orders issued in (Per)B.P.(Ch) No.158 (S.B.) dated 24.6.95 shall take retrospective effect i.e. with effect from 6.8.94 in respect of bills already settled (relating to the period after 6.8.94) as well as bills pending settlement.

(BY ORDER OF THE CHAIRMAN)

M. SUBRAMANIAN,  
SECRETARY.

**MEMORANDUM No.16963/C1/95-1, Secretariat Branch, Dated 19-08-1995.**

Sub: ESTABLISHMENT - Revision of Scale of pay 1.12.92 - Fixation of pay - Orders issued -Exercising option further orders - Issued.

- Ref: 1. (Per) B.P.(FB) No.5 (SB) dated 25.1.94.  
2. (Per) B.P.(FB) No.23(SB) dated 4.5.94.  
3. (Per) B.P.(CH) No.21 dated 1.2.94.  
4. (Per) B.P.(FB) No.106 (SB) Dated 3.11.94.

In the B.P. first and second cited (as amended) orders revising the scales of pay and allowances of the Board's workmen and officers issued. In these orders, among other things, the facility of exercising option to come over to the revised scale of pay with effect from the following dates were provided:-

- (i) On 1.12.92 or 30.9.92.
- (ii) On any increment date after 1.12.92.
- (iii) On the date of promotion.
- (iv) On the date of movement to selection grade.
- (v) On completion of 15 years (for workmen only)
- (vi) On the date of appointment to the internal selection.

In the B.P. third cited, it was indicated that the demand for making changes to the existing selection grade pattern (adopting promotion scales as selection grade for the seven categories mentioned therein) will be decided separately. In difference to the request of the union and in order to follow a uniform policy in respect of all the workmen in the B.P. fourth cited, the promotion scales as revised selection grade scales had been allowed to the seven categories also, with retrospective effect from 1.12.92.

2. It has been represented that consequent on the issue of the orders mentioned in the reference fourth cited, the employees covered by the following seven categories may be permitted to exercised to revised option to come over to the revised scale of pay 1992 from any other date advantageous to them:-

- 1. Vehicle Helper.
- 2. Assistant/Administrative and Technical Branches of Board Office.
- 3. Superintendent.
- 4. Accounts Supervisor.
- 5. Administrative Supervisor.
- 6. Stores Supervisor.
- 7. Foreman I Grade.

B.G. 4 (AUG-95)

3. After careful consideration, it is hereby ordered that the employees in the said seven categories covered by the orders issued in the B.P. fourth cited, be permitted to exercise revised option to come over to the revised scale of pay 1992 with effect from any of dates specified in para 1 above, whichever is advantageous to them.

4. The option referred to in para 3 above shall be exercised within the period of 2 months from the date of issue of this order.

(BY ORDER OF THE CHAIRMAN)

M. SUBRAMANIAN,  
SECRETARY.

\* \* \*

Memo.No.48532-P3/95-1, Secretariat Branch, Dated 19.8.95.

Sub: Travelling Allowance - Tamil Nadu Electricity Board - Train fare -Admissibility of train fare by Kanyakumari Express - Instructions - Issued by Government - Copy communicated

Ref: Government of Tamil Nadu Fin(Allowances) Department, Letter No.2861/ Alls/95 dated 16.6.95.

- - -

A copy of the Government letter cited is communicated to the Chief Engineers, Superintending Engineers and other Officers-of the Board for informations and guidance.

(BY ORDER OF THE CHAIRMAN)

M. SUBRAMANIAN,  
SECRETARY.

Encl:

Copy of Government Letter No.2861/Alls./95,  
Fin(Allowances)Department dated 16.6.95.

From

Thiru S.Pitchai, B.Sc.,  
Joint Secretary to Government.

To

All Departments of Secretariat  
All Heads of Department.

Sir,

Sub: Travelling Allowance - Train fare - Admissibility of train fare by Kanyakumari Express - Instructions - Issued.

- - -

I am to state that the claims for the journey performed by Kanyakumari Express (Broad Gauge) may also be admitted even if the route is not the shortest.

Yours faithfully,

Sd/- S.PITCHAI.,

JOINT SECRETARY TO GOVERNMENT.

- / TRUE COPY /-

Memo.No.074989/203/IR3(1)/95-1, Administrative Branch, Dated 19.8.95.

Sub: Establishment - Bifurcation of Periyar Electricity Distribution Circle and formation of Gopichettypalayam E.D.C. - Guidelines in respect of RWE employees - Regarding

Ref: Permanent B.P.(Ch)No.243 (Adm.Br.) dt.4.7.95.

In the proceedings cited, existing Periyar Electricity Distribution Circle was bifurcated as Gopichettypalayam Electricity Distribution Circle and Periyar Electricity Distribution Circle.

2. Consequent on the formation of new circle, the following guidelines are issued for transfer of RWE cadre:

- (i) Options may be called for from all the RWE workmen of the composite Periyar E.D.C. to work in the Gopichettypalayam E.D.C.
- (ii) Such of the options will be kept valid for a period of three years from the date of these orders and that the optees will be absorbed in the vacancies arising within that period.
- (iii) That inter-se-seniority of the workmen will then be fixed with reference to their seniority as maintained in the composite Periyar E.D.C. as on the date of bifurcation.
- (iv) They shall forego their rights for further promotions in the circle to which they have not opted.
- (v) T.T.A. will be admissible for the optees.
- (vi) If there are more vacancies in the Gopichettypalayam E.D.C. even after the above exercise the workmen in the CE/Distribution, Salem Region will be permitted to opt for Gopichettypalayam E.D.C. with benefit of seniority in his category and with T.T.A.

OLNEY AARON,  
CHIEF ENGINEER(PERSONNEL).

\* \* \*

Memo.No.126/BOAB/Adm.Br./IR1(3)/94-4, Administrative Branch, Dt.21.8.95

Sub: Establishment - Madras Electricity Distribution Circle/North - Ponneri Revenue Unit - Re-transfer of staff to city offices - Policy scrapped - Regarding

- Ref:
1. This office Memo.No.713/Adm.Br./IR2(1)/84-2 dt.29.11.84.
  2. Chairman's Memo.No.713/Adm.Br./IR1(1)/84-3, dt.13.2.85.
  3. Letter No.130481/840/CI-1/Adm.Br. dt.14.2.85.
  4. Memo.No.713/Adm.Br./IR1(1)/84-4 Dt.11.3.85.
  5. Memo.No.713/Adm.Br./IR2(1)/84-5 Dt.27.4.85.

- - -

Instructions were issued in the Memo.cited 1 to 4 regarding transfer of workmen on request from Ponneri Revenue Unit to Madras City offices in Madras Electricity Distribution Circle/North and posting of workmen to Ponneri Revenue Unit from Madras Electricity Distribution Circle/North. In the Memo. cited (5) it has been ordered that Ponneri will be treated as a separate station and requests for transfer to Ponneri Revenue Unit will be considered subject to satisfying the other aspects mentioned in the revised procedure for request transfer.

2.The various guidelines cited above pertaining to Ponneri Policy were issued during the years 1984-85. Subsequent to the issue of these guidelines, the Madras Elec. Distn. Circles have been bifurcated/trifurcated. At present the Madras Electricity Distribution Circle/North consists the following Divisions only.

1. Ponneri
2. Vysarpadi
3. Tondiarpet
4. Perambur.

Accordingly, the employees working in the areas at present covered in the Madras Electricity Distribution Circle/North, are alone subjected to the Ponneri Policy. Under the above circumstances, the matter has been re-examined. It is therefore ordered that the existing guidelines in regard to Ponneri Policy be scarapped totally. The filling up of the Ponneri vacancies may however be made by the Superintending Engineer/Madras Electricity Distribution Circle/North himself with reference to the panel seniority of the category concerned by rotation whenever vacancy arises subsequently.

(BY ORDER OF THE CHAIRMAN)

OLNEY AARON.  
CHIEF ENGINEER (PERSONNEL).

\* \* \*

**Memorandum No.(Permanent) No.36030/N1/95-1, Secretariat Branch, Dt.21.8.95**

Sub: PENSION - Payment of provisional pension to employees who are permitted to retire without prejudice to the Disciplinary Proceedings pending against them - Strict compliance of orders issued - Instructions.

Ref: Board's Letter No.77924/N1/93-1 dt.19.2.94.

- - -

In the reference cited, instructions of the Government for sanctioning anticipatory pension to those involved in Disciplinary Proceedings were communicated for strict compliance.

2.It has been brought to the notice of the Board that provisional pension is not being sanctioned by the Heads of Offices as provided for in the rules/orders in respect of cases where disciplinary action is pending and who are permitted to retire without prejudice to the disciplinary proceedings pending against them. This is causing a great deal of avoidable hardship to retiring employees.

3. In the case of employees of the Board against whom disciplinary action is initiated and who are permitted to retire without prejudice to the disciplinary proceedings pending against them and cases where pension cannot be settled, the pension rules provide for the payment of provisional pension not exceeding the maximum admissible by the authority concerned from the date of retirement till final pension is sanctioned and pension payment order issued by the Audit Officer. If the Head of office is of the opinion that the employee of the Board is likely to retire before his pension can be finally assessed and settled in accordance with the relevant rules, he shall take expeditious steps to sanction upto 100% pension as provisional pension.

4. Further orders have also been issued with regard to Death-cum- Retirement Gratuity that partial Death-cum-Retirement Gratuity may be released to the employees of the Board who are permitted to retire without prejudice to the disciplinary action pending against them after withholding the maximum computed financial loss to the Board for which the employee could be held liable along with unrecovered Board's dues and interest, if any.

5. In view of the above circumstances, all the pension sanctioning authorities are advised to ensure that there is no occasion for complaints in future from the retiring employees involved in disciplinary cases and to follow the prescribed procedures indicated in para 3 above. Accountability in this regard will rest with the Head of Office concerned.

6. All heads of offices are requested to bring the contents of this order to the notice of all concerned for strict compliance.

M. SUBRAMANIAN,  
SECRETARY.

\* \* \*

Memorandum No.54245-E1/95-1, Secretariat Branch, Dated the 22nd August 1995.

Sub: LOANS AND ADVANCES - House Building Advance - Allotment of funds towards differential amount due to revision of estimates - Instructions - Reiterated.

Ref: i) From the Superintending Engineer/Generation Circle, Tirunelveli  
Lr. No.15831/181/Adm.1/A4/F.H.B.A./95-2, dt.3.8.95.  
ii) From the Superintending Engineer/Generation Circle/Tirunelveli  
Lr.No.19041/224/Adm.1/A4/F HBA/95-2, dt.8.8.95.  
iii) From the Superintending Engineer/Tirunelveli Kattabomman  
E.D.C.Lr.No.Adm.1/A5/F.Fund/D.190/95 dt.4-8-95.

- - -

In (per.) B.P.(Ch)No.102,(SB) dt.27.4.94 it has been ordered, among other things, that the latest pay details of the applicants together with latest estimates be obtained at the time of sanction of advance for construction of house and for enlargement/improvement so that the Board employees are sanctioned the maximum House Building Advance to which they are eligible with reference to their repaying capacity interms of their pay at the time of sanction itself. In Board's Memo.No.58875/E2/94-1, dt.3-11-94 it has been clarified that 50% of the revised estimates should be disbursed as first instalment of the advance and that the differential amount should be claimed after the receipt of utilisation certificate for the first instalment and then the second instalment should be disbursed.

2. In spite of these instructions many Superintending Engineers are claiming the differential amount due to revision of estimates before sanction of the advance or immediately after sanction of the advance, which is not correct.

3. It is reiterated that the differential amount required due to revision of estimates should be claimed only after obtaining the utilisation certificate for the first instalment. Any deviated request in this regard will not be entertained.

M. SUBRAMANIAN,  
SECRETARY.

\* \* \*

#### Amendment No.41.

ELECTRICITY - Disconnection of power supply to the erring industries for non-observance of Standards prescribed by Prevention and Control of Pollution Act - Amendment to Clause 27 of the Terms and Conditions of Supply of Electricity - Issued

Permanent B.P.(F.B.) No.303

TECHNICAL BRANCH

Dated the 23rd August 1995.

Aavani-7, Yuva,

Thiruvalluvar Aandu 2026.

Read:

- 1) Terms and Conditions of Supply of Electricity approved in B.P.Ms.No.61 dated 24.12.88.
- 2) Minutes of the 731st Meeting of the Board held on 11.8.95 (Item No.6).

#### Proceedings

In exercise of the Powers conferred by Section 49 of the Electricity (Supply) Act 1948 (Central Act LIV of 1948), the Tamil Nadu Electricity Board issues the following amendment to Terms and Conditions of Supply notified in B.P.Ms. (F.B.) No.61 dated 24.12.88 and published in part-VI Section 3(b) of the Tamil Nadu Government Gazette No.8 dated 1.3.89 and as amended subsequently.

This amendment shall come into force with immediate effect.

#### AMENDMENT

Under Clause 27-000 "Board's right to disconnect supply" of Terms and Conditions of Supply of Electricity the following shall be added as para(c) in 27.01.

- 27.01(c): Without issue of further notice, if a request from Tamil Nadu Pollution Control Board (TNPCB) is received for stoppage of supply of electricity to the erring industrial units for non-observance of provision of Section 33-A of the Water (Prevention and Control of Pollution) Act 1974 as amended in 1988 and Section 31-A of the Air (Prevention and Control of Pollution) Act 1981 as amended in 1987.

(By Order of the Board)

R. VENKATARAMAN,  
CHIEF ENGINEER/CHAIRMAN'S OFFICE.



TELEPHONES - SPABX Board 8520131 installed in the N.P.K.P.R. Maaligai, 800, Anna Salai, Madras 600 002 - Payment of Annual rent, call charges and allotment of Extension phone by Superintending Engineer/Madras Development Circle instead of Superintending Engineer/Madras Electricity Distribution Circle/Central - Orders - Issued.

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(Per). B. P. (Ch.) No. 314

(ADMINISTRATIVE BRANCH)

Dated : 23.8.95,

Aavani 7, Yuva,

Thiruvalluvar Aandu 2026

Read :-

Ref: (Per.)B.P.(Ch.)No.194 (Adm.Br.) dt.30.5.94

**PROCEEDINGS:-**

In the Board Proceeding cited, the Superintending Engineer/Madras Electricity Distribution/Circle/Central, Madras was appointed as the authority for making payment of Telephone bills relating to rental and call charges, pertaining to SPABX Board 8520131 besides allotment provision of Extension Phone from this Board to the Head Quarters Offices other than Secretariat Branch and Audit Branch.

2. Now the Office of the Superintending Engineer/Madras Electricity Distribution Circle/Central Madras has been shifted from the Tamil Nadu Electricity Board Complex to K.K. Nagar Area and hence it is not practicable for the Superintending Engineer/Madras Electricity Distribution Circle/Central to under take the work of allotment/provision of Extension Phone and payment of Telephone bills in respect of SPABX Board 8520131.

3. The Chief Engineer/Civil Design Madras has therefore suggested to nominate the Superintending Engineer/Madras Development Circle, whose Office is functioning in Tamil Nadu Electricity Board Complex to handle the work instead of Superintending Engineer/Madras Electricity Distribution Circle/Central/Madras.

4. The above suggestion of Chief Engineer/Civil Design, Madras has been examined and accepted.

5. Accordingly it is ordered that the Superintending Engineer/Madras Development Circle/Madras will be incharge of making payment of Telephone bills and allotment/provision of Extension Phone in respect of SPABX Board 8520131 instead of Superintending Engineer/Madras Electricity Distribution Circle/Central/Madras.

6. The orders shall come into effect from the date of issue.

(BY ORDER OF THE CHAIRMAN)

OLNEY AARON,  
CHIEF ENGINEER(PERSONNEL).

தமிழ் ஆட்சிமொழிச் செயலாக்க நடவடிக்கை எண். 5/95.

சுற்றறிக்கை எண். 092026/288/தவ/நிகி/95—1, நாள் : 24.8.95

பொருள் : தமிழ் ஆட்சிமொழிச் செயலாக்கம்--அறிவிப்புகள் மற்றும் கடிதங்கள்--  
தமிழாக்கம் செய்து அளித்தல் -- தொடர்பாக.

பார்வை : 1. 5.8.91 நாளிட்ட சுற்றறிக்கை எண். 051541/246/தவ/நிகி/89 - 6.

2. 20.7.95 நாளிட்ட சுற்றறிக்கை எண். 077988/208/தவ/நிகி/95 - 1.

- - -

தமிழ் ஆட்சிமொழிச் செயலாக்க நடவடிக்கைகளின் தொடர்ச்சியாக அலுவலகப் பணியாளர்களின் பயனுக்கெனப் பயன்படுத்தப்பட்டு வரும் கீழ்க்கண்ட ஆங்கிலப் படிவங்களை (விடுப்பு பயணச் சலுகை) அவற்றின் தமிழாக்கப் படிவங்களுடன் இச்சுற்றறிக்கையுடன் இணைத்து அனைத்து அலுவலர்களுக்கும் அனுப்புகின்றன.

### 1. FORM-I

Certificate to be given by the controlling officer.

#### 1. படிவம் - I

கட்டுப்பாட்டு அலுவலரினால் கொடுக்கப்பட வேண்டிய சான்றிதழ்.

### 2. FORM-II

Certificate to be given by the Board employee.

#### 2. படிவம் - II

வாரியப் பணியாளரினால் கொடுக்கப்பட வேண்டிய சான்றிதழ்.

### 3. FORM-III

Particulars required to be furnished along with the application for Earned Leave/Casual Leave.

#### 3. படிவம் - III

சட்டிய விடுப்பு/தற்செயல் விடுப்பிற்கான விண்ணப்பத்துடன் கூடவே தரப்பட வேண்டிய தேவையான தகவல்கள்.

மேற்கண்ட தமிழாக்கப் படிவங்களையே இனிவரும் நேர்வுகளில் அலுவலக நடைமுறைகளில் பயன்படுத்த வேண்டுமென அனைத்து அலுவலர்கள்/பணியாளர்கள் கேட்டுக் கொள்ளப்படுகின்றனர்.

ஆல்னி ஆரோன்,

தலைமைப்பொறியாளர்/பணி அமைப்பு.

இணைப்பு :

இணைப்பு :

FORM - I**CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER**

Certified

(i) that Thiru/Tmt/Selvi.

is an employee paid monthly wages on time scale of pay/an employee appointed on contract basis/a re-employed employee, and is eligible for the Leave Travel Concession Under the Rules,

(ii) that necessary entries as required under para(17) of the Rules have been made in the Service Book of Thiru/Tmt/Selvi.

SIGNATURE AND DESIGNATION  
OF THE CONTROLLING OFFICER.

படிவம் - I.

கட்டுப்பாட்டு அலுவலரினால் கொடுக்கப்பட வேண்டிய சான்றிதழ்

சான்றளிக்கப்படுகின்றது.

(1) திரு/திருமதி/செல்வி .....

என்பவர் மாதாந்திர அடிப்படை ஊதியம் பெறுபவர்/ஒப்பந்த அடிப்படையில் நியமிக்கப்பட்ட பணியாளர்/மறு நியமிப்பு பணியாளர் ஆகியவர்கள் ..... விதிமுறைகளின்படி விடுப்பு பயணச் சலுகை பெற தகுதியுடையவராகிறார்.

(2) திரு/திருமதி/செல்வி .....

பணிப்பதிவேட்டில் விதிமுறைகளின் பத்தி (17) ன் கீழ் தேவைப்படும் பதிவுகள் மேற்கொள்ளப்பட்டுள்ளது.

கட்டுப்பாட்டு அலுவலரின்  
கையொப்பம் மற்றும் பதவி.

B. G. 5 (AUG-95)

FORM. II.**CERTIFICATE TO BE GIVEN BY THE BOARD EMPLOYEE:**

Certified that the advance for the Leave Travel Concession not drawn by me during the previous block year has been fully adjusted.

2. Certified that the journey has been actually performed by me/my wife with ..... children from/to the declared place of visit.

3. Certified that for the railway included in the Leave Travel Concession bill, myself and members of my family travelled by the ..... class for which the claim is made.

4. That my husband/wife is not employed/that my husband/wife is employed in a private concern/public Undertaking/Government where he/she is not eligible for Leave Travel Concession/that my husband/wife is employed in Board service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of four years.

**SIGNATURE OF THE BOARD EMPLOYEE.**

\* \* \*

படிவம் - II**வாரியப் பணியாளரினால் கொடுக்கப்பட வேண்டிய சான்றிதழ்**

முந்தைய தொகுதி ஆண்டுக் காலத்தில் என்னால் பெறப்பட்ட விடுப்பு பயணச் சலுகைக்கான முன் பணம் முழுவதுமாக சரி செய்யப்பட்டு விட்டது என சான்றளிக்கின்றேன்.

2) நான் எனது மனைவி/மற்றும் எனது..... குழந்தைகளுடன் தெரிவித்திருந்த பார்க்க வேண்டிய இடத்திற்கு உண்மையிலேயே சென்று திரும்பிவரும் பயணத்தை மேற்கொண்டோம் என சான்றளிக்கின்றேன்.

3) விடுப்பு பயணச் சலுகை பயணப்பட்டியலில் எந்த வகுப்புக் கட்டணத்திற்காகப் பணம் கோரப்பட்டதோ அதே ..... வகுப்பில் நானும் எனது குடும்ப அங்கத்தினர்களும் இரயிலில் பயணத்தை மேற்கொண்டோம் என சான்றளிக்கின்றேன்.

4) எனது கணவர்/மனைவி பணியில் இல்லை/தனியார் நிறுவனத்தில்/பொதுத்துறை நிறுவனம்/அரசுத் துறையில் பணிபுரிகின்ற எனது கணவன்/மனைவி விடுப்புப் பயணச் சலுகைக்கு தகுதியுடையவர் அல்ல/எனது கணவர்/மனைவி வாரியப் பணியில் உள்ளார் என்றும் அவர்/அவருக்கெனவோ/குடும்ப அங்கத்தினர் வேறு எவருக்கேனுமோ வரையறுக்கப்பட்ட நான்காண்டு காலத்தில் தனியாக இச்சலுகையைப் பெறவில்லையென சான்றளிக்கின்றேன்.

**வாரியப் பணியாளரின் கையொப்பம்.**

**FORM-III.****PARTICULARS REQUIRED TO BE FURNISHED ALONG WITH THE APPLICATION FOR EARNED LEAVE/CASUAL LEAVE:**

- (1) Name and Basic Pay of the Board employee :
- (2) Designation and Office to which attached :
- (3) Dates and places of proposed Visit (onward and return journeys) :
- (4) Mode of Travel
  - by Train From ..... To .....
  - By Bus From ..... To .....
- (5) List of family members availing (i)  
the concession with names, age and (ii)  
relationship with the Board employee (iii)  
(iv)  
etc.
- (6) Cost of tickets (with breakup details.) Rs.

SIGNATURE OF THE BOARD EMPLOYEE.

**படிவம் - III**

**ஈட்டிய விடுப்பு/தற்செயல் விடுப்பிற்கான விண்ணப்பத்துடன் கூடவே தரப்பட வேண்டிய தேவையான தகவல்கள்:**

1. வாரியப் பணியாளரின் பெயர் மற்றும் அடிப்படைச்சம்பளம் :
2. வசிக்கும் பதவி மற்றும் பணிபுரியும் அலுவலகம் :
3. சுற்றிப் பார்க்கவுள்ள இடங்கள் மற்றும் தேதிகள் (புறப்பட்டுச் செல்வதற்கும் திரும்பி வருவதற்குமான பயணக்காலம்) :
4. பயணம் மேற்கொள்ளும் முறை.  
இரயிலில் ..... விருந்து ..... வரை  
பேருந்தில் ..... விருந்து ..... வரை
5. பெயர்கள், வயது மற்றும் வாரியப் பணியாளருடனான உறவுமுறை ஆகியவற்றுடன் சலுகையைப் பயன்படுத்திக் கொள்ளும் குடும்ப நபர்களின் பட்டியல் i)  
ii)  
iii)  
iv)

முதலியவர்கள்.

6. பயணச் சீட்டிற்கான செலவு (தனித்தனி விவரங்களுடன்) : ரூ.

வாரியப் பணியாளரின் கையொப்பம்.

**Letter No.33101/D1/95-1 SECRETARIAT BRANCH dated the 24th August 1995.**

**Sub:** Disciplinary cases - Appointment of Enquiry officer - Marking copy of appointment of Enquiry Officer to the Accused officer - Instruction issued by the Government - Copy communicated.

**Ref:** From the Government Letter No.20416/N/95-2 Personnel and Administrative Reforms (N) Department, dated 26.4.95.

I am to enclose a copy of the Government letter cited for information and guidance.

M. SUBRAMANIAN,  
Secretary.

Encl:

Copy of

**GOVERNMENT OF TAMIL NADU  
PERSONNEL AND ADMINISTRATIVE REFORMS (N) DEPARTMENT.**

**LR.No.20416/N/95-2 dated 26.4.1995.**

From  
Tmt.Latika D.Padalkar, I.A.S.,  
Secretary to Government.  
TO  
All Departments of Secretariat,  
All Heads of Departments including  
All Collectors/Judges  
The Registrar, Tamil Nadu Administrative Tribunal.  
The Senior Standing Counsel, Tamil Nadu Administrative Tribunal,  
The Secretary, Tamil Nadu Public Service Commission, Madras-2.

**Sub:** Disciplinary Cases - Appointment of Enquiry Officer - Marking copy of appointment of Enquiry Officer to the Accused Officer-Instruction - Issued.

An instance has come to the notice of the Government wherein a copy of the order appointing an Inquiry Officer in a disciplinary case was not marked to the accused officer also. However on the application filed by the accused officer for early disposal of his case before the Tamil Nadu Administrative Tribunal, the Tribunal passed an order that the inquiry should be completed and final orders passed by the Government within the stipulated date. However, this order was not taken note of by the department concerned and also not brought to the notice of the Inquiry Officer. The Inquiry Officer, who was not aware of the time limit was awaiting the remarks of the Head of Department on the explanation submitted by the delinquent officer. In the meanwhile the time limit fixed by the Tamil Nadu Administrative Tribunal expired and the accused officer filed another petition in the Tribunal contending that in view of non-compliance with the Tribunal's earlier orders directing the authorities to complete the proceedings before the stipulated date, he was entitled to all the consequential benefits. The accused officer appeared before the Inquiry Officer only after receipt of notice of Inquiry and then requested that the inquiry might be adjourned until further orders were passed by the Tribunal. The Senior Standing Counsel, Tamil Nadu Administrative Tribunal advised that the inquiry could not be proceeded with as the time limit fixed by the Tamil Nadu Administrative Tribunal had already passed. It is observed that had a copy of the order

appointing the inquiry officer been marked to the accused officer, he could have appeared before the inquiry officer and requested expeditious orders as per the orders of Tamil Nadu Administrative Tribunal fixing the date line. As it happened, the accused officer came to know about appointment of the Inquiry Officer, only from the notice of inquiry served by the Inquiry Officer.

2. In the Hand Book on Disciplinary Procedures under Chapter III 'Oral Enquiry' it has been stated that it is the duty of the Inquiry Officer to send a notice to the accused officer asking him to appear before the Inquiry Authority at the place, date and time specified in that notice.

3. In order to avoid the recurrence of the situation as narrated in para 1 above, all the disciplinary Authorities may be requested to mark a copy of the order appointing the Enquiry Officer to the Accused Officer without fail.

Yours faithfully,  
LATIKA D. PADALKAR,  
SECRETARY TO GOVERNMENT.

-/ TRUE COPY /-

\* \* \*

Memo.No.426/Adm.Br./IR1(3)/95-2, (Adm. Br), dt.28.8.1995.

Sub: Revision of Work allocation and staff pattern - Settlements with Unions -  
Revised duties and responsibilities of Accounting staff in the Revenue  
Branch - Issued.

- - -

In pursuance of the settlement arrived at before the Commissioner of Labour during conciliation proceedings under Section 12(3) of the Industrial Dispute Act 1947 Work allocation and staff pattern in Revenue Branch was revised as mentioned in Part-I of the Appendix to the settlement. Consequent on the revision of work allocation and staff pattern in Revenue Branch a draft Duties and Responsibilities of Accounting Staff in Revenue Branch was sent to all Trade Unions and Distribution Circle Superintending Engineers for their suggestion. The suggestion of the Trade Unions and Superintending Engineers of Distribution Circles have been received.

After examining all the suggestion of trade unions and Superintending Engineers of Distribution Circles, the Duties and Responsibilities of the Accounting staff in Revenue Branch are arrived and issued as below:

#### **DUTIES AND RESPONSIBILITIES OF THE ACCOUNTING STAFF IN THE REVENUE BRANCHES**

##### **Assistants:**

1. Accounting of assessment and collection and 23(1) reconciliation duly verifying the correctness and to intimate the discrepancies, if any.
2. Posting and maintenance of 48-1 (CC Deposit) Security Deposit Ledger and reconciliation monthly.
3. Review of additional Security Deposit, calculating interest on Security Deposit and allowing interest on security Deposit.
4. Calculation of interest on delayed payment for the services which remain disconnected over 6 months and for the services of local bodies, Government departments etc.

5. Taking follow up action in respect of disconnected services until the arrears are realised or transferred to Outstanding Ledger.
6. Furnishing details for preparation of monthly returns.
7. All correspondences relating to his seats including furnishing replies to audit notes and inspection reports pertaining to his seat except name transfer.
8. Inclusion of audit shortfall chargers T.F. (Testing assessment made by Anti-Power Theft Squad and mass raids etc.,) in the consumer ledger and watching the collection.
9. Furnishing of service connection dockets for name transfer to the Accounts Supervisors.

#### **ASSISTANT COMMON WORKS AND ASSISTANT/CASH BOOK:**

The works furnished in B.P.Ms.No.74 dt.25.8.87 holds good

#### **JUNIOR ASSISTANTS:**

##### **J.A. - I**

1. Tools and Plant
2. Budget.
3. Demand Collection Balance Consolidation.
4. Maintenance of Test reports Register for the entire Revenue Branch.
5. Temporary supply, Assessment and closing of accounts for the Revenue Branch.
6. Circulars communication and maintenance.

##### **J.A. - II**

1. 092 BSL Schedule
2. Rendering of monthly accounts.
3. Local purchase, Stationery and Stamp Account.

##### **J.A. - III**

1. Agreement completion and maintenance of scheme register.
2. 096 Security Deposit ledger maintenance, Trial balance and reconciliation etc. for the entire Revenue Branch.
3. Consolidation of all monthly returns and all statistics and other details called for from the Revenue Branch.
4. Maintenance of meter caution deposit register duly posting the collections for the entire Revenue Branch and taking with Cash book figures.



**ACCOUNTS SUPERVISOR (ACCOUNTING AND ALLIED WORKS)**

The Accounts Supervisor (Accounting and allied works) will attend the following works:

1. Check of assessment entries in the consumers ledgers
  - i. Initial assessment 100%
  - ii. Power services with CTs - 100%  
Power services in Metropolitan semi-urban areas - 25%  
Power services of Rural areas - 100%
  - iii. Other assessment by rotation - 10%

The checking of other assessment item (iii) should be so arranged by rotation that the assessments in this category are checked once in every ten months.

2. Checking of the collection amount : 100% checking.  
made under Inspector of Assessment
3. Maintenance of outstanding ledger and enforcement of RD/RR Act relating to his seat.
4. Preparation of para-war remarks for the Court cases related to his seat and attending Court's work.
5. The disconnection and reconnection should be reviewed.
6. Proper supervision should be made to ensure that all service connections are assessed and collected.
7. Attending name transfers.
8. Ensuring inclusion and collection of Audit undercharges Testing fees, Assessment made by APTS, mass raids etc. and debits raised on account of revision of bills etc. Errors pointed out in the Meter Card Register are properly accounted and collected.
9. Accounting and adjustment of Earnest Money Deposit to current consumption deposit and refund to excess through bills for new services effected.

**RECORD CLERK - I**

Current and despatch and maintenance of service stamp accounts register.

**RECORD CLERK - II**

Maintenance of complete records and registers.

The Chief Engineers of Distribution and Superintending Engineers of Distribution Circles are requested to implement the above duties and responsibilities scrupulously.

OLNEY AARON,  
CHIEF ENGINEER (PERSONNEL).

\* \* \*

TAMIL NADU ELECTRICITY BOARD - Sanction of Pay advance to Board employees who are on transfer on their own request - Orders - Issued.

(Permanent) B.P.(Ch) No.215

(SECRETARIAT BRANCH)

Dated the 31st August 1995.

Aavani 15, Yuva

Thiruvalluvar Aandu-2026.

Read:

G.O.Ms.No.480 Fin(Salaries) Dept., dated 21.7.92.

**PROCEEDINGS:**

In pursuance of the orders issued by the Government in the G.O. cited, the Tamil Nadu Electricity Board directs that the pay advance may also be sanctioned to the Board employees who are transferred, or their own request. Those who proceed on foreign service are not eligible for such pay advance. The recovery of pay advance shall be made as per Article 239(c)(3) of Tamil Nadu Financial Code, Volume-I.

(BY ORDER OF THE CHAIRMAN)

M. SUBRAMANIAN,  
SECRETARY.

\* \* \*

**Memorandum No.43735/O&M-I(3)/95-3, (S.B), dated the 31st August,'95**

**Sub:** Establishment - Basin Bridge Gas Turbine Project - Administrative and Accounts Staff of Basin Bridge Gas Turbine Project including Civil Division, now under the control of North Masdras Thermal Power Project - Transfer to the control of Superintending Engineer/Operation/BBGTP and transfer of Superintending Engineer/Operation/BBGTP to the control of Chief Engineer/Hydro and Gas Turbine - Orders - Issued.

**Ref:** From the M(G) U.O.Note No.M(G) EA/F2/D.95 dt.21.8.95.

In supersession of all the orders issued on the above subject, it is hereby ordered that Chief Engineer/Hydro & Gas Turbine shall be incharge of Basin Bridge Gas Turbine Project & Power House. The Superintending Engineer/Operation/BBGTP shall be placed under the control of Chief Engineer/Hydro & Gas Turbine and the following officers are placed under the control of Superintending Engineer/Operation/Basin Bridge Gas Turbine Project to have better co-ordination:-

- (1) Administrative & Accounting Staff of BBGTP.
- (2) Executive Engineer/Civil/Construction/BBGTP.
- (3) Executive Engineer/Basin Bridge Power House.

2. The stores will however continue to be under the control of Chief Engineer/North Madras Thermal Power Project.

(BY ORDER OF THE CHAIRMAN)

M. SUBRAMANIAN,  
SECRETARY.

**MEMORANDUM No.48303-C2/94-10, (S. B.) Dated the 31st August 1995.**

Sub: ACTS AND RULES - Motor Transport Workers Act, 1961 and the Tamilnadu Motor Transport Workers Rules 1965 - Tamil Nadu Electricity Board/Madras-Exemption - Notification - Issued.

Ref: G.O.(D) No.476 (Labour and Employment)Department dated 15.5.1995.

- - -

A copy of the Government orders cited, exempting the Tamil Nadu Electricity Board from the provisions of the Motor Transport Workers Act 1961 and the Rules made thereunder subject to certain conditions specified therein, is communicated to all Chief Engineers/Superintending Engineers and other officers of the Board.

M. SUBRAMANIAN,  
SECRETARY.

Encl:

COPY OF:

**GOVERNMENT OF TAMIL NADU**  
**ABSTRACT**

ACTS AND RULES - Motor Transport Workers Act, 1961 and the Tamil Nadu Motor Transport Workers' Rules, 1965 - Tamil Nadu Electricity Board, Madras - Exemption - Notification - Issued.

**LABOUR AND EMPLOYMENT DEPARTMENT**

G.O.(D) No.476

Dated: 15.5.1965

Read:

1. G.O.Ms.No.2237, Lab. dt.21.9.83.
  2. G.O.Ms.No.294, L&E, dt.21.10.91.
  3. From the Secretary, Tamilnadu Electricity Board, Ir.No.48303/C2/94-1, dt.12.7.94.
  4. From the Commissioner of Labour, Ir.No.S1\52452/94, dated 26.12.94.
- - -

**ORDER:**

The Notification Appended to this order will be published in the Tamil Nadu Government Gazette, in English and Tamil.

2. The Secretary to Government, Tamil Development and Culture Department is requested to supply the Tamil version of the Notification to the Works Manager, Government Central Press, Madras-79, for publication.

(BY ORDER OF THE GOVERNOR)

P. SHANKER,  
SECRETARY TO GOVERNMENT.

Encl.:

-/ TRUE COPY/-

B.G. 6 (AUG-95)

Encl.:

APPENDIXNOTIFICATION

In exercise of the powers conferred by clause (iii) of sub-section (2) of section 38 of the Motor Transport Workers Act, 1961 (Central Act 27 of 1961), the Governor of Tamil Nadu hereby directs that **the provisions of the said Act and the Tamil Nadu Motor Transport Workers' Rules, 1965, shall not apply to the Tamil Nadu Electricity Board, for a period of three years with effect on and from the date of publication of this Notification in the Tamil Nadu Government Gazette. Subject to the following conditions, namely :-**

- (1) The fees for registration or renewal prescribed under section 3 of the Motor Transport Workers' Act, 1961 read with rules 4 and 8 of the Tamil Nadu Motor Transport Workers Rules, 1965 shall be paid by the Tamil Nadu Electricity Board;
- (2) The undertaking shall be liable to be inspected by the Inspectorate of the State Labour Department;
- (3) The Canteen Managing Committee shall consist of equal number of representatives of management and workers, instead of committees represented exclusively by either management or workers;
- (4) Chappals shall be provided to the workers once in a year instead of shoes supplied once in two years;
- (5) A copy of the allocation order in respect of hours of work shall be exhibited in the notice board of the undertaking and a copy of the same shall be sent to the Inspector of Labour and Deputy Inspector of Labour concerned;
- (6) The wages due to the deceased worker in lieu of leave not availed of by him shall be paid to his nominee or legal heir as stipulated under rule 41 of the Tamil Nadu Motor Transport Workers' Rules, 1965;
- (7) The Wages during leave period shall be paid to the workers, subject to the provisions as laid down under sub-sections (1) and (2) of section 28 of the Motor Transport Workers Act, 1961; and
- (8) The overtime wages shall be paid to the workers in accordance with the norms prescribed under the Motor Transport Workers Act, 1961 and the Rules made thereunder.

P. SHANKAR,  
SECRETARY TO GOVERNMENT.

-/ TRUE COPY /-

# TECHNICAL

## PART-IV TECHNICAL

TAMIL NADU ELECTRICITY BOARD - Unusable tyres and tubes - Direct disposal to Footwear Workers Co-operative Societies - At the rates fixed by the Government - Orders - Issued.

Permanent B.P.(Ch.) No.243

TECHNICAL BRANCH

Dated 7.8.1995,

Aadi 22, Yuva,

Thiruvalluvar Aandu-2026.

READ:

- (1) G.O.Rt.No.571 Home (TR.IV) Department, dated 9.3.95.
- (2) அ. ஆ. நிலை எண் 396 / ஊ (பா-வ-4) துறை நாள் 13.3.95

### PROCEEDINGS:

The Tamil Nadu Electricity Board accords administrative approval to sell the unusable tyres and tubes of the Board's vehicle to M/s.Coimbatore City Scheduled Caste Footwear and Tyres Products Producers Industrial Cooperative Society Limited, Coimbatore and M/s.Attayampatti Footwear Workers Co-operative Society, Salem (OR) Similar Footwear Workers Co-operative Societies by the respective Circles directly at the rates approved by the Government of Tamil Nadu then and there without resorting to open auction hitherto followed by the Board, if the above Societies make written request to the Circle Superintending Engineers. The present rates approved by the Government are as follows:

Sl.No.	Description	Rates approved by the Govt.
1.	Heavy duty tyres	Rs.175/-
2.	Light duty tyres	Rs. 72/-
3.	Tubes	Rs. 8/-

(BY ORDER OF THE CHAIRMAN)

A. CHINTHAMANI,  
CHIEF ENGINEER/  
MATERIALS MANAGEMENT.

\* \* \*

Memorandum No.SE/IEMC/EE(T)/AEE.1/AE.2/Technical Institute/CR.05563/94-3,  
(Tech. Br.), Dt 11.8.1995.

Sub: Electricity - Technical Institutes Request for L.T. Tariff - VII as applicable to recognised educational institutions - Regarding

- Ref: 1) The Principal,Rajan Technical Institute letter dated 19.3.94.
- 2) SE/Madras Electricity Distribution Circle/South letter No.SE/MEDC/S/AO/ Rev/RCS/A3/D.23060/94, dated 30.9.94
- 3) The Additional Director of Technical Education, Guindy,Madras-25 letter No.59264/R4/95, dated 24.3.95.

The Principal, Rajan Technical Institute in his letter cited under reference (1) and the Additional Director of Technical Education, Guindy, Madras-25 in his letter cited under reference (3) have requested to apply L.T. Tariff-VII to the Commerce Technical Institution on par with recognised educational Institution.

After careful examination, it is informed that the Commerce Institutes which are permanently recognised by the Government and certified by the Directorate of Technical Education may be treated on par with Educational Institutions and L.T. Tariff-VII applied subject to the condition, that the service should be in the name of Commerce Institute and no other activities such as job typing, Roneo and Xerox copying works should be carried out in the premises.

The Superintending Engineer/Madras Electricity Distribution Circle/South, Madras-78 is requested to take action in accordance with the above instructions for levying appropriate tariff in respect of the service connection given to the premises of Rajan Technical Institute, Guindy.

A. DURAIRAJ,  
For Member (Distribution).

\* \* \*

Memorandum No. SE/IEMC/EET/AEE1/AE2/Maxworth/CR.06317/95, (Tech. Br.), Dated 16-8-95.

Sub: Electricity - Service connection to pumpsets under self financing scheme to Maxworth Orchards - Farms and R&D Farm in Sengadu - Regarding  
Ref: Maxworth Orchards (India) Limited's letter Dt. 26-7-95.

- - -

The General Manager-Projects, M/s. Maxworth Orchards (India) Limited, in his letter cited above has requested for service connection for their Hi-tech Model Farm in Sengadu village, Chengai M.G.R. District under revised self Financing scheme.

In this connection it is informed that such horti-cultural farms promoted by companies like M/s. Sterling Tree Magnum, M/s. Maxworth Orchards (India) Limited, etc., are to be classified under L.T. Tariff -IX only.

The Superintending Engineer's of Distribution circles are requested to give suitable instructions to the field officers accordingly.

A.P. MUTHUSWAMI,  
CHAIRMAN.

\* \* \*

Memo.No. SE/IEMC/EE3/AEE1/E.II/D. 462/95 (Tech. Br.) Dated 23-8-95.

Sub: Disposal of H.T. applications - Achievement of target Instructions issued - Regarding

Ref: 1. Memo.No. SE/RE/G/770/88 dated 25-6-88.  
2. Lr.No. SE/RE/EE/M. Cell/F. Distn. Circles/D. 170/95/dated 26.7.95.  
3. Lr.No. SE/RE/EE/M. Cell/F. Distn. Circles/D. 171/95/dated 26.7.95.

- - -

Adverting to the above, the following further instructions are issued regarding disposal of H.T. applications.

- i) The Superintending Engineers of all Elecy. Distn. Circle are requested to bestow their efforts and thrive for clearing pending applications wherever possible.
- ii) The delays in processing the H.T. applications should be strictly avoided at all stages. The revised flow chart showing the various stages of processing of the H.T. applications is enclosed.
- iii) While scrutinising the applications the defects observed in the application may be conveyed to the applicants at the first instance itself and not on piece meal with a view to speed up the disposal.
- iv) It is further to be reiterated that those H.T. applications for which supply could not be extended within 18 months may be returned immediately to the applicants with a request to renew after a specific date.
- v) If supply could be extended to applicants within 18 months but requires enhancement of transformer capacity, improvement of existing lines etc., the load sanction may be accorded pending execution of such improvement works stipulating the above conditions.

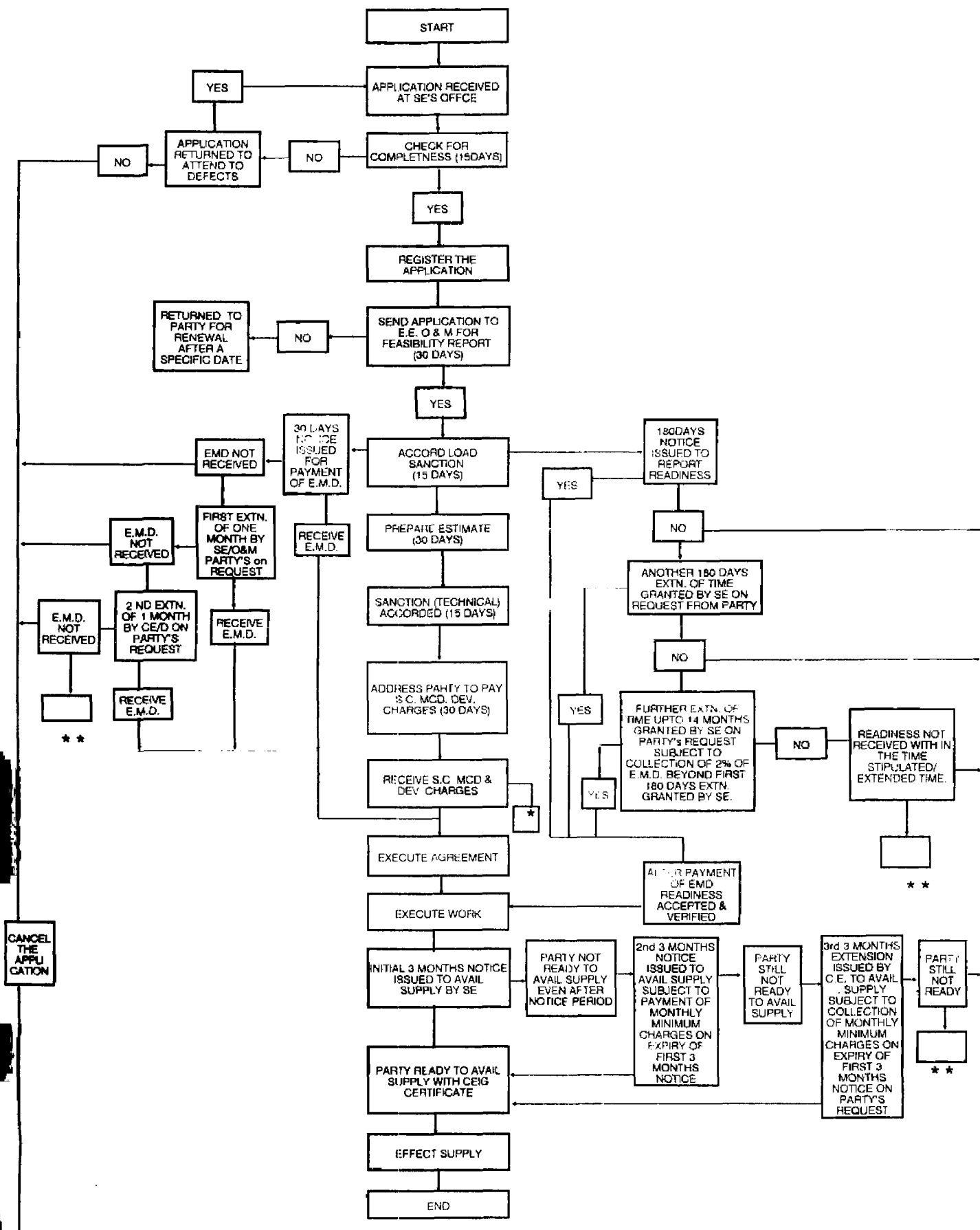
Depending on the readiness reported and also based on the merits of the each case of H.T. extension, supply may be effected to H.T. applicants using the powers delegated to the Chief Engineers (Distribution) vide memo.no.SE/IEMC/EE3/AEE1/802/91/dated 8-11-91.

All Superintending Engineers/Elecy. Distn. circle are once again informed to ensure that delays do not occur beyond a reasonable time for processing the H.T. applications as H.T. services constitute major source of revenue for the Board and to bestow all efforts to achieve the target fixed for the year 95-96 without fail.

A. DURAIRAJ,  
MEMBER (DISTRIBUTION).

Encl:

# FLOW CHART FOR PROCESSING OF APPLICATIONS FOR H.T. SUPPLY. R1.



\* IF PAYMENT NOT MADE WITHIN THE STIPULATED/EXTENDED TIME. CANCEL THE APPLICATION

\*\* FURTHER EXTENSION CAN BE GRANTED BY HEAD QUARTERS ON REQUEST BY THE PARTY.



**Memorandum No. SE/IEMC/EET/AEE1/AE2/Power Loom/CR.05217/95-1, (Tech. Br.), dated 23-8-95.**

**Sub: Electricity - The services to be brought under L.T. Tariff III General guide lines - Given.**

**Ref: The President, Salem District Sri Sowdeswari Amman Consumer council letter dt.26-6-95.**

- - -

The President, Salem District Sri Sowdeswari Amman consumer council in his letter cited above has stated that the services with connected load not exceeding 10 H.P. utilised for twisting, winding and warping are not classified under L.T. Tariff III and the field officers are insisting to produce tiny industries certificate to bring them under L.T. Tariff.

Since similar clarifications are being requested by other Superintending Engineers/Distribution circles, the following general guide lines regarding the services to be brought under L.T. Tariff III are issued.

1. Small Gem-cutting units where cutting operation is done with or without power powerlooms and a sericulture are all especially mentioned in the G.O.Ms.No.29, Energy (A2) Department dt.31-1-95, for application of L.T. Tariff III. Hence such services with a connected load not exceeding 10 H.P. may be brought under L.T. Tariff III without insisting for production of certificate issued by Government Industries Department/District Industries centre.

2. The Industries department has given a list of cottage industries (copy enclosed). Such services with a connected load not exceeding 10 H.P. may be brought under L.T. Tariff III, without insisting for production of a certificate issued by the District Industries centre to the effect that they are cottage Industry and also without insisting that the activities associated with above works should be conducted entirely within the residence etc.,

3. The activities such as twisting and winding with connected load not exceeding 10 HP are to be brought under L.T. Tariff III, without insisting for production of Tiny Industries certificate issued by District Industries centre since the above two activities are listed under cottage industries.

4. In respect of services relating to warping with connected load not exceeding 10 H.P. such services can be brought under L.T. Tariff III only on production of tiny Industries certificate issued by District Industries centre, Industries department concerned.

5. In respect of tiny industries no specific list has been given by Government Industries Department. Hence, if the consumer produces tiny industry certificate issued by District Industries centre, then such services with connected load not exceeding 10 H.P. may be brought under L.T. Tariff III.

The Chief Engineer's of Distribution Region and the Superintending Engineer's of distribution circle are requested to issue necessary instructions to the field officers accordingly.

A.P.MUTHUSWAMI,  
CHAIRMAN.

Encl:

**LIST OF COTTAGE INDUSTRIES**

Encl.:

<b><u>Sl.No.</u></b>	<b><u>Name of the Craft</u></b>
<b>1.</b>	<b>2.</b>
1)	Aercaunut Cutting
2)	Appalam Manufacture
3)	Bee-Keeping (Agriculture), Honey and Bee's Wax.
4)	Bakery Biscuits, Cakes
5)	Blance cakes
6)	Confectionery Sweets
7)	Coffee Roasting and Grinding.
8)	Dehudrated fruits and Vegetables, dried fruits and dried vegetables.
9)	Fruit Canning
10)	Jaggery manufacture, gur making from sugar cane, datepalm, or palmyrah and Coconut trees, hand made sugar candy.
11)	Jam, Jellies and Preserves.
12)	Syrups, Aerated water, Ice making.
13)	Vermicelli manufacture.
14)	Apparel and readymade clothing (including Sarees, Dhothies)
15)	Artificial Flowers.
16)	Aloe Fibre Extraction-Palmyrah, Coconut fibres
17)	Banian Manufacture
18)	Blanket weaving
19)	Block engraving for cloth printing.
20)	Brush manufacture
21)	Button making out of mother of pearl, horns brass and tin.
22)	Calico printing.
23)	Canvas Shoes manufacture
24)	Embroidery, Knitting, Crechet and needle work.
25)	Hosiary (with hand and power).
26)	Laundry and cleaning clothes.

1.

2.

- 27) Leather goods making, boots, shoes, chappals, slippers, bed spreads.
- 28) Ornaments and jewellery (Including bangles, combs).
- 29) Ornamental leather crafts, money purses, hand bags.
- 30) Weaving-cotton, wool, trusseore, jute, silk, not more than 2 powerlooms.
- 31) Spinning cotton wool in charkas.
- 32) Tailoring.
- 33) Woollen Fabrics and woollen goods.
- 34) Wool clipping and garding.
- 35) Fly shuttles looms making.
- 36) Ribbon manufacture.
- 37) Cane furniture (also cane and basketware, matting).
- 38) Comentware works.
- 39) Coir, coir making rope.
- 40) Candle sticks manufacture.
- 41) Agarbathi making.
- 42) Manufacture of card board and card board boxes.
- 43) Glay modelling.
- 44) Crayons.
- 45) Engtaving or merals.
- 46) Enamelling.
- 47) Jandmade paper pulp, paper cutting and paper fans.
- 48) Inks, Ink pads (for rubber stamps).
- 49) Laundry work.
- 50) Musical instruments-stringed or reed.
- 51) Painting on blanks and glass.
- 52) Perfumery-essential oils and scents.
- 53) Pithworks-pithmat, garlands, flower.
- 54) Printing, and allied trade book binding, block making.
- 55) Soap making
- 56) Korai mats, plates, baskets, hand bags, window screen.
- 57) Palmyrah leaf, fancy and utility articles.
- 58) Palmyrah rafters stems, furniture, cots weaving of cots and seating from stem strips.

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- | 1.  | 2.   |
|-----|--|
| 59) | Palmyrah fibre brush making.   |
| 60) | Wood turners industry, other wood works.                                 |
| 61) | Fibre and fibre products.  |
| 62) | Leons.   |
| 63) | Match stick manufacture (Manufacture of splings with wood only)          |
| 64) | Fountain pen manufacture.  |
| 65) | Radio parts manufacture.   |
| 66) | Braided cord manufacture.  |
| 67) | Storing of articles in frigidaries.                                      |
| 68) | Toys   |
| 69) | Clips  |
| 70) | Decorating dhal by hand grinding.  |
| 71) | Twisting and throwing of silk and cotton yarn.                           |
| 72) | Twisting and winding of silk thread, cotton thread and artificial yarns. |
| 73) | Wax coating on paper and cloth.  |
| 74) | Power Granny.  |
| 75) | Coconut leaf making.   |
| 76) | Beedi  |
| 77) | Plastic wire making to furniture.  |
| 78) | Pickle and Mixture making  |
| 79) | Pori making.   |
| 80) | Basket making  |
| 81) | Brass and copper vessels making  |
| 82) | Country bricks.  |
| 83) | Rubber sheets.   |
| 84) | Pottery  |
| 85) | Blacksmithy  |
| 86) | Wet grains pounding.   |
| 87) | Wiring harness for motor vehicles  |
| 88) | Photo and picture Framing works.   |
| 89) | Cotton Bed and Pillow.   |
| 90) | Hand make Murukku.   |

**AMENDMENT NO.40**

Electricity - Introduction of alternative Two part tariff under L.T.Tariff-IV - Amendment to Terms and Conditions of Supply of Electricity - Issued

(Permanent) B.P.(CH) No.260

TECHNICAL BRANCH

dated: 24.8.1995.

Aavani 8, Yuva

Thiruvalluvar Aandu 2026

Read:

1. Terms & Conditions of Supply of Electricity approved in B.P.(F.B.) No.61 dt.24.12.88.
2. (Permanent) B.P.(F.B.) No.261 dated 25.7.95.

**PROCEEDINGS:**

In exercise of the powers conferred by Section 49 of the Electricity (Supply) Act 1948 (Central Act 54 of 1948), the Tamil Nadu Electricity Board issues the following amendments to the terms and conditions of supply of Electricity notified in Board's Proceedings Ms.(FB) No.61 dt.24.12.88 and published in Part VI Section 3(b) of the Tamil Nadu Government Gazette No.8 dt. 1.3.89 and as amended subsequently.

**AMENDMENT**

(1) In Clause 4.00 "Categories of Supply", a new Clause 4.04 shall be introduced which shall be read as under.

**Clause 4.04 :**

"When the sanctioned load is between 75 HP and 150 HP, the consumer is given the option to avail two part tariff system under Low Tension Supply Tariff IV. Such consumers shall be governed by the Terms and Conditions of supply applicable for H.T. Consumers. The option once exercised by the consumer for effecting alternative two part tariff under L.T.Tariff IV is to be treated as Final".

(2) In Clause 9.07 under "Consumer's Installation", the second paragraph shall be revised as below deleting the existing provision.

"All High Tension installations and their associated medium voltage and low voltage installations **except for services under L.T.IV Two part Tariff System** will have to be approved by the Chief Electrical Inspector to Government.(Also refer to Clauses 10.02 and 21.01).

(3) In Clause 10.04, the following shall be included after "High Tension Service Connection" which shall be read as below:

**Clause 10.04:**

"To recommence supply to a H.T. service connection **except for service under L.T.Tariff IV two part system**, which remain disconnected for one year or more, approval in writing of the Chief Electrical Inspector to Government should be obtained".

(4) In Clause 14.05 of the Terms and Conditions of Supply of Electricity, the First sentence shall be revised and read as below:

"The Current Consumption Deposit for High Tension Service Connection **including those under L.T.two part system** will be reviewed and refixed once a year in the months of April and May".

(5) In Clause 14.09, para (2) of the Terms and Conditions of Supply of Electricity, the first sentence shall include "including those under L.T. IV Two part System", after "In respect of H.T. service connections". The revised sentence shall be read as below:

"In respect of High Tension service connection, **including those under L.T.IV two part system** interest on Current Consumption Deposit will be credited to the Current Consumption Deposit account of the consumer in the months of April and May every year".

(6) In Clause 14.10 under L.T.Tariff - Item (3) the existing provision may be read as (a) and the following shall be added as item 3(b).

<u>Sl.No.</u>	<u>Description</u>	<u>Quantum of ICCD</u>
3(b)	L.T.Tariff IV (Two Part System)	Rs.300/- per KVA

(7) In Clause 21, "change in sanctioned demand, contracted load and connected load", under Clause 21.01, the first sentence shall be revised as "No High Tension Consumer except those under L.T.IV Tariff two part system shall connect any additional load in the existing H.T. service connection without obtaining the prior approval of Chief Electrical Inspector to Government as required under Rule 63 of the Indian Electricity Rules 1956 and without prior intimation to the T.N.E.B. to enable the Board to take a revised test report from the consumer".

(8) In Clause 21.02, after the first sentence, the following shall be included.

"In the case of service connection under L.T.Tariff IV (Two Part System) the consumer can connect additional load without exceeding the contracted demand with prior intimation to the Board and such additional load connected will not be taken as violation. However on receipt of intimation, revised test report should be taken by the Assistant Executive Engineer/O&M to record the existence of such additional loads without much delay".

(9) In Clause 24.00 "change of Tariff, the following shall be added as a new clause".

**Clause 24.04:**

The consumer opting to avail supply under alternative two part tariff in L.T.Tariff IV will not be permitted to change the tariff and the option once exercised is treated as final (refer Clause 4.04).

(10) In Schedule Part I the following may be added as Clause 1.04.

**1.04:**

Consumers under L.T.IV two part system will be treated on par with H.T. consumers in respect of violations and theft of energy.

(11) In Schedule Part II "Miscellaneous Charges" the following shall be added for the **charges under L.T.IV Two Part System.**

<u>Sl. No.</u>	<u>Name of the Clause</u>	<u>Amount Rs.</u>
I.	Service Connections (Clause 1.04)	600/- per service
II.	Meters (Clause 2.00)	
	1. Meter Rent	Nil
	2. Changing of Meter Board.	Nil
	3. For changing meter at the request of consumer not due to increase in consumption or demand.	100/-
	4. Meter Caution Deposit.	10000 per service
III.	Installation Testing (Clause 3.00)	100/-
IV.	Reconnection charges (Clause 4.00)	500/-
V.	Service charges (Clause 6.00)	250/-

Sl.No.	Name of the Clause	Amount Rs.
VI.	Charges for name transfer (Clause 7.00)	
	(i) By Legal Succession.	500/-
	(ii) By sale of property (Third party transfer)	1500/-
VII.	Development charges (Clause 8.00)	250/- per KVA
VIII.	Registration charges (Clause 9.00)	500/-

In Clause 2.00 "Meters" under "Note" the following shall be included as item-5.

"The Consumer opting for Two part tariff system under Tariff-IV should provide a separate enclosure/cabin for housing the three compartment box with C.T.S and L.T. Trivector meter".

(BY ORDER OF CHAIRMAN)

R. VENKATARAMAN,  
CHIEF ENGINEER/CHAIRMAN'S OFFICE

\* \* \*

Memo.No.SE/IEMC/EE3/AEE2/AE/F.V.40/D.382/95 Tech. Br. dated 26-8-95

Sub: Electricity - Effecting of mere agriculture service connection pending improvement works Instructions - Reg.

Ref: Letter No.CE/D/VPM/Plg/F.Misc/PR.394/95 dated 28-7-95.

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In the letter dated 28-7-95 cited under reference, the Chief Engineer/(Distribution)/Villupuram Region has stated that mere agricultural services are being effected with pending improvement in feeder regulation which causes heavy financial burden to Board, besides consumers complaints. Hence, he has suggested that if improvement works are added such services need not be taken as mere service connection as they involve expenditure.

The above suggestion has been examined and all the field officers are informed that supply to the pumpsets under on line - one pole priority has to be effected only if the voltage regulation is within the stipulated norms of 6% with Diversity Factor 1.5.

The cases where improvement works are involved should not be taken for mere service connection priority, (on line one pole).

Further the Chief Engineers/(Distribution) of all Regions are requested to review the number of cases effected with pending improvement works and to carry out all the improvement works in a phased manner and complete the same at the earliest.

A.P.MUTHUSWAMI,  
CHAIRMAN.

# **IN - HOUSE MANAGEMENT CONSULTANCY SERVICES (I.M.C.S.)**

## **PART - V**

### **IN - HOUSE MANAGEMENT CONSULTANCY SERVICES (I.M.C.S.)**

#### **1. INTRODUCTION**

All over the World management consultancy has been gaining importance to improve organisational effectiveness. In the prevailing dynamic situation, policies and procedures have to be changed and systems updated to suit the present day needs and to stay ahead of others. To provide such services from within Tamil Nadu Electricity Board, a consultancy group comprising three members called In-house Management Consultancy Services (IMCS) was constituted in December 1987. The IMCS was subsequently expanded with addition to two more consultants. At present, the group consists of an Executive Engineer as Leader and four members Viz. an Executive Engineer, an Accounts Officer, an Assistant Executive Engineer and a Section Officer (Secretariat Branch).

The mission of IMCS is to provide on request management consultancy services in an economic and efficient manner, with a view to solving management problems of Tamil Nadu Electricity Board. A protocol has been issued in B.P.(Ch.) No.168(Tech. Br.), dated 13-8-91 which defines clearly the role of the in-house management consultants and procedure for providing consultancy services.

The following list of projects completed by IMCS as on date will give an idea about the type of consultancy works that can be assigned to them.

- i. Utilisation of ITI helpers.
- ii. Performance Appraisal System for Senior Officers.
- iii. Reduction of Line Losses in Thanjavur Municipality.
- iv. Disposal of Inventory at Basin Bridge.
- v. Maintenance Planning System for Distribution Network.
- vi. Office Automation in Materials Management Wing.
- vii. Improved Procedures for Processing of GPF Loan application.
- viii. Economising Paper Consumption in the Head quarters Offices.
- ix. Streamlining the Functioning of the Transport Workshop at Wallajah Road, Madras.
- x. Streamlining the Function of Transformer Repair Bay at Ambattur.
- xi. Functioning of the TNEB Press at Villivakkam.
- xii. Improving the Utilisation of the Regional Workshop at Mylapore, Madras.
- xiii. Inventory Management of Bearings at TTPS and MTPS.
- xiv. Analysis of Power Transformer Failure.

In order to reap the full benefits out of IMCS it has been decided to publish abridged reports of the above projects in the TNEB Gazette. One or two reports will be published in each gazette. To start with, the reports on "Improved Procedures for Processing of GPF Loan Application" and "Office Automation in Materials Management Wing" are published in this Gazette, besides write-ups on Development of Management Consultancy in TNEB and Role of IMCS in TNEB.



After going through the reports the Officers may introduce similar systems in their areas of functioning. If the services of IMCS are required for guiding the above or solving any of the managerial problems, the field executives and functional heads may address the Chief Engineer/Planning indicating the problems to be tackled, as stated in the protocol and the IMCS will gladly pursue the matter with a goal in mind to solve the same.

S.R.KRISHNAMURTHY,  
CHIEF ENGINEER/PLANNING.

## **2. MANAGEMENT CONSULTANCY DEVELOPMENT IN TNEB**

### **1.0. INTRODUCTION**

1.1. The Management Consultancy Development (MCD) Project Phase II was sponsored by the Central Planning Commission in 1987. This project funded by United Nations Development Programme (UNDP) was executed by International Labour Organisation (ILO). The Primary objective of the programme was to improve In-House Consultancy capabilities in the State Electricity Boards based on the findings of the state of the Management Consultancy Profession in India by the noted Harvard Professor, Arthur N.Turner.

1.2. Under this Project, Tamil Nadu Electricity Board, Madhya Pradesh Electricity Board (MPEB) and Uttar Pradesh Electricity Board (UPEB) were selected to develop in each of their organisations a multidisciplinary group of In-house Management Consultants. The Management Development Institute (MDI) Gurgaon, was selected with responsibilities for overall design, to provide assistance in the selection of the problem areas, to impart on the job training to the In-house Consultants and finally to evaluate the project. The Bureau of Management Consulting, Canada, was asked to assist in providing the services of an International Adviser (Dr.Hari Johri) on the MCD.

1.3. Under Management Consultancy Development phase-III of the Project with commenced from January 1990, in addition to the three State Electricity Boards, Punjab State Electricity Board (PSEB) and two State Road Transport Corporations (Andhra Pradesh State Road Transport Corporation - APSRTC and Maharashtra State Road Transport Corporation - (MSRTC) were included. The MDI again selected to continue in providing assistance to all the six public utilities.

### **2.0. EXPERT CONSULTANT'S VIEW ON MANAGEMENT CONSULTANCY IN INDIA**

2.1. Professor Arthur N.Turner, Professor of Business Administration, Harvard Business School interviewed 65 well informed Indian authorities on management consulting in small, medium and large private and public sector organisations and his observations are given below :

"..... There is a gap between the theory and the practice of management consulting"

"..... The consultancy activities involve studying problem and submitting recommendation rather than working overtime with clients on implementation issues".

2.2. To overcome the above said issues, he had also recommended several strategies. A few of them are given below :

".....Consultants need to be more concerned with implementation throughout the engagement, by frequently raising action questions during the process of diagnostic work and by assisting clients in developing concrete plans for corrective action".

".....Actual implementation of effective action should be the consultants major concern even when the clients formal request is only for a recommendation".

".....Members of management consulting firms and association of Management Consultants need to hold conferences and workshops focussed on consulting process issues which arise in relationship with different kinds of clients"

The scope of this booklet is to bring out the experiences of IMCS of TNEB in the field of management consultancy development.

### **3.0. OBJECTIVES**

3.1. The objectives of the Management Consultancy Development Programme are -

#### **a. Development objective:**

To develop institutional set up for In-house Management Consultancy Services in Selected Public utilities, which in turn would lead to introduction of improved management systems and procedures, improvement in performance and efficient functioning of these organisations.

#### **b. Immediate objective:**

To develop and strengthen In-house Management Consultancy Services (IMCS) in the four State Electricity Boards and the two State Road Transport Corporations in Management Consultancy so that an efficient internal mechanism for solving management problems could emerge.

### **4.0. ORGANISATION**

4.1. The In-house Management Consultancy Services (IMCS) of the TNEB is a multi disciplinary group and is headed by Thiru A.R.Sadagopan, Executive Engineer who had undergone training in Management Science at the Indian Institute of Management, Bangalore for two years. The other members of IMCS initially were Thiru K.R.Sethumadhavan, B.E., M.B.A., Assistant Executive Engineer and Thiru A.M.Lazarus, B.Sc., Selection Grade Section Officer (Sectt. Br.). Subsequently in the years 1990 & 1991 the Cell was expanded with addition of two more members - Thiru S.Kathiresan, M.Com., ICWA, as A.A.Q. and Thiru M.Sankaralingam, B.E., M.B.A., as A.E.E. Later Thiru V.Rajendran, B.Sc., Section Officer (Sectt. Branch) joined in the place of Thiru A.M.Lazarus and Thiru S.Ramachandran, A.O. in the place of Thiru S.Kathiresan. At present Thiru S.Natarajan, B.E., M.Sc (Engg) has joined as Leader of the cell in the place of Thiru A.R.Sadagopan. Thiru V.Raghuraman, M.E has joined as Executive Engineer of the cell in the place of Thiru K.R.Sethumadhavan.

## **3. ROLE OF IN-HOUSE MANAGEMENT CONSULTANCY SERVICES**

### **TAMIL NADU ELECTRICITY BOARD**

#### **1.0 MISSION**

- 1.1 Providing on request, Management Consultancy Services, in an economic and efficient manner, with a view to solving management problems of the Tamil Nadu Electricity Board.

#### **2.0 ORGANISATION STRUCTURE**

- 2.1 The In-house Management Consultancy Services (IMCS) comprises one Executive Engineer as the Leader, another Executive Engineer, one Assistant Executive Engineer, one Accounts Officer and one Selection Grade Section Officer (Board's Secretariat) as members.
- 2.2 The Leader is the head of the Group, who reports directly to the Chief Engineer/Planning, who in turn reports to the Chairman.

#### **3.0 ROLE OF IN-HOUSE MANAGEMENT CONSULTANTS**

- 3.1 To provide assistance to the top management and other functional heads in

- (i) defining the problem
- (ii) identifying the scope of project and frame terms of reference
- (iii) evolving practical and implementable solutions and assisting field executives in implementation of the solutions.

#### **4.0 ROLE OF CHIEF ENGINEER (PLANNING)**

- 4.1 To provide guidance to the In-house Management Consultants in developing terms of reference and also in the consulting process.
- 4.2 To ensure support from the field executives, clients and management.
- 4.3 To recommend the budget prepared by the In-house Management Consultants, for the projects, including training of the In-house Management Consultants.
- 4.4 To monitor the progress of the projects periodically.
- 4.5 To evolve policies and procedures for providing Management Consultancy Services in different management areas.
- 4.6 To approve the terms of the reference of the assignments given to the In-house Management Consultancy Group by him and by other officers of the level of Chief Engineer / Superintending Engineer, independently or in consultation with the Officer who suggested the assignment, as the case may be.
- 4.7 To consider all the solutions presented by the In-house Management Consultancy Group, evaluate them in terms of the trade off involved and accord written sanction for implementing such of the recommendations which are within the powers of the Chief Engineer, (if necessary, in consultation with the officer who suggested the assignment). And recommend to Chairman/Board such of the recommendations which require their specific approval.
- 4.8 To evaluate the final reports and recommend further projects.

#### **5.0 ROLE OF TOP MANAGEMENT (MEMBERS OF BOARD/CHAIRMAN/BOARD)**

- 5.1 In the case of an assignment given to the In-house Management Consultancy Group by a Member of the Board / Chairman / Board, the terms of the assignment may be reviewed by the Member concerned/ Chairman/Board, as the case may be, and approval accorded.
- 5.2 To assure the In-house Management Consultants explicitly and in action, that the confidentiality of the data gathered shall be maintained at all times, by all concerned.
- 5.3 To consider the solutions as recommended by the Chief Engineer/Planning which require specific approval of Member/Chairman/Board and accord sanction for implementation.
- 5.4 To review the progress of implementation of those for which sanction was accorded as per Item 5.3 above.
- 5.5 To evaluate final reports and recommend further projects.
- 5.6 To approve the policies and procedures enunciated for conducting consulting assignments
- 5.7 To approve the policies relating to career planning of In-house Consultants.

#### **6.0 CODE OF CONDUCT FOR IN-HOUSE MANAGEMENT CONSULTANCY GROUP**

- 6.1 The information collected during discussions, from files and other sources concerning and assignment shall be guarded as confidential and shall never be used for personnel, financial or any other advantage except truly for the purpose of the assignment.

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- 6.2 They shall inform the Chief Engineer (Planning) confidentially, of any relationship, circumstances or interests that might influence their perception. Judgement or independence.
- 6.3 With the resources and facility provided by the Management, the In-house Management Consultants shall strive sincerely and continuously to update their knowledge and improve skills.

#### **7.0 PROCEDURE FOR PROVIDING CONSULTANCY SERVICES**

- 7.1 All needs for management consulting services identified by the field executives and other functional heads shall be addressed to the Chief Engineer (Planning), indicating the problem to be tackled, who will then pass on the request to the Leader of the In-house Management Consultancy Group for initial survey.
- 7.2 The In-house Management Consultants will then conduct a preliminary survey, by visiting the problem areas, studying the relevant data and discussing with the officers concerned, for preparing the detailed terms of reference.
- 7.3 The Leader, In-house Management Consultancy Group will prepare the detailed terms of reference, containing the scope of the study, methodology and approach, tasks and task assignments, the officer who will be the co-ordinator, the manner in which the officers and staff concerned will be involved, the time frame of the assignment, the budget in terms of direct expenses to be incurred and the facilities required viz. transport, Boarding and Lodging during visits to the client areas. The Leader, will also specify the monitoring methods and frequency in the terms of reference. The Leader will discuss the terms of reference with the In-house Management Consultants and with the officers and staff concerned.
- 7.4 If the assignment is given to the In-house Management Consultancy Group, either by the Board/Chairman/Member, the terms of the reference of the assignment may be approved by the Chairman independently or in the consultation with the Member concerned, as the case may be.
- 7.5 If the assignment is given to the In-house Management Consultancy Group, either by the Chief Engineer/Planning or any other officer of the level of Chief Engineer, the terms of the reference of the assignment shall be approved by the Chief Engineer/Planning independently or in consultation with the officer who suggested the assignment, as the case may be.

#### **8.0 OBLIGATIONS OF TOP MANAGEMENT**

- 8.1 To uphold the independence and objectivity of In-house Management Consultants.
- 8.2 Not to utilise the data provided in reports to the detriment of the persons providing the data, but to positively encourage in solving the problems, except in the case of "Discovered Punitive Offences".
- 8.3 To hold meetings with the In-House Management Consultants at the frequencies specified in the terms of reference.
- 8.4 To help the In-house Management Consultants to update their knowledge and improve their skills by deputing them to suitable training and seminars conducted by various agencies in India and Abroad.
- 8.5 To permit meetings with the In-house Management Consultants in other State Electricity Boards, etc., at least once in six months.
- 8.6 To approve meetings with experts in the field of Management Consultancy to appraise the In-house Management Consultants the latest techniques and developments taking place in the area.
- 8.7 To ensure continuous flow of books and periodicals on In-house Management Consultancy to the In-house Management Consultants.

## **9.0 OBLIGATIONS OF FUNCTIONAL, HEADS AND OFFICES RESPONSIBLE FOR IMPLEMENTING THE RECOMMENDATIONS OF THE IN-HOUSE MANAGEMENT CONSULTANTS**

- 9.1 To give concurrence in writing for the terms of reference finalised after preliminary investigation by the consultants and subsequent discussions.
- 9.2 To nominate persons to co-ordinate the logistic arrangement with the consultants.
- 9.3 To actively participate in discussions with consultants.
- 9.4 To ensure that complete and correct data needed for identifying the problems are provided by the staff concerned.
- 9.5 To consider the methodology suggested by the consultants.
- 9.6 To study the problem and discuss the same with the consultants.
- 9.7 To study and analyse carefully the reports prepared by the consultants in terms of the impacts on the staff behaviour and attitude and the potential to evolve solution to the identified problems within the time-frame.
- 9.8 To give comments with appropriate data/justification on the reports prepared by the consultants.
- 9.9 To discuss with the consultants the possible direction of solution i.e. what problem is amenable to solution within the given time-frame.
- 9.10 To suggest possible solutions to the problem during discussions with the consultants.
- 9.11 To discuss the alternative solutions suggested by the consultants and make choice of solution considering the trade-offs.
- 9.12 To interact with the consultants on planning the details of implementation programme, including mode of monitoring implementation.
- 9.13 To take guidance from the consultants during implementation, discuss emergent problem with consultants and make efforts to overcome those problems.
- 9.14 To evaluate the consulting input and the results of the assignment.
- 9.15 To decide in consultation with consultants their termination/closing of the assignment.

## **4. IMPROVED PROCEDURES FOR PROCESSING OF**

### **GENERAL PROVIDENT FUND LOAN APPLICATION**

#### **1.0 DESCRIPTION OF THE PROBLEM**

- 1.1 As per General Provident Fund rules, a small amount as prescribed in the rules was deducted from the salary of the employee in each month as subscription and credited to his G.P.F. account. As per the rules he was also permitted to withdraw a portion of the amount either as part final withdrawal or as temporary advance at a definite interval in a year. Generally there was delay in sanctioning and making payment to the employee resulting in grievances of the employees. It was therefore necessary to study the procedure as was being practiced and to come with implementable recommendations.

#### **2.0 OBJECTIVE**

- 2.1 The objective of this study was to review the existing procedure for the processing of G.P.F. loan applications in headquarters office in order to check and suggest any modifications for the processing of sanction and payment to the individual.

### 3.0 SCOPE

- 3.1 There are about 2600 employees in Head Quarters office and about 75% of the subscribers are applying for G.P.F. temporary advance/part final withdrawal, as permitted under GPF regulations. The study was confined to Headquarters office and it was not proposed to suggest any changes in the rules or the law relating to G.P.F.

### 4.0 METHODOLOGY

- 4.1 GPF regulations and the various instructions, and circulars issued in this regard were gone through.
- 4.2 Sample cases were selected at random and analysed to identify the time taken in each step in the existing procedure so that ways and means to reduce the time taken might be evolved in consultation with various levels of employees.
- 4.3 Discussions were held with the staff/officers who were actually involved in the process of GPF loan/part final withdrawal applications.
- 4.4 Discussions were held with the Manager, Computer Centre to make use of the computers in the processing of GPF Loan applications.

### 5.0 DIAGNOSIS AND RECOMMENDATIONS

- 5.1 In the case of transfer of employees from Circle office to Headquarters office and vice versa GPF credit particulars were not transferred immediately. The pay drawing officers of five branches have to furnish the details of the transferred subscribers in a prescribed form on 15th of every month so that the records of computer centre can be updated then and there.

#### 5.2 Enormous procedure involved

There were four stages in processing a loan application i.e. sanction, billing, bill passing and payment. The time lag between the date of application to date of receipt of amount varied from 2 days to 50 days. As the GPF accounts were already maintained in computer centre, the process of sanction and billing of GPF Loan/Part final withdrawal applications, could be computerised according to the procedure explained in the report.

#### 5.3 Entering of same data at multifarious registers

Registers were maintained at establishment section, audit branch and computer centre. Due to the computerisation of entire GPF accounting procedure the audit branch could be relieved of this job and the data for computer can be gathered from the pay bill and GPF bill prepared by the computer. The output information i.e. the account slip as on 31st March can be given to the establishment section immediately after the financial year was over.

### 6.0 IMPLEMENTATION

- 6.1 Instructions for implementing the recommendations were issued in (Permanent) B.P.(Ch) No.127 (Technical Branch) dated 24.7.92 taking into consideration, the recommendations of In-house Management Consultancy Services.

## 7.0 COST BENEFIT

### 7.1 Tangible Benefit

Consultant's Cost	-Rs.15,000
Investment cost (Existing computer personnel can be utilised)	-Rs. Nil
Total cost	<u>-Rs.15,000</u>
Savings:	
Savings in No.of man days	
Assistant - 370 man days (370 x Rs.100)	-Rs.37,000
Typist = 190 man days (190 x Rs.100)	-Rs.19,000
Savings	<u>-Rs.56,000</u>
Less	
Recurring cost	
Data entry for 3700 applications	
$\frac{3700}{25/\text{day}} \times \text{Rs.100}$	-Rs.14,800
Net benefit	<u>-Rs.41,200</u>
Therefore cost benefit ratio = $\frac{41,200}{15,000}$	= 2.75 times

### 7.2 Intangible benefits

- i) Satisfaction of the employees increased due to prompt payment of loan.
- ii) Accounts were rendered in time
- iii) Settlement of fund accounts at the time of retirement made easy.

## 8.0 TIME FRAME

- 8.1 The services of one consultant (Accounts Officer) was used for 12 weeks for completing the study and submission of report.

## **5. OFFICE AUTOMATION IN MATERIAL MANAGEMENT WING**

**1.0 PREAMBLE:** The main office equipments used in Tamil Nadu Electricity Board are:

- (i) Typewriter
- (ii) Roneo Machine
- (iii) Xerox Machine
- (iv) Personal Computer (P.C.)

Out of these, Typewriters and Roneo Machines alone are being used in Materials Management Wing, where the study was undertaken. A large number of enquiries and Purchase Orders (P.O.) are issued from the Materials Management (MM) Circles I & II. Due to lack of standardisation and non-availability of P.C., issue of enquiries and Purchase Orders involve a lot of typing work, roneoing, comparing, etc. Since most of the clauses in the enquiries and P.Os. are the same, the repetitive typing and comparing works will be boring and unproductive. So it would be better if a standard enquiry and P.O. comprising all the clauses including alternatives for certain clauses, wherever required, are prepared. These standard forms may be used by the various officers concerned for issue of enquiries and P.Os. If the enquiries and P.Os. have a standard form in the P.C., a lot of typing work and comparing work can be saved and the valuable time of officer thus saves in comparison works may be utilised for more productive work. In a similar manner a xerox machine would also help in reducing the unproductive work of the officers. The study will give recommendation for number of typewriters, roneo machines, xerox machines and P.Cs. required for the circles of MM I & II. The study will also make a general format for the enquiry and P.O. of major types involved in the circles of MM I & II. The requirement of P.C. also will be studied.

### **2.0 METHODOLOGY ADOPTED**

- 2.1 Terms of reference were prepared in consultation with the Chief Engineer (CE)/Materials Management (MM) and Superintending Engineers/MM I & II.
- 2.2 To have an idea of what an electronic typewriter can do and how it is compared with a personal computer, some of the manufacturers of electronic typewriters and personal computers were arranged to give demonstrations of working of their equipments.
- 2.3 Copies of draft report were discussed with client group - Chief Engineer/Materials Management and Superintending Engineers/Materials Management I & II and the faculty of Management Development Institute, Gurgaon and their views were considered.

### **3.0 FINDINGS**

- 3.1 The number of pages a typist typed/stenciled work out to 26 and 27.2 in MM I and MM II circles respectively.
- 3.2 The number of enquiries/P.O.s issued by the above two circles in a month during the years 1988-89, 89-90 and 90-91 varied as follows:



	Enquiries/ Specifications	Purchase Orders
MM I	0 to 36	2 to 37
MM II	0 to 32	0 to 69

So the work involved in issue of enquiries/purchase orders varies very largely from month to month. The reason appears to be that,

- (i) The target of number of services to be effected is fixed and communicated at different times in different years.
- (ii) Material budget approval is made at different times in different years.
- (iii) Work is started simultaneously by different divisions immediately after the budget approval is received.

3.3 The formats for enquiries, specifications and purchase orders issued may be broadly classified into the following categories:

- (i) Materials like Transformers, Meters, Line materials etc.
- (ii) Printing
- (iii) Security
- (iv) Sale of Scrap
- (v) Miscellaneous

3.4 At present the Assistant Executive Engineer who initiates action for issue of an enquiry/specification, prepares the same in manuscript. Many times he uses an enquiry already issued with suitable modification/corrections and puts it up for approval to Executive Engineer who checks the draft and puts it up to Superintending Engineer and Chief Engineer. After approval and other formalities, the whole matter is typed/stencil cut. The entire matter of 15 to 20 pages has to be compared by Assistant Executive Engineer. It is a boring job. It does not require the capability of an engineer. So it becomes an unproductive work. Moreover as he does a boring and repetitive work, mistakes may creep in. The case is the same for issue of Purchase Orders also as far as the drafting and comparing of the commercial and repetitive clauses are concerned.

3.5 The typists in circles of MM I & II type/stencil on an average 26.6 pages/day/typist. This work involves, in addition to typing of enquiries/purchase orders other works such as typing of tender notes to Tender Committee/Board, negotiation letters, approval of security deposit, despatch instructions, etc. The proportion of number of pages typed for purchase orders and enquiries and for other works was found to be 20:80.

3.6 Though the time taken for typing may be more or less the same as that of keying in the matter through personal computer, the latter has the following benefits over the former:

- (i) Effort is much less in the case of personal computer
- (ii) Easy to work as matter is being seen in the screen
- (iii) Editing is easy
- (iv) Speed can be maintained throughout typing in the personal computers as the fear of committing a mistake at the end and retyping the whole matter does not exist as in the case of typewriter.

- 3.7 Personal Computers can also be used for monitoring the various stages in the execution of the purchase order such as supply of materials, rectification of defective supplies, payment of bills, closure of purchase order and for evaluating the rating of vendors, which are hitherto done manually.
- 3.8 The capabilities of electronic typewriter was analysed. Though as far as typing is concerned it can do as well as a PC, its memory is limited. The P.C. has many more advantage though cost is high.
- 3.9 There are 3 duplicating machines for the use of the circles MM I & II. One of them is out of order. All the enquiries and P.Os are roneoed and issued as on an average 25 and 75 copies are required for any enquiry or P.O. respectively. Also the notes to Board, despatch instructions, approval of test certificates, etc. are also roneoed and issued. So it is found that 3 roneo machines are required for the use of 2 circles.

#### **4.0 RECOMMENDATIONS**

- 4.1 A personal computer (PCXT, 40 MB, Hard disk, 640 KB memory, 1.2 MB floppy drive, with 14"/12" monitor with 240 CPS printer at a cost of Rs.80,000/- (Rupees Eighty thousand only) has to be provided to each of Materials Management Circles I & II.
- 4.2 A xerox machine common to Materials Management circles I & II has to be provided and it will be in the office of Executive Assistant to Chief Engineer/M.M. The cost will be about Rs.1 lakh.
- 4.3 One pocket calculator for each A.E., AEE, EE & SE has to be given. The number required will be 44 at a total cost of Rs.11,000/-
- 4.4 Since personal computers will do the typing/stenciling work in respect of issue of enquiries and P.Os., which is about 20% of the typing work, out of the sanction of 9 typists for MM I circle and 7 posts for MM II circle, 2 typist posts in MM I circle and 1 post in MM II circle will be rendered surplus. They may be redeployed in other circles.
- 4.5 Since only 6 typists in MM I circle and 5 typists in MM II circle will be working with typewriters, 3 typewriters in MM I circle and 2 typewriters in MM II circle will become surplus which can be diverted to other offices.
- 4.6 Two typists on voluntary basis from each circle will be trained on P.C. either by the manufacturers from whom these P.Cs will be procured or in any other training institutions.
- 4.7 Two AEEs from each circle will also be trained for a week or so to make them familiar with the computers. They have to be trained in d Base III, Lotus 1, 2 & 3, Wordstar, etc., so that they can use the computers for monitoring of P.Os and for other purposes. They will also be able to guide the typists.
- 4.8 The Executive Assistant to Superintending Engineer or one of the officers from each circle will be made responsible for the maintenance of the P.C., procurement of stationery, for PC etc.
- 4.9 The diversion of the typists and typewriters will be made only after the Personal Computers are procured, the officials trained and they are in position.

#### **5.0 CONCLUSION**

- 5.1 It is seen that by providing one Personal Computer to each of the circles of Materials Management I & II, the cost involved for one year including maintenance cost of Rs.4,200/- (Rupees Four thousand and two hundred only) for both P.C. and printer is Rs.1,68,400/- (Rupees One lakh sixtyeight thousand and four hundred only). Since 3 posts of typists and 5 typewriters will be made surplus, the cost is recovered within 2 1/2 years.

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