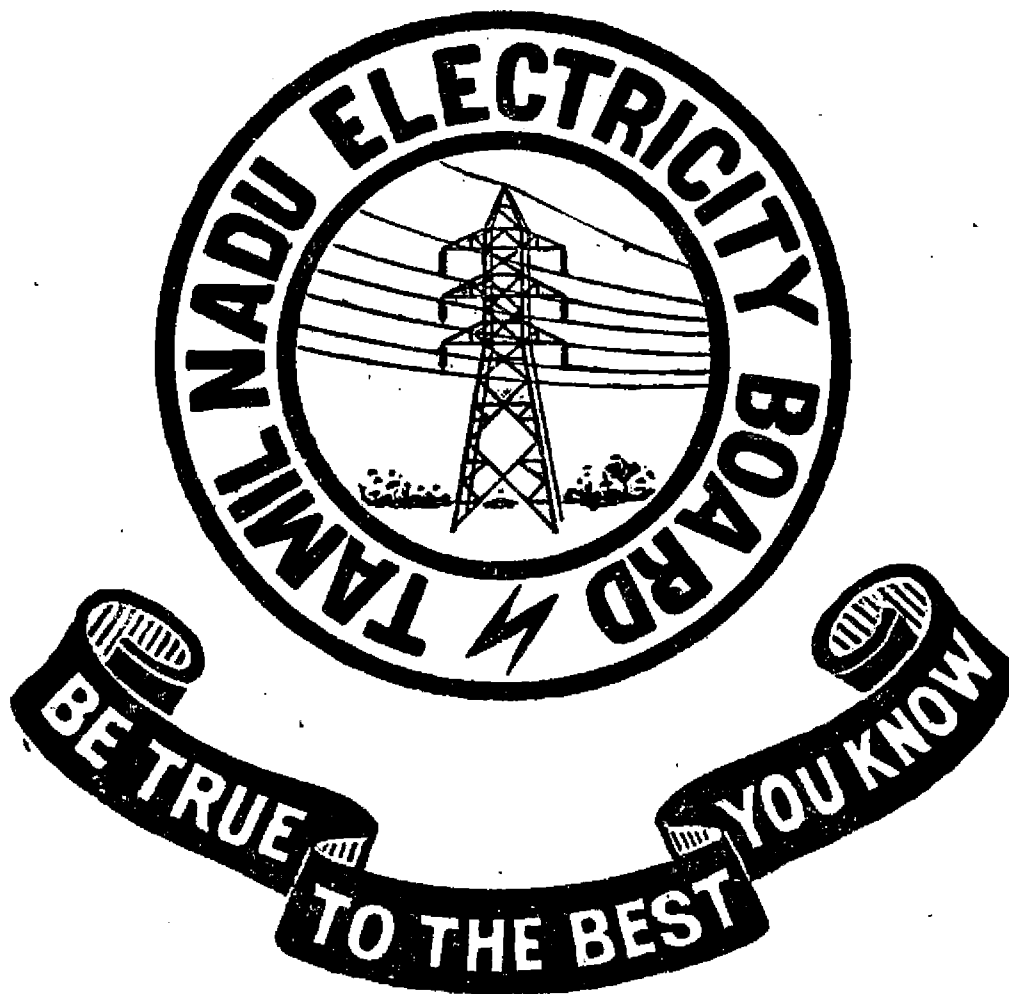


# **TAMIL NADU ELECTRICITY BOARD GAZETTE**

**Vol. XIV**

**OCTOBER 1995**

**No. 10**



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# News & Notes

## Part-I

## News & Notes

### I. Generation Particulars:

The generation/relief figures for October '95 were as follows:

Sl.No.		October '95 (in Million Units)
1.	Ennore T.P.S.	155.586
2.	Tuticorin T.P.S.	615.120
3.	Mettur T.P.S.	402.630
4.	North Madras T.P.S.	83.671
	TNEB Thermal	1257.007
5.	Neyveli TS I	192.193
6.	Neyveli TS II	545.750
7.	Kalpakkam	43.969
8.	Hydro Generation	531.698
9.	Import from N.T.P.C.	115.567
10.	Net Export to Kerala	181.745
11.	Import from Manali, BHEL & Private Wind Mills	52.240
12.	Narimanam GTS	2.176
13.	Wind Mills	1.552
14.	Kadamparai (Pump Mode)	2.552
	Net TNEB consumption	2557.855

The maximum grid demand & consumption during October '95 were 4303 MW on 6-10-'95 & 89.661 MU on 16-10-'95 respectively. The average grid consumption in October '95 was 82.511 MU per day.

### II. Hydro Inflows:

The hydro inflows during October '95 were 237 MU against 445 MU in October '94 and against the ten year average of 328 MU.

### III. Storage Position:

The storage position in various reservoirs as on 1-11-'95, when compared to the storage as on 1-11-'94 was as follows:-

Sl.No.	Name of the group	Storage as on		Difference
		1-11-'95	1-11-'94	
1.	Nilgiris	1145.04	1399.74	(-) 254.70
2.	P.A.P.	216.63	246.11	(-) 29.48
3.	Periyar	43.82	96.28	(-) 52.46
4.	Papanasam & Servalar	15.94	15.35	(+) 00.59
5.	Suruliyar	1.97	30.29	(-) 28.32
6.	Kodayar	66.68	96.95	(-) 30.27
	Total Excluding Mettur	1490.08	1884.72	(-) 394.64
7.	Mettur	58.80	184.57	(-) 125.77
	Total including Mettur	1548.88	2069.29	(-) 520.41

### IV. Performance of Thermal Stations:

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

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

Unit		Availability Factor (%)	Generation (MU)	Plant Load Factor (%)
I	210 MW	96.00	142.550	91.24
II	210 MW	81.65	117.590	75.26
III	210 MW	98.03	146.470	93.75
IV	210 MW	47.22	62.000	39.68
V	210 MW	100.00	146.510	93.77
Station	1050 MW	—	615.120	78.74

Unit IV shut down on 15.10.'95 for annual overhaul.

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

The details of generation at Ennore TPS during October '95 were as follows:-

Unit		Availability Factor (%)	Generation (MU)	Plant Load Factor (%)
I	60 MW	81.72	26.961	60.40
II	60 MW	98.99	32.459	72.71
III	110 MW	85.66	44.197	54.00
IV	110 MW	—	—	—
V	110 MW	100.00	51.969	63.50
Station	<b>450 MW</b>	—	<b>155.586</b>	<b>46.47</b>

Unit IV shut down on 25-8-'95 for annual overhaul.

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

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

Unit		Availability Factor (%)	Generation (MU)	Plant Load Factor (%)
I	210 MW	99.50	136.420	87.31
II	210 MW	83.62	117.180	75.00
III	210 MW	21.72	26.770	17.13
IV	210 MW	88.75	122.260	78.25
Station	<b>840 MW</b>	—	<b>402.630</b>	<b>64.42</b>

Unit III shut down on 27-9-'95 for annual overhaul came back into service on 20-10-'95.

iv. **Coal particulars for October '95:-**

Sl.No	Particulars	Tuticorin	Ennore	Mettur	North Madras
1.	Coal linkage (in lakhs tonnes)	3.50	1.70	3.40	0.50
2.	Coal Receipt (-do-)	2.56	1.33	2.27	0.51 (Imp)
		+1.33 (Imp)		+1.55 (Imp)	
3.	Coal consumption (-do-)	4.33	1.37	2.82	0.48
4.	Coal stock as on 31-10-'95 (in lakhs tonnes)	0.15	0.01	0.12	0.03
5.	Coal consumption (kg/Unit)	0.704	0.878	0.700	0.571

v. **Auxiliary consumption and oil consumption during October '95:-**

Name of Thermal Power Station	Tuticorin	Ennore	Mettur
Auxiliary consumption (%)	8.30	13.10	8.72
Oil consumption (ML/Unit)	1.41	10.10	1.283

V. **Training**

1. Fifteen Electrical/Mechanical Engineers in the level of Executive Engineer/Asst. Exe.Engineer/Asst. Engineers were deputed to attend 6 days Exclusive Training Programme on "Operation and Maintenance for Gas Turbines" from 16-10-'95 to 21-10-'95 at ESCI Campus, Gachibowli, Hyderabad organised by Engineering Staff College of India/Hyderabad.
2. Chief Engineer/Planning & Financial Controller/General attended the 4 days Seminar on "Improving Project Quality of ADB assisted Projects in India" from 10.10.'95 to 13.10.'95 at New Delhi conducted by Ministry of Finance, Department of Economics Affairs, Government of India, New Delhi.
3. Two Electrical Engineers in the level of Exe. Engineer/Asst. Engineer were deputed to attend 4 weeks Training on "Power System Protection" from 9.10.'95 to 3.11.'95 at Central Electricity Authority/Bangalore organised by Human Resources Development & Management Division/Bangalore.
4. One Exe. Engineer was deputed to attend 2 days meeting on "Power Pool Arrangements and Economical Load Despatch" on 13.10.'95 & 14.10.'95 at New Delhi organised by power Grid Operation of India Limited, New Delhi.
5. Two Civil Engineers in the level of Asst. Exe. Engineer/Asst. Engineer were deputed to attend the 2 days workshop for "Practising Engineers on Use of High Strength Cements for prefabricated works in Housing, Roads, and Canal Lining" on 4.10.'95 and 5.10.'95 at Anna University, Madras organised by Structural Engineering Division, Anna University, Madras-28.
6. Two mechanical Engineers in the level of Asst. Exe. Engineer/Asst. Engineer were deputed to attend the 2 days course on Welding Technology on 13.10.'95 & 14.10.'95 at Madras organised by Indian Institution of Welding, Madras.
7. Two Civil Engineers in the level of Asst. Executive Engineer/Asst. Engineer were deputed for the 2 days workshop on "Dam Safety" on 13-10-'95 & 14-10-'95 at Anna University, Madras organised by Engineer-in Chief/Irrigation, Chepauk, Madras - 5.

8. 15 participants were deputed for the programme on "Personal Computer" from 31-10-'95 to 4-11-'95 conducted by M/s. Lan Eseda at Madras.
9. One Asst. Exe. Engineer/C & I/MPTS was deputed for the programme on "Fire Safety in Computer Installations" on 20-10-'95 conducted by Loss Prevention Association of India Limited at Bangalore.
10. Entry level Training Programme for newly recruited Asst. Engineers was conducted as below:
 

Transmission & Sub-station	:	4-10-'95 to 20-10-'95 (E Batch)
Training Institute/Madurai	:	From 24-10-'95 on going (G Batch)
Staff Training College	:	5-10-'95 to 21-10-'95 (Civil I) From 21-10-'95 (on going) (F Batch)
Thermal Training Institute	:	4-10-'95 to 20-10-'95 (F Batch) From 24-10-'95 on going (Civil I)
Hydro Training Institute	:	From 24-10-'95 on going (E Batch)
11. Two Chief Engineers attended the workshop on "Operation & Maintenance of T & D Systems" on 20-10-'95 & 21-10-'95 at Hyderabad conducted by Power Finance Corporation.
12. One Financial Controller was deputed for the Programme on "Accounting Systems for Managerial Efficiency" conducted by Central Institute for Rural Electrification of Rural Electrification Corporation Limited, Hyderabad from 9.10.'95 to 13.10.'95 at CIRE/Hyderabad.
13. 4 Asst. Exe. Engineers were deputed for the programme on "Construction, O & M of Sub Transmission, Primary and Secondary Distribution Systems" conducted by Central Institute for Rural Electrification of Rural Electrification Corporation Limited, Hyderabad from 9-10-'95 to 13-10-'95.
14. 3 Accounts Officers & 2 Asst. Accounts Officers were deputed for the programme on "Cost Reduction Techniques" conducted by Central Institute for Rural Electrification of Rural Electrification Corporation Limited, Hyderabad from 30-10-'95 to 3-11-'95.

#### VI. **Duties and Responsibilities of Assessment and Collection Staff:**

In Board's Memo. No.105/Adm.Br./IR.1(3)/94-24 dt. 4-10-'95, the duties and responsibilities of the following assessment and collection staff have been revised:-

1. Revenue Supervisors in Section Offices.
2. Inspector of Assessment in Section Offices.
3. Inspector of Assessment in Revenue Branches.
4. Assessors.

B.G. 2 (OCT.95)

**VII. Enhanced D.A. to T.N.E.B. Employees:**

In (Per) B.P. (CH) No.242, (Sectt. Branch) dt. 6-10-'95, the Board has sanctioned revised rates of D.A. to the employees of the Board with effect from 1-7-'95.

**VIII. Revised Annual Limit for Reimbursement of Medical Expenses:**

In (Per) B.P. (FB) No.73, (Secretariat Branch) dt. 6-10-'95, the Board has directed that the total medical reimbursement claim be restricted to one month's basic pay and D.A. component on pay per year as on 1-1-'95.

**IX. Grant of Interim Relief to Board's Pensioners/Family Pensioners:**

In (Permanent) B.P. (Ch) No.253, (Secretariat Branch) dt. 28-10-'95, Board has sanctioned the payment of interim relief to the Board's pensioners/family pensioners at a flat rate of Rs.50/- p.m. and in addition, 10 percent of basic pension/family pension subject to a minimum of Rs.50/- p.m. w.e.f. 1-10-'95.

**X. Option to new Entrants Appointed by Direct Recruitment between 29.8.'94 and 5.10.'95 for Medical Reimbursement/Allowance:**

In (per) B.P.(Ch) No. 254 (Secretariat Branch) dt. 30.10.'95, the Board has directed that the new entrants who were appointed by direct recruitment between 29.8.'94 and 5.10.'95 be allowed to opt for either medical reimbursement scheme or medical allowance scheme before 31.12.'95.

The following are the details of Posts Created, Abolished, Upgraded and Downgraded during the month of October '95.

Olney Aaron,  
Chief Engineer / Personnel,

**Posts Created**

Sl. No.	Details of the Board's order	Name of the Circle	Name of the post	No. of Posts	Purpose for which the posts were Created	Remarks
1.	2.	3.	4.	5.	6.	7.
1.	Per.B.P.(Ch.) No.378 (Adm Br.) Dated 04.10.1995	Madras EDC/ (Central)	S.B.O. Helper	4 4 <u>8</u>	Created the posts for 33/11 KV SS at High Court Complex	One Year
2.	Per.B.P. (Ch.) No.380 (Adm. Br.) Dated 04.10.1995	Civil Mntce. Circle/ II, Coimbatore	Typist	1	Created the post for attending to the Kadamparai Renovation works at Upper Aliyar Dam.	Upto 31-01-96
3.	Per.B.P. (Ch.) No.384 (Adm. Br.) Dated 09.10.1995	Thanjavur Elec'y.Distr. Circle	Accts. Supr. Assistant (A/cs)	3 5 <u>8</u>	Created the posts on review of work load as on 1-1-95.	One Year



1.	2.	3.	4.	5.	6.	7.
4.	Per.B.P. (Ch.) No.387 (Adm. Br.) Dated 12.10.1995	Dindigul Anna Elec. Distn. Circle	Accounts Supr. Assistant (A/cs)	2 <u>2</u> <u>4</u>	-do-	Upto 31-07-96 AN
5.	Per.B.P. (Ch.) No.390 (Adm. Br.) Dated 13.10.1995	Nagapattinam Quaid-E- Milleth E.D. Circle	AE/JE (E) I Gr. J.E.(E) II Gr.	1 <u>4</u> <u>5</u>	Created the posts for 110/11 KV SS at Nagapattinam.	One Year
6.	Per.B.P. (Ch.) No.391 (Adm. Br.) Dated 18.10.1995	Board Office Technical Branch (SE/C/Hydel)	E.E./Civil A.E.E./Civil A.E./Civil D'man	1 1 2 <u>2</u> <u>6</u>	Created the posts for a new Civil Division to attend the Kolli Hill Hydro Electric Project & Moyar Hydro Electric Projects works.	-do-
7.	Per.B.P.(Ch.) No.393 (Adm Br.) Dated 19.10.1995	Kanyakumari Elec. Distribution Circle	Accts. Supr. Assistant (A/cs)	1 <u>3</u> <u>4</u>	Created the posts on review of work load as on 01-01-95	Upto 31-10-96 AN
8.	Per.B.P.(Ch.) No.394 (Adm Br.) Dated 19.10.1995	Kancheepuram Elec. Distribution Circle	Accts. Supr. Assistant (A/cs)	1 <u>3</u> <u>4</u>	Created the posts on review of work load as on 01-01-95	-do-
9.	Per.B.P.(Ch.) No.401 (Adm Br.) Dated 26.10.1995	Dharmapuri Elec. Distribution Circle	Accts. Supr. Assistant (A/cs)	5 <u>10</u> <u>15</u>	-do-	-do-
10.	Per.B.P.(Ch.) No.405 (Adm Br.) Dated 30.10.1995	Madurai Elec. Distribution Circle	AE/JE (E) I Gr. JE (E) II Grade L.I Helper C.A	1 4 6 2 <u>1</u> <u>14</u>	Created the posts for 110/11 KV SS (N - g) at Melur.	Upto 31-07-96 AN
11.	Per.B.P.(Ch.) No.406 (Adm Br.) Dated 30.10.1995	Kanyakumari Elec. Distribution Circle	I.A. Assessor	2 <u>5</u> <u>7</u>	Created the posts on review of Work Load as on 01-01-95.	Upto 31-10-96 AN
12.	Per.B.P.(Ch.) No.408 (Adm Br.) Dated 31.10.1995	Coimbatore Elec. Distribution Circle/South	Accts. Supr. Assistant (A/cs)	2 <u>9</u> <u>11</u>	-do-	One Year
13.	Per.B.P.(Ch.) No.409 (Adm. Br.) Dated 31.10.1995	The Nilgiris Elec. Distribution Circle/South	Accts. Supr. Assistant (A/cs)	1 <u>2</u> <u>3</u>	-do-	-do-

1.	2.	3.	4.	5.	6.	7.
14.	Per.B.P.(Ch.) No.410 (Adm. Br.) Dated 31.10.1995	Coimbatore Elec. Distn. Circle/North	Accts. Supr. Assistant (A/cs)	3 5 <u>8</u>	Created the posts on review of Work Load as on 01-01-95.	One Year
15.	Per.B.P.(Ch.) No.411 (Adm. Br.) Dated 31.10.1995	South Arcot Vallalar Elec. Distn. Circle	I.A. Assessor	6 10 <u>16</u>	-do-	-do-
16.	Per.B.P.(Ch.) No.412 (Adm. Br.) Dated 31.10.1995	South Arcot Vallalar Elec. Distribution Circle	Accts. Supr. Assistant (A/cs)	3 9 <u>12</u>	-do-	-do-
17.	Per.B.P.(Ch.) No.413 (Adm. Br.) Dated 31.10.1995	Dharmapuri Electricity Distn. Circle.	I.A. Assessor	1 20 <u>21</u>	-do-	-do-

### Posts Abolished

Sl. No.	Details of the Board's order	Name of the Circle	Name of the post	No. of Posts	Purpose for which the posts were Created	Remarks
1.	Per.B.P.(Ch.) No.360 (Adm. Br.) Dated 04.10.1995	Civil Maintenance Circle-II, Coimbatore	J.A. (Accts.)	1	Abolished the post consequent on the creation of 1 post of Typist.	With immediat\$ effect
2.	Per.B.P.(Ch.) No.390 (Adm. Br.) Dated 13.10.1995	Nagapattinam Quaid-E- Milleth E.D. Circle	S.B.O. L.I. Helper	4 2 4 <u>10</u>	Abolished the posts consequent on creation of AE/JE (E) I Grade and JE (E) II Grade posts	-do-
3.	Per.B.P.(Ch.) No.414 (Adm. Br.) Dated 31.10.1995	Dindigul Anna Electricity Distn. Circle	J.E. (E) II Grade	1	Abolished the Post consequent on upgradation of 1 post of AE/JE (E) I Grade.	-do-

### Posts Upgraded

Sl. No.	Details of the Board's order	Name of the Circle	Name of the post	No. of Posts	Purpose for which the posts were Created	Remarks
1.	Per.B.P.(Ch.) No.414 (Adm. Br.) Dated 31.10.1995	Dindigul Anna Elecy. Distn. Circle	AE/JE(E) I Grade	1	Upgraded the post consequent on the existing JE (E) II Gr. posts is upgraded	With immediats effect

### Posts 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
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— Nil —

# GENERAL ADMN. & SERVICES

## Part—II

### General Administration & Services

Memo. No.105/Adm.Br./IR1(3)/94-24 Administrative Branch dt.4.10.95.

Sub : Revision of Work allocation and Staff pattern - Based on terms of settlement in para 3(iii) and 3 (ix) - Duties and responsibilities of Assessment and collection Staff - Issued.

Ref : 1. Per. B.P. (FB) No.5 (Sectt. Br.) dt. 25.1.94.  
2. Memo. No.105/Adm.Br./IR1 (3)/94-18 dt.13.1.94.

Para 3(iii) of the Memorandum of the settlement on revision of work allocation and staff pattern and revision of wages to the employees of Tamil Nadu Electricity Board entered into between the Board and the Unions under Section 18(1) of the Industrial Dispute Act on 31.12.93 and under Section 12(3) of the Industrial Disputes Act on 19.1.94 read as follows:-

Revenue Supervisors posted in Distribution Sections will be fully responsible for assessment collection, remittance and cash custody. Section Officers of Section will be relieved of the Cash custody work to enable them to devote full attention for field technical and supervisors works of the section. Detailed working instructions in the Revised set up will be formulated by the Board and communicated.

Further, according to para 3(ix) of the above mentioned settlement, changes, if any to the duties and responsibilities of Assessment and Collection staff consequent on the revision of work allocation and staff pattern will have to be finalised in consultation with parties to the settlement.

According to the above settlement discussion was held with two Recognised and Four Centrally affiliated Union and one Registered Union who are the signatories to the settlement on Revised duties and responsibilities of the Assessment and Collection staff.

After discussion with above Unions draft note on duties and responsibilities of Assessment and collection staff was arrived and communicated to the above Unions, the Chief Engineer/Distribution and Superintending Engineers of Distribution Circles for their suggestions.

Some of the Unions and Superintending Engineers of Distribution Circles have given their suggestions. After examining the suggestions, duties and responsibilities were issued in the Memo. cited(2) stating that a general review of these duties and responsibilities would be made after implementing the revised duties and responsibilities for 6 months.

After implementing the Duties and Responsibilities, some of the Unions have given their further suggestions. After examining all the suggestions, the Duties and Responsibilities of Assessment and Collection staff are revised and issued as below:

**Duties and Responsibilities of Revenue Supervisors Posted to Section Office:**

The main purpose of posting the Revenue Supervisor to the Section Office is to relieve the Section Officer from the responsibility of Cash custody. The Revenue Supervisors will be under the Administrative Control of Section Officer.

The following duties are allotted to the Revenue Supervisor at the Section Office.

- i. Review of consumption and energy charges as shown in the Green Meter Cards as below:-
  - a) Industrial Services : 20%
  - b) Other Services : 5% by rotation
- ii. 10% checking of pre-receipts with Green Meter Cards.
- iii. Checking daily collections made by one Assessor and Inspector of Assessments with reference to collection statement, advice slips, Demand Register, Assessment order for penal charges etc.
- iv. Attending to collection of Miscellaneous charges and arrears of C.C. charges in the absence of Inspector of Assessment.
- v. Receiving cash from the Assessor and Inspector of Assessment daily for cash custody.
- vi. Arranging for the remittance of cash collected by the Assessors/Inspector of Assessments promptly as per the rules in force and verification of the remittance chalan daily.
- vii. Watching of depositing into bank of Cheques received towards C.C. charges and its realisation and to take follow up action for the dishonoured cheques.
- viii. Periodical review of defect register and Meter Card Registers to see that Inspector of Assessment is taking prompt action on the Meter defects pointed out by the Assessors and Revenue Branch in the MCR.
- ix. Ensuring prompt despatch of Meter Card Registers to the Revenue Branch and its return.
- x. Furnishing of all statistical return in connection with Assessment and Collection to Revenue Branch under the signature of the Section Officer.
- xi. Ensuring the prompt despatch of collection records to the Revenue Branch duly signed by him.
- xii. The ensure that assessment are made for all new Services effected during the previous two months.
- xiii. Verifying the pro-rata claims of the Assessors.
- xiv. Over-seeing the work of Assessors and Inspector of Assessment.
- xv. Verifying the uncollected P.Rs of Assessors whenever possible.
- xvi. Attending consumer's enquires/correspondence relating to Assessment and collection.

- xvii. Arranging rotation of assessors once in two years without exemption in consultation with Section Officers.
- xviii. Verifying the cancelled Pre-Receipts with reference to collection statement after the collection period is over.
- xix. Revision of bills due to wrong assessment watching payment of penal charges due to violation of terms and conditions, theft of energy and furnishing details on the matter to Section Officers.
- xx. Review of the cases where assessment is made based on average basis or based on previous month's consumption.
- xxi. Review of Door Locked cases.
- xxii. Review of cases where Door locked reported for 2 assessments.

#### **General**

1. The amount collected by the Assessors and Inspector of Assessment are to be received by the Revenue supervisor and should be kept under safe custody by the Revenue Supervisor. The Remittance of cash by Assessor/Inspector of Assessment into Bank be arranged by Revenue Supervisor. Escorts should be arranged by Section Officer. In the absence of Revenue Supervisor senior-most Inspector of Assessment will be in charged of the cash custody and other works of the Revenue Supervisors.
2. The Revenue Supervisor should take to the notice of the Section Officer, any discrepancies he comes across in the assessment , collection and remittance. The remittance register should be put up to the Section Officer daily for his review. He shall also cause field verification, obtain the original receipts available with the consumer issued by the Inspector of Assessment to verify the correctness of the amount and date with that of the office copy of the receipts.
3. The Money orders addressed to the Section Officer by the Consumers will be acknowledged by the Revenue Supervisor and the amount handed over to the respective Assessor/Inspector of Assessment for issuing receipts. The Money order register should be maintained.
4. The Revenue Supervisor should verify the cheque register daily and ensure the prompt remittance and realisation.
5. The issue of Pre-receipts book shall be authorised by the Revenue Supervisor.
6. In case of certain Sections, the Assessors may have camp collections the Revenue Supervisor will make surprise check of these camp collection centres also. The Revenue Supervisor shall be the co-ordinator between the Section Officer and Revenue Branch and ensure proper flow of information (Meter Card Register, Assessor Remittance Chalan, Petty Cash Book etc.) from Section Office to Revenue Branch and proper accounting in the Section Office.

#### **Duties and Responsibilities of Inspector of Assessment Posted to the Sections:**

The following items of work shall be entrusted to the Inspector of Assessment posted to Section Offices.

- i) 50% of field verification of the final reading of the Services remaining disconnected over three months by rotation.

- ii) 10% field verification of the correctness of the Assessment of Industrial and Commercial Services.
- iii) Receiving miscellaneous collections like Service Connection, Reconnection Charges, Temporary Supply Services and charges from Hut Services when kits for hut services are not available.
- iv) Bringing to the notice of the Section Officer defects, if any, noticed during field verification by entering such defects in the defects Register.
- v) Overseeing the work of Assessors.
- vi) Maintaining records for the receipt of collections records like Pre-receipts, Permanent Receipts, Petty Cash Books, Assessors' Remittance Challans etc. and issue the same to the Assessors.
- vii) The completed Pre-Receipts, Assessors Remittance Challans etc., returned by Assessor should be arranged to be sent back to the Revenue Branch of Division Office.
- viii) Maintaining records for the works done under item(i) to (ii).
- ix) Calculation of interest on delayed payment of assessment charges.
- x) Inclusion of short assessment pointed out by the Audit, RR Act Amount, A.P.T.S. Amount in G.M.C.
- xi) Attending to remittance work in the absence of Assessors and also on peak collection days.
- xii) Giving credit for the cost of Meter in G.M.C. when meter are supplied by the Consumers for new services.
- xiii) Verifying whether the defects pointed out by the Revenue Branch in the Meter Card Register is promptly entered into G.M.C.

**"Duties and Responsibilities" the Inspector of Assessment Posted to each Revenue Branch of Division Office to Attend to the following items of work:**

- i. Receiving from Central Office, the Stationery connected with the assessment and collection of energy charges and also stationery relating to collection of miscellaneous charges and keeping them in safe custody.
- ii. Issue to the Section offices the Registers and Books relating to Collection by Assessors/Inspector of Assessment in the Section Office after checking the continuity and recording the certificate therefore and maintenance of proper records for this purpose.
- iii. Watching of the return of the completed Assessor's Remittance Challans, Pre-Receipts Books, other Receipt Books and Petty Cash Books issued and checking continuity of each of them.
- iv. Obtaining all the uncollected pre-receipts and putting up the same to the Assistant Accounts Officer for review.
- v. Receipt of Collection Statement from the concerned Assessor, entering of dates of collections in the collection statement from Assessor's Remittance Challans received, watching the Weekly progress of collection by the Assessors, maintenance of the Register for this purpose to be put up for review by the Assistant Accounts Officer.
- vi. In Distribution Circles other than Madras City Circles the maintenance of collection Abstract Register showing Distribution wise Collections made by the Assessors should be done. In Madras

City Electricity Distribution Circles (South, North, Central and West) the Register should be maintained circle bookwise. The tallying of the totals with the ARC Cash Book also should be done.

- vii. Maintenance of a Control Register for watching the continuity of Assessors Remittance Challans.
- viii. Inspector of Assessment will co-ordinate between the Section Offices and the Revenue Branch of the Office and assist the Assistant Accounts Officer incharge of the Revenue Branch of Division Office in regard to assessment and collection.
- ix. Preparing the returns for collection work such as RVM-III, monthly return on prompt disconnection etc., which are to be sent to Final Controller by Assistant Accounts Officer.

#### **Duties and Responsibilities of Assessors:**

The Duties and Responsibilities of the Assessors prescribed in B.P.Ms. (FB) No.74 (Sectt. Branch) Dated 25.8.1987 will stand except the followings:

The number of services to be assessed per day by an Assessor shall be as per B.P. (FB) No.5 (Secretariat Branch) Dated: 25.1.94.

#### **Administrative, Disciplinary and Technical Control:**

The Assessor will handover the cash to Revenue Supervisor. He will be under the Administrative control of Inspector of Assessment and Revenue Supervisor. The Assistant Executive Engineer/Section Officers shall exercise administrative, disciplinary and technical control over the regular Assessor and reserve Assessor. The Reserve Assessor will be under the control of Assistant Executive Engineer when they are not given work in the sections.

*Olney Aaron,*  
Chief Engineer (Personnel).

\* \* \*

Memorandum No.66558/A1/95-1, Secretariat Branch, dated the 5th October 1995.

Sub : Establishment - Class I Officers - Retired from the Services of  
the Board on 31.8.95 An - Notification - Issued.

The following Notification is issued:-

#### **Notification**

The following officers have retired from the Service of the Board on the afternoon of 31.8.95.

**Tvl.**

1. V.R. Thimmarayappan, Chief Engineer/Techl. Audit/Madras.
2. V. Radhakrishnan, Deputy Financial Controller/Trichy EDC/North.

*S. Ramasamy,*  
Deputy Secretary/Personnel.



Medical Charges – Reimbursement of Medical expenses ceiling limit - Revised procedure introduced in Tamil Nadu Medical Attendance Rules - Orders - Issued.

(Permanent) B.P. (FB) No.73

Secretariat Branch

Dated the 6th October 1995.

Purattasi 19, Yuva,

Thiruvalluvar Aandu 2026.

Read:

- 1) B.P.Ms. (CH) No. 21 (SB) Dated: 21.1.84.
- 2) Board's Memo. No. 65020 P/84-4, dated 27.5.85.
- 3) G.O.Ms.261 Health and Family Welfare Department dated 21.4.95.
- 4) Government Lr.No.82611/AD2/93-18, Health dated 21.4.95.

#### **Proceedings:**

In the Board's Proceedings first cited, orders were issued that the criterion of "One month's basic pay" for production of certificate from a civil surgeon/specialist for claiming medical reimbursement in excess of one month's basic pay be enhanced to "one month's basic pay and dearness allowance" in respect of employees of the Board. In the Board's memo, second cited, instructions were issued that if any suspicion arises about the genuineness of the claim, that should be referred to the Vigilance Cell of the Board.

2. With a view to stream line the procedure of medical reimbursement claims, the Government have introduced the following revised procedure:-

- i) that the reimbursement claim be restricted to one month's basic pay and the dearness allowance component on pay as on 1.1.95. The ceiling will be this amount and will not be changed, that the claims within this annual limit be allowed based on the essentiality certificate obtained from the Authorised Medical Attendant; and
- ii) that total medical reimbursement claims shall not exceed the above annual limit admissible to the Government servant concerned irrespective of whether it is for Government servant or his dependents and whether it is the first claim for the incumbent or not.
- iii) Those entered Government Service after the date of issue of these orders shall be eligible for Medical Allowance only.

3. In the reference fourth cited, the following amendment has been issued by the Government:-

"The reimbursement claim shall be restricted to one month basic pay and the dearness allowance component on pay per year, as on 1.1.95. The ceiling will be this amount and will not be changed thereafter. The claims within this annual limit may be allowed based on the essentiality certificate obtained from the Authorised Medical Attendant. Those entered Government Service after the date of issue of the Government order cited shall be allowed only Medical Allowance".

4. With a view to streamline the procedure of medical reimbursement claim in Tamil Nadu Electricity Board, in partial modification of the orders issued in the references first and second cited, the Tamil Nadu Electricity Board hereby directs,

- i) that the reimbursement claim be restricted to one month's basic pay and the dearness allowance component on pay per year, as on 1.1.95. The ceiling will be this amount and will not be changed thereafter. The claims within this annual limit be allowed based on the essentiality certificate obtained from the Authorised Medical Attendant.
- ii) that total medical reimbursement claims shall not exceed the above annual limit admissible to the Board employee concerned, irrespective of whether it is for Board employee or his dependents and whether it is the first claim for the incumbent or not.
- iii) those entered Board's service after the date of issue of these orders, shall be eligible for Medical Allowance only.

5. These orders shall take effect from the date of issue of these orders.

(By Order of the Board)

M. Subramanian,  
Secretary.

\* \* \*

Contracts - Submission of note to Board seeking orders in respect of contracts in pursuance of Court Judgements - Orders - Issued.

Permanent B.P. (Ch) No. 300

Technical Branch

Dated 7-10-95  
Puratasi 20, Yuva,  
Thiruvalluvar Aandu 2026.  
Read :

Item No.33 of Minutes of 734th Meeting of the Board held on 22.9.95.

#### Proceedings:

Whenever any Board note is submitted seeking orders of the Board in respect of any Contract or any other matter consequent to orders of the High court or any other courts, it should be ensured that copies of the High Court orders and previous Board note are annexed with the Board note.

(By Order of the Chairman)

M. Sudamani,  
Chief Engineer/Thermal Design/I.C.

Recruitment — Employment assistance to the dependant of the deceased employees of the Board who died while in service Appointment on Compassionate grounds - Modification Orders Issued.

Permanent B.P.Ms. (FB) No.46

(Adm. Branch)

Dt.13.10.1995

Purattasi 26, Yuva,

Thiruvalluvar Aandu 2026.

Read:

G.O. Ms. No. 120 (Labour & Employment Department) dt. 26.6.95.

**Proceedings:**

In the G.O. cited, the Government of Tamil Nadu (Labour and Employment Department) have issued the following modifications to the scheme of compassionate grounds appointment to the dependents of the deceased employees:-

- a) The application for appointment on compassionate grounds should be made within three years of the Death of Govt. Servant.
  - b) The maximum age limit, for such appointment be raised to 50 years in the case of widows of the deceased Govt. Servants.
2. As per the existing scheme in the Board, the employment assistance is being considered to the dependents of the employees of the Board who died while in service without any time limit for the submission of the application for employment assistance. It is specified that the age of Sons/Unmarried daughters, widowed or deserted daughters, divorced daughters should not be more than 30 years and in the case of widow 40 years on the date of death of the Board employee.
  3. The Board has decided to adopt the orders of the Govt. Accordingly the following modification of the existing schemes of providing employment assistance to the dependents of the deceased employees of the Board is ordered.
    1. The application for appointment on compassionate grounds should be made within three years from the date of death of employees of the Board.
    2. The maximum age limit, for such appointment be raised to 50 (Fifty) years in the case of widows of the deceased employees of the Board.
    3. In the case of already expired staff while in service the dependant should apply for employment assistance within three years from the date of issue of this order.

(By Order of the Board)

**Olnay Aaron,**  
Chief Engineer/Personnel.

**T.N.E.B-Headquarters Hospital, Madras-Appointment of Part Time Specialist-Orders-Issued.**

Per B.P. (Ch) No. 389

Administrative Branch

Dt.13.10.1995

Puratasi 26,  
Thiruvallur Aandu 2026.

Read:

1. Per B.P. (Ch) No.4, (S.B) dated: 22.1.93.

**Proceedings:**

1. Dr. PL. Meyyappan, MS, Professor and Head of the Department of Surgery, Madras Medical College is appointed as Part Time Specialist in Surgery, Vice Dr. T.S. Subbiah retired.
2. Dr. K. Saraswathy, MD, DGO, Assistant Professor, Institute of Obstetrics and Gyneacology is appointed as Part Time Specialist (Assistant) in I.O.G. vice Dr. S.Karapagam, Promoted as Civil Surgeon.
3. Dr. S. Narayanan, MD, Assistant Prof. of Medicine, Madras Medical College and Assistant Physician in Government General Hospital, Madras is appointed as part time specialist to Assist Dr. R. Alagappan, MD during his visits.
4. The appointment of the above specialist shall be governed by the usual terms and conditions stipulated in the B.P. cited. Civil Surgeon should visit the Tamil Nadu Elec. Board/Headquarters Dispensary once in a week and the Assistant Surgeon can visit as and when required. Dr. PL. Meyyappan, MS, Head of Department, Madras Medical College is permitted to draw consultation fee of Rs.400/- (Four hundred only) per visit subject to a maximum of Rs.2000/- per month. Dr. K. Saraswathy, Assistant Professor of Gyneacology and Dr. S. Narayanan, MD, Assistant Professor of Medicine are permitted to draw the consultation fee of Rs.100/- (One hundred only) per visit.

(By Order of the Chairman)

*Olney Aaron,*

Chief Engineer/Personnel.

\* \* \*

Supply of woolen uniforms to the staff working at Kodayar Upper Camp and Suruliyar Upper Camps - Approval - Accorded

(Per) B.P.Ms. (FB) No. 361

Technical Branch

Dt. 14.10.1995

27, Purattasi, Yuva,  
Thiruvalluvar Aandu 2026.

Read:

Item 12 of the Minutes of the Meeting of the Board held on 22.09.95.

Approval is accorded for the proposal for free supply of woolen uniforms, shoes and socks to the R.W.E. staff working at Kodayar Upper Camp and Suruliyar Upper Camp, even though they are not eligible for the same as per B.P.Ms. (Ch) No.471 (Adm. Branch) dt. 23.08.88 as a special case.

(By Order of the Board)

*R. Sengottain,*

C.E./Hydro and Gas Turbine.

Memo. No. 59590-C2/95-15, (S.B), Dated 20-10-1995.

Sub: BONUS AND EX-GRATIA - Tamil Nadu Electricity Board -  
Bonus and Ex-gratia to workmen of Tamil Nadu  
Electricity Board for 1994-95 - Orders - Amendment - Issued.  
Ref: (permanent) B.P. (FB) No.75 (SB), dated 17.10.95.

The following amendment is issued to (permanent) B.P. (FB) No.75 (S.B) dated 17.10.1995.

**Amendment**

For the word "three" occurring in para 5 of the Board's proceedings cited, the word "two" shall be substituted.

**M. Subramanian,**  
Secretary.

\* \* \*

Lr.No.66313/C1/95-1. (S.B), Dated 20.10.95.

Sub: Interim Relief-grant of second installment of Interim Relief to employees  
of State Government-copy communicated.

- Ref: 1) G.O.Ms.No.1 (Finance (Pay Cell) Dept.) dt.3.1.94  
2) Board's Lr.No.2124/C1/93-1, dt.12.1.94.  
3) Govt. Finance (Pay Cell) dept No.28968/PC/94-1, dt.3.5.94.  
4) Board's Lr.No.35648/C1/94-1, dt.24.5.94.  
5) Govt. Finance (Pay Cell) dept Lr.No.93260/PC/94-1, dt.15.11.94.  
6) Board's Lr.No.82770/C1/94-1, dt.7.12.94.  
7) G.O.No.757 Finance (Pay Cell) dept, dt.25.9.95.

I am to enclose a copy of the Government Order seventh cited for guidance and adherence.

2. The said Government Order is applicable in the case of deputationist from the State Government working in the Board and drawing the Government scale of pay.

Encl.:

**M. Subramanian,**  
Secretary.

**Encl.:**

Copy of Govt. of Tamilnadu G.O.No.757, Finance (Pay Cell) Dept. Dt. 25.9.1995.

Interim Relief - Grant of second installment of Interim Relief - Orders - Issued.

Read - the following papers:-

1. G.O.Ms.No.1, Finance (Pay Cell) Department, dated 3.1.94.
2. From the Government of India, Ministry of Finance, Department of Expenditure, New Delhi, Office Memorandum No.7(51)E.III/95, dated 14.7.95.

**Order:**

In the Government Order read above orders were issued sanctioning Interim Relief of Rs.100/- p.m. to all Government employees including teaching and non-teaching staff under local bodies and aided educational institutions with effect from 1.1.94. The Full time employees and part time employees on fixed pay/consolidated pay/honorarium have also been granted the Interim Relief from the above date at the rate of Rs.40/- p.m. for those drawing Rs.500/- and above per month and Rs.25/- p.m. for those drawing below Rs.500/-.

2. In the reference second read above, the Government of India have sanctioned the second installment of Interim Relief to their employees at the rate of 10% of the basic pay, subject to a minimum of Rs.100/- p.m. with effect from 1.4.95. Associations of employees have requested the Government to grant this second installment of Interim Relief as granted to the Central Government employees.

3. The Government have carefully examined the question of extending the grant of second installment of Interim Relief to the State Government employees in the light of the orders issued by Government of India in the reference second read above. Accordingly, Government have decided to grant the second installment of Interim Relief with effect from 1.10.95 (i.e.) payable with the salary of October 95 to all Government employees and teachers as detailed below:-

i)	Employees on Regular Standard time scale of pay	10% of basic pay subject to a minimum of Rs.100/- p.m.
ii)	Full time or part time employees on fixed pay/ consolidated pay/honorarium of Rs.500/- and above	Rs.40/- p.m.
iii)	Full time or part time employees on fixed pay/ consolidated pay/honorarium below Rs.500/- p.m.	Rs.25/- p.m.

The 10% of basic pay shall be computed on the basic pay drawn by the employees as on 1st October 1995.

4. The Interim Relief sanctioned in paragraph 3 above shall apply to the teaching and non-teaching staff under local bodies and in aided educational institutions. These orders shall also apply to full time and part time employees/menials paid from contingencies at fixed monthly wages/rates and those coming under non-provincialised work charged establishment.

5. These orders shall not apply to the employees governed by UGC/AICTE scales of pay in respect of whom separate orders will be issued.

6. Government also direct that the date (i.e.) 1st October 1995 shall apply only for the grant of Interim Relief. The Interim Relief sanctioned in paragraph 3 above shall not be treated as pay for any purpose (i.e.) shall not be reckoned for computation of Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Other Allowances, Encashment of Leave, Pay fixation and Pension Gratuity.

7. The expenditure shall be debited to the sub-detailed head of account "5 Interim Relief" Under the detailed head of account "01. Salaries" under the relevant minor, sub-major and major heads of accounts.

8. This expenditure constitutes an item of "New Service" and will be met by an advance from the contingency fund.

(By Order of the Governor)

*N. Narayanan,*  
Secretary to Government

\* \* \*

Holiday - Tamil Nadu Electricity Board - Holiday declared for Offices of Tamil Nadu Electricity Board due to Solar Eclipse on Tuesday the 24th October 1995 - Orders - Issued.

(Routine) B.P.(Ch)No.136.

Secretariat Branch

Dated the 21st October 1995.  
Iyppasi 4, Yuva,  
Thiruvalluvar Aandu 2026.  
Read:

Tamil Nadu Government press release No.526, Dt.21.10.95.

#### **Proceedings:**

The Government of Tamil Nadu have ordered that Tuesday the 24th October, 1995 shall be a public holiday to all Government Offices including the offices of the local bodies, schools, colleges and State Government undertakings etc., due to full Solar Eclipse. The said holiday is not declared under the Negotiable Instruments Act.

2. The Tamil Nadu Electricity Board declares that Tuesday the 24th October 1995 shall be a holiday to all the offices of the Tamil Nadu Electricity Board also.

(By Order of the Chairman)

*M. Subramanian,*  
Secretary.

BG-13-(OCT-95)

Establishment - Tamil Nadu Electricity Board - Thiru L.Jayasankaran, Deputy Secretary to Government, Law Department - Appointment as Legal Adviser to Board - Orders Issued.

(Per.) B.P.(Ch) No.250,

Secretariat Branch.

Dated the 21st October 1995.

Iyppasi 4, Yuva,

Thiruvalluvar Aandu 2026.

Read:

- i) Board's Memo. No.65900/A2/95-1, dt.30.9.95.
- ii Govt. Law Department Lr.No.736/S/Per/95-1, dt.10.10.95.

### Proceedings:

The Tamil Nadu Electricity Board hereby appoints Thiru L. Jayasankaran, Deputy Secretary to Government, Law Department on deputation, as Legal Adviser to the Board with effect from the date of his taking over charge for a period of three years terminating the additional charge held by Thiru V. Surendra, Assistant Legal Adviser.

- 2. Orders regarding the terms and conditions governing the appointment of Thiru L. Jayasankaran, on deputation will be issued separately.

(By order of the Chairman)

*M. Subramanian,*  
Secretary.

\* \* \*

Holiday - Local Holiday - Madras and Chingleput M.G.R. Districts - Cricket Test Match between India and New Zealand - Wednesday the 25th October 1995 - Declared as Local Holiday - Orders - Issued.

(Routine) B.P.(Ch)No.138.

Secretariat Branch.

Dated the 26th October 1995.

Iyppasi 9, Yuva,

Thiruvalluvar Aandu 2026.

### Proceedings:

The Tamil Nadu Electricity Board directs that wednesday the 25th October 1995 shall be a local holiday for the Offices of Tamil Nadu Electricity Board in Madras and Chingleput M.G.R. Districts inconnection with the opening of the Second Cricket Test Match between India and New Zealand.

- 2. In lieu of the above holiday, Saturday the 11th November 1995 will be working day for all the Offices of the Tamil Nadu Electricity Board in Madras and Chingleput M.G.R. Districts.

(By Order of the Chairman)

*M. Subramanian,*  
Secretary.



Establishment - Tamil Nadu Electricity Board - Relief of Thiru K. Natarajan, I.P.S., Inspector General of Police/vigilance/T.N.E.B. and appointment of Thiru A.X. Alexander, I.P.S., as Inspector General of Police/Vigilance in TNEB on Foreign Service - Orders - Issued.

(Rt.) B.P.(Ch)No.139,

Secretariat Branch,

Dated the 27th October 1995.

10, Iyppasi Thingal, Yuva,  
Thiruvalluvar Aandu 2026.

Read:

- 1) Police Note No.SC/32/95 Home (S.C.) Department, dated 26-10-95.
- 2) DGP's Endt.No.226502/GB.1(1)/95, dated 26-10-95.

### Proceedings:

Thiru A.X. ALEXANDER, I.P.S., Inspector General of Police and Officer on Special duty in the Office of the Director General of Police, Madras who has been deputed to the Board for appointment as Inspector General of Police/Vigilance in the Police Note No.SC/32/95, Home (S.C.) dt.26.10.95 is appointed as Inspector General of Police/Vigilance in Tamil Nadu Electricity Board with effect from date of joining in place of Thiru K.Natarajan, I.P.S., who has been transferred.

2. Orders regarding terms and conditions of appointment of Thiru A.X. Alexander, I.P.S., as Inspector General of Police/Vigilance, Tamil Nadu Electricity Board will be issued separately.

(By Order of the Chairman)

*M. Subramanian,*  
Secretary.

\* \* \*

Memo.No.022131/R6(1)93-6, (Adm. Br.) dt.27.10.95.

Sub: Recruitment - Employment assistance to the dependents of employee who retire from service on medical invalidation - Consideration in deserving and genuine cases-Amendment ordered.

Ref: B.P.Ms.(FB)No.51 Adm.Br.dt.31.5.84.

It has been stipulated in para No.5 of the B.P.Ms.(FB)No.51, 31.5.84 that in respect of employment assistance to the dependants of the employee retired on medical invalidation, orders will be passed only by the Full Board in each case.

2. After careful examination the Board directs that the para No.5 in the B.P.Ms. (FB)No.51 (Adm.Br.) dt.31.5.84 be deleted and the following is substituted as para No.5.

"Orders will be passed by the Chairman."

(By Order of the Board)

Encl.:

Olney Aaron,  
Chief Engineer (Personnel).

BG-4 (OCT-95)

Encl.:

Recruitment - Employment assistance to the dependants of employees who retire from service on medical invalidation - Consideration in deserving and genuine cases - Ordered.

B.P.Ms.(FB)No.51.

Adm. Branch,

Dt.31.5.1984,  
Vaikasi 18, Raththatchi,  
Thiruvalluvar Aandu 2015.  
Read:

B.P.Ms.(FB)No.21 Adm.Br.dt.7.6.83

B.P.Ms.(Ch)No.411 dt.22.7.83.

### Proceedings:

Dependents of employees of the Board who die in harness are eligible for employment assistance under the Board. This is subject to various conditions including that the family is in indigent circumstances and that the applicant is fully qualified for the post in question. It has been represented that this concession may be extended also to dependents of those employees of the Board who retire on invalidation on medical grounds. This has not been agreed to so far. This is particularly because of the possibility that some employees may get themselves retired on medical invalidation with a view to take up other types of employment since openings for such employment are widely available for persons experienced in the work of the Electricity Board and such persons may also get the underserved benefit of having their dependents employed in the Board.

2. On further representations, the matter has now been re-examined. It is felt that while extreme care and caution have to be exercised to guard against any possible abuse of this concession, genuine cases where the employee has been left with no alternative but to seek voluntary retirement on major grounds of incapacity deserve to be viewed with sympathy. Accordingly, it has been decided that while there is no need to frame a general scheme as in the case of employment of dependents of deceased employees, cases of dependents of employees retired on medical grounds may be considered on merits and provision of employment to the dependents considered in exceptional cases.

3. The procedure for submission and scrutiny of applications from dependents of deceased employees prescribed in B.P.Ms.(Ch)No.411 Adm. Branch dated 22.7.83 will apply to the above cases also subject to the modification that the enquiry shall be conducted personally by an officer not below the rank of a Divisional Engineer. He should particularly take care to visit the invalidated employee and make sure that it is a genuine case where he has been totally disabled so as to deprive him of his earning capacity.

4. The other conditions as in the scheme for provision of employment to dependents of deceased employees will apply to this case also especially that the family is in indigent circumstances, that the applicant possesses the qualification for the post in question etc. This concession is subject to the further conditions that the employee should have retired from service on medical grounds before attaining the age of fifty years.

5. Orders will be passed by the Full Board on each case.

(By Order of the Board)

B. Vijayaraghavan,  
Chairman.

Memorandum No.72056/A1/95-1, (S.B), dated the 28th October 1995.

Sub: ESTABLISHMENT - Class I Service - Retired from the Service of  
the Board on 30.9.95 AN - Notification - Issued.

The following Notification is issued:-

**Notification:**

The following Officers have retired from the service of the Board on the afternoon of 30.9.95 A.N.:-

**Tvt:**

1. A. DURAIRAJ, Member (Distribution), Madras
2. S. CHOCKALINGAM, Legal Adviser, Madras
3. S. DEENADAYALAN, S.E./Elec/G.C.C./Madurai
4. D. GUNAMALMUTHU, S.E./Design/NMTPP/Madras.
5. K. ANANTHA PADMANABAN, D.F.C./ETPS.
6. Tmt. M.R. SAVITHIRI, D.C.I.A.O./NMTPP.

*S. Ramasamy,*  
Deputy Secretary/Personnel.

\* \* \*

**PENSION** - Grant of Interim Relief to Board's pensioners/family pensioners - Orders - Issued.

(Permanent)B.P.(Ch)No.253,

Secretariat Branch,

Dated the 28th October 1995.  
Iyppasi 11, Yuva,  
Thiruvalluvar Aandu 2026.  
Read:

G.O.Ms.No.763 Fin. (Pen.) Department, dated 27.9.95.

**Proceedings:**

In the reference cited, the Government of Tamilnadu have ordered interim relief to their pensioners/family pensioners. Generally, the Board is following the orders of Government in respect of matters relating to pensioners/family pensioners.

2. Accordingly, the Tamil Nadu Electricity Board sanctions the payment of interim relief to the Board's pensioners/family pensioners at the flat rate of Rs.50/- (Rupees fifty only) per mensem and in addition, 10 percent of basic pension/family pension subject to a minimum of Rs.50/- (Rupees fifty only) per mensem

with effect from 1.10.95. Thus, a pensioner/family pensioner will be entitled for a minimum interim relief of Rs.100/- per mensem.

3. If a pensioner/family pensioner is re-employed or employed under the Central or State Government or Elec. Board or a Corporation/Company/Body/Bank under them in India or abroad, including permanent absorption in such Corporation/Company/Body/Bank, he/she shall not be eligible to draw interim relief on Pension/Family pension during the period of such re-employment/employment.
4. Interim relief shall be shown as a separate element. No dearness allowance on the interim relief will be admissible. Interim relief involving a fraction of a rupee shall be rounded off to the next higher rupee.
5. In the case of persons in receipt of more than one pension, the interim relief shall be calculated on the total of all pensions taken together.
6. These orders shall take effect from 1.10.95.

(By Order of the Chairman)

M. Subramanian,  
Secretary.

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ALLOWANCES - Medical Allowance to Board Employees - Revised orders issued - New entrants who are appointed by direct recruitment - clarification - Issued.

(Per.)B.P.(Ch)No.254,

Secretariat Branch,

Dated the 30th October 1995,  
Iyppasi-13, Yuva,  
Thiruvalluvar Aandu 2026.  
Read:

- i) (Per.) B.P. (Ch) No.241 (SB) Dt.29.8.94
- ii) (Per.) B.P. (Ch) No.73 (SB) Dt.6.10.95.

#### Proceedings:

In the Board's proceedings first cited, orders were issued that both the medical reimbursement scheme and medical allowance scheme (Rs.15/- p.m. from 1.9.89 and Rs.30/- p.m. with effect from 1.4.94) be retained and the Board Employees then in service were allowance to opt for any one of these schemes, that after coming over to one scheme, the Board employee will not be allowed to change the option and that all Board employees who desire to opt for medical allowance scheme should have exercised their option before 15.10.94. It was also ordered that if no option was exercised by that date, it will be presumed that they have opted for Medical Reimbursement Scheme.

2. In the reference second cited, orders were that,

- i) The reimbursement claim be restricted to one months basic pay and the dearness allowance component on pay per year, as on 1.1.95. The ceiling will be this amount and will not be changed thereafter. The claims within this annual limit be allowed based on the essentially certificate obtained from the Authorised Medical Attendant.
  - ii) The total medical reimbursement claims shall not exceed the above annual limit admissible to the Board employee concerned, irrespective of whether it is for Board employee or his dependents and whether it is the first claim for the incumbent or not.
  - iii) Those entered Board's service after the date of issue of these orders shall be eligible for Medical Allowance only.
3. It is considered necessary to issue suitable orders for the new entrants who were appointed by direct recruitment between 29.8.94 and 5.10.95. The Chairman/Tamil Nadu Electricity Board after careful consideration hereby directs that the new entrants, who are appointed by direct recruitment during the period from 29.8.94 to 5.10.95, be allowed to opt either medical reimbursement scheme or medical allowance scheme. After coming over to one scheme, the new entrants will not be allowed to change their option. All the new entrants who desire to opt medical reimbursement scheme shall exercise their option before 31.12.95. If no option is exercised by that date, it will be presumed that they have opted for medical allowance scheme only.
4. The receipt of this order shall be acknowledged in the slip enclosed.

(By Order of the Chairman)

*M. Subramanian,*  
Secretary.

# FINANCE

## Part—III

## Finance

ALLOWANCES - Dearness Allowance to the employees of the Tamil Nadu Electricity Board - Enhanced rates effective from 1st July 1995 - Orders - Issued.

(Permanent) B.P.(Ch)No.242

Secretariat Branch,

Dated the 6th October 1995.  
Purattasi 19, Yuva,  
Thiruvalluvar Aandu 2026.  
Read:

- 1) (Permanent) B.P.(CH)No.117 (SB) Dated 15.5.95.
- 2) (Permanent) B.P. (FB) No.5, (SB) Dated 25.1.94.
- 3) (Permanent) B.P. (FB) No.23, (SB) Dated 4.5.94.

### Proceedings:

In pursuance of the orders in para 5(iii) (b) of (Permanent) B.P. (FB) No.5 (SB) dated 25.1.94 and paragraph 1 (2) (b) of (Permanent) B.P.(FB)No.23 (SB) dated 4.5.94, the Tamil Nadu Electricity Board considered the question of revision of the rates of Dearness Allowance payable to the employees of the Board with effect from 1st July 1995.

2. The Tamil Nadu Electricity Board sanctions the revised rates of Dearness Allowance to the employees of the Board as follows:-

Date From which Payable	Pay Range	Revised Rate of Dearness Allowance (Per Mensum)
1st July '95	Upto Rs.3,500/-	136 Percent of pay
	Above Rs.3,500/-	102 percent of pay, subject to a minimum of Rs.4,760/-

3. The Board has decided that the increase in Dearness Allowance shall be paid in cash to all the employees irrespective of pay drawn by them with effect from 1st July 1995. The details of admissibility of revised Dearness Allowance for employees drawing pay at various stages are given in the Annexure to this order.

4. For the purpose of calculation of revised Dearness Allowance, the basic pay including personal pay, if any shall be taken into account. In cases, where the pay plus personal pay of employees fall between the two pay ranges indicated in column (1) in the Annexure to this order, the revised rates shall be worked out at the specified percentage rates. The revised Dearness Allowance shall be rounded to the nearest rupee.

(By Order of the Chairman)

Encl.: Annexure

M. Subramanian,  
Secretary.

**Annexure**

Details of Admissibility of Revised Dearness Allowance for Employees in Various Pay Ranges with Effect from 1st July 1995.

Pay	Dearness Allowance with Effect from 1st July'95.	Pay	Dearness Allowance with Effect from 1st July'95.	Pay	Dearness Allowance with Effect from 1st July'95.
(1)	(2)	(1)	(2)	(1)	(2)
(In Rupees)					
950	1292	1440	1958	1790	2434
970	1319	1470	1999	1800	2448
990	1346	1475	2006	1815	2468
1010	1374	1480	2013	1825	2482
1030	1401	1485	2020	1840	2502
1050	1428	1490	2026	1845	2509
1080	1469	1500	2040	1870	2543
1110	1510	1520	2067	1875	2550
1140	1550	1525	2074	1880	2557
1150	1564	1530	2081	1890	2570
1170	1591	1540	2094	1925	2618
1190	1618	1560	2122	1935	2632
1200	1632	1575	2142	1940	2638
1230	1673	1590	2162	1945	2645
1240	1686	1600	2176	1975	2686
1250	1700	1620	2203	1980	2693
1260	1714	1625	2210	1990	2706
1270	1727	1640	2230	2010	2734
1280	1741	1650	2244	2025	2754
1290	1754	1665	2264	2040	2774
1295	1761	1675	2278	2055	2795
1310	1781	1680	2285	2075	2822
1320	1795	1690	2298	2090	2842
1340	1822	1705	2319	2120	2883
1350	1836	1710	2326	2125	2890
1360	1850	1720	2339	2140	2910
1380	1877	1725	2346	2150	2924
1385	1884	1740	2366	2175	2958
1395	1897	1750	2380	2185	2972
1400	1904	1755	2387	2190	2978
1410	1918	1760	2394	2225	3026
1430	1945	1775	2414	2235	3040

(1)	(2)	(1)	(2)	(1)	(2)
2240	3046	4725	4820		
2250	3060	4750	4845		
2290	3114	4800	4896		
2300	3128	4825	4922		
2315	3148	4850	4947		
2320	3155	4925	5024		
2340	3182	4950	5049		
2375	3230	4975	5075		
2380	3237	5000	5100		
2390	3250	5075	5177		
2405	3271	5100	5202		
2440	3318	5150	5253		
2445	3325	5200	5304		
2450	3332	5225	5330		
2490	3386	5250	5335		
2510	3414	5300	5406		
2535	3448	5350	5457		
2575	3502	5375	5483		
2620	3563	5400	5508		
2640	3590	5475	5585		
2670	3631	5500	5610		
2705	3679	5525	5636		
2765	3760	5550	5661		
2775	3767	5650	5763		
2790	3794	5700			
2860	3890	to	5814		
2875	3910	6950			
2955	4019				
2960	4026				
3050	4148				
3155	4291				
3260	4434				
3365	4576				
3470	4719				
3500	4760				
3501					
to	4760				
4660					
4680	4774				
4690	4784				
4700	4794				



**BONUS AND EX-GRATIA – Tamil Nadu Electricity Board - Bonus and Ex-gratia to workmen of Tamil Nadu Electricity Board for 1994-95 - Orders - Issued.**

(Permanent) B.P. (FB) No.75

(Secretariat Branch)

Dt. 17.10.95.

Read:

Permanent B.P. (FB) No.5 (SB) dt. 25.01.94

**Proceedings:**

1. The quantum of bonus and ex-gratia payable for the accounting year 1994-95 to the workmen of the Tamil Nadu Electricity Board covered by the wage revision orders issued in the B.P. cited has been discussed with the representatives of the Unions of employees.
2. The Tamil Nadu Electricity Board, after due consideration, hereby directs that for the accounting year 1994-95 the workmen of the Board covered by the wage revision orders issued in the B.P. cited be paid a bonus calculated at the rate of 8.33% of the salary or wage earned by them during the said accounting year, subject to and in accordance with the provisions of the Payment of Bonus Act, 1965 as amended upto date.
3. The workmen of the Board (monthly paid and full-time workmen paid from contingencies) Helper (Trainees), Office Helper (Trainees) appointed on consolidated salary and also the workmen of the State Government, Central Government and other organisations who had worked on deputation in the Board during the accounting year 1994-95 and drawing a salary or wage not exceeding Rs.3,500/- per month, will be eligible for the bonus sanctioned in para 2 above.
4. The Board, with the concurrence of the Government of Tamil Nadu, also directs that the workmen of the Board covered by the wage revision orders issued in the B.P. cited and the deputationists entitled to get bonus with reference to the orders in paras 2 and 3 above, shall also be paid an ex-gratia at the rate of 8.67% of the salary or wage earned by them, during the accounting year 1994-95.
5. Where the salary or wage of a workmen entitled to Bonus and Ex-gratia exceeds three thousand and five hundred rupees per mensem, the bonus and ex-gratia payable to such employees shall be calculated as if his salary or wage is Rs.2,500/- (Rupees two thousand and five hundred only).
6. 'Salary or Wage' for the purpose of payment of bonus and ex-gratia will include only the following:-
  - a) Basic pay/Leave salary
  - b) All classes of special pay (including shorthand and typewriting special pay)
  - c) Personal pay
  - d) Additional pay for additional charge
  - e) Additional days' wage paid for work on National Holidays and Festival holidays
  - f) Dearness allowance
  - g) Personal compensatory allowance given for protecting loss of pay; and

BG. 5 (OCT. 95)

h) *Deputation allowance*

The term 'Salary or Wage' will not include over-time pay and allowance and will not include any pay and allowances other than those mentioned from (a) to (h) above. Salary or Wage for the leave surrendered by an employee during 1994-95 should not be taken into account for computation of bonus.

7. All the workmen who had worked in the establishment for not less than thirty working days in the accounting year 1994-95, are entitled for the payment of bonus and ex-gratia.
8. In respect of those workmen whose wage has exceeded Rs.3500/- p.m. during a part of the year 1994-95 and thus become ineligible for bonus for that part of the year, as was done in the last year, the ex-gratia amount shall be paid to them as a special case at 8.67% of the wages, restricting the earnings to Rs.2500/- p.m. for the period not eligible for bonus. The maximum ex-gratia amount payable shall be Rs.2601/- (Rupees two thousand six hundred and one only) and the minimum shall be Rs.1050/- (Rupees one thousand and fifty only) and this is payable if the workman has worked for the full year. This ex-gratia will be reduced if a workman has not worked on all the working days in the accounting year 1994-95 on the analogy of the provisions under 13 of the Payment of Bonus Act.
9.
  - i) In respect of such of those workmen for whom ex-gratia amount calculated on their earnings at 8.67% of salary for the full year works out to less than Rs.1050/-, the ex-gratia amount of Rs.1050/- (Rupees One thousand and fifty only) shall be paid.
  - ii) In respect of those for whom the ex-gratia amount worked out at 8.67% of salary for the period they had worked, was less than Rs.1050/-, the maximum ex-gratia amount as shown in the Table below shall be paid:-

Completed Service in months (1)	Maximum ex-gratia amount payable on the basis of Rs.1050/- for the full year on pro-rata (2)
11 months	963
10 months	875
9 months	788
8 months	700
7 months	613
6 months	525
5 months	438
4 months	350
3 months	263
2 months	175
1 month	88

- iii) In respect of such of those workmen for whom the ex-gratia amount calculated at 8.67% works out to more than the amount mentioned in the Table above, on actual basis, such higher amount shall be paid.

10. The Board also directs that the workmen, who were under suspension also be paid Bonus and Ex-gratia for the year 1994-95, subject to the conditions mentioned above.
11. The orders in paras 1-5 above on payment of Bonus and ex-gratia shall also be applicable to the workmen of the following Electrical Undertakings:-
- Coimbatore Corporation Electrical Undertaking
  - Madurai Corporation Electrical Undertaking
  - Thanjavur Municipal Electrical Undertaking
  - Karur Municipal Electrical Undertaking
  - Pollachi Municipal Electrical Undertaking.
12. The expenditure on the payment of bonus shall be debitable to "Tamil Nadu Electricity Board Funds - Revenue Expenses - Account No.75.501 and the expenditure on the payment of ex-gratia shall be debitable to Account No.75.502."
13. The details of payment of Bonus and ex-gratia to the workmen of the Board with reference to the above orders, should be furnished in the format annexed, before 30.11.1995.
14. These orders are applicable only in case of workmen and others covered under the wage settlement. They do not apply to officers and other uncovered employees, except as specifically mentioned in para 11 above.

(By Order of the Board)

*M. Subramanian,*  
Secretary.

**Annexure**

(Per) B.P. (FB) No.75 (S.B) dt. 17.10.1995

Sl. No.	Details	No. of workmen eligible for full year	Commitment (Rs. in Crores)	No. of workmen eligible for part of year	Commitment (Rs. in Crores)	Total Commitment (Rs. in Crores) Col. (4 + 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>I.</b>	<b>Board Employees</b>					
1.	Bonus at 8.33%					
2.	Ex-gratia at 8.67%					
	<b>Total</b>					
<b>II.</b>	<b>Undertaking Employees</b>					
1.	Bonus at 8.33%					
2.	Ex-gratia at 8.67%					
	<b>Total</b>					

EX-GRATIA - Tamil Nadu Electricity Board - Ex-Gratia for 1994-95 to workmen who are not eligible for Bonus under the payment of Bonus Act. 1965-Sanction - Orders - Issued.

(Permanent) B.P. (FB) No.76.

(Secretariat Branch)

Dt.17.10.1995

Read:

1. (Permanent) B.P. (FB) No.5 (Secretariat Branch) Dated 25.1.1994.
2. (Permanent) B.P. (FB) No.75, (Secretariat Branch) dated 17.10.1995.

### Proceedings:

The Tamil Nadu Electricity Board, with the concurrence of the Government of Tamil Nadu, sanctions the following ex-gratia payment for the accounting year 1994-95 to the workmen of the Board, covered by the wage revision orders first cited and who are not entitled to receive any bonus and ex-gratia with reference to the orders issued in the reference second cited:-

Sl.No.	Pay + D.A.range	Ex-gratia amount
i.	Rs.3,501/- to Rs.6,000/-	Rs.2,500/- (Rupees two thousand and five hundred only)
ii.	Above Rs.6,000/-	Rs.1,500/- (Rupees one thousand and five hundred only)

2. If during any part of the accounting year 1994-95, a workman covered by the wage revision orders first cited and draws a salary (Pay + Dearness allowance) exceeding Rs.6,000/-, the ex-gratia amount to be paid with reference to the order in para 1 above shall be proportionately reduced. In the case of those who had worked only partly, the ex-gratia amount to be paid shall be proportionately reduced. The workmen covered by this order, who had worked in the accounting year 1994-95 fully or partly but had retired/died subsequently, shall be paid the ex-gratia.

3. A deputationist from the Tamil Nadu Electricity Board falling under salary group prescribed in para 1 above and working in Government or other organisation, who is not in receipt of bonus and/or ex-gratia in Government or other organisation, is also eligible to receive the ex-gratia sanctioned in this order. In the case of the workmen of Government or other organisation working on deputation in the Board, the payment of ex-gratia shall be based on the terms and conditions of deputation.

4. The orders in paras 1-3 above on payment of Bonus and ex-gratia shall also be applicable to the workmen of the following Electrical Undertakings:-

- i) Coimbatore Corporation Electrical Undertaking
- ii) Madurai Corporation Electrical Undertaking
- iii) Thanjavur Municipal Electrical Undertaking
- iv) Karur Municipal Electrical Undertaking
- v) Pollachi Municipal Electrical Undertaking

5. The expenditure on the payment of ex-gratia is debitable to 'Tamil Nadu Electricity Board Funds - Revenue Expenses - Account No.75.502.'
6. The details of payment of ex-gratia to the workmen of the Board made with reference to the above order should be furnished in the format annexed before 30.11.1995.
7. These orders are applicable only in case of workmen and others covered under the wage settlement. They do not apply to officers and other uncovered employees except as specifically mentioned in para 4 above.

(By Order the Board)

*M. Subramanian,*  
Secretary.

**Annexure**

**(Per.) B.P. (FB) No.76 (S.B) Dt.17.10.1995**

Sl. No.	Details	No. of workmen eligible for full year	Commitment (Rs. In Crores)	No. of workmen eligible for part of year	Commitment (Rs. In Crores)	Total Commitment (Rs. In Crores) Col. (4 + 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>I.</b>	<b>Board Employees</b>					
1.	Drawing salary between Rs.3,501/- and 6,000/- at Rs.2,500/- per head					
2.	Drawing salary above Rs.6,000/- at Rs.1,500/- per head					
	<b>Total</b>					
<b>II.</b>	<b>Undertaking Employees</b>					
1.	Drawing salary between Rs.3,501/- and 6,000/- at Rs.2,500/- per head					
2.	Drawing salary above Rs.6,000/- at Rs.1,500/- per head					
	<b>Total</b>					

**TAMIL NADU ELECTRICITY BOARD - Special adhoc Bonus and adhoc festival advance -  
Officers - Sanction - Orders - Issued.**

(Permanent) B.P. (FB) NO.78

(Secretariat Branch)

Dt. 19.10.1995

lyppasi 2, Yuva,

Thiruvalluvar Aandu 2026.

Read:

1. (Permanent) B.P. (FB) No.23 (S.B) Dated 4.5.94.
2. (Permanent) B.P. (FB) No.75 (S.B) Dated 17.10.1995.
3. (Permanent) B.P. (FB) No.76 (S.B) Dated 17.10.1995

**Proceedings:**

The Tamil Nadu Electricity Board, with the concurrence of the Government of Tamil Nadu, sanctions a special adhoc bonus of Rs.625/- (Rupees Six hundred and twenty five only) to the Class I and Class II officers of the Board covered by the officers pay revision orders issued in the B.P. first cited. The Board also sanctions the payment of a recoverable adhoc festival advance of Rs.875/- (Rupees Eight hundred and seventy five only) to the above officers. This order will be applicable only to the officers drawing pay exceeding Rs.3,500/- per month and who are not granted any bonus or ex-gratia for the year 1994-95 with reference to the orders issued in references second and third cited.

2. A deputationist, in the Officer's category from the Tamil Nadu Electricity Board and working in the Government or other organisation, who but for his deputation would be eligible for special adhoc bonus and adhoc festival advance and who is not in receipt of any bonus and or ex-gratia from the organisation to which he is deputed, is also eligible for the special adhoc bonus and adhoc festival advance sanctioned in this order, to be paid from the organisation to which he is deputed. The Officers on deputation from State government, who are not in receipt of bonus and special adhoc bonus during Deepavali 1995 may be allowed the benefit of special adhoc bonus later during Pongal 1996 as and when orders are issued by Government in this regard. In the case of the officers who had worked only for part of the year 1994-95, the special adhoc bonus and adhoc festival advance to be paid shall be proportionately reduced.

3. The adhoc festival advance of Rs.875/- (Rupees Eight hundred and seventy five only), granted to the officers with reference to the orders in para 1 above, shall be recovered in ten monthly installments i.e. at the rate of Rs.87/- each for 9 months and Rs.92/- as last installment. The recovery shall commence from the salary for December'95 payable in January'96 or where necessity arises, from the Death-Cum-Retirement Gratuity.

4. The orders in paras 1-3 above for payment of special adhoc bonus and recoverable adhoc festival advance, shall also be applicable to the officers in the following Electrical Undertakings:-

- i) Coimbatore Corporation Electrical Undertaking.
- ii) Madurai Corporation Electrical Undertaking.
- iii) Thanjavur Municipal Electrical Undertaking.

- iv) Karur Municipal Electrical Undertaking.
- v) Pollachi Municipal Electrical Undertaking.

5. The expenditure on the payment of special adhoc bonus is debitable to "Tamil Nadu Electricity Board Funds- Revenue expenses - Account No. 75-502" and the expenditure on the payment of adhoc festival advance shall be debited to "Tamil Nadu Electricity Board Funds - Revenue expenses - Account No. 27-203".

6. The details of payment of special adhoc bonus and adhoc festival advance made to the officers of the Board with reference to the above orders should be furnished in the format annexed before 30.11.95.

(By Order of the Board)

*M. Subramanian,*  
Secretary.

#### Annexure

(Per.) B.P. (FB) No.78 (S.B.) Dt.19.10.1995

Sl. No.	Details	No. of Officers eligible for full year	Commitment (Rs. in Crores)	No. of Officers eligible for part of year	Commitment (Rs. in Crores)	Total Commitment (Rs. in Crores) Col. (4 + 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>I.</b>	<b>Board Staff</b>					
1.	Class I Officers					
2.	Class II Officers					
	<b>Total</b>					
<b>II.</b>	<b>Undertaking Staff</b>					
1.	Class I Officers					
2.	Class II Officers					
	<b>Total</b>					

# TECHNICAL

## Part—IV

### Technical

Lr.No.1272/X/DFC/S/Asst.II/Scrap materials/SR 94-95 & 95-96/95/(Accts. Br.), dt.6-10-1995.

Sub:Stores - Valuation for Scrap materials - revision of Standard rates for  
Scrap materials XVII revision of Standard rates for 1994-95 and  
1995-96 - Corrections - Communicated for adoption.

- Ref: 1. Lr.No.1272/X/DFC/S/Asst.II/Scrap material/SR  
94-95 & 95-96/95 dt.6-7-95.
2. Lr.No.SE/SEDC/DFC/AAO II/SPS/F. Std Price/D/95  
dt.9-8-95 from SE/Salem to the CFC/TNEB.

Further to this Office letter cited (1) the corrections noted hereunder in respect of Standard price for 94-95 and 95-96 for scrap materials may be carried out in the list already furnished in letter cited (1) above.

Sl. No.	Sl. No. in the list	Name of the Materials	Code No.	Amount	Unit	Should be read as Amount
1	106	Empty Renoe ink Tubes of sizes	650.136	Rs.20.00	Nos.	Rs. 1.00

N. Krishnamurthy,  
Chief Engineer/Materials Management. (I/C)



Lr. No. 6/X/DFC/S/ Asst. II / Fast moving materials / SR 94-95 and 95-96 / 95, Accts. Br., Dt.6-10-1995.

Sub: Stores Valuation for Fast Moving materials - revision of Standard rates for fast moving materials XVII revision of Standard rates for 1994-95 and 1995-96 correction - communicated for adoption - Reg.

- Ref: 1) Lr.No.6/X/DFC/S/Asst.II/Fast Moving materials/SR 94-95 and 95-96, dt. 6-7.95
- 2) Lr.No.AAO III/SPS/SS/A1/F 124/95-2 Dt.23.8.95 from SE/Tirunelveli Kattabomman to CFC/TNEB.
- 3) Lr.No. SE/SEDC/DFC/AAO II/SPS/F Std Price/D /95 Dt.9.8.95 from SE/Salem to CFC/TNEB.
- 4) Lr.No. AAO III/SPS/SS/A1/R 124/95-3 Dt.4.9.95 and 8.9.95 from SE/Tirunelveli Kattabomman to CFC/TNEB.
- 5) Lr.No.SEM/A/cs. Br/SPS/A1/PR No.168/95 dt.1.9.95 from SE/Mettur Distn. Circle to CFC/TNEB.
- 6) Lr.No.SE/GCC/Tr/SPS/A1/Fast moving materials/SR 94-95 and 95-96/ D 634/95 dt.25.8.95 from SE/GCC/Trichy to CFC/TNEB.

Further to this office letter cited the corrections noted in the enclosed list in respect of Standard price for 94-95 and 95-96 for Fast moving materials may be carried out in the list already furnished in the letter cited (1) above.

Encl: 1 List.

*N. Krishnamurthy,*  
Chief Engineer/Materials Management, (I/C).

B G. 6 (OCT-95)

Encl.:

## Details of Standard rate for Fast moving materials for 1994-95 and 1995-96.

Sl. No.	Sl.No. in the list already sent	Name of the materials	Unit	Code No.	Amount	Name of the materials	Unit	Code No.	Amount	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.	87	11 KV Strain Disc with Metal part	Set	311.175	200.00	11 KV Strain Insulator (Disc) with metal part.	Set	311.176	200.00	Code No. changed
2.	220	HT TI Fittings (11 KV)	No.	331.700	62.00	LT TI Fittings 11 KV	No.	331.701	62.00	Material size and Code No. changed
3.	303	4 feet ket 40W fluorescent and lamp fittings	No.	501.071	29.00	Item 690 Tube light 40 W	may be	deleted		Item deleted
4.	512	Red oxide paint	Litr.	700.422	33.00	Item 682 Red Oxide paint	may be	deleted		
5.	572	Stay eye	No.	331.753	30.00	Item 589 Stay eye	may be	deleted		
6.	574	Super enameled Copper wire 20 SWG	Kg.	312.424	250.00	Super enamelled Copper wire 20 SWG	Kg.	312.149	250.00	Code No. changed
7.	575	Fuse wire 18 SWG	Kg.	No. code	175.00	TC Fuse wire 18 SWG	Kg.	312.424	175.00	Code No. given
8.	578	SEC wire 20 SWG	Kg.	312.152	185.00	SEC wire 23 SWG	Kg.	312.152	185.00	Size of materials changed
9.	579	SEC wire 20 SWG	Kg.	312.115	175.00	EC wire 20 SWG	Kg.	312.115	175.00	Name of materials changed
10.	580	SEC wire 18 SWG	Kg.	312.113	175.00	EC wire 18 SWG	Kg.	312.113	175.00	Name of material changed
11.	300	40W BC Bulbs 230/250 Volts	No.	501.004	9.00	Item 696 BC Bulbs 40W	may be	deleted		Items deleted
12.	600	M.S. Washer 5/8"	Kg.	610.208	17.00	M.S. Washer 5/8"	Kg.	611.208	17.00	Code No. changed
13.	132	LT Control cable 2 core x 6 Sq. mm (Copper)	Meter	321.363	12.10	LT Control Cable 2 core x 6 sq. mm Copper	Meter	321.363	12.00	Amount rounded to Rupee
14.	594	Manila rope	Kg.	500.183	24.00	Manila rope	Kg.	505.183	24.00	Code No. changed
15.	12	Pillar box 4 ways Open type	No.	021.405	7630.00	No. change hence the same rate may be adopted				No. change
16.	80	66 KV post type insulator	No.	311.076	562280.00	66KV Post type Insulator	No.	311.076	2280.00	Amount changed
17.	602	AC Black paint	Litre	700.460	20.00	Item 684 AC Black paint	may be	deleted		Item deleted
18.	751	Super enameled Copper with 18 SWG	Kg.	312.146	165.00	Super enamelled copper wire 18 SWG	Kg.	312.146	250.00	Amount revised

Sd/-

Deputy Financial Controller/Works.

Lr.No.SE/MMI/EES/A2/F.Scrap./D.394/95, (Tech. Br.) dt.13.10.95.

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Sub: Sale of M.S. Melting Scrap and re-rollable scrap rates offered by M/s. Tamil Nadu Steels Ltd., for 1995-96 acceptance of offers - orders issued - Reg.

- Ref: 1. This Office Lr.No.SE/MMI/EES/A2/F.8/D.125/95, dt.18.4.95.  
2. This Office Lr.No.SE/MMI/EES/A2/F.Melting Scrap/D.237/95 dt.1.6.95.  
3. Fax Message Endt.No.SE/MMI/EES/A2/F.Scrap 319/95 dt.26.7.95.  
4. Your D.O.Lr.No.2-11/TNEB/95 dt.28.7.95.

The Tamil Nadu Electricity Board accept the price at Rs.4,500/- per M.T. (Rupees four thousand five hundred only) ex-T.N.E.B. Stores, offered by you for purchase of M.S. Melting scrap of length below 60 cms. (2 feet) and thickness 16mm (5 inch) and Rs.6,000/- per M.T. (Rupees six thousand only) ex-TNEB stores offered by you for purchase of M.S. re-rollable scraps from Tamil Nadu Electricity Board during 1995-96.

The above prices are for delivery ex-central Stores of various Circles exclusive of taxes and other charges towards handling, loading at Stores, transport, unloading at destination point etc.

If any TNGST is payable during the currency of the contract, the same shall be charged extra to M/s. Tamil Nadu Steels Ltd.

The prices accepted shall be valid upto 31.3.96.

The cost of materials including taxes if any, and applicable, is payable in advance before taking delivery of materials.

The Superintending Engineers of Circles/projects will contact you with stock details of M.S. Melting Scrap and M.S. re-rollable scraps, the Central Stores in which they are held, the amount to be remitted etc. On hearing from them, you may arrange for lifting the materials after remitting the sale amount in advance.

*N. Krishnamurthy,*  
Chief Engineer, Materials Management. (I.C)

TAMIL NADU ELECTRICITY BOARD - In-house Management Consultancy Services - Project No.TN/DT/04/91-- Maintenance Planning System - Implementation in all O&M Sections from 1996 - Orders issued.

(Permanent) B.P.(Ch)No.309

Technical Branch

Dated 19-10-1995,  
lyppasi 2, Yuva,  
Thiruvalluvar Aandu-2026.  
Read:

1. Permanent B.P.(FB) No.229/Technical Branch/dated 9.9.1991
2. Memo. (Permanent)No.39089/O&M Cell (4)/92-1, dated 18-7-92.
3. Maintenance Manual 1992.
4. Permanent B.P.(FB) No.27/Sectt. Branch/dated 28.5.94.

### Proceedings:

Maintenance Planning System for Distribution Network was developed by the In-house Management Consultancy Services with the objectives of improving service to consumers by reducing interruption of supply and improving the performance of Tamil Nadu Electricity Board by reducing failure of distribution transformers through systematic planning of maintenance activities. The system specifies various maintenance activities to be carried out on distribution assets, such as transformers, HT lines and LT lines and periodicity in which the activities have to be carried out. Formats have been designed for recording and reviewing the results. Planning is done for maintenance of the distribution network for a calendar year taking into consideration monsoon and other conditions. (The details of the system are available in Maintenance Manual 1992 and are also to be published in September 1995 Gazette).

2. The system was initially introduced in the pilot study areas of Polur and Cheyyar divisions of Thiruvannamalai Circle and T.Nagar and Adayar divisions of Madras Electricity Distribution Circle/South and subsequently extended to about 65% of the O&M divisions in the Board in stages, based on the rate of failure of distribution transformers. However, history cards were introduced for all the distribution transformers from 1995 irrespective of the rate of failure.
3. Considering the benefits of the Maintenance Planning System, the following is ordered:-
  - i. The maintenance planning system should be implemented from 1996 onwards in all the O&M divisions of the Board irrespective of the failure rate, as it benefits both the Board and the consumers by reducing the failure of distribution transformers and improving the consumer satisfaction and the image of the Board.
  - ii. Superintending Engineer/Rural Electrification and Improvement (Distribution) will monitor the effective implementation of the maintenance Planning System throughout the Board.

- iii. To monitor implementation of the system, the Executive Engineers/O&M should send copies of the annual plans of all the sections under their control directly to Superintending Engineer/Rural Electrification and Improvement/(Distribution) by the first week of January of every year starting from 1996. The Superintending Engineer/RE&T (D) should arrange for surprise inspection of the maintenance activities carried out at the field. As the volume of inspection work will be heavy, the Superintending Engineers in the Headquarters Office should deputed one or two Assistant Executive Engineers/Executive Engineers for two to four days in a month for this purpose, when requested by the Superintending Engineer/RE&T(D). Necessary formats required for the inspection will be designed by In-house Management Consultancy Services.
4. For implementing the system in 1996 the Superintending Engineer/Electricity Distribution Circles should arrange to print and supply the required formats to all the sections before 15.12.95. In addition, instruments such as megger and tong tester have to be supplied to the sections wherever they are not available. The Superintending Engineers/EDCs. should ensure full implementation of the system in their circles.

(By Order of the Chairman)

S.R. Krishnamurthy,  
Chief Engineer/Planning.

\* \* \*

Electricity - Cogeneration by sugar mills - Measurement and charges for import and export power from Cogeneration plant - Guidelines.

(Permanent) B.P.(Ch)No.219

Technical Branch

Dated : 30-10-1995.

Iyypasi, 13, Yuva,  
Thiruvalluvar Aandu 2026.

#### Proceedings:

Board has given consent to 12 Nos. sugar mills for erecting the Cogeneration power plant at their sugar mills and proposed to purchase the surplus power after their usage. Out of these twelve, four sugar mills have started their erection of Cogeneration plants and getting ready for commissions. The start up power required to this plant is about 1200 MVA power. The sugar mill owners have requested, to exempt the M.D. charges for the imported power in their sugar mills since the TNEB is paying only energy charges for the power received from sugar mills.

2. The matter was examined, after careful consideration, the following were ordered for implementation in the cogeneration plants at sugar mills that are exporting power to TNEB grid.
  - a. Metering shall be done at the premises of Cogenerating plant with export and import Trivector Meter with maximum demand indicator.
  - b. The meter reading has to be taken every month for the export and import of energy from the cogenerating plant along with a maximum demand recorded.

- c. For the energy drawn from the TNEB grid, billing will be done at HT Tariff I rate for the energy as well as the maximum demand recorded on monthly basis.
- d. Payment will be made @ Rs.2.25 per unit as per B.P.(FB) No.96 dt.31.3.95 for the power purchased from the Cogeneration plant by TNEB.
- e. The Cogenerating sugar mill, has to obtain permission from the concerned Regional Chief Engineers for the drawal of start up power from grid by furnishing the load details of ID Fan, F.D. Fan, feed water pump, S.A. Fan and other auxillaries (Preferential loads).
- f. The above conditions have to be incorporated in the Power Purchase Agreement suitably.

(By Order of Chairman)

G. Subramaniam,  
Chief Engineer/N.C.E.S.

\* \* \*

Circular Memo.No.SE/IEMC/EE3/AEE1/F.TNPCB/D. 572/95 Technical Branch, dt.31.10.95.

Sub:Electricity - Tamil Nadu Pollution Control Board - Procedure for service connection to L.T./H.T. Industries under "Red Category" -  
Further instruction issued - Reg.

Ref: Circular memo.No.SE/IEMC/EE3/AEE1/F. TNPCB/ D.503/95 dt.19.9.95.

Further to the issue of instructions issued vide reference (1) regarding procedure to be adopted for service connection to L.T./H.T. Industries under 'Red Category' Chief Engineer/Distribution/Coimbatore had sought clarification on the procedure to be followed in respect of industrial applications (under Red Category) received prior to the issue of instruction dt. 19.9.95 which are under various stages of processing.

On examination of the above, it is informed that the following may be followed regarding L.T./H.T. Industrial applications (under red category) received prior to the issue of instruction dt. 19.9.95.

- i) The production of letter of "consent to establish" issued by Tamil Nadu Pollution Control Board need not be insisted upon.
- ii) However the production of letter of "consent to operate" issued by TNPCB shall be insisted upon prior to effecting supply from those applicants.

Receipt of this instruction may be acknowledged.

A. Chindamani,  
Member (Distribution).

# In-House Management Consultancy Services

## PART - V

### In-House Management Consultancy Services

#### REDUCTION OF LINE LOSSES IN THANJAVUR MUNICIPAL ELECTRICAL UNDERTAKING

##### I. Introduction

Thanjavur Municipality had its own electrical undertaking for supply of electrical energy to nearly 26,000 consumers residing within the municipal area. It received electricity in bulk from Tamil Nadu Electricity Board under H.T. Tariff and distributed the same to the consumers under different categories of tariff which was marginally higher than the TNEB tariff. While examining a request from the Director of Municipal Administration for reduction in the tariff for the power supplied to municipal undertakings, it emerged that there was scope for reducing the line loss in the Thanjavur Municipal Electrical Undertaking.

##### II. Description of the Problem

Line loss in a system can be defined as difference between the input quantum of energy and output quantum of energy. These line losses consist of technical losses and commercial/unaccounted losses. The line losses for the Thanjavur Municipality Undertaking was 28.8% for 1989 whereas for TNEB it was only 18.55. The high percentage of line losses resulted in reduction of revenue to the municipality.

##### III. Objective

The objective of this study was to bring down the line losses by 4%.

##### IV. Methodology Adopted

- i. Field visits were made and discussions held with the Chairman of the Municipality, Municipal Electrical Engineer and staff of Electrical undertaking.
- ii. The team went through the reports prepared by other agencies for Thanjavur Municipality and the accounts for the last five years.
- iii. Voltage at the transformer end and at the tail end were measured at random for sample transformers.

- iv. Some single phase and 3 phase meters were released from live services and their accuracy checked in the testing lab.
- v. The organisational set up of the electrical undertaking was analysed.

## V. Diagnosis and Recommendations

Electrical energy was supplied to the municipality from the Thanjavur 110/66/11 KV sub station. The metering arrangements were made at the sub-station itself. The main load in the city was 5 KM away from the metering point. Based on the diagnosis made the following recommendations were made.

- i. One number 110/11 KV sub-station with two numbers 10 MVA power transformers and 4 Nos. emanating 11 KV feeders had to be erected at the space near the old power house. Improvements to H.T. and L.T. system, erection of transformers and enhancement of transformer capacity, tidying of service connections and allied works had to be done. The above improvement would reduce the line losses by 9.87 percent.
- ii. An Anti Power Theft Squad at a cost of Rs. 1.6 lakhs of one time expenditure with a recurring expenditure of Rs.1.9 lakhs per year was to be created and positioned centrally at Coimbatore to cater to the needs of all the three municipalities (Thanjavur, Karur and Pollachi) and two corporations (Coimbatore and Madurai). In addition to prevention of theft of energy and detection of malpractices, the establishment would earn through collection of penal charges also. The squad would pay for itself.
- iii. Additional 3 Testing Assistant posts were to be sanctioned for periodical testing of the meters in live services, testing of new meters, inspection of consumer's installations and checking the services. In addition to reduction in line losses, due to accurate meters, revenue would be earned for testing the new meters.
- iv. The Electrical Undertaking might connect capacitors in tube light fittings for street lights to improve power factor and thereby reduce line current and line losses.
- v. To prevent leakage due to poorly insulated L.T. lines, service lines etc. it was recommended to revamp the service connection wires for 5726 services at a cost of Rs.20.07 lakh.
- vi. The old meters in some of the services which consumed 2 to 4 watts might be condemned when become defective and replaced by new meters with less consumption.
- vii. Expeditious action had to be taken by the council to collect the arrears of Rs.121 lakhs from the consumers.

## VI. Implementation

- i. The 110/11 KV town sub station had been established and energised on 8.6.92.
- ii. H.T. lines had been bifurcated into 4 radial feeders from the new sub station.
- iii. 11 KV link lines had been erected to reduce the length line and in turn line losses.
- iv. Distribution transformers had been erected at ten load centres and the length of L.T. lines reduced.
- v. Three posts of Testing Assistants had been created and filled up.



**VII. Actual Benefits Realised**

Reduction of line loss

Year	% of line loss
1991-92 (4/91 to 3/92)	26.41
1992-93 (4/92 to 11/92)	19.29

**VIII. Cost Benefit Analysis**

Rs. in lakhs

A. Cost of consultancy	0.25
B. Cost of client's time	Nil
C. Cost of implementation (HT link feeders from the sub station)	83.52
Total cost of the project	<u>83.77</u>
D. Recurring savings	
No. of units saved due to reduction in line loss	5.064 Million units
Savings in Rupees	43.044
Less Recurring cost	12.590
	<u>30.454</u>
Life period of the asset	35 years

Net benefit for 5 years :

$$30.045 + \frac{30.45}{1.12} + \frac{30.45}{(1.12)^2} + \frac{30.45}{(1.12)^3} + \frac{30.45}{(1.12)^4} + \frac{30.45}{(1.12)^5}$$

: Rs.169.18 lakhs

Cost benefit ratio :  $\frac{169.18}{83.77}$

: 2.02 Times

**IX. Time Frame**

The services of two consultants were used for 45 days for completing the study and submission of the report.

BG-7 (OCT-95)

## **ECONOMISING PAPER CONSUMPTION**

### **1.0 Introduction**

The Tender committee meeting held on 14/10/91 decided that a 25% reduction in paper consumption should be achieved. In order to achieve this, the Tender Committee assigned this work to In-House Management Consultancy Services to study on the use of paper and come up with necessary proposals.

### **2.0 Objective**

- 2.1 The objective of the study is to explore ways and means to bring down the paper consumption in Head Quarter's offices 25% by
  - a. picking out areas where repetitive paper work is practiced
  - b. assessing routine paper work which could be achieved or otherwise
  - c. pinpointing packets where large quantity of paper consumed
  - d. examining forms used for elimination/simplification/combination.
  - e. rationalising the paper usage system using personal computer for information storage and retrieval.
  - f. suggesting procedures for monitoring the implementation of recommendations.

### **3.0 Methodology**

- 3.1 The IMCS studied the different aspects connected with the intending allocations, storage, drawal, distribution and use of stationary in the Head Quarters office.
- 3.2 Discussions were held with functional heads of the five Branches and few representative Officers in the Head Quarters offices to get their views on ways and means of reducing the present paper consumption. Discussions were also held with M.M. wing, paper control units of different functions and the TNEB press and the Registers maintained by them were reviewed to know the paper procurement and usage system. Books available at the Staff Training College, British Council Library on office Management were also gone through. Two Seminars were conducted to a few representative Senior Officers of the Board in Headquarters office and their views were also obtained. As a result of these, the core problems are identified and the following recommendations suggested for consideration.

## **Recommendations Made**

### **4.0 Stationery**

- 4.1 Reminder forms on a paper of size 1/4th of A4 size and of inferior quality could be printed and supplied to the office for issue of reminders only. The Receipt can also reply on the back side of the reminder.
- 4.2 It is desirable that the reminders are issued by officers of the rank higher than that of the receipt so as to invoke response.

- 4.3 In some of the offices there is a practice of having a file pad for each activity. The files are not closed for a longer period with the result the file pad gets locked up which would otherwise be put into better use.
- 4.4 Whenever telex messages are issued there is a practice of sending the post copy of the telex. For this purpose the Telex message is typed on the authenticated for despatch. Instead one copy of the Telex message in its original form itself could be authenticated and sent to the officer concerned. This will save time as well as stationery.
- 4.5 From one side papers and waste papers if any available in the TNEB press could be made use of for preparing scribbling pad. This could be distributed to Officers and staff of the Board for any rough work.
- 4.6 At present office notes and drafts are hand written or typed either on 1/3rd margin ruled or unruled. The 1/3rd margin roughly occupy 7 cm margin on the left hand side of the front page and on the right hand side of the back page. The 1/3rd margin could be reduced from 7 cm to 4 cm.

## 5.0 Stores

- 5.1 Norms for drawal of paper and other stationery items for each officer and staff have to be fixed taking economical practices in to account and only that quality has to be issued in alternate months instead of issuing it every month.
- 5.2 In the absence of the stores or due to nonavailability of space, the stationery is generally allotted to all officers and staff immediately after drawal from the main stores.

## 6.0 Office Procedure

- 6.1 While issuing Circular instructions several copies are marked to officers. When TNEB Gazette is being brought any, the need for issuing several copies so individual officers do not arise. There is also practice of marking copies of letters addressed to the functional head to the sub-ordinate officers. This also leads to waste of stationery. Except important letters all others could be addressed to the functional head only.
- 6.2 At present in some of the offices have a practice of keeping an office copy and spare copy in addition to the manuscript approved. Instructions have to be issued to keep the draft manuscript as office copy. However, carbon copies could be made only when the draft has been so extensively altered as it make it to be necessary to have a clean copy.
- 6.3 Some of the Officers are having a practice of preparing Note file independently and then linking it with main file. This results in scoring out balance page of the previous note thereby wasting stationery.
- 6.4 All the Officers have to follow the system of putting note file and Current file. The noting must be brief to the point. It should not merely reproduce the current file.
- 6.5 While writing or typing notes and drafts on 1/3rd margin ruled sheets, practice of leaving one line blank is adopted. Instructions have to be issued to write continuously without leaving any line in between.

- 6.6 As TNEB Gazette is now made available to all the Officers, it is desirable to dispense with the stock file.
- 6.7 Stenos available in the office of a particular Branch/wing could be made use of by the Officers for preparing Notes, Draft letters etc. This practice would help not only to minimise the stationery, but also to expedite the matters.
- 6.8 A detailed indepth study of paper work in various functions could reveal certain repetitive practices that are being followed over the years. Such areas have to be identified and forms have to be introduced in such a way, that the form will be all comprehensive. The sender can send not only the proposal/report but also a form in which all the relevant portion of the proposals/report will be extracted out. Underneath the form provisions have to be made for the headquarters office to furnish additional information or clarifications enabling the decision making authority to make quick decision and accord approval. The forms could be analogous to that of the application forms submitted by the students while joining the colleges.

## 7.0 Typing

- 7.1 While typing, the "From" address and the "To" address are generally typed one below the other. Instead, it could be typed in the same line i.e. at the left hand side and the right hand side of the top of the paper.
- 7.2 No extra copies have to be typed unless specified by the officer.
- 7.3 Whenever a matter typed on a stencil sheet comes to half page and both sides of a paper are not being used either the same content has to be repeated with remaining half page or any other contents which will occupy half page has to be typed, so as to economise the stationery.

## 8.0 Training

- 8.1 The officers have to conduct meetings, at definite intervals or as and when any stationery items are being wasted.
- 8.2 The new typists as and when they join in the Board have to undergo training not only on the various forms of letters to be typed, office procedures etc, but also on procedures to be adopted in economising the stationery.
- 8.3 The duplicating machines operator has to be given adequate training not only on using and maintaining the duplicate machine but also on economising the stationery (duplicating paper, ink, etc.)

## 9.0 Despatch

- 9.1 As a rule no paper for despatch shall be retained in the despatch section for more than 24 hours. Letters both official and demiofficial which are received for despatch before 4.40 P.M. shall however be despatched on the date of receipt. Any delay in this causes delay in receipt of information from the receipient concerned. This results in sending remainders again which could be avoided.

## 10.0 Modern Technology

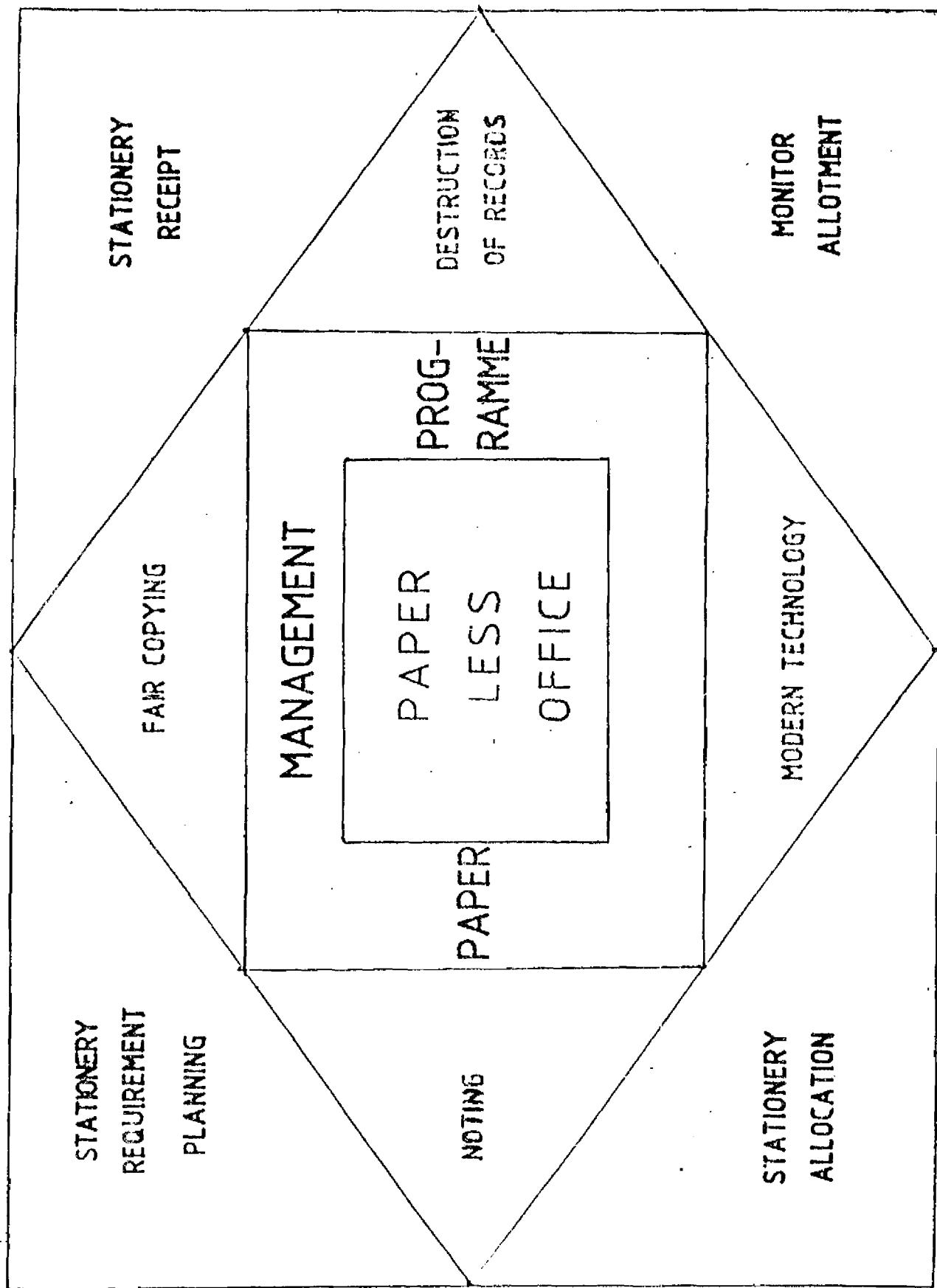
- 10.1 Today in developed countries people talk about paperless office by using the modern information

technology. In this direction the Board also can make a few attempts in a storage and retrieval of vital documents (such as tender regulation, budget, balance sheet, specifications and purchase orders which helps in making corrections at ease and avoids laborious process of comparison and retyping.

- 10.2 Xerox machines also could be supplied to each functional heads so as to avoid stocking several copies of the references.

## 11.0 Conclusion

- 11.1 Information is the end product of paper work. Paper work is a manufacturing process by which information is created through the effect of officers and staff. The computers today can eliminate more clerical operations, but it will not improve the efficiency of paper work operations. As much of the decisions have to be made and implemented by the officers of the Board; paper work management depends on continuous follow up, re-design of forms, office procedures, purchase of new stationery items etc. This could be made possible only by having paper work management programme.
- 11.2 A diagram indicating the strategy that could be adopted for paper reduction is at Annexure..
- 11.3 After taking into all aspects the Board issued necessary instructions in Bd's Memo. No. 106/IMCS/91-1 dt. 1-6-93 to all functional heads to follow them scrupulously so as to minimise the consumption of paper in their respective offices. According to the instructions, a paper work coordinator in the rank of AEE has been nominated to monitor the consumption of paper and in this regard a 3 days workshop was also conducted by the Staff Training College/Kilpauk for them.



STRATEGY FOR PAPER REDUCTION

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