

( 77. )

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BOARD'S STANDING ORDER NO. IAB/M2 106/67 229/EB**

Dated Patna, the 7th October, 1965.

The Bihar State Electricity Board in its resolution no. 1500 has decided to grant permission for registering themselves with the Employment Exchange to those workmen only who fall in either of the two categories mentioned below :—

- (1) The employees declared surplus to the requirement.
- (2) The employees employed for specific period (short duration) on temporary basis, not those who are on temporary rolls because of permanent set-up not having been approved.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
6-10-1965  
Secretary

Memo No. 1460/EB, dated Patna, the 7th October, 1967.

Copy forwarded to the Project Manager, Barauni Thermal Power Station, Barauni/Patratu Thermal Power Station, Patratu/All Superintending Engineers/All Executive Engineers/All Assistant Engineers/Personnel Officers for information and action.

Sd/- M. C. Subarna,  
6-10-65.  
Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. 230/EB.**

Dated Patna, the 20th November, 1967.

The post of Head Assistants of the Secretariat of the Board are designated as Section Officers with effect from the date of issue of this order.

By order of the Bihar State Electricity Board,  
Sd/- M. A. M. Gilani,  
Secretary.

Memo No. 3798/EB, dated the 20th November, 1967.

Copy forwarded to the Chief Engineer (O & M)/Chief Engineer (Civil)/Chief Engineer (Project)/Financial Controller/All Deputy Chief Engineers/All Superintending Engineers/Project Manager, Barauni Thermal Power Station, Barauni/Patratu Thermal Power Station, Patratu/All Officers in the Secretariat of the Board/All Head Assistants in the Secretariat of the Board for information.

Sd/- J. B. Srivastava,  
for Under-Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. REV /GEN-II/E-38/67-231/EB.**

Dated Patna, the 2nd December, 1967.

Subject—Grant of instalments to consumers for arrears exceeding Rs. 20,000.00.

In partial modification of Board's Standing Order No. 226, dated the 24th August, 1967, it has been decided that whenever any case for grant of instalment is forwarded to the Board, the Electrical Executive Engineer concerned should send his proposal for the same through his Electrical Superintending Engineer, who in turn will forward the case to the Board along with his comments.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
30-11-1967  
Secretary to the Board.

Memo No. Acctt./Rev./Gen-II/L-38/67-EB-1309, dated Patna, the 2nd December, 1967.

Copy forwarded to the Deputy Chief Engineer (Commercial), Bihar State Electricity Board, Secretariat, Patna/All Electrical Superintending Engineers (Supply Circles)/All Electrical Executive Engineers, Supply Divisions/ Director of Accounts/ Director of Finance/Chief Revenue Officer/All Revenue Officers/All Deputy Revenue Officers.

Sd/- M. C. Subarna,  
30-11-1967.  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. L/M-402/67-232/EB.**

Dated Patna, the 14th December, 1967

It is the duty of all Assistant Electrical Engineers, Electrical Executive Engineers and Superintending Engineers in-charge of Subdivisions, Divisions and Circles respectively to ensure among other things that the offences against the Indian Electricity Act, 1910, or any Rule, licence or order thereunder committed within their respective jurisdiction is not allowed to go unpunished. Being incharge of Subdivisions, Divisions and Circles of the Board, the Assistant Electrical Engineers, Electrical Executive Engineers and Electrical Superintending Engineers respectively are 'persons aggrieved' within the meaning of these words as used in Section 50 of the Indian Electricity Act, 1910. By way of abundant precaution, however, by Standing Order No. L/Sc-1066/66-206/EB, dated the 21st February, 1967 (copy enclosed), the above mentioned officers were authorised by the Board to institute criminal prosecution for theft of electrical energy within their respective jurisdiction. As this Standing Order related to only theft of electrical energy, the Board by its resolution no 1547, dated the 5th December, 1967 has authorised the above named officers to institute criminal prosecution for any offence against this Act or any Rule, licence or order thereunder committed within their respective jurisdiction.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
**BOARD'S STANDING ORDER NO. REV /CODE/IR-02/66-233**

Dated Patna, the 14th December, 1967

Subject—Yard stick for the creation of post of Bill Superintendent and Bill Assistant—Annexure thereto.

In partial modification of Standing Order No. Acct./C. M/154/628 E.B., dated 22nd September, 1963 it has been decided to revise the duties of the Assistant Superintendent (previously designated as Bill Superintendents) contained in the Annexure I to the aforesaid Standing Order. For this purpose item nos. 1 to 14 of the duties enlisted in the Annexure referred to should be substituted by item nos. 1 to 21 of the duties contained in the enclosed Annexure to this order.

The aforesaid modification shall come into immediate effect.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary to the Board.

Memo No. Rev.-Code-IR-02/66-1326, dated Patna, the 14th December, 1967.

Copy forwarded to the F. C./D. F./O. S. D./D. A./D. C. E. (Com.)/C. R. O./All E. S. Es. (Supply Circles)/All E. E. Es. (Supply Divisions)/All R. Os./All Assistant Electrical Engineers (Supply Sub-divisions)/All Deputy R. O./Chief Instructor, Accounts Training School for information.

Sd/- M. C. Subarna,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
**BOARD'S STANDING ORDER NO. SS/D4-304/68-234/EB.**

Dated Patna, the 16th January, 1968.

In continuation to this office order no. SS/D4-803/67-961, dated the 29th April, 1967, sanction is accorded to the creation of the additional staff for the six Meter Relay Testing Divisions created in Notification No. SS/D4-308/67-1442, dated the 29th April, 1967, with effect from the 15th January, 1968 to the 28th February, 1970 :-

1 Staff for each of the Meter Relay Testing Divisions at Patna, Gaya, Ranchi, Deoghar, Muzaffarpur and also under the South Bihar Transmission Circle, Ranchi.

- (i) One post of Correspondence Clerk, in the scale of pay of Rs. 70-4-130-5-155.
- (ii) One post of Steno Typist, in the scale of pay of Rs. 70-4-130-5-155.
- (iii) One post of Accounts Assistant in the scale of pay of Rs. 120-6-180-8-260.
- (iv) One post of Driver, in the scale of pay of Rs. 70-4-110-3-160.
- (v) Two posts of Office Peon, in the scale of pay of Rs. 42½-½-52½ each.
- (vi) One post of Orderly Peon, in the scale of pay of Rs. 42½-½-52½.
- (vii) One post of Chawkidar, in the scale of pay of Rs. 42½-½-52½.

By order of the Bihar State Electricity Board,  
Sd/- S. D. Sinha,  
Under-Secretary.

Momo No. SS/D4-304/68/203-EB, dated Patna, the 16th January, 1968.  
Copy forwarded to the Resident A. O., Bihar State Electricity Board, Patna/D. A. for information.

Sd/- S. D. Sinha,  
Under-Secretary.

Memo No. SS/D4-304/68—203/EB, dated Patna, the 16th January, 1968.

Copy forwarded to the Chief Engineer (O and M)/C. E. ( Project )/All Deputy Chief Engineers/E. S. E., Patna/Gaya/Ranchi/Bhagalpur/Muzaffarpur/S. B. T. C., Ranchi/E. E. E., M. R. T. Division, Patna/Gaya/Ranchi/Deoghar/Muzaffarpur/Ranchi ( Under South Bihar Transmission Circle, Ranchi/D. P./B. O./A. O. ( Establishment), Bihar State Electricity Board, Patna for information.

2. These posts will be filled up by the surplus staff from the projects and elsewhere in consultation with the Director of Personnel, who is requested to take necessary action to fill up these posts.

Para. 2 for the E. S. E. and the Director of Personnel.

Sd./- S. D. Sinha,  
Under-Secretary.

## BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. 235.

Dated Patna, the 18th January, 1968.

The Board has approved the Bihar State Electricity Board Contributory Provident Fund Rules in Resolution No. 1531 passed on 31st October, 1967. In accordance with Rule 5 (a) of the said rules the following have been nominated by the Board as representatives of the Board on the Committee of Trustees of the Bihar State Electricity Board Contributory Provident Fund :—

1. Financial Controller.
2. Director of Accounts.
3. Director of Personnel.

The Financial Controller shall be the Chairman of the Committee of Trustees.

The Director of Accounts shall be the Administrator of the Provident Fund for the purpose of Rule 16 of the Bihar State Electricity Board Contributory Provident Fund Rules.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

Memo No. 128, dated Patna, the 18th January, 1968.

Copy forwarded to the Regional Provident Fund Commissioner, Kadamkuan, Patna-3.

Sd/- M. C. Subarna,  
Secretary.

BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. 236

Dated Patna, the 18th January, 1968.

The Board has approved the Bihar State Electricity Board Contributory Provident Fund Rules in Resolution No. 1531, dated the 31st October, 1967, a copy of which is appended to this order.

The field officers with the assistance of Personnel Officers, posted in their circles, are required to ensure that recoveries are made promptly and the Employees Provident Fund Scheme, 1952 is properly implemented wherever applicable.

By Order of the Bihar State Electricity Board,

Sd/- M. C. Subarna,

Secretary.

Memo No. 129, dated Patna, the 18th January, 1968.

Copy forwarded to the Regional Provident Fund Commissioner, Kadamkuan, Patna-3.

Sd/- M. C. Subarna,

Secretary.

Memo No. 129-EB, dated Patna, the 18th January, 1968.

Copy forwarded to the Project Manager, Barauni/Patratu/All Superintending Engineers/All Executive Engineers/All A. O. S.

Sd/- M. C. Subarna,

Secretary.

BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER NO. SS/M1-210/67-237/EB.

Dated Patna, the 18th January, 1968.

The Bihar State Electricity Board has been seriously concerned about the fact that the implementation of its orders of transfer is being delayed for one reason or the other, which not only adversely affects the discipline and working of the officers but also delays subsequent transfer of officers, thereby dislocating the work at several places.

The Board has, therefore, decided that unless otherwise indicated in the transfer order, or permitted separately through formal order of the Board, a servant of the Board under orders of transfer, who does not make over charge within one month from the date of the issue of the transfer order, would be deemed automatically to have been relieved from the date following the expiry of this period of one month and would be treated as on joining time from that date. Thereafter, in accordance with rule 265 of the Bihar Service Code, if he does not join his new post within his joining time, he would not be entitled to any pay or leave salary after the end of the joining time. Wilful absence from duty after the expiry of the joining time would also be treated as misconduct for the purpose of rule 56 of the Bihar Service Code.

This order applies to all officers and employees of the Board and takes immediate effect.

By order of the Bihar State Electricity Board,

Sd/- M. C. Subarna,

Secretary.

## BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. 238

Dated Patna, the 24th January, 1968.

In continuation to the Board's Standing Order No. 1/D4-1002/64-95, dated the 25th July, 1964, sanction is accorded to the permanency of the following temporary posts for the Secretariat of the Bihar State Electricity Board, Patna, with effect from the dates mentioned against each :-

Sl. No.	Name of posts	Scale of pay Old scale/Replacement scale of pay with effect from 1-4-1962	No. of tempo- rary posts sanctioned.	O. O. No. & date of temporary sanction.	Date of perma- nency.
1	2	3	4	5	6
1	Joint Secretary	Rs. 800—35—1,150 Rs. 900—50—1,400	1	No. 2406 10-7-1965	1-7-1965
2	Joint Secretary (Law)	Rs. 800—50—1,500 Rs. 900—50—1,500	1	No. 1680 20-5-1965	20-5-1965
3	Under Secretary	Rs. 600—30—900 Rs. 730—25—870—40—1,070— EB-45—1,250	1	No. 1145 17-12-1959	17-11-1959
4	Assistant Secretary	Rs. 450—20—550 plus a special pay of Rs. 100 a month. Rs. 300—25—450—EB—25— 700—EB—25—750 plus a special pay of Rs. 100 a month.	1	No. 50 20-1-1960	17-11-1959
5	Administrative Officer	Rs. 450—20—550 Rs. 300—25—450—EB—25— 700—EB—25—750	1	No. 858 25-9-1959	25-9-1959
6	Financial Controller	Rs. 1,600—100—2,000	1	No. 2432 20-7-1965	24-6-1965
7	Deputy Director of Accounts	Rs. 350—15—380—30—590— EB—30—770—40—850	2	No. 1470 26-9-1961 No. 1348 27-6-1962	26-9-1961 27-6-1962
8	Accounts Officer	Rs. 220—25—320—EB—25—670— BB—20—750 Rs. 325—30—505—EB—30—805— EB—30—925	7	No. 13 17-7-1958—1 No. 689 7-8-1959—1 No. 806 5-9-1959—2 No. 46 19-1-1960—1 No. 457 27-4-1960—1 No. 2067 27-12-1961—1	17-7-1958 7-8-1959 5-9-1959 19-1-1960 27-4-1960 27-12-1961

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. F/M-308/67-239/EB.

Dated Patna, the 29th January, 1968.

Subject—Amendment of Travelling Allowance Rules.

The State Government have made amendment in their T. A. Rules in Order No. III/AI-134/67—22103-F, dated the 15th December, 1967. The Board in their meeting dated the 5th January, 1968 have decided that these revised T. A. Rules should be adopted by the Board from the 1st January, 1968.

2. Revised T. A. Bills will have to be prepared on the basis of the new rates for the officers and staff who have already drawn T. A. on the basis of old rates in respect of the journeys performed after the 1st January, 1968 but prior to the issue of this order and the overdrawn amounts refunded to the Board.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**Annexure IV**

Memo No. III/AI-134/67-22103-F

GOVERNMENT OF BIHAR

Finance Department

To

All Departments of Government  
All Heads of Department.

Patna, the 15th December, 1967.

Subject—Revision in the rates of T. A.

The State Government have had under consideration the question of reducing the expenditure over travelling allowances as a measure of economy. After a careful consideration of the matter, it has been decided to modify the existing rates of travelling allowance to the extent indicated below :—

(1) **Rule 46 (1) of Bihar T. A. Rules—Incidental charges for journeys by Rail.**

The scale of incidental charges admissible to Government servants of higher grades is revised as below :—

Grade	Class of accommodation admissible.	Incidental charges
(a) Government servants drawing pay exceeding Rs. 900	1st Class	35 paise for every ten Kilometres or part thereof provided such part is at least 5 Kilometres.
(b) Government servants drawing pay Rs. 226 and above but not exceeding Rs. 900.	1st Class	24 paise for every ten Kilometres or part thereof provided such part is at least 5 Kilometres.
(2) <b>Rule 57 (ii) of the Bihar T.A. Rules—Road mileage for journeys performed in car owned by the Government servant—</b>		

**A. For officers drawing pay of Rs. 750 and above.**

The rates of road mileage as prescribed in Finance Department Memo No. A1-124/65—10750, dated the 21st October, 1965 are revised as below :—

	<b>Officers of the First Grade</b>	<b>Officers of the Second Grade</b>
First 300 Kilometres	40 paise per Kilometre	35 paise per Kilometre.
Next 350 Kilometres	30 paise per Kilometre	30 paise per Kilometre.
All subsequent Kilometres	20 paise per Kilometre	20 paise per Kilometre.

**Note :—**The above rates would uniformly apply to all officers drawing pay of Rs. 750 and above irrespective of whether they are holding district or smaller charges or posted in the Chotanagpur Division or in the district of Santhal Parganas as also irrespective of the special post, if any, held by them.

**B. For officers drawing pay below Rs. 750.**

Officers drawing pay below Rs. 750 per month will not be entitled to claim mileage allowance for journeys performed by own car.

In consideration of the special responsibility entrusted to them, an exception has been made in the case of such officers as hold independent charge of a district or of any smaller area of administration even though their pay be less than Rs. 750 per month. A Subdivisional Officer, a Superintendent of Excise in-charge of a district, a Deputy Superintendent of Police Subdivision and officer of the Commercial Taxes Department holding charge of a Circle or a Sub-Circle, will be entitled to road mileage at the rates prescribed for officers in receipt of Rs. 750 or above as pay. Where any Department of Government considers that an officer not specified above should be included in the aforesaid category, the matter should be referred to the Finance Department for advice.

If in cases other than specified above and an officer drawing pay below Rs. 750 per month performs journey by his own car, he will be allowed road mileage at the rate of 30 paise per Kilometre for first 400 Kilometres and 20 paise per Kilometre for Kilometres.

2. These orders will take effect from the 1st January, 1968. In other words, journeys performed on and after the 1st January, 1968 will attract the rates as revised in these orders.

All subordinate officers and the officers should be informed.

3. The provisions contained in Bihar T. A. Rules read with the orders issued in Finance Department memo no. A1-124/65—10750-F, dated the 21st October, 1965 should be deemed to have been modified to the above extent. Necessary correction slip to the Bihar Travelling Allowance Rules will be issued in due course.

4. In so far as officers serving under the High Court and the Bihar Legislative Council/Bihar Legislative Assembly are concerned necessary orders will be issued later with the concurrence of the Chief Justice of the High Court and the Chairman/Speaker respectively.

Sd/- P. S. Appu,  
Secretary to Government.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. ACCT/CM/206/63—240-EB.**

Dated Patna, the 10th February, 1968.

The Bihar State Electricity Board, in its Resolution No. 1591 of 1967-68, decided to delegate the Deputy Director of Accounts, Barauni, the powers as mentioned in the Annexure subject to the overall direction, supervision and control of the Project Manager and such orders as might be passed from time to time.

By order of the Bihar State Electricity Board,  
Sd/s M. C. Subarna,  
Secretary.

**ANNEXURE**

**DELEGATION OF POWER TO THE DEPUTY DIRECTOR OF ACCOUNTS,  
BARAUNI**

The following powers are delegated to the Deputy Director of Accounts, Barauni :—

<b>Nature of Power</b>	<b>Extent of Power</b>
1. Grant of Earned Leave	To all non gazetted staff and the rank of Accounts Assistants for two months without substitute.
2. Grant of Casual Leave	To all gazetted officers working directly under him.
3. Advances	All advances to Accounts Officers and staff of the Accounts office will be sanctioned by him with reference to the Board's Standing Orders and the B. F. Rules (Bihar Financial Rules).
4. Countersigning of cheques	Cheques exceeding Rs. 25,000 drawn by the Accounts Officers will be countersigned by him.
5. Test check of bills for supplies and contracts.	All bills exceeding Rs. 50,000
6. Countersignature of T. A. Bills	All T. A. Bills of Gazetted and non-Gazetted staff of the Accounts Office.
7. Incurring of contingent expenditure	Same powers as are exercised by a head of the office under the Bihar Financial Rules.
8. Granting, enhancing or reducing imprests	Full powers as may be necessary on the recommendations of the Superintending Engineers.
9. Ordering transfers	Transfer of staff from one section to another in the Accounts Office, except Gazetted officers, to be done with the approval of the Financial Controller.
10. Medical reimbursement	In respect of Accounts Officers and staff of the Accounts Office upto Rs. 50.

**बिहार राज्य विद्युत् बोर्ड, पटना**

स्थायी आदेश संख्या एफ/ए2-301/68—241-वि० बोर्ड

दिनांक 19 फरवरी, 1968

विषय—बिहार राज्य विद्युत् बोर्ड के चतुर्थवर्गीय अस्थायी कर्मचारियों को साईकिल खरीदने के लिए अग्रिम की स्वीकृति

बिहार राज्य विद्युत् बोर्ड के चतुर्थवर्गीय अस्थायी कर्मचारियों को साईकिल खरीदने के लिए अग्रिम की स्वीकृति पर बोर्ड ने निर्णय लिया कि बोर्ड उन चतुर्थवर्गीय अस्थायी कर्मचारियों को साईकिल खरीदने के लिए अग्रिम स्वीकृत करेगा जो अनवरत रूप में कम-से-कम पाँच वर्ष तक की अवधि में बोर्ड अथवा राज्य सरकार के किसी विभाग में सेवा किए हों और बोर्ड अथवा विद्युत् विभाग के किन्हीं दो स्थायी कर्मचारियों से सुरक्षा-पत्र प्रस्तुत करते हों।

बिहार राज्य विद्युत् बोर्ड के आदेश से,  
ह०/ ज० भ० श्रीवास्तव  
सहायक सचिव

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BOARD'S STANDING ORDER NO. LAB/T3-103/68—242/EB.**

Dated Patna, the 22nd February, 1968

Sanction is accorded to the engagement of 140 short-term Apprentices in the Board under the Apprentices Act, 1961, as in the manner detailed below, at an estimated cost of Rs. 1,00,800 (Rupees one lakh eight hundred) only per annum towards the payment of stipend to the apprentices as admissible under the Act :—

Name of the Circles	No. of Apprentices
1. Patna Electrical Circle, Patna	20
2. Muzaffarpur Electrical Circle, Muzaffarpur	26
3. Purnea Electrical Circle, Purnea	12
4. Gaya Electrical Circle, Gaya	30
5. Ranchi Electrical Circle, Ranchi	30
6. Bhagalpur Electrical Circle, Bhagalpur	22
<b>Total</b>	<b>140</b>

The cost will be met out of the provision under "Contingencies—Miscellaneous (Account No. 402 (g))" of the circles in which the candidates will join as apprentices. The expenditure on the apprentices will exclusively be charged to Revenue Accounts.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. 243/EB**

Dated Patna, the 22nd February, 1968

The Bihar State Electricity Board has decided to grant the following concessions to the Small Scale and Cottage Industries of Bihar which are registered either with the Industries Department, Bihar, or with the National Small Industries Service Association :—

1. Exemption from the payment of security deposit.
2. Ninety percent of payment against Railway receipt will be made.
3. Exemption from depositing earnest money.

The above concessions have been granted only to those units which actually manufacture the products for which they submit tenders.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 244

Dated Patna, the 24th February, 1968

Subject—Lekha Pravin Pariksha—Change in the syllabus.

In supersession of Board's Standing Order no. 65, dated the 13th January, 1964, it has been decided by the Board to introduce a revised syllabus for the "Lekha Pravin Pariksha" with slight modifications in the existing one. The revised syllabus, which will have effect from the next L. P. P. is given in the annexure attached.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary to the Board.

**ANNEXURE**

**Revised Syllabus**

**LEKHA PARVIN PARIKSHA**

**PART I**

**Total marks 500**

**Marks**

Paper I	Precis and drafting—Candidates will be required to make precis of official correspondence. Answers to question on drafting may be given either in Hindi or in English.	100
Paper II	Book-keeping and Accountancy— The Chapters prescribed are as under. (i) Fundamentals of Double Entry. (ii) Trading, Manufacturing and Profit and Loss Accounts and Balance Sheet. (iii) Capital and Revenue, Income and Expenditure, and Receipts and Payments Accounts. (iv) Bills of Exchange, Promissory Notes and Cheques. (v) Self Balancing System. X & XI Accounts of Joint Stock Companies. XIV Double Account System. XXIII Factory Organisation. XXIV Cost Accounting. (Books recommended—Advanced Accounts by Batliboi and Advanced Accounts by M. N. Carter).	100
Paper III	ACTS. (a) Detailed knowledge of (i) Indian Electricity Act, 1910. (ii) Electricity (Supply) Act, 1948. (iii) The following chapters and Articles of the Constitution of India. Part — V Chapters II and V. " VI Chapter III, Articles 202—212. " VI Chapters I and II. " VII Chapters I, II, and III. " XVIII Emergency provisions—Seventh Schedule.	100

## PART-II

Total Marks—500

		Marks
Paper I	Financial Rules, Treasury Code etc. ( Theoretical )	100
Paper II	Financial Rules, Treasury Code etc. ( Practical )	100
	<b>Books prescribed</b>	
	( i ) Bihar Financial Rules, Volume I with special reference to Chapter 2. ( Sections I, II, IV, X, XI and XII ) Chapters 7 to 9 ( Sections I, II, VII upto rules 298 of Chapter 9 ). Chapters 11, 43, 14 and 16.	
	( ii ) Bihar Financial Rules, Volume II.	
	( iii ) Bihar Treasury Code— Chapter I Chapter III Chapter V ( Sections I to VI and Section VIII ). Chapter IX	
Paper III	( iv ) Introduction to Indian Government Accounts and Audit. Auditing— (Internal organisation of Accounts for prevention and detection of frauds and errors). Principles of Auditing, Audit of Partnership Accounts, Joint Stock Companies Accounts, Audits of Public Utility concerned. Basis of Valuation of assets and Investigation Accounts. ( <b>Books recommended</b> ) ( i ) Auditing by Spicer and Pegler. ( ii ) Auditing by Batliboi.	100
Paper IV	Board's rules and regulations ( Theoretical )	100
Paper V	Board's Rules and Regulations ( Practical )	100
	<b>Books prescribed</b>	
	( i ) Administration and Organisation	
	( ii ) Cash Chapter.	
	( iii ) Stores Rules, Purchase and Accounts Procedure, Contracts, Foreign Exchange, Letters of Credits.	
	( iv ) Revenue Assessment, Collection and Accounting Procedure.	
	( v ) Works Accounts, Works Orders System, Construction Accounts Ledgers, Commercial Accounts Ledgers etc.	
	( vi ) Compilation of Accounts ( Revenue and Expenditure), Preparation of annual profit and loss accounts, balance sheets, depreciation statement etc.	
	(vii) Classification of Accounts and Accounts Numbers, Annual Financial Statement.	
	(viii) Compendium of Orders and Circulars of the Board.	

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. SS/M1-208/67—245/EB.

Dated Patna, the 24th February, 1968.

Subject—Time limit for transfer of charge of a Circle, Division, Subdivision or Section.

1. The question of fixing a normal time-limit for transfer of charge of a Circle, Division, Sub-division and Section has been engaging the attention of the Board and it has been decided that ordinarily the

following period should be spent in making over and taking over charge of a Circle, Division, Subdivision or Section.

- |  |         |
|--|---------|
| (1) Circle charge                              | 1 day   |
| (2) Divisional charge including Shift Engineer | 2 days. |
| (3) Subdivisional charge                       | 3 days. |
| (4) Sectional charge                           | 3 days. |

2. When in any Division, Subdivision or Section important works are in progress or where there are heavy list of stores, the period of transfer of charge may be extended under the special order of the Superintending Engineer concerned.

3. This Standing Order shall be deemed to have taken effect from the 13th April, 1962, on which date the Board's Standing Order no. 35 came into effect.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BOARD'S STANDING ORDER NO. BIDHI/BI-3028/68—246.**

Dated Patna, the 27th. March, 1968.

With the expansion of the supply of electricity all over the State, the incidence of theft of energy has also considerably increased. This results in considerable loss to the Board. In order to prevent such thefts of energy, the Board has been making raids, for its detection, accompanied with the police officers and Magistrates. Since this drive for prevention of thefts of energy is in full swing, the Board has now decided that criminal cases instituted for thefts of energy and other allied offences should not ordinarily be compounded in courts. It was therefore, decided to withdraw the delegation of powers made in this respect to the Electrical Superintending Engineer in Board's Standing Order no. 144, dated the 2nd April, 1965 (copy enclosed).

Board's Standing Order no. 144, dated the 2nd April, 1965 is accordingly cancelled.

By order of the Bihar State Electricity Board,  
Sd/- C. S. S. Sinha,  
Sr. Law Adviser-cum-Joint Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BOARD'S STANDING ORDER NO. B/P3-701/68—247.**

Dated Patna, the 6th April, 1968.

In supersession of orders issued from time to time, it has been decided that a survey allowance of Rs. 30 P. M. may be granted to each of the members of the staff of the following categories, who remain employed on survey work outside their headquarters for not less than 12 days in a month :—

- (1) Survey Superintendent.
- (2) Survey Foreman Grade I.
- (3) Survey Foreman Grade II.
- (4) Assistant Surveyor.

2. The respective Superintending Engineers are competent to authorise drawal of survey allowance to the persons of above categories.

3. This order will have effect from the 1st March, 1968.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. SS/D4-305/68-248/EB.

Dated Patna, the 27th April, 1968.

In continuation of the Board's Standing Order no. 238 dated the 24th January, 1968, sanction is accorded to the permanency of the temporary post of Director of Personnel, in the replacement scale of pay of Rs. 900-50-1400, created in office order no. 733 dated the 31st March, 1964, for the Secretariat of the Bihar State Electricity Board, Patna, with effect from the 1st April, 1964.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 249.

Dated Patna, the 8th May, 1968

The question of payment of bills relating to execution of civil works of the Kosi Hydel Power Station, Birpur, has been under the consideration of the Board for some time. At present, such bills are disbursed at the Barauni Thermal Power Station, Barauni. As the construction work of the Power Station at Birpur is in full swing, the present arrangement of the bills relating to those works being sent to the Barauni Thermal Power Station for payment, will not be convenient and will involve unnecessary movement of records between Birpur and the Barauni Thermal Power Station. The Junior Accounts Officer, posted in the Kosi Hydel Power Station Division, Birpur, has already been declared as the drawing and disbursing officer under the Board's Order no. Board/Misc.-221/67-EB-181 dated the 24th May, 1967. It has, therefore, been decided that all bills of Kosi Hydel Power Station Division relating to civil works, shall be passed by the Executive Engineer (Civil) during his stay at Birpur and the Junior Accounts Officer of the Division will give the 'Pay' order after exercising the prescribed check before payment. The cheque in payment of such passed bills will, however, be issued over the joint signature of the Junior Accounts Officer and the Electrical Executive Engineer posted in the Kosi Hydel Power Station in accordance with the powers delegated in Board's Order no. Budget/Misc.-221/66-EB-598 dated the 20th April, 1967.

The civil works at Birpur being under the control of the Superintending Engineer (Civil) posted at Barauni Thermal Power Station, the tenders etc. for civil works at Birpur will continue to be finalised at Barauni Thermal Power Station with the concurrence of the Deputy Director of Accounts posted at Barauni Thermal Power Station. The Deputy Director of Accounts/Superintending Engineer (Civil) will send copies of relevant contracts/orders to the Junior Accounts Officer, Kosi Hydel Power Station Division authorising him to pay against such contracts/orders strictly in accordance with the terms and conditions specified therein. Prior approval of the Superintending Engineer (Civil)/Deputy Director of Accounts will be necessary for any payment outside the scope of the terms and conditions of the agreement/order.

The Junior Accounts Officer, Kosi Hydel Power Station, will maintain accounts for all payments made and send accounts to the Director of Accounts directly as is being done in a regular circle. He will also submit budget and other financial statements directly to the Board's Head Quarters.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. ACCTT/CM/91/62/68—250-L.B.

Dated Patna, the 9th May, 1968.

Subject—Work Order System.

According to the rules laid down under Standing Order no. 110, dated the 5th January, 1962 the work orders shall be issued by the Accounts Officer after obtaining the approval of the Superintending Engineer. It has been observed that by routing the papers from section considerable delay is being experienced in execution of works. It has, therefore, been decided to modify the procedure as detailed below to the extent of issue of work orders only and keep intact the other formalities required for execution of work as detailed in Standing Order no. 110, dated the 5th January, 1962 and Standing Order no. 113, dated the 9th October, 1964 :—

1. Work orders for all works upto Rs. 5,000 shall be issued by the Executive Engineer.
2. For all works above Rs. 5,000 the work orders should be issued by the Executive Engineer ( Commercial ) after obtaining the approval from the Superintending Engineer.
3. The Executive Engineer ( Commercial ) shall obtain the budget allotment from the Accounts Officer and communicate to the Executive Engineer, posted in the field so as to ensure that no work order is issued by them without budget allotment.
4. Copies of work orders issued by the field Executive Engineers as well as the Executive Engineer ( Commercial ) shall be sent to the Accounts Officer alongwith copies of the estimates.

It is emphasised that under no circumstance materials should be issued without presentation of the material card.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. F/Amds-302/68—252-EB.

Dated Patna, the 9th June, 1968.

Subject : Amendment of Travelling Allowance Rules.

The State Government have made amendment in their T. A. Rules in Order No. 3/AT--134/67/181/F., dated the 9th January, 1968. The Board in their meeting dated the 1st June, 1968 have decided that these revised T. A. Rules should be adopted by the Board from 1st June, 1968.

Sd/- M. C. Subarna,  
Secretary.

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Annexure

GOVERNMENT OF BIHAR

FINANCE DEPARTMENT

Memo No. 3/AI-134/67/181/F., dated Patna, the 9th January, 1968.

To

All Departments of Government  
All Heads of Departments.

Subject—Revision in rates of T. A.

In continuation of Finance Department Memo No. III/AI-134/67/22103-F., dated the 15th December 1967, on the above subject, the undersigned is directed to say that the State Government have been pleased to decide that Government servants performing journeys on tour on Government duty by regular air lines in a machine of a public air transport company regularly flying for hire may be allowed incidental charges equal to 20% of the air fare subject to a maximum of Rs. 20 for a single journey. The existing provision of Rule 63 (1) (2) of the Bihar T. A. Rules should be deemed to have been modified to this extent.

2. Government are further pleased to decide that the maximum limit of Rs. 20 in the incidental charges for a single journey would also apply in cases where a Government servant is allowed free transit by air in a Government machine or in a machine chartered by Government for the purpose as contemplated in Rule 151 of the Bihar T. A. Rules.

3. These orders would take effect from 1st January, 1968.

Sd/- P. S. Appu,  
Secretary to Government.

## BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. 253

Dated Patna, the 17th June, 1968

In partial modification of para 4 (ii) of Standing Order No. Accounts/CM/110/62—184 dated 18th April, 1966 read with para 2 of the Standing Order No. Accounts/CM/110/67—227, dated 6th September, 1967; the Board have decided that the pay of an L. P. P. passed Accounts Assistant on his promotion as Accountant shall be fixed after ignoring advance increments allowed to him in the scale of Accounts Assistant and the pay so fixed be raised by granting him equal number of advance increments in the Accountants' scale i. e. to say a Part I passed Accounts Assistant will be given one advance increment and a part II passed Accounts Assistant will be given three advance increments in the Accountants' scale.

In so far as the existing Accountants who were promoted directly as Accountants from the rank of Accounts Assistant on successfully passing the L. P. P. examination are concerned; their pay should also be refixed on the above basis with effect from the date of their promotion.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 254/EB.**

Dated Patna, the 25th June, 1968.

Subject—Amendment of Travelling Allowance Rules.

In continuation of Board's Standing Order no. 230, dated the 29th January, 1968 it has been decided that the Executive Engineers posted in the O. & M. and Transmission Circles of the Board and drawing pay below Rs. 750 per month will be entitled to claim mileage allowance for journeys performed by their own cars.

Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. B/P3-201/68—255.**

Dated Patna, the 26th June, 1968.

The Board has decided to grant motor cycle allowance of Rs. 50 ( Rupees fifty ) only a month with effect from the 1st July, 1968 to the Overseers posted in Electric Supply Divisions and Subdivisions who have to move out to places within their jurisdiction for attending break down, fuse calls etc.

2. This allowance will be admissible subject to the following conditions :—

(1) A certificate is furnished by the Overseer to the Electrical Executive Engineer concerned to the effect that a serviceable Motor Cycle is maintained by him.

(2) He remains on tour at least for 10 days or covers 100 miles in a month.

(3) The allowance will be paid only on the certificate granted by the Assistant Electrical Engineer/ Electrical Executive Engineer concerned.

(4) The allowance will be sanctioned by the Electrical Superintending Engineer after verifying the certificate and having satisfied himself that the certificate furnished is correct to the best of his knowledge.

3. No T. A. other than halting allowance shall be paid for journeys performed within his jurisdiction or for journeys extending beyond his jurisdiction by 8 K. Ms. for a single journey extending beyond this limit. The officer can charge the usual T. A. admissible for the extra portion of the journey only and not for the entire journey.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 256**

Dated Patna, the 1st July, 1968.

Henceforth all proposals for disposal of surplus materials shall be put up to the Purchase Committee through Electrical Superintending Engineer (Stores and Purchase) who is the Secretary to the Purchase Committee.

2. Tenders of sale of surplus materials shall be opened in the Board's Main Secretariat, in presence of both, the Electrical Superintending Engineer ( Stores and Purchase ) and the Controller of Stores.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 259

Dated Patna, the 29th July, 1968.

The Board has decided to grant the following categories of staff working in the Secretariat of the Board the revised scale of pay mentioned against each, with effect from 1st April, 1964.

**Replacement scale as prescribed by Government.**

1. Senior Draftsman	Rs. 250-15-340-EB-15-430-20-510-EB-20-550 (Max. Rs. 510).
2. Head Draftsman	Rs. 160-7-202-EB-7-244-9-280
3. Draftsman Grade I	Rs. 160-7-202-EB-7-244-9-280 (Maximum Rs. 253).
4. Draftsman Grade II	Rs. 115-5-145-EB-5-195-EB-5-225.
5. Tracer	Rs. 100-2-112-EB-2-130.
6. Blue Printer	Rs. 85-1-91-EB-1-100-2-102-EB-2-110.
7. Daftari	Rs. 75- $\frac{1}{2}$ -85.

**Industrial Tribunal Awarded Scale.**

8. Driver	Rs. 70-4-110-5-160
9. Peon	Rs. 42 $\frac{1}{2}$ -1-52 $\frac{1}{2}$

2. The employees in the Industrial Tribunal Awarded Scale as mentioned above will be entitled to C. L. A., overtime allowance, C. P. F. and gratuity etc. as per the Award of the Tribunal whereas the employees in the replacement scale will be entitled to C. L. A., pensionary and other benefits as allowed to the Headquarters establishment on replacement scale.

Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER NO. SSIII/CR-1018/68-260/E 3

Dated Patna, the 3rd August, 1968

In partial modification of Standing Order no. A/67-1001/36/60-EB, dated the 7th May, 1960, the Bihar State Electricity Board, in its Resolution no. 1706 of 1968-69, has decided that the annual confidential remarks on the work and conduct of all Superintending Engineers posted to the Barauni and Patratu Thermal Power Stations shall be recorded by the Project Manager, Chief Engineer (Projects), Engineer Member and Chairman in that order.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER NO. 261

Dated Patna, the 13th August, 1968

In pursuance of Board's Resolution no. 1700, dated the 20th July, 1968 and in continuation of Board's Standing Order no. 140 dated the 17th May, 1962, the Electrical Executive Engineers of the Electric Supply Divisions of the Board are, in respect of suits up to a valuation of Rs. 500. ( Rupees five hundred only ) to be filed on behalf of and in the name of the Board and against the consumers for realisation of energy, minimum guarantee charges in respect of supply of electricity to them, hereby delegated with the following powers :—

1. To sign and verify plaints, petitions and other kinds of pleadings;
  2. To sign and execute vakalatnamas, mukhtarnamas;
  3. To swear affidavits; and
  4. To make all other parris in such suits for and on behalf of the Bihar State Electricity Board.
2. This delegation on behalf of the Bihar State Electricity Board shall be deemed to be a regulation under section 70 (c) of the Electricity (Supply) Act, 1948.

By order of the Bihar State Electricity Board,  
Sd/- C. S. S. Sinha,  
Sr. Law Adviser-cum-Joint Secretary.

BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER NO. 262.

Dated Patna, the 13th August, 1968.

In pursuance of Board's Resolution no. 1700, dated the 25th July, 1968 and in partial modification of the Board's Standing Order no. 40, dated the 10th August, 1968, the Bihar State Electricity Board has decided to delegate the powers of the filing of Civil suits on its behalf for realisation of dues from the consumers on account of energy, minimum Guarantee charges etc., in connection with the supply of electricity to them, upto a valuation of Rs. 500 to the Electrical Executive Engineer of all supply divisions of the Board as also the power to compromise, and withdraw such suits, if and when considered necessary or expedient by them.

The Electrical Executive Engineers of all supply divisions of the Board are accordingly authorised to file suits on behalf of the Board for realisation of energy, Minimum Guarantee charges etc. against the consumers of the Board in connection with the supply of electricity up to a valuation of Rs. 500 in their respective jurisdiction and also to compromise and withdraw such suits, if and when considered necessary or expedient in the interest of the Board.

This delegation and authorisation shall be deemed to be a regulation under section 70/C of the Electricity (Supply) Act, 1948,

By order of the Bihar State Electricity Board,  
Sd/- C. S. S. Sinha,  
Sr. Law Adviser-cum-Joint Secretary.

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**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. F/M3-402/68—263/EB.**

Dated Patna, the 10th August, 1968.

Subject—Liberalisation of the terms and conditions of House Building Advance.

The Bihar State Electricity Board in its Resolution no. 1701 adopted the further liberalised terms and conditions of the House Building Advance contained in the Finance Department Memo no. A-2-40262/66—3522 F, dated the 31st May, 1968 (copy enclosed).

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. SS/M1-208/67—264/EB.**

Dated Patna, the 5th September, 1968.

Subject—Time-limit for transfer of charge of a Circle, Division, Subdivision or Section.

The question of fixing a normal time-limit for transfer of charge of Circle, Division, Subdivision and Section has been engaging the attention of the Board and it has been decided that ordinarily the following period should be spent in making over and taking over charge of a Circle, Division, Subdivision or Section :—

- |  |         |
|--|---------|
| (1) Circle charge                              | 1 day.  |
| (2) Divisional charge including Shift Engineer | 2 days. |
| (3) Subdivisional charge                       | 3 days. |
| (4) Sectional charge                           | 3 days. |

2. When in any Division, Subdivision or Section important works are in progress or where there are heavy list of stores, the period of transfer of charge may be extended by a maximum limit of 3 days under the special order of the Superintending Engineer concerned.

3. The period spent in making over and taking over charge of a Circle, Division or Subdivision or Section as mentioned in paragraphs 1 and 2 above shall be treated as extension of joining time under rule 263 (h) of the Bihar Service Code.

4. This Standing Order shall be deemed to have taken effect from the 13th April, 1962, on which date the Board's Standing Order No. 35 came into effect.

5. Standing Order No. SS/M1-208/67—245/EB, dated the 24th February, 1968, and No. SS/M1-208/67—257, dated 18th July, 1968 are hereby superseded.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. SD/401/68—265

Dated Patna, the 10th September, 1968.

Subject —Sale of electrical pumping sets lying in Board's stock.

Bihar State Electricity Board has a good number of new pumping sets of 1—5 Horse Powers available in its various stores which are the left over stock of the various schemes for supply of pumping sets to the cultivators etc. Since the scheme for supply of pumping sets by the Board was superseded by other schemes the pumping sets available on the Board's account could not be issued to cultivators and have been lying without movement in our stock for the last 12 to 18th months blocking huge capital of the Board. A further storage of these pumps may also cause deterioration in their condition. The question of utilisation of these pumps has therefore been considered by the Board and a quick action for their disposal has been considered necessary.

In order to dispose of these new pumping sets available in our stock the Board has decided to authorise the Electrical Superintending Engineer, incharge of Supply Circles to sell the new Electrical Pumping sets to the cultivators on the actual price at which these were purchased plus the expenditure incurred on their transport. It has also been decided that no other over head charge such as storage charge etc. would be added to this price. Since the price of pumping sets in the market has increased it is felt that our pumping sets will be available to the cultivators at a cheaper rate and therefore they will definitely be interested in making purchases from U. P.

As a towards the sale of pumping sets the business men who purchase it at lower price and sell to the cultivators at a higher price and also to make our own contribution towards acceleration of the drive launched for energisation of agricultural wells in the year 1968-69, it is to be made clear that these pumping sets would be sold only to such cultivators as are being given electrical connection for agricultural pumping loads only.

A statement, showing the details of purchase of pumping sets of different makes and capacity made by the Board's Headquarters and also the total cost at which the sale is to be effected, is enclosed as Annexure 'A'.

It may be noted that further sales tax as admissible under rules is to be charged on the total cost at which the sale is effected.

Any pumping set which was purchased by the Circle Office directly if available should also be sold at prices is to be worked out on the above mentioned principles.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 266.

Dated Patna, the 24th September, 1968.

Subject—Increase in the amount of Motor Car Advance to the officers of the Bihar State Electricity Board

The Bihar State Electricity Board in its Resolution No. 1718, adopted the increase in the amount of Motor Car advance on the basis of the Finance Departments Memo No. A2.1082/68/5326 dated the 10th July,

1968 (copy enclosed) from a maximum of Rs. 15,000 (Rupees fifteen thousand) only to Rs. 20,000 (Rupees twenty thousand) only.

The Board has further decided to grant Motor Car advance to the upper limit of Rs. 20,000 (Rupees twenty thousand) only if it is a case of first advance and in all subsequent advances the officer will not be granted more than Rs. 15,000 (Rupees fifteen thousand) only.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

GOVERNMENT OF BIHAR  
FINANCE DEPARTMENT  
Memo No. A2-1082/68/5326/F  
Dated Patna, the 10th July, 1968

To

All Departments of Government  
All Heads of Department

Subject—Grant of Motor Car Advance

The undersigned is directed to invite a reference to the Finance Department Memo No. A2-10108/55—9915-F, dated the 22nd September, 1955 read with Finance Department Memo No. A2-1091/60—67/4-F, dated the 9th May, 1966, on the above mentioned subject and to say that keeping in view the rise in the prices of motor cars Government have been pleased to decide that henceforth the grant of advance for the purchase of motor cars will be regulated by the following terms and conditions—

- (i) The amount of advance will be limited to 24 months pay of Government servant concerned or Rs. 20,000 or the anticipated price of the car whichever is less. For this purpose, pay will include "special pay," "personal pay" and emoluments specially classed as pay.
- (ii) The amount of advance will be recovered in not more than 80 monthly instalments beginning from the first issue of pay of the Government servant concerned after the drawal of the advance.

2. These orders will take effect from the date of issue and will remain in force until further orders. Past cases need not be revised.

All other existing rules and orders regulating the grant of advances for the purchase of motor cars will remain the same as incorporated in the Bihar Financial Rules.

Necessary amendment to the Bihar Financial Rules will issue in due course.

S/d. N. Nagamani,  
Addl. Secy. to Government.

BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. 267

Dated Patna, the 7th October, 1968

The Board has appointed Administrative Officers in the Circles. The duties and functions of the Administrative Officers have been defined in Office Order No. 256, dated the 28th June, 1968. They are required

to improve efficiency and discipline of the office as also to maintain the Standing Order Book, amendment of rules and correction slips etc. It is, therefore, ordered that hence forth a copy of each of the instructions, Office Orders and Standing Orders issued from Secretariat of the Board should also be forwarded in the name of the Administrative Officers posted in the Circles.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 268**

Dated Patna, the 10th October, 1968.

**Subject—Exemption from payment of earnest money and production of solvency certificates to repatriates from Burma.**

It has been decided that the repatriates contractors of Burma shall be exempted from depositing the earnest money while submitting tenders and they shall also be exempted from the provisions of producing solvency certificates at the time of submission of tenders.

It was, however, decided that before accepting their tenders, their capability and experience should be carefully verified and security money insisted upon.

By order of the Bihar State Electricity Board,  
Sd/- M. C. Subarna,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. 269/EB**

Dated Patna, the 11th October, 1968.

In partial modification of Standing Order no. 150, dated the 29th July, 1968, the scale of pay of the Daftary working in the Secretariat of the Board is fixed in the Tribunal awarded scale of pay of Rs. 42½-1-52½ with effect from the 1st April, 1964. They will be entitled to C. L. A., overtime allowance, C. P. F., gratuity etc. as per Award of the Tribunal.

Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 270**

Dated Patna, the 22nd November, 1968

At present all the payments in respect of Contractors, Suppliers and Establishment Bills on the account of Kosi Hydrel Power Station, Birpur, are made by cheques drawn on the State Bank of India, Forbesganj, under the joint signature of the Electrical Executive Engineer and the Junior Accounts Officer posted at Birpur. This arrangement was made when an Electrical Superintending Engineer was not posted at Birpur. Subsequently the Board, in its office order no. SS/A1-101/68—2585, dated the 31st July, 1968 has created a temporary post of Electrical Superintending Engineer for Kosi and Gandak Projects with Headquarters at Birpur and Shri M. A. Altekar, Electrical Superintending Engineer has been posted there, in accordance with its notification no. 4061, dated 31st July, 1968.

In partial modification of the Board's Standing Order no. 249, dated the 8th May, 1968, the Board has, therefore, decided that the cheques being drawn under the joint signature of the Electrical Superintending Engineer and Junior Accounts Officer, Birpur irrespective of the value of the cheques. It is also decided that when the Electrical Superintending Engineer will be on tour or on leave, the Junior Accounts Officer will obtain, instead, the signature of any of the two other officers, viz. Electrical Executive Engineer or the Executive Engineer ( Civil ) posted at Birpur. This will come into operation with immediate effect.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

### BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. 271

Dated Patna, the 22nd November, 1968.

It has been decided that the following rules should be followed for use of Board's heavy vehicle ( Trucks ) on private journey :—

1. Charges for use of Heavy Vehicles ( Truck ) will be 75 paise per KM.
2. A detention charge will be levied @ Re. 0.50 paise per hour or part of an hour during which the vehicle was in use except for the first two hours. A further rebate will be allowed in cases of journey beyond a radius of 10 miles calculated at one hour for every 30 miles/48 K. M. of the distance covered.

**Note**—When a vehicle is requisitioned by an officer of the Board for his private use at a particular point and has returned un-used for any reason, the officer requisitioning the vehicle should be required to pay for the total mileage calculated under the rules unless there has been a break-down of the vehicle.

3. *Calculation of mileage*—(i) The chargeable distance will be calculated on the distance from the garrage to the point where the vehicle is released; where the point of release is outside a radius of 5 miles/8 K. M. from the garrage, the journey from the point of release to the Board's garrage will also be charged.

(ii) In an emergency, if an officer is obliged to release the vehicle at a place beyond 5 miles/8 K. Ms. of the radius of garrage, he may be allowed reimbursement of any amount paid as vehicles charge by special order of the Secretary to the Board.

4. *Method of payment*—The charges as prescribed above will be recovered monthly from the officer concerned through bills presented to them by the officer incharge.

**Note**—Such bills should be entered in a Bill Register and should be presented within seven days from the last working day of the month to which the charges related and payment should be made within one month from the date of issue of the Bills.

5. *Reservation of the Vehicle*—(i) A requisition of vehicle should state full details regarding the date and time at which the vehicle is required, places to be visited, the approximate distances of the journey and particulars of the journey.

(ii) The allotment of vehicles will be made by the officer-in-charge or by any officer duly authorised for this purpose.

(iii) Reservation for official use will be given priority and except in the case of extreme emergency the vehicle will be allotted strictly in accordance with the order in which requisitions have been received

(iv) The requisition should be ordinarily addressed to the officer-in-charge 24 hours before a vehicle is required and 48 hours before when holidays intervene.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. 272**

Dated Patna, the 27th December, 1968

In pursuance of Board's Resolution no. 1790, dated the 7th December, 1968 and in continuation of Board's Standing Order no. 140, dated the 17th May, 1962 and Standing Order no. 261, dated the 12th August, 1968, the Assistant Law Officer Grade I is hereby delegated with the powers to sign and verify all pleadings and plaints, written statement and petitions, tabular statements, application for execution or otherwise, a statement of facts, a counter statement of facts, further or additional counter statement of facts, all affidavits for and on behalf of the Board and also to sign and execute warrant of Attorney, proxies, Vakalatnamas and Mukhtarnamas for and on behalf of the Board, and any other document to be filed in the Courts.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. 273**

Dated Patna, the 30th December, 1968

According to the existing practice, all Dakhs received in the Secretariat of the Board are submitted to Chairman. It has now been decided that henceforth, the Dakhs shall be sent to the concerned officers. If at the Dak stage, it is considered necessary to show any letter to Chairman, the officer concerned will endorse that letter for Chairman's perusal and orders, if any.

By order of the Bihar State Electricity Board,  
Sd/- M. A. M. Gilani,  
Joint Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 274.**

Dated Patna, the 30th December, 1968.

As the Chairman has to be out on tour from time to time, some important and urgent matters have to be pending till his return. In order that decisions on urgent and important matters are not delayed, the Chairman has directed that in his absence the relevant files should be put up before the Engineer Member for his orders and in case both—the Chairman and the Engineer Member—are out of Headquarters, the files should be put up before the Accounts Member for his orders.

2. The Personal Assistants of Engineer Member and Accounts Member shall maintain a register showing the details of the files and the decisions taken thereon in absence of the Chairman, which should be put up before the Chairman on his return from tour.

By order of the Bihar State Electricity Board,  
Sd/- M. A. M. Gilani,  
Joint-Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER NO. Lab/MI-1038/68 275

Dated Patna, the 31st January, 1969.

The Bihar State Electricity Board, for sometime past, has been considering the question about the allotment of Board's residences to certain categories of officers posted at Patratu and Barauni Thermal Power Stations. After careful consideration it has been decided that—

1. The Board's residences at these projects should be earmarked by designation for the following categories of officers :—

- (a) Deputy Director of Accounts.
- (b) Shift Charge Engineers.
- (c) Executive Engineers (Maintenance).
- (d) Land Acquisition-cum-Estate Officer.
- (e) Personnel Officer.
- (f) Security Officer.
- (g) Medical Officer.

2. Allotment of residences to the above categories of officers may be made out of turn, in the manner indicated below :—

Designation of the post	Type of residence
(a) (i) Deputy Director of Accounts (ii) Shift Charge Engineer (iii) Executive Engineer (Maintenance) (All in the scale of pay of Rs. 730—1,250)	} 'C' type.
(b) (i) Land Acquisition-cum-Estate Officer	
(ii) Personnel Officer	} (1) 'C' type, if their pay is above Rs. 730. (2) 'D' type, if their pay is less than Rs. 730.
(iii) Security Officer	
(c) Medical Officer	'C' type (irrespective of his pay)

3. The above instructions shall be in force with effect from the date of issue of this order.

By order of the Bihar State Electricity Board,

Sd/- M. A. M. Gilani,

Joint Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 277

Dated Patna, the 5th February, 1969.

In pursuance of Board's resolution no. 1759, dated the 30th October, 1968 the Board is pleased to revise the pay scale of the Accountants/Senior Auditors/Superintendents ( Revenue )/Instructors, Accounts Training School in the Replacement Scale of pay of Rs. 230-13-308-EB-13-360-15-450 laid down as per Finance Department, Government of Bihar Resolution contained in Finance Department Memo no. PR/G2-65-67/FII dated the 10th March, 1965 and PR/G2-2/65/564/FII, dated the 6th August, 1965 and subsequent letters/circulars/orders issued in that connection by the Government from time to time and adopted by the Bihar State Electricity Board in respect of the staff of the Board's Secretariat/overseers. The replacement scale would take effect from the 1st April, 1962 but no arrears would be payable for the period upto 31st March, 1964.

2. They are further to be governed by other conditions of service in respect of leave, allowances, service conduct rules etc. as are applicable to the employees of the State Government and as are adopted by

the Board, as well as framed by the Board from time to time in respect of its employees at Board's Secretariat and overseers.

3. The manner in which the pay of such Accountants/Senior Auditors/Superintendents (Revenue)/Instructors, Accounts Training School shall be fixed in the said replacement scale will be as laid down in the following paras. :—

(a) Persons who were appointed before the 1st April, 1964 will be governed straight away by the rules, orders etc. as mentioned in Finance Department resolution and orders etc. of para 1 above.

(b) The cases of Accountants who were appointed on or after the 1st April, 1964 shall be referred to the Director of Accounts for pay fixation. The guiding principle in their cases will be to see that the total cash emoluments of these Accountants are not reduced.

4. Leave accounts of the incumbents concerned shall accordingly be recast as per rules of the Bihar Service Code.

5. The fixation of pay shall initially be made by the Head of offices and then sent to the Director of Accounts, Bihar State Electricity Board, Patna for approval. Payment on this account should be made only after such fixation has been approved by the Director of Accounts.

6. This order will operate in respect of the Accountants/ Senior Auditors/Superintendents (Revenue)/Instructors, Accounts Training School who have exercised their option in response to Joint Secretary's letter no. G/J1/1046-67/EB-2948, dated the 27th December, 1968.

By order of the Bihar State Electricity Board,  
Sd/-S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 279

Dated Patna, the 26th March, 1969.

In continuation of Standing Order no. 183, dated 14th April, 1966 and Standing Order no. 256, dated 2nd July, 1968 it has been decided that all proposals for disposal of scrap stores also shall be put up to the Purchase Committee for recommendation and acceptance.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER NO. A/L1-101/69-241

Dated Patna, the 28th May, 1969.

Subject—Grant of Leave.

Of late, it has been observed that the staff of the Board often go on casual leave for a few days and then extend their leave on medical grounds from their home, without furnishing any medical certificate alongwith the first application for earned leave or without giving home address. Then when the desired period of leave has been enjoyed they join their duty alongwith a medical certificate from medical practitioner. This precludes the possibility of verification of the genuineness of the illness by a superior medical authority. This is irregular and against the spirit of rule 4 of Appendix 13 of the Bihar Service Code. In

future, the following principles should be observed in the matter of application and grant of casual or earned leave :—

- (1) Leave cannot be claimed as a matter of right, nor shall it be allowed without prior sanction except on medical grounds.
- (2) The local address and the home address should be notified by all employees to the respective section in the enclosed form and any change in these should be similarly notified.
- (3) Whenever anybody applies for casual or earned leave he should state precisely whether he wants to leave headquarters or not.
- (4) In case he wants to leave headquarters he should obtain previous permission in writing and also note the address at which he intends to enjoy the leave.
- (5) Whenever any leave or extension of leave is applied for on medical grounds, the certificate of the attending physician should be enclosed with the leave application, making specific recommendation about the amount of leave necessary for recovery.
- (6) After expiry of the leave on medical grounds, a certificate of fitness from the same doctor should be obtained and submitted at the time of joining duty.

2. In future, if casual or earned leave is enjoyed without prior sanction except in the case of illness such leave shall be treated as unauthorised absence and dealt with accordingly under Rule 165 of the Bihar Service Code.

3. The officer under whom the staff are working are requested to ensure that the principles mentioned above are observed while recommending leave.

Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. H/MR-313/69-281

Dated Patna, the 18th April, 1969.

Subject—Grant of Medical Facilities to the Employees of the Bihar State Electricity Board.

In partial modification of all previous orders issued from time to time on the subject, the Bihar State Electricity Board has taken the following decisions :—

- (a) Re-imbusement of the cost of medicines should be limited to only those included in lists A and B, of the State Government (copy enclosed).
- (b) At places where there are Medical College Hospitals, Professors and Lecturers attached to will also be the authorised medical attendants of employees of the Electricity Board. At other places, the employees will have to get their cases referred to the said specialists by their local authorised medical attendant.
- (c) The suspended employees of the Board will also be entitled to get medical reimbursement even during the period of the suspension.
- (d) Where there is neither a hospital of the Electricity Board nor State hospital/dispensary, within a radius of five miles reimbursement of the medical bills of the employees of the Electricity Board will be allowed on the prescription of the Medical Officer of the District Board Hospital or any other authorised hospital/institution.

2. These orders will take effect from the 1st May, 1969.

Sd/- S. H. Karim,  
Secretary.

BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. B/M4—1026/69—285

Dated Patna, the 4th June, 1969.

Subject—Departmental examination for Clerical Grade employees.

1. In order to ensure better efficiency, the Bihar State Electricity Board has decided to hold a qualifying examination for the purpose of promotion of Clerical Grade IV employees (Correspondence Clerk, Sub-divisional Clerk, Sectional Clerk and Typist) to Clerical Grade III ( Selection Grade Subdivisional Clerk ) and above in the field offices and promotion to higher grades is to be confined only to those persons who have passed the above mentioned examination.

2. The examination will be conducted at the Board's Headquarter in the months of January and July each year.

3. Only those Clerical Grade IV employees who have rendered at least three years of continuous service under the Board shall be eligible to sit at the examination.

4. The examination shall consist of two papers of three hours each, carrying 100 marks. The pass marks shall be 40% in each paper. The questions will be both in Hindi and English and the candidates will have the option to answer them either in Hindi or in English. The questions on 'noting and drafting' portion of paper II will be of at least 50 marks, of which questions of 25 marks will have to be compulsorily answered in Hindi. A candidate who gets more than 60% in one paper but fails in the other, shall be given exemption from appearing at the former paper at a subsequent examination.

5. The syllabus for the examination will be as follows :—

Paper I —1. Bihar Service Code—Chapters II, III, IV, VI (Section VIII) and VII.

2. Certified Standing Order of the Board.

3. Government Servants Conduct Rules.

4. Bihar Pension Rules (including Gratuity Scheme awarded by the Tribunal).

Paper II —1. Bihar Travelling Allowance Rules, Sections 2, 3, 4, 6 and 11.

2. Payment of Bonus Act and Rules.

3. Payment of Wages Act and Rules.

4. Workmen's Compensation Act and Rules.

5. Noting and Drafting.

Not more than four chances in all shall be allowed for passing the examination but if a junior person is successful in passing the examination earlier than a senior person, he will temporarily supersede the senior person in the matter of promotion to the higher rank, but the junior person will be liable to reversion to the lower rank if the senior person is successful at an examination held within two years following the date on which the senior person was temporarily superseded. After two years the junior person will not be liable to be reverted on the ground that a superseded senior person has since passed the examination and was awaiting the occurrence of a vacancy.

6. On passing paper I of the examination, the employees will be entitled to one advance increment and two more increments on passing paper II of the examination completely.

7. Persons attending the examination will be treated as on duty and will be allowed travelling allowance according to the Travelling Allowance Rules.

8. Standing Order No. 78, dated 18th April, 1964 is cancelled.

By order of the Bihar State Electricity Board,

Sd/- S. H. Karim,

Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 286**

Dated Patna, the 10th June, 1969.

In has been decided that the annual confidential report on the work and conduct of the Assistant Electrical Engineer, I/C Clearing and Forwarding, Calcutta will be recorded by the Controller of Stores. The Chief Engineer ( Projects ) will be reviewing and countersigning authority.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 288**

Dated Patna, the 6th August, 1969.

The Board is pleased to revise the existing scale of pay of pay of Rs. 175—350 of the Statistical Supervisors and allow them the replacement scale of pay of Rs. 230-13-308-EB-13-360-15-450 laid down as per Finance Department, Government of Bihar, Resolution contained in memo no. PR/G2-65—67/FII, dated the 6th August, 1975 and subsequent letters/circulars/orders issued in that connection by the Government from time to time and adopted by the Bihar State Electricity Board, in respect of the staff of the Board's Secretariat, Accountants and Overseers. The replacement scale would take effect from the 1st April, 1962 but no arrears would be payable for the period up to the 31st March, 1964.

2. The Statistical Supervisors are further to be governed by the other conditions of service in respect of leave allowances, service conduct rules etc. as are applicable to the employees of the State Government and as are adopted by the Board as well as framed by the Board from time to time in respect of its employees at Board's Secretariat, Accountants and Overseers.

3. The pay of such Statistical Supervisors shall be fixed in the said replacement scale in the following manner :—

(a) Persons who were appointed before the 1st April 1964 will be governed straight away by the rules orders etc. as mentioned in Finance Department Resolution and Orders etc. of para. 1 above.

(b) The cases of Statistical Supervisors who were appointed on or after the 1st April, 1964 shall be referred to the Director of Accounts for pay fixation. The guiding principles in their cases will be to see that the total cash emoluments of these Statistical Supervisors are not reduced.

4. Leave accounts of the incumbents concerned shall accordingly be recast as per rules of the Bihar Service Code.

5. The fixation of pay shall initially be made by the Heads of offices and then sent to the Director of Accounts, Bihar State Electricity Board, Patna for approval. Payment on this account should be made only after such fixation has been approved by the Director of Accounts.

6. This order will operate in respect of the Statistical Supervisors who have exercised their option in response to Board's Memo No. A/A1-302/69 - 953, dated the 22nd July, 1969.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. F/SA-1013/69-291.**

Dated Patna, the 2nd September, 1969.

Sanction is accorded to the purchase of one Godrej Steel Book Case for use of Secretary to Government, Electricity Department' and Member, Bihar State Electricity Board, Patna for Rs. 603.84 (Rupees six hundred three and paise eighty four) only including all taxes and freight etc.

2. The amount is debitabie under Accounts Head 1531.03 of the Board's Secretariat.

By order of the Bihar State Electricity Board,

Sd/- S. H. Karim,

Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. SS/A3-1063/69-292/EB.**

Dated Patna, the 6th September, 1969

**Subject—Passing of Examination in Russian Language by the Engineers posted at the Patratu Thermal Power Station—sanction of reward as an incentive.**

With a view to improving the working efficiency of the Engineers of the Board dealing with Russian Plants and equipment at the Patratu Thermal Power Station, the Board has, in its Resolution No. 1931, decided that facilities for learning Russian Language under the auspices of the Indo-Soviet Friendship Society at Patratu should be extended to them. The Indo-Soviet Friendship Society will prescribe a course, for study and organise classes. After completing the course, the Engineers will have to appear at an examination conducted by the Foreign Languages Institute, New Delhi or Bombay.

2. Such of the Engineers as are posted from time to time at the Patratu Thermal Power Station, who pass the examination, will be given reward at the following rates :—

(1) Officers drawing pay below Rs. 500	Rs. 500.00
(2) Officers drawing pay between Rs. 500 and Rs. 1,000	Rs. 750.00
(3) Officers drawing pay above Rs. 1,000	Rs. 1,000.00

3. The Project Manager, Patratu Thermal Power Station will arrange accommodation and the Director of Accounts, Bihar State Electricity Board, Patna will place funds at the disposal of the Project Manager, Patratu Thermal Power Station for contingent expenditure.

By order of the Bihar State Electricity Board,

Sd/- R. Prasad,

Joint Secretary.

**बिहार राज्य विद्युत् बोर्ड, पटना**

स्थायी आदेश संख्या २९३ विद्युत् बोर्ड

पटना, दिनांक १६ सितम्बर, १९६९

प्रायः ऐसा देखा जा रहा है कि संसद् एवं विधान-मण्डल प्रश्नावली सम्बन्धी बिहार राज्य विद्युत् पर्षद् के स्थायी आदेश संख्या २९३, दिनांक ३ जून, १९६७ में निकाले गये अनुदेशों का पूर्णतः पालन नहीं किया जा रहा है। फलतः प्रश्नों का उत्तर समय पर नहीं भेजा जा रहा है। साथ-ही-साथ उत्तर उचित माध्यम से नहीं भेजे जा रहे हैं। संसद् प्रश्नावली के उत्तर के सम्बन्ध में उपरोक्त स्थायी आदेश (प्रतिलिपि संलग्न) में यह स्पष्ट रूपेण वर्णित था कि संसद् सम्बन्धी प्रश्नों का उत्तर सचिव या संयुक्त सचिव के हस्ताक्षर से ही निर्गत किये जायेंगे परन्तु अभी हाल ही में कुछ संसदीय प्रश्नों के उत्तर सीधे केन्द्रीय सरकार को भेजे गये हैं जो न सचिव के हस्ताक्षर से ही निर्गत किये गये हैं और न संयुक्त सचिव के।

अतः अध्यक्ष महोदय ने संसद प्रश्नावली के उत्तर भेजने की प्रक्रिया में निम्नलिखित नियमों के पालन की ओर निर्देश किया है :—

- (१) संसद के प्रश्नों का उत्तर सीधे केन्द्रीय सरकार को न जानकर राज्य सरकार (विद्युत् विभाग) के माध्यम से भेजे जाने चाहिए।
- (२) संसद प्रश्नावली के उत्तर प्राप्त अध्याक्ष/अभियन्ता सदस्य के देखने के बाद ही सचिव या संयुक्त सचिव के हस्ताक्षर से विद्युत् विभाग, पटना को निर्गत किये जायेंगे एवं इसकी एक प्रति प्रशाखा 'ए' में भी भेजी जायगी।

ह०/- एस० एच० करीम  
सचिव।

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER NO. B/R1-701/69—294/EB.

Dated Patna, the 29th November, 1969.

Subject—Grant of replacement scale of pay to Labour Assistants.

The Board has been pleased to revise the existing scale of pay of Rs. 175-11-230-EB-12-350 of the Labour Assistants and allow them the replacement scale of pay of Rs. 230-13-308-EB-18-360-15-450 laid down as per Finance Department, Government of Bihar, Resolution contained in memo no. PR/G2-65—67/FII, dated the 6th August, 1965 and subsequent letters/circulars/orders issued in that connection by the Government from time to time and adopted by the Bihar State Electricity Board in respect of the staff of the Board's Secretariat, Accountants, Overseers, Engineer Assistants. The replacement scale would take effect from the 1st April, 1962 but no arrears would be payable for the period upto 31st March, 1964.

2. The Labour Assistants are further to be governed by the other conditions of service in respect of leave, allowances, service conduct rules etc. as are applicable to the employees of the State Government and as are adopted by the Board as well as framed by the Board from time to time in respect of its employees at the Board's Secretariat and Offices subordinate to it.

3. The pay of such Labour Assistants shall be fixed in the said replacement scale in the following manner :—

- (a) Persons who were appointed before 1st April, 1964 will be governed straight away by the rules, orders etc. as mentioned in Finance Department Resolution and orders etc. of para. 1 above.
- (b) The cases of Labour Assistants who were appointed on or after the 1st April, 1964 shall be referred to the Director of Accounts for pay fixation. The guiding principles in their cases will be to see that the total cash emoluments of these Labour Assistants are not reduced.

4. Leave accounts of the Labour Assistants concerned shall accordingly be re-cast as per rules of the Bihar Service Code.

5. The fixation of pay shall initially be made by the Heads of Offices and then sent to the Director of Accounts, Bihar State Electricity Board, Patna for approval. Payment on this account should be made only after such fixation has been approved by the Director.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. 294**

Dated Patna, the 11th October, 1969

In continuation of Standing Order No. 281, dated the 18th April, 1969 the following medicines are also reimbursable to the Board besides the medicines of lists 'A' and 'B' :—

- (1) Ledermycin Capsule (not syrum).
- (2) Lectisyn ample (only on essentiality certificate).
- (3) Degiplex.
- (4) Tri-pedisol H.
- (5) Autrin Capsule.
- (6) Recosule Capsule.
- (7) Furoxan Suspension and Tablets.
- (8) Macrabla Tablet and Injection.
- (9) Isonex.
- (10) Flagyl (only on essentiality certificate).
- (11) Otrivin Notal drop.
- (12) Crystepan V.
- (13) Intestopen Tablets and Suspension.
- (14) Streptowagma.
- (15) Indocid Capsule.
- (16) Gultaplex.
- (17) Lasix.
- (18) Heptaglobin.
- (19) Neurabion.
- (20) Betnovet N.
- (21) Diacristycin Injection.
- (22) Dey Plex (B-Complex)
- (23) Tendril.

Sd/- Jamuna Prasad,  
Assistant Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. SSIH/CR-11102/68—295**

Dated Patna, the 17th December, 1968.

Subject—Recording of annual confidential reports on the work and conduct of the Officers of the Revenue Branch of the Bihar State Electricity Board.

The Bihar State Electricity Board has decided to adopt the following procedure for recording of annual confidential remarks on the work and conduct of the Revenue Branch :—

- ( i ) *Chief Revenue Officer* :—The remarks on the work and conduct of the Chief Revenue Officer shall be recorded by the Chief Engineer ( O & M ), the Engineer Member and Chairman.
- ( ii ) *Revenue Officer* :—The remarks on the work and conduct of Revenue Officers posted in Supply Circles shall be recorded by the Electrical Superintending Engineer concerned, the Chief Revenue Officer and the Chief Engineer in that order. The remarks on the work and conduct of Revenue Officers posted at the headquarters shall be recorded by the Chief Revenue Officer, the concerned Chief Engineer and the Engineer Member.

(iii) *Deputy Revenue Officer*—The remarks on the work and conduct of Deputy Revenue Officers, posted in Supply Divisions shall be recorded by concerned Electrical Executive Engineer and the Revenue Officer, and the Chief Revenue Officer. The remarks on the work and conduct of the Deputy Revenue Officers posted at the headquarters of the Board shall be recorded by the Revenue Officer, the Chief Revenue Officer and the Chief Engineer.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 296

Dated Patna, the 26th December, 1969.

Subject—Yard-stick for the creation of posts of Bill Clerk in the Electricity Supply Subdivisions where Bradma system of machine billing is operative.

Consequent upon the introduction of the Bradma system of machine billing, it has been decided to adopt the following revised yard-stick for the creation of posts of Bill Clerk in the time scale of pay of Rs. 70-4-130-5-155. :—

- (a) For every 750 services of domestic and commercial services —one Bill Clerk.
- (b) One additional post of Bill Clerk will be admissible when the number of services exceeds 800.

2. This yard-stick shall apply only to those Electric Supply Subdivisions where the Bradma System of machine billing becomes operative.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. B/M2-206/69-297/EB.

Dated Patna, the 30th December, 1969.

In continuation of Board's Standing Order No. SS/III/PRNII-104/67-223/EB, dated the 5th August, 1967, sanction is accorded to the creation of 71 (seventy one) temporary posts of Overseer, in the scale of pay of Rs. 200-10-260-EB-10-350 each for the different permanent and temporary sections sanctioned for operation and maintenance work under the following Circles in the Standing Orders noted against them, with effect from the date the sections were created :—

Sl. No.	Name of the Circle.	No. of posts	Standing Order NO. and date of creation of the section.
1	Patna Elecl. Circle	9	4160, dated 30-12-1968.
2	Gaya Elecl. Circle	19	3202, dated 13-9-1968.
3	Purnea Elecl. Circle	1	2375, dated 12-7-1968.
4	Muzaffarpur Elecl. Circle	22	221, dated 22-7-1968.
			3132, dated 7-9-1968.
5	Bhagalpur Elecl. Circle	20	210, dated 20-3-1967.
			3131, dated 7-9-1968.
	Total	71	

2. The charge is debitabie to the establishment of the Electric Supply Divisions concerned.

3. Three posts of Engineer Assistant sanctioned by Office Order No. 2377, dated 13th August, 1966 for Electric Supply Division, Ranchi shall remain in abeyance.

By order of the Bihar State Electricity Board,  
Sd/- S. II. Karim,  
Secretary.

## BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. 298/EB.

Dated Patna, the 20th January, 1970.

In continuation of Board's Standing Order No. 294 dated 11th October, 1969 the cost of following medicine is also reimbursable in the Board besides the medicines of lists "A" and "B":—

Multivitaplex Forte.

Sd/- J. Prasad,  
Asstt. Secretary.

### बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या ए/ए १-४०६/६९-२९९ ई० बी०

पटना, दिनांक २४ जनवरी, १९७०

विषय—आशुलिपिकों की नियुक्ति तथा प्रोन्नति ।

सभी पूर्व आदेशों का अवक्रमण करते हुए बोर्ड ने यह निश्चय किया है कि अब से बोर्ड सचिवालय एवं मुफस्सिल कार्यालय (जैसा लागू होगा) के आशुलिपिकों की नियुक्ति एवं प्रोन्नति के सम्बन्ध में निम्नलिखित पद्धतियाँ अपनायी जायेंगी—

(१) आशुलिपिक वर्ग २, आशुटंकक और आशु सहायक के पद पर नियुक्ति के लिए

(क) केवल वे ही व्यक्ति आशुलिपिक वर्ग २ (उत्तीर्ण वेतनमान के पद पर नियुक्त किये जा सकेंगे जो आशुलिपिक वर्ग २ की हिन्दी परीक्षा में निम्नलिखित मान से उत्तीर्ण होंगे :—

(१) आशुलेखन—अधिकतम १० प्रतिशत अशुद्धियों के साथ प्रति मिनट ८० शब्दों की गति ।

(२) टंकन—अधिकतम डेढ़ प्रतिशत अशुद्धियों के साथ, प्रति मिनट ३० शब्दों की गति ।

(ख) केवल वे ही व्यक्ति अनुत्तीर्ण आशुलिपिक वर्ग २ के पद पर नियुक्त हो सकेंगे जिन्हें हिन्दी आशुलेखन एवं टंकन काय करने का पर्याप्त ज्ञान हो ।

(ग) आशुलिपिक वर्ग २ के प्रवर-कोटि पद पर प्रोन्नति सम्बद्ध वर्ग २ के आशुलिपिकों के बीच से वरीयता एवं योग्यता के आधार पर की जायगी, बशर्ते कि वर्ग—२ के पदों पर जिन व्यक्तियों की नियुक्ति आशुलेखन की हिन्दी परीक्षा निर्धारित मान से उत्तीर्ण हुए बिना हुई है, वे प्रवर कोटि में प्रोन्नति के पात्र तभी हो सकेंगे जबकि वे उपरोक्त परीक्षा में निर्धारित मान से उत्तीर्ण हो लेंगे ।

(२) आशुलिपिक वर्ग १ (निजी सहायक) के पद पर नियुक्ति के लिए

(क) केवल वे ही व्यक्ति आशुलिपिक वर्ग १ (निजी सहायक) के पद पर नियुक्ति किये जा सकेंगे जो आशुलिपिक वर्ग १ की हिन्दी परीक्षा में निम्नलिखित मान से उत्तीर्ण होंगे :—

(१) आशुलेखन—अधिकतम १० प्रतिशत अशुद्धियों के साथ, प्रति मिनट १०० शब्दों की गति ।

(२) टंकन—अधिकतम डेढ़ प्रतिशत अशुद्धियों के साथ, प्रति मिनट ३५ शब्दों की गति ।

(ख) आशुलिपिक वर्ग १ के पद पर नियुक्ति के लिए उपरोक्त प्रक्रिया सभी लागू होगी जब ऐसे सभी आशुलिपिक जो ३१ दिसम्बर, १९६८ के पहले हिन्दी आशुलेखन वर्ग १ की परीक्षा एवं अंग्रेजी आशुलेखन वर्ग - २ की परीक्षा उत्तीर्ण हो चुके हैं, आशुलिपिक वर्ग— १ के पद पर नियुक्त हो चुके रहेंगे।

(ग) आशुलिपिक वर्ग १ (निजी सहायक) के प्रवर-कोटि पद पर प्रोन्नति सम्बद्ध आशुलिपिक वर्ग १ (निजी सहायक) के बीच से वरीयता एवं योग्यता के आधार पर की जायगी, बशर्ते कि ऐसे व्यक्ति को जो आशुलेखन एवं टंकन की हिन्दी परीक्षा में निर्धारित मान से उत्तीर्ण हुए बिना नियुक्त हैं उस पद पर प्रोन्नति का पात्र हो सकने के पूर्व उपरोक्त निर्धारित मान से परीक्षा में उत्तीर्ण हो लेना होगा।

(३) इस आदेश के निर्गत होने के बाद, ऐसे व्यक्तियों को, जो अंग्रेजी आशुलेखन एवं टंकन की परीक्षा में उत्तीर्ण हैं, कोई प्रमुखता या अधिमानता नहीं दी जायगी, लेकिन बोर्ड ने यह निश्चय किया है कि वैसे आशुलिपिकों को जो बोर्ड में काम कर रहे हैं और आशुलेखन वर्ग १ या वर्ग २ की अंग्रेजी परीक्षा में उत्तीर्ण नहीं हुए हैं, अंग्रेजी आशुलेखन एवं टंकन परीक्षा में उत्तीर्ण होने पर निम्नलिखित नगद रकम पुरस्कार-स्वरूप दी जायगी :—

वर्ग १ (निम्नलिखित मान से ५०० रु०)

(क) आशुलेखन—अधिकतम १० प्रतिशत अशुद्धियों के साथ, प्रति मिनट १३० शब्दों की गति।

(ख) टंकन—अधिकतम डेढ़ प्रतिशत अशुद्धियों के साथ, प्रति मिनट ४० शब्दों की गति।

वर्ग २ (निम्नलिखित मान से ३०० रु०)

(क) आशुलेखन—अधिकतम १० प्रतिशत अशुद्धियों के साथ, प्रति मिनट १०० शब्दों की गति।

(ख) टंकन—अधिकतम डेढ़ प्रतिशत अशुद्धियों के साथ, प्रति मिनट ४० शब्दों की गति।

बशर्ते की किसी आशुलिपिक को दिये जानेवाले पुरस्कार की राशि ५०० रु० से अधिक नहीं होगी। दूसरे शब्दों में अगर कोई आशुलिपिक पहले वर्ग २ की परीक्षा पास करेंगे तो उन्हें ३०० रु० रकम दी जायगी और उसके बाद अगर वे वर्ग १ की परीक्षा में उत्तीर्ण होंगे तो उन्हें सिर्फ २०० रु० की रकम और दी जायगी (५०० रु० घटाव ३०० रु०) कुल मिलाकर अधिकतम ५०० रु०।

बिहार राज्य विद्युत् बोर्ड के आदेश से,  
ह०/- एस० एच० करीम,  
सचिव।

## BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. 301

Dated Patna, the 20th February, 1970

Subject—Introduction of a combined voucher to be known as "Combined Requisition and Issue Voucher" and the procedure for indenting issue and cross verification etc.

According to the present procedure, Stores Issue Book Form is prepared for all issues made against requisitions on Form No. EBS 12 submitted by the indentors. This causes multiplication of work of the Store-Keeper and quite often the relevant details are found missing or are wrongly reproduced in the Stores Issue Book, which come in the way of current ledgers keeping and booking expenditure etc.

2. In order to overcome the above difficulties, draw, backs and to simplify the procedure, the Board has approved the following procedure, which is to take effect from 1st April, 1970.

3. The form of requisition (EBS-9) and Stores Issue Book (EBS-12) will be combined and a new form will be introduced to be known as COMBINED REQUISITION AND ISSUE VOUCHER (EBS-9-12 Combined--revised). The supply of this form is being arranged by Controller of Stores in adequate quantity for supply to each of the Circle Accounts Officers, who will arrange detailed distribution to various Subdivisions of his Circle in adequate quantity, for use of the Requisitioning Officer, viz. Sectional Officer and Engineer

Assistants etc. These books will be kept in safe custody and record maintained both at Account Officer and Subdivision level. The register will be maintained in the following proforma :-

Sl. No.	From and To	Issue To	Date of Issue	Signature of A. O / A. E. E.
1	2	3	4	5

materials. correctly. The signature will be put in all the 4 copies. Along with the material 5th form of the voucher and gate pass will be handed over to the representative.

6.1 The distribution of four copies of the form will be as under :-

(i) The Store-keeper will retain 2nd copy of requisition as his office-copy-cum issue voucher. This will be the authenticated document for posting the numerical ledgers.

(ii) 3rd and 4th copy will be sent to Accounts Officer of the Circle for valuation, posting of price ledgers and accountal of the materials issued. The Accounts Officer having taken into accounts the Stores Issue Book will return the 4th copy of the voucher to the Assistant Electrical Engineer concerned clearly indicating the total amount debited particular head of account for information and control of expenditure by the Assistant Electrical Engineer.

(iii) The 5th copy will be handed over to the person authorised to receive the material.

The Section Officer will check the material issued and paired ( compare ) it 5th copy with the block copy.

6.2 The following important points should also be noted :-

(a) The combined requisition and issue voucher will act as both Requisition and Stores issue Book and therefore no further Stores Issue Book will be prepared by the issuing stores.

(b) The Store-Keeper will maintain a manuscript register in the following proforma for allotment of Stores Issue Book No. on the issue portion of the voucher :-

Requisition No. and date	Requisitionist.	S. A. O. No. and date	Signature of Store-keeper	Signature of A. E. E.
1	2	3	4	5

(c) The material will be issued only after comparing the quantity requisitioned with quantity included in the material card and making entry of issues made in the material card. The material card will also be returned to the requisitionist.

(d) It will not be necessary to record full details of material issued in the gate pass. To illustrate a gate pass noting for material details is given below.

5 (five) item as per Requisition No. .... date ..... S.I.B. No. .... dated ..... The watchman at the gate check up the quantity of material issued from the 5th foil of the "Requisition-cum-Issue Vouchers in possession of the authorised representative taking out the material and pass through the gate.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 302

Dated Patna, the 20th February, 1970

In view of the fact that few cases of loss of cycle-tokens of the Board disclose that due care and

preventive action is not being taken by the person entrusted with the cycle token, it is hereby ordered that :—

1. If a token is lost from the custody of an employee of the Board, the cycle kept by him in the cycle shed will not be released to him until a gazetted officer of the Board certifies that he is the genuine person and that the cycle actually belongs to him. Moreover, the cost of a pair of cycle-token amounting to Rs. 3.50 (Rupees three and Paise fifty) only shall be realised from his pay.

2. If a person responsible for the loss of the token is not an employee of the Board, the above clause will be enforced upon him and the cycle will not be released to him until he deposits the cost of a pair of cycle token as mentioned above to the cycle-choukidar, who in turn will deposit the amount to the Accounts Officer (Secretary) on the same day.

By order of the Bihar State Electricity Board,  
Sd/- Jamuna Prasad,  
Assistant Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. SS/A1-1003/67/303/EB.**

Dated Patna, the 23rd February, 1970

One permanent post of Assistant Secretary created in Standing Order No. 238—dated the 24th January, 1968 and one temporary post of Assistant Secretary created in Office Order No. 2353, dated the 26th August, 1964 and extended in Office Order No. 978/EB, dated the 4th April, 1968 are hereby abolished with effect from the 1st March, 1970.

By order of the Bihar State Electricity Board,  
Sd/- R. Prasad,  
Joint Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 305**

Dated Patna, the 13th March, 1970

**Subject—Restriction of power of Heads of Department/Competent Authorities for granting honorarium/Overtime.**

It has been noted that there has been tremendous increase in the number of cases of grant of honorarium/overtime by the Heads of Department and other competent authorities in recent time. The Board has, therefore, decided that the powers delegated to the various authorities to sanction honorarium under Rule 140, read with item 15 of Appendix I of the Bihar Service Code and Overtime under the Certified Standing Order should be restricted as follows :—

1. *Honorarium*—(i) The Heads of Departments may sanction grant and acceptance of honorarium to an individual employee upto a maximum of Rs. 100 ( Rupees one hundred only ) in a financial year, subject to the strict observance of the principles laid down in Rules 55 and 140 of the Bihar Service Code.

(ii) The total amount of honorarium so sanctioned should not exceed the limit of Rs. 5,000 ( Rupees five thousand only ) in a financial year in each of the Engineering, Accounts of Administrative wing of the Board's Secretariat.

2. *Overtime*—Grant of overtime under the Certified Standing Order should not exceed the following limits in a financial year :—

- ( i ) For each Supply Circle—Rs. 10,000.  
( ii ) For each Transmission Construction Circle—Civil Investigation Circle, Ranchi and Kosi and Gandak Hydel Circle and Subarnarekha Hydel Project—Rs. 5,000.

3. The amount of overtime/honorarium should be sanctioned subject to the availability of funds in the Budget. In case an excess amount is to be incurred in any financial year and further amounts are required, prior sanction of Accounts Member should be obtained. Similar approval of Accounts Member should also be obtained in individual cases of grant of honorarium exceeding Rs. 100.

4. In order to ensure that the financial limit is not exceeded in a financial year in the matter of grant of honorarium/overtime the sanctioning authorities should record the following certificate in each honorarium order :—

“Certified that the amount of honorarium/overtime as sanctioned in this order is (i) within the limit of Rs. 100 prescribed for an individual employee in a financial year and (ii) within the total over all limit of Rs.  $\frac{5,000}{10,000}$  as indicated below :—

- (a) Total financial allotment—Rs. 5,000. 10,000.  
(b) Total amount previously sanctioned. ....  
(c) Amount sanctioned in this order .....  
(d) Total of (b) and (c) ... ..  
(e) Balance left over/(a) minus (d)—Rs. ....

5. The sanctioning authority should attach a copy of the order sanctioning honorarium with the honorarium/overtime bill while presenting the same to the Accounts Officer for encashment. Copies of the said order should also be forwarded to the R. A. O., Bihar State Electricity Board and Secretary.

6. These orders would come into force with effect from 1st April, 1970.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BOARD'S STANDING ORDER NO. X/M1-104/69—308.**

Dated Patna, the 22nd April, 1970

Subject—Security deposit to be taken from the Security and Fire-fighting staff of the Board.

The Board is supplying uniform and other articles to security and Fire-fighting staff but it has been observed that some of them leave the employment of the Board and do not care even to return the uniform and other articles resulting in loss to the Board.

It has, therefore, been decided that the security and Fire-fighting force will have to furnish a cash security of Rs. 50 ( Rs. fifty ) only at the time of appointment and those already in the employment will also have to furnish the security of similar amount to be deducted from their salary in ten instalments of Rs. 5 ( Rupees five ) only. This amount will be refunded to them at the time of retirement or in the event of their leaving the services of the Board but in all cases they will have to return the uniform and other articles supplied to them.

This order will come into effect from the date of issue of the order and deduction will start from the pay bill of security and fire fighting force on roll for the month of May, 1970.

By order of the Bihar State Electricity Board,  
Sd/- S. H. Karim,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO A/AI-405/69-351/BB

Dated Patna, the 6th January, 1972.

Subject—Formation of a cadre of Stenographer Class II ( passed ) in the Secretariat of the Board.

The question of having a common cadre of Stenographer Class II ( passed ) and Stenographer, Class II ( unpassed ) was under consideration of the Board for some time past. After careful consideration of the matter it has been decided that the Stenographer Class II ( passed ) only shall constitute a cadre in the Secretariat of the Board, with effect from the date of issue of this order.

2. It has further been decided that all the Stenographers Class II ( unpassed ) in the Secretariat of the Board should pass the Stenographer Class II examination by the prescribed standard, laid down in the Standing Order No. 299 dated the 24th January, 1970 within six months of the date of issue of this order, failing which their services will be liable to be dispensed with.

By order of the Bihar State Electricity Board,

Sd/- S. A. M. Ishaque.

Addl. Secretary.

**बिहार राज्य विद्युत् बोर्ड, पटना**

स्थायी आदेश संख्या जी/जे१-१०५६/७१—३५२

पटना; दिनांक २४ जनवरी, १९७२

बोर्ड के स्थायी आदेश सं० १८०६, दिनांक ३ जून, १९७१ एवं ३०६४, दिनांक ६ सितम्बर, १९७१ के आंशिक संशोधन में बोर्ड ने कनिष्ठ लेखा लिपिक एवं विपन्न सहायक के पदों पर नियुक्ति के लिए न्यूनतम योग्यताओं में वाणिज्य स्नातक (खंड १) अथवा आई० कोम० में गणित से छूट देने का निश्चय किया है।

बिहार राज्य विद्युत् बोर्ड के आदेश से,

सैयद अ० म० इसहाक,

अपर सचिव।

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER NO. SS/D4-108/72—353/BB.

Dated Patna, the 7th April, 1972

Subject—Duties and functions of Administrative-cum-Welfare Officers in Circles.

In continuation of Standing Order No. SS/Misc-106/68—256/EB dated the 28th June, 1968, the work of personnel management and that of industrial relations are, consequent upon the re-organisation of the personnel wing of the Board, entrusted to the Administrative-cum-Welfare Officer posted in a Circle.

Sd/- Mukund Prasad,  
Secretary.

## सामान की सूची ।

संख्या	साईण	कम्पनी का नाम	अन्य ध्योरा
(क) विद्युतीय—			
१.	रेगुलेटर के साथ पंखा		
२.	प्रेस के साथ ट्यूब		
३.	विद्युतीय प्वायन्ट		
४.	मीटर		
५.	वर्तमान मीटर संख्या लिखें		
(ख) सेनीटरी—			
१.	हाथ धोने का बेसीम		
२.	आर्सेना		
३.	पानी का भरवा		
४.	हैंगर		
५.	—		
(ग) अग्यान्ध—			
१.			
२.			
३.			
प्रभार देने वाले का हस्ताक्षर		प्रभार लेने वाले का हस्ताक्षर	
पदनाम के साथ ।		पदनाम के साथ ।	

प्रपत्र २

## आवास का प्रभार प्रतिवेदन

हमलोग निम्न हस्ताक्षरित श्री .....  
 पदनाम ..... एवं श्री .....  
 पदनाम ..... ने आज दिनांक ..... की पूर्वाह्न/अपराह्न में सचिव,  
 गृह समिति के कार्यालय आदेश संख्या ..... दिनांक, ..... के अनुसरण में  
 क्वार्टर न० ..... पूरा / अंश ..... का उस पार पृष्ठ पर अंकित सभी सामानों  
 के साथ आपस में प्रभार का आदान-प्रदान किया ।

प्रभार देने वाले का हस्ताक्षर  
 दिनांक के साथ

प्रभार लेने वाले का हस्ताक्षर  
 दिनांक के साथ

ज्ञाप संख्या ..... दिनांक ..... १९७७ ।

प्रतिलिपि सचिव, गृह समिति को सूचनार्थ प्रेषित ।

२. प्रतिलिपि .....

क्वार्टर के प्रभारी पदाधिकारी का  
 हस्ताक्षर पदनाम के साथ ।

**बिहार राज्य विद्युत् बोर्ड, पटना ।**

स्थायी आदेश संख्या जी०/न०१-१०२३/७१-३६२

पटना, दिनांक ४ जुलाई, १९७२

विषय—मीटर वाचकों के प्रोन्नति के लिए विभागीय परीक्षा ।

यह निश्चित किया गया है कि स्थायी आदेश सं० रजि० कोड/वि० बोर्ड/१०१४/७१/२१९२, दिनांक ६ जुलाई, १९७१ के अन्तर्गत वैसे मीटर वाचक जो विपन्न लिपिक एवं कनीय लेखा लिपिक के लिए बोर्ड के स्थायी आदेश सं० ५७/ई० बी०, दिनांक ३१ अक्टूबर, १९६० द्वारा निर्धारित विभागीय परीक्षा पास करेंगे उनकी वरीयता विपन्न लिपिक / कनीय लेखा लिपिक के साथ मीटर वाचकों की सेवा अवधि से दो वर्ष घटा कर बची हुई अवधि के आधार पर तुलना करके निश्चित की जायगी ।

बिहार राज्य विद्युत् बोर्ड के आदेश से,  
ह०/- सूरजदेव सिंह,  
अवर-सचिव ।

ज्ञाप संख्या ९५८, पटना, दिनांक ४ जुलाई, १९७२ ।

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER NO. Lab/O & M-1006/72—364/EB.

Dated Patna, the 11th August, 1972.

Sanction is accorded to the creation of 576 additional permanent posts as shown in Annexure-I for the various Sub-Divisions under Muzaffarpur Electrical Circle.

2. The charge will be debitible to the appropriate accounts head under maintenance accounts.

By order of the Bihar State Electricity Board,  
Sd/ C. R. Venkataraman,  
Secretary.

Memo No. Lab/ O. & M.-1006/72—566, dated the 11th August, 1972.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. Lab/P3-104/70—365/EB.

Dated Patna, the 18th August, 1972.

Subject—Complete stoppage of all appointments to the posts of regular and work-charged establishment and on muster roll.

In partial modification of Standing Order No. 152/EB, dated the 20th February, 1970 and in continuation of Standing Order No. Lab/R3-104/70—329/EB, dated the 16th December, 1970, the Chief Engineers ( Headquarters ) and ( Generation ) are authorised to sanction the engagement of skilled and un-skilled workmen in their respective jurisdictions without reference to the Chairman subject to the conditions set forth in Standing Order No. Lab/R3-14/70-329/EB, dated the 16th December, 1970.

By order of the Bihar State Electricity Board,  
Sd/ C. R. Venkataraman  
Secretary.

Memo No. Lab/R3-104/70—787/EB, dated the 18th August, 1972.

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER NO. BUDGET/M/- 045/63-366.

Dated Patna, the 24th August, 1972

Subject—Authorisation to all Dy. Director of Accounts of the Headquarter of Bihar State Electricity Board to countersign cheques exceeding Rs. 25,000 drawn by the Accounts Officer (Headquarters).

In its meeting held on 4th September, 1965 the Board approved a proposal to authorise the Deputy Director of Accounts and in his absence Financial Controller to countersign cheques exceeding Rs. 25,000 drawn by the Accounts Officer (Headquarters). At that time there was only one Deputy Director of Accounts. Subsequently, more posts of Deputy Director of Accounts were created. Therefore, whenever the Deputy Director of accounts authorised to countersign such cheques, was not available at the Headquarter, orders had to issue specifically empowering another Deputy Director of Accounts to countersign such cheques to save the Financial Controller from this routine work.

2. In view of this difficulty, the Board, in its Resolution No. 2515 of 1972-73 has decided that the power, of countersigning cheques, drawn by the Accounts Officer (Headquarters) exceeding Rs. 25,000 each should be extended to all Deputy Director of Accounts posted at the Board's Headquarters. In normal course such counter-signature will, however, continue to be recorded by the Deputy Director of Accounts dealing with funds, and in his absence such counter-signature will be recorded by the other Deputy Director of Accounts (posted in Finance wing) and in the absence of both the Deputy Director of Accounts, Fund and Finance by the other Dy. Director of Accounts (posted in Audit wing)

This order is operative with immediate effect.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary to the Board.

Memo no. 789. dated Patna, the 24th August, 1972.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
BOARD'S STANDING ORDER NO. B/RI-401/70-367.

Dated Patna, the 4th September, 1972

In continuation of Standing Order No. B/RI-601/69-305 dated, the 2nd April, 1970, the Board is pleased to revise the existing scale of pay of the Store Inspector and allow the incumbent of the post the replacement scale of pay of Rs. 230-13-308-EB-13-360-15-450, as laid down in Finance Department, Government of Bihar Resolution contained in Memo No. PR/G2-65-67/FII, dated the 6th August, 1965 and subsequent letters/circulars/orders issued in that connection by the State Government from time to time, and adopted by the Bihar State Electricity Board in respect of the staff of the Board's Secretariat, Accountants, Overseers, Statistical Supervisors, Labour Assistants and Senior Store-Keepers and Stock Verifiers. The replacement scale would take effect from the 1st April, 1962 but no arrear would be payable for the period upto the 31st March, 1964.

2. The service conditions of the Store Inspectors, are further to be governed, by the other conditions of service in respect of leave, allowances, service conduct rules etc. as are applicable and as are adopted as well as framed by the Board from time to time in respect of its employees drawing pay in the replacement scale of pay.

3. The pay of Store Inspectors shall be fixed in the said replacement scale in the following manner :—

(a) Persons who were appointed before the 1st April, 1964 will be governed straight way by the rules, orders etc. as mentioned in Finance Departments Resolution and orders etc. of para. 1 above.

(b) The cases of Store Inspectors who were appointed on or after 1st April, 1964 shall be referred to the Director of Accounts for pay fixation. The guiding principles in their cases will be that the total cash emoluments of the employees are not reduced. It has, therefore, been decided that the holder of the lower post of Assistant Store Keeper/Assistant Stock Verifier/Assistant Store Inspector in the Awarded Scale on promotion as Store Inspector in the replacement scale on or after 1st April, 1964 shall draw his initial pay at that stage in the replacement scale prescribed which is next above the amount arrived at by adding a flat sum of Rs. 15% to his pay and fixed C. L. A. in the lower awarded scale on the date of promotion provided that in case of persons promoted or directly recruited as such during the period from 1st April, 1964 to 31st January, 1969, the stage in the replacement scale is not fixed below Rs. 269.

4. Leave accounts of the incumbents concerned shall accordingly be recast as per rule of the Bihar Service Code.

5. The fixation of pay shall initially be made by the head of offices and then sent to the Director of Accounts, Bihar State Electricity Board, Patna for approval. Payment of this account should be made only after such fixation has been approved by the Director of Accounts.

6. Two types of proforma for pay fixation, one for Store Inspectors appointed before 1st April, 1964 ( Proforma I ) and the other for those appointed on or after 1st April, 1964 (Proforma II) are enclosed which may be used for fixation of pay and sent to this office ( in duplicate for approval ).

7. This order shall operate in respect of those Store Inspectors who had exercised their option in response to Board's Memo No. B/RI 601/69—1975, dated 21st November, 1969.

By order of the Bihar State Electricity Board,  
Sd/-Shiv Priya,  
Joint Secretary.

Memo No. 1517, dated the 4th September, 1972.

## बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या ३६०.वि० बो०

दिनांक ३ सितम्बर, १९७२

ऐसा पाया गया है कि विद्युत् बोर्ड के कार्यालयों में प्रेषित निबन्धित पत्रों की प्राप्ति एवं प्राप्त निबन्धित पत्रों की गति के सम्बन्ध में सुस्पष्ट निदेश नहीं रहने के कारण यदाकदा गैर-अधिकारी व्यक्ति द्वारा निबन्धित पत्र प्राप्त कर लिया जाता है जिसके परिणामस्वरूप निबन्धित पत्रों के खोने एवं सक्षम पदाधिकारी के समक्ष विलम्ब से उपस्थिति होने की सम्भावना होती है। इसीलिए भविष्य में निबन्धित पत्र प्राप्त करने एवं उसकी गति निम्नलिखित प्रक्रियाओं से होगी :—

(१) पदाधिकारी के नाम से सम्बोधित एवं प्रेषित पत्र उनके निजी सहायक द्वारा ही प्राप्त किया जायगा। निजी सहायक उक्त पत्र की प्रविष्टि निर्धारित निबन्धित पुस्तकों में कर सम्बोधित पदाधिकारी को देगे।

(२) पदाधिकारी के पदनाम से सम्बोधित एवं प्रेषित पत्र, कार्यालय के उक्त पदाधिकारी में से वरीय पदाधिकारी स्वयं प्राप्त करेंगे। वरीयतम पदाधिकारी की अनुपस्थिति में द्वितीय वरीयतम पदाधिकारी-पदाधिकारी निबन्धित पत्र प्राप्त करेंगे एवं निबन्धित पत्र की प्रविष्टि निर्धारित निबन्धित-पुस्तकों में कर सम्बोधित पदाधिकारी को देगे।

(३) बोर्ड मुख्यालयों में सम्बन्धित पदाधिकारी के निजी सहायक या पदधारी-पदाधिकारियों की अनुपस्थिति में निरंतरण शाखा के प्रभारी विबन्धित। पत्र प्राप्त करेंगे एवं उसकी प्रविष्टि निर्धारित निबन्धित-पुरतकों में कर सम्बन्धित पदाधिकारी को देंगे।

ह०/- शिव प्रिय,  
संयुक्त सचिव।

ज्ञाप संख्या २७७९ - नि० बोर्ड, पटना, दिनांक ५ सितम्बर, १९७२।

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO: A/AII-801/72-370/EB.**

Dated Patna, the 3rd October, 1972.

In supersession of the Board's Standing Order No. A/CI-401/68-271, dated 11th October, 1968, the Daftaries working in the Secretariat of the Board are granted the Industrial Tribunal awarded scale of pay of Rs. 50-2-70-3-100 with effect from 1st April, 1964. They shall be entitled to C. L. A., Overtime Wages, C. P. F. and gratuity etc. as per award of the Tribunal.

By order of the Bihar State Electricity Board,  
Sd/- K. Prasad,  
Under Secretary.

Memo No. 1432/EB, dated Patna the 3rd October, 1972.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. SS/A1-2076/72-372/EB.**

Dated Patna, the 25th October, 1972.

Subject—Fixation of pay on promotion from the post of Deputy Director of Accounts in the replacement scale of pay of Rs. 730-35-870-40-1,070-EB-45-1,250 to higher rank.

The principle to be followed in fixing the pay of an Officer promoted from the rank of Deputy Director of Accounts in the replacement scale of pay of Rs. 730-35-870-40-1,070-EB-45-1,250 to the rank of Chief Revenue Officer in the replacement scale of pay of Rs. 900-50-1,400 or to the rank of Director of Accounts/Finance/Audit in the replacement scale of pay of Rs. 1,200-60-1,560-70-1,700 as also in the case of promotion from the rank of Chief Revenue Officer in the replacement scale of pay of Rs. 900-50-1,400 to the rank of Director of Accounts/Finance/Audit in the replacement scale of pay of Rs. 1,200-60-1,560-70-1,700 was considered by the Board. In pursuance of Resolution No. 2550 dated the 3rd October 1972, it has been decided that (i) in the case of promotion from the rank of Deputy Director of Accounts to the rank of Director of Accounts/Finance/Audit, the pay shall be fixed in the higher scale of pay at the stage next above the amount arrived at by adding Rs. 200 to the grade pay drawn on the lower scale on the date of such promotion, (ii) in the case of promotion from the rank of Deputy Director of Accounts to the rank of Chief Revenue Officer, the pay shall be fixed similarly, by adding Rs. 75 to the grade pay drawn in the lower scale, on the date of such promotion, and (iii) in the case of promotion from the rank of Chief Revenue Officer to the rank of Director of Accounts/Finance/Audit, the pay shall be fixed by adding Rs. 125 to the grade pay drawn in the lower scale on the date of such promotion.

2. The date of increment of these officers in the prescribed scale of Director of Accounts/Finance/Audit and of Chief Revenue Officer shall be the date on which such increment is earned in that time-scale.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary.

Memo No. SS/A1-2076/72-EB-2365, dated Patna, the 25th October, 1972.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. G/A1-1011/70 373—EB**

Dated Patna, the 27th October, 1972.

In partial modification of Standing Order No. 227 dated the 6th September, 1967 the Board has decided to fix the following criteria for the promotion of Accounts Assistants to the post of Accountant :—

1. L. P. P. Passed Accounts Assistants with 5 years of service as Accounts Assistant and non—L. P. P. Passed Accounts Assistants with 8 years of service as Accounts Assistant shall be eligible for promotion to the rank of Accountant.
2. The Selection Committee, consisting of the Director of Accounts, Director of Finance, and the Chief Revenue Officer, or at least any two of them in the absence of the third member, shall review the character rolls of all such eligible Accounts Assistants and weed out those whose record of work is considered adverse and not fit for promotion, and shall, on the basis of such character rolls, categorise them as outstanding, 'very good', 'good', or 'satisfactory', allotting 20, 15, 10 and 5 marks respectively for these categories.
3. For preparing the panel for promotion, those Accounts Assistants, who are not weeded out as unfit for promotion, shall be allotted marks also for their length of service and for having passed the various departmental examinations as under :
  - (a) For such completed year of service in excess of 5 years in the grade of Accounts Assistant. 5 (Five) marks.
  - (b) For having passed the confirmatory examination prescribed for Accounts Assistants. 10 (Ten) marks.
  - (c) For having passed the Lekha Pravln Parikcha. 15 (Fifteen) marks.
4. The aggregate of the marks allotted on the basis of character rolls, length of service, and for passing departmental examinations, shall be the basis for preparing the panel of selected Accounts Assistants for their promotion to the rank of Accountant.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary to the Board.

Memo No. G/A1—1011/70EB 1464, dated Patna, the 27th October, 1972.

**बिहार राज्य विद्युत् बोर्ड, पटना ।**

स्थायी आदेश संख्या एस० एस० मि० १९५०/७२-३७५ वि० नोडं,

दिनांक १ जनवरी, १९७३

विषय :—निजी मामलों के सम्बन्ध में बोर्ड के पदाधिकारी/कर्मचारी द्वारा उच्च अधिकारियों को आवेदन भेजने की प्रणाली ।

बोर्ड के समक्ष ऐसे दृष्टान्त और हैं जिसमें बोर्ड के पदाधिकारी/कर्मचारी अपने निजी मामले को अपने निकटतम सम्बन्धी अथवा परिवार के सदस्य या अन्य अभिभावक के द्वारा मुख्य मन्त्री, मन्त्री एवं अन्य उच्च पदाधिकारियों के प्रति आवेदन-पत्र भेजवाते हैं। इससे बोर्ड के अधीनस्थ पदाधिकारी/कर्मचारियों के बीच अनुशासनहीनता को बढ़ावा तो मिलता ही है, साथ ही ऐसे आवेदन, सम्बन्धित पदाधिकारियों तक तो पहुँच नहीं पाते हैं या इतने विलम्ब से पहुँचते हैं कि इन पर समयोचित निर्णय नहीं हो पाता है। इसके अतिरिक्त ऐसे आवेदन को उचित माध्यम या अन्य नियंत्रण से नहीं गुजरने के फलस्वरूप उनपर आसन्न श्रेष्ठ पदाधिकारी का मन्तव्य प्राप्त नहीं हो पाता है जिससे निर्णय लेने में कठिनाई होती है।

२. अतः बोर्ड ने अपने संकेत संख्या २५५५ द्वारा यह निर्णय लिया है कि बोर्ड के किसी पदाधिकारी/कर्मचारी को अपने क्षेत्र के सम्बन्ध में सर्वप्रथम अपने आसन्न श्रेष्ठ पदाधिकारी को ही आवेदन-पत्र देना चाहिए। यदि उक्त आसन्न श्रेष्ठ पदाधिकारी बिना कारण आदेश देने में विलम्ब करें तो ऐसी परिस्थिति में बोर्ड के पदाधिकारी/कर्मचारी अपने आवेदन-पत्र को उनसे उच्च पदाधिकारियों के नाम से, उचित माध्यम के द्वारा भेज सकते हैं तथा इच्छानुसार इसकी एक अग्रिम प्रति उच्च पदाधिकारी को भी भेज सकते हैं। यह भी निर्णय लिया गया है कि अपने अधीनस्थ पदाधिकारियों द्वारा उनके क्षेत्र के निवारण के लिए जो आवेदन दिये जायें, ऐसे आवेदन-पत्र, आवेदन-पत्र की प्राप्ति-तिथि से तीन महीनों के अन्दर आवश्यक निर्णय ले लिया जाय। यदि तीन महीने में भी निर्णय नहीं लिया जाता है तो आवेदक अपने वरीय पदाधिकारी से उच्च अधिकारी के पास उचित माध्यम से आवेदन-पत्र भेज सकते हैं और अपनी इच्छानुसार उसकी एक अग्रिम प्रति उनके पास भी भेज सकते हैं। तदोपरान्त उच्च पदाधिकारी अपने से नीचे के पदाधिकारी से सम्बन्धित कागजात मंगवायेंगे और यह देखेंगे कि इसके निस्तार में कोई अनावश्यक विलम्ब तो नहीं किया गया है। बोर्ड उन मामलों पर बहुत गम्भीरतापूर्वक विचार करेंगे जिन मामलों में अधीनस्थ पदाधिकारियों द्वारा दिये गये आवेदनों के निर्णय में आसन्न श्रेष्ठ पदाधिकारी ने अनावश्यक विलम्ब किया है। ( साथ ही बोर्ड ऐसे आवेदनों के निस्तार में अनावश्यक विलम्ब को गम्भीर दृष्टि से देखेगी। )

३. इस आदेश में दिये गये अनुदेश तत्काल लागू समझा जायगा।

बिहार राज्य विद्युत् बोर्ड के आदेश से,  
इ० १-सी० आ० वेक्टरमण,  
सचिव

ज्ञाप संख्या एस० एस०/मि०-१९५०/७२-(१)—वि० बोर्ड, दिनांक १ जनवरी, १९७३।

**बिहार राज्य विद्युत् बोर्ड, पटना ।**

स्थायी आदेश संख्या एफ०/सी० एम०/९५/७२-३७६

पटना, दिनांक १ जनवरी, १९७३

बेरोजगार इन्जीनियरिंग स्नातकों एवं डिप्लोमा प्राप्त व्यक्तियों को रोजगार देने के लिए राज्य सरकार एवं केन्द्र सरकार ने मिलकर जो योजना बनाई है उसमें बिहार राज्य विद्युत् बोर्ड को तो अपनी योजना है। इस सम्बन्ध में उपरोक्त सरकारों से समय-समय पर ऋण प्राप्त होता है। इस मद में प्राप्त धनराशि एवं दिये गये धन की अलग सेखा-जोखा वांछनीय है। इस हेतु स्थायी

आदेश संख्या एकाउन्ट/सी० एम०/६८/६९/२०; दिनांक २६ जूरी, १९६९ के अन्तर्गत लेखा मदों में इस प्रकार नये मदों का समावेश किया जा रहा है :-

## १. प्राप्तियाँ

	मुख्य मद संख्या	उप मद संख्या	विस्तार
	१०००-००	१०००-००	केन्द्रीय सरकार एवं राज्य सरकार से प्राप्त ऋण जो विद्युत् आपूर्ति अधिनियम, १९४८ की धारा ६४ की परिधि के बाहर होगा।
२. व्यय	१००८-००	१००८-००	राज्य सरकार से प्राप्त अनुदान।
	११०१-००	११०१-०६	बेरोजगार इन्जीनियरों आदि को रोजगार देने से सम्बन्धित सर्वेक्षण योजना हाईलिवलोरिक पावर प्लान्ट पर।
	११२०-००	११२०-०६	बेरोजगार इन्जीनियरों आदि को रोजगार देने से सम्बन्धित सर्वेक्षण योजना, स्टीम पावर प्लान्ट पर।
	११४०-००	११४०-०१	बेरोजगार इन्जीनियरों आदि को रोजगार देने से सम्बन्धित सर्वेक्षण योजना, डिस्ट्रीब्यूशन पर।
	११३०-००	११३०-०१	बेरोजगार इन्जीनियरों आदि को रोजगार देने से सम्बन्धित सर्वेक्षण योजना ट्रांसमिशन पर।

बिहार राज्य विद्युत् बोर्ड के आदेश से,  
ह०/- सी० आर० वेंकटरमण  
सचिव।

जाप संख्या १, पटना, दिनांक १ जनवरी, १९७३।

## BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO.B/L1 -303/72-380/EB.

Dated Patna, the 23rd January, 1973.

The service conditions of the workmen of the Board are governed by the Certified Standing Orders of the Board which do not have provision for grant of special leave to T.B/Leprosy patients. Realising the hardship caused to workman suffering from T.B/Leprosy, the Board decided to grant extraordinary leave without pay for a period of six months, vide its letter no. B/L1-301/69-85, dated the 17th January, 1970. But the aforesaid provision is now considered inadequate particularly in comparison to the benefits available to the State Government employees. It has, therefore, been decided that the workman diagnosed to be suffering from Tuberculosis/Leprosy shall be allowed following benefits :-

- Special Sick leave on half average wage upto a total of 12 months during the whole service.
- Any other leave that may be due under the Certified Standing Orders of the Board, viz., earned leave, sick leave etc.

This order will take effect from the date of the issue of this order.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary.

Memo No. 96/EB, dated Patna, the 23rd January, 1973.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. I/Misc-651/72-381 EB.**

Dated Patna, the 31st January, 1973.

In pursuance of Board's Resolution No. 2519 dated the 8th August, 1972 and in continuation of Board's Standing Order No. 140 dated the 17th May, 1972 and Standing Order No. 350 dated the 22nd December, 1971, the Law Officer in the Secretariat of the Board at Patna is hereby authorised:—

1. To sign and verify plaints, petitions, show causes, written statements and any other paper to be filed on behalf of the Board in any court of Law or before any officer in all such cases in which the Board is a party.
2. To swear affidavit in any court of law or before any officer in any matter concerning the Board.
3. To sign and execute Vakalatnama on behalf of the Board for filing the same in any court of law or before any officer.
4. To sign and execute Vakalatnama on behalf of the Chairman or any other Member or Secretary of the Board in any Court of law or before any officer.
5. To receive on behalf of the Board/Chairman/any other Member/Secretary of the Board, any process issued by any court of law or any officer legally empowered to issue such process.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary.

Memo No. 127/EB. dated Patna, the 31st January, 1973.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. Lab/O & M-1-1007/72-382 EB.**

Dated Patna, the 12th February, 1973.

In continuation of Board's Standing Order No. 371 dated the 5th October, 1972 sanction is accorded to the creation of 146 additional permanent posts as shown in Annexure-I for the various Subdivisions under Electric Supply Division, Samastipur and Electric Supply Division, Madhubani and Electric Supply Subdivision, Biraul.

2. The charge will be debitable to the appropriate accounts head under maintenance account.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman  
Secretary.

Memo No. 141 dated Patna, the 12th February, 1973.

## ANNEXURE- I

Statement of additional O & M posts on the basis of work load as on 21st March, 1972 under Electric Supply Division, Samastipur and Madhubani and Electric Supply Subdivision, Biraul.

Sl. No.	Category of posts	Scale	Madhubani Sub-Div.	Jainagar Sub-Div.	Samastipur Sub-Div.	Dalsing-sarai Sub-Div.	Pusa Sub-Div.	Rosera Sub-Div.	Biraul Sub-Div.	Total
1.	Head Lineman		2	1	1	1	x	1	3	9
2.	Lineman		4	x	x	1	x	x	6	11
3.	Junior Lineman		1	2	x	8	10	2	2	25
4.	Un-skilled Khalasi		40	8	6	25	5	10	17	111
5.	Skilled Khalasi		3	1	5	x	1	1	6	17
6.	Section Clerk		1	2	1	3	x	3	3	13
7.	Meter Reader		1	2	x	1	?	1	3	10
8.	S. B. O. Grade I		2	x	8	x	x	4	x	14
9.	S. B. O. Grade II		2	x	9	x	x	1	x	12
10.	Head Electrician		x	x	x	x	x	x	x	x
11.	Electrician		x	1	1	1	x	1	1	5
12.	Line Inspector		1	x	x	x	x	1	x	2
13.	Hammerman		x	1	x	1	x	1	1	4
14.	Black smith		x	1	x	1	x	x	1	3
15.	Fitter		x	1	x	x	1	x	1	3
16.	Store Keeper		x	1	x	x	x	x	x	1
17.	Vehicle Driver		x	x	x	x	x	1	2	3
18.	Chaukidar		x	4	1	3	x	2	4	14
Total			57	25	32	45	19	29	50	257

BIHAR STATE ELECTRICITY BOARD, PATNA.  
BOARD'S STANDING ORDER NO. Lab/M4-107/73-383 EB

Dated Patna, the 21st February, 1973

In partial modification of Standing Order No. Lab/R3-104-70-365 EB dated the 18th August, 1972 all Electrical Superintending Engineers of Supply Circles are authorised to sanction the engagement of Skilled and Unskilled labour for two months in their respective jurisdictions in connection with execution of works relating to State Tube Well Programme.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary.

Memo No. 188/EB. dated Patna, the 21st February, 1973.

BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. G/D1-101/72 385

Dated Patna, the 22nd March, 1973.

It has been decided by the Board that three advance increments shall be allowed to the Junior Accounts Clerks/Bill Clerks/Bill Collectors for passing the departmental examination prescribed for them under Standing Order No. 57/EB dated the 31st October, 1960. One advance increment shall be admissible on securing exemption marks in either paper I or paper II and two more advance increments shall be given on passing in the remaining paper. If any person passes in both the papers on a single occasion, he will get three advance increments at a time.

2. The advance increments shall be admissible from the day following the date on which the examination is held, but all such Junior Accounts Clerks/Bill Clerks who have already passed the said departmental examination but not yet promoted shall get these advance increments with effect from the 4th December, 1972. It will not be admissible to those who have already been promoted.

3. These advance increments shall not be taken into account for fixation of pay on promotion to the next higher rank.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary to the Board.

Memo No. G/D1-101-72-291 dated Patna, the 22nd March, 1973.

बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या—३८७ वि० बोर्ड,

पटना दिनांक, २६ मार्च, १९७३

विषय—चिकित्सा बिल उपस्थापन सम्बन्धी पुनरीक्षित प्रक्रिया।

स्थायी आदेश संख्या इ/वी १-१०१०/७१ दिनांक ३ मई, १९७१ का आंशिक संशोधन करते हुए, बोर्ड ने यह निर्णय लिया है कि :—

(१) चिकित्सा प्रतिपूर्ति बिल चिकित्सा समाप्ति के ६ महीने के अन्दर अवश्य प्रस्तुत कर दिए जायें। यह आदेश निर्गत होने के तिथि से लागू समझा जाय।

(२) अन्य सभी शर्तें पूर्ववत् रहेंगी।

बिहार राज्य विद्युत् बोर्ड के आदेश से,  
ह०/- शिव प्रिय,  
संयुक्त सचिव

ज्ञाप संख्या ४०९ वि० बोर्ड; दिनांक २९ मार्च, १९७३।

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER No. Lab/Hos.105/69 390

Dated Patna, the 30th August, 1969.

Subject :- Grant of medical facilities to the employees of the Bihar State Electricity Board posted at Noamundi.

In partial modification of Standing Order No. K/MISL-101/61-138/FB, dated the 12th May, 1962, the Bihar State Electricity Board has taken the following decisions :-

Till such time as a Government Medical Officer is not posted at Noamundi, the Medical Officers of the Tata Iron and Steel Co. Ltd. at Noamundi are declared to be authorised medical attendants for the employees of the Bihar State Electricity Board posted at Noamundi.

Sd/- S. M. Karim,  
Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. DA/F1/GPF/21/70-73-388

Dated Patna, the 30th March, 1973.

In pursuance of Board's Resolution No. 2445, dated the 16th March, 1972, it has been decided that the interest shall be paid by the Board with effect from 1st June, 1958, on such portion of the employees contribution to the Provident Fund which was paid by the Board itself and not recovered from the employees during the period June, 1958 to May 1961.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary.

Memo No. DA/F1/GPF/21/70-73-376, dated Patna, the 30th March, 1973.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER NO. Accts/CM/98/72-389

Dated Patna, the 25th May, 1973.

The Board have been receiving grant in aid from the Central Board of Irrigation and Power, Government of India for conducting Research Schemes. A certificate regarding the receipt of fund, its utilization and the balance out of such receipts is to be furnished to the Central Board of Irrigation and Power. It has, therefore, been felt necessary to maintain separate account for the receipts and expenditures incurred on the Research Schemes financed by such a grant in aid. With this view point it has been decided to introduce the following new heads of accounts :-

	Main head	New head	Details
1. Receipts	1017.00-1020	1017.10	Deposit received from Central Board of Irrigation and Power as grant in aid for research schemes.

2. Expenditure on 1397-00 Research Scheme out of grant in aid from C. B. I. P.	1397-00	Gazetted Establishment.
	.01	Pay of Officers.
	.02	Special pay of Officers.
	.03	Allowances (to be specified).
	.04	Medical.
	.05	Travelling allowance.
	.06	Bonus.
	.07	Honorarium.
	.08	House Rent.
	.09	Education Allowances.
	.10	Others ( to be specified ).
	.11 to	
	.19	Blank.
	.20	Non-gazetted Establishment.
	.21	Pay.
	.22	Special pay.
	.23	Allowances ( C. L. A. ).
	.24	V. D. A.
	.25	Medical Allowances.
	.26	Travelling Allowances.
	.27	Bonus.
	.28	Incentive.
	.29	Education Allowance.
	30	Adhoc Relief
	.31	Over time.
	.32	House Rent.
	.33	Honorarium.
	.34	Contingent expenditure.
	.35	Others ( to be specified ).

At the end of each month the entire expenditure booked under the head '1397.00' shall be transferred to the head 1017. 10—Receipt from C. B. I. P. by passing a journal entry.

Sd/- P. D. Prasad,  
Director of Accounts.

Memo No. 361, dated Patna, the 25th May, 1973.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER NO. 1316

Dated Patna, the 2nd April, 1973

In partial modification of the Standing Order No. I/M-402/67—232-EB. dated 14th December, 1967 and without prejudice to the powers vested in the officers named therein, the Bihar State Electricity Board by its Resolution No. 2658 dated the 22nd March, 1973 hereby authorises the Assistant Electrical Engineer or Electrical Executive Engineer posted or to be posted in the Vigilance Cell of the Board to launch prosecution on behalf of the Board for any or all offences under the Indian Electricity Act, 1910, committed in any part of its area of supply and take all other necessary steps in the matter as 'persons aggrieved' within the meaning of section 50 of the Indian Electricity Act, 1910.

The above said standing order does not absolve any of the local officers of the engineering side i. e. Assistant Electrical Engineer, Electrical, Executive Engineer or Electrical Superintending Engineer from responsibility for their respective areas in the matter of taking action against the above said offences.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. X/A-1033/73-390-EB.**

Dated Patna, the 25th May, 1973.

Consequent on the posting of a senior Police Officer of the Indian Police Service as Deputy Inspector General, Vigilance and Security, the question of streamlining the various branches of the Directorate of Vigilance and Security was under consideration of the Board. The Board, therefore, in its Resolution No. 2718, dated the 22nd May, 1973 decided to re-organise the existing set-up of the Directorate of Vigilance and Security in the following manner :-

1. The Deputy Inspector General, Vigilance and Security is declared as Head of the Department and shall be in overall charge of the Vigilance and Security wing of the Board.

2. The post of Director of Vigilance and Security is re-designated as Director of Vigilance and that of the Additional Director of Vigilance is re-designated as Director of Security.

3. The Director of Vigilance shall be in charge of the Vigilance and C. B. P. P. L. and the Director of Security shall be in charge of the Security and Intelligence and both the Directors shall be independently responsible to the D. I. G., Vigilance and Security.

4. All the administrative powers delegated in office order no. X/MI-1023-5504-EB, dated the 10th November, 1970 to the Director of Vigilance and Security stand delegated to the D. I. G., Vigilance and Security. The Director of Vigilance and Security shall cease to enjoy those powers with immediate effect.

5. For the sake of convenience in payment of salaries, T. A. bills and other vouchers, the Accounts Officer (Security) shall continue to exercise the same powers as laid down in office order no-X/MI-1023-5504-EB, dated the 10th November, 1970 with the only modification that requisite cheques etc. will be drawn under the joint signature of Accounts Officer (Security) and the Director of Vigilance/Director of Security as the case may be.

6. Office order no. X/MI-1023-5504-EB, dated the 10th November, 1970 shall stand superseded to the above extent.

7. The above arrangement shall take immediate effect.

By order of the Bihar State Electricity Board,  
Sd/- Shiva Priya,  
Joint Secretary.

Memo No. 1368-EB, dated Patna, the 25th May 1973.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. E/L-106/73-391-FB.**

Dated Patna, the 29th May, 1973.

**Subject. —Use of Liveries of mill made clothes in the Bihar State Electricity Board.**

In partial modification of Board's Standing Order No. 23, dated the 27th October 1959, the Bihar State Electricity Board has decided that all summer/winter uniforms, liveries to be supplied by the Board and the offices, subordinate to it may be of mill-made cloth.

2. This decision will, however, come into effect for the supply of liveries in future. The supply of summer liveries for the current year will, however, be according to the earlier decisions and orders.

By order of the Bihar State Electricity Board,

Sd/- B. Mishra,  
Joint Secretary.

Memo No. 654-EB, dated Patna, the 29th May, 1973.

**बिहार राज्य विद्युत् बोर्ड, पटना**

स्थायी आदेश संख्या वि० झा०/वि० १-३१८/७३—३९३-वि० बोर्ड

पटना, दिनांक २१ जून, १९७३

प्रायः यह देखा जाता है कि किसी पदाधिकारी की प्रोन्नति, दक्षता रोक तथा सम्पुष्टि के अवसर पर बुल से निराधार आरोप पत्र भेजे जाते हैं जिनके फलस्वरूप उनकी प्रोन्नति अथवा दक्षता रोक में अवरोध उत्पन्न हो जाता है। बोर्ड ने इस विषय पर गम्भीरतापूर्वक विचार करने के पश्चात् यह पाया है कि पदाधिकारियों की प्रोन्नति, दक्षता रोक अथवा सम्पुष्टि के आधार पर बहुधा उनके मनोबल को गिराने हेतु एवं उन्हें क्षति पहुँचाने की नीयत से आरोप पत्र भेजे जाते हैं और उनके फलस्वरूप उनकी प्रोन्नति, दक्षता रोक अथवा सम्पुष्टि में अनावश्यक अवरोध हो जाता है।

२. पदाधिकारी की दक्षता रोक, सम्पुष्टि अथवा प्रोन्नति के अवसर पर जिस वर्ष उन्हें उक्त प्रोन्नति, दक्षता रोक अथवा सम्पुष्टि देय हो, उसके बाद की अवधि की अभ्युक्तियों तथा उनके विरुद्ध प्राप्त प्रतिवेदनों का अवलोकन किया जाता है और उसके अनुसार उन मामलों में अन्तिम निर्णय लेने में काफी विलम्ब होता है। होना यह चाहिए कि जिस वर्ष में उक्त प्रोन्नति, दक्षता रोक अथवा सम्पुष्टि देय हो उसी वर्ष तक की अभ्युक्तियों तथा प्रतिवेदनों पर आमतौर से विचार कर अन्तिम निर्णय लिया जाय तथा बाद में केवल उन्हीं प्रतिवेदनों पर विचार किया जाय जहाँ किसी पदाधिकारी के विरुद्ध प्राईमाफेसी केस प्रमाणित हो गया हो।

३. अतः बोर्ड ने उपर्युक्त सभी तथ्यों पर विचार करने के पश्चात् अपने संकल्प संख्या २७०६, दिनांक २२ मई, १९७३ में यह निर्णय लिया है कि जबतक किसी पदाधिकारी के विरुद्ध प्राईमाफेसी केस सिद्ध न हो जाय तबतक उनकी प्रोन्नति, दक्षता रोक अथवा सम्पुष्टि में आरोपों के कारण कोई अवरोध नहीं हो। यह भी निर्णय लिया गया कि जिस वर्ष में किसी पदाधिकारी की प्रोन्नति, दक्षता रोक अथवा सम्पुष्टि देय हो उसी वर्ष तक की अभ्युक्तियों तथा प्रतिवेदनों पर आम तौर से विचार कर अन्तिम निर्णय लिया जाय जहाँ उनके विरुद्ध प्राईमाफेसी केस प्रमाणित हो गया हो।

बिहार राज्य विद्युत् बोर्ड के आदेश से,  
ह०/- सी० आर० वैकटरामन,  
सचिव।

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. SS/AI-2008/72-395-EB.**

Dated Patna, the 30th July, 1973.

In continuation of Board's Standing Order No. 173, dated the 10th November, 1972 and Standing Order No. 57, dated the 18th October 1963, the Board in its Resolution No. 2744, dated the 10th July, 1973 decided that the following criteria shall be followed for promotion/recruitment to the post of Deputy Director of Accounts .—

1. For purpose of requisite qualification for promotion, the following examinations will be recognised as equivalent to those already prescribed by the Board :—

- (a) Appendix III Examination conducted by the Indian Railway.
- (b) Divisional Accounts Examination and Senior Accounts Examination conducted by the D. V. C. taken together.
- (c) Examination conducted by the Institute of Companies Secretary (U. K./India) Diploma in the same, conducted by the Department of Company Law of the Government of India.
- (d) M. B. A. degree of the Institute of Management or recognised universities.

2. Exemptions to deserving officers from passing the requisite examinations mentioned in para. 1 may be granted in specially deserving cases, if following criteria are fulfilled ;—

- (i) Very good/outstanding service records;
- (ii) Graduate;
- (iii) Completed 40 (forty) years of age;
- (iv) Atleast 7 years service in the post of Accounts Officer under the Board;
- (b) Such exemption will be considered and granted by a Committee consisting of Member (Administration), Member (Accounts) and Secretary to the Board.

3. The same procedure and requirements will apply for promotion from the post of Junior Accounts Officer/Deputy Revenue Officer to Accounts Officer/Revenue Officer.

4. It was also decided that in future (promotions done after 1st April, 1974) direct recruitment may be made to the extent of  $33\frac{1}{3}$  percent of the total vacancies in the rank of Accounts Officer/Revenue Officer and Deputy Director of Accounts.

5. The above order will come into effect immediately.

Sd/- C. R. Venkataraman,  
Secretary.

Memo No. 2016-EB, dated Patna, the 30th July, 1973.

## बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या ई/च-१११/७३-३९७ विद्युत् बोर्ड

दिनांक पटना, ९ अगस्त, १९७३

बिहार राज्य विद्युत् बोर्ड के संकल्प संख्या २७९११ दिनांक ७ जून, १९७३ के अनुसरण में बिहार राज्य विद्युत् बोर्ड, पटना के निम्नलिखित १३१ अस्थायी पदों को दिनांक ७ जून, १९७३ से स्थायी किया जाता है :-

क्रमांक	पद का नाम	वर्तमान वेतनमान	स्वीकृत अस्थायी पदों की संख्या	स्वीकृत अस्थायी पद-सम्बन्धी कार्यालय आदेश और तिथि	अभ्युक्ति
१	२	३	४	५	६
१.	आदेशपाल	र० १८० २-१९०-३- २०८-४-२४०	१	कार्यालय आदेश संख्या ५०३ दिनांक १६-६-५९	
२.	वही	वही	१	कार्यालय आदेश संख्या ५८२, दिनांक ९-७-१९५९	
३.	वही	वही	१	कार्यालय आदेश संख्या ६७१, दिनांक १-८-१९५९	
४.	वही	वही	२	कार्यालय आदेश संख्या ६७५, दिनांक ४-८-१९५९	
५.	वही	वही	८	कार्यालय आदेश संख्या ६८७, दिनांक ७-८-१९५९	
६.	वही	वही	५	कार्यालय आदेश संख्या ६८८, दिनांक ७-८-१९५९	
७.	वही	वही	१	कार्यालय आदेश संख्या ६८९, दिनांक ७-८-१९५९	
८.	वही	वही	२	कार्यालय आदेश संख्या ८०६, दिनांक ५-९-१९५९	
९.	वही	वही	४	कार्यालय आदेश संख्या ८२३, दिनांक १०-९-१९५९	
१०.	वही	वही	२	कार्यालय आदेश संख्या ९३४, दिनांक २१ १० १९५९	
११.	वही	वही	२	कार्यालय आदेश संख्या ११८०, दिनांक २९-१२-१९५९	
१२.	वही	वही	३	कार्यालय आदेश संख्या ४२, दिनांक १८-१-१९६०	
१३.	वही	वही	२	कार्यालय आदेश संख्या २१७, दिनांक २२-२-१९६०	
१४.	वही	वही	४	कार्यालय आदेश संख्या २५९, दिनांक १-३-१९६०	
१५.	वही	वही	२	कार्यालय आदेश संख्या २८१, दिनांक ५-३-१९६०	
१६.	वही	वही	१	कार्यालय आदेश संख्या ५७५, दिनांक ३०-५-१९६०	
१७.	वही	वही	१	कार्यालय आदेश संख्या ५७७, दिनांक ३०-५-१९६०	
१८.	वही	वही	१	कार्यालय आदेश संख्या ६४६, दिनांक १३-८-१९६०	
१९.	वही	वही	१	कार्यालय आदेश संख्या ९३०, दिनांक ६-८-१९६०	
२०.	वही	वही	८	कार्यालय आदेश संख्या ११२१, दिनांक १२-९-१९६०	
२१.	वही	वही	५	कार्यालय आदेश संख्या ११२९, दिनांक १३-९-१९६०	
२२.	वही	वही	१८	कार्यालय आदेश संख्या ११३०, दिनांक १३-९-१९६०	
२३.	वही	वही	१	कार्यालय आदेश संख्या १३६५, दिनांक ८-११-१९६०	
२४.	वही	वही	२	कार्यालय आदेश संख्या १३९८, दिनांक १४-११-१९६०	
२५.	वही	वही	१	कार्यालय आदेश संख्या १८५, दिनांक १५-२-१९६१	
२६.	वही	वही	२	कार्यालय आदेश संख्या ६८३, दिनांक १९-५-१९६१	
२७.	वही	वही	१	कार्यालय आदेश संख्या १४५२, दिनांक २५-९-१९६१	
२८.	वही	वही	<u>२</u> <u>८४</u>	कार्यालय आदेश संख्या १४७०, दिनांक २६-९-१९६१	

१	२	३	४	५	६
२९	कार्यालय नगरासी	ह० १५०-२-१९०-३-	२	कार्यालय आदेश संख्या २०३, दिनांक २८-८-१९५८	
३०	वही	२०८-४-२४०	४	कार्यालय आदेश संख्या ५१७, दिनांक २३-६-१९५९	
३१	वही	वही	२	कार्यालय आदेश संख्या ६८७, दिनांक ७-८-१९५९	
३२	वही	वही	४	कार्यालय आदेश संख्या ८०६, दिनांक ५-९-१९५९	
३३	वही	वही	२	कार्यालय आदेश संख्या २५९, दिनांक १-३-१९६०	
३४	वही	वही	२	कार्यालय आदेश संख्या १०५०, दिनांक ३१-८-१९६०	
३५	वही	वही	१	कार्यालय आदेश संख्या ११२१, दिनांक १२-९-१९६०	
३६	वही	वही	१	कार्यालय आदेश संख्या ४७६, दिनांक ३-४-१९६१	
३७	वही	वही	१	कार्यालय आदेश संख्या १४५२, दिनांक २५-९-१९६१	
३८	वही	वही	२	कार्यालय आदेश संख्या ७१, दिनांक १०-१-१९६२	
३९	वही	वही	१	कार्यालय आदेश संख्या ९७३, दिनांक ७-५-१९६२	
४०	वही	वही	<u>८</u>	कार्यालय आदेश संख्या ९४५, दिनांक १७-५-१९६३	
४१	चीकीदार	वही	१	स्थायी आदेश संख्या १४९, दिनांक ६-२-१९६०	
४२	वही	वही	१	कार्यालय आदेश संख्या १४५२, दिनांक २५-९-१९६१	
४३	वही	वही	<u>१</u>	कार्यालय आदेश संख्या १३०८, दिनांक १२-५-१९६६	
४४	झाड़ू कथा	वही	१	कार्यालय आदेश संख्या ११४५, दिनांक १६-९-१९६०	
४५	वही	वही	१	कार्यालय आदेश संख्या ८३६, दिनांक १९-४-१९६२	
४६	वही	वही	१	कार्यालय आदेश संख्या २०१७, दिनांक १२-२-१९६५	
४७	वही	वही	१	कार्यालय आदेश संख्या १३०८, दिनांक १२-५-१९६६	
४८	वही	वही	१	कार्यालय आदेश संख्या १५६३, दिनांक ६-६-१९६६	
४९	वही	वही	<u>१</u>	कार्यालय आदेश संख्या ११०४, दिनांक १५-५-१९६७	
५०	फराश	वही	१	कार्यालय आदेश संख्या १७४, दिनांक २४-१-१९६७	
५१	वही	वही	१	कार्यालय आदेश संख्या ११०४, दिनांक १५-५-१९६७	
५२	वही	वही	<u>१</u>	कार्यालय आदेश संख्या १३२०, दिनांक २-६-१९६७	
५३	माली	वही	१	कार्यालय आदेश संख्या ३५६२, दिनांक ३०-१२-१९६४	
५४	दफ्तरी	ह० २००-५-२४०-६- २८८-७-३३०	३	कार्यालय आदेश संख्या ४६९, दिनांक १२-२-१९६५	
५५	वही	वही	१	कार्यालय आदेश संख्या १३०८, दिनांक १२-५-१९६६	
५६	वही	वही	<u>१</u>	कार्यालय आदेश संख्या १२४९, दिनांक २५-५-१९६७	

बिहार राज्य विद्युत् बोर्ड के आदेश से  
 ह०/- भवनाथ मिश्र,  
 संयुक्त सचिव।

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. B/M1-3026/73—401-EB.**

Dated Patna, the 5th November, 1973

It has been decided that three advance increments shall be allowed to the clerical Grade IV employees (C/C, S/C, S. D. C. and Typist) for passing the Departmental Examination prescribed for them under Standing Order No. 285/EB, dated 4th June, 1969. One Advance increment shall be admissible on securing exemption mark in either paper I or II and two more advance increments shall be given for passing in the remaining paper. If any person passes in both the papers on a single occasion, he will get three advance increments at a time.

2. The advance increments shall be admissible from the date following the date on which the examination is held and will be admissible till promoted to posts in clerical Grade II. Such clerical Grade IV staff who got the benefit of such advance increments on passing the Departmental Examination, but which was not taken into account for fixation of their pay on promotion to clerical Grade III, will also be allowed the benefit with retrospective effect and will continue to get till they are promoted to clerical Grade II posts.

3. These advance increments shall not be taken into account for fixation of pay on promotion to posts in clerical Grade II.

4. This supersedes the provisions made in para. 6 of Standing Order No. 285-EB, dated the 4th June, 1969.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary.

Memo No. 1036-EB, dated, Patna the 5th November, 1973.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. Lab/Misc-1017/72—407-EB.**

Dated Patna, the 15th January, 1974

In continuation of the Board's Standing Order No. 294-EB; dated the 11th October, 1969, the following medicines are added in lists 'A' and 'B' of medicines, which shall also be reimbursable with immediate effect :—

**List 'A'**

- (1) Decphyllin Tablet and Injection.
- (2) Erythrecin Tablet (100 Mg) and (50 Mg) and Granules.
- (3) Ampicillin Capsules and Injection.
- (4) Decaris—Child and adult Mintazol Tablet.
- (5) Flagyl. Amicline,
- (6) Baralgen Tablet, Drops, Injection, Bunoopar Composition.
- (7) Calcium Sandoz with Vitamins C Ampules, Calcium Sandoz Tablet.
- (8) Uniname Tablet.
- (9) Laxis Tablet and Injection.

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- (10) I. T. P. Vignal Tablet, Triple Sulpha Cream.  
(11) Aldomet, Hydromet.

List 'B'

- (1) Rarical Tablet and Suspension Capsout Ports Tablet, Ferradol.  
(2) B. G. Phos, Multivitamin Drops.

By order of the Bihar State Electricity Board,  
Sd/- Shiva Pariya,  
15.1.74  
Joint Secretary.

### BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 410

Dated Patna, the 15th April, 1974

Subject— Counting services rendered in Government for the purpose of Gratuity in respect of work-charged staff.

The Board have considered the question of counting the services rendered in Government by work-charged employees for the purpose of Gratuity and has been pleased to decide that the benefit of counting the services rendered in Government for the purpose of Gratuity shall not be available or allowed to such work-charged employees who were transferred to the Board on its formation on 1st April, 1958.

By order of the Bihar State Electricity Board,  
Sd/- C. R. Venkataraman,  
Secretary.

### BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. 413-BB.

Dated Patna, the 15th May. 1974.

All Officers of the Board's Secretariat working under the administrative control of the Secretary may undertake tours with the prior approval of the undersigned. In case, if an Officer has been directed by the Chairman or any Member of the Board to proceed on tour immediately, then he may do so, after sending a written intimation to that effect to the undersigned.

Sd/ B. Banerjee,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO 414-EB.**

Dated Patna, the 27th May, 1974.

In pursuance of Board's Resolution No. 2925, dated the 25th May, 1974 and in continuation of Board's Standing Order No. 140, dated the 27th May, 1962, Standing Order No. 350, dated the 22nd December, 1971 and Standing Order No. 381, dated the 31st January, 1972, the seniormost Assistant Law Officer, Grade II in the Secretariat of the Board at Patna is hereby authorised :—

- (1) To sign and verify plaints, petitions, show cause, written statements and any other paper to be filed on behalf of the Board in any court of law or before any officer in all such cases in which the Board is a party.
  - (2) To swear affidavit in any court of law or before any officer in any matter concerning the Board.
  - (3) To sign and execute Vakalatnama on behalf of the Board for filing the same in any court or law of before any officer.
  - (4) To sign and execute Vakalatnama on behalf of the Chairman or any other Member or Secretary of the Board in any court of law or before any officer.
  - (5) To receive on behalf of the Board/Chairman/any other Member/Secretary of the Board any process issued by any court of law or any officer legally empowered to issue such process.
- only during the absence of Law Officer in Secretariat of the Board.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
27. 5. 1974.  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 415-EB.**

Dated Patna, the 7th June, 1974.

The Board in its resolution No. 2800 has decided to raise the promotion quota of Junior Engineer to the rank of Assistant Engineer from 25% to 50%.

This order shall take effect from 16th April, 1975.

By order of the Bihar State Electricity Board,  
Sd/- P. K. Srivastava,  
Under-Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
BOARD'S STANDING ORDER NO. SSIII/CRII-105/74—516-EB.

Dated Patna, the 18th June, 1974.

The Board in its meeting dated 15th April, 1974 expressed grave concern over delay in submission of A. C. R. 's by reporting officers. In several cases reports are not received even after two years of the due dates for submission of such reports. This raises difficulty in the crossing of the E. B. by promotion and confirmation etc. of officers. The Board therefore, in its resolution No. 2900 took the following decisions :—

1. A list of Annual Character Rolls pending with different reporting officers should be submitted to the Chairman who is required to record the annual character rolls of the top officers of the Board. The Chairman while recording his remarks will also note in the character rolls of the concerning reporting officer the fact that the particular officer was defaulter in sending the ACR.
2. If annual character rolls are not received even after a year an explanation should be called for from the reporting officer concerned with a view to drawing up proceedings against them.
3. The responsibility for timely submission of annual character rolls should rest squarely on the Chief Engineers and other Heads of Departments as it is they who finally submit these to the Board. In future the Board should only correspond with the Chief Engineers/Financial Controller in Accounts Branch/Secretary/D. I. G. (for Security and Vigilance). As no annual confidential rolls for field staff are recorded by the officers of the Administrative Branch they are only responsible for recording the remarks of officers of the Administrative Branch at the Board's headquarters.
4. The Board may take other steps deemed fit by it to ensure timely submission of annual confidential rolls.

By order of the Bihar State Electricity Board,  
Sd/- B. Mishra,  
18-6-1974.  
Joint Secretary.

**NOTE**

1. Columns 1 to 5 to be filled in by the requisitioning officer at the time of submitting the requisition.
2. Columns 6 and 7 to be filled in by the Requisitioning Officer when the work has been actually done.
3. Columns 8 and 9 by the Accounts Officer at the time of passing the bill for payment.
4. This requisition-cum-payment voucher is to be prepared in four copies. The first three copies will be forwarded to the sanctioning authority who will return the first two copies to the requisitioning officer, with his orders. The R. O. in turn after the O. T. work has been taken complete columns 5 and 6 and send the original to the Account Office.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
BOARD'S STANDING ORDER NO. LAH/OTI-101/74 417-EB.

Dated Patna, the 17th July, 1974.

Subject.—Revised procedure for taking overtime work and payment of overtime wage.

With a view to exercising effective control over taking overtime work and paying overtime wage, the following revised procedure is laid down :—

1. No overtime work shall be permitted except in the following circumstances :—
  - (a) Only when there is a breakdown or emergency work relating to generation, transmission and supply of power. The overtime work so permitted shall in no case exceed five days' wage of each concerned workman, in a particular month.
  - (b) The restrictions specified in (a) above can, however, be relaxed only with the prior approval of the Board. The proposal should contain full justifications and should, inter-alia indicate the work to be performed by a workman/workmen during the normal working hours and the work to be taken during the overtime hours.
2. The officer at present empowered to sanction overtime work and the Accounts Officer shall maintain a "Permanent Register" under his establishment in the proforma given in Annexure 'A'.
3. It will be the personal responsibility of the officer, empowered to sanction overtime wage, to ensure that all overtime work is taken strictly with his prior approval except in a very special case to be recorded in writing.
4. The officer taking overtime work shall maintain a requisition slip, in triplicate, for each workman in the proforma as in Annexure 'B'. The original copy of the slip shall be retained by the Sanctioning Authority. The duplicate shall be maintained by the Requisitioning Officer. The triplicate shall be maintained by the concerned Accounts Officer who will pass it for payment, based on the orders of the Sanctioning Authority recorded in the proforma as in Annexure 'A' and retain the same as Voucher.
5. This order will come into force with immediate effect. It supersedes all previous orders/instructions on the subject.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary

PROFORMA 'A'

( Separate Folio to be opened for each workman ).

Name and Designation of the Staff—

Office—

Station/Section—

Date of payment.	Date and time of overtime work.	Total hours of O. T. worked.	Brief description of work done.	Amount paid.	Remarks.
1	2	3	4	5	6

PRCFORMA 'B

REQUISITION-CUM-PAYMENT VOUCHER FOR OVERTIME WORK

Requisition No. .... Date .....

Name of the office .....

Name of the Station/Section .....

Name of staff proposed for O.T. duty.	Date and time of proposed O.T.	Total hours of O.T. to be done.	Normal working hours of staff concerned.	Actual date and time of O.T. worked.	Actual hrs. which O.T. is done.	Rate at which O.T. is payable.	Total amount of O.T. to be paid.	Acknowledgment of payee.
1	2	3	4	5	6	7	8	9
								10

I hereby certify that I have fully satisfied myself and am convinced that the work proposed to be taken as detailed above, are essential and cannot be postponed and completed during the normal working hours.

Remarks of the forwarding officer, if any.

Signature with Designation of the requisitioning officer.

Order of the sanctioning authority.

Signature with designation of the forwarding officer.

Signature with designation of the sanctioning authority.

Passed for payment Rs.

Accounts Assistant.

Accountant.

Accounts Officer.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER No. SS/D2-3027/73-EB 418

Dated Patna, the 19th July, 1974

Subject—Qualifications prescribed for Appointment/Promotion to the posts of the Statistical Section.

The Board, by its Resolution No. 2968, dated the 28th June, 1974, has decided that the following qualifications and experience shall be prescribed whenever any question of filling up the following categories of vacant post of its Statistical Section is considered either by direct recruitment or by promotion :—

- (1) Statistical Assistant in the scale of pay of Rs. 380—550

Qualification—B. Sc. or B. A. in Statistics, Mathematics or Economics.

- (2) Statistical Supervisor in the scale of pay of Rs. 500—800

Qualification for promotion—As that of Statistical Assistant.

Experience for promotion—A Statistical Assistant having requisite qualifications and six years' experience shall be eligible for promotion to this post. A Statistical Assistant who does not have the requisite qualifications but has been working as such for a period of ten years shall also be eligible for promotion to this post.

Qualifications for direct recruitment—Post-Graduate Degree in Statistics, Mathematics or Economics.

Experience for direct recruitment—Three years' experience in Statistical work in any Government department, public undertaking or firm of repute.

Method of filling up—Fifty percent by promotion and fifty percent by direct recruitment.

- (3) Statistical Officer in the scale of pay of Rs. 580—840.

Method of filling up—The post would normally be filled up by promotion and the case of a Statistical Supervisor with three years' experience shall be considered. In case no departmental candidate is available, the post may be advertised to be filled up by direct recruitment prescribing the following qualifications :—

Post-Graduate degree in Statistics, Mathematics or Economics with atleast six years' experience in a supervisory capacity in the Statistical wing of any Government department or a public undertaking or a firm of repute.

- (4) Deputy Director of Statistics in the scale of pay of Rs. 620—1415.

Method of filling up—The post may be filled by promotion of suitable departmental candidate or by direct recruitment or on deputation as required, if a departmental candidate is not available.

2. This order comes into force with immediate effect.

By order of the Bihar State Electricity Board.

Sd/- B. Banerjee,

18-7-74.

Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER NO. Lab/Misc-101/74-EB-419

Dated Patna, the 26th July, 1974.

Subject - Procedure for submission of Medical Reimbursement Bills.

In supersession of all previous orders on the subject the procedure for reimbursement of medical claims is laid down as follows :—

1. Each medical reimbursement bill accompanied with the label indicating the batch number on the container of the medicines/tablets/capsules used shall be produced before the "Certifying Officer" indicated in paragraph 5 below.

If the medicines/tablets/capsules used are contained in cartons/containers, batch number thereof shall be attached to the bill.

2. The Certifying Officer after being satisfied with the genuineness of the bill, will cancel/destroy the labels/cartons. These need not be sent to the Accounts wing.

3. The "Certifying Officer", after proper verification will give a certificate on the bill to the following effect :—

"Have certified the claim of the medical reimbursement bill after satisfying myself about its genuineness and the cartons etc. which were produced before me have been cancelled".

4. The medical reimbursement bill shall be submitted before the "Certifying Officer" within six months from the date, the treatment is over.

5. The "Certifying Officers" shall be as follows :

I. Headquarters of the Board.

(1) Administrative Officer I In respect of non-gazetted staff including class IV staff of the Administrative and Technical wings.

(2) Administrative Officer II In respect of the non-gazetted staff of the Accounts/Revenue wing.

II. Field Offices and Projects.

(1) Administrative-cum-Welfare Officer. In respect of all non-gazetted staff of the Circle Office.

(2) Chief Administrative Officer In respect of all non-gazetted staff of the project.

III. Divisions and Subdivisions.

(1) Executive Engineer In respect of the non-gazetted staff of the Divisional Office.

(2) Assistant Engineer In respect of the non-gazetted staff of the Subdivision.

The "Certifying Officers" shall use red ink and rubber stamp indicating their designation for the above purpose.

6. This order shall take effect from 1-8-1974.

7. The medical reimbursement bills pertaining to the period prior to 1-8-1974 shall not be entertained after 15-8-1974.

8. In the case of the medical reimbursement claims of officers, their immediate superior officers shall be the "Certifying Officers" for the purpose of verification of cartons, labels etc. Such a verification

shall not, however, be required in the case of the Members of the Board and the Officers who have been declared as their own "Controlling Officers" for the purpose of T. A.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
26-7-1974  
Secretary.

## BIHAR STATE ELECTRICITY BOARD, PATNA

### BOARD'S STANDING ORDER NO. 420

Dated Patna, the 20th August, 1974

Subject—Duties and functions of Administrative Officers in the Board Secretariat.

In pursuance of Board's Resolution No. 2981 in order to improve the working of the offices in the Secretariat of the Board, it has been decided that henceforth the duties and functions of the Administrative Officers posted in the Secretariat of the Board will be as defined below :—

1. To report to and comply with the instructions of the Under Secretary/Immediate Superior Officer.
2. To see that Regulations of the Board, Rules of Executive Business of the Board are properly observed.
3. To be responsible for the discipline of the office staff under his charge ( All branches of discipline must be properly investigated by the Administrative Officer and dealt with directly by him. Serious cases will however, be reported to the concerned superior officers immediately for necessary disciplinary action ).
4. To keep the Attendance Register of the Sections under his charge and to see that each Assistant arrives in office punctually and attends to his duties regularly.
5. To allocate with the approval of Under Secretary or the immediate superior officer and in consultation with Section Officers, subjects to assistants within the Section.
6. To plan and direct the work of the office to achieve maximum efficiency and compliance with the Rules and Regulations and instructions issued, and to see that all work is attended to properly and promptly.
7. To meet Section Officer at least once a month and discuss progress of work and miscellaneous problems. A short minute should be recorded of such meeting and put up to the Under Secretary/Immediate Superior Officer and if necessary to Joint Secretary, Secretary and immediate higher officer.
8. To call on each assistant once every fortnight, or sooner, inspect his work, prepare a short note of the inspection and pass orders thereon to the Section Officer.
9. To prepare a composite inspection note on the Section under his charge, once in every three months and submit the report to the Under Secretary/Immediate Superior Officer.
10. To ensure that the orders passed after each inspection are carried out faithfully.
11. To scrutinise each week the Arrear Lists of the Section concerned and take action thereon.
12. To submit the Arrear List of pending cases for more than 14 days to the Under Secretary/Immediate Superior Officer.

13. To exercise careful supervision over recording and indexing.
14. To maintain a Precedent Book indicating in brief the important decision taken by the Board.
15. To maintain a Standing Order Book.
16. To see that the office is kept clean and tidy and the files are kept arranged properly by the assistants and Section Officers.
17. To dispose of such routine correspondences as he may be empowered under the written order of the Secretary or the Officer, so authorised by the Secretary.
18. To keep and maintain the Permanent Character rolls of the Section Officers and Office staff.
19. To be responsible for the training of the staff, which shall be as follows :—
  - (a) in general office procedure by the Administrative Officer,
  - (b) for dealing with particular classes of cases, by the Section Officer.
20. To be responsible for general improvement of the working of the Office and proper observance and implementation of the Standing Orders/Office Orders of the Board.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary.

## BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. SS111/P1-103/74-423-EB.

Dated Patna, the 22nd October, 1974.

Subject—Constitution of Selection/Recruitment Committee for different categories of posts in the rank of Executive Engineer and equivalent and above.

In pursuance of the Board's Resolution No. 3067, dated the 15th October, 1974, a Selection Recruitment Committee, for different categories of posts in the rank of Executive Engineer and other equivalent posts and above, is constituted under rule 16 (vi) of the Bihar State Electricity Board (Conduct of Business) Regulations, 1973 consisting of the following :—

- |  |                    |
|--|--------------------|
| (1) Sri B. N. Ojha, Chairman   | Chairman.          |
| (2) Shri C. S. Kumar, Member ( Administration )  | Member.            |
| (3) Sri V. K. Prasad, Member ( Accounts, R. E. and Vigilance )   | Member.            |
| (4) Shri Z. S. Haque, Engineer-in-Chief-cum-Special Secretary, Electricity Department, Bihar and Engineer member ( Part time ) | Member.            |
| (5) Shri B. P. Singh, Member ( Economic Adviser, Commerce, Technical Research )  | Member.            |
| (6) Shri Bhaskar Banerjee  | Member, Secretary. |

2. On the request of the Member (Administration), it was decided that he will not be present in the meeting of the Selection Committee on the day his relation is interviewed.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee  
22-10-1974  
Secretary.

BIHAR STATE ELECTRICITY BOARD, PATNA.  
BOARD'S STANDING ORDER NO. SS/A1-1017/67-423-EB.

Dated Patna, the 21st September, 1974.

Subject—Fixation of pay on promotion from a post in the scale of Rs. 290—15—380—EB—15—500—20—540—EB—20—600—25—650 to a post in the scale of Rs. 325—30—505—EB—30—805—EB—30—925.

On representation having been filed against the modification made under the Standing Order No. SS/A1-1017/67-228, dated the 5th September, 1967, in respect of paragraph 2 of the previous Standing Order No. SS/A1-1017/67-224 dated the 7th August, 1967, the matter was re-examined and it was found that the modification so issued was not in order. Therefore, the said Standing Order No. SS/A1-1017/67-228, dated the 5th September, 1967 is hereby withdrawn and cancelled and consequently pay on promotion from the scale of Rs. 290—15—380—EB—15—500—20—540—EB—20—600—25—650 to the scale of Rs. 325—30—505—EB—30—805—EB—30—925 shall be fixed in accordance with Rule 1 (i) of Appendix 6 of the Bihar Service Code without applying the limit prescribed thereon till the 31st August, 1967 as stipulated in the Standing Order No. SS/A1-1017/67-224, dated the 7th August, 1967

By order of the Bihar State Electricity Board,  
Sd/- Krishna Prasad  
Dy. Secretary.

BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. VII/MI-1014/74-425

Dated Patna, the 15th October, 1974.

1. In Board's Standing Order No. G/A1-1011/65-167-EB dated the 24th September, 1965, the Superintending Engineers were delegated the powers to exercise the Administrative Control on the following matters in respect of Accounts Assistants posted in their jurisdiction :—

- (1) Maintenance of Service Book.
- (2) Maintenance of Character Rolls.
- (3) Grant of leave and maintenance of Leave Account.
- (4) Transfer within the Circle.
- (5) Crossing of Efficiency Bar and grant of annual increment.
- (6) Suspension, proceedings and award of punishment other than removal, dismissal and reduction in rank. Orders of the Director of Accounts will have to be obtained for imposing penalties of removal, dismissal or reduction in rank.

2. With the posting of a Chief Superintendent at Patraru Thermal Power Station, Patraru and a General Superintendent at Barauni Thermal Power Station, Barauni, the aforesaid decision of the Board has since been reviewed, and it has been now decided to delegate to the Chief Superintendent, Patraru Thermal Power Station and to the General Superintendent, Barauni Thermal Power Station, the powers to exercise the Administrative Control on the matters mentioned in paragraph 1 above in respect of Accounts Assistant posted at Patraru Thermal Power Station and Barauni Thermal Power Station respectively.

3. The duties of Accounts Officers as specified in Board's Standing Order No. 128, dated the 13th March, 1962 shall continue to operate.

4. Board's Standing Order No. G/A1-1011/65-167-EB, dated the 24th September, 1965 is modified to the extent explained above.

5. This order will come into force with immediate effect.

By order of the Bihar State Electricity Board,

Sd/- B. Banerjee

12-10-1974

Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER No. SIII/PI-103/74-427-EB**

Dated Patna, the 22nd October, 1974.

Subject—Constitution of Selection/Recruitment Committee for different categories of posts in the rank of Assistant Engineer and equivalent thereto and below (in gazetted rank.)

Chairman, Bihar State Electricity Board, has been pleased to constitute a Selection/Recruitment Committee, under rule 17 (XV) of the Bihar State Electricity Board (Conduct of Business) Regulations, 1973, for different categories of posts in the rank of Assistant Engineer and equivalent thereto and below (upto gazetted rank) consisting of the following.

- |   |                   |
|---|-------------------|
| (1) Shri V. K. Prasad, Member (Accounts, R. E. and Vigilance)                   | Chairman.         |
| (2) Shri C. B. Kumar, Member (Administration)                                   | Member.           |
| (3) Dr. B. P. Singh, Member (Economic Adviser, Commerce and Technical Research) | Member.           |
| (4) Shri J. D. Sahay, Engineer-in-Chief.  | Member.           |
| (5) Shri B. Banerjee, Secretary.  | Member Secretary. |

2. On the request of the Member (Administration), the Chairman has been pleased to decide that the Member (Administration) will not be present in the meeting on the day his relation is interviewed.)

Sd/- B. Banerjee,  
Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER NO. Rev/02/B3/212/74-EB-433**

Dated Patna, the 3rd December, 1974.

Subject—Changes in the Revenue Administration of the Board.

Under the existing set up, the Subdivision is the Unit for billing and collection in respect of all consumers other than H. T., in which case the billing is done at their divisional level. At the present the Assistant Electrical Engineers incharge of the Subdivisions are broadly responsible for seeing that the meter readings are taken in time, bills are served on the basis of such meter readings every month, collections are

made against the bills served and deposited in the bank promptly, necessary returns and accounts are submitted to the various authorities and disconnections are made promptly in respect of defaulting consumers. The most important part of it is correct meter reading. In spite of clear instructions from the Board, complaints are very often received that meter readings are not taken correctly in a number of cases either because of the meter reader not having taken the reading correctly, or because he does not visit the consumer premises at all and makes table reading. This gives scope to all sorts of irregularities in the revenue set-up of the Board. In order to exercise better control over the Meter Readers, it was laid down in office order No. 768, dated the 23rd May, 1972 that every month 10% of the meter readings of the consumers of all sections, should be checked by the E. S. Os. of the area, 4% by the Assistant Electrical Engineers and 1% by the Electrical Executive Engineers. The spirit of the aforesaid order was that within a period of a year the E.S.E. should be able to check the meter readings of all the consumers of the area. The checks prescribed above have however remained generally unimplemented.

The situation has however been reviewed by the Board in its meeting held on the 2nd August, 1974 that the following decisions have been taken in resolution no. 2984 :—

1. Meter reading shall be organised in such a manner that the date for reading in each area should be fixed and the reading should be taken strictly according to the dates fixed for each village/Panchayat/Mohalla. The date and route should be so arranged that every 8th day becomes a rest day, and the meter reader passes through the Section Officer every 3rd day. In respect of connections situated in villages and unapproachable localities necessary arrangement may be made as far as possible to carry the meter readers in Jeeps or tractor trailers to the nearest Central Point so that the meter readers can operate in a particular area with the least movement on foot. The Junior Engineer and Assistant Electrical Engineer shall also move simultaneously with the meter readers for percentage checks as prescribed earlier in office order dated the 23rd May, 1972. This will not only stop table readings and fraudulent practices but also make the consumers feel satisfied that the Board's officers are alert in this account. The Junior Engineer and Assistant Electrical Engineer will also attend to the genuine grievances of the consumers of that area about defective bills, wrong readings etc. during the period of meter readings and exercise effective check on meter readings, as well as meters and explain the position to the consumers, if the bill served is correct and note down cases for giving adjustment wherever found otherwise.

2. Meter readers shall be allocated for each Panchayat/Village/Mohalla, in a systematic planned manner so that no particular Meter Reader has supremacy over the readings of a particular group of consumers and the readings by one Meter Reader is automatically checked by reading of the same meter by group meter reader. Meter Readers shall be attached to a Division and shall be allocated different area in the subsequent month by the Electrical Executive Engineer concerned.

3. The consumers of each village/Panchayat/Mohalla shall be intimated by general Circular or preferably by embossing a notice on the monthly bills, about the specified date on which meter readings would be taken in that area in every month. In case no meter reader turns up on that date, the consumers should inform the Assistant Electrical Engineer about it so that necessary action is taken by him. The Lineman of the Area will also be informed of the specific date for meter reading in that area. It shall be the duty of the Lineman also to report to the Junior Engineer and Assistant Electrical Engineer in case the Meter Reader does not turn up for taking meter reading on the specified date.

4. If as a result of checking of the meter readings by the Junior Engineer, discrepancies are found in the meter reading taken by the meter reader, explanation shall forthwith be called for from the Meter Reader. He shall also be placed under suspension by the Assistant Electrical Engineer and departmental proceedings shall be drawn up against him. It shall be made clear to the Meter Reader at that stage itself that if it is established in the course of enquiry that he had been indulging in irregularities and corrupt practi-

ces in taking meter readings, he would be liable for dismissal from service. If charge is proved and it is declared to vacate the suspension order then the order should give a directive on warning to the effect that the Meter Reader should not indulge in such irresponsible and irregular activities in future. A written undertaking to this effect will also be obtained from the Meter Reader before reinstatement. Further, such Meter Reader shall not be posted in the same Division, where he has charged with irregular practices. If the Meter Reader is found a second time indulging in such irregularities, similar departmental action as mentioned above should be taken by the Assistant Electrical Engineer. In case the charge are again not proved, and it is decided subsequently to reinstate such meter reader, the reinstatement order should specify that if the Meter Reader was caught in indulging in such fraudulent practices for the third time, his services would be terminated. On re-instatement, the Meter Reader shall not be posted in the same Circle in which he was caught indulging in irregularities, for the second time. If in spite of earlier two warnings and departmental proceedings, the Meter Reader was found for the third time, indulging in the similar irregularities, a confidential enquiry should be conducted by the Electrical Superintending Engineer. If a prima facies case is established, the services of such Meter Reader shall be dispensed with, without assigning any reasons, following prescribed rules.

5. No Meter Reader shall be kept in one sub-division for more than one year at a time, and in one division for more than three years likewise. On completion of three years in one Division, he must be transferred to some other Division, which is not contiguous. After completing 7 years in a Circle, the Meter Reader must be transferred to some other Circle which is not contiguous to the circle in which he worked earlier.

6. If, as a result of checking of the meter reading by the Assistant Electrical Engineer in respect of meter readings taken by the meter readers and checked by the Junior Engineer, any discrepancy is found the Junior Engineer shall be taken to task by calling for his explanations and mentioning such discrepancies in his annual confidential reports and brought to his notice by the Assistant Electrical Engineer in writing, conveying the order of the Assistant Electrical Engineer. If the Junior Engineer is involved in such irregularities for more than two occasions, explanations must be called from him and he must be placed under suspension by the Electrical Superintending Engineer and departmental action taken against him.

7. If, as a result of checking of the meter reading by the Electrical Executive Engineer, in respect of the meter readings taken by the meter readers and checked by the Junior Engineer and counter checked by the Assistant Electrical Engineer, any discrepancy is found, the Assistant Electrical Engineer shall be asked to explain mentioning such irregularities in his annual confidential report and brought to his notice by Electrical Executive Engineer in writing conveying the displeasure of the Electrical Executive Engineer. If any Assistant Electrical Engineer is caught in any such irregularities for more than three occasions, then on the recommendations of the Chief Engineer, he must be debarred from being considered for promotion as Electrical Executive Engineer for at least two years.

8. While submitting the Revenue collection date, the Assistant Electrical Engineer/Electrical Executive Engineer should give a certificate to the effect that as per Board's Orders, meter readings for the concerned month have been checked by the Junior Engineer/Assistant Electrical Engineer and the Electrical Executive Engineer to the extent prescribed. There should be no relaxation in checking the meter reading by the Junior Engineer/Assistant Electrical Engineer and Electrical Executive Engineer. In case of failure to check meter readings, as per the prescribed quota (percentage) instances of such failure will be reported to the Board for being entered in the Character Roll of the concerned officers.

Short falls in check of meter readings by the Junior Engineer, Assistant Electrical Engineer and Electrical Executive Engineer will be communicated to them in writing. Their increments may be stopped by the Board in future in case such lapses recur for a continuous period of six months.

9. In order to tackle with the usual complaints about the premises being locked and meter reading

not being taken, removal of defective meters, fixing up of proper seals in the terminals etc. the following procedure shall be followed in future :—

(i) The Meter Reader shall prepare a list of locked premises and hand over that list of the Junior Engineer of the Area, stating that the meter readings in respect of the premises listed would be taken on a specified date. That specified date shall be mentioned in the form of a notice to be served on each consumer whose premises are found locked. List shall be given by the Junior Engineer to the Lineman of the Area and the Lineman shall take meter reading in respect of those locked premises and send the meter readings to the Assistant Electrical Engineer for the purpose of billing. The meter reader shall also submit a copy of the statement to the Junior Engineer concerned for watching compliance by the Lineman, and the latter shall ensure that the readings are taken correctly.

(ii) In respect of defective meters, similar list shall be prepared by the Meter Reader and hand over to the Junior Engineer for taking immediate action for removal and replacement of defective meter. A copy of the statement shall also be submitted to the Assistant Electrical Engineer concerned for watching action by the Junior Engineer. The Junior Engineer shall verify the meters in question, and report action taken for removal of the defect within 30 days of the receipts of the statement from the meter reader.

(iii) In case of non-existence of terminal seals, similar statement shall be made out by the meter reader and given to the Junior Engineer concerned, with a copy to the Assistant Electrical Engineer for taking immediate steps for fixing the terminal seals. The Assistant Electrical Engineer shall be responsible for ensuring the fixing of the terminal seals in all cases within 15 days of the receipt of the said statement.

10. In order to streamline the working of the Revenue Administration in the field the following decisions have also been taken by the Board—

(i) The Electrical Executive Engineers of the Division will be delegated with the power to transfer Bill clerks from one subdivision to another within his own division, in consultation with the Deputy Revenue Officer of the Division. If posted, will, of course, keep Electrical Superintending Engineer informed of such transfers. Where transfer from one Division to another is desired such order shall be passed by the Electrical Superintending Engineer of the circle, in consultation with the Revenue Officer of the Circle.

(ii) The Electrical Executive Engineer will also be delegated with power to sanction leave and increment to Bill Clerks Bill Collectors and Assistant Superintendents of the entire Division, in consultation with the Dy. Revenues Officer of the Division, if posted.

(iii) A. C. Rs. of Bill Clerks, Bill Collectors, Assistant Superintendents and Accounts Assistants of the entire Division shall be reviewed by the Deputy Revenue Officer of the Division, before the concerned Electrical Executive Engineer records his remarks.

(iv) The Assistant Superintendents who are required to exercise 10% random checks, shall initial the items checked in the Ledgers. The check should cover not only the transactions for the month, but also the transactions during the entire financial year upto the date. The random check will be exercised in respect of any particular consumer.

(v) In case any Bill Clerk is caught preparing wrong energy bills and thereby causing financial loss to the Board or harassment to Consumer, the amount of such loss suffered by the Board shall be recoverable from the salary of the concerned Bill Clerk, after the enquiry. Orders in these matters shall be passed by the Electrical Executive Engineer concerned. Appeal, if any, against the above decision can be filed before the concerned Electrical Superintending Engineer and his decision in the matter shall be final. In such cases it shall also be open for Electrical Superintending Engineer to transfer the bill clerk from the Division and post him to some other Division.

(vi) If the said Bill clerk is found still delaying preparation of bills and/or preparing bills wrongly, departmental proceeding shall be started against him. If necessary disciplinary action should also be taken by

the Assistant Electrical Engineer after the Departmental enquiry the charge is not proved, shall be specially mentioned in the order that the Bill clerk should refrain from indulging in such practices in future and if he is found repeating the same for the third time, his service would be dispensed with without assigning any reason. While posting him on reinstatement, he shall not be posted in the same circle in which he was found delaying preparation of bills or preparing wrong bills etc. rather the Director of Accounts should be informed to transfer to another circle.

(vii) If in spite of two warnings, the Bill Clerk does not mend his ways, an immediate enquiry shall be conducted by Superintending Engineer. In case the charge is established, the services of the said Bill Clerk shall be dispensed with, without assigning any reason.

(viii) The Junior Engineers are also required to take meter readings in respect of H. T. consumers. If they are also caught irregularities and corrupt in indulging in practices in this regard the procedure laid down in the preceding paragraph in respect of the Meter Readers, shall become applicable to them also. Such cases will be dealt with by the concerned Electrical Superintending Engineers who will pass final orders, under intimation to the Chief Engineer.

11. In order to settle disputes at the sub-divisional level the Assistant Electrical Engineers are at present giving adjustment in favour of the consumers on various accounts, such as wrong meter readings, meter not recording correctly etc. so far, no delegation has been to the Assistant Electrical Engineers for making such financial adjustments in favour of the consumers. It has now been decided by the Board that the powers of adjustments at the sub-divisional level, shall be withdrawn with immediate effect. In cases where adjustments are considered necessary by the Assistant Electrical Engineers they shall obtain necessary orders of the Electrical Executive Engineer concerned after sending full facts. However, in case any adjustment is to be done on account of arithmetical or electrical mistakes, it can straightway be granted by the Assistant Electrical Engineer, after stating reasons. Similarly, in the case of H. T. consumers, no adjustments shall be allowed by the Electrical Executive Engineer at the Divisional level. He should report such case to the Electrical Superintending Engineer for orders, and only on receipt of his orders, should such adjustment be given. The Deputy Revenue Officer of the Division and the Revenue Officer of the Circle shall assist the Electrical Executive Engineer of the Division and the Electrical Superintending Engineer of the Circle respectively in the discharge of those functions. In case of difference of opinion between the Deputy Revenue Officer and the Electrical Executive Engineer, the case will be referred to the Electrical Executive Engineer for final orders. Similarly, in case of difference of opinion between the Revenue officer and the Electrical Superintending Engineer the case will be referred to the Chief Engineer of the Zone and his orders in the matter shall be final.

12. The following actions shall be taken by the local Assistant Electrical Engineer rigidly in future in order to improve revenue collection. Officers found responsible for non-observance of these procedures shall be liable for disciplinary action :—

- (a) Timely disconnection shall be made in case of non-payment of the energy bills.
- (b) Adjustments of security deposit against the dues shall be made within 3 months of the disconnection of the line.
- (c) The dues at any time must not be allowed to exceed the amount of security deposit.
- (d) Security deposit amount shall be reviewed annually and enhanced wherever necessary in terms of the provisions of the Tariff applicable.
- (e) Service connection materials including meters etc. shall be removed within 3 months from the date of disconnection, if the consumer does not turn up for reconnection within the period.

13. The Board has also decided to evaluate the performance of the officers incharge of Revenue collection in the following manner :—

- (a) Wherever the Assistant Electrical Engineer does not make 100% collection of the current bills, an entry shall be made in his Character Roll about his bad performance in regard to revenue.
- (b) Even if good reports are given in regard to matters other than revenue, a bad remark about the revenue shall classify the Character Roll as a bad report.

- (c) If any Assistant Electrical Engineer gets a bad report in regard to revenue work concerned for he shall be debarred from promotion to the next higher rank for two years.
- (d) If the performance of any Assistant Electrical Engineer is found to be 'good' in regard to realisation of old 'arrears' a special 'commendation' entry will be entered in his P.C.R. In case an Assistant Electrical Engineer get special commendation in regard to realisation of old arrears consecutively for three years, he will be considered for out of turn promotion.
- (e) Procedure outlined in (a) to (d) above shall also be followed in the case of Junior Engineer and Engineer Assistant incharge of revenue work.

14. Certificates suit shall always be filed in time in appropriate cases so that the electricity dues do not become time barred. Failure to do so will make the concerned officer liable for disciplinary action. The Electrical Executive Engineers shall also ensure by regular and periodic inspections that their subordinate Assistant Electrical Engineers submit the A. B. C. statements to the Division promptly.

15. Revenue Officers and Deputy Revenue Officers are authorised to do surprise check of meter readings during their inspections of the Subdivisions and Divisions. The Revenue Officers and the Deputy Revenue Officers shall report discrepancies noticed during their check to the Electrical Superintending Engineers and the Electrical Executive Engineers respectively for taking appropriate departmental actions as laid down in the preceding paragraphs of this Order.

These orders shall come into operation with immediate effect.

By order of the Bihar State Electricity Board,

Sd/- B. Banerjee

3-12-1974

Secretary to the Board.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER NO. 434 EB.

Dated Patna, the 17th December, 1974

In absence of any delegation of discretionary powers for granting advances against pay, medical etc. even in genuine cases of hardship, a lot of difficulties were being experienced in acceding to the request of employees falling in distress. The Bihar State Electricity Board has therefore, in its meeting held on 22nd and 23rd November, 1974 vide Board's Resolution No. 3093 decided to delegate the following administrative and financial powers to the Chairman, Bihar State Electricity Board to be exercised by him in the capacity of Head of the Organisation in exceptional cases on grounds of acute personal distress viz. (i) Natural calamities like flood, drought etc. (ii) Sudden mishap of dependent (iii) immediate medical treatment of self and dependents and (iv) fire, theft, dacoity etc :-

1. Full powers to sanction medical advance up to a limit of Rs. 500 to employees. The amount shall be recovered against the medical bills to be submitted by the employees and the rest of amount, if any, against the pay.

2. Full powers to sanction interest free advances to employees against pay subject to a maximum of one month's pay to be recovered from the pay of the loanee in 12 instalments.

By order of the Bihar State Electricity Board,

Sd/- P. K. Shrivastava

Under Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. Bidli/Mu-436/72-435.**

Dated Patna, the 7th July, 1975.

In continuation of Standing Order No. 350, dated 22nd December, 1975 and in pursuance of Board's Resolution No. 2966 passed in the 230th Meeting of the Board held on 27th February, 1974 and Board's Resolution No. 3010 passed in the 238th Meeting of the Board held on 19th August, 1974, the Bihar State Electricity Board has decided to initiate certificate proceedings in the matter of recovery of energy dues, Annual Minimum Guarantee Charges etc. outstanding against consumers in the manner laid down below :-

1. The Assistant Electrical Engineer incharge of Supply subdivisions are hereby delegated with necessary power to sign, verify such requisitions and file the same before the Certificate Officer of the Area within whose jurisdiction electric connection of the consumer exists/existed, in the prescribed manner on behalf of the Board in respect of dues against all classes of consumers excepting H. T. dues falling under their jurisdiction and for which bills are being served from their respective Subdivisions. No such requisition in respect of dues exceeding Rs. 3,000 should be filed without obtaining prior approval of the Legal Section of the Board.

2. The Electrical Executive Engineer incharge of Supply Divisions are hereby delegated with necessary power to sign, verify such requisition and file the same before the Certificate Officer of the area within whose jurisdiction the electric connection of the consumer exists/existed, in the prescribed manner on behalf of the Board in respect of dues against H. T. consumer falling under their jurisdiction and for which bills are being served from their respective divisions. No such requisition in respect of dues exceeding Rs. 5,000 should be filed without obtaining prior approval of the Legal Section of the Board.

3. The Assistant Electrical Engineer in charge of Subdivisions and Electrical Executive Engineer incharge of Divisions are also delegated with the power to sign and execute Vakalatnama, to swear affidavit and to make an such other necessary pairvis in the Court. This delegation of power does not include the power to compromise or to withdraw any such requisition without the previous approval of the Legal Section of the Board.

4. The Electrical Executive Engineer-incharge of Supply Divisions and the Assistant Electrical Engineer-incharge of Supply Subdivisions should obtain prior sanction of the Law Section of the Board before engaging any lawyer in any such case.

5. It shall be the duty of the Electrical Executive Engineer-incharge of Electric Supply Subdivision and Assistant Electrical Engineer-incharge of Electric Supply Subdivision to see that all such requisitions are filed in time. They shall properly scrutinise and check up all the requisitions before filing. They shall send to Law Section of the Board copies of requisitions as filed before Certificate Officer, together with copies of the relevant papers on the basis of which proceedings are filed, soon after the filing of such requisitions. They shall also send periodical returns about filing these requisitions and report about their progress as may be prescribed required by the Board. The Electrical Executive Engineer, Assistant Electrical Engineer shall see that all the instructions issued by the Board in respect of filing of requisitions and for their proper conduct are carefully and vigorously followed.

By order of the Bihar State Electricity Board.

Sd/-

Senior Law Adviser-cum-Additional Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
BOARD'S STANDING ORDER NO. Lab/Misc -101/74-436/EB.

Dated Patna, the 3rd February, 1975.

In partial modification of Board's Standing Order No. H/MR-313/69, 281/EB, dated 18th April, 1969, the restriction imposed for reimbursement of medicines within 'A' and 'B' lists, is withdrawn, with effect from the date of this order

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER NO. Rev/C1-D1-4065/74-EB-162

Dated Patna, the 10th February, 1975

Subject—Acceptance of part payment in respect of revenue dues authorisation to Electrical Executive Engineers.

According to the provisions contained in clause 23 of the Tariff Notification, 1974 issued in Notification No. Com/TAR-1037/74-334, dated April 13, 1974, part payment of a bill is to be allowed only when the sum tendered covers at least half the energy charges for the month to which the bill relates and the arrears in full. It is also laid down therein that any part payment may not be accepted where disconnection notice under Section 24 of the Indian Electricity Act, 1910 has already been issued. It has been brought to the notice of the Board that the above restrictive clause is such that practically no part payment could be accepted as no consumer was in a position to pay the arrear in full and half of the current month's bill and that the non-acceptance of part payment has stood in the way of realisation of revenue dues from the consumers.

2. After a careful consideration of the problem, the Board, in its resolution No. 3096, dated 22/23 November, 1974 has taken the following decisions in regard to acceptance of part payment :—

In respect of consumers whose line has been disconnected—

- (1) Where the line of the consumer has been disconnected for more than six months consecutively and the consumer wants reconnection;
- (2) Where the dues have become time-barred either in case of disconnected consumers or in case of running consumers;
- (3) Where the line has been disconnected and a money suit filed for realisation of the outstanding dues and the consumer approaches for settling the dispute outside the court either with or without asking for reconnection of the line;
- (4) Where a disconnected connection has been taken over by a new party or agency who wants to re-start the mill or industry or commercial premises and asks for the facility of settling the old dues of the previous consumer in instalments;

In respect of consumers whose line has not been disconnected—

- (5) Where the total dues are Rs. 500 or more in respect of non-domestic and non-agricultural consumers; and
- (6) Where the total dues are Rs. 300 or more in respect of domestic and agricultural consumers.

In the above cases, the Electrical Executive Engineers of the Divisions may accept part payment, provided the part payment made is not less than 30% of the total amount outstanding as first instalment or initial payment and the consumer undertakes to pay the balance of dues in not more than three equal consecutive monthly instalments alongwith the current bills. In such cases, necessary Instalment Agreement in the prescribed form of the Board should be got executed by the consumer by the Electrical Executive Engineer of the Divisions. Reconnection should be given only after the said Agreement has been executed and initial payment made by the consumer. The grant of instalment in such cases should be reported to the Chief Revenue Officer and the Electrical Superintending Engineer of the Circle for their information. In case of failure to make the payment against the subsequent instalments due, the line of the consumer should be disconnected promptly.

In other cases, in respect of such consumers whose line has not been disconnected, part payment may be accepted if the payment made is not less than 50% of the total amount outstanding and the consumer agrees to clear the balance of dues in two equal consecutive monthly instalments together with the current bills. In these cases, disconnection should be made promptly for failure to make the payment of subsequent instalments due, in time

3. The Assistant Electrical Engineers and Junior Engineers should be personally responsible for the review of such cases every month. They should take effective steps for disconnecting the supply in case of failure to make the payment of subsequent instalments according to the Instalment Agreement.

4. Such cases, in which further relaxations are needed for realising the dues, should be referred by the Electrical Executive Engineers to the Chief Revenue Officer of the Board alongwith a detailed report in the prescribed proforma for consideration and orders.

5. This order comes into force with immediate effect.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
**BOARD'S STANDING ORDER NO. Lab/D1-1065-75-437/EB.**

Dated Patna, the 13th February, 1975.

In pursuance of Resolution No. 2979, dated the 2nd August, 1974, the Board decided to pay Honorary/Overtime to the Ministerial Employees posted at the Board's headquarters. Office Order No. Lab/D1-1065/75-3475-EB, dated the 13th August, 1974, and Office Order No. 4865-EB, dated the 14th December, 1974 issued laying down the conditions for sanction of such overtime/honorary. In supersession of the aforesaid office orders, it is ordered that ministerial officer posted at Board's headquarters including the Assistant Law Officers Grade II posted in the field offices shall be allowed overtime/honorary subject to the following conditions—

(i) Payment should be allowed in very restricted manner and under compelling circumstances taking into account the pressure and urgency of the work; and

(ii) In allowing such payment, prior approval of the Heads of the Department must be obtained.

2. (a) The officer at present empowered to sanction overtime work and the Accounts Officer shall maintain a "Permanent Register" under his establishment in the proforma given in Annexure 'A'.

(b) It will be the personal responsibility of the officer empowered to sanction overtime wage to ensure that all overtime work is taken strictly with his prior approval except in a very special case to be recorded in writing.

(c) The officer taking overtime work shall maintain a requisition slip, in triplicate, for each workman in the proforma as in Annexure 'B'. The original copy of the slip shall be retained by the Sanctioning Authority. The duplicate shall be maintained by the Requisitioning Officer. The triplicate shall be maintained by the concerned Accounts Officer who will pass it for payment, based on the order of the Sanctioning Authority recorded in the proforma as in Annexure 'A' and retain the same as voucher.

3. This order will come into force with effect from the 2nd August, 1974.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee  
13-2-1975  
Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BOARD'S STANDING ORDER NO. SS/R3-101/71-438-EB.**

Dated Patna, the 25th February, 1975.

The Board has decided by its Resolution No. 3168 dated 29/30th January, 1975, that in partial modification of the decision notified by Resolution No. 5031, dated the 6th September, 1966, the benefit of Pension Scheme envisaged therein for such of the non-permanent officers and staff who were not covered by the Industrial Tribunals' Award, to be admissible only on their expressly opting for the same, shall be admissible retrospectively without the necessity of such option and correspondingly they shall not be entitled to the benefits of Contributory Provident Fund contemplated thereunder.

2. The Board has further decided to—

- ( i ) Give option to all the permanent Government servants of the Electricity Department deputed to the Board in terms of Electricity Department Memo No. 2959/Elec. dated the 27th March, 1958, to be absorbed in the service of the Board on a permanent basis;
- ( ii ) Deem in the cases of such persons who have already superannuated and retired or died, that they have opted for permanent absorption in the service of the Board;
- ( iii ) Arrange for the absorption of such permanent Government servants who opt as above or are deemed to have opted for the Board's service;
- ( iv ) Undertake the total liability of pensionary benefit for the period of service rendered by such permanent Government servants both under the State Government and in the Board and at the same time take necessary steps for the recovery from the State Government of such amount as may be worked out to be proportionately payable by the State Government for the period of service rendered under them.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. Lab/OT1-101/74-439/EB.**

Dated Patna, the 1st March, 1975

**Subject—Revised procedure for taking overtime work and payment of overtime wage.**

In partial modification of Standing Order No Lab/OT1-101/74-417-EB, dated the 17th July, 1974, it has been decided to relax the limit of overtime work upto 10 ( ten ) days every month, in respect of:—

- (a) Grid sub-stations, 33/11KV Sub-stations, Power stations and emergency work relating to supply of power, and
  - (b) Discharge of essential duty relating to office work such as preparation of budget and accounts, issue of energy bills, and other such works of unavoidable and occasional nature.
2. The above relaxation is subject to approval by the Chief Engineers concerned, Secretary and Financial Controller, and post facto approval by the Board through the Engineer-in-Chief, Secretary and Financial Controller, as the case may be, in case the overtime bills exceed the Budgetary allotment.
  3. A fortnightly report regarding the details of the payment made on account of the Overtime shall be sent by the concerned Disbursing Officers to the Financial Controller.
  4. Other provisions of the aforesaid standing order will remain unchanged.

By order of the Bihar State Electricity Board.

Sd/- B. Banerjee

28-2-1975

Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 440-EB.**

Dated Patna, the 21st March, 1975.

Notwithstanding the fact that Board's financial condition at the moment is difficult, festival advance on the occasion of Holi is sanctioned as a special case keeping in view the pressing needs of the employees of the Board subject to the following conditions :—

- (a) The sanction will be applicable to only such categories of employees of the Board who are ordinarily entitled to such advances under the rules of the Board.
- (b) The maximum limit of the festival advance will be Rs. 150 only in individual case.
- (c) Henceforth, only one festival advance will be admissible in a calendar year on any of the following occasions, in the respective cases :—

1. Holi.
3. Inul-Fitr.
5. Christmas.

2. Durga Puja.
4. Id-Azha.

By order of the Bihar State Electricity Board.

Sd/- B. Banerjee

Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
**BOARD'S STANDING ORDER NO. XIII/M1-115/74-441/EB.**

Dated Patna, the 8th April, 1975.

In partial modification of clause 5 (ii)(2) of the Standing Order No. Lab/Misc-101/74-EB-419, dated the 26th July, 1974, the certifying officer in respect of the medical reimbursement bills of non-gazetted staff of Barauni Thermal Power Station, Barauni, shall be as follows :—

1. Deputy Superintendents—In respect of all non-gazetted staff under their administrative control.
2. Deputy Superintendent—In respect of all staff of chemical section, office staff of Superintendent ( Operation No. 5 ) ( Operation ).
3. Executive Engineer ( Civil )—In respect of all staff under his administrative control.
4. Deputy Director of Accounts—In respect of Accounts staff.
5. Chief Administrative Officer—Rest of the non-gazetted staff.
6. Personnel Officer—In respect of staff posted in schools, canteen and personnel wing.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
7-4-1975  
Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BOARD'S STANDING ORDER NO. XIII/M1-106/75-443/EB.**  
Dated Patna, the 9th May, 1975

Subject—Grant of maternity leave to female employees of the Bihar State Electricity Board.

In supersession of previous orders on the subject, it has been decided that the female employees of the Bihar State Electricity Board working in an establishment/office which is registerable under the Factories Act, 1948 and Bihar Shops and Establishment Act, 1953, will be entitled to maternity leave under the Bihar Maternity Benefit Act, 1947.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
30-4-1975  
Secretary.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
**BOARD'S STANDING ORDER NO. XIII/D1-1012/75/EB-446**  
Dated Patna, the 19th May, 1975.

Subject—Grant of special pay to the Bill Collectors.

In partial modification of the Standing Order No. 9/EB, dated the 4th February, 1963 Bill Collectors posted in Subdivision and doing cash work will get a special pay of Rs. 15 a month on the condition that they will furnish a security deposit of Rs. 500 ( Rupees five hundred ) only.

The above order will be effective from the date of issue of the order.

By order of the Bihar State Electricity Board  
Sd/- B. Banerjee,  
Secretary.

BIHAR STATE ELECTRICITY BOARD, PATNA.

BOARD'S STANDING ORDER NO. VII/11-303/75-445

Dated Patna, the 14th May, 1975

1. With a view to improving the efficiency of Bill Clerks, Junior Accounts Clerks, Sectional Clerks, Subdivisional Clerks and Correspondence Clerks, it has been decided by the Board to impart training to them at the Accounts Training School, Bihar State Electricity Board, Patna.

2. The training shall be compulsory for those recruited on or after the 1st January, 1973 although others recruited earlier may also receive training. Ordinarily only such employees shall be deputed for training who have completed six months of service in the Board.

3. The courses of study for the training of Bill Clerks/Junior Accounts Clerks shall be as under :—

A. Financial and Accounts Code ( Revenue Chapter no. VI )	Number of Lectures.
( i ) Section—V, Para 6.71 to 6.97	} 20
( ii ) Section—II, Para 6.3 to 6.25	
( iii ) Section—IV, Para 6.57, 6.58 and 6.59	
( iv ) Circulars regarding revenue and revenue administration issued by the Board from time to time.	
B. Financial and Accounts Code ( Cash Chapter No. V )	
( i ) Entire Book.	2
C. Bihar Service Code, Leave Rules ( Chapter No. VI )	
( i ) Section—, General Condition of leave.	} 15
( ii ) Section—III, Leave Accounts.	
( iii ) Section—IV, Grant of leave.	
( iv ) Section—VII, Special concessions.	
( v ) Section—VIII, Revised Leave Rules.	
RULES RELATED TO JOINING TIME CHAPTER—VII	
GENERAL CONDITIONS OF SERVICE AS PER CERTIFIED STANDING ORDER APPLICABLE TO THE STAFF COVERED BY THE AWARD OF THE INDUSTRIAL TRIBUNAL.	
D. Bihar T. A. Rules.	
( i ) T. A. on tour and transfer.	} 5
( ii ) Duties of Controlling Officers in regard to T. A. claim.	
E. Elementary Book-keeping.	
( i ) Journal entry.	} 18
( ii ) Trading, Profit and Loss Account and Balance-Sheet.	
( iii ) Bank Reconciliation Statement.	
( iv ) Cash Books.	
Total	60
( Sixty ) Lectures	

4. The courses of study for the training of Sectional Clerks/Subdivisional Clerks and Correspondence Clerks shall be as hereunder :—

	Number of Lectures
A. Bihar Service Code, Chapter- II, III, IV, VI ( Section VIII and VII )	} 25
B. General Condition of Service as per Certified Standing Order applicable to the staff covered by the award of the Industrial Tribunal.	
C. Bihar T. A. Rules ( Section II, III, IV, V, VI and IX )	} 20
D. Secret Instructions— Chapter—I—Organisation Duties of Staff. Chapter—III—Discipline— Section IV—Divulging information including unauthorised use of official documents Chapter—IV—Section—I—Recording & indexing including classification of records. Section—II—Record Room. Chapter—VI—Outline procedure in dealing with cases. Section—VIII—Noting. Section—IV—Drafting. Sub-Section 3—Despatching.	} 15
Chapter IX. Section—I—Procedure in the Legislative Council and the Legislative Assembly. Sub-Section—1. Questions. Sub-Section—2. Resolutions. Sub-Section—3. Budget motion. Sub-Section—4. Committees. Section—II—Instructions regarding legislation in the Parliament and the State Legislature.	
Total	60

( Sixty ) Lectures.

5. The training shall be for 30 ( thirty ) working days. At any session of the training, the number of trainees shall not be more than 25. In a calendar year, there shall be six sessions of training as follows :—

- First session in January and February,
- Second session in March and April,
- Third session in May and June.
- Fourth session in July and August,
- Fifth session in September and October and
- Sixth session in November and December.

Each session shall commence on the third working day of the month from which the session is to begin. The names of trainees shall be forwarded by the Electrical Superintending Engineers, Chief Superins

tendent/General Superintendent ( in the case of Projects ) by the end of January/March/May/July/September and November respectively for the second, third, fourth, fifth, sixth and first sessions.

6. The trainees shall continue to be borne on the strength of the respective offices from where they are deputed and they shall be deemed to be on deputation as contemplated under rule 31 of the Bihar Service Code. While on such deputation they shall get similar facilities during training such as free hostel facilities and Rs. 20 per month as training allowance during the period of training.

7. The trainees shall attend to the course diligently and maintain proper discipline at the Training School.

8. Two tests in the subjects taught during the training shall be held by the Chief Instructor, Accounts Training School as per directions of the Financial Controller with the assistance of the instructor and the result of such examination shall be declared by him after obtaining approval from the Financial Controller before the end of the session concerned. If a trainee does not pass test, he may be allowed to appear at the test later on, but for this T. A. will be admissible to him once only.

9. During the session of the training, no leave other than on medical certificate shall normally be allowed to them.

This supersedes the Board's Standing Order No. G/I-1-203/73-400, dated 13th October, 1973.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

### BOARD'S STANDING ORDER NO. 447

Dated Patna, the 20th May, 1974

The Bihar State Electricity Board had taken a decision that all workmen appointed upto 31st December, 1972 should be made permanent immediately against their existing posts. In order to implement the aforesaid decision the Chief Engineers were authorised vide this office letter no. 780, dated the 16th July, 1974 to create requisite number of permanent posts to enable the appointing authorities under them to make permanent all concerned workmen. The implementation of the decision was reviewed from time to time and again in this office letter no. Lab/D1-1037/73-17, dated the 8th January, 1975 the Chief Engineers were requested to give personal attention in the matter and take immediate steps to ensure confirmation of all workmen appointed by the Board up to 31st December, 1972 in the different circles under them. They were also requested to submit a report by 31st January 1975 with the details of the permanent posts created for the above purpose and details of workmen confirmed. It has been brought to the notice of the Board that still many workers who were appointed upto 31st December, 1972 have not been made permanent. It has therefore been decided that—

1. All temporary workmen appointed upto the 31st December, 1972 in the various establishments of the Bihar State Electricity Board are to be made permanent against the post held by them, which also will stand converted into permanent post, if necessary, with effect from the said date.

2. This order is however not meant for those workmen against whom there are prima-facie charges or departmental proceedings or who have already been placed under suspension.

3. The formal orders of permanency of the posts, if necessary, and also declaring the individual workman as permanent shall be issued by their respective appointing authorities, within a month from the date of this order and necessary entries to this effect be recorded in the Service Books of the individual workman. Information regarding actions taken by them in this regard should be sent to the Secretary to the Board for post facto approval.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
**BOARD'S STANDING ORDER NO. Lab/D1-104/74—449/EB.**

Dated Patna, the 2<sup>nd</sup> May, 1975.

According to the existing orders, the minimum prescribed qualification for appointment to the posts of Clerical Grade—IV, is Intermediate in Science/Arts/Commerce. It has now been decided that workmen of the Board, having passed the Matriculation or equivalent examination recognised by the State Government, and working in posts carrying lower pay-scales will be eligible for being considered for appointment to Clerical grade—IV posts.

However, for the posts of Junior Accounts Clerk/Bill Clerk, only those workmen will be eligible for appointment who have passed the matriculation or equivalent examination with Mathematics as one of their subjects. Similarly, for the posts of typist, workmen must also possess the prescribed speed and accuracy in typing besides the qualification.

Each establishment of the Board not below the Circle/Project level, will maintain a waiting/priority list of workmen possessing the said qualification, according to the date of entry in the service of the Board. The cases of these workmen will be considered for appointment to Clerical grade—IV posts, as and when vacancies occur, strictly in accordance with the waiting/priority list, as mentioned above.

Their appointment will be subject to their service records being satisfactory.

2. The instructions contained in Board's Circular letter No. 56, dated the 16th January, 1974 will stand superseded.

3. This order will take effect from the date of its issue.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BOARD'S STANDING ORDER NO. XIII/D1-1037/73—451/EB.**

Dated Patna, the 6th June, 1975.

The Bihar State Electricity Board had taken a decision that all workmen appointed upto 31st December, 1972 should be made permanent immediately. In order to implement the aforesaid decision the Chief Engineers were authorised vide this office letter no. 760, dated the 16th July, 1974 to create requisite number of permanent posts to enable the appointing authorities under them to make permanent all concerned workmen. The implementation of the decision was revised from time to time and again in this office letter no. Lab/Di-1037/73, dated the 8th January, 1975, the Chief Engineers were requested to give personal attention

in the matter and take immediate steps to ensure confirmation of all workmen appointed by the Board upto 31st December, 1972, in the different circles under them. They were also requested to submit a report by the 31st January, 1975 with the details of the permanent posts created for the above purpose and details of workmen confirmed. It has been brought to the notice of the Board that still many workers who were appointed upto 31st December, 1972 have not been made permanent. As such all temporary workmen appointed upto the 31st December, 1972, in the various establishments of the Bihar State Electricity Board are declared permanent against the posts held by them on the 31st December, 1972.

2. This order is, however, not meant for those workmen against whom there are prima-facie charges or departmental proceedings or who are under suspension.

3. The formal orders to permanent of the posts, if necessary, and also declaring the individual workman as permanent shall be issued by their respective appointing authorities, within a month from the date of this order and necessary entries to this effect are recorded in the Service Books of the individual workmen. Confirmation regarding actions taken by them in this regard should be sent to the Secretary to the Board for post-facto approval.

4. Standing order no. 447, dated the 20th May, 1975 will stand superseded.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
**BOARD'S STANDING ORDER NO. XIII/DL-1016/75-452/EB.**

Dated Patna, the 12th June, 1975.

Subject Grant of Medical Allowance @ Rs. 15 a month to employees covered by the Certified Standing Orders.

At present, the employees of the Board are getting reimbursement of the cost of medical treatment in accordance with the orders issued by the Board from time to time. The Board has now decided that the employees covered by the Certified Standing Orders be allowed Medical Allowance @ Rs. 15 a month, along with the salary of each month, instead of the existing medical facilities.

2. The actual expenditure, incurred in case of hospitalisation, accident, small pox, cholera and chronic and long duration diseases, such as Cancer, T.B., Leprosy, Typhoid, Asthma, Peptic Ulcer, Paralytic diseases, Tumor, Ulcer, Kalazar, Phileria, Tetnus, Jaundice/Plurecy, mental and heart disease will, however, be reimbursable on the production of the certificate from Government Doctors not below the rank of Civil Surgeon/Specialists/Professors/Deputy Superintendents, Civil Assistant Surgeons incharge of Government Hospital or those empanelled by the Board or by the Board's Doctors.

3. The medical allowance of Rs. 15 a month will not however, be paid to the employees, covered by the Certified Standing Orders, posted at places where free medical treatment is available at the Board's cost or at the Board's hospital.

4. This order comes into force on the 27th May, 1975 and medical reimbursement bills pertaining to the period prior to 27th May, 1975 shall not be entertained after 15th June, 1975.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
**BOARD'S STANDING ORDER NO. Lab/D1-1028/75-453-EB**

Dated Patna, the 12th June, 1975.

In accordance with the Board's Standing Order No. B/Q1-7/60-66, dated the 18th January, 1961, the benefit of free supply of electricity is allowed to the staff posted at the site of the Projects on scale prescribed therein. The Board has now decided to extend the benefit of free supply of electricity to the employees posted at the places other than the projects also, drawing salary upto Rs. 750 a month, at the same rate as available to the employees of the Projects, as mentioned below :—

- (1) For employees drawing pay up to Rs. 350 a month—30 units per month.
  - (2) For employees drawing pay between Rs. 351 and Rs. 700 per month—50 units per month.
  - (3) For employees drawing pay between Rs. 701 and Rs. 750 a month—75 units per month.
2. The above benefit is subject to the following conditions :—
- (a) This will be available only to those who have meters/sub-meters in their own name.
  - (b) This will be available in the area where the electricity is supplied by the Board directly.
  - (c) Fixed charge will not be realised from the workmen but they will have to pay meter rent and electricity duty.
  - (d) Energy bill prepared on the basis of the above concessions will be realised from the monthly salary bill of the workmen concerned.
  - (e) Those who do not have meters/sub-meters in their names but are in receipt of free electricity, will continue to get electricity at the above rate until such time as reviewed instructions are issued.
- (This will apply to the employees of the PESU)
3. This order comes into force from the 27th May, 1975.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**  
**BOARD'S STANDING ORDER NO. XIII/M1-106/75-455-EB.**

Dated Patna, the 19th June, 1975.

Subject—Grant of maternity leave to female employees of the Bihar State Electricity Board.

In partial modification of Standing Order No. XIII/M1-106/75-443-EB, dated the 2nd May, 1975, it has been decided that all female employees of the Board, will be entitled to maternity leave under the Bihar Maternity Benefit Act, 1947.

2. This order comes into force from the 2nd May, 1975.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 470**

**Dated Patna, the 11th September, 1975.**

It has come to the notice of the Board that Disbursing Officers are entertaining and passing the establishment (salary) bills without quoting sanction no. and date against each post. It has also been observed that Officers/staff are transferred to a place where there is no such sanctioned post. Further, officiating arrangement/promotion have been made by the officer on such posts also for which they are not the appointing authority. Such actions are highly irregular and against the prescribed rules for which Controlling/Disbursing Officers are wholly and personally responsible. Therefore, it is hereby ordered that—

1. Before passing the bill for payment the Disbursing Officer will ensure that sanction no. and date is quoted against each post for which payment is being authorised. The establishment bills for the month of September, 1975 onwards must not be passed without quoting the sanction order no. and date against each post.

(a) With this end in view the Disbursing Officer will prepare two statements, one for such posts in respect of which sanction orders are available with them, and another statement for such posts on which persons are already working and drawing salary but relevant sanction orders creating such posts are not available with them.

(b) A copy of this statement (for which sanction no. and date are not available) shall be immediately forwarded to the respective Controlling Officers who are competent to create such posts with a copy to the Director of Accounts, for obtaining sanction for such posts. In case sanction orders are not received within a month from the date of submission of the statement the matter should be reported to the Secretary for further necessary action.

(c) The pay bills of the officers/staff falling under the second category for which sanction order no. and date are wanting for the month of September, 1975 onward should be prepared separately and a progressive total from month to month for such payment be maintained by the Disbursing Officers.

2. The Officers who are responsible for transfer and posting of the officers/staff shall ensure that no officer/staff is transferred to such places where there is no such post. It is necessary in the interest of the work to post the officer/staff at a particular place, then in that case necessary orders creating the required posts for such places must be issued before the transfer orders are issued.

3. The Officers who are not competent to make appointment shall not make any officiating arrangement on such post. In no case an office order regarding such officiating arrangement, shall be issued by them under their signature. Office order regarding officiating arrangement has to be issued by the officers competent to make appointment on such post. The disbursing officers shall not make payment against such officiating arrangement unless the same has been made under the orders of the competent authority.

This comes into effect from the date of issue of this Standing Order. Officers making payment/creating liability which is not in conformity with this order will be personally responsible for the same and the amount so paid will be surcharged and recoverable from them.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 4/3.

Dated Patna, the 17th September, 1975.

The Government of Bihar, Finance Department, has imposed a cut of 12½ over all items of expenditure excluding salary. It has also been impressed on all the Departments and Corporate Bodies that utmost economy should be enforced in view of the emergency. This had been considered by the Board and it has been decided that the following check should be exercised, while passing the T. A. bills of all officers and staff of the Board.

1. All T. A. bills should contain reference to Ticket No. and date, in case the journey is performed by 1st Class/A. C. C. Class by Rail.

2. Normally, officers should not take on tour their Stenographers, Orderly Peons or office peons, unless, it is essential and unavoidable and specially allowed by the Controlling Officer. Full justification in this regard should be recorded by the Controlling Officer, on the T. A. bills.

3. Office staff should not generally, be sent on tours to deliver letters to field officers, unless it is very essential or extremely urgent. In case, it becomes absolutely necessary to send a special messenger only a Class IV employee preferably as per need should be sent.

4. The purpose of tour should be clearly recorded on the T. A. bills so as to give an idea of the work done in course of tour. In addition, a tour diary incorporating the details of the work done, in course of tour, should be appended to the T. A. bills and the Controlling Officer should countersign the T. A. bill and the tour diary only after he is fully satisfied with the work done.

5. A system of tour duty order should be introduced for the non-gazetted staff. The tour duty order should contain the specific items of work to be done on tour and this shall be issued over the signature of the Controlling Officer. The tour duty order should be attached to the T. A. bills, when presented for payment.

6. Journey by car to places connected by rail, should not be undertaken, unless specially ordered in writing by the Controlling Officer. Full justification of such order should also, be recorded on the T. A. bill by the Controlling Officer.

This order shall take effect from 1st September, 1975, i. e. in regard to the journey undertaken on and from 1st September, 1975.

By order of the Bihar State Electricity Board,  
Sd/- B. Banerjee,  
Secretary to the Board.

बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या ४७४-वि० बोर्ड

पटना दिनांक १७ सितम्बर, १९७५

विभिन्न प्रकार की पंजियों की जिल्दमढ़ी में व्यवहार की जानेवाली सामग्रियों की कीमत में वृद्धि हो जाने के फलस्वरूप पंजियों पर जिल्द बनाने के लिए निम्नलिखित दर स्वीकृत की जाती है :

क्रमांक	पंजियों का आकार	कपड़े द्वारा जिल्दमढ़ी सामग्री सहित ३२ औंस एस्ट्रा बोर्ड	चमड़े द्वारा जिल्दमढ़ी सामग्री सहित ३२ औंस एस्ट्रा बोर्ड
१	फुल स्केप साईज पंजी	३ रु० १० पैसे	८ रु० ९५ पैसे
२	डबल फुल स्केप साईज पंजी	५ रु० ३० पैसे	१२ रु० १५ पैसे
३	गार्ड फाइल	३ रु० ९५ पैसे	८ रु० ६५ पैसे
४	ब्लॉटिंग पैड (फोल्डेड)	७ रु० १५ पैसे	.....
५	सिगनेचर पैड तथा स्टेनसिल पैड	.....	११ रु० ७५ पैसे

२. जिल्दमढी में काम आनेवाली सामग्रियों की आपूर्ति बोर्ड द्वारा नहीं किये जाने पर पूर्वोक्त दर के अनुसार दफ्तरियों को भुगतान किया जायगा।

३. रोनियो किये गये १०० पृष्ठ तक की साधारण जिल्दसाजी के लिए प्रति पुस्तक ५० पैसे की दर से भुगतान की स्वीकृति दी जाती है, बशर्ते दफ्तरी ने कार्यालय के बाहर जिल्दसाजी की हो तथा जिल्दमढी में लगाई गई सामग्रियों की आपूर्ति उनके द्वारा की गई हो।

४. रोनियो किये गये १०० पृष्ठ तक की साधारण जिल्दसाजी यदि कार्यालय समय में की गयी हो तो दफ्तरी को जिल्दमढी में लगायी गयी सामग्रियों की आपूर्ति के लिए प्रति पुस्तक तीस पैसे भुगतान की स्वीकृति दी जाती है।

५. रोनियो किये गये १०० पृष्ठ से अधिक रहने पर प्रति १०० पृष्ठ की साधारण जिल्दसाजी के लिए १० पैसे प्रति पुस्तक अतिरिक्त भुगतान की स्वीकृति दी जाती है।

६. अनुच्छेद ३ और ४ पर अनुच्छेद ५ समान रूप से लागू रहेगा।

ह०/- भवनाथ मिश्र,  
वास्ते शिव प्रिय,  
संयुक्त सचिव।

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. XIV/CRIL-2010/75-475.**

Dated Patna, the 18th September, 1975

In continuation of Standing Order No. SSIII/CR-10103/72 EB-412, dated 1st May, 1974, the Board in its Resolution No. 3337 has decided that the Reporting and Reviewing Officer for recording the annual confidential remarks, on the work and conduct of the following categories of officers shall be as follows :—

Sl. No.	Designation	Reporting Officer	Reviewing Officer	2nd Reviewing Officer.
1.	I. G./Addl. I. G.	Member (Vigilance)	Member ( Adm. )	Chairman
2.	Administrative Officers posted under a Chief Engineer	Chief Engineers concerned.	Secretary.	
3.	Administrative Officer posted under the Director of Personnel.	Director of Personnel	Secretary.	
4.	Administrative Officer posted under the Director of Vigilance.	Director of Vigilance.	D. I. G. ( Vigilance & Security ).	Secretary.

2. This order shall come into effect from the year 1975-76.

By order of the Bihar State Electricity Board,  
Sd/- B. Mishra,  
Joint Secretary III.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 478**

Dated Patna, the 26th September, 1975

Subject—Principles for promotion from the cadre of Accountant to the Cadre of Junior Accounts Officer.

In continuation of the Board's Standing Orders No. 454, dated the 19th June, 1975 and No. 464, dated the 31st July, 1975, the following principles are laid down for eligibility to promotion from the cadre

of Accountants to that of Junior Accounts Officer and equivalent posts in the Accounts wing with regard to vacancies existing on the date of this order. This order will be superseded after the rules of promotion are finalised.

(1) Accountants who hold a Degree in Commerce, with a minimum of 5 years' experience, those who hold Degree in Arts with Mathematics or Economics, with a minimum of 7 years' experience.

(2) Accountants who have passed the Lekha Pravin Pariksha, with minimum of 5 years' experience.

(3) Accountants, posted as Instructors in the Accounts Training School with a minimum of 7 years experience.

(4) Accountants, having a minimum of 10 years experience as Accountants.

Note—All this eligibility criteria is subject to an Accountant possessing a good record of service.

2. Accountants, who have not passed the L. P. P. and who are promoted on the basis of the above principles, will have to pass the examination at least in three chances, failing which their further increments will be stopped.

3. This order comes into force with effect from the date of its issue.

Sd/- H. C. Mishra,  
Director of Personnel.

बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या १० धा-१०४/७५ ४६२ वि० बोर्ड

पटना दिनांक, २४ जनवरी, १९७५

निधय—पुनरीक्षित वेतनमान के फलस्वरूप बोर्ड के विभिन्न श्रेणी के क्वार्टरों की पात्रता का पुनर्निर्धारण—बिहार राज्य विद्युत् बोर्ड आवास नियमावली, १९७२ के नियम १० का संशोधन।

बोर्ड के विभिन्न कर्मचारियों और पदाधिकारियों के वेतनमान पुनरीक्षित हो जाने के फलस्वरूप, विभिन्न श्रेणी के क्वार्टरों की पात्रता का निर्धारण सम्बन्धी मामला का पुनरीक्षण सक्रिय रूप से बोर्ड के विचाराधीन था।

तदनुसार, स्थायी आदेश संख्या ३५४, दिनांक ७ अप्रैल, १९७२ (बिहार राज्य विद्युत् बोर्ड मुख्यालय आवास नियमावली, १९७२ के रूप में ज्ञात) में आंशिक संशोधन करते हुए उक्त नियमावली के नियम १० को निम्नलिखित रूप में प्रतिस्थापित किया जाता है :—

नियम १० (क्वार्टरों का आवंटन)

नियम १५ के अधीन रहते हुए उम्मीदवारों के लिए विनिर्दिष्ट श्रेणी की पात्रता का निर्धारण उनके वेतन (चारवर्ती महंगाई को छोड़कर किन्तु, विशेष वेतन को मिलाकर) के आधार पर किया गया, जिसका उल्टा इस प्रकार है—

१. १,७०० रु० से अधिक वेतन पाने वाले 'बी' श्रेणी
२. १,३०१ रु० से १,७०० रुपये के बीच वेतन पाने वाले 'सी' श्रेणी
३. ९०१ रु० से १,३०० रुपये के बीच वेतन पाने वाले 'डी' श्रेणी
४. ५०१ रु० से ९०० रुपये के बीच वेतन पाने वाले 'ई' श्रेणी
५. ३०१ रु० से ५०० रुपये के बीच वेतन पाने वाले 'एफ' श्रेणी और
६. ३०० रु० से कम वेतन पाने वाले 'एच' श्रेणी के क्वार्टरों के हकदार होंगे।

ह०/- शिव प्रिय,  
संयुक्त सचिव

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER NO. XIV/C-1002/75-486/EB,

Dated Patna, the 4th November, 1975.

The question of dealing with the employees who go on mass casual leave as an agitation measure has been under consideration of the Board for some time. The Board in line with the decision of the State Government, in its Resolution No. 3390 have decided that —

(1) If any Board's Officer applies for casual leave as an agitation measure, it should be rejected forthwith and rejection should be communicated to the Officer. Those who absent themselves in such cases should be treated as absent in unauthorised manner and shall lose their pay for the days for which they absent themselves. Such Officers may also render themselves liable to departmental action for disobedience of orders, acts of indiscipline and misconduct and may lose their chances for promotion. The services of new and temporary hands are liable to be terminated.

By order of the Bihar State Electricity Board,  
Sd/- B. Mishra,  
Joint Secretary III

बिहार राज्य विद्युत् बोर्ड, पटना

स्थाई आदेश संख्या-६/दफ्तरी-१०३/७५-४८९-वि० बोर्ड

पटना दिनांक, १७ नवम्बर, १९७५

चपरासी के पद से चयन द्वारा दफ्तरी पद पर की गयी नियुक्ति प्रोत्तति नहीं मानी जाएगी।

२. दफ्तरी का पद चपरासी पद की सामान्यतः प्रोत्तति कोटि का नहीं है।

ह०/- जिव प्रिय,  
संयुक्त सचिव।

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER NO. 490

Dated Patna, the 20th November, 1975.

In pursuance of Board's Resolution No. 3395, dated the 16th September, 1975, it has been decided to rename the following takeover undertakings as Urban Supply Divisions and Subdivisions as mentioned below :—

- (1) Ranchi Urban Electric Supply Division, Ranchi.
- (2) Muzaffarpur Urban Electric Supply Division, Muzaffarpur.
- (3) Darbhanga Urban Electric Supply Division, Darbhanga.
- (4) Bhagalpur Urban Electric Supply Division, Bhagalpur.
- (5) Chaibasa Urban Electric Supply Subdivision, Chaibasa.
- (6) Jugsalai Electric Supply Subdivision, Jugsalai.
- (7) Sijua ( Jheria ) Electric Supply Division, Dhanbad.
- (8) Chirkunda Electric Supply Section, Chirkunda.  
( Under Electric Supply Subdivision, Nirsa ).
- (9) Dishergarh Electric Supply Section.  
( Under Electric Supply Subdivision, Nirsa ).

2. The sign-boards, monograms, badge, of the takeover Undertakings shall be changed and restyled accordingly.

3. The concerned officer incharge of these Units shall be under this administrative and functional control of the General Manager-cum-Chief Engineer of the Area Board/Superintending Engineer of the Circle/Electrical Executive Engineer in the Board's set-up as the case may be.

4. The officer incharge of these Units will exercise the powers delegated by the Board or Area Board concerned to the rank they hold in the Board including delegation financial powers.

5. The officers incharge of these Units shall submit their monthly progress reports of work done and accounts returns. Accounts will be submitted by them in respect of Revenue, capital expenditure, maintenance and establishment separately with a copy directly to the Board.

6. The officers incharge of these units shall maintain separate accounts for the units and shall prepare profit and loss accounts at an interval of six months until further orders. The accounts of the Undertakings will be kept separately at all levels including circles, Area Boards and Board Headquarters.

7. The officers incharge of the units shall ensure that Revenue assessment as well as collection within their units improves and O & M expenditure and staff strength does not exceed the level at which the undertakings were takeover.

8. The officers incharge of the units shall ensure that waiting consumers are given service connection expeditiously and the consumer's grievances are redressed expeditiously.

9. The existing tariff of the out going licensee will remain in force for a period of 12 months from the vesting date and energy bills shall be prepared and served on the consumers and energy charges realised from them accordingly ( sub-section 3 of section 7 of the Ordinance ).

10. The terms and conditions of the services of the officers and staff not covered by I.D.A. shall be intimated to them separately. Bio-data of the employees who are not workmen within the meaning of Industrial Disputes Act be collected and forwarded to the Board.

11. The officers incharge of the Undertaking are authorised to take charge of all the assets of the nationalised Company, on behalf of the Board after verification of their physical existence. The verification should be completed by the officer incharge within a period of six months of the taking over. Steps regarding preparation of inventory documents etc. shall be taken in accordance with the provisions of the Ordinance.

12. After the take-over every person who is a 'workman' within the meaning of the Industrial Disputes Act, 1947 and has been immediately, before the date of vesting, in the employment of the out going licensee Company, shall become, on and from the date of vesting an employee of the Board and shall hold office or service on the same terms and conditions ( and with the same rights to pension, gratuity and other matters ) as would have been admissible to him as if the Undertaking had not been transferred to and vested in the Board, until and unless his employment under the Board is terminated or until his remuneration, terms and conditions of employment are otherwise altered by the Board.

By order of the Bihar State Electricity Board,  
Sd/- C. P. Singh,  
Secretary to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA.**

**BOARD'S STANDING ORDER NO. 10A-1020/75-492/EB.**

Dated Patna, the 8th December, 1975.

Subject :—Allotment of 36 nos. of Officer's flats at Board's Colony, Punaichak, Patna.

36 nos. of officers' flats (Hostel)—each consisting of two rooms (14' x 11') with verandah and bath room—have been constructed in the Punaichak Colony of the Board for allotment to Gazetted Officers on purely temporary basis. These flats will be allotted on the basis of the following principles :—

1. It should be exclusively meant for Gazetted Officer not below the rank of Assistant Engineer or its equivalent posts.
2. The flats will not be furnished at Board's cost except fan and Wash Basin.
3. The flats shall be allotted purely on temporary basis to officers who come on transfer or who are deputed or posted at Patna and ask for temporary accommodation.
4. The Board shall charge standard rent for the first six months and additional 25% of the standard rent thereafter.
5. The following number of flats will be earmarked for each category of officers to regulate their allotment :—

**A. For officers at Headquarters—**

- |   |         |
|---|---------|
| ( i ) Chairman's quota 10%                | 4 nos.  |
| ( ii ) Officers entitled to 'B' type Qr.  | 4 nos.  |
| ( iii ) Officers entitled to 'C' type Qr. | 10 nos. |
| ( iv ) Officers entitled to 'D' type Qr.  | 10 nos. |

**B. Officers of transmission wing**

4 nos.

**C. Officers of Central Area Electricity Board Patna.**

4 nos.

**Total 36 nos.**

A separate waiting list will be maintained for different category of officers.

Sd/- Shiva Priya,

Joint Secretary.