

# BIHAR STATE ELECTRICITY BOARD



बिहार राज्य विद्युत बोर्ड

Adopted by:

**Jharkhand State Electricity Board**

Engineer Building, Dhurwa, Ranchi.

**STANDING ORDERS**

**VOLUME - I**

**1958 To 1964**

Sl No	Standing Order No. and date	Subject	Remarks	Page
1	2	3	4	5
31	6, dated 5-5-1959	Maintenance of Accounts records in Board's Secretariat	F	19
32	7, dated 1-6-1959	Use of Hindi in Devanagri script.	A	19
33	8, dated 8-6-1959	Placement of revised estimates before the full meeting of the Board	E	20
34	9, dated 20-7-1959	Maintenance of movement Of files-fixation of responsibility for loss of the files.	A	20
35	10, dated 20-7-1959	Recoupment of permanent advance while going on tour/C.L. by the drawing officer.	F	21
36	11, dated 29-7-1959	Sanction of medical reimbursement to Shri Z.S. Haque, F.S.E.	F	21
37	12, dated 3-8-1959	Procedure for collection of materials required for Parliament and Assembly or Council question.	A	21
38	13, dated 12-8-1959	Security deposit by the licensees for energy supplied to them by the Board.	F	22
39	14, dated 12-8-1959	Condition for appointment of Junior Accounts Clerks and Bill Assistants.	F	22
40	15, dated 14-8-1959	Wages of easual daily rated Muster Roll labour	F	22
41	16, dated 20-8-1959	Maintenance of guard file by the General Assistants and Section Heads in respect of rulings and decisions arrived at by the Board	A	23
42	17, dated 29-8-1959	Creation of permanent posts.	A	23
43	18, dated 7-9-1959	Medical Reimbursement to Shri S. C. Mallik, Chief Controller of Accounts.	F	25
44	19, dated 25-9-1959	Re-designation of Registrars as Administrative Officers	A	25
45	20, dated 5-10-1959	Use of green pencil and green ink by the Internal Audit Section and prohibition by others.	A	25
46	21, dated 5-10-1959	Issue of disconnection notices to consumers.	F	25
47	22, dated 7-10-1959	Counting of services rendered in identical time scale in clerical posts by Junior Accounts Clerks/Board Assistants for promotion as Senior Accounts Clerk, Bill Superintendents and Cashiers	A	26
48	23, dated 27-10-1959	Use of Khadi in the Board	A	26
49	24, dated 14-11-1959	Realisation of departmental charge for execution of works on behalf of State Government and Central Government.	F	27
50	25, dated 15-12-1959	Sending of all communications to candidates by Registered Post where fee has been charged from them, while applying for the posts.	A	27
51	25, dated 17-12-1959	Disbursement of pay and allowances to Audit Officers and their staff posted at Patna, Ranchi and Muzaffarpur.	F	28
52	26, dated 26-12-1959	Procedure for issue of advertisements calling for tenders and inviting applications	A	28
53	27, dated 28-12-1959	Grant of special pay to E.S.Es. and E.E.Es. attached to technical wing of Board's Secretariat	F	29

VOLUME I  
INDEX

Sl. No.	Standing Order No. and date	Subject	Remarks	Page
1	2	3	4	5
1	1 of 1958-59	Rules for financial and other transactions.	F	1
2	2 of 1958-59	Rules relating to increment, leave, T.A. and disciplinary control	F	1
3	3 of 1958-59	Delegation of powers	F	2
4	4 of 1958-59	Procedure for conduction of the business of the Board.	A	2
5	5 of 1958-59			
	dated 4-4-1958	Duties of Secretary	A	3
6	6, dated 15-4-1958	Authentication of orders and decision of the Board.	A	3
7	7, dated 29-4-1958	Creation of permanent posts	A	4
8	8, dated 29-4-1958	Ditto	A	6
9	9, dated 29-4-1958	Ditto	A	6
10	10, dated 1-5-1958	Delegation of power of Chief Engineer	A	6
11	11, dated 11-5-1958	Creation of temporary post	A	7
12	12, dated 17-5-1958	Contributory provident Fund Rules.	A	7
13	13, dated 17-7-1958	Creation of Temporary post.	A	8
14	14, dated 17-7-1958	Ditto	A	8
15	15, dated 17-7-1958	Ditto	A	9
16	16, dated 17-7-1958	Ditto	A	9
17	17, dated 26-7-1958	Ditto	A	10
18	18, dated 26-7-1958	Ditto	A	10
19	19, dated 1-8-1958	Redesignation of the posts of Assistants Officers as Accounts and downgrading of the scale.	F	10
20	20, dated 20-8-1958	Conversion of the posts of Junior Accounts Clerks to the Assistant Accounts and Senior Accounts Clerks.	F	11
21	21, dated 31-10-1958	Procedure for payment of fees and T.A. to the lawyers engaged by the Board.	F	11
22	22, dated 4-11-1958	Authentication of orders and decision of the Board.	A	12
23	23, dated 4-11-1958	Grant of increment to Class III and Class IV staff-Increment Register.	F	13
24	24, dated 11-11-1958	Purchase of materials	F	14
25	25, dated 11-12-1958	Period for allowing rebates to the consumers	F	14
26	1, dated 12-3-1959	Minimum starting pay to temporary Assistant Electrical Engineers.	F	15
27	2, dated 12-3-1959	Minimum starting pay to temporary Engineer Assistants.	F	15
28	3, dated 16-3-1959	Creation of permanent posts.	A	16
29	4, dated 20-4-1959	Conditions of appointment of technical officers.	A	17
30	5, dated 28-4-1959	Allotment of work between Chief Engineer and Additional Chief Engineer	A	18

Sl. No.	Standing Order No. and date	Subject	Remarks	Page
1	2	3	4	5
54	28, dated 11-1-1960	Local purchase of articles of stationery-Raising of the monetary limit to Rs. 100 in a year	F	30
55	29, dated 18-1-1960	Distribution of internal audit work among the Internal Audit Officers.	A	30
56	30, dated 7-3-1960	Delegation of powers for making ex-gratia payments.	A	28
57	31, dated 12-3-1960	Allocation of work to the Accounts Officer of Technical Section of the Board	A	32
58	32, dated 17-3-1960	Allocation of works to Controller of Accounts and Accounts Officers at Board's Secretariat.	A	32
59	33, dated 22-3-1960	Authentication of orders and decisions of the Board.	A	33
60	34, dated 7-4-1960	Grant of house rent allowance to Electrical Sectional Officer incharge Netarhat Power House.	F	33
61	35, dated 13-4-1960	Treatment of period of handing over and taking over charge as duty in cases in which several scattered works or stores and cash have to be inspected before completing transfer of charge.	A	33
62	36, dated 7-5-1960	Recording of annual confidential remarks of the work of the gazetted officers working in the field circles and divisions.	A	34
63	37, dated 7-5-1960	Recording of annual confidential remarks on the work of the gazetted technical officers posted in the headquarters of Board's secretariat.	A	35
64	38, dated 7-5-1960	Recording of annual confidential remarks on the work of gazetted officers working in the Accounts and Internal Audit Organizations of the Board.	A	36
65	39, dated 7-5-1960	Recording of annual confidential remarks on the works of the Secretariat Officers.	A	37
66	40, dated 18-5-1960	Recording of annual confidential remarks on the works of gazetted officers of the Board.	A	37
67	43, dated 11-6-1960	Declaration of Secretary and the Financial Adviser-cum-Director of Accounts as Controlling Officers in respect of their T.A. Bills.	A	38
68	44, dated 11-6-1960	Grant of higher initial pay to Electrical Overseers with S.E.'s qualifications.	A	38
69	45, dated 20-6-1960	Department charges to be realised from all parties, i.e., State Government, Central Government, Semi-Government and private parties.	F	39
70	46, dated 15-7-1960	Drawing of special pay during training when training is treated as duty.	F	39
71	47, dated 29-7-1960	Agenda notes for Board's meeting and proceedings to be forwarded to Senior Engineers and Senior Officers in Accounts and Administrative wings.	A	39
72	48, dated 1-9-1960	Insurance of motor vehicles of the Board against third party risks.	F	40
73	49, dated 12-9-1960	Permanency of the temporary posts.	A	41
74	50, dated 17-9-1960	Adoption of Bihar T.A. Rules, Bihar Government Servants		

Sl. No.	Standing Order No. and date	Subject	Remarks	Page
1	2	3	4	5
		Discipline and Appeal Rules. Bihar Government Servants' Conduct Rules and Bihar Government Servants' Medical Attendance Rules by the Board.	A	41
75	51, dated 21-9-1960	Counting of services rendered in two Works Divisions at Patna and Ranchi as Head Clerk or higher posts i.e. Head Assistants and Senior Accounts Clerks for promotion along with staff of the Board while giving promotion in the Board.	A	42
76	52, dated 22-9-1960	Delegation of power for countersigning the T.A. bills of Gazetted and non-gazetted officers of the Board's Secretariat.	A	42
77	53, dated 20-10-1960	Purchase of motor vehicles, drawal of T.A. by others provided with departmental vehicles.	F	43
78	54, dated 31-10-1960	Maintenance of bicycles given to the Peons and Orderly Peons for official purposes.	A	43
79	55, dated 31-10-1960	Ditto in Hindi	A	43
80	56, dated 31-10-1960	Adoption of prescribed application form for filing application for grant of loan for motor car or motor cycle.	F	44
81	57, dated 31-10-1960	Departmental examination for Junior Accounts Clerks and Bill Assistants.	A	44
82	58, dated 9-11-1960	Use of Hindi in accounts correspondence except Audit and Inspection.	A	45
83	59, dated 11-11-1960	Procedure for preferment of claims	F	47
84	60, dated 28-11-1960	Security deposit from Local Bodies for power supply to them.	F	54
85	61, dated 28-11-1960	Condemnation of Motor Vehicles of the Board.	F	54
86	62, dated 2-12-1960	Issue of disconnection notices and disconnection of power supply consumers.	F	55
87	63, dated 23-12-1960	Movement of files and papers in Board's Secretariat.	A	55
88	64, dated 29-12-1960	Grant of conveyance allowance to Electrical Sectional Officers.	F	55
89	66, dated 18-1-1961	Grant of compensatory allowance, rent free quarters and free supply of electricity to the staff posted at the site of the Thermal Power Stations at Barauni and Patratu.	F	56
90	67, dated 24-1-1961	Promotion of Typists to the post of Head Clerks or Second Grade Assistants in a Circle cadre.	A	57
91	68, dated 11-3-1961	Yardstick for the creation of posts of Bill Superintendents and their duties.	A	57
92	69, dated 13-3-1961	Prompt and correct realisation of Revenue.	F	58
93	70, dated 15-4-1961	Reservation of percentage in the rank of A. E. Es. to be filled up from amongst the Electrical Overseers and Engineer Assistants.	A	59
94	71, dated 15-4-1961	Training under Foreign Assistant Programme Extension of training period Execution of bond.	A	60
95	72, dated 20-4-1961	Medical facilities to the employees of the Board.	F	60
96	73, dated 26-4-1961	Payment of honorarium to the Superintendent of Examination centre, officers and staff engaged in invigilation work.	F	62

Sl. No.	Standing Order No. and date	Subject	Remarks	Page
1	2	3	4	5
97	74, dated 27-4-1961	Treatment of training period as on duty and payment of full pay and allowances, while in training a board.	F	62
98	75, dated 27-4-1961	Officiation appointments to gazetted posts in vacancies of two months duration or less caused due to leave or deputation.	A	63
99	76, dated 16-5-1961	Supply of power to industries situated in Notified Area Committee or Municipal Areas	F	64
100	77, dated 18-5-1961	Efficiency Bar in the scale of pay of Assistant Electrical Engineers.	A	65
101	78, dated 20-5-1961	Responsibility of supervisory officers with regard to cash and accounts.	F	66
102	79, dated 23-5-1961	Allocation of works between the Chief Engineers and Addl. Chief Engineer.	A	67
103	80, dated 25-5-1961	Extension of term of grant of higher initial pay to Electrical Overseers.	A	67
104	81, dated 1-6-1961	Allocation of work to Deputy Chief Engineer (Construction)	A	69
105	82, dated 2-6-1961	Publication of tender notices and advertisements in newspapers and Bihar Gazette.	A	69
106	83, dated 2-6-1961	Condemnation of Motor Vehicles of Board	F	70
107	84, dated 10-6-1961	Production of documents in the courts by the witnesses summoned by the courts.	A	70
108	85, dated 13-6-1961	Achievement of efficiency and expeditious disposal of work in the Board's Secretariat.	A	71
109	86, dated 8-7-1961	Authentication of decisions and orders of Board.	A	71
110	87, dated 13-7-1961	Higher initial pay to individual Civil Overseers.	F	72
111	88, dated 18-7-1961	Supply of electricity to industrial consumers.	E	73
112	89, dated 28-7-1961	Purchase of materials.	E	73
113	90, dated 29-7-1961	Check Measurements.	F	76
114	91, dated 29-7-1961	Disbandment of muster roll staff Settlement of claims of workmen.	F	77
115	92, dated 29-7-1961	Revision of scale of pay of Routine Clerks.	F	78
116	92, dated 14-8-1961	Ministers, Deputy Ministers and State Ministers of State Government, Central Government and other State Governments to be treated as Board's guest on their official visits.	A	79
117	93, dated 14-8-1961	Allocation of works to Deputy Chief Engineer (Maintenance).	A	79
118	94, dated 17-8-1961	Refund of security deposits to consumers in the absence of original receipt.	F	80
119	95, dated 19-8-1961	Enforcement of the Employees State Insurance Scheme in certain places of the State of Bihar.	A	80
120	96, dated 19-8-1961	Purchase of materials involving foreign exchange.	E	88
121	97, dated 31-8-1961	Illegal use of electricity under sub-section (?) of Section 23 of the Indian Electricity Act, 1910.	E	89
122	98, dated 6-9-1961	Departmental examination for Junior Accounts Clerks and Bill Assistant.	A	90

Sl No.	Standing Order No. and date.	Subject	Remarks	Page
1	2	3	4	5
123	99, dated 25-9-1961	Extension of the services of the non-gazetted staff beyond 55 years of age	A	90
124	100, dated 4-10-1961	Procedure for delivery of energy bills to L. T. Consumers.	F	91
125	101, dated 14-10-1961	Fixation of wages of casual workmen on appointment to posts carrying time scale of pay, on monthly basis.	F	91
126	102, dated 25-10-1961	Submission of report of accidents and enquiry reports to the Senior Electric Inspector, Bihar by the officers of the Board.	E	92
127	103, dated 27-10-1961	Maintenance and proper up-keep of the Hindi and English Type Writer machines of the Board' Secretariat.	A	93
128	104, dated 30 10 1961	Authentication of Low-tension Agreements with the consumers by the Electrical Executive Engineers of the Board.	E	93
129	104, dated 8-11-1961	Ban on membership of a Trade Union or any other associations by the employees governed by the provisions of Bihar Government Servants' Conduct Rules.	A	93
130	107, dated 12-11-1961	National Projects Saving Certificates of Bank Guarantee to be accepted as Security Deposit by the consumers.	F	93
131	108, dated 20 12 1961	Fixation of working life of different types of vehicles.	E	94
132	109, dated 21-12-1961	Theft of electricity and stores materials.	F	94
133	111, dated 6-1-1962	Accounting of Stores.	F	95
134	112, dated 6-12-1962	Grant of imprest to Electrical Overseers, Survey Foreman and Construction Foreman.	F	95
135	113, dated 6-1-1962	Passing of Hindi Examination by the Gazetted officers of the Board.	A	99
136	114, dated 8-1-1962	Conveyance allowance to Civil and Mechanical Sectional Officers on the line of Electrical Overseers.	F	99
137	115, dated 6-2-1962	Prohibition to visit examination centres by the employees and officers who are not concerned with the examination.	A	99
138	116, dated 13-2-1962	Halting allowance to the trainees on deputation from Board.	F	100
139,	117, dated 7-2-1962	Procedure for serving notices of disconnection to the consumers.	F	100
140	118, dated 19-2-1962	Use of Hindi in Board's Secretariat and subordinate offices.	A	101
141	119, dated 22-2-1962	Provision of telephones.	A	105
142	120, dated 2-3-1962	Treatment of important dignitaries as Board's guest visting Board's installations, etc.	A/F	105
143	120, dated 24-2-1962	Rules regarding fixation of pay of Gezatted servants of the Board on promotion to certain higher posts or on appointment from a non-gazetted to a gazetted post.	F	106
144	121, dated 10-3-1962	Grant of honorarium for giving lectures to the trainees of Accounts Training School.	F	106
145	124, dated 26-3 1962	Prompt attention to correspondence.	A	107
146	125, dated 28-3-1962	Payment of bills to suppliers.	F	108
147	126, dated 31-3-1962	Procedure for keeping original agreements and contracts under safe custody.	A	113

Sl. No.	Standing Order No. and date	Subject	Remarks	Page
1	2	3	4	5
148	127, dated 31-3-1962	Procedure for keeping original consumer's agreements (L.T. & H. T.) in safe custody of Circles and Divisions.	A	113
149	128, dated 31-3-1962	Life of blankets and pattis	F	116
150	129, dated 3-4-1962	Classification of expenditure and receipts accounts.	F	117
151	130, dated 5-4-1962	Conditions of appointment of technical officers in the Board.	A	117
152	131, dated 18-4-1962	Authority to levy, sell endorse negotiate, transfer and otherwise deal with Government securities on behalf of the Board.	F	118
153	132, dated 18-4-1962	10% reservation in the rank of Electrical Overseers to be filled up from amongst the non-S.E.S. employees.	A	118
154	134, dated 7-4-1962	Rate for the sale of bill of quantity.	F	119
155	135, dated 30-4-1962	Grant of Health Certificate by the Medical Authorities to candidates for appointment to different post under the Board.	A	119
156	136, dated 2-5-1962	Fixation of wages of a casual workman on appointment to a post carrying a time scale of pay.	F	120
157	137, dated 9-5-1962	Contracts with foreign firms or Govt. for imported goods and/or services travelling by the Air India International.	F	122
158	138, dated 12-5-1962	Medical Facilities for the employees of the Board.	F	122
159	139, dated 12-5-1962	Extension of the term of higher initial pay to the Electrical Overseers.	F/A	124
160	140, dated 17-5-1962	Authority to sign and verify all pleadings and plaints, written statements and petitions, tabular statements, application for execution or otherwise a statement of facts a counter statements of facts, all affidavits and to sign and execute warrants of Attorney proxies, Vakalatnama and Mukhtarnamas.	A	124
161	140, dated 5-6-1962	Payment of demurrage and wharfage charges.	F	125
162	141, dated 18-6-1962	Rate of interest to be charged on the advances like building advance, motor car advance, motor cycle advance and cycle advance, etc.	F	125
163	142, dated 18-6-1962	Dealing of cases relating to corruption and suspected cases of defalcation against gazetted officers of the Board.	A	126
164	143, dated 18-6-1962	Procedure for putting up dak to the address first..	A	126
165	144, dated 29-6-1962	Stores Maintenance of Stores priced ledgers.	F	127
166	146, dated 5-7-1962	Enforcement of Employee's State Insurance Scheme in certain places of the State of Bihar.	A	146
167	147, dated 6-7-1962	Maintenance of Accounts, Working Fund and Revenue Accounts.	F	146
168	148, dated 7-7-1962	Realisation of energy charges from the Municipalities, Notified Area Committees and Governments.	F	157
169	149, dated 5-7-1962	Extension of the term of concessions in respect of house rent, water supply and electric charges to the staff of Patratu and Barauni Thermal Power Stations.	F	157

Sl. No.	Standing Order No. and date	Subject	Remarks	Page
1	2	3	4	5
170	149, dated 10-7-1962	Issue of certificates to the M/R workers on termination of their period of work.	A	158
171	149, dated 13-7-1962	Endorsement of copies of communications by different Department/Sections to Accounts Department.	A	158
172	150, dated 16-7-1962	Fixation of pay on promotion from non-gazetted to gazetted rank or to a higher post in gazetted rank.	F	161
173	151, dated 20-7-1962	Procedure for recruitment of non-gazetted and Class IV staff by the officers of Board's Secretariat and constitution of Selection Committee.	A	161
174	152, dated 21-7-1962	Introduction of the system of daily log book maintenance by the Assistants of the Board's Secretariat.	A	164
175	153, dated 26-7-1962	Insurance of Machineries and Materials purchased by the Board.	F	164
176	154, dated 19-7-1962	Fixation of rent for temporary settlement of land at Patratu.	F	166
177	155, dated 31-7-1962	Recording of annual confidential report on the work of the Deputy Personnel Officers (Labour/Deputy Director (Statistics)).	A	167
178	156, dated 31-7-1962	Counting of previous service of employees of regular establishment or work-charged establishment on their fresh appointment or transfer from one post to other for the purpose of pay pension, G.P. Fund leave and increment.	A	168
179	157, dated 3-8-1962	Delegation of power of attorney.	A	172
180	158, dated 7-8-1962	Concessions for the trainees of the accounts Training School.	A	172
181	159, dated 10-8-1962	Accounts Training School, Patna Course for the trainees.	E	172
182	160, dated 21-8-1962	Reward to Accounts for passing the Indian Costs and Works Accounts Examination.	F	174
183	161, dated 27-8-1962	Duties of the Accounts Officer (Technical) attached to the Purchase Circle to assist E. S. E. (S&P).	A	174
184	162, dated 27-8-1962	Issue of interview cards-Furnishing of full address in the Issue Register.	A	175
185	163, dated 1-9-1962	Delayed payment surcharge from the consumers.	F	176
186	164, dated 15-9-1962	Higher initial pay to Mechanical Overseers.	F	176
187	165, dated 26-9-1962	Opening of current account with the Ramgarh Branch of the State Bank of India.	F	176
188	166, dated 29-9-1962	Sanction of expenditure for preparation of contract documents and entertainment of the Russian Ambassador to India etc.	F	177
189	167, dated 3-10-1962	Condemnation of motor vehicles of the Board.	E	177
190	169, dated 23-10-1962	Classification of expenditure and receipts Account Head.	F	178
191	171, dated 31-10-1962	Duties and functions of the Deputy Director of Accounts P.T.P.S.	A	180
192	172, dated 6-11-1962	Dealing of electrical accidents in Board's Secretariat	E	180
193	173, dated 10-11-1962	Passing of I.C.W.A. Examination or the Chartered Accountants' Examination by the Accounts Officers of the Board for promotion to the rank of Deputy director of Accounts.	A	181
194	174, dated 23-11-1962	Delegation of power for re-appropriation of fund	F	181

Sl No.	Standing Order No. and date	Subject	Remarks	Page
1	2	3	4	5
195	175, dated 27-11-1962	Proficiency in Accounts Examination (L.P.P.)-Grant of advance increments.	F	182
196	176, dated 28-11-1962	Ban on appointment to vacant posts either gazetted or non-gazetted.	A	183
197	177, dated 29-11-1962	Central Accounts Organisation at Patratu Thermal Power Station.	F	183
198	178, dated 15-12-1962	Advances from G.P.F. and C.P.F.-Strict application of rules therefore.	F	184
199	179, dated 20-12-1962	Adoption of the circular of the State Government for counting C.L.A. as pay for the purpose of pension, gratuity and advances.	A	184
<b>VOLUME IV Containing Standing Orders is missing</b>				
200	102, dated 16-9-1964	Treatment of complaints received in the Board's Secretariat	A	185
201	103, dated 16-9-1964	Distraction of dak in the Board's Secretariat.	A	186
202	104, dated 16-9-1964	Procedure in dealing with letters received from Government of India, Accountant General, Bihar and State Government.	A	186
203	106, dated 24-9-1964	Reference of the case of ailing employees by the authorised Medical attendant to a specialist	F	187
204	107, dated 25-9-1964	Classification of expenditure and receipts Accounts Number.	F	188
205	110, dated 29-9-1964	Reimbursement of Medical bills in respect of family members not residing with the employees.	F	188
206	111, dated 6-10-1964	Deferment of payment by the consumers pending decision by higher authorities.	F	189
207	112, dated 7-10-1964	Procedure of remittance of revenue collected by Patna Electrical to Board's Headquarters-Cancellation of Standing Order No. 98, dated 8th August 1964.	F	189
208	113, dated 9-10-1964	Work order system.	F/E	190
209	114, dated 10-10-1964	Re-organisation of personnel wing with a Directorate at the headquarters and officers in the field officers.	A	191
210	115, dated 2-11-1964	Loss of Revenue and Defalcation.	F	192
211	116, dated 4-11-1964	Yardstick for creation of posts for Meter and Relay Testing Sub-Divisions.	E	192
212	117, dated 21-11-1964	Rate of fee for setting questions and evaluating answer books in respect of non-gazetted recruitment and departmental examination, other than L.P.P.	F	193
213	118, dated 23-11-1964	Introduction of apprenticeship scheme at Barauni Thermal Power Station to train some technical personnel.	E	194
214	119, dated 8-10-1964	Condemnation of motor vehicles of the Board.	E	195
215	120, dated 23-12-1964	Treatment of Ministers and State Ministers as Board's guest while staying in Board's Guest Houses.	A	195

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 1 OF 1958-59  
EB: MI-306/58

Subject:- Ruler for financial and other transaction of the Bihar State Electricity Board.

The Bihar State Electricity Board in its other Resolution No. 4/58-59 adopted at its first meeting held on the 1st April, 1958, had decided that all financial rules and other procedural rules of the State Government, including the rules in the P.W.D. Code and P.W.A. Code shall be made applicable to all financial and transaction of the Board until necessary regulation under Section 79 of the Electricity (Supply) Act, 1948 are framed by the Board.

By order of the Board  
Sd/-S. Mukharji  
10-4-58  
Secretary  
Bihar State Electricity Board

Memo No. 74

Dated Patna, the 10th April, 1958

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Assistant Electrical Engineers for information and necessary action.

Sd/-  
Controller of Accounts.  
Bihar State Electricity Board

Memo No. 74

Dated Patna the 10th April, 1958

Copy for Guard file/all officers of Bihar State Electricity Board/all sectional heads/Under-Secretary, Electricity Department for Information.

Sd/-  
Controller of Accounts.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 2 OF 1958-59  
EBA AI-1004/58

Subject:- Rules relating to increment, leave T.A. and disciplinary control.

The State Electricity Board in its Resolution No. 3/58-59, passed in the meeting held on the 1st, 1958 has resolved that until the Board has framed its own regulations Under section 79 (c) of the Electricity Supply Act, 1948, the rules of the Bihar service Code, the Bihar T.A. Rules the Discipline and Appeal Rules the Conduct Rules and the Medical Attendant Rules as normally apply to Bihar Government servants shall appeal Rules, the Conduct Rules and the Medical Attendant Rules as normally apply to Bihar Government servants, shall apply mutatis mutandis to all categories of officers and staff of the Board.

By order of the Board  
Sd/-S. Mukharji  
10-4-58

Memo No 75

Dated Patna. the 10th April 1958

Copy forwarded to the Electrical Superintending Engineer, Central Technical Circle, Patna/ Electrical Superintending Engineer, Ranchi Electrical Circle, Ranchi/Electrical Superintending Engineer, North Bihar Electrical Circle, Muzaffarpur/ electrical Superintending Engineer, Patna Electrical Circle, Patna/ Electrical Circle, Patna/Electrical Superintending Engineer, Electrical Investigation Circle, Patna/Electrical Superintending Engineer, Gaya Electrical Circle, Gaya/Guard File/all Officers of Bihar State Electricity Board/all Sectional Heads for information.. Copy to the Electricity Department also for information.

Sd/-S. Mukharji

10-4-58

Secretary

### **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 3 OF 1958-59  
EBA/P3 -1001/58

Subject: Delegation of power to the officers of the Bihar State Electricity Board.

In accordance with Resolution No. 8/58-59 adopted in the first meeting of the Bihar State Electricity Board held on the 1st April 1958, it has been decided that until further orders the Engineer-Member of the Board, the Electrical Superintending Engineers, the Electrical Executive Engineers, the Assistant Electrical Engineers and the officers of the accounts branch shall continue to exercise the same power as were exercised till the 31st March, 1958, by the Chief Electrical Engineer, the Electrical Superintending Engineers, the Electrical Executive Engineers, the Assistant Electrical Engineers and the officers of the accounts branch respectively under Government in the Electricity Department, Bihar.

By order of the Board

Sd/-S. Mukharji

10-4-58

Secretary

Memo No.76

Dated Patna, the 10th April, 1958

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Assistant Electrical Engineers for information and necessary action.

sd/-

controller of Accounts

Bihar State Electricity Board

Memo No. 76

Dated the 10th April 1958

Copy forwarded to all officers of the Bihar State Electricity Board/all sectional heads/Guard file for information.

sd/-

Controller of Accounts

### **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 4 OF 1958-59  
EB MI-315/58

In accordance with Resolution No. 5/58-59, passed by the State Electricity Board in its meeting held on the 1st April, 1958, the following procedure should be followed in conducting the business by the Secretariat of the Board:-

- (i) The procedure indicated in the Secretariat Instructions and the Rules of the Executive Business of the State Government will be followed mutatis mutandis till necessary regulations are framed. Where, under the rules of Executive Business, Secretariat Instructions, Public Work Accounts Code and the P.W.D. Code, consultation with the finance Department is necessary, Shri S.N. Singh, I.A.S, Member of the Board should be consulted pending the appointment of an Accounts Member. Where those rules and instructions require consultation with the Works Department, the Engineer Member of the Board Should be Consulted before the matter is placed before the Board for its decision.
- (ii) Where, under any Financial Rules the Rules of Executive Business or the Secretariat; Instructions, a Department of Government is delegated with powers which it can exercise without consulting the Finance Department, such powers shall be exercised by the Chairman of the State Electricity Board.
- (iii) Where, under the Rules of the Executive Business of Government, a matter is required to be placed before the Council of Ministers, such matters shall be placed before the Board provided the Chairman may, where he considers such a course necessary direct any other matter also to be placed before the Board for decision.

By order of the Board  
Sd/-S Mukharji  
10-4-58  
Secretary

Dated the 10th April, 1958

Memo No. 77  
Copy to Electrical Superintending Engineer, Central Technical Circle, Patna/Controller of Accounts, State Electricity Board, Patna Guard file/all Officers to the Board / all Sectional Heads

Sd/-S.D.Sinha  
11.4.58  
Assistant Secretary

### **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 5/1958-59

Dated Patna, the 14th April, 1958

The Secretary to the Board shall be in the overall charge of the Board's Secretariat, responsible to the Chairman for its administration, execution of the sanctioned policy, and the discipline and efficiency of the staff in the Board's Secretariat, except the engineering personnel, whose cases shall pass through the Engineer Member.

By order of the Electricity Board  
Sd/-S.D. Sinha  
11.4.58  
Assistant Secretary  
Bihar State Electricity Board

### **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 6

The 15th April, 1958

All Instruments conveying the orders and decisions of the Bihar State Electricity Board shall be authenticated by

the Secretary to the Board or such other officers may be authorised by the Board

By order of the Bihar State  
Electricity Board  
Sd/-T.P. Singh  
15.4.58  
Chairman  
Bihar State Electricity Board

Memo No. 128

Dated Patna, the 15th April, 1958

Copy Forwarded to all Departments of Government/all Heads of Department/the Account General, Bihar, Ranchi for information.

Sd/-T.P. Singh  
15.4.58  
Chairman

Memo No. 128

Dated Patna, the 15th April, 1958

Copy Forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Sectional Heads for information.

Sd/-S D.Sinha  
17.4.58  
Assistant Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

### BOARD'S STANDING ORDER No. 7

The 29th April, 1958

Sanction of the Bihar State Electricity Board is accorded to the creation of the permanent posts detailed below with effect from the 1st April, 1958, for the Secretariat of the Bihar State Electricity Board in pursuance of the Board's Resolution No.2(i) 1958-59:-

Sl. No.	Name of post	Scale of pay	No.sanc tioned	No. and date of sanction of corresponding post by the State Government
1	2	3	4	5
1.	Head Assistant	Rs. 325-15-400	One	266.I.E.,dt. 7-1-1949 IIE-30/48
2.	Upper Division Assistant, Class II	Rs. 250-10-300	One	182 dt.23-10-52 Estt-A-1-22-/52E
3.	U.D. Assistant, Class III	Rs.130-12.250	Six	2in 266-IE, dt. 7-1-49 IIE-30/48 2 in 203-Elec. R., dt. 11-7-52 2 in 182, dt.23-10-52

4. L.D. Assistant	Rs. 75-4-95-EB 5-120-3-150	Thirteen	5 in 266-IE, IIE-30/4	dt. 7-1-49
			5 in 182 Estt-A-1-22/52	dt. 23-10-1952
5. Head Typist	Rs. 75-2-85-EB 3-88 4-140 with initial Pay of Rs. 100 plus Charge allowance of Rs. 20	One	3 in 203-Elec R., 182 Estt-A-1-22/52E	dt. 11-7-52 dt. 23-10-1952
6. Typist, Class I	Rs. 80-4-100-EB-4-120	Two	6318-Elec.,	dt. 29-9-56
7. Typist, Class II	Rs. 60-2-80-EB-2-100	Three	2010-Elec.,	dt. 26-3-56
8. Routine Clerk	Rs. 50-2-70-EB-2-90	Three	Two in 182, Estt A 1 22/52E	dt. 23-10-52
			One in 2010/Elec,	dt. 26-3-1956
9. Head Estimator	Rs. 125-8-205-EB-9-250	One	217-I-Elec. R.,	dt. 24-8-56
10. Head Draftsman	Rs. 100-5-130-EB-6-190	One	"	
11. Assistant Draftsman	Rs. 100-5-125-EB-5-150	One	"	
12. Tracer	Rs. 45-2-55-EB-2-75	One	"	
13. Ferro-Printer	Rs. 35-2-45-EB-1-55	One	"	
14. Daftari	Rs. 25 $\frac{1}{2}$ -32 $\frac{1}{2}$	One	182 Estt-A-1-22/53E	dt. 23-10-52
15. Peons	Rs. 22 $\frac{1}{2}$ -1 $\frac{1}{2}$ -27 $\frac{1}{2}$	Two	266-IE IIE-30/48	dt. 7-1-1949
		One	182, Estt-A-1-22/52E	dt. 23-10-1952
		One	217-I-Elec. R., 2E-12/48	dt. 24-8-49
16. Chaukidar	Rs. 22 $\frac{1}{2}$ -1 $\frac{1}{2}$ -27 $\frac{1}{2}$	One	266-IE, IIE-30/48	dt. 7-1-1949

2. The charge is debitable to the head "Establishment for the Board's office."

By order of the Bihar State  
Electricity Board  
Sd/- S. Mukharji  
24-4-58  
Secretary

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 8

The 29th April, 1958

Sanction of the Bihar State Electricity Board is accorded to the creation of the following permanent posts for the Board's Secretariat with effect from 1st April, 1958 in pursuance of the Board's Resolution No. 1/58-59.

- (i) One post of Stenographer, Class I, on Rs. 160-8-200-10-250-EB - 10-300 for the Secretary to the Board.
- (ii) Two posts of orderly peons on Rs. 22/- $\frac{1}{2}$ - $\frac{1}{2}$ -27 $\frac{1}{2}$  for the Secretary to the Board.

By order of the Bihar State  
Electricity Board  
Sd/- S Mukharji  
Secretary

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 9

The 29th April, 1958

Sanction of the Bihar State Electricity Board is accorded to the creation of a whole-time permanent post of Secretary to the Board with effect from the 1st April, 1958, on such terms and conditions as may be approved by the Board from time to time (vide Board's Resolution No. 1/58-59)

By order of the Bihar State  
Electricity Board  
Sd/- S Mukharji  
28-4-58  
Secretary

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 10

The 1st May, 1958

In accordance with Resolution No 18/58-59 adopted by the Bihar State Electricity Board at its meeting held on the 16th April, 1958, the Chief Engineer of the Board is delegated with the powers to appoint Power House Superintendents borne on work-charged establishment, on the basis of the recommendation of a Selection Sub Committee consisting of the Chief Engineer of the Board and two Superintending Engineers nominated by the Engineer Member, subject to the approval (obtained in advance) of a Committee consisting of the Chairman, the Accounts Member (or, so long as there is no Accounts Member, Shri S. N. Singh, I. A. S, Member) and the Engineer-Member

By order of the Bihar State  
Electricity Board  
Sd/- S. Mukharji  
1-5-58  
Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 11

The 11 th May, 1958

Sanction of the Bihar State Electricity Board is accorded to the creation of a temporary whole-time post of Controller of Audit for the Accounts Organisation of the Board's Secretariat up to the 28th February, 1961 in the scale of pay of Rs. 350-15-380-590-EB-30-770-40-850, with effect from the date the post is filled up (vide Board's Resolution No. 25/58-59).

By order of the Bihar State  
Electricity Board  
Sd/- S. Mukharji  
10-5-58  
Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 12/EB

The 27th May, 1958

In accordance with Resolution No. 24/58-59 passed in the meeting held on the 28th April, 1958 the Bihar State Electricity Board has been pleased to decide that the provisions of the Bihar Contributory Provident Fund Rules shall be made applicable mutatis mutandis to the Staff of the Bihar State Electricity Board, with effect from the 1st April, 1958 subject to the following conditions and restrictions pending framing of necessary regulations under section 72 (c) of the Electricity (Supply) Act, 1948:-

- (i) Employees of the Board, other than the following classes of employees, namely (a) permanent pensionable Government servants on deputation to the Board, (b) retired staff or military pensioners re-employed by the Board, who are in receipt of retiring or superannuation pension (c) officers on contract whose conditions of service are to be governed by the terms of the contract, (d) members of the work charges establishment or casual employees and (e) other employees coming within the provisions of the Factories Act, 1948, who have rendered not less than three years continuous service under the Board, shall be entitled to the benefits of the Board's Contributory Provident Fund. For the purpose of eligibility to join the fund, the period of continuous temporary service rendered by the Board's employees up to the 31st March, 1958 under the Government of Bihar in the Electricity Department, before their transfer to the Board, shall be regarded as service rendered under the Board.
- (ii) Every member of the staff who is eligible to the benefits of the Contributory Provident Fund shall be a subscriber to the Fund for which he should apply in the prescribed application form.
- (iii) The rate of subscription by a member of the staff shall not be less than  $6\frac{1}{4}$ % of his emolument. No maximum limit on the rate of subscription by the staff is fixed at present, though the Board reserves the right to fix such a limit at any time.
- (iv) The rate of contribution payable by the board under the Rule 10(2) of the Bihar Contributory Provident Fund Rules, as adopted, shall, until further orders, be  $6\frac{1}{4}$ % of the subscriber's emoluments drawn on duty during any years.
- (v) No member of the staff shall be eligible to the Board's share of contribution on resigning from the service of the Board unless he has by then completed 8 years continuous service under the Board (including the period of continuous temporary service rendered under the Government of Bihar in the Electricity Department up to the 31st March, 1958), or has reached the age of superannuation, whichever is earlier.

- (vi) The rate of interest payable under Rule 11 (1) of the Bihar Contributory Provident Fund Rules, as applicable to the Board, shall be the rate at which interest is paid for the time being by the post Office Savings Bank.

By order of the Bihar State  
Electricity Board  
Sd./S. Mukharji  
16.5.58  
Secretary

Memo.No. 512/EB

Dated Patna, the 17th May, 1958

Copy forwarded to the Accountant General, Bihar, Ranchi/Secretary, Electricity Department, Bihar, Patna for information.

Sd/-S. Mukharji  
16/5  
Secretary.

Memo No. 512-EB

Dated Patna, the 17th May, 1958

Copy forwarded to all Electrical Superintending Engineers/Accounts Officers/all officers of the Board/Accounts Branch (Board Secretariat) for information.

Sd \ Illegible  
17/5  
Controller of Accounts

### **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 13

The 17th July, 1958

In supersession of the Board's Standing Order No. 11, dated the 11th May, 1958, sanction of the Bihar State Electricity Board is accorded to the creation of a temporary post of Audit Officer for the accounts organisation of the Board's Secretariat, up to the 28th February 1961, in the scale of Rs. 220-25-320-EB-25-670-EB 20-750, with effect from the date the post is filled up (vide Board's Resolution No. 35 of 1958-59).

By order of the Bihar State  
Electricity Board  
Sd/-S. Mukharji  
Secretary.

### **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 14

The 17th July, 1958

Sanction of the Bihar State Electricity Board is accorded to the creation of the following posts for the accounts organisation of the Board's Secretariat for a period of one year with effect from the date the posts are filled in :-

1. One post of General Assistant in the scale of Rs. 325-15-400.
2. Two posts of Upper Division Assistant, Class III in the scale of Rs. 130-12-250.

By order of the Bihar State  
Electricity Board  
Sd/-S. Mukharji  
Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 15

The 17th July, 1958

Sanction of the Bihar State Electricity Board is accorded to the creation of the Following temporary posts for the accounts organisation of the Board's Secretariat for the period up to the 28th February, 1961 :-

1. Four posts of Accountants in the scale of Rs. 150-10-300.
2. Five posts of Assistant Accounts in the scale of Rs. 100-5-130-EB-6-190.
3. One post of Statistical Assistant in the scale of Rs. 100-5-130-EB-6-190.
4. Five posts of Senior Accounts Clerks (including one post of Assistant Cashier) in the scale of Rs. 80-4-100-EB-4-120.

The existing post of Commercial Accountant is henceforth to be designated as Accountant and shall carry the scale of pay of Rs. 150 10 300 from the date of this order.

By order of the Bihar State  
Electricity Board  
Sd/-S. Mukharji  
Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 16

The 17th July, 1958

Sanction of the Bihar State Electricity Board is accorded the creation of the temporary post of Chief Controller of Accounts in the scale of Rs. 800-35-1,150 for the accounts organisation of the Board's Secretariat for the period from the date of issue of this order up to the 28th February, 1961.

By order of the Bihar State  
Electricity Board  
Sd/-S Mukharji  
17/7  
Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 17 EB/R  
AVR5 -201 58/EB

Dated Ranchi, the 25/26th July 1958

Sanction of the Bihar State Electricity Board is accorded to the creation of one post of Assistant Accountant in the scale of Rs. 100-5-130-EB-6-190 for each of the offices of the Electrical Superintending Engineers, Ranchi Electrical Circle, Patna Electrical Circle, Gaya Electrical Circle and the North Bihar Electrical Circle, Muzaffarpur, for the period up to the 18th February, 1961.

By order of the Bihar State Electricity Board  
Sd/-S. Mukharji  
Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER NO. 18 EB/R  
A/R5-201/58/EB

Dated Ranchi, the 25/26th July, 1958

Sanction of the Bihar State Electricity Board is accorded to the creation of the following posts for the accounts organisation of the Board's Secretariat from the dates the posts are filled up to the 28th February, 1961:

- (1) One post of Stenographer, Class II, in the scale of Rs. 100-5-130-EB-6-190 for passed and Rs. 75-2-85-EB-3-8-4-140 for unpassed hands.
- (2) Two posts of orderly peons in the scale of Rs. 22 $\frac{1}{2}$ -1 $\frac{1}{2}$ -27 $\frac{1}{2}$  each.

By order of the Bihar State Electricity Board  
Sd/- S. Mukharji  
Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 19/EB

Dated Patna, the 1st August, 1958

The posts of Assistant Accounts Officers of the Electric Supply Divisions under the Board will be designated as posts of Accountants with immediate effect and shall carry the scale of pay of Rs. 150-10-300 with effect from the date of issue of these orders (against the previous sanctioned scale of Rs. 175-11-230-EB-10-350). These posts of Accountants will henceforward be borne on a common cadre with the other posts of Accountants sanctioned for the Electrical Circles and the Board's office, in the scale of Rs. 150-10-300

2. The existing incumbents of the posts of Assistant Accounts Officer, excepting the two officiating Assistant Accounts Officers (now Accountants, viz Sarvasri Ram Vilash Prasad and Ram Chandra Prasad, will however continue to draw pay in their present scale of Rs. 175-11-230-EB-10-350 for so long as they hold the post of Accountants.

3. Sarvasri Ram Vilash Prasad and Ram Chandra Prasad shall draw pay in the scale of Rs. 150-10-300 with effect from the date of issue of this order.

By order of the Bihar State electricity Board  
Sd/- S. Mukharji  
Secretary

Memo No. 1775/EB

Dated Patna, the 1st August 1958

1. Copy forwarded to the Chief Engineer, Board/Controller of Accounts/All Electrical Superintending Engineers/All Electrical Executive Engineers/All Accounts Officers for information.
2. No representation will be entertained against the decision contained in these orders, including those in paragraph 3 below.
3. The officiating appointments of Sri Ram Vilas Prasad/Sri Ram Chandra Prasad as Accountant is purely temporary and this will give them no claim for substantive appointment as an Accountant.

Sd/- S. Mukharje  
31/7  
Secretary

() for ESE, Patna/Muzaffarpur only.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 20 EB  
AVR5 -201/58/EB

Dated Patna, the 20th August, 1958

Sanction of the Bihar State Electricity Board is accorded to the conversion of four of the existing posts of Junior Accounts Clerk to posts of Assistant Accountants in the scale of Rs. 100-5-130-EB-6-190, and of another four existing posts of Junior Accounts Clerks to four posts of Senior Accounts Clerks, in the scale of Rs. 80-4-100-EB-4-120 in each of the offices of the Electrical Superintending Engineers, Ranchi Electrical Circle, Patna Electrical Circle, Gaya Electrical Circle and North Bihar Electrical Circle; with effect from the date of issue of these orders.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

19/8

Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 21/EB

Dated Patna, the 31st October, 1958

The Bihar State Electricity Board has laid down the following procedure to be followed in the matter of payment of fees and T. A. to the lawyers engaged to conduct a case or proceedings in a court of law on behalf of the State Electricity Board:

(1) (a) The payment of fees to the Government pleader or any other lawyer engaged to conduct independently a legal suit or proceedings in court of law, on behalf of the Bihar State Electricity Board, shall be made on bills presented by the said lawyer to the Electrical Superintending Engineer concerned provided that :-

- (i) There is a specific formal order of the Board sanctioning the engagement of the particular lawyer and the rate or rates of fees payable to him; and
- (ii) The bills submitted by the Government pleader or any other lawyer engaged to conduct independently or legal suit, etc. are either supported by the Court's certificate of appearance in the case, or corroborated by the order sheet of the court or the Electrical Superintending Engineer concerned is personally satisfied with the propriety of the bills.

(b) The payment of fees to the junior lawyer engaged to assist the Government pleader or any other senior lawyer in legal suit or proceedings, on behalf of the State Electricity Board, shall be effected on presentation to the Electrical Superintending Engineer concerned, duly countersigned by the Government pleader or the senior lawyer whom the said junior lawyer was engaged to assist

- (ii) The T.A bills submitted by the lawyer (including Government Pleader or independent Senior lawyer or Junior Lawyer) the journeys performed by them for conducting a case on behalf of the Board at places other than their headquarters shall be paid after the bills have been countersigned by the Electrical Superintending Engineer, provided there is specific formal sanction of the Board to the engagement of the said lawyer or lawyers for conducting the case outside their headquarters.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

30/10

Secretary to the Board

Memo No. 4291/EB

Dated Patna, the 31st October, 1958

Copy forwarded to all Electrical Superintending Engineers/All Electrical Executive Engineers for information and guidance.

2. This disposes of Electrical Superintending Engineer, Gaya letter No. 4672. dated the 9th October 1958 Paragraph 2 to E.S.E. only

Sd/-S. Mukharji  
30/10  
Secretary

Memo No. 4291/EB

Dated Patna, the 31st October, 1958

Copy forwarded to the Deputy Accountant General (O. A. D.), Bihar, Ranchi/Resident Audit Officer, Bihar State Electricity Board/Chief Controller of Accounts/Accounts Branch for information.

Copy to Guard File.

Sd/-S. Mukharji  
30/10  
Secretary

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 22/EB

Dated Patna, the 4th November, 1958

In pursuance of Board's Resolution No. 58 of 1958-59, all instruments conveying the orders and decisions of the Bihar State Electricity Board shall, in addition to the Secretary to the Board, be authenticated by the Assistant Secretary to the Board.

By order of the Bihar State Electricity Board  
Sd/-S. Mukharji  
4/11  
Secretary

Memo No. 4362/EB

Dated Patna, the 4th November, 1958

Copy forwarded to all Departments of Government/All Heads of Department/Accountant General, Bihar, Ranchi/Deputy Accountant General, O.A.D., Ranchi/Resident Audit Officer, Patna for information in continuation of Board's Memo No. 128, dated the 15th April, 1958.

Sd/-S. Mukharji  
4/11  
Secretary

Memo No. 4362/EB

Dated Patna, the 4th November, 1958

Copy forwarded to all Electrical Superintending Engineers/All Electrical Executive Engineers/All Sectional Heads of the Board's Secretariat/Superior Establishment Branch of the Board's Secretariat (2 copies) for information.

Sd/-S. Mukharji  
4/11  
Secretary

# BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 23/EB.

Dated Patna, the 4th November, 1958

In order to facilitate quick disposal of increment cases of the Class III and Class IV staff of the Board (both non-technical and technical including those on the work charged Establishment) who hold posts on time-scale of pay it has been decided that an Increment Register, in the proforma given below, should be maintained monthly wise, in each Circle and Divisional office, as well as in the Board's Secretariat.

2. The Register should have separate section earmarked for different class of employees, viz., Overseers and estimators, ministerial staff, class IV staff borne on work-charged establishment, etc.,

3. As soon as a new ministerial or technical or other staff joins either on appointment or on transfer, his name should be entered in the appropriate place in the Increment Register relating to the month in which his increment falls due.

4. In the first week of each month, the personal files of the staff, whose increments are due in that month, should be put up to the competent authority for orders about the increments.

Sd/-S. Mukharji

4/11

Secretary

Memo No. 4362/EB.

Dated Patna, the 4th November, 1958

Copy forwarded to Register, Bihar State Electricity Board/All Electrical Superintending Engineers/All Electrical Executive Engineers for information and necessary action.

Sd/-S. D. Sinha

4/11

Assistant Secretary to

the Board

## PROFORMA FOR INCREMENT REGISTER FOR THE STAFF OF THE BIHAR STATE ELECTRICITY BOARD

Increments due during the month of ..... 19

Name	Designation	Scale of pay	Date of first appointment	Last increment allowed		Increment allowed during current year		Signature of Gazetted Officer	Remarks
				Date	Amount	Date	Amount		
1	2	3	4	5	6	7	8	9	10

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 24/LB

Dated Patna, the 11th November, 1958

Before a purchase order for material is placed by the Central Technical Circle of the Board's Secretariat, the previous advice of the Chief Controller of Accounts should be obtained. The Chief Controller while giving his advice, will examine the financial propriety of the proposal, and also indicate whether (a) the proposed purchase is covered by the sanction of the competent authority and (b) there is provision of fund.

By order of the Bihar State Electricity Board  
Sd/-S. Mukharji  
Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 25

Dated Patna, the 11th December, 1959

The Bihar State Electricity Board had decided that where rebated on charges for current consumed are allowed at present to the consumers, the period of rebate for L. T. consumers, including bulk consumers, should continue to be 15 days, as at present, but the rebate period in respect of H. T. consumers and Government Departments should be increased to 30 days. Thus, where payments of energy bills (on which rebated a due) are made by the L. T. consumers, including bulk consumers, within 15 days, and by the H. T. consumers and Government Departments within 30 days, as might be specified on the energy bills, the appropriate rebate would be admissible to the consumers.

By order of the Bihar State Electricity Board  
Sd/-S. Mukharji  
10/12  
Secretary

Memo No. 1024/EB

Dated Patna, the 11th December, 1958

Copy forwarded to the Deputy Accountant General, (O.D.A.), Ranchi/Resident Audit Officer, Bihar State Electricity Board/Chief Controller of Accounts, Bihar State Electricity Board for information.

Sd/-S. Mukherji  
10/12  
Secretary

Memo No. 1024/EB

Dated Patna, the 11th December, 1958

Copy forwarded to all Department of Government/All Heads of Departments/Railways Accounts Officers, Eastern Railway, Asansol and North Eastern Railway, Gorakhpur.

Sd/-S. Mukherji  
Secretary

Memo No. 1024/EB

Dated Patna, the 10th December, 1958

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineer/all Assistant Electrical Engineers/Electricity Department, Bihar, Patna, for information.

Copy for guard file.

Sd/-S. Mukherji  
10/12  
Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 1/EB

Dated Patna, the 12th March, 1959

The Bihar State Electricity Board had decided in a meeting held on the 13th February, 1959, that as a strictly temporary measure during the two years starting from the 1st January, 1959, the minimum starting pay of a temporary Assistant Electrical Engineer recruited on or after the 1st January, 1959, shall be Rs. 245 in the scale of pay of Rs. 220-25-320-EB-25-670-EB-20-750.

The Board has also decided that following the above decisions, temporary Assistant Electrical Engineers recruited before the 1st January, 1959, who are continuing in the service of the Board, and were drawing on 1-1-1959 a pay less than Rs. 245 shall be allowed the pay of Rs. 245 each in the sanctioned scale of Rs. 220-25-320-EB-25-670-EB-20-750 with effect from the 1st January, 1959. In such cases, the next increment shall be allowed after one year's duty counted from the 1st January, 1959.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

11/3

Secretary to the Board

Memo No. 1895/EB

Dated Patna, the 12th March, 1959

Copy forwarded to the Deputy Accountant General, (O.A.D.), Bihar, Ranchi/Secretary to Government, Electricity Department, Bihar, Patna/all Electrical Superintending Engineers/all Electrical Executive Engineers, the Chief Controller of Accounts, Board's Secretariat/Resident Audit Officer, Bihar State Electricity Board, Patna/Board's Budget Branch for information.

Sd/-S. Mukherji

11/3

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 2/EB

Dated Patna, the 12th March, 1959

The Bihar State Electricity Board has decided in a meeting held on the 13th February, 1959, that as a strictly temporary measure, during the two years starting from the 1st January 1959, the minimum starting pay of a temporary Engineer Assistant recruited on or after the 1st January, 1959, shall be Rs. 180 in the scale of pay of Rs. 150-10-230-EB-15-350.

The Board has also decided that following the above decision, temporary Engineer Assistants recruited before the 1st January, 1959, who are continuing in the service of the Board and were drawing on 1-1-1959, a pay less than Rs. 180 shall be allowed the pay of Rs. 180, each in the sanctioned scale of Rs. 150-10-230-EB-15-350 with effect from the 1st January, 1959. In such cases, the next increment shall be allowed after one year's duty counted from the 1st January, 1959.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

11/3

Secretary to the Board

Memo No. 1896/EB

Dated Patna, the 12 March, 1959

B' Copy forwarded to the Deputy Accountant General, (O.A.D.), Bihar Ranchi/Secretary to Government Electricity Department/all Electrical Superintending Engineers/all Electrical Executive Engineers/the Chief Controller of Accounts, Board's Secretariat/Resident Audit Officer, Bihar State Electricity Board, Patna/Board's Budget Branch for information.

Sd/-S. Mukherji

11/3

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 3/EB

The 16th March, 1959

In pursuance of the Board's Resolution No. 2(i), 1958-59 sanction of the Bihar State Electricity Board is accorded to the creation of the following extra permanent posts (sanctioned in the Electricity Department letter No. 498, dated the 24th February, 1959) with effect from the 1st April, 1958, for the Secretariat of the Bihar State Electricity Board.

2. The posts now sanctioned are in addition to those sanctioned in Board's Standing Order No. 1, dated the 29th April, 1958.

### I. Technical Staff

- (i) One post of Electrical Superintending Engineer (Technical) in the scale of pay of Rs. 1,000-75-1,600, in the cadre of permanent Electrical Superintending Engineer.
- (ii) One post of Draftsman in the scale of pay of Rs. 100-5-125-EB-5-150.
- (iii) Two posts of Tracer in the scale of pay of Rs. 45-2-55-EB-2-75 each.
- (iv) One post of Forro-Printer in the scale of pay of Rs. 35-2-45-EB-1-55.
- (v) Two posts of orderly peon for the Electrical Superintending Engineer, in the scale of pay of Rs. 22 1/2-27 1/1 each.
- (iv) One post of office peon in the scale of pay of Rs. 22 1/2-27 1/2.

### II General Staff

- (i) One post of Registrar in the scale of pay of Rs. 450-20-550.
- (ii) One post of Upper Division Assistant, Class II in the Scale of pay of Rs. 250-10-300.
- (iii) Two posts of Upper Division Assistant, Class III in the scale of pay of Rs. 130-12-250/each.
- (iv) One posts of Typist, Class II in the scale of pay of Rs. 60-2-80-EB-2-100.
- (v) One posts of Routine Clerk in the scale of pay of Rs. 50-2-70-EB-2-90.

### III. Accounts Staff

- (i) One post of Commercial Accountant in the scale of pay of Rs. 200-10-250.
- (ii) One post of Statistical Assistant in the scale of pay of Rs. 100-5-130-EB-6-190.
- (iii) One post of Senior Accounts Clerk in the scale of pay of Rs. 80-4-100-EB-4-120.

By order of the Bihar  
State Electricity Board  
Sd/-S. Mukharji  
Secretary

# BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 4/EB

Dated Patna, the 20th April, 1959

Subject :- Conditions of appointment of technical officers in the Bihar State Electricity Board.

With a view to attract better qualified and experienced technical candidates-particularly temporary Assistant Engineers and temporary Engineer Assistants the Bihar State Electricity Board has decided as follows, namely, that :-

- (a) the Board's Secretariat should examine the question of making permanent more of the temporary technical posts;
- (b) all appointments of temporary technical officers under the Board, not below the rank of Engineer Assistants, should with immediate effect be made on contract basis, generally for a period of five years at the first instance, with the provision that such contract may be terminated by notice, on either side, of six months in the case of officers of the rank of Superintending Engineer, four months in the case of officers of the rank of Executive Engineer, and three months in the case of officers of the rank of Assistant Engineers and Engineer Assistants;
- (c) The technical officers appointed on contract may be allowed the same leave terms as admissible to permanent servants of the Board under the Bihar Service Code; and
- (d) in relaxation of the existing Contributory Provident Fund Rules of the Board, such technical officers appointed on contract (other than retired staff or Civil or Military pensioners re-employed by the Board, who are in receipt of retiring or superannuation pension) may be allowed the benefit of the C.P. Fund inclusive of the Board's contribution, from the date of their appointment, subject to the condition that if such an officer resigns or leaves his service under the Board within a period of three years of his appointment, the officer shall not be eligible to the Board's share of contribution.

2. In terms of paragraph 3 of the Electricity Department Order No. 2959-Elec., dated the 27th, March, 1958, some of the temporary technical officers, now in the Board, are likely to be appointed as permanent Government servants retrospectively from the 15th March, 1958. It was decided that the temporary technical officers of the Board, not below the rank of temporary Engineer Assistants, who are already in Board's service and who do not get the benefit of permanency under the State Government retrospectively from the 15th March, 1958, shall also be given the benefit of contract appointment and other amenities relating to leave terms and Contributory Provident Fund, as sanctioned above to the new entrants, with effect from the 1st April, 1958 or the date of their appointment, whichever is later. In terms of the Electricity Department order dated the 27th March, 1958, referred to above, such of the temporary technical officers of the categories referred to above who came over to the Board from the Electricity Department of Government on the 1st April, 1958, will also get the benefit of the leave at their credit on that day, which they earned under Government, subject to the maximum prescribed under the rules of the Bihar Service.

By order of the Bihar State Electricity Board  
Sd/-S. Mukharji  
18/4  
Secretary to the Board

Memo No. 2791/EB

Dated Patna, the 20th April, 1959

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Executive Engineers (Civil)/Chief Controller of Accounts/Superintending Engineer, Central Technical Circle/all Establishment Sections of the Board's Secretariat/Superior Establishment Branch (with 10 spare copies) for information.

2. This may be communicated to all concerned.

Sd/-S. Mukharji  
18/4  
Secretary to the Board

Memo No. 2791/EB

Dated Patna, the 20th April, 1959

Copy forwarded to the Secretary to Government, 1 Electricity Department, Bihar, Patna/Accountant General, Bihar, Ranchi/Deputy Accountant General (O.A.D.), Ranchi/Resident Audit Officer, Bihar State Electricity Board for information.

Copy for Guard file.

Sd/-S. Mukharji

18/4

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

**BOARD'S STANDING ORDER No. 5/EB**

Dated Patna, the 22nd April, 1959

The work at the headquarters of the Secretariat of the Board between the Chief Engineer and the Additional Chief Engineer is allotted in the following manner :-

(1) The Chief Engineer of the Board will remain in charge of the following Electrical Circle :-

- (i) North Bihar Electrical Circle, Muzaffarpur.
- (ii) Patna Electrical Circle, Patna.
- (iii) Gaya Electrical Circle, Gaya.
- (iv) Ranchi Electrical Circle, Ranchi.

(2) The Additional Chief Engineer will remain in charge of and exercise the powers of the Chief Engineer of the Board in respect of the following circles :-

- (i) Railway Electrification Circle, Ranchi.
- (ii) East Bihar Electrical Circle, Bhagalpur.
- (iii) Investigation Circle (Civil).

The Additional Chief Engineer shall also exercise supervisory control over the Central Tec. in a Circle and assist the Chief Engineer in all major technical matters.

He will also correspond with the Central Water and Power Commission, over all technical matters, in consultation with the Chief Engineer-cum-Engineer Member in all major matters.

(3) The senior technical officers of the Central Technical Circle shall assist both of them.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

20/4

Secretary to the Board

Memo No. 2833/EB

Dated Patna, the 22nd April, 1959

Copy forwarded to the Chief Engineer/Additional Chief Engineer/all Electrical Superintending Engineers/all Electrical Executive Engineers/all officers at the head quarters of the Bihar State Electricity Board/all Sectional Heads for information.

Sd/-S. Mukharji

20/4

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 6/EB

Dated Patna, the 5th May, 1959

The following accounts records should be maintained in the Central Accounts Office attached to the Secretariat of the Bihar Electricity Board :-

- (1) Works Audit Register-Parts I, II, III, IV and V.
- (2) Objection Book to be kept in two separate parts, viz. for the works expenditure in A.T.M. Form 124 and for other transactions in A.T.M. form 127.
- (3) Appropriation register for watching excess and 'savings' against allotments.
- (4) Quarterly Board Sheet of suspense (uncleared suspense accounts).
- (5) Salary register for officers (more or less on the lines of G.A. Audit Register of the Accountant General's office).
- (6) Establishment Registers to watch the draws against the sanctioned scale.
- (7) Leave accounts of gazetted officers.
- (8) T.A. Audit Registers of officers.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

4-5-59

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 7/EB

Dated Patna, the 1st June, 1959

The Bihar State Electricity Board has decided that Hindi in the Devanagiri script should be used for following purposes in the Secretariat of the Board and in the offices subordinate thereto :-

- (i) Office establishment.
- (ii) Budget (except reference to the A.G.), and
- (iii) Forwarding memoes in miscellaneous matters.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

1/6

Secretary to the Board

Memo No. 3981/EB

Dated Patna, the 1st June, 1959

Copy forwarded to all Electrical Superintending Engineers/all electrical Executive Engineers/all Electrical Sub-divisional Officers/all offices of the Board's Secretariat/all Sectional Heads of the Board's Secretariat/all Assistants of the Board's Secretariat for information.

Sd/-S. Mukharji

1/6

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 8/EB

Dated Patna, the 8th June, 1959

The Bihar State Electricity Board has decided at the meeting held on the 27th May, 1959, to adopt the principle that all revised estimates which are in excess of 25% over the original estimates as previously sanctioned by the State Government or the Board in their orders according administrative approval to the project, should be placed before the full meeting of the Board for its fresh approval, together with a note detailing the reasons for the excess.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

6-6-1959

Secretary to the Board

Memo No. 4149/EB

Dated Patna, the 8th June, 1959

Copy forwarded to the Deputy Accountant General (O.A.D.) Ranchi/all Electrical Superintending Engineers/all Electrical Executive Engineers/Chief Controller of Accounts, Board's Secretariat/Resident Audit Officer, Bihar State Electricity Board/Board's Budget Branch for information.

Copy for Guard file.

Sd/-S. Mukharji

6/6

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 9/EB

Dated Patna, the 20th July, 1959

There are persistent reports of missing of establishment and other important files and documents (including service books) from the Board's Secretariat. The maintenance of recording of movements of files are the responsibility of the Dealing Assistant concerned. The loss of a file is a very serious matter and calls for different punishment on the person from whose custody the file is found to be missing. It should therefore, be carefully noted by all concerned that the dealing assistant concerned shall be held personally responsible for any loss of files or other papers and documents in his charge and shall be severely dealt with, including discharge or dismissal from Board's employment.

Sd/-S. D. Sinha

18/7

For Secretary

Dated Patna, the 20th July, 1959

Memo No. 5036/EB

Copy forwarded to all Sectional Head/Assistants/other staff in office for information

Sd/-S. Prasad

20/7

Registrar

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 10/EB

Dated Patna, the 20th July, 1959

Before a drawing officer leaves headquarters on tour, which should ordinarily be rare (under the instruction of his superior officers, or goes out on C.L., he should personally see that the permanent advance at his disposal for meeting the day to day expenditure of the office is recouped in full so that work during his absence may not suffer for want of money.

By order of the Bihar State Electricity Board

Sd/-S. D. Sinha

18/7

For Secretary

Memo No. 5037/EB

Dated Patna, the 20th July, 1959

Copy forwarded to all Electrical Superintending Engineers/all Accounts Officers/Controller of Accounts, Board's Secretariat for information and guidance.

Sd/-S. D. Sinha

18/7

For Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 11/EB

Dated Patna, the 29 July, 1959

Sanction is accorded to the medical reimbursement of a sum of Rs. 22.00 N.P. (Rupees twenty two) only to Shri Z.S. Haque, Electrical Superintending Engineer, Central Technical Circle, Patna, for the cost of medicines purchased by him for the treatment of his son.

2. The cost will be met out of the budget provision under establishment H.R.A. and other allowances of the Board's Secretariat during 1959-60.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

28/7

Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 12

The 3rd August, 1959

The following procedure shall be adopted whenever materials for Parliament and Assembly or Council questions are required to be called for from the local officers:—

- (i) On receipt of the parliament, Assembly or Council question, the Board's office shall within a period of two days at the most furnish a copy of the same to the Electrical superintending Engineer concerned;
- (ii) One copy of the same shall be simultaneously forwarded to the Electrical Executive Engineer concerned;
- (iii) The Electrical Superintending Engineer and Electrical Executive Engineer treat all such questions on a PRIORITY basis. The Electrical Executive Engineer shall submit his report to the Electrical Superintending Engineer and also endorse a copy to the Secretary to the Board direct.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

31/7

Secretary to the Board

(vi)

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 13/EB

Dated Patna, the 12th August, 1959

The question exempting the licensees from the payment of the usual security deposits equivalent to three months' average consumption charges (i.e. the cost of energy supplied by the Board to the licensees for three months on the average) was considered by the Board and it was decided that the licensees should also be required to pay security deposit. It was decided, however, that the amount of the security deposit in the case of the licensees may be only two month's average consumption charges (i.e. the cost of energy supplied by the Board to the undertakings during a period of two months on the average), instead of three months' average consumption charges as at present. Special arrangements should be made by the Electrical Superintending Engineers, Executive Engineers and Assistant Electrical Engineers so that the outstanding dues from the licensees do not at any time exceed the amount of the Security deposit. For this purpose, prompt meter readings, immediate billing of the outstanding dues, quick presentation of the bills and recoveries in time should be ensured by the concerned field officers of the Board so that the time lag between the month of supply and the month of recovery of the energy charges is always less than two months.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

11/8

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 14/EB

Dated Patna, the 12th August, 1959

The Bihar State Electricity Board has decided that with immediate effect only such persons should be appointed as Junior Accounts Clerks or Bill Assistants as have passed the Matriculation or Secondary School Examination with either Elementary Mathematics or Book-keeping as a subject.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

12-8-1959

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 15/EB

Dated Patna, the 14th August, 1959

The Bihar State Electricity Board has decided that the wages of casual unskilled labour in the Board, designated generally as daily rated or muster roll labour, should ordinarily be not less than Rs. 1.50 nP Per day and not more than Rs. 2 per day.

2. It has also been decided to allow with effect from 15th August, 1959 the unskilled muster roll labour an increased wage by 10 nP per day, subject to the conditions that the minimum, with the increment, should not be less than Rs. 1.50 nP and the maximum, with the increment, not more than Rs. 2. The increase will not apply to such unskilled muster roll labours as are already getting a wage of Rs. 2 or more per day.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

14-8-59

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. <sup>16</sup>----- EB  
A/MI-1054/59/EB

Dated Patna, the 20th August, 1959

The General Assistants and all the Section Heads of the Secretariat of the Bihar State Electricity Board should maintain a guard file, for each financial year in respect of the rulings made or decisions arrived at by the Board from time to time, on pay and related matters.

A similar guard file should be maintained by them separately in respect of the decision given on leave, promotion, seniority, superannuation and allied matters.

Sd/-S. Mukharji

18-8-1959

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 1/EB

Dated Patna, the 20th August, 1959

In pursuance of the Board's Resolution No. 2(i) of 1958-59, sanction of the Bihar State Electricity Board is accorded to the creation of the following permanent posts (sanctioned in the Electricity Department letter No. 496/Elec, dated the 24th February, 1959), with effect from the 1st April, 1958, for the North Bihar Electrical Circle and the Divisions and Sub-divisions under it :-

Sl. No.	Designation	No. of posts	Scale of pay
<b>STAFF FOR THE CIRCLE</b>			
1.	Electrical Superintending Engineer	One	Rs. 1,000-75-1,600
2.	P.A. to Electrical Superintending Engineer	One	Rs. 220-25-320-EB-25-670-EB-20-750.
3.	Estimator	One	Rs. 100-5-130-EB-6-190-10-250
4.	Draftman Grade-I	One	Rs. 100-5-125-EB-5-150
5.	Head Assistant	One	Rs. 225-10-275
6.	1st Grade Assistant	One	Rs. 140-4-160
7.	2nd Grade Assistant	One	Rs. 120-4-140
8.	Correspondence Clerk	Four	Rs. 50-2-70-EB-2-90-each
9.	Dispatcher	One	Rs. 45-2-55-EB-2-75
10.	Steno Clerk to E.S.E.	One	Rs. 50-2-70-EB--2-90-plus short-hand allowance
11.	Typists	Two	Rs. 50-2-70-EB-2-90-each
12.	Store-keeper	One	Rs. 50-2-70-EB-2-90-each
13.	Tracer	One	Rs. 40-2-50-EB-1-60
14.	Orderly Peons to E.S.E. and P.A. to E.S.E.	Three	Rs. 22 1/2-1/2-27 1/2 each
15.	Daftary, office peon, Store peon, Choukidar, Treasure guard, etc.	Five	Rs. 22 1/2-1/2-27 1/2 each

## ACCOUNTS STAFF FOR THE CIRCLE

1. Account Officer	One	Rs. 220-25-320-EB-25-670-EB-20-750
2. Asstt. Accounts Officer	Three	7 Rs. 175-11-230-EB-12-350 each
3. Commercial Accountant	One	Rs. 200-10-250
4. Senior Accounts Clerks	Six	Rs. 80-4-100-EB-4-120 each
5. Junior Accounts Clerks	Six	Rs. 50-2-70-EB-2-90/- each
6. Bill Clerks	Ten	Rs. 50-2-70-EB-2-90-each
7. Bill Collectors	Six	Rs. 80-4-100-EB-4-120 each
8. Asstt. Accountant	One	Rs. 100-5-130-EB-6-190
9. Cashier	One	Rs. 80-4-100-EB-4-120
10. Orderly peon for Accounts Officer	One	Rs. 22 1/2-1/2-27 1/2
11. Office peons and Treasure Guards	Four	Rs. 22 1/2-1/2-27 1/2 each.

## STAFF FOR THE DIVISIONS AND SUB-DIVISIONS

Sl. No.	Designation	Number of post							Scale of Pay
		Muzaffarpur Divn.	Bettiah Divn.	Katihar Divn.	Chapra Sub-Divn.	Mirganj Sun-Divn.	Hajipur Sub-Divn.		
		3	4	5	6	7	8	9	
1.	Electrical Executive Engineer	One	One	One	...	...	...	Rs. 600-25-650-35-1,000 each	
2.	Asstt. Electrical Engineer	Four	Two	Four	One	One	One	Rs. 220-25-320-EB-25-670-EB-20-750 each	
3.	Electrical Overseer	Eight	Four	Eight	Two	Two	Two	Rs. 100-5-130-EB-6-190-250 each	
4.	Head Clerk	One	One	One	...	...	...	Rs. 120-4-140 each	
5.	Correspondence Clerk	Five	Five	Five	...	...	...	Rs. 50-2-70-EB (including typist)	
6.	Estimator	One	One	One	...	...	...	Rs. 100-5-130-EB-6-190-10-250 each	
7.	Draftsman	One	One	One	...	...	...	Rs. 100-5-120-EB-5-150 each	
8.	Sub-divisional Clerk	Four	Two	Four	One	One	One	Rs. 50-2-70-EB-2-90-each	
9.	Store-keeper	One	One	One	...	...	...	Rs. 50-2-70-EB-2-90 each	
10.	Tracer	One	One	One	...	...	...	Rs. 40-2-50-EB-1-60 each	
11.	Orderly peon	Six	Four	Six	One	One	One	Rs. 22 1/2-1/2-27 1/2 each	
12.	Daftary, Office Peon, Store-Peon, Sun-divisional Peon, Sectional Peon, Choukidar, Treasure Guard, etc.	Ten	Nine	Ten	Three	Three	Three	Rs. 22 1/2-1/2-27 1/2 each	

By order of the Bihar State Electricity Board  
Sd/-S. Mukharji  
12-8-1959  
Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 18

Dated Patna, the 7th September, 1959

Sanction is accorded to the reimbursement of a sum of Rs. 37.75 (Rupees thirty seven and seventy five Naya Paisa) to Shri S. C. Mallik, Chief Controller of Accounts, for the cost of medicines purchased by him for his treatment.

2. The cost will be met out of the budget provision under establishment-I.R.A. and other allowances of the Board's Sectt. during 1959-60.

Sd/-S. Mukharji

4/9

Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 19/EB

Dated Patna, the 25th September, 1959

The existing post of Registrar, sanctioned in the Board's Standing Order No. 3, dated the 16th March 1959 is designated as "Administrative Officer" with effect from the date of the issue of this order

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

24/9

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 20/EB

Dated Patna, the 5th October, 1959

Subject :- Internal Audit-Audit pencil.

Green pencil has been selected for audit work by the Internal Audit Section of the Bihar State Electricity Board. The officers and the staff of the Board other than those belonging to the Board's Internal Audit Section are, therefore, prohibited to use either green pencil or green ink in writing out the account records.

Sd/-S. Mukharji

3/10

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 21/EB

Dated Patna, the 5th October, 1959

Subject :- Issue of notice for disconnection of Electricity.

Under Section 24 of the Indian Electricity Act, 1910, it is obligatory to give a seven days' notice to the consumer before supply of Electricity to him is disconnected. In addition, the present practice is to issue a second notice (a) 24 hour's notice to the defaulting consumer before disconnecting him supply.

A question was recently raised whether now that the State Electric Supply undertaking has ben in existence for about eight years or so, the issue of second notice is any longer necessary. The matter was considered by the Board very carefully, and it was decided that though the continuance of the practice would involve some extra expenditure over

postage, printing of the cards for the second notice etc. The extra expenditure involved will be worth while because of the convenience it extends to the consumers. It will also result in maintenance of better relations between the consumer and the Bihar State Electricity Board. It has therefore, been decided by the Board that the existing practice of issuing 24 hours notice to the consumers should continue.

The 24 hour's notice should be issued on red paper in place of white paper now.

By order of the Bihar State Electricity Board

Sd/ S. Mukharji

5/10

Secretary to the Board.

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 22/EB

Dated Patna, the 7th October, 1959

Subject :- Promotion of Junior Accounts Clerks, Bill Assistants to the rank of Senior Accounts Clerks, Bill Superintendents and Cashiers.

The Orders conveyed in the Board's letter No. 1119, dated the 13th August 1959, provides inter-alia that a Junior Accounts Clerk or Bill Assistant can be promoted as a Senior Accounts Clerk, Cashier or Bill Superintendent only if he has put in at least 5 years' of continuous service as a Junior Accounts Clerk or a Bill Assistant under the Board (including services rendered under Government in the Electricity Department).

2. It has been represented that some of the Junior Accounts Clerks and Bill Assistants have at their credit parts, services, without any breaking the past, either as Store-keepers or correspondence clerk or in similar capacity, involving clerical duty, against posts, carrying identical scale of pay viz. Rs. 50-2-70-EB-2-90, either on the regular or work-charged establishment under the Board or under the Electricity Department, and denying them the benefit of such past service for computing the 5 years' minimum limit prescribed under the Board's order, dated the 13th August, 1959, referred to above, will cause them great hardship. It has, therefore, been decided that the period of continuous service rendered by a Junior Account Clerk or a Bill Assistant in any clerical post on the scale of Rs. 50-2-70-EB-2-90 either on regular or work charged establishment, under the Board or under the Electricity Department shall be taken into account in determining his eligibility for appearing at the departmental test for promotion in the cadre of Senior Accounts Clerks, including Cashier and Bill Superintendent.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

5/10

Secretary

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 23/EB

Dated Patna, the 27th October, 1959

Subject :- Use of Khadi in the Bihar State Electricity Board.

The Bihar State Electricity Board has decided that all textile materials including summer and winter uniforms, liveries, etc. purchased in the Board and in the offices, subordinate to it, should be made of Khadi. Such purchases should

be made from the Khadi Gram Udyog Bhandar or from such other approved places where genuine Khadi is sold.

The decision of the Board should be followed strictly and no deviation should be made from these orders without the Board's previous approval.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

26/10

Secretary.

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 24/EB

Dated: Patna, the 14th November, 1959

The Bihar State Electricity Board is required from time to time to execute works on behalf of the State Governments or of Central Government. In such cases, the actual cost incurred on the works, together with certain departmental charges (to cover the administrative cost of the Board and staff), is recovered from the Department concerned. It has been decided that in such cases, departmental charges (in addition to the actual cost of the work done) should be levied at 17 1/2 % (seventeen and half percent) of the cost incurred on the work.

2. The above orders also apply in the case of works executed by the Board on behalf of State Government's undertakings and Central Government undertakings on the public sector. For works done on behalf of other parties, including private parties, the rate of departmental charges would be decided in individual cases, on merit.

3. The Board has decided, as a special case, that for works executed by it on behalf of Messrs. Hindustan Steel Ltd., departmental charges may be realised at 15% (fifteen percent) only.

By order of the Bihar State Electricity Board

Sd/-S. D. Sinha

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. <sup>25</sup>----- EB

A/MI-107/59/EB

Dated Patna, the 15th December, 1959

Where any application fee is charged while calling for applications for posts, all communications asking candidates to appear for interview or offering appointments to them should be sent by Registered post, unless personal delivery is made and the addressee's acknowledgement taken on the peon book etc. In other cases (i.e. where no application fee is charged), such communications should invariably be sent under certificate of posting unless personal delivery is made and the address's acknowledgement taken on peon book, etc.

Sd/-S. Mukharji

14/12

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 26/EB

Dated Patna, the 17th December, 1959

Subject :- Disbursement of pay and allowances to the Audit Officers, their staff posted at Patna, Ranchi and Muzaffarpur.

The Board has sanctioned the creation of three posts of officers, with some audit staff, for the internal audit organisation of the Board. It has been decided to post one Audit Officer, with audit parties under each, at Patna, Ranchi and Muzaffarpur. These three audit officers shall be responsible for the internal audit receipts and expenditure of (a) the Patna Electrical Circle, Patna, Gaya Electrical Circle, Gaya (b) the Ranchi Electrical Circle, the Railway Electrification Circle and Investigation Division, Ranchi, (c) the North Bihar Electrical Circle, the East Bihar electrical and the Thermal Circle, respectively.

2. In order to facilitate disbursement of pay and allowance to the Internal Audit staff, the following procedure, which has been approved by the Board, should be adopted :-

(1) All the audit officers shall work directly under the Chief Controller of Accounts, who will be the controlling Officer for the purpose of the Audit Officers.

(2) The Audit Officers, before proceeding on tour should their tour programme approved by the Chief Controller of Accounts in advance. In case of emergency only an Audit Officer may take a journey in anticipation of approval and communicate the same to the Chief Controller of Accounts in due course for confirmation.

(3) The audit officers will be the controlling officers for purpose of T.A. of the non-gazetted and class IV audit staff post under them.

(4) The Audit Officers posted at Patna, Ranchi and Muzaffarpur and their staff, shall draw their pay and allowances from the Board's Secretariat, the Ranchi Electrical Circle and North Bihar Electrical Circle offices respectively. The pay, C.L.A. etc. of audit staff shall be paid by the Controller of Accounts and the Accounts Officers. Ranchi and Muzaffarpur, as the case may be, every month, on the basis of certificates given by the concerned Audit Officer each month to the Controller of Accounts or Accounts Officer that the staff was on duty.

(5) The Accounts Officers, Ranchi Electrical Circle, Ranchi and North Bihar Electrical Circle, Muzaffarpur, respectively should arrange to draw and disburse the pay and allowances of the Audit Officer and the staff from fund placed at their disposal, subject to later adjustment. Details of such payments during a month should be sent to the Controller of Accounts by the 5th of the month following, for necessary adjustment.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

16/2

Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 26 /EB

Dated Patna, the 26th December, 1959

The following procedure is prescribed by the Board in matter of issue of advertisements, calling of tenders and inviting applications for posts etc., by all officers of the Board :-

1. **Tender notice or Advertisements which are meant for circulation in Bihar only :** When tender notices or advertisements for posts are required to be circulated in Bihar only, these should be published in extenso in the Bihar Gazette, and only a short summary, giving the barest facts and figures and inviting reference to the particular issue of the Bihar Gazette, in which the full advertisement appeared should be published in the "Indian Nation", Patna; the "Searchlight", Patna; and in two of the four Hindi dailies; namely, the Aryavarta, the Pradeep, the Navrastra and the Vishwamitra (which

have a circulation exceeding ten thousand copies), by rotation. The summary advertisement appearing in the newspapers should be as brief as possible. Copies of the advertisements, as published in the Bihar Gazette, should be hung up on the notice Board of the Board's Secretariat, as also on the Notice Board of the Circle and Divisional Offices. Copies should also be sent to all District Officers and Superintending Engineers of the Public Works Department, the Irrigation Department and the Public Health Engineering Department with the request to publish them on their Notice Boards.

**II. Tender Notices or Advertisements, for circulation all over India :** When tender notices or advertisements for posts are required to be circulated all over India, the complete advertisement should, besides being published in the Bihar Gazette, be issued for publication in the following newspapers :

- (1) The India Nation, Patna.
  - (2) The Searchlight, Patna.
  - (3) The Statesman, Calcutta.
  - (4) The Hindustan Times, New Delhi.
  - (5) The Times of India, Bombay.
  - (6) The Hindu, Madras, and
- (7) Two of the four Hindi newspapers, viz., the Aryavarta, the Pradip, the Navrastra and the Vishwamitra. (The Selection of the Hindi newspapers should be by rotation by each of the Officers of the Board sending advertisements).

In addition, tender notices should be sent to the Indian Trade Journal, Calcutta, through the Director of Intelligence and Statistics, Ministry of Commerce and Industry, Calcutta.

**III. Advertisements for posts only, whether required for circulation in Bihar or all over India :** In addition to the above the authority making an advertisement for posts (whether meant for circulation in Bihar only or all over India) may send out a summary of the advertisement to one other daily newspaper or weekly journal which may be published locally, provided such paper is in the approved list of Government for the purpose of giving Government advertisements. Where more than one paper is published locally, the advertisement should be given to the different papers by rotation.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

22/12

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 27/EB

Dated Patna, the 28th December, 1959

Sanction is accorded under rule 42 of the Bihar Service Code to the grant of special pay, in addition to their grade pay, to the Electrical Superintending Engineers and Electrical Executive Engineers, attached to the technical wing at the headquarters of the Secretariat of the Bihar State Electricity Board at the rate mentioned below, with effect from the 1st November, 1959 :-

(a) Electrical Superintending Engineer - Rs. 150 (Rupees one hundred and fifty) a month.

(b) Electrical Executive Engineer - Rs. 100 (Rupees one hundred) a month.

2. The special pay is sanctioned because of the specially arduous nature of their duties.

By order of the Bihar State Electricity Board

Sd/-S. D. Sinha

26/12

for Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 28/EB

Dated Patna, the 11th January, 1960

Subject : Local purchase of articles of Stationery-raising of the monetary limit to Rs. 100 in a year.

Under the existing rule regarding local purchase of articles of stationery, as contained in Item 14 of the Bihar Stationery Manual, the Electrical Superintending Engineers are the field officers authorised to sanction petty purchases of articles of stationery up to a limit of 10% of their allotment or Rs. 50 whichever is less, during a year. Experience has shown that this monetary limit at a time when the prices of articles of stationery are ruling high involves a number of urgent but routine, references to the Board for sanction of local purchase of articles of stationery exceeding Rs. 50. The Board has therefore, decided to authorise the Electrical Superintending Engineers and Superintending Engineers (Civil) to sanction the local purchase of stationery (1) for their own offices and (2) for the offices subordinate to them, up to a limit of 10% of the monetary allotment made for each office, subject to a maximum of Rs. 100 during a year, provided that the necessity for such articles of stationery could not have been foreseen and included in their annual indent and that they are so urgently required that public interest will suffer by the delay involved in indenting for and waiting for supply of the stationery articles from the Superintendent. Government Stationery Stores and Publication, Gulzarbagh, Patna

2. For so long as there is no Superintending Engineer (Civil) the power to sanction local purchase of stationery required for the office of the Executive Engineer, Hydro-electric Investigation Division and other Civil Divisions (excluding such Civil Divisions as are placed directly under other Electrical Superintending Engineers) will be exercised by the Additional Chief Engineer.

By order of the Bihar State Electricity Board

Sd/-S. D. Sinha

10/1

Secretary of the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 29/EB

Dated Patna, the 18th January, 1960

In partial modification of Standing Order No. 25, dated the 17th December, 1959, the internal audit work under the Bihar State Electricity Board, is distributed, as under, among the three Internal Audit Officers of the Board :-

1. INTERNAL AUDIT OFFICER, WITH HEADQUARTERS AT PATNA :

- (i) Patna Electrical, Patna
- (ii) North Bihar Electrical Circle, Muzaffarpur.
- (iii) Thermal Circle, Barauni.

2. INTERNAL AUDIT OFFICER, WITH HEADQUARTERS AT GAYA :

- (i) GAYA Electrical, Circle Gaya.
- (ii) East Bihar Electrical Circle, Bhagalpur.

3. INTERNAL AUDIT OFFICER, WITH HEADQUARTERS AT RANCHI :

- (i) Ranchi Electrical Circle, Ranchi.
- (ii) Railway Electrical Circle, Ranchi.
- (iii) Hydro-electric Investigation Division.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

18/1

Secretary

# BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 30/EB

Dated Patna, the 7th March, 1960

Subject : Delegation of powers for making ex-gratia payments.

In pursuance of the Board's Resolution No. 122 of 1959-60, the following categories of officers of the Board are delegated with the powers detailed against each :

Sl. No. Authority to which delegation is made

1. (a) Electrical Superintending Engineer  
(b) Electrical Executive Engineer

Nature of power

To Sanction payment to the departments or legal heirs of a worker of the Board who dies of any fatal accident while on duty, of a total amount not exceeding Rs. 100 in each such case of fatal accident, such payment being deemed to be part payment of any compensation payable under the Workmen's Compensation Act, 1923. If no compensation under the said Act is ultimately found admissible the payment made under these delegations shall be deemed to be ex-gratia payment on behalf of the Board under Rule 345 of the Bihar Financial Rules, Volume I.

2. Electrical Superintending

To sanction payment to the dependents or legal heirs of a person other than a worker of the Board who dies of any fatal electric shock in the Board electrical system, for various reasons like snapping of electric wires, etc., of a total amount not exceeding Rs. 100 in each such case of death. Such payments shall be ex-gratia payment on behalf of the Board under Rule 345 of the Bihar Financial Rules, Vol. I.

Note : While sanctioning the payments, the Electrical Superintendent Engineer should make it clear in the sanctioning order that the ex-gratia payment has been sanctioned without accepting any accident.

2. Whenever payments under the delegated authority are made by an Electrical Superintending Engineer or an Electrical Executive Engineer, a report of each such payment, with full details of the case, should be sent by the officer concerned to the Board within a week of the date of the accident.

By order of the Bihar State Electricity Board

Sd/-M.P. Singh

Joint Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 31/EB

Dated Patna, the 12th March, 1960

The following works are allocated to the Accounts Officer, sanctioned in Board's Order No. 689, dated the 7th August, 1959, for the technical section of the Secretariat of the Bihar State Electricity Board :-

- (1) Purchase of materials by technical section
- (2) Agreements for supply of materials.
- (3) Contracts for construction and creation works.
- (4) Correspondences with suppliers regarding unpaid bills and disputed bills against orders placed by the technical section.
- (5) Statements of units generated/purchased and units sold.

2. The Accounts Officer shall submit all files on the above subjects to the Electrical Superintending Engineer (Technical) and the Electrical Superintending Engineer (Project and Planning). The above two Electrical Superintending Engineers shall take the advice of the Chief Controller of Accounts if they are not satisfied with the advice of Accounts Officer. The Accounts Officer, if he considers the instructions of the Chief Controller of Accounts to be necessary, may submit file direct to him.

By order of the Bihar State Electricity Board

Sd/-S. D. Sinha

12/3

Under-Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 32/EB

Dated Patna, the 17th March, 1960

The work between the Controller of Accounts and the Accounts Officer, posted to the Secretariat of the Bihar State Electricity Board, Patna is allocated as under :-

### Controller of Accounts

1. Compilation of Accounts received from the Electricity Circles, production of compiled accounts before the Resident Audit Officer and settlement of audit objection.
2. Budget and control of way and means.
3. Issue of pay slips to officers.
4. Review of assessment and collections.

### Accounts Officers Board's Secretariat

1. Preparation of pay, T.A. claims and contingent charges and accounting thereof.
2. Consumers' complaints regarding bills disallowed rebates, security money, etc.
3. Miscellaneous correspondences and report (like monthly statements of consumers, reports about payment of Electricity Duty etc).
4. Payment of Bihar Sales Tax and Central Sales Tax.
5. Tariffs.
6. Accounts Establishment

By order of the Bihar State Electricity Board

Sd/-S. D. Sinha

16/3

Under-Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 33/EB

Dated Patna, the 22nd March, 1960

In pursuance of Board's Resolution No. 178 of 1959-60 all instruments conveying the orders and the Assistant Secretary, be authenticated by the Deputy Secretary and the Under-Secretary to the Board.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

21/3

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 34/EB

Dated Patna, the 7th April, 1960

Sanction of the Bihar State Electricity Board is accorded to the grant of house rent allowance at the rate of 10 per cent of pay or standard rent which ever is less to the electrical Sectional Officer incharge of Netarhat Power House with effect from 1st April, 1958.

2. The charge will be met out of the provision "for H.R.A. and other allowance" of the establishment of the Ranchi Electric Supply Division.

By order of the Bihar State Electricity Board

Sd/- P. P. Sen

6/4

Assistant Secretary

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 35

Dated Patna, the 13th April, 1960

Subject :- Treatment of period of handing over and taking over charge as duty in cases in which several scattered works or stores and cash have to be inspected before completing transfer of charge.

The Bihar State Electricity Board considered the question of as to how (a) the period of taking over charge of a new post by a relieving officer (when the period of such taking over exceeds one day) is to be treated and (b) the pay and allowances for such period should be regulated in cases where the charge transferred consists of several stores and/or scattered work and cash which the relieving and the relieved officers are required to inspect together before the transfer of charge is completed. It has been decided that the relieving officer should be treated as on duty if the period spent in carrying out these inspections is not considered excessive by the Chief Engineer. While so taking over, relieving officer will draw :-

- (a) (i) If he is transferred from a post which he held substantively his presumptive pay in that post, or
- (ii) If he is transferred from a post which he held in an officiating capacity, the officiating pay admissible in that post or the pay he would draw after the transfer is complete whichever is less.,
- (iii) If he went on leave while working in the post held by him substantively, the presumptive pay of that post, and
- (iv) If he went on leave while working in a post in an officiating capacity the officiating pay of that post or the pay which will be admissible in the new post, after taking over charge, whichever less.

(b) House rent allowance as admissible at the new station on the basis of the pay drawn as at (i) or (ii) or (iii) or (iv) above as the case may be. Where the superior officer decides to treat the period of taking over charge of a retiring officer as on duty a declaration as in the proforma attached should be issued.

By order of the Bihar State Electricity Board

Sd/-S. Muktarji

12/4

Secretary to the Board

### DECLARATION

(Name)	(Designation)
declare that Sri _____	_____
(Name & designation of the officer to be relieved)	
Sri ) _____	_____
(Name of the relieving Officer)	(Designation)
are engaged in joint inspection of several scattered works and/or stores and cash during the period from _____ to _____ in connection with handing over and taking overcharge and I do not consider the above period as excessive during which Sri _____ shall be treated as on duty	
(Name of relieving Officer)	
Name	
Designation	

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 136/EB

Dated Patna, the 7th May, 1960

Subject :- Recording of annual confidential remark on the work of gazetted officers working in the field, Circles and Divisions.

The Bihar State Electricity Board has decided that the procedure indicated below should be followed in the matter of recording of annual confidential remarks on the work of officers working in the field Circles and Divisions under the Board.

(1) **Superintending Engineer** : The Chief Engineer, the Additional Chief Engineer or the Deputy Chief Engineer, as the case may be, will record his own remarks on the work of the Superintending Engineer and submit the Annual confidential report to the concerned Engineer Member. The latter, unless he is also the Senior Engineer Member, will after recording his own remarks, send the same to the Senior Engineer Member. After the Senior Engineer Member has recorded his remarks, the reports will be put up to the Chairman, who will record his own remarks. Thereafter, the reports will be shown to the other Members of the Board, for information.

(2) **Executive Engineer** : The remarks on the work of the Executive Engineers will be recorded by the concerned Superintending Engineers and submitted to the Chief Engineer, Additional Chief Engineer or the Deputy Chief Engineer, as the case may be. The latter, after recording his own remarks, will submit the annual confidential remarks to the concerned Engineer Member. The Engineer Member, unless he is also the Senior Engineer Member, will after recording his own remarks put up the same to the Senior Engineer Member for recording his remarks.

(3) **Assistant Engineer** : The Executive Engineer will record his own remarks on the work of the Assistant Engineer and submit the annual confidential reports to the concerned Superintending Engineers. The latter, after recording his own remarks, will submit them to the Deputy Chief Engineer, the Additional Chief Engineer or the Chief Engineer, as the case may be. Thereafter, the annual reports should be submitted to the concerned Engineer Member who, after recording his own remarks will put up the same to the Senior Engineer Member, unless he is the Senior Engineer Member himself.

In the case of a Civil Assistant Engineer posted under an Electrical Superintending Engineer, the above procedure will be followed with the only modification that after the Executive Engineer (Civil) has recorded his remarks, the Electrical Superintending Engineer will record his own remarks, and thereafter pass it on to the Superintending Engineer (Civil) for the latter to record his remarks. Thereafter the Chief Engineer, the Additional Chief Engineer, or the Deputy Chief Engineer, as the case may be, the concerned Engineer Member, and the Senior Member, in that order, will record their own remarks in the manner indicated above.

(4) **Accounts Officers and Junior Accounts Officers** : The remarks on the work of Junior Accounts Officer/Accounts officer will be recorded by the concerned Electrical Superintending Engineer, and these sent to the Chief Controller of Accounts, who after recording his own remarks, will submit them to the Accounts Member for recording his remarks.

2. The following time table should be observed in the matter of recording of remarks for each financial year :
  - (i) Date by which the Executive Engineer should send his remarks to the Superintending Engineer-1st May each year
  - (ii) Date by which the Superintending Engineer should send his report to the Chief Engineer/Additional Chief Engineer/Deputy Chief Engineer/Superintending Engineer (Civil) where necessary/Controller of Accounts-15th May each year.
  - (iii) Date by which the recording of the remarks by all concerned should be completed-31st May each year.

By order of the Bihar State Electricity Board  
Sd/-S. Mukharji

6/5

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 37/EB

Dated Patna, the 7th May, 1960

Subject :- Recording of annual confidential remarks on the work of the gazetted technical officers posted in the headquarters of the Board's Secretariat.

The Bihar State Electricity Board has decided that the procedure indicated below should be followed in the matter of recording of the annual confidential remarks on the work of the technical officers working in the Secretariat of the Board :-

(1) **Chief Engineer** : The concerned Engineer Member will record his own remarks on the work of the officer and unless he is the Senior Engineer Member himself, pass on the annual confidential report for the latter to record his own remarks. Thereafter the annual reports will be put up to the Chairman for recording his own remarks. The remarks thus recorded will be shown to the other Members of the Board, for information.

(2) **Additional Chief Engineer/Deputy Chief Engineer** : The Chief Engineer will record his own remarks first, and thereafter remarks on the works of the officer will be recorded by the concerned Engineer Member, Senior Engineer Member and Chairman, in the same manner in which remarks are recorded in the annual confidential reports of the Chief Engineer. After the Chairman has recorded his remarks, the confidential reports will be shown to the other members of the Board, for information.

Here also no remarks will be recorded by any officer on himself if he is performing several functions.

(3) **Superintending Engineers' Executive Engineers (including Mechanical Maintenance Engineers) and Assistant Engineers** - Annual remarks on the work of these officers will be recorded in the manner detailed in Standing Order N 36, dated 7th May, 1960

Recording of remarks by all concerned should be completed by the 31st May of each year.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

6/5

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 38/EB

Dated Patna, the 7th May, 1960

### **(CONFIDENTIAL)**

Subject : Recording of annual confidential remarks on the work of gazetted officers working in the Accounts and Internal Audit Organisation of the Board.

The Bihar State Electricity Board has decided that the following procedure should be followed for recording annual confidential remarks on the work of the gazetted officers working in the Accounts and Internal Audit Organisation at the headquarters of the Board's Secretariat :

(1) **Financial Adviser/Director of Accounts/Chief Controller of Accounts or any officer functioning as the head of a particular Branch in the Accounts and/or Internal Audit Organisation of the Board's Secretariat** : The Accounts Member will record his annual confidential remarks and send them to the Chairman for recording his own. Thereafter the annual remarks recorded will be shown to the other Members of the Board, for information.

(2) **Controller of Accounts** : The Chief Engineer will record his annual confidential remarks on the work of the Controller of Accounts. Thereafter remarks on the officer's work will be recorded by the Financial Adviser/Director of Accounts/Chief Controller of Accounts/any other officer functioning as the head of a Branch under the Accounts organisation, under whom he may be placed. The Accounts Member will record his own remarks last.

(ii) **Accounts Officer working as drawing and disbursing officer of the Board's secretariat** : The annual confidential remarks on the work of this officer will be recorded by the secretary and then by the Accounts Member.

(iii) **Accounts Officer incharge of Code Revision/Accounts Officer attached to the Technical and Planning Sections** : The Annual confidential remarks will be recorded first by the Financial Adviser/Director of Accounts/Chief Controller of Accounts/any other officer functioning as the head of a Branch in the Accounts Organisation, under whom he may be placed and thereafter by the Secretary to the Board and then the Accounts Member.

(iv) **Internal Audit Officer** : The Annual confidential remarks will first be recorded by the officer functioning as the Head of the Internal Audit Branch of the Board's Accounts Organisation, after which the Accounts Member will record his own remarks.

After the Accounts Member has recorded his remarks on the work of these officers' the annual confidential reports will be shown to the Chairman, who may record his own remarks on the work of such of those officers with whose work he may be personally acquainted.

2. The recording of the remarks should be completed by the 31st May of each year.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

6/5

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 39/EB

Dated Patna, the 7th May, 1960

(CONFIDENTIAL)

Subject : Recording of annual confidential remarks on the work of the Secretariat Officers of the Board.

The Bihar State Electricity Board has decided that the procedure indicated below should be followed in the matter of recording of annual confidential remarks on the work of the Secretariat officers of the Board :

(1) **Secretary to the Board** : The annual confidential remarks on the work of the Secretary to the Board will be written by the Senior Engineer Member, the Accounts Members and the Chairman, in that order. After the Chairman has recorded his remarks, the remarks will be shown to the other members of the Board, for information.

(2) **Additional, Joint or Deputy Secretary/Under-Secretary/Assistant Secretary/Administrative Officers** :

The Secretary to the Board will record his own remarks on the works of the Additional Secretary, Joint Secretary, Deputy Secretary, Under-Secretary, Assistant Secretary and Administrative Officer and submit them to the Chairman for the latter to record his own remarks. If however, an Additional Secretary, Joint Secretary, Deputy Secretary or Under Secretary is formally placed in charge of certain specified kind of work, which is wholly under one of the Engineer Members on the technical side, the Secretary to the Board and the concerned Engineer member will, in that order, record the remarks, followed by the Chairman.

Remarks on the work of the non-technical P.A. (or equivalent Officers) under the Chief Engineer and the Assistant Secretary who may be dealing with the establishment work relating to subordinate officers, will be recorded by the Chief Engineer, Secretary, Senior Engineer Member and Chairman, in that order.

(3) **Personnel Officer (Labour)** : The annual confidential remarks on the work of the personnel Officer (Labour) will be recorded by the Chief Engineer, Secretary to the Board and the Chairman, in that order.

(2) The recording of remarks should be completed by the 31st May each year.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

6/5

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 40/EB

Dated Patna, the 18th May, 1960

Electricity Board.

It has been decided that after the annual confidential remarks on the work of gazetted officers-technical non-technical have been recorded by the competent authorities as already decided separately, all the annual confidential report for a financial year, other than those on which the Chairman has recorded his remarks in accordance with the Standing Orders already issued, shall be put up to the Chairman, by the 10th June each year in different batches (viz. separately for Electrical Executive Engineers, Executive Engineers (Civil), Assistant Electrical Engineers, Assistant Engineers (Civil), Accounts/Audit Officers, Junior Accounts Officers etc ) for his perusal and observations, if any, which shall be recorded on the file and not on the confidential reports.

2. Adverse remarks shall be communicated to gazetted officers only with the Chairman's approval. Expunging of any adverse remarks on the work of an officer of gazetted rank shall not be made except with the approval of the Board in the case of Superintending Engineers or officers of equivalent or higher rank, and the Chairman in the case of other officers. In the latter case (i.e. where expunction of adverse remarks requires the Chairman's approval), an appeal shall lie to the Board also.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

17/5

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 43/EB

Dated Patna, the 11th June, 1960

The Secretary to the Board and the Financial Adviser-cum-Director of Accounts of the Board shall be their own Controlling Officers in respect of their Travelling Allowance bills.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

10/6

Deputy Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 44/EB

Dated Patna, the 11th June, 1960

Subject : Grant of higher initial pay to Electrical Overseers with S. E. S. qualifications.

In order to attract better type of qualified Electrical Overseers, the Bihar State Electricity Board has decided as a strictly temporary measure that Electrical Overseers with S. E. S. Qualification, appointed on or after the 1st May, 1960 up to the 30th April, 1961 shall be allowed an initial pay of Rs. 125 a month in the scale of pay of Rs. 100-5-130-EB-6-190-10-250.

2. It has also been decided that Electrical Overseers with S.E.S. qualification, who were in service on the 1st May, 1960 and were drawing less than Rs. 125 a month as pay, in the above time scale of pay shall be allowed pay at the rate of Rs. 125 from the 1st May, 1960. They will be allowed their next increment after one year's duty counted from the 1st May, 1960.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

9/6

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. D/D6-1030/60-45/EB

Dated Patna, the 20th June, 1960

In partial modification of the Standing Order No. 24, dated 14th November, 1959 the Bihar State Electricity Board has decided that departmental charges at a uniform rate of 17 1/2 (seventeen and half) percent shall be levied from all parties without making any distinction between Government, semi-Government and private parties for execution of works on their behalf. If any particular item of work is very large and the percentage of departmental expenditure is likely to be comparatively, the superintending engineers are authorised to examine the matter on the representation of the parties concerned, if any, and make their recommendations to the Chief Engineer, who is authorised to reduce the rate of departmental charges from 17 1/2 per cent, up to a limit of 15 per cent. For any reduction below 15 per cent, the prior approval of the Board shall be taken.

By order of the Bihar State Electricity Board  
Sd/- S. Mukharji  
20/6  
Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 46/EB

Dated Patna, the 12th/15th July, 1960

When an officer of the Bihar State Electricity Board drawing special pay is deputed for foreign training and his training period is treated as 'on duty', he shall continue to draw, in addition to his pay the special pay during the period of such deputation on training provided there is reasonable ground for believing that but for his going on deputation, the officer would have continued to hold the post to which special pay is attached. A certificate to this effect will be given by the Chief Engineer, Bihar State Electricity Board and recorded by the Controller of Accounts along with the first pay bill of the Officer drawn during the period of deputation.

By order of the Bihar State Electricity Board  
Sd/- M. P. Singh  
12/7  
Deputy Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 47/EB

Dated Patna, the 29th July, 1960

The Board's activities are expanding daily. It is essential, therefore, that apart from the Chairman the two Engineer Members and the Accounts Member all the senior officers of the Board should also be kept apprised of the important developments decisions, etc., as and when they are taken. Till now the practice has been to circulate copies of the agenda notes for the Board's meeting and the proceedings of the Board's meeting to the Members only. It is essential that the Senior Engineers, the senior officers on the Accounts side, as also the officers of the Administrative wing must have, in time, copies of such papers. With effect from the date of this order, therefore, copies of all important orders, etc., should be circulated as follows :

- (i) Copies to be circulated given to the Chief Engineer, Additional Chief Engineer, the Superintending Engineers, headquarters, the Financial Adviser-cum-Director of Accounts, the Secretary and Deputy Secretary to the Board only : (a) Notice about the dates of the Board's meetings, agenda for the Board's meetings and proceedings thereof (marked confidential in all cases), except where the agenda note or proceedings relate to their personal cases. (b) Notices regarding meeting of the electricity Consultative Council and Advisory Committees, agenda thereof and proceedings (marked confidential in all cases).
- (ii) Copies to be given to all officers up to the rank of Electrical Executive Engineer, including the Controller of Accounts and the Personnel Officers (Labour) and the officers covered by (i) above Copies of all important circulars and orders, including standing orders.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

28/7

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. D/MV-106/60-48/Tech  
Dated Patna, the 1st September, 1960

Subject : Insurance of motor vehicles belonging of the Bihar State Electricity Board against third party risks.

Under sub-section (1) of section 94 of the Motor Vehicles Act, 1949 (Act IV of 1939), all motor vehicles are required to be insured against third party risks, but under sub-section (2) of the same section motor vehicles belonging to the Central Government, the Government and any Local Authority can be exempted from such insurance. All the vehicles belonging to the Electricity Department were exempted from such insurance; but after the constitution of the Bihar State Electricity Board, with effect from the 1st April, 1958, this exemption did not apply for so long an order under clause (vi) of sub-section (2) of section 94 of the said Act was not issued by Government in the Political (Transport) Department. The establishment of an "Accident Reserve Fund" is however a condition precedent to the issue of an order of exemption by the State Government under clause (vi) of sub-section (2) of section 94 of the Act. Sanction is accordingly accorded to the establishment of an "Accident Reserve Fund" at the rate of Rs. 180 per vehicle, per annum for all the motor vehicles of the Board, Subject to a deposit limit of Rs. 1,250 per vehicle, with effect from the 1st April, 1960. The fund should be invested in 'National Saving Certificates'.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

31/8

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 49/EB

Dated Patna, the 12th September, 1960

Sanction is accorded to the permanency, with effect from the 1st September, 1960, of the following temporary posts, sanctioned in Board's Orders numbers, mentioned against them, for the Secretariat of the Bihar State Electricity Board :

Sl. No.	Name the post	Scale of pay	No. of post sanctioned	Order No. and date of sanction
1.	U. D. Class I	Rs. 325-15-400	One	272, dt. 15-4-59
2.	U.D. Class III	Rs. 130-12-250	Four	272, dt. 15-4-59 203, dt. 28-8-58 687, dt. 7-8-59
3.	L. D Assistant	Rs. 75-4-95-EB-5-120-3-150	Eighteen	272, dt. 15-4-59 203, dt. 28-8-59 687, dt. 7-8-59 898, dt. 5-10-59
4.	Typist Class I	Rs. 80-4-100-EB-4-120	Two	272, dt. 15-4-59 1019, dt. 24-11-59
5.	Typist Class II	Rs. 60-2-80-EB-2-100	four	203, dt. 28-8-58 687, dt. 7-8-59
6.	Routine Clerk	Rs. 50-2-70-EB-2-90	Three	272, dt. 15-4-59 9, dt. 29-4-58 284, dt. 18-4-59
7.	Record Supplier	Rs. 35-2-45-EB-1-55	One	272, dt. 15-4-59

2. The posts now sanctioned are in addition to those sanctioned in Board's Standing Orders No. 7, dated 29-4-1958 and No 3, dated 16-3-1959.

3. The charge is debitable to the head "Establishment for the Board's Secretariat".

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

12/9

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 50/EB

Dated Patna, the 17th September, 1960

In continuation of Board's Standing Order No. A/AI-1004-58-EB-2 of 1958-59, the Bihar State Electricity Board has decided (in its Resolution No. 239 of 1960-61) that the Bihar Service Code the Bihar T.A Rules, the Bihar Government Servants Discipline and Appeal Rules, the Bihar Government Servants' Conduct Rules and the Bihar Government Servants' Medical Attendance Rules, shall apply mutatis mutandis to all categories of officers and staff of the Board, other than those whose cases are governed by the Industrial Laws and the Standing Orders framed thereunder.

2. These aforesaid Rules shall be deemed to be the Regulations framed under Section 79 (c) of the Electricity (Supply) Act, 1948

By order to the Bihar State Electricity Board

Sd/- S. Mukharji

16-9-1960

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 51/EB

Dated Patna, the 21st September, 1960

The Board has decide that the cases of the ministerial staff under Government, who were holding (a) posts of Head Clerk or higher posts in the correspondence side, including the post of Head Assistants or (b) post of Senior Accounts Clerk in the Accounts side, in the two Works Divisions at Patna and Ranchi, and in the office of the Senior Electric Inspector, Bihar on the 31st March, 1958, either in a permanent substantive capacity or in temporary of officiating capacity for a continuous period exceeding six mounths, should, with effect from the date of this order, be considered for promotion to appropriate his/her ministerial posts on the correspondence and accounts side under the Board, along with other such staff now working in the Board, on the basis of their record of service and inter-se Seniority

2. Once a ministerial staff now working in a Works Division or in the Inspectorate is transferred on promotion under the Board as a result of the above decision, such a transfer shall be final.

3. No case of a ministerial staff now working in the Works Divisions or Inspectorate will be considered for promotion to higher posts under the Board, retrospectively, on any ground whatsoever, nor will the above benefit be considered for ministerial staff of the two Works Divisions or the Inspectorate who are not covered by the terms of paragraph 1 above.

By order of the Bihar State Eledctricity Board

Sd/- S. Mukharji

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 52/EB

Dated Patna, the 22nd September, 1960

Subject :- Delegation of power for countersigning the T. A. bill of Gazetted and non-Gazetted staff of the Board's Secretariat.

The officers of the Bihar State Electricity Board as mentioned in Co. 1 below, are hereby declared, under rule 157 of the Bihar T.A Rules, to be the controlling officers, for travelling allowance purposes, in respect of the officers and staff an mentioned in Col 2 below :-

- |   |   |
|---|---|
| 1. Additional Chief Engineer  | Executive Engineer, Hydro Electric Investigation Division Ranchi.   |
| 2. Electrical Superintending E Engineer, Technical, head quarters.        | Executive Engineers, Civil posted at Patna.   |
| 3. Electrical superintending Engineer, Patratu Electrical Circle, Ranchi. | Executive Engineer, Civil, patratu.   |
| 4. Administrative Officer.  | Ministerial and menial staff at Headquarters, other than non-gazetted accounts staff at headquarters. staff at headquarters.  |
| 5. Controller of Accounts, Bihar State Electricity Board.                 | Non-gazetted accounts staff at headquarters.  |
| 6. Financial Adviser-cum-Director of Accounts.                            | All officers of gazetted rank under him in the headquarters dealing with Accounts, including Controller of Accounts, Accounts Officers and Internal Audit Officers. |
| 7. Secretary, Bihar State Electricity Board. All                          | Officers of gazetted rank at headquarters on Administrative side, including Personnel Officer (Labour).   |

2. The above delegations are in addition to the delegations already made to some of the officers mentioned incolumn 1 of the previous paragraph.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

21/9

Deputy Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 53/EB

Dated Patna, the 20th October, 1960

Subject :- Purchase of motor vehicles -Drawal of T. A. by officers provided with Departmental vehicles.

Demands for purchase of motor vehicles for various projects are received in the Board's frequently. Generally, heavy vehicles are required for transport of materials and men to the work sites, and light vehicles for the movement of the inspecting officers and supervisory staff. Not more than one heavy and one light vehicles for electrical sub-division, other than central stores and M. R. T. sub-division would be provided.

2. It has been decided that whenever necessity for heavy vehicle is felt, only diesel truck should be purchased at Director General, Supply and Disposal rates. The schedule of rates prescribed by the Director General, Supply and Disposal, will be maintained by the financial Adviser and Director of Accountants Electrical Superintending Engineer ( Planning ) and Electrical Superintending Engineer ( Technical).

3. Where an officer is provided with a vehicle by the Board for the purpose of his official duties, including inspection, supervision, etc., he will not be allowed any travelling allowance on his own car as long as the official car is in working condition.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

20/10

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 54/EB

Dated Patna, the 31st October, 1960

In view of the fact that few cases of theft of bicycle given to the peons for official work disclose that due care and preventing action is not being taken by the persons entrusted with the office bicycles, it is hereby ordered that :-

(1) The office bicycles with the orderly peons or other staff must always be kept locked. If it is kept in office during office hours it should be kept in verandah where the peon entrusted with the bicycle generally sits. If the peon goes out during office hours and does not take the cycle, some other peon should be asked to keep watch over the cycle till he comes back.

(2) If it is kept at the residence, it should not only be kept locked but it should be always kept inside the house.

(3) When a bicycle is lost from the custody of a peon whatever may be the reasons, the peon will not be given another cycle in lieu thereof.

(4) In case a bicycle is lost from the custody of a peon in spite of taking all the precautions as mentioned at (1) above a fine of Rs. 20 may be levied on him after obtaining his explanation. The amount will be recovered in monthly instalment of Rs. 5.

(5) If it is found that office bicycle has been lost due to negligence of any peon or other staff or due to non-observation of the instruction at (1) or (2) above not only full cost of the bicycle will be recovered from the person at fault but he ( the person at fault ) will be also liable to disciplinary action for negligence and carelessness

By order of the Bihar State Electricity Board

Sdd/- M. P. Singh

29/10

Deputy Secretary to the Board

## बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या-५५

दिनांक ३१ अक्टूबर, १९६०

कार्यालय के काम से चपरासियों को मिली हुई साइकिलों में से कुछ की चोरी हो जाने से ऐसी धारणा हो रही है कि जिन चपरासियों को कार्यालय की साइकिलें दी जाती हैं वे साइकिलों की सुरक्षा पर उचित ध्यान नहीं देते। अतः यह आदेश दिया जाता है कि :-

(१) आदेशपाल एवं अन्य कर्मचारियों के पास जो कार्यालय की साइकिलें हैं उसके काम नहीं रहने पर बराबर साला लगा रहें। यदि साइकिलें कार्यालय अवधि में कार्यालय में रखी रहें तो उसे बरण्डा में रखा जाना चाहिये जहाँ चपरासी, जिनके अधीन वह साइकिल सुपुर्व है, प्राय बैतला है। अगर उस चपरासी को किसी काम से और जगह जाना है जहाँ वह साइकिल नहीं ले जाना चाहता तो यह आवश्यक होगा कि वह साइकिल की निगरानी किसी और चपरासी या कर्मचारी पर छोड़े जब तक कि वह वापस न आ जाय।

- (२) साइकिल यदि पदाधिकारी के निवास स्थान पर रखना हो तो यह निवास स्थान के भीतर लाला लगाकर रखी रहे।  
 (३) जब इस साइकिल, चाहे किसी भी कारण से, किसी चपरासी के पास से चोरी हो जाय तो उस चपरासी को फिर उसके बदले में दूसरी साइकिल नहीं दी जायगी।  
 (४) यदि उपर्युक्त सावधानी बरतने के बावजूद भी किसी चपरासी के पास से चोरी हो जाय तो कैफियत पूछने के बाद उस चपरासी पर २० रु० का आर्थिक दण्ड लगाया जा सकता है जो ५ रु० प्रति माह की दर से बसूल किया जायेगा।  
 (५) यदि कार्यालय की साइकिल चपरासी या अन्य कर्मचारी की असावधानी से या (१) या (२) में दिये गये निर्देश को न पालन करने के कारण खो जाय तो दोषी व्यक्ति से न केवल साइकिल की पूर्ण लागत ही बसूल की जायगी बल्कि असावधानी तथा लापरवाही के लिए अनुशासनात्मक कार्रवाई भी की जायगी।

बिहार राज्य विद्युत् बोर्ड के आदेश से  
 ह०/ मधेश्वर प्रसाद सिंह  
 उप-सचिव  
 बिहार राज्य विद्युत् बोर्ड, पटना।

## बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या-५६

दिनांक ३१ अक्टूबर, इ.स. १९६०

विषय :- मोटर गाड़ी या मोटर साइकिल खरीदने के लिए अग्रिम आवेदन के पत्र मानक प्रपत्र

मोटर गाड़ी या मोटर साइकिल खरीदने के लिए अग्रिम की माँग का कोई प्रपत्र नहीं रहने के कारण प्रायः आवश्यक सूचनाओं का अभाव पाया गया है। अतः बिहार राज्य विद्युत् बोर्ड ने यह निर्णय किया है कि अब मोटर गाड़ी या मोटर साइकिल खरीदने के लिए अग्रिम की माँग का आवेदन पत्र में संलग्न मानक प्रपत्र का प्रयोग किया जाय।

बिहार राज्य विद्युत् बोर्ड के आदेश से  
 ह०/-सरोजिन्नु मुखर्जी  
 ३१-१०-६०  
 सचिव  
 बिहार राज्य विद्युत् बोर्ड, पटना।

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 57/EB

Dated Patna, the 31st October, 1960

Subject :- Departmental Examination for Junior Accounts Clerks and Bill Assistants.

Ref:- Board's letter No. 1119-EB, dated 13th August, 1959.

It has been decided by the Board that the Departmental examination for promotion of Junior Accounts Clerks and Bill Assistants to the rank of Senior Accounts Clerk (including Cashiers in the scale of Rs. 80-120) and Bill Superintendents should be held in January and July each year.

2. Only those Junior Accounts Clerks and Bill Assistants as have put in three years service under the Board (including the service rendered under the Electricity Department) shall be eligible to sit for the examination.

3. Not more than four chances in all shall be allowed to any junior Accounts Clerk or Bill Assistant to pass the departmental examination.

4. Those who have passed the departmental examination and have put in not less than five years, service shall be considered for promotion to the rank of Senior Accounts Clerk (including Cashier) and Bill Superintendent on the basis of seniority and merit.

5. The departmental examination shall consist of two papers, each carrying 100 marks, and the pass marks shall be 40 per cent in each paper. A candidate who gets more than 60 per cent in one paper but fails in the other, shall be given exemption from appearing in the former paper at subsequent examination.

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

### PAPER I

#### BOOK-KEEPING AND ACCOUNTS—

- (i) Book-Keeping up to Trial Balance.
- (ii) Cash Book and preparation of Bank reconciliation statement.
- (iii) Depreciation and reserve funds.
- (iv) Distinction between Capital and Revenue Accounts.

(v) Preparation of simple trading accounts, profit and loss accounts and balance sheet.

Note :—Books Recommended for Study:—

- (1) Elementary Book-Keeping by J R Batliboi,
- (2) Advance Accounts by Carter,
- (3) Book-Keeping by Jai Narayan Vaish
- (4) Book-Keeping by Arthur Field House.

PAPER II

(1) BIHAR SERVICE CODE:—

- (a) Chapters II and III
- (b) Chapter IV
- (c) Chapters VI—Section VIII only.
- (d) Chapter VII

(2) BIHAR T. A. RULES :—

- (a) Sections 2, 3, 4, 6 and 11.

(3) BIHAR FINANCIAL RULES, VOLUME I, —

- (a) Chapters 1 and 2.
- (b) Printed Booklet of the Board regarding custody of cash and maintenance of Cash Book.

(4) STORES :—

Printed booklet of Stores Rules.

(5) REVENUE :—

- (i) Existing tariff.
- (ii) Simple problems of billing.
- (iii) Existing Revenue Rules.

By order of the Bihar State Electricity Board,

Sd/- S. Mukharji

31/10

Secretary to the Board

## बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या- ५८

दिनांक १९ नवम्बर १९६०

स्थायी आदेश संख्या ६९७७, दिनांक १९ अगस्त, १९६० में लेखा सम्बन्धी विषयों के खण्ड "क" में आंशिक रूपभेद में बिहार राज्य विद्युत् बोर्ड ने यह निर्णय किया है कि ऐसे पत्राचार जिसकी आवश्यकता किसी भी समय अंकेक्षण या लेखा-निरीक्षण में पड़े, उसे छोड़कर लेखा सम्बन्धी सामान्य तरीके के सभी पत्राचार हिन्दी में ही किए जाएंगे।

बिहार राज्य विद्युत् बोर्ड के आदेश से

ह०/-मधेश्वर प्रसाद सिंह

१०-११-६०

उप-सचिव

बिहार राज्य विद्युत् बोर्ड, पटना।

**STANDING ORDER**  
**ON**

**PROCEDURE FOR PREFERMENT OF CLAIMS**

# PROCEDURE FOR PREFERMENT OF CLAIMS BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No 59/EB

Dated Patna, the 11th November, 1960

Subject :— Procedure for preferment of Claims

The amounts of claims pending with Railways or Insurers for consignments received short or in damaged condition have been on the increase. Several claims are pending since long. A preliminary review of the pending claim cases has indicated that delay in settlement of these claims is mainly due to non-submission of requisite papers in time or due to faulty preparation of documents. It is also seen that the claims are not preferred within the stipulated time and so, naturally, they are rejected by the Railways or the insurers outright. In future, the field officers, who are ultimately responsible for preferring claims as consignees, should invariably follow the undernoted procedure strictly, and in cases of doubt refer the matter to the Financial Adviser and Director of Accounts for clarification or instruction or Henceforth, if the Board has to loose a claim simply because of the necessary formalities, as indicated below, not being followed by the consignee, a serious view of it will be taken and the loss may have to be made good from the person responsible for such loss.

## Procedure for Preferment of Claims

(1) At the time of taking delivery of goods from the Railways all the packages or items should be properly inspected and counted. If the number of packages or items received agree with the number and/or weight indicated in the invoice and in the Railway Receipt, and there is no apparent sign of damage or loss, delivery may be taken under clear receipt.

(2) Cases may arise in which the damage to a consignment may not be very apparent. But if the outward condition of the package creates any doubt whatsoever about the condition of the article it is better to inform the Station Master and take delivery under protest by making a suitable entry in the Railway Delivery Book and preferably, by giving in addition a letter of protest to the Station Master concerned (for which an acknowledgment should be obtained).

After opening the package if any damage is found, a claim for loss should be lodged, within three days of taking delivery, on the Railway, given reference to the protest already made (vide Form 1 attached).

### (3) Non delivery of entire consignment ( consisting of one or more packages. )

In a case where the entire consignment has not reached the destination station for over two months after the date of booking the consignee should take up the matter with the Chief Commercial Superintendent of the Railway Zone in which the Station of despatch is situated for tracing out and delivering the consignment in question ( as in Form 2 attached ).

The letters should invariably be sent by registered post, acknowledgment due. A copy should also be endorsed to the Financial Adviser and Director of Accounts, Claims Section in the Board's Secretariat at Patna.

If the consignment is not traced and delivered or if no reply is received from the Chief Commercial Superintendent of Railways within a month of issue of the first communication sent to him a claim, in Form 1, should be lodged ( by registered post, acknowledgment due ) by serving a formal notice of claim on the Railways concerned.

### (4) Loss of a entire package of a consignment .

In a case where a part of a consignment is received at the destination station and part is still due the consignee should obtain a part delivery certificate from the Railway authorities given details of the part of the consignment received and the part not delivered, before parting with the Railway Receipt, This certificate will form an authority both for taking delivery of the part consignment when received at a later date or for preferring a claim, should that part be not delivered

at all. The consignee is also permitted to make suitable remarks in the delivery book regarding the non receipt of part of the consignment in any case where the Station Master is not in a position to give the part delivery certificate. Notice for compensation of loss should be lodged ( by registered post, acknowledgment due), in Form 1 with the Chief Commercial Superintendent of the Railway Zone under which Station of destination falls, within six months from the date of Railway Receipt.

**(5) Consignment received in damaged condition or where some pilferage is suspected.**

When a consignment is received at the destination station in condition in which damage is obvious or pilferage is suspected through the outward condition the consignee should make a request in writing to the Station master of the destination station for 'open delivery' or 'delivery on assessment' While making a request to the Station Master for open delivery, a copy should also be endorsed ( by registered post) to the Chief Commercial Superintendent of the Railway in which the destination station is situated. A report may also be sent to the Financial Adviser and Director of Accounts, Claims Section, so that the Claims Inspector of the Board may, if possible be present at the time of open delivery to facilitate following up of the claim.

After actual assessment of the damage or shortage a certificate indicating the extent of damage or shortage should be taken from the authorities at the destination station.

Notice for compensation for damage or shortage should be lodged with the Genral Manager of the Railway in Form 1 within six months from the date of the Railway Receipt ( by registered post, acknowledgment due).

**(6) Remarks in the Railway Deliver Book.**

In all cases where the Railway Station staff do not Co-operative to give necessary certificates, resort may be made to record the views in 'Delivery Book' available at the Station.

According to the Railway Rules there is no objection to the consignee making a suitable remark in the Delivery Book as to the condition of receipt of the consignment . If the Station Master or Goods Clerk is of the opinion that the remark made is unfair or inaccurate, he will take further steps and make counter remarks, if necessary. When the remark made by the consignee is considered fair and correct by him the Station Master or Goods, Clerk will also sign it. The procedure applies both for goods booked at Railway's or at owner's risk.

Where a consignee of the Board makes a remark on the Delivery Book, he should also keep with him ( for the office file ) a copy of the remarks, together with a copy of the remarks recorded by the Stations Master or Goods Clerk.

**(7) Responsibility of the Railways**

Although Railway Receipt may bear remarks to the effect that contents are not checked the liability of the Railways does not cases and the Railway Administration is required to take as much care over the goods entrusted to them, as it would in similar circumstances, take if these goods were its own property. Accordingly, in the event of shortage a certificate to that effect should be obtained from the Station Master at the destination Station before Superintending the Railway Receipt. If for any reason such a certificate cannot be obtained a copy of the entry made in the railway Delivery Register to the nature of shortage/damage should be demanded and obtained It even this is not possible a certificate as to the total number of pieces delivered is to be obtained from the Railways.

**(8) General procedure for serving notice for compensation on Railwars.**

Whatever the case may be that is non-delivery, shortage or damage a claim should be lodged by serving formal notice on the Railway demanding the amount actually lost inclusive of the freight taxes and other incidental charges. This should be done within six months from the date of the Railway Receipt as required under Section 77 of the Indian Railways Act of 1890.

If two or more Railways are involved a separate notice must be served on each Railway responsible for carriage of the consignment.

All notices of claim must be sent in form I by registered post acknowledgment due to the General Manager of the Respective Railways as per section 140 of the Indian Railways Act. A separate notice should be given to the Railways in respect of each individual claim

#### (9) Notice of Claims to Insurance Co.

It is the general policy of the Board to have the materials insured with the Indian Insurance Companies' Association Pool, Bombay, while they are in transit. When a damage or loss is detected at the time the goods are taken delivery of it should be checked up whether the consignment is insured or not. If it is found to be insured a notice for compensation of loss or damage will have to be lodged simultaneously with the Insurance Company also (in Form 3), under registered cover with acknowledgment due, together with the following documents :—

- (a) Copy of the claim notice served on the Railway.
- (b) Original or certified copy (if the original has been sent to Railway of loss or damage certificate granted by the Station Master.
- (c) Original Invoice.
- (d) Claim Bill (in Form 4)
- (e) Postal acknowledgement due slip of Registered Notice given to Railway.

Cases may arise in which the damage may not be outwardly visible in the packages while taking delivery from the Railway Station and the delivery might have been taken under clear receipt. But at the time of opening the packages in the Board's store damages might be detected. In such cases, if the Insurance policy covers all risks from warehouse to warehouse, the packages and the damaged materials should be left in the same condition in which the damage was detected and information about the breakage given to Insurance Company the same day. The probable amount of loss should also be indicated in the letter. The Insurance Company may depute a surveyor to survey the loss. The damaged articles should be disposed only on hearing from the Insurance Company or after they are surveyed by their surveyor. When the claim is admitted by the Insurance Company they will require the original policy to be returned to them. If the policy is available with the consignee, he will send it after signing with office seal, on the back thereof. If it is available with the Electrical Superintending Engineer, who placed the order he may be requested to send the policy to the Insurer. After this a "Letter of Subrogation" will be received from the Insurer. It should be signed by the consignee after affixing an Adhesived Stamp of Rs. 3 (Rupees three) only and returned to Insurance Co. It will be better if the Assistant Electrical engineers in charge of Sub Divisions and stores always keep a few Adhesive Stamps of the above denomination readily available with them. Meantime, if any correspondence is received from the carrier (Railways, steamer company, etc.) a copy thereof should also be sent to the Insurance Company. Finally the Insurance Company will send a voucher in triplicate, which should be returned with in a week of receipt duly signed. The original voucher should be signed after affixing a revenue stamp for 10 nP (Ten Naye Paise), if necessary. While returning the voucher instructions may also be given that the relative cheque for the claim should be drawn in favour of the Accounts Officer of the Circle office concerned.

#### (10) Follow-up of Claims

Copies of Claim Notices given to carriers and Insurers, together with copies of all the relative documents should in all cases be simultaneously forwarded to the Claims Section in the Board's Secretariat addressed to the Financial Adviser and Director of Accounts (Claims Section) for pursuing the claims through the Claims Inspectors. While forwarding such copies information regarding the supply order to which the claim pertains should also be given. If the supply order in question does not relate to an order placed by the Superintending Engineer (Technical/ Planning) a copy thereof should also be enclosed for reference and further action. Intimation about settlement of the Claim should also be sent promptly, as soon as payment is received either from the Railways or Insurer.

(11) Claims Register.

Claims Register with following columns should be maintained in each Sub Division and all claims preferred either on Railways or Insurance Company pertaining to loss or damage of materials and equipments should be serially noted therein.

Sl No	Reference to order No.	Name of the supplier	Booking particulars Station R. R. No. From To and Date	particulars of loss or damage	Amount claimed a compensation.
1	2	3	4	5	6
	Insurance Policy No. and Name of Insurer.	Date of Notice Served on Railway or Insurance Co.	Claim settled Cheque No. and date	Amount settled	Brief reasons, if any in cases the claim is turned down
8		9	10	11	12

An extract from the register so maintained with full particulars in respect of columns 1 to 8 should be sent to the Financial Adviser and Director of Accounts (Claims Section) on the 10th of every month for completing the central register maintained in the Secretariat office and pursuing the claims.

By order of the Bihar State Electricity Board  
Sd/-S. Mukharji  
11/11  
Secretary to the Board

From No-1

**BIHAR STATE ELECTRICITY BOARD, PATNA**

Office of..... Electrical Engineer,  
..... Sub-Division  
.....

Letter No.....

Date.....

To

The General Manager,  
..... Railway,  
.....

Subject :—Claims for compensation

Reference:—Invoice No..... Railway Receipt No.....

P. W. B No.....

of.....

Dear Sir,

Under Sections 77 and 140 of the Indian Railways Act, I have to prefer a claim on.....  
Railway particulars of which are detailed below :—

(1) From..... Station to..... Station via.....  
In voice No.....

(2) .....

P. W. Bill/Railway Receipt No..... Dated.....

(3) No. of packages and description of consignment booked as shown in the Railway Receipt.....

(4) Name of consigner.....

(5) Name of consignee.....

(6) Date of Delivery.....

(7) Details of shortage, damage or loss.....

(8) Full particulars of the contents of the missing or damaged package (s) showing value of article packed therein.....

(9) The amount claimed (copy of invoice as proof of value).....

(10) Our title to the claim (a letter of authority from the endorsed consignee, if necessary).....

(11) Remarks, if any.....

Further correspondence in this connection should be done with " Financial Adviser and Director of Accounts,  
Bihar State Electricity Board, Secretariat, Patna".

An early settlement of the claim is requested.

Yours faithfully  
Electrical Engineer

- Encl. (1) Certified copy of invoice.  
(2) Certified copy of Railway Receipt or partial delivery certificate.  
(3) Short or open delivery certificate.  
(4) Letter of authority or subrogation if required.

Memo No.....

Date.....

Copy to:

- (1) Station Master.....(Destination) Station.  
(2) Insurance Company with copies of all the above enclosures.  
(3) Financial Adviser and Director of Accounts, State Electricity Board, Secretariat, Patna, with copies of all enclosures. The claim pertains to supply order No....., dated..... placed by..... a copy of which is enclosed for reference.

.....Electrical Engineer

## Form of Intimation letter regarding loss of entire consignment

**BIHAR STATE ELECTRICITY BOARD, PATNA**

Office of..... Electrical Engineer

..... Sub-Division.....

No..... Date.....

To

The Chief Commercial Superintendent

..... Railway

.....

Ref :- Invoice No./Railway Receipt No....., date.....

From..... Station to..... Station.

Dear Sir,

I have to inform you that the above consignment consisting of..... has not been delivered to me even after over 2 months from the date of booking. You are requested to kindly trace out the consignment and effect its early delivery. The following details are given for your convenience :—

- (i) Certified copy of the Railway Receipt/Invoice.
- (ii) (Full particulars of the Consignment adequate to identify it, such as dimensions and descriptions of the packages, private mark, if any, etc.)
- (iii) Value of consignment Rs.....

Yours faithfully

..... Electrical Engineer

Date.....

Memo No.....

Copy forwarded to Financial Adviser and Director of Accounts, Bihar State Electricity Board, Patna for information. This pertains to order No....., dated..... placed by..... a copy of which is enclosed for reference.

..... Electrical Engineer

## Form of letter to Insurer for Compensation Claim

**BIHAR STATE ELECTRICITY BOARD, PATNA**

Office of..... Electrical Engineer

..... Sub-Division.....

Letter No.....

Dated.....

To

The.....

Indian Insurance Companies Association Pool

..... Insurance Co. .

Sub:- Claim for damage/short supply of..... (name of articles) under R/R  
No..... from ..... Station to..... Station. Insurance Policy/cover note No.....

Dear Sir,

A loss has occurred due to damage/short supply of..... number of..... valued at  
Rs..... Enclosed please find a cop of the letter addressed to the carriers together with the following documents:—

1. Original certified copy of the loss/damage certificate.
2. Original/certified copy of Invoice.
3. Claim Bill (as in form and attached).
4. Postal " Acknowledgment Due" slip or Registered Notice given to the carriers.

Please settle the claim at an early date.

Further correspondence, if any in this connection should be made with the Financial Adviser and Director of  
Accounts, Bihar State Electricity Board Secretariat, Patna.

Yours faithfully  
..... Electrical Engineer

Encl.—5

Memo No.....

Date.....

Copy to — (1) Financial Adviser and Director of Accounts, Bihar State Electricity Board, Patna  
(2)  
(3)  
(4)

..... Electrical Engineer

From No. 4

Form of Claims Bill to Insurer

To

.....  
Pool  
.....  
Insurance Co.

Dear Sir,

Insurance Policy/cover note No..... Bill for Shortage/damage of.....

R/RNo.....

pieces of under..... Invoice..... Date..... from.....

Station to..... Station.....

Cost of..... pieces of..... Rs.....

Add Insurance premium, freight, sales tax, etc..... Rs.....

Total Rs.....

Cost of..... pieces of..... Rs.....

Total claim for Rs.....

..... Electrical Engineer  
..... Sub-Divisio

Date.....

## BIHAR STATE ELECTRICITY BOARD, PATNA

60/Tech

BOARD'S STANDING ORDER No. \_\_\_\_\_

D/D6-409/60

Dated Patna, the 28th November, 1960

Subject : Board's letter No. 750, dated 14th February, 1959 to all Electrical Superintending Engineers, Electrical Executive Engineers, etc.

The Bihar State Electricity Board has since decided that no security deposit need be taken from the local bodies for Power supply to them for street lighting purposes. Security deposits should however, be realised from the local bodies for all other supplies, namely, for water works, residential and non-residential buildings, etc.

2. The amounts so far received from any of the local authorities towards security for power supply to them for street lighting purposes may be adjusted against security deposits payable by them for other supplies.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

26/11

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

61/Tech

BOARD'S STANDING ORDER No. \_\_\_\_\_

D/IV-1010/60

Dated Patna, the 28th November, 1960

Subject : Condemnation of Motor Vehicles of the Board

The Board has so far, been following the procedure adopted by State Government in condemning Motor Vehicles, but for various reasons, some change in the procedure has become necessary.

2. Accordingly, it has been decided that henceforward the following procedure should be adopted in condemning Motor Vehicles belonging to the Board :

As soon as the officer-in-charge finds it necessary to condemn the vehicle the matter should be reported to the Superintending Engineer concerned. The Superintending Engineer will then place the matter before a Committee consisting of followings :

- |       |   |      |          |
|-------|---|------|----------|
| (i)   | Electrical Superintending Engineer or Civil Superintending Engineer | .... | Chairman |
| (ii)  | Electrical/Civil Executive Engineer Incharge of the vehicle         | .... | Member   |
| (iii) | Motor Vehicle Inspector of the area concerned.                      | .... | Member   |

The Superintending Engineer concerned will send a report along with the recommendation of the Committee to the Board's Secretariat for final order.

3. The working life of the different types of vehicles should be treated as follows till further order :

- |     |                                      |      |          |
|-----|--------------------------------------|------|----------|
| (1) | Trucks                               | .... | 7 years  |
| (2) | Pick-ups, station wagon and big cars | .... | 6 years. |
| (3) | Jeeps, land rover and small cars     | .... | 5 years. |

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

26/11

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 62/LB

Dated Patna, the 2nd December, 1960

Frequent complaints are received from the consumers by the Chairman the Engineer Members and the officers of the Board that many a time the consumers' service lines are disconnected on the ground non-payment of bills even though the energy bills had already been paid. The matter has been considered very carefully and the following decision has been taken by the Board, namely :

- (i) All notices of disconnection of power in a consumer's premises should invariably be signed by an officer of gazetted rank; and
- (ii) Even where disconnection notices had been signed by a gazetted officer, the local staff should not actually disconnect the supply in a consumer's premises if at the time of disconnection proofs are produced to show that payment of the energy charges has already been made by the consumer. The local staff should in such cases note the necessary details of the papers produced in support of the payment and submit a report to their immediate superior authority for obtaining further orders of the gazetted officer-in-charge.

By order of the Bihar State Electricity Board

Sd/ S. Mukharji

30/11

Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 63/EB

Dated Patna, the 23rd December, 1960

It is noticed that movement of files and papers in the Board's Secretariat is not recorded properly with the result that when cases are found delayed, it becomes difficult to fix the responsibility. It has accordingly been decided that all files and papers on return from the officer concerned shall be initialled and dated on the margin by the officer/officers through which they reach the Distribution Assistant who shall put up his initial and date thereon and send them to Sectional Heads concerned who shall also initial and date the files and papers and send on to the Assistants concerned.

Sd/-S. Mukharji

23-12-60

Deputy Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 64/EB

Dated Patna, the 29th December, 1960

The Bihar State Electricity Board has decided that the Electrical Sectional Officers, who are required to travel more than five miles a day within a radius of five miles within their jurisdiction in discharge of their duty and maintain a cycle for such purpose should be granted a monthly conveyance allowance of Rs. 7.50 Naye Paise under rule 35 of the Bihar T.A. Rules. The grant of the allowance will be subject to the condition that no vehicle of the Board is available for use of the Electrical Sectional Officer and a certificate is given every month that a cycle is maintained. The Power to grant the allowance is delegated to the Electrical Superintending Engineers.

Sd/ M. P. Singh

29-12-1960

Deputy Secretary to the Board

# BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 66/EB

Dated Patna, the 18th January, 1961

Sub : Grant of compensatory allowance, rent free quarters and free supply of electricity to the staff posted at the site of the Thermal Power Stations at Barauni and Patratu.

The Bihar State Electricity Board has decided that the following allowances and concessions to the staff actually posted at the site of the Barauni Thermal Power Station and the Patratu Thermal Power Station shall be allowed for the period up to the 31st December, 1961 :

(1) Construction allowance to all officers and staff on regular and work charged establishment (i.e. excluding staff borne on muster roll on daily wages), with effect from the 1st July, 1960 in accordance with the scale indicated below :

- (a) To officers of Gazetted rank and to non-gazetted staff in class III at the rate of 20 per cent of pay, subject to a maximum of Rs. 100 (Rupees one hundred) and a maximum of Rs. 20 (Rupees twenty) per month.
- (b) To class IV servants at the rate of Rs. 7.50 nP (Rupees seven and fifty naya paise) fixed per month. Survey allowance drawn at present by some of the staff, if any shall cease to be paid with effect from the date the above concession is allowed.

(2) House rent allowance on the following scale to occupants of Board's building with effect from the 1st April, 1960 :

(a) For occupation permanent quarters :

- (i) For all staff drawing pay exceeding Rs. 15) rent will be charged at the rate of 5 per cent of emoluments (against normal 10 per cent of emoluments as calculated in the case of Government servants), or the standard rent whichever is less.

Note : I. Standard rent means standard rent as calculated in respect of State Government buildings under the Bihar Government rules.

II. Where more than one employee share a residential building the rent shall be calculated on the basis of the emoluments of the occupant drawing the highest pay and such rent shall be shared equally by all the occupants )

(ii) For those who draw pay not exceeding Rs. 150 rent will be charged.

(b) For accommodation in tents, sheds, dormitories and barracks-No rent from any category of staff.

(3) Free supply of electricity subject to availability on the following scale for employees in occupation of Board's residences in which there is provision for supply of electricity :

- |   |           |
|---|-----------|
| (i) For staff drawing pay below Rs. 55 per month                  | 10 units  |
| (ii) For staff drawing pay between Rs. 56 and Rs. 100 per month   | 20 units  |
| (iii) For staff drawing pay between Rs. 101 and Rs. 350 per month | 30 units  |
| (iv) For staff drawing pay between Rs. 351 and Rs. 700 per month  | 50 units  |
| (v) For staff drawing pay between Rs. 701 and Rs. 1,000 per month | 75 units  |
| (vi) For staff drawing pay above Rs. 1,000 per month              | 100 units |

Note : This concession will be admissible to regular and work charged establishment but not a persons wages on daily basis.

(4) Water Supply : Free to all staff, subject to availability.

2. No compensation, except to the extent admissible under the rules in the Bihar Service Code shall be admissible if accommodation and supply of electricity and water as authorised above can not be arranged.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

16/1

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 67/EB

Dated Patna, the 24th January, 1961

Subject : Promotion of typists to the post of Head Clerk or second grade assistant in a circle cadre.

The Board considered the question whether the cases of typists should be taken into consideration for promotion to the post of Head Clerk or second grade assistant and whether the services rendered as typist should be counted towards seniority in the cadre of correspondence clerk and Sub-Divisional Clerk. The scales of pay of the posts of Typist, Correspondence Clerk and Sub-Divisional Clerk are the same viz, Rs. 50-2-70-EB-2-90. The Correspondence and Sub-Divisional Clerks have prospects of promotion to the post of Head Clerk, 1st Grade Assistant and Head Assistant but doubts have been raised whether typists can also be considered for promotion in the Circle cadre along with Correspondence and Sub-Divisional Clerk. It is therefore clarified that along with the Correspondence Clerks and Sub-Divisional Clerks the typist also form a single cadre in the circle for the purpose of promotion to the post of Head Clerk or 2nd Grade Assistant. The typist should be given chance to work as Correspondence Clerk or Sub-Divisional Clerk from time to time so that they can acquire working knowledge of correspondence side also.

By order of the Bihar State Electricity Board

Sd/- P. P. Sen

28-1-61

Assistant Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 68/EB

Dated Patna, the 11th March, 1961

Subject : Yardstick for the creation of posts of Bill Superintendents and their duties.

The Bihar State Electricity Board have fixed the following yardsticks for the creation of the posts of Bill Superintendents in the scale of pay of Rs. 80-4-100-EB-4-120 in the Bihar State Electricity Board :

(a) One Bill Superintendent for every six Bill Assistants.

(b) One additional post of Bill Superintendent will be admissible when the number of Bill Assistants exceeds the multiple of six by three.

2. The duties of the Bill Superintendents will be as follows :

(1) 100% check of all bills before issue.

(2) 100% check of return of service connections with the consumer's ledgers, security deposits and deposit registers.

(3) 25% check of arrear notices issued.

(4) 100% check of disconnection orders and disconnection lists.

(5) 100% check of services disconnected and final bills.

(6) 100% check of temporary connection accounts.

(7) 25% verification of credit postings in consumer's ledgers with the receipts.

(8) Check that totals of assessment and collection have been struck and balances of arrears worked out properly. He may check 5% of such totals by Bill Collectors.

(9) Reconciliation of total monthly assessment with the bills issued.

- (10) Reconciliation of the total collections made in a month with the total credits posted in the consumer's ledger.
- (11) General review of consumer's ledger and recording of a certificate that all consumers have been billed for.
- (12) Classification of revenue and punctual submission of returns of assessment and collection to the accountant.

3. The Executive Engineer, Electrical should obtain monthly certificates from the Bill Superintendents and Accounts in the following form and review it and preserve the certificates in his office

'Certified that the percentage checks prescribed have been completed for the month of ..... 19.....  
under the Standing Order.

Certified that the figures of Demand collection and balance in the consumer's ledgers have been agreed with the bills issued, collections made remitted and accounted in the books to the end of the month of..... 19.....

All new service connections have been brought on the consumer's ledgers".

Reviewed

Bill Superintendent

Accountant

Electrical Executive Engineer

Sd/-M. P. Singh

11/3

Deputy Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 69/AC

Dated Patna, the 13th March, 1961

The main source of revenue to the Board is by way of supply of electric energy to various consumers. Since the Board has to function as a self-sufficient unit the importance of prompt and correct realisation of revenue cannot be overemphasised. This also reduces the amount of loans that the Board has to take for meeting its expenditure. During the course of Internal Audit Japses have been noticed in respect of billing and collection of revenue. It is hereby impressed on all the Executive Engineers that they pay due attention to this aspect of their work also.

2. The following are the common mistakes noticed at the time of audit of revenue accounts maintained :

- (1) Wrong application of tariff rate.
- (2) Carrying over incorrect figures of arrears.
- (3) Allowing of rebated in case of part payment where arrears were outstanding.
- (4) Omission to levy surcharge for delays in payment for Agricultural, Industrial and bulk load services.
- (5) 7 day's notice not being issued in time. No steps being taken to disconnect the service line in case of non-payment.
- (6) After disconnection of energy, prompt action for the recovery of dues not taken.
- (7) Allowing re-connection without realising the fresh charge.
- (8) Wrong meter reading and not taking immediate action to the meter on receipt of complaints from consumers.
- (9) Wrong and excess posting of revenue collection in the Demand and Collection Register.
- (10) Connected load in respect of consumers not being indicated in the ledger, resulting in minimum guarantee not being enforced.
- (11) Reconciliation of collections with posting in the consumer ledger.

Under the Standing Orders all Superintendents are to check 100 per cent of all the bills. The meter cards and bills of new consumers for whom bills are issued for the first time must be checked in full (100%) Regular and judicious exercise of the check, will to a great extent, minimise wrong billing. While selecting the bills for test check, it should be ensured that every consumer's account is checked at least once a year by the Accountant and twice a year by the Bill Superintendent. A register of selection order in respect of the bills test checked by the Accountant and Bills Superintendent should also be maintained. The Executive Engineers I/c of Divisions are also requested to ensure that the Demand and Collection Registers are maintained properly and according to instructions issued from time to time. Serious notice should be taken of any mistake on this account and appropriate action taken against defaulting individuals.

Sd/- P. N. Jain

Financial Adviser and Director of Accounts

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 70 /EB

VP4-1002/60

Dated 15th April, 1961

The Board in its Resolution No. 276 of 1960-61, decided that :

(A) 25% (twenty five per cent) of the vacancies in the rank of Assistant Engineer (Civil) be filled up by promotion of officers from the rank of Subordinate Engineering Service provided suitable candidates are available; and

(B) 50% (fifty per cent) of the remaining vacancies be filled up by promotion of Engineer Assistants and the rest by direct recruitment, in which also the Engineer Assistants should be permitted to apply and compete.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

Secretary to the Board

Memo No. 3643/EB, dated Patna the 15th April 1961

Copy forwarded to the Under Secretary to the Government, Electricity Department for information

Sd/-S. D. Sinha

17-4-61

Under Secretary to the Board

Memo No. 3643/EB, dated Patna the 15th April 1961

Copy forwarded to the Deputy Chief Engineer, Ranchi/All Electrical Superintending Engineers/All Electrical Executive Engineers/All Executive Engineers (Civil)/Controller of Accounts Board's Secretariat, for information.

Sd/-S. D. Sinha

17-4-61

Under Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. ——— /1  
S/P7-101/61

Dated 15th April, 1961

Instances have been brought to the notice of the State Government by the Government of India in which officers who are deputed for training under the Foreign Assistance Programmes, including Colombo Plan, sometimes raise the question of extension or variation of their training period, on their own initiative as times immediately on their arrival in the country where they are deputed for such training, resulting in embarrassment all round. The Board has accordingly at the instance of the State Government, decided to include a clause in the bond undertaking to be executed by the trainees before their departure a board to the effect that no trainee shall on his initiative on arrival or during his stay in the country of his training take up directly or indirectly the question of extension or variation of his training during his stay in the country where he has deputed for training with the authorities responsible for his training abroad. He may, however if he thinks such extension of training period necessary in the Board's interest may in sufficient time apply to the Board for extension or variation of his training period abroad and the Board will decide such applications on merit.

2. The above decisions will apply to other cases of training also ex-India.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

15-4-61

Secretary to th. Board

Memo No. 3671/EB, dated Patna the 15th April 1961

Copy forwarded to the Financial Adviser-cum-Director of Accounts/Dy. Director of Accounts/All Electrical Superintending Engineers/All Electrical Executive Engineer/All Executive Engineers (Civil)/Controller of accounts for information.

Sd/-

Secretary

15-4-61.

Copy to all officers of the Board's Secretariat/Special Section.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. ——— 72  
11/MI-7014

Date the 20th April, 1961

The Board has already decided to allow to all its whole-time employees, including the staff borne on work-charged establishment (i.e. all whole-time employees other than muster roll labour employed on daily wages), the benefit of Medical facilities on the same scale and to the same extent as are admissible to the whole-time Bihar Government servants of similar categories. Some of these employees are entitled to and are getting the benefit of Medical facilities, including free Medical examination and free supply of Medicine under the Employees' State Insurance Scheme. The other whole-time employees are getting the necessary Medical benefits from the State Hospitals. Where Medicines are being purchased by

them from the market, at their own cost, for their own use or of the use of their family members as are eligible for free Medical treatment under the State Government Rules the cost of the Medicines is being reimbursed on the basis of the prescription of the Government Medical Officer, supported by necessary cash memos about the purchase of the Medicines and the certificate from the Government Medical Officer to the effect that the Medicines were necessary for the recovery of the employee or the dependent concerned duly countersigned by the Civil Surgeon in respect of claims not exceeding Rs. 50 and by the Director of Health Services for higher amounts. Reports have been received from some of the local offices that at some places the Civil Surgeons have refused to sign necessary re-imbusement certificates given by the Government Medical Officers attending on the employees concerned of the Board or his dependent on the ground that the Board is not a Government Department or office as such. For such places, it has been decided that claims for Medical re-imbusement should be made only on the basis of the usual certificate furnished by the attending Government Medical Officer, duly supported by the prescription and cash memos for the relevant purchase of the Medicines and the countersignature by the Civil Surgeon/Director of Health Services may be dispensed with.

2. The competent authorities should however, ensure that the certificate by the attending Government Medical Officer bears the stamp of the hospital concerned and while re-imbursing the amount they should encase the prescription and the cash memos with the stamp admitted and after the actual re-imbusement has been made the certificate furnished by the attending Government Medical Officer should also be similarly encased with the expression "Paid".

3. The Deputy Chief Engineer, Electrical Superintending Engineers and Director of Land Acquisition and Resettlement authorised to sanction re-imbusement of the cost of Medicines, etc. to their staff to the extent of Rs. 50 (Rupees fifty) only in individual cases, irrespective of whether the claims are admitted by them on the certificate of the attending Government Medical Officer only or on such certificates duly countersigned by the Civil Surgeon in addition. Claims for re-imbusement exceeding Rs. 50 should be referred to the Secretariat of the Bihar State Electricity Board for necessary sanction, along with the recommendation of the Deputy Chief Engineer/Electrical Superintending Engineer/Director of Land Acquisition and Resettlement.

4. The expenditure on account of re-imbusement should be made from the sub-head "Pay and Allowances of Establishment" under the separate unit "Medical Re-imbusement". The total expenditure incurred on Medical re-imbusement during the financial year 1961-62 (which may be recorded separately by the disbursing officers of the Board) should be reported to the Board's Secretariat by the 15th May, 1962.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

20-4-61.

Secretary to the Board

Memo No. 3858/EB, dated Patna the 20th April 1961

Copy forwarded to Deputy Chief Engineer, Ranchi/All Electrical Superintending Engineers/All Electrical Executive Engineers/All Executive Engineers, Mechanical/All Executive Engineer (Civil)/All Assistant Electrical Engineers (Mechanical)/Controller of Accounts/Deputy Director of Accounts/Internal Audit Officer/Resident Audit Officer/Director of Land Acquisition and Resettlement.

2. Separate orders have already been issued about the Medical reimbursement to the staff posted at Barauni and Patratu. The Electrical Superintending Engineer, Thermal Circle Barauni and Electrical Superintending Engineer, Patratu Electrical Circle will also please maintain separate accounts of reimbursement of Medical charges in manner indicated in paragraph 4 of the Standing Order above and send the necessary report to the Board's Secretariat by the 15th of May, 1962.

Copy to Addition Chief Engineer and all other officers of the Board's Secretariat/Copy for Guard file.

Sd/- S. Mukharji

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 73/EB

Dated Patna, the 26th April, 1961

Subject : Payment of honorarium to the Superintendent of Examination Centre, Officer and staff of Bihar State Electricity Board for doing invigilation work, etc.

The Board have been pleased to allow remuneration for setting question papers, examining answer books and for invigilation work of the various examinations of the Board's Secretariat at the following rates :

- |  |   |
|--|---|
| (1) Setting question paper   | Rs. 16.00 per Paper.                    |
| (2) Examination of answer books  | Rs. 0.50 np. per answer book.           |
| (3) Superintendent of examination  | Rs. 12.00 for each day of two sittings  |
| (4) Other officers (for invigilation and miscellaneous work to be done in the examination hall). | Rs. 10.00 for each day of two sittings. |
| (5) Section Head (for invigilation and miscellaneous work to be done in the examination hall)    | Rs. 6.00 for each day of two sittings.  |
| (6) Assistants (for invigilation and miscellaneous work to be done in the examination hall).     | Rs. 5.00 for each day of two sittings.  |
| (7) Peons.   | Rs. 2.00 for each day of two sittings.  |

The daily rate for a single sitting will be half of the above rate.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

25-4-61

Deputy Secretary

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 74 /EB

A/P7-101/60

Dated patna, the 27th April, 1961

The Bihar State Electricity Board in its Resolution No. 280 of 1960-61 decided that where an officer of the Board is sent abroad for acquiring experience or training in any specific subject or course or project, exclusively in the interest of the Board the entire period of his deputation shall be treated as on "duty", and he will be allowed full pay and allowances for the full course of his deputation as would have been admissible to him but for his deputation on training. Where an officer is sent out for general training, including those under the various foreign assistance programmes, the first six month period will be treated as on deputation on full pay and allowances and the remaining period as special leave on half average pay in the manner detailed in the F.D. Memo No. 13249-F, dated the 3rd December, 1954 as amended from time to time.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

26-4-61

Secretary to the Board

Memo No. 4060-EB, dated Patna the 27th April 1961

Copy forwarded to the Resident Audit Officer, Bihar State Electricity Board, Patna/Under-Secretary to Government, Electricity Department, Bihar, Patna for information.

Sd/-S. D. Sinha

27-4-61

Under Secretary to the Board

Memo No. 4060-EB, dated Patna the 27th April 1961

Copy forwarded to all Electrical Superintending Engineers/Controller of Accounts for information.

Sd/-S. D. Sinha

27-4-61

Under Secretary to the Board

Copy to (1) Pay Slip Section.

(2) Internal Audit Branch.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 75 /EB  
A/LI-1031/60

Dated patna, the 27th April, 1961

The Bihar State Electricity Board has decided that officiating appointments should not ordinarily be made to gazetted posts in vacancies of two months' duration or less consequent on an officer's proceeding on leave or on deputation.]

2. The work of the officer proceeding on leave or on deputation may be distributed among his Colleagues in the same or higher grade but where such a course is not possible the officer next below him may be entrusted with the current duties without having to accept the full duties or responsibilities of the post.

3. Where the post has statutory functions or duties attached to it or where for other pressing reasons it is not feasible to adopt any of the methods indicated in paragraph 2 above officiating arrangements to gazetted posts in vacancies of two months duration or less may be made.

4. In the absence of clear instructions officiating appointments to non gazetted posts are made by promotion without regard to the duration of the vacancies. The Board has now decided that in the case of non-gazetted posts short term vacancies may be filled in by giving officiating promotion in the normal manner only if the duration of the vacancies exceeding 15 days Officiating appointments in vacancies not exceeding 15 days may be made in very exceptional circumstances and after obtaining the prior approval of the competent authority.

5. No leave for a period exceeding two months in the case of gazetted officers and 15 days in the case of non-gazetted officers, by a few days should be sanctioned only with a view to enabling officiating arrangements to be made. The grant of such leave will amount to evasion of the principal underlying the issue of these orders.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

Secretary to the Board

Memo No. 4061-EB, dated Patna the 27th April 1961

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Executive Engineers (Civil and Mechanical) Resident Audit Officers, Bihar State Electricity Board, Patna/all Internal Audit Officers/Accounts Officer (Headquarters), Bihar State Electricity Board, Patna for information and guidance.

Sd/- S. Mukharji

27-4-61

Secretary to the Board

Copy to Additional Chief Engineer/Financial Adviser-cum-Director of Accounts/Superintending Engineers (Headquarters)/Deputy Secretary to the Board/Under-Secretary to the Board Assistant Secretary to the Board/Controller of Accounts/Deputy Director of Accounts.

Copy to all Section Heads/Guard file/Accounts Branch/Establishment Section/Special Section

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. D/D6-109/61 --76/Tech

Dated Patna, the 16th May, 1961

Subject : Supply of power to industries situated in Notified Area Committee or Municipal Areas.

It has been brought to notice of the Board that some of the Board's field officers have objected to giving electric supply connection to industries situated within the area of a notified area committee or Municipality on the ground that the industry was not duly licensed by such authorities or that the latter have not issued a 'No Objection Certificate' in this behalf.

It may be noted that the supplier of Electricity has no power to refuse a connection on such a ground. The supplier is bound to give supply if the provisions of clause VI of the schedule to the Indian Electricity Act, 1910 which governs electric supply to consumers are complied with and power is available. If the consumer runs an industry without proper license under any other law it is for the authorities concerned to take action against him under that law for breach of provisions therein. It is not for the supplier of electricity to refuse supply on that score.

This may be brought into immediate effect.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

16-5-61

Secretary to the Board

Memo No. 4161/Tech., dated Patna the 16th May, 1961

1. Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers for information and guidance.

2. Copy forwarded to the Electrical Executive Engineer Electric Supply Division Dehri-on-Sone for information. This is in continuation of this office letter No. 2109 dated 17th March 1961. It is not necessary for M/s. Banarsilal Satyanarain to give an undertaking that in the event of the industry being shifted from the present premises because of its location in the residential area any cost that the Board may not charge from the consumer under the existing rules will be charged under such circumstances and will be paid by the consumer. He is thus requested not to insist upon the consumer to execute such agreement. This has reference to his letter No. 3246, dated 1st April, 1961.

Sd/- S. Mukharji

16-5-61

Secretary to the Board  
Copy to Dy. Chief Engineer/all Electrical Superintending Engineers (Headquarters)/all Electrical Executive Engineers (Headquarters)/General Section/Technical Section/Code Section.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. A-II-103/59-77/EB

Dated Patna, the 18th May, 1961

Subject: Efficiency bar in the scale of pay of Assistant Electrical Engineers.

In pursuance of the decision of Government conveyed to the Accountant General Bihar in Electricity Department letter No. 1843 Elec., dated the 27th June, 1960 and letter No. 2628 Elec., dated the 23rd August, 1960, the Board has decided that there shall be only one efficiency bar operating at Rs. 595 in the existing scale of pay of Rs. 220-25-320-EB-25-670-EB-20-750 of Assistant Electrical Engineers instead of two efficiency by stages at Rs. 320 and Rs. 670. The sanctioned scale of pay with effect from the 1st June, 1959, shall be Rs. 220-25-595-EB-25-670-20-750.

2. An Assistant Electrical Engineer whose pay was Rs. 320 or less on the 1st June, 1959, shall draw his annual increment without interruption till he reaches the stage at Rs. 595 after which he shall be required to cross the efficiency bar subject to the existing terms and conditions.

3. An Assistant Electrical Engineer who is at present held up at the stage of Rs. 320 because of his not being considered fit to cross the efficiency bar may be allowed to draw with effect from the 1st June, 1959, pay at the stage which he would have drawn if he were not held up at the efficiency bar provided that he should not be allowed pay exceeding Rs. 595 which is the new efficiency bar till he has been allowed by the board to cross the efficiency bar. This order is subject to the condition that no arrear pay will be allowed.

4. An Assistant Electrical Engineer who has already been allowed to cross the old efficiency bar at Rs. 670 will continue to draw his increments till he reaches the maximum of the scale.

5. The above decision will not however apply to cases of Assistant Electrical Engineers whose increments have been stopped as a measure of punishment at any stage of the time scale including the stage at Rs. 320

State Electricity Board

By order of the Bihar

Sd/- S. Mukharji

Secretary to the Board

Memo No. 4548/EB., dated Patna the 18th May, 1961

Copy forwarded to the Resident Audit Officer, Bihar State Electricity Board, Patna for information.

Sd/- M. P. Sinha

18-5-61

Under-Secretary of the Board

Memo No. 4548/EB., dated Patna the 18th May, 1961

Copy forwarded to the Financial Adviser-cum-Director of Accounts/Deputy Director of Accounts/Controller of Accounts/all Accounts Officers for information.

Sd/- S. D. Sinha

Under-Secretary to the Board

Memo No. 4548/EB., dated Patna the 18th May, 1961

Copy forwarded to the Deputy Chief Engineer, Bihar State Electricity Board, Ranchi/all Electrical Superintending Engineers/all Electrical/Civil/Mechanical Executive Engineers/all Electrical/Civil/Mechanical Assistant Engineers, for information

Sd/- S. D. Sinha

18-5-61

Under-Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 78

Dated Patna, the 20th May, 1961

Subject : Responsibility of supervisory officers with regard to Cash and Accounts.

The attention of the Board has been drawn to the following observation of the Public Accounts Committee with its quite important for and considerable interest to all drawing and disbursing officers and other field officers of the Board :

1. "The Committee observed that the total receipts amounting to Rs. 2,697 (Rupees two thousand six hundred and ninety seven) only were shown in the collection register as having been remitted into the Treasury though, in fact this was not done. The Director of Health Services stated that the clerk had been prosecuted and he was sentenced to undergo imprisonment. He has preferred an appeal which is pending in the High Court. The Committee observed that senior officers who are responsible for supervision are let off and the clerk is generally prosecuted and that in all such cases where some defalcation occurs, officers should not be free from blame because of their responsibility for checking (item 10 at page 7 of the Audit Report for 1954)".

2. In this connection attention of all the field officers of the Board is also invited to the instructions contained in Rule 4 of Appendix 4 of the Bihar Financial Rules, Volume II, which is also reproduced below :

"In cases where loss is due to delinquencies of subordinate officials and where it appears that this has been facilitated by laxity of supervision on the part of a superior officer the latter should also be called strictly to and his personal liability in the matter carefully assessed".

3. Many of the frauds that take place can normally be ascribed either to inefficient account keeping or lack of supervision or both. Supervision must therefore be critical continuous and effective specially on points where frauds usually take place.

The Board desires it to impress on all its officers, one again that the rules stated above must be strictly observed and that as soon as any instance of loss comes to notice the responsibility of the supervisory officers should also be carefully assessed and action taken against them as well under intimation to the Board.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

Secretary to Board

Memo No. 2293, dated Patna the 24th May, 1961  
Acctt./Ins. III/Misc.5/61

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Executive Engineers Civil/all Executive Engineers Mechanical/all Assistant Electrical Engineers/all Civil Assistant Engineers/all Mechanical Assistant

Engineers/Director of Land Acquisition and Resettlement/Controller of Accounts/Deputy Director of Accounts/All accounts Officers/Internal Audit Officers of the Bihar State Electricity Board for Information.

Sd/- M. Mukharji

23-5-61

Secretary to the Board

Copy to the Additional Chief Engineer/Deputy Chief Engineer Ranchi/Technical Section/Planning Section/all Officers (Headquarters) Copy to Guard file/Copy to Special Section/Copy to Code Branch.

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. A/AI-1007/59-79/EB

Dated Patna, the 23rd May, 1961

In supersession of the Board's Standing Order No. 5, dated the 22nd April, 1959 the work at the headquarters of the Secretariat of the Board between the Chief Engineer and the Additional Chief Engineer is allotted in the following manner :

(1) The Chief Engineer will remain incharge of the following circles :

- (i) Barauni Electrical Circle.
- (ii) Patratu Electrical Circle.
- (iii) Railway Electrification Circle.
- (iv) Project and Planning Circle.
- (v) Purchase Circle.
- (vi) Civil Circle, Patratu.
- (vii) Civil Division (Disigns) at the Headquarters.
- (viii) Hydro Electric Investigation Division.

2. The Additional Chief Engineer will remain incharge of and exercise the power of Chief Engineer of the Board in respect of the following circles :

- (i) North Bihar Electrical Circle.
- (ii) Patna Electrical Circle.
- (iii) East Bihar Electrical Circle.
- (iv) Ranchi Electrical Circle.
- (v) Gaya Electrical Circle.
- (vi) Mechanical Maintenance Division.
- (vii) Central Technical Circle.
- (viii) Electrical (Civil) Division, Patna.

2. The Chief Engineer shall also exercise supervisory control over the Central Technical Circle, and Additional Chief Engineer over the Purchase Circle.

4. The senior technical officers of the Central Technical Circle shall assist both of them.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

23-5-1961

Secretary to the Board

Memo No. 4812/EB., dated Patna the 23rd May, 1961

Copy to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Electrical Sub-Divisional Officers/Superintending Engineer (Civil)/all Executive Engineers (Civil)/all Assistant Engineers (Civil)/all Executive Engineers (Mechanical)/all Assistant Engineers (Mechanical)/all Technical Officers of the Headquarters/all Deputy Chief Engineers/Director of Land Acquisition and Resettlement for information.

Sd/- S. Mukharji

23-5-1961

Secretary to the Board

Copy to Chief Engineer/Additional Chief Engineer/Financial Adviser and Director of Accounts/all officers of Administrative and Accounts Wing/Personnel Officer (Labour)/Deputy Director (Statistics).

### **BIHAR STATE ELECTRICITY BOARD, PATNA.**

BOARD'S STANDING ORDER No. A/P2-20//60-80/EB

Dated Patna, the 25th May, 1961

The term of the existing concession regarding grant of higher initial pay of Rs. 125 in the scale of Pay of Rs. 100-5-130-EB-6-190-10-250 to the Electrical Overseers with S. E. S. qualification, sanctioned in Board's Standing Order No. 44, dated the 11th June, 1960 is extended for a further period of one year with effect from the 1st May, 1961.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

24 5 1961

Joint Secretary to the Board

Memo No. 4820/EB., dated Patna the 25th May, 1961

Copy forwarded to the Resident Audit Officer, Bihar State Electricity Board, Patna/Under-Secretary Electricity Department/all Electrical Superintending Engineers/all Electrical Executive Engineers/Controller of Accounts for information.

Sd/- P. P. Sen

Assistant Secretary to the Board

- Copy to : (1) Budget Branch  
(2) Internal Audit Branch  
(3) Accounts Branch  
(4) Special Section.

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. A/VI-1006/61-81/EB

Dated Patna, the 1st June, 1961

The Deputy Chief Engineer (Construction) will be in charge of the investigation and construction of the 132 KV. transmission lines and Sub-Station. For this purpose the Electrical Superintending Engineer, Railway Electrification Circle, Ranchi will be under his direct charge. The Deputy Chief Engineer (Construction) will also be in charge of the work of Maithon-Sultanganj 132 KV line which is now being done by the Damodar Valley Corporation. He will organise the investigation divisions for the construction of the transmission lines, etc. in North Bihar and South Bihar and send his proposals in this regard. He will be assisted in this by the Planning Circle till such time other arrangements are made.

2. He will also assist the Chief Engineer with reference to the other projects, viz., Patratu Steam Station, Barauni Steam Station, etc.

3. Separate orders will follow regarding delegation of powers.

Sd/- S. Mukharji

1-6-1961

Secretary to the Board

Memo No. 5052/EB, dated Patna the 1st June, 1961

Copy to all Electrical Superintending Engineers/all Electrical Executive Engineers for information.

Sd/- S. Mukharji

Secretary to the Board

Copy to Chairman/Engineer Member/Accounts Member/Chief Engineer/Additional Chief Engineer/Deputy Chief Engineers/all Electrical Superintending Engineers, Headquarters/all Electrical Executive Engineers, Headquarters/Mechanical Executive Engineers, Headquarters/Joint Secretary to the Board, Financial Adviser-cum-Director of Accounts all other officers of Headquarters.

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. A/VI-805/61-82/EB

Dated Patna, the 22nd June, 1961

In Board's Standing Order No. 26 dated the 26th December, 1959 it has been laid down that when tender notices or advertisement for posts are required to be circulated in Bihar only, these should be published in extenso in the Bihar Gazette and only a short summary giving the barest facts and figures and inviting reference to the particular issue of the Bihar Gazette in which the full advertisement appeared should be published in the "Indian Nation", the "Searchlight" and in two of the four Hindi dailies, namely the "Aryavarta", the "Pradip", the "Navarashtra" and the "Vishwamitra" by rotation.

It has now been decided by the Board in partial modification of the order mentioned above that instead of the four Hindi dailies mentioned above the advertisements should be published in the four Indian language dailies, viz. the "Aryavarta", the "Navarashtra", the "Sathi" and the "Sada-e-Aam". The publication of the advertisement should be so arranged that it may appear in one of the Hindi and Urdu dailies, mentioned above at a time by rotation

Sd/- M. P. Singh

1-6-1961

Joint Secretary to the Board

Memo No. 5088/EB., dated Patna the 2nd June, 1961

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/Director of Land Acquisition and Resettlement, Ranchi/Executive Engineers Civil and Mechanical including Hydrel Division, Ranchi for information.

Sd/- P. P. Sen

16-1961

Assistant Secretary to the Board

Copy to all Section Head/all guard files.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. C/MV-1013/61-83/Tech

Dated Patna, the 2nd June, 1961

Subject : Condemnation of Motor vehicles of the Board.

In continuation of Board's Standing Order No. D/MV-1010/60-71/Tech., dated the 28th November 1960 the Bihar State Electricity Board has decided that the following procedure should be adopted in condemning staff cars stationed at the Secretariat of the Board :

As soon as the officer-in-charge finds it necessary to condemn the vehicle the matter should be placed before a committee consisting of the following and decision obtained :

- (1) Secretary.
- (2) Electrical Superintending Engineer (Tech.)
- (3) Mechanical Executive Engineer.

The working life of the vehicles will be the same as prescribed in the Standing Order mentioned above.

By order of the Bihar State Electricity Board

M. P. Singh

2-6-1961

Joint Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 48/EB

Dated Patna, the 10th June, 1961

Under Section 74 of the Indian Evidence Act, 1972 documents forming the acts or records of the official bodies and tribunals are public documents Under section 162 of the said Act a witness summoned to produce a documents shall if it is in his possession or power bring it to court, not with standing any objection which there may be to its production or to its admissibility. The validity of any such objection shall be decided on by the court. It is therefore incumbent upon any officer of the Bihar State Electricity Board when called upon the court to produce the records of the Board in the court and he cannot refuse it Of course privilege of non-production of confidential records can be claimed but that too is to be decided by the court.

In the case of records of daily use e.g., meter reading books demand registers which when produced in the court and retained by it for a long time is bound to hamper work seriously a request will have to be made to the court concerned in each case that the original be returned and certified copy be substituted therefore after the original is marked as an exhibit.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Joint Secretary to the Board

Memo No. 5324/EB., dated Patna the 10th June, 1961

Copy forwarded to all electrical Superintending Engineers/all Executive Engineers including Electrical Civil and Mechanical/Director of Land Acquisition, Bihar State Electricity Board, Ranchi for information.

Sd/- P. P. Sen

9-6-61

Assistants Secretary to the Board

Copy to all Section Heads/all Guard files.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. A/MI-4010/61-85/EB

Dated Patna, the 13th June, 1961

With a view to achieving maximum efficiency and ensuring expeditious disposal of work in the Secretariat of the Bihar State Electricity Board and the offices subordinate to the Board it has been decided that all cases submitted after 7 days shall be initialled in red ink by the dealing assistant.

2. The objective of introducing this system is not to find fault or to take punitive action every now and then it is intended to rouse self-consciousness as far as possible for expeditious disposal of matters.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

13-6-61

Joint Secretary to the Board

Memo No. 5408/EB., dated Patna the 13th June, 1961

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Executive Engineers Civil and Mechanical/all officers in the Board's Secretariat for information and necessary action.

Sd/- P. P. Sen

14-6-61

Assistants Secretary to the Board

Copy to Accounts Branch/Budget Branch/all Section Heads/all Assistants.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. A/AI-1006/60-86/EB

Dated Patna, the 8th July, 1961

In pursuance of Board's Resolution No. 308 of 1961-62 all instruments conveying the orders and the decisions of the Bihar State Electricity Board shall in addition to the Secretary Deputy Secretary Under-Secretary and Assistant Secretary be authenticated by the Joint Secretary to the Board. This order takes effect from the date of Joint Secretary assumed charge of his duties.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

7-7-1961

Secretary to the Board

Memo No. 5993/EB., dated Patna the 8th July, 1961

Copy forwarded to the Accountant General Bihar, Ranchi/Deputy Accountant General (O.A.D.), Ranchi/Resident Audit Officer, Bihar State Electricity Board, Patna for information in continuation of this Secretariat Memo No. 2063, dated 22nd March, 1960.

Sd/- S. D. Sinha

8-7-1961

Under Secretary to the Board

Memo No. 5993/EB., dated Patna the 8th July, 1961

Copy forwarded to all Departments of Government/all Heads of Department for information.

Sd/- S. D. Sinha

Under-Secretary to the Board

Memo No. 5993/EB., dated Patna the 8th July, 1961

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Executive Engineers (Civil)/all Mechanical Executive Engineers/Controller of Accounts, Bihar State Electricity Board for information.

Sd/- S. D. Sinha

8-7-1961

Under-Secretary to the Board

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. A/P2-208/60-87/EB

Dated Patna, the 13th July, 1961

The Board in its Resolution No. 305 of 1960-61 decided that a higher initial pay up to Rs. 125.00 a month in the scale of pay of Rs. 100-5-130-EB-6-190-10-250 may be given to individual Civil Overseers (appointed or on after 1st May, 1960) on merit in each case after obtaining the approval of the Board

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

For Assistant Secretary to the Board

Memo No. 6175/EB., dated Patna the 13th July, 1961

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Executive Engineers (Civil)/Controller of Accounts, Bihar State Electricity Board for information

Sd/- K. Prasad

13-7-1961

For Assistants Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. D/P3-5038/61-88/Tech

Dated Patna, the 18th July, 1961

Subject : Supply of electric connection to industrial consumers.

It has been brought to the notice of the Board that some of the Board's field officers have refused electric connection to new industrial consumers on the ground that necessary inspection fee of the Electric Inspector has not been deposited by them. The refusal is legally not tenable.

It may be noted that the supplier of electricity has no power to refuse a connection on such ground. The supplier is bound to give supply if the provisions of clause VI of the Schedule to the Indian Electricity Act, 1910, which governs the supply to consumers are complied with and power is available. The question of inspection of the installation by the Electric Inspector and payment of fees therefore is a matter purely between the Inspectorate and the consumer. It is not for the supplier of electricity to refuse supply on this ground alone except in the case of I.P. supply for which the prior approval of the Electric Inspector under Rule 63 of the Indian Electricity Rules 1956 is necessary.

However an intimation of all new industrial connections should invariably be sent to the Senior electric Inspector, Bihar, Patna as early as possible for his information and necessary action.

This may be brought into immediate effect.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

15-7-1961

Joint Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. C/MI-202/61-89/Purchase

Dated Patna, the 28th July, 1961

Subject : Purchase of materials.

I am directed to say that all the materials to be purchased by the Board in future have been provisionally listed under three separate categories on the following basis :

1. List I Contains all the materials which will be purchased directly by the Purchase Circle at the headquarters of the Board.
2. List II Contains the materials for which tenders etc. will be called for by the Purchase Circle and after the finalisation of the rates etc. the field officers would be advised to purchase the materials directly from the approved firms at the approved rates.
3. List III Contains the materials which would be purchased directly by the field officers after inviting tenders etc., and after completion of all formalities and within financial limits and powers delegated to them.

(Note : Items in the lists which have been marked with astericks are available on D. G., S. & D. rate contract and should be purchased at the lowest rate tendered but not exceeding the D. G., S. & D. rate)

Copies of all the three lists above are hereby enclosed for information and further necessary action by the concerned officers of the Board.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

28-7-1961

Secretary to the Board

Encl : As above

Memo No. 6302/Purchased, dated Patna the 28th July 1961

Copy forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/All Executive Engineers (Mechanical)/all Executive Engineers (Civil)/all Assistant Electrical Engineers/all Assistant Engineers (Mechanical)/all Assistant Engineers (Civil)/Resident Audit Officer/Financial Adviser-cum-Director of Accounts/all Internal Audit Officers, Bihar State Electricity Board.

Sd/-

28-7-61

Secretary to the Board

Copy to C.E./A. C. E./D. C. Es./all E. S. Es. & E. E. Es. (H.Q.)/General Section/Technical Section/Accounts. Section/Code Section/Guard file.

#### LIST No. 1

List of materials which will be purchased directly by the Purchase Circle at the headquarters of the Board

1. Insulators of 11 KV and above.
2. Hardware for the above insulators.
3. A. B. Switches for 11 KV and above.
4. A. C. S. R. Conductor for all types and their accessories
5. A. A. C. Conductors of all sizes and their accessories.
6. H. D. B. C. Conductors of all sizes.
7. G. I. Wire of all sizes.
8. G. I. Stay wire of all sizes.
9. Circuit Breakers for 3.3 KV and above
10. Power transformers.
11. Distribution transformers.
12. Lightning Arrestores for 11 KV and above.
13. Lighting Arrestores of M. P.
14. All types of Indicating recording and Integrating meters and cubicals and regulators.
15. All types of energy meter and time switches.
16. Power Line Carrier Communication Equipment and General Communication Equipment.
17. Diesel sets
18. Pumping sets
19. All types of Power Cables.
20. All types of Control Cables.

- 21. M. R. T. Equipment and Special Testing Equipment.
- 22. Steam Line Oil Filters.
- @23. Cement.
- \*24. Iron and Steel of all sizes.
- 25. Line Supports of all types.
- 26. Vehicles.
- \*27. Stay Sets.
- 28. Traction and Road Rollers.

\*These items have been repeated in List II.

@ Available on D. G., S. & D. rate.

### LIST III

Materials which would be purchased directly by the field officers after inviting tenders, etc., and after completion of all formalities and within financial limits and powers delegated to them

- 1. Paints of all types.
- 2. Coal and fuel.
- 3. All types of tools including safety and maintenance equipment.
- 4. All materials of civil work.
- 5. Line fittings.
- \*6. M. S. bolt and nuts of all sizes.
- \*7. Wood screws and nails.
- 8. Porcelain pipe of all sizes.
- 9. Fuse wire of all sizes.
- \*10. Electric Fans.
- \*11. Electric Bulbs.
- 12. Flood light, Decoration light and its fittings.
- 13. Link Clips.
- 14. Tumbler switches and other allied wiring materials.
- \*15. Tapes of all types.
- \*16. Fire extinguishers and fire service equipments.
- 17. Danger Plates
- 18. Anti-climbing devices.
- 19. First Aid Kits
- 20. Shock-treatment cards.
- 21. Foot Valves.
- 22. Earth Plates.
- 23. L. T. Circuit Breakers and oubicals including L. V. Recording meters.
- 24. Transformer oil, lubricating oil and diesel oil.

25. Busbar pipes and fittings.
26. House wiring materials.
27. Spares for distribution transformers, diesel sets and motor vehicles, etc.
28. Stay insulators of all voltages.
29. Street light fittings.
30. General smithy workshop and line tools-Surveying equipments.
31. Meter Board and boxes and wooden materials.
32. Lighting arrestors below 11 K. V.

\* Available on the D. G., S. & D. rate.

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. Actt./02 M/05 1/61-90/Actt.

Dated Patna, the 29th July, 1961

Subject : Check Measurements

The Appendix 6 to the Bihar P.W.A Code prescribes the rules for check measurements. The object of check measurement by superior officers is to detect errors in measurements and to prevent fraudulent entries. The check measurement should therefore be conducted with discretion, selecting those items which appear obviously incorrect or which would be most easily susceptible to fraud or which would most seriously effect the amount of the bill. It has been observed that these rules have not been strictly followed by the officers of the Board. It is therefore imperative and of at most importance that the following rules for check measurements should be strictly followed by all concerned. The senior officers inspecting their subordinate officers should scrutinise the Register of check measurements invariably.

2 (i) The Assistant Electrical Engineer is expected to take all final measurements of important works himself. He should check not less than 50% of the measurements of other works made by his subordinates.

(ii) Similarly the Electrical Executive Engineer is expected to check not less than 10% of the measurements made by his subordinates. At least 24 check measurements should be made in year.

(iii) The check measurement should be made before payment is made. Works which will not be susceptible to check measurement after a certain stage, say foundations which will be covered up should be check measured at the earliest opportunity.

(iv) The individual items checked should be clearly indicated in the Measurement Books stores received books, Muster rolls and work orders and the results recorded by the officer concerned on the date of check under his dated initial in the Measurement Book, Muster rolls Initial Accounts of work and Stores received books. All entries should be in ink.

3. The following are the monetary limits for check measurements before payment :

### A. Bill for works done

Assistant Engineer : (a) All first and final bills over Rs. 500.

(b) All final bills on running accounts irrespective of amount.

(c) Alternative bills for intermediate payments on running accounts.

Executive Engineer - All bills on running accounts and final bills costing over Rs. 5,000.

### B. Bills for Stores supplied

(a) Assistant Engineer : All bills over Rs. 500 and below Rs. 5,000.

(b) Executive Engineers : All bills over Rs. 5,000.

C. Muster Rolls

Assistant Engineer : All muster rolls over Rs. 500 for attendance and out turn.

D. Work Orders

Assistant Engineer : All work orders for service connection over Rs. 250 and 5% of the rest All extension work orders over Rs. 500 should be check measure before closing.

Executive Engineer : All work orders over Rs. 25,000

Note :

The check includes check of pole schedules.

E. Meter Readings

Assistant Engineer : 10% of readings to be checked every quarter

The receipt of this order should be acknowledged.

By order of the Bihar State Electricity Board :

Sd/- M. P. Singh

28-7-1961

Joint Secretary to the Board

Memo No. 3801/Acct., dated 29th July, 1961

Copy to all Electrical Superintending Engineers/Electrical Executive Engineers/Assistant Electrical Engineers.

Copy to all Electrical Superintending Engineer/Electrical Executive Engineers/Assistant Electrical Engineers at Headquarters/Additional Chief Engineer/Deputy Chief Engineer/Financial Adviser and Director of Accounts/Resident Audit Officers, Bihar State Electricity Board, Patna.

Copy to all Accounts Officers of Circles and at Headquarters.

Copy to Deputy Director of Accounts/Controller of Accounts/Guard file/General Section/Guard file (Accounts)/4 copies to Special Officer (Organisation).

M. P. Singh

28-7-61

Joint Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 91

Dated Patna, the 29th July, 1961

Subject:— Disbandment of muster roll staff— Settlement of claims of workmen.

It has been brought to the notice of the Board that muster roll workers are often engaged or disbanded without any rational consideration. Often a large number of muster roll workers are engaged towards the end of the financial year particularly in February and March and these muster roll workers are also disbanded all at once in haste. Such approach has actually given rise to trouble sometimes resulting in hunger strikes by the unsocial elements. The Board therefore desires that work should be properly programmed and necessary approval taken in time so that there may be very little scope for heavy disbandment of the muster roll workers. Detailed procedure about disbandment of surplus employees and their absorption

in Division/Sub-divisions where there may be vacancies has already been intimated to all Electrical Superintending Engineers and all Electrical Executive Engineers in this office No. Lab/BI-107/61-775 dated the 1st June, 1961.

2. A large number of worker's grievances are simple they relate to arrear claim of wages non-payment of approved T. A. Bill and non payment of annual increments. All these are avoidable matters and if any trouble arises on account of these avoidable matters the local officers are directly responsible for it. It is therefore re-emphasized that the electrical Superintending Engineers should ensure payment of the admissible claim of workmen 10 days from the presentation of the bill. The Sub-Divisional and Divisional officers should complete the action required in their offices (including despatch of the bills) within 72 hours of their receipt. The Circle office in their turn should make the remittance within..... of bills. All annual increment of the workers should be paid as a matter of routine unless it is a case of crossing of the efficiency bar or there is prior order to withhold such increment as measure of punishment. Where increments are withheld or claims are not settled within the above stated period a report should be sent to the Board explaining the reason.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

Secretary

Memo No. 1052, dated Patna the 29th July, 1961.

Copy to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Executive Engineers, Civil/all Executive Engineers, Mechanical/all Assistant Electrical Engineers/all Assistant Engineers, Civil/all Assistant Engineers Mechanical for information.

Sd/- S. Mukharji

Secretary

Copy to Addition Chief Engineer/Deputy Chief Engineers/Superintending Engineers, Headquarters/all Electrical Executive Engineers, Headquarters/Executive Engineer Mechanical Headquarters/Joint Secretary/Under Secretary/Personnel Officer (Labour)/Assistant Secretary/Establishment Section/Labour Section.

## **BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. A/MI-4019/61-92/VEB

Dated Patna, the 29th July, 1961

Subject : Revision of scale of pay of Routine Clerks.

With reference to the Government of Bihar Finance Department's letter No. 25518-F, dated the 10th November, 1960 regarding the revision of scale of pay of Routing Clerks the Board have also been pleased to decide that the prescribed scale of pay of Rs. 50-2-70-EB-2-90 for the post of Routing clerks in the Board is revised to Rs. 50-2-70-EB-4-110 with effect from 1st November, 1960.

By order of the Bihar State Electricity Board

Sd/- P. P. Sen

Assistant Secretary to the Board

Memo No. 7232/EB, dated Patna the 29th July, 1961

Copy forwarded to the Accounts Officer, Bihar State Electricity Board, Patna/Resident Audit Officer, Board's Secretariat, Patna.

Sd/- P. P. Sen

Assistant Secretary of the Board

Copy to -

Section A/Guard file/Internal Audit Branch/

Accounts Branch/Budgeted Branch/Special Section.

The Deputy Chief Engineer (Maintenance) will exercise supervision and control over the operation and maintenance work of the following Circles :

- (i) Bhagalpur Electrical Circle.
- (ii) Ranchi Electrical Circle.
- (iii) Gaya Electrical Circle.

## बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या-एस0 टी0-1001/61-92 B

दिनांक 14 अगस्त, 1961

राज्य विद्युत् बोर्ड, बिहार ने यह निर्णय किया है कि बोर्ड परियोजना स्थल (Project Site) एवं स्थापना (Installation) पर भारत, राज्य सरकार तथा अन्य सरकारों के मन्त्रियों एवं उप मन्त्रियों को उनके आधिकारिक आगमन पर और जिला परिसरों या बोर्ड के या अन्य विभाग के विश्राम गृहों में आवास करने पर उन्हें बोर्ड का अतिथि घोषित किया जाय और उनके आवासन, भोजन एवं यातायात आदि के प्रबन्ध एवं व्यय का भार बोर्ड वहन करें। परन्तु उनके गैर-सरकारी आगमन पर वे बोर्ड के अतिथि नहीं माने जायेंगे। यदि गैर-सरकारी आगमन पर वे भोजन, आवासन एवं परिवहन का प्रबन्ध करने का अनुरोध करें तो यथासाध्य यह व्यवस्था हो और इस व्यवस्था पर जो व्यय हो उसे वे वहन करें।

बिहार राज्य विद्युत् बोर्ड के आदेश से

ह०/-मधेश्वर प्रसाद सिंह

संयुक्त सचिव

बिहार राज्य विद्युत् बोर्ड, पटना ।

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER NO. 93

Dated Patna, the 14th August, 1961

The Deputy Chief Engineer (M) will be immediately responsible to the Additional Chief Engineer for the above work beside assisting him generally with reference to the work in other Circles also.

Separate orders will be issued regarding delegation of powers.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Joint Secretary to the Board

Memo No. 8322/EB, dated Patna, the 14th August, 1961

Copy forwarded to the Chief Engineer/Additional Chief Engineer/Deputy Chief Engineers (M) and (O)/ Financial Adviser and Director of Account/all Electrical Superintending Engineers/Accounts Officer Headquarters for information.

Sd/- S. D. Sinha

16-8-1961

Under Secretary

Bihar State Electricity Board

[ 79 ]

Copy to Guard file.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. D/AQ-2026/60-94/lech

Dated Patna, the 17th August, 1961

Subject : Refund of security deposits to consumers in the absence of original receipt.

Occasions arise at times when consumers of Bihar State Electricity Board asking for refund of security deposit plead that the original receipts for the deposits have been lost. In such cases, refund of the amount of security deposit may be made on the consumer furnishing an Indemnity Bond in the enclosed form duly executed by him in the presence of two sureties. The stamp duty to be affixed on such bond will depend on the amount of the bond and is to be calculated at the rates fixed under Article 15 of schedule 1A of the Stamp Manual read with the provision regarding surcharge (extract enclosed).

By order of the Bihar State Electricity Board

Sd/- S. Mukherji

16-8-61

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. Lab/GI-103/60-95

Dated Patna, the 19th August, 1961

Subject : Enforcement of the Employees State Insurance Scheme in certain places of the State of Bihar.

1. The Employees State Insurance Act, 1948, provides for certain benefits to the employees employed in a factory whether on work-charged establishment or on daily wages in case of sickness maternity and employment injury. This Act extends to all parts of India but it is enforceable on different dates at different places. Thus there are places where the Act has not been enforced and those where it has already been enforced and is in operation.

### 2. 'A' Non-Operative Places :

(i) In the non-operative places, the benefits under the State Insurance Scheme as enumerated above will not be available to the employees. They will get Medical facilities to the extent and subject to the same conditions and restrictions as are admissible to the Bihar Government Servants as already decided by the Board.

(ii) It should be noted however that even for the non-operative places the Board is required to pay "Employer's Special Contribution" @ 3/4% of the wage bill of such of the employees as are employed in the factories of the Board located in the non-operative area. The field offices should arrange timely payment of these contributions.

### 3. 'B' Operative Places :

In the operative places the Employees' State Insurance Corporation have provided hospital facilities and full Medical benefits will be available to the employees employed in Board's factories situated in such "Operative" places. These employees will not be entitled to any other Medical facilities in addition to those admissible under the Act in or through the hospitals of the State Insurance Corporation. In other words the general Medical benefits applicable to other employees will not apply to.

4. Government in the Department of Labour and Employment have from time to time extended the operation of the employees' State Insurance Scheme in certain places of Bihar namely, Patna (including Patna City Digha and Phulwairishariff), Monghyr, Muktapur (Samastipur) and Katihar (Purnea) in the month of December, 1957, Dalmianagar, Japla and Banjari in the month of March, 1960 and Dhanbad and Kumardhubi areas in the month of August, 1960.

5. The Board is paying contributions, consisting of employer's and employees' share at the rate specified in the

First Schedule of the Employees State Insurance Act, 1948, in the implemented area from the date of their being brought into the purview of the scheme. In this connection this office letter No. 4781 dated the 8th July, 1959 may also be referred to (copy enclosed)

6 The Employees' State Insurance Scheme applies at present to factories only as defined under the Act, and covers all persons employed for wages in or in connection with the work of a factory. Such insured workmen (of either sex) are entitled to following benefits mainly :

- (i) Free Medical attendance and free Medical treatment both indoor as well as outdoor. The family member of insured persons are also entitled to Medical benefits as above except hospitalisation for the present;
- (ii) Periodical payments in case of his sickness certified by a duly appointed Medical practitioner;
- (iii) Periodical payments in case of confinement to a worker.
- (iv) Periodical payments in the event of suffering from disablement as a result of an employment injury;
- (v) Periodical payments to his dependents in case of fatal accidents as a results of an employment injury sustained
- (vi) Extended Sickness Benefit and Extended Medical Benefit in case of insured persons suffering from T. B., Leprosy, Mental and Malignant diseases;
- (vii) Provision of artificial limbs.

7. An insured person means a person who is or was an employee in respect of whom contributions are or were payable under the Act, and who is by reason thereof entitled to any of the benefits provided by this Act [Section 2 (14) of the E. S. I. Act].

However the immediate action required of an employer in respect of any employee is as under :

- (i) Completion of Declaration Form immediately before a person is taken into employment and submission of the same to appropriate local officer before the Saturday of the week following the week in which the employee was taken into employment;
- (ii) Maintenance of contribution card.

8. The local office Manager of the area concerned will on request send the employer blank Declaration Form Return of Declaration Form Contribution Cards and Returns of Contribution Cards. These forms will be sent along with Challans which will be receipted by the employer (viz. Manager or occupier). The local office as mentioned above will also inform the employer the date from which registration work should start and the local officers of the Corporation to whom the completed form should be sent.

9. Under the Regulation of the Scheme before any person is taken into employment in a 'factory' under the Board the Electrical Executive Engineers are requested to verify whether he was previously covered by the Scheme anywhere and asked to produce Identity Card or Temporary Identification Certificate.

10. Under the provisions of the Scheme the employer is initially liable to pay both the employer's and the employee's contributions and he is entitled to recover the employee's contribution subsequently from the employee by deduction from his wages.

11. An employer is required to keep a Register of employees under Regulation 32. He may meet this requirement in one of the following ways, namely :

- (1) By Incorporating the following additional columns in the existing wages register :
  - (a) Insurance No.
  - (b) Wages group in Schedule I to the Act, to which the employee belongs in respect of that wage period;
  - (c) Number of contribution weeks for which contribution fell due in the wage period;

(d) Total employee's contribution under the Employees' State Insurance Act, 1948.

2. By maintaining a separate Register in which a page shall be provided for each employee and space and columns for various particulars in which regular particulars shall be entered in respect of the following particulars :

(a) Name, (b) Insurance No., (c) Occupation, (d) Particulars of the Schedule, I to which the employee belongs in respect of that time period, (e) Period of contribution, (f) Period of contribution, (g) Employees' contribution.

The Board has decided to maintain separate Register for details of employees.

This register should be preserved after it is filled, for a period of three years.

12. The rate of contributions depends on the average daily wages of the employees and is divided into 8 wages group for this purposes and the contribution rates are as follows :

#### Rate of contribution

##### (i) Employees' Contribution

##### Group of employees

1. Employees whose average daily wages are below Rs. 100 per month.
2. Employees whose average daily wages are Rs. 100 and below Rs. 150.
3. Employees whose average daily wages are Rs. 150 and below Rs. 200.
4. Employees whose average daily wages are Rs. 200 and below Rs. 250.
5. Employees whose average daily wages are Rs. 250 and below Rs. 300.
6. Employees whose average daily wages are Rs. 300 and above but below Rs. 400.
7. Employees whose average daily wages are Rs. 400 and above but below Rs. 500.
8. Employees whose average daily wages are Rs. 500 and above.

##### (ii) Employers' Contribution :

The employer's special contributions would be paid separately in cash at the end of each quarter @ 1 1/4% of the total wages paid in that quarter.

13. The Electrical Executive Engineers should get the employees working in the specified areas and move to the Regional Director Employees State Insurance Office to provide the benefits as laid down in the said Act to the insured employees. The Board.

By order of the Board

(Signature)

(Signature)

(Regulations 11 and 12)

Declaration Form

(Set .....

Serial No.

In return

In form 3

Insurance No.

[Empty box for Insurance No.]

Employer's Code No.

[Empty box for Employer's Code No.]

1. Name .....

(In block capitals)

2. Caste ..... 3. Sex .....

4. Marital status .....

(State whether bachelor, spinster, married, widow or widower)

5. Father's Name .....

or

Husband's name (for married women only) .....

6. (a) Age ..... Years

(b) Year of birth .....

7. Present residential address (in full)

8. Permanent home address in in full .....

9. Dispensary .....

10. Local office .....

(State the name of dispensary and local office of which the employee wishes to be attached).

11. Particulars of members of family.

Serial No.	Name	Date of birth	Relationship with insured person	Identification marks
1	2	3	4	5

FORM 2

(Regulation 13)

Contribution Card

Insurance No. Distinguishing No. allotted by the employer, if any .....

[Empty box for Insurance No.]

Department .....

Shift, if any .....

Employer's Code No. .... Occupation .....

Name ..... Sex .....

Father's/Husband's Name .....

Warning : Any person who removes a stamp from this card or makes use of a stamp removed from a card is liable to prosecution.

Summary of stamps affixed or contribution paid :-

Group	Value of each stamps	No of stamps	Total value of stamps 2X3	Assumed average wage for the group	Total assumed wage 3X5		
1	2	3	4	5	6		
1	...	NIL		0	14	0	
2	...	0	2	9	1	4	0
3	...	0	4	0	1	12	0
4	...	0	6	0	2	8	0
5	...	0	8	0	3	8	0
6	...	0	11	0	5	0	0
7	...	0	15	0	7	0	0
8	...	1	4	0	0	0	0

Checked and found correct

Signature of Employer

or

his assistant

Regional Office

\* Not to be entered by the employer

\* These figures and words were substituted by Notification No. 21-51, dated 26th August, 1959

## SOCIAL INSURANCE LEGISLATION

1 (Temporary Identification Certificate)

Insurance No.

Regional office Stamp

--	--

Full Name.....

Age.....

Local office.....

Signature of thumb impression of the insured person

Dispensary.....

Signature of employer.....

Date of appointment.....

Designation of employer.....



1 Receipt for Identity Card

Name, address and Code No. of the  
employer  
Date of Issuing Identity Card.....

Received Identity Card bearing  
Insurance No. overleaf.  
Signature or thumb impression of  
insured person.

FORM 4  
(Regulation 17)  
Identity Card

Insurance No.

--	--

Name.....Sex.....

S/O-D/O

W/O

Year of birth.....

Address

Dispensary.....

Local Office.....

Prepared by      Signature of thumb impression of the employe.

Identification marks/Photograph  
of the insured person

Employment Changes

Date	Code No.	Date	Code No.
------	-------------	------	-------------

# BIHAR STATE ELECTRICITY BOARD, PATNA

NO 4781/EB

From

Shri S. Mukharji, I. A. S.,  
Secretary to the Board

To

All Electrical Superintending Engineers

Dated Patna, the 8th July, 1959

Sub :— The Employees State Insurance Act, 1948

Sir, I am directed to say that you are probably aware that the provisions of the Employees State Insurance Act, 1948, have been brought into force by the State Government in some of the selected areas in Bihar. A complete list of areas covered by the said Act in Bihar is given in the margin. An intimation about the coverage of new area will be sent to you in due course if and when received from the Commission of Labour, Bihar, Patna.

## Areas Covered

1. Within the areas under Patna Municipal Corporation the Revenue Thana of Phulwari.
2. Within the Municipal Areas of Monghyr.
3. Within the Municipal areas of Katihar.
4. In Samastipur and Muktapur areas in the district of Darbhanga

It is understood that the provisions of the Act will, sooner or later, be applied to all areas in Bihar. Such being the case, it is considered necessary that all the field officers of the Board in general and such officers in particular who are likely to deal with it, should be conversant with the board outlines of the said Act.

3. The Employees State Insurance Act, 1948, embodies a scheme of compulsory insurance of employees and confers the following benefits on insured "workmen" (as defined in the Act) in the event of sickness, maternity, employment injury and other matters in relation thereto :—

(1) In case a workman is certified to be sick and unable to work he will be entitled to receive from the Corporation constituted under the Act a case allowance equal to half his average daily wages during previous six months for a period not exceeding 8 months, under section 49 of the Act. Since the Board will be paying premium in this behalf it will not be necessary for it to pay full average wage to such a workman. Only half average wage to the extent of leave due, will be payable by the Board.

(2) In case of a woman worker, the Act provides for maternity benefit, and such benefit shall be equal to twice the daily rate specified in section 50 (3) (i) of the Employees State Insurance Act, 1948.....or 0.75 np. whichever is greater for 12 weeks. Since there is no woman in any of the undertakings of the Board, the Board is not concerned with it.

(3) Disablement benefit is available when an insured workman is disabled of employment injury. There are three types of disablements, namely, temporary, permanent partial and permanent total :

(a) There are no contributory conditions for this disablement benefit.

(b) In case of temporary disablement, benefit is not payable unless the period of disability exceeds three days, when it is payable from the 1st day of injury.

(c) The daily rate of benefit for temporary disablement and permanent total disablement is roughly half the average daily wages.

(d) The rate of benefit for the permanent partial disablement will be in the proportion to the "loss of earning capacity" which is determined on the recommendation of the Medical Board of the said corporation.