

4. The dependents of a workman who dies as a result of employment injury are entitled to receive pension not exceeding one half of the pension payable for permanent disablement, that is  $7/24$ th of the weekly earnings of the workman. The benefit payable to the widow will be throughout her life or until she re-marries and to other dependents up to a certain age limit. This is the legal liability of the Corporation and not of the Board.

5. Workmen's Compensation Act, 1923, shall cease to operate in the case of a workman insured under the employees State Insurance Act.

6. A male workman can not receive both sickness benefit and temporary disablement benefit during the same period. He can receive any one benefit at a time.

7. In case of a workman receiving temporary disablement benefit, nothing extra will be paid from the Fund of the Bihar State Electricity Boards.

8. The recipient of sickness or temporary disablement benefit have to observe the following conditions :—

(a) The workman has to remain under medical treatment at a dispensary, hospital, clinic or other institution provided by the Corporation under the Act, and has to carry out all the instructions given to him by Medical Officers or Medical Attendant Incharge thereof.

(b) He shall not while under the treatment, do anything which might retard or prejudice the chances of recovery.

(c) He shall not leave the hospital or dispensary or clinic without the permission of the Medical Attendant incharge.

(d) He shall allow himself to be examined by any duly appointed Medical Officer or other person authorised by the Corporation or by Sick Visitors.

(e) During the period of sickness or disablement, no workman can be dismissed or punished or discharged or demoted.

(4) The above is only brief outline of the scheme. For further information, you may obtain Employers Guide from the Deputy Regional Director Incharge Employees State Insurance Corporation, Nawab Manzil, Fraser Road, Patna.

5. All Electrical Executive Engineers have been informed direct.

Yours faithfully

Sd/- S. Mukharji

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No AC/B6-27/61—96

Dated Patna, the 19th August, 1961

The Bihar State Electricity Board has finalised a number of orders relating to purchase of materials which involve release of foreign exchange. In respect of such orders the following payment and accounting procedure shall be followed with immediate effects.

2. All bills for payment in Foreign Exchange against the orders, will be received by the Financial Adviser-cum-Director of Accounts. In case a certain percentage of the total value of the order has to be paid as advance on production of shipping documents without any verification of the receipt of stores at site, payment will be arranged by the Accounts Officer (Headquarters) Within a week of the receipt of the bills and documents through the State Bank of India, Secretariat Branch, Patna by paying the approximate rupee equivalent to them, subject to adjustment after the amount has

actually been remitted to the suppliers by the Bank. The Superintending Engineer, Stores and Purchase or the Superintending Engineer (Project & Planning) as the case may be will arrange for making available to the Accounts Branch in the Headquarters (Stores Section) the original copy of the import licence (exchange control copy), together with a copy of the Government of India sanction for the release of the foreign exchange Bills which are to be paid after verification of the stores will be sent to the consignees direct by the Financial Adviser-cum-Director of Accounts for verification and return with necessary certificates. It shall be the consignee's personal to verify such bills and return them completed in all respect, along with the connected records to the Financial Adviser-cum-Director of Accounts within seven days of receipt of bill by the consignee. After the bills are duly verified and checked payment will be arranged by the Accounts Officer (Headquarters) through the State Bank of India Secretariat Branch, Patna.

3. In case, where certain advance payments are to be made on signing the contract or before production of documents the approval of the Reserve Bank of India (Exchange Control) will be taken by the Accounts Branch of the Board Secretariat before taking the payment.

4. The Accounts Officer (Stores), on making such payment will debit the amounts to the loan account of the circle concerned and send an intimation to the Circle about the payment along with a copy of the bill paid. The Accounts Officer in the circle on receipt of such intimation shall incorporate the payment made in his accounts immediately by debit to the loan account concerned. The Accounts Branch in the Board Secretariat will ensure that all payments have been brought to account by the circle officers without any lapse of time. It should also be seen that at the close of financial year, no such payment is left over unaccounted for by the circle officers.

5. The Superintending Engineer (Project & Planning) or Superintending Engineer (Stores & Purchase), as the case may be shall direct the suppliers in all cases where payments through foreign currencies are involved to send all documents and bills direct by registered post. The shipping and other documents after payment where necessary shall be sent to the clearing and forwarding agents by the Superintending Engineer (Stores & Purchase)/ Superintending Engineer (Project & Planning) in time so that no wharfage or demurrage is levied.

6. The Accounts Branch (Stores Section) will maintain a consolidated record in registers showing the various payments with dates of each transaction.

By order of the Bihar State Electricity Board

Sd/-S. Mukharji

19-8-61

Secretary to the Board

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

BOARD'S STANDING ORDER No. D/MI-105/60—97/Tech.

Dated Patna, the 31st August, 1961

Sub :—Illegal use of electricity under sub-section (2) of section 23 of the Indian Electricity Act, 1910.

A case has been brought to light in which a consumer had been using lights and fans on power circuit. In other words, he was drawing energy for a type of load for which a higher tariff is in force from a circuit for which a lower tariff is applicable. This is a case of unauthorised use of energy and cheating of the Board.

2. The relevant provision in this regard is sub-section (2) of section 23 of the Indian Electricity Act, 1910 in which it is provided that no consumer shall except with the consent in writing of the licensee (in this case the Board) use energy supplied to him under one method of charging in manner for which a higher method of charging is in force. Therefore, if any consumer is found to violate these provisions the proper course normally should be to disconnect supply immediately and then to launch a prosecution under section 47 of the Indian Electricity Act. If, however, this is not considered

expedient the matter should be settled by charging the consumer the entire consumption at the higher rate for an agreed period prior to the discovery of the unauthorised extension plus a reasonable composite money not exceeding Rs. 100 (Rupees one hundred) and keep the supply disconnected for so long as the unauthorised extension continues and until such time as the amount agreed upon in the amicable settlement has been paid by the consumer.

3 These instructions are issued for the guidance of all Electrical Executive Engineers, Assistant Electrical Engineers, etc, of the Board.

By order of the Bihar State Electricity Board  
Sd/- S. Mukharji  
30-8-61  
Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. A/MI-302/60-98/EB

Dated Patna, the 6th September, 1961

Subject — Departmental Examination for Junior Accounts Clerks and Bill Assistants.

In partial modification of paragraph 4 of the Board's Standing Order No. 57, dated 31st October, 1960, it has been decided by the Board that the period of five years qualifying service as Junior Accounts Clerk or Bill Assistant for promotion to the rank of Senior Accounts Clerk (including Cashier), Bill Collector and Bill Superintendent should be reduced to three years provided they have passed the prescribed Departmental Examination and is suitable for promotion on the basis of seniority and merit. This amendment will be effective from the date of issue of this order.

By order of the Bihar State Electricity Board  
Sd/- M. P. Singh  
6-9-1961  
Joint Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. G/A505/61-99/EB

Dated Patna, the 25th September, 1961

Subject :- Extension of the Services of the non-gazetted staff of the Bihar State Electricity Board.

In the cases of Ministerial employees of the Board the question of their retention in service beyond the age of 55 years up to the age of 60 is a matter entirely for the competent authority to decide in accordance with the provisions of rule 73 (b) of the Bihar Service Code. There should be no occasion for the employee to submit an application or representation for consideration of his case. It has accordingly been decided that a list of ministerial employees who are to retire or whose term of extension is to expire, within the next four months should be prepared at the beginning of each month by every appointing authority under the Board and a decision taken within a month so that the employee concerned may have about three months' time to prepare himself for a changeover in case he is not allowed further extension of his services.

2. All cases relating to extension of service beyond 55 years should as usual be treated as confidential.

By order of the Bihar State Electricity Board  
Sd/- S. Mukharji  
25-9-1961

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. Acctt./CM/66-100/ER

Dated Patna, the 4th October, 1961

Subject :— Procedure regarding delivery of energy bills to L.T. Consumers.

It has come to the notice of the Board that there is at present no uniform and systematic procedure regarding delivery of energy bills to L. T. consumers. Complaints have been received that in many cases the energy bills are delayed in dispatch with the result that in some cases the energy bills reach the consumers only when one or two days are left for payment and this puts them to avoidable difficulties, involving loss of rebate. To ensure timely delivery of the energy bills and to bring in uniformity in the whole system of billing, it has been decided that all the divisions should prepare a roster of dates of meter readings, dates of issue of bills, dates of issue of arrear notices and disconnection orders. The consumers may also be informed about the probable date (converting generally 3 to 4 days) by which they could expect the bills. In arranging the rosters, some margin should be allowed for holidays. The dates fixed should be the same for all months.

2. Regarding fixation of dates referred to above the following points should be taken into consideration —
- (a) That meter Readers should despatch the meter reading documents in time so as to reach the Divisional office, in batches, from the 25th of each month.
  - (b) That the preparation of the energy bills should be taken up as soon as the meter cards start coming and bills posted simultaneously in the Consumers ledger etc. From day to day.
  - (c) That all bills should be checked by Bill Superintendent, abstracted and despatched in batches beginning latest from the 3rd and completed by the 10th of each month (The Accountant shall also check a percentage of L. T. bills.) . When bills are arranged to be delivered by field staff they should be delivered within 2 days.
  - (d) That arrear notices should be issued by the Assistant Electrical Engineer concerned, with reference to Bill Abstracts by the 27th, with a list of consumers in arrears to the Division office.
  - (e) The Division office should issue disconnection orders by the 10th of the next month.

The above arrangement will achieve the objection of the assessment and collection of most of the bill in the same month.

The Electrical Executive Engineer should forward a copy of the programme prepared by him for the information of the Board by the 30th October, 1961.

Sd/- C. V. Nagendra

4/10

for Financial Adviser and Director of Account

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. Lab/D3-101/60-101

Dated Patna, the 14th October, 1961

Subject :— Fixation of wages of casual workmen appointed to posts carrying time scale of pay on monthly basis

A question has been raised as to how the wages of a casual workman paid on daily rate should be fixed when he is appointed to a post carrying time scale of pay on monthly basis.

2. It has been decided that when a casual workman employed on daily wages is appointed to a post carrying a time scale of pay on a monthly basis —

- (a) If the appointment to the new post involves the assumption of duties and responsibilities of greater importance than those attached to the post of casual nature, held by him on daily wages he will draw as initial pay in the latter post the stage of the time scale next above his "present monthly pay" in respect of the old post.

(b) If such appointment does not involve assumption of higher responsibilities he will draw as initial pay the stage of the time scale which is equal to his "present monthly pay" or, if there is no such stage the stage next below that pay plus a reducible personal pay equal to the difference till adjusted against subsequent increments :

Provided that in either case the initial pay shall not be less than the minimum of the time scale.

3. For the purposes of this order in the case of a casual workman employed on daily wages an amount equal to 29 (twenty six) time of the basic daily wage will be deemed to be his "present monthly pay".

4. Where a casual workman on daily wages is appointed to post carrying time scale of pay on monthly basis he will draw in addition to his basic pay as fixed under paragraph 2 above the usual cost of living allowance and other allowances as may be admissible according to the rules of the Board in force from time to time

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. Lab/A. 1067/61-102

Dated Patna, the 25th October, 1961

Subject:— Submission of notice of accidents and enquiry reports to the Senior Electric Inspector.

Bihar by the officers of the Bihar State Electricity Board.

A case has come to the notice of the Board where an Electrical Sub-Divisional Officer under the Board did not submit a report of an electrical accident to the Senior Electric Inspector, Bihar, Under Section 33 of the Indian Electricity Act, 1910, it is obligatory on the part of the Board's Officers to submit "No time of accidents and inquiries" to the Senior Electric Inspector, Bihar.

The Board, would therefore, impress on all its officers who are responsible for submission of report of accidents that they should invariably submit a copy of the report to the Senior Electric Inspector, Bihar in time apart from the copies he should send to the Chairman, Chief Engineer Electrical Superintending Engineer, and personnel Officer (L)

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. C/T 101/61-103/EB

Dated Patna, the 27th October, 1961

Subject :— Maintenance and proper up-keep of the Hindi and English Typewriter machines, of Board's Secretariat.

It has been observed that the Stenographers and typists in the Board's Secretariat generally exchange the typewriter machines allotted to them amongst themselves without the orders of the competent authority with the result that the machines are not maintained and kept in proper order. This practice also creates difficulties for the Assistant incharge of maintenance of stock register of typewriter machines in proper maintenance of records. In future the typewriter machine allotted to a particular Stenographer/typist should not be exchanged with any one without the orders of the Administrative Officer concerned. He will be entirely responsible for maintaining the machine in proper order.

By order of the Bihar State Electricity Board

Sd/-P.P. Sen

Assistant Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. D/D6-3013/61-104/Tech

Dated Patna, the 30th October, 1961

The Electrical Executive Engineers of the Bihar State Electricity Board are hereby authorised under section 13 of the Electricity (Supply) Act, 1948 to accept and authenticate by their signature the Low Tension Agreements with the consumers on behalf of the State Electricity Board.

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. Lab/61 055/61-104

Dated Patna, the 8th November, 1961

Under the provisions of Section 79 (C) of the Electricity (Supply) Act, 1948, the Bihar State Electricity Board decided in its Standing Order No. 50/EB dated 17th September, 1960 that the Bihar Service Code, the Bihar T. A 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 except those who are governed by the Industrial Laws and the Standing Orders framed thereunder.

2. Following the above decision the Board has decided that all such employees of the Board whose cases come under the provision of the Bihar Government Servants' Conduct Rules, including Government servants serving under the Board shall not be allowed to be members of a Trade Union or any other associations having similar functions.

3. These orders shall be deemed to be in force with effect from the 1st April, 1958.

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. 107

Dated Patna, the 12th November, 1961

In the Board's Memo Nos. 2058-E. B., dated 14th August, 1958, 2060-E. B., dated 14th August, 1958 and 264-E. B., dated 3rd March, 1959 (Reproduced as paras 1 to 3 under section III Revenue at page 15 of Compendium of orders and circular letter on organisation administration and Accounts of the Bihar State Electricity Board) it has been mentioned that the amount of security deposit from the consumers may be accepted either in the shape of National Project saving Certificates of Bank Guarantee.

It has now been decided that the Postal Savings Bank deposit may also be accepted as security deposit from the consumers in addition to the acceptance of security deposit in the shape of N. P. S. Cs. or Bank Guarantee provided the Savings Bank Pass Book is duly pledged to the Electrical Executive Engineer in his official capacity under the Post Office Savings Bank Rules.

The Pass Books may be kept serially in the safe custody by the Electrical Executive Engineers in his official capacity under the Post Office Savings Bank Rules.

The Pass Books may be kept serially in the safe custody by the Electrical Executive engineers in the same manner as the N. P. S. Cs. are kept duly entered in register of securities pledged as security in the annexed form

Sd/- C. V. Nagendra  
Deputy Director of Accounts

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. C/MV-1027/61-108/Purchase

Dated Patna, the 20th December, 1961

In continuation of Board's Standing Order No. 61, dated the 28th November, 1960 the working life of different types of vehicles is fixed as follows :—

	Type of vehicles	Life fixed
1. 3 Ton Truck	1. 75,000 miles or 10 years whichever is more.	
2. 15 CWT Truck including pick-up van.	2. 65,000 miles or 7 years whichever is more.	
3. Station Wagon or cars.	3. 65,000 miles or 7 years whichever is more	
4. Jeeps including Land Rovers.	4. 50,000 miles or 7 years whichever is more.	

Sd/- M. P. Singh

Joint Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. E/MI-6020/61-109/P. P.

Dated Patna, the 21st December, 1961

Subject :— Theft of electricity and stores materials

Reports have been received by the Board of theft of electricity from its electrical installation. Such thefts take place in different ways, such as by tampering of meters in consumers' installation ; by passing the meters by interfering with the meter wiring ; making illicit tappings from the mains for supply to installations, etc. It is obvious that in a majority of these cases such illegal abstraction of energy can be done only with the help of persons who are conversant with the work of electrical servicing in consumers' installations. Such persons may either be in the service of electrical contractors or in their own organisation . ; Similary reports are being received about the pilferage of materials from the Board's stores at different places Such pilferage is possible in a minority of the cases only with the help of departmental staff working in the stores.

2. The Board has considered these matters from time to time and has decided that strict and severe action should be taken against the staff in respect of whom there is any suspicion of connivance with the criminals . It has also been decided that appointment of staff connected with such work should be made after due scrutiny and verification of their antecedents by the local police and that in the case of the staff already in service action should be taken promptly for dispensing with their services or taking other appropriate disciplinary action.

3. In view of the importance of the matter and the need for nipping such anti-social tendencies and practices in the bud it is necessary for the officers concerned to exercise strict control over the works in their charge and see that action is taken as indicated above promptly and effectively

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. 111

Dated Patna, the 6th January, 1962

Subject :— Accounting of store

It has been observed that quite a large quantity of materials was issued from stores and debited to the final heads of accounts during the closing part of the financial year with a view to avoiding lapse of grant, although the stores so debited were not actually utilised in work during that financial year.

This practice is extremely irregular and is likely to lead to misuse or even pilferage of the store materials so issued. The board has therefore, ordered that this practice should cease with immediate effect, irrespective of the fact that certain grants may remain unutilised.

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

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. AC/CM/88/61-112

Dated Patna, the 6th January, 1961

Subject :— Grant of imprest to Electrical Overseers, Survey Foreman and Construction Foreman.

In order to enable the Electrical Overseers, Survey Foreman and Construction Foreman whose head-quarters are situated at a long distance from the office of the Assistant Engineers to make certain classes of disbursement like Railway freight charges on account of loading and unloading : carriage etc. which they may have to incururgently it has been decided to given them a standing advance of fixed sum of money known as imprest amounting to Rs. fifty each. The imprest amount will continue to from the cash balance of the Disbursing Officer and shown in the Cash Book as imprest with the subordinates concerned.

2. The account of imprest shall be kept in duplicate by the imprest holder in the form prescribed by the Board ( specimen enclosed ) the account will be written in carbon process in indelible pencil as and when the expenditure is incurred. When it is found necessary to get the imprest recouped the original copy of the accounts together with necessary vouchers will be forwarded to the officers from whom the imprest is recouped. The duplicate will be retained as office copy. The account in any case should be rendered once so as to reach the officer granting imprest in time, to enable him to examine and incorporate the account in his Cash Book, before it is closed for the month on the date fixed for the purpose.

3. The recouping officer will exercise the same check in respect of these accounts as is done in case of imprest account rendered by his officers already holding imprest and arrange to recoup the amount of expenditure admitted.

4. The imprest holder will be responsible for the safe custody of the imprest money and must at all times be ready to produce the total amount of imprest in vouchers and in cash or in both.

5. A specimen form of imprest account with explanatory instructions for maintaining the imprest, as approved by the Board is enclosed. The Electrical Superintending Engineer may get the form printed locally for his immediate requirements.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

4-1-1962

Joint Secretary to the Board.

Encl—Form with instruction.

# BIHAR STATE ELECTRICITY BOARD, PATNA

## IMPREST CASH ACCOUNT

IMPREST CASH ACCOUNT OF .....

Month and date	Voucher number	Transactions	Receipts	Expenditure	Head of Accounts
1	2	3	4	5	6

1. Board's servants entrusted with fixed imprests or temporary advances should maintain and render accounts of their disbursements therefrom in this form. The forms are bound in registers with one fast and one detachable leaf.

2. The round sum with which an Imprest Cash Account is opened should be entered at once in red ink in column 4 'Receipts'. The date and manner of the remittance and if recouped by cheque, the cheque and cheque book number should also be entered, column 3 being utilized for the latter purpose. The disbursements from this imprest should be entered daily as they are made clearly and in full details: and from time to time as the imprest holder finds in necessary as also a few days before the due date for the monthly closing of the Cash Book of the disbursing officer from whom the imprest is held, the accounts should be closed and balanced the detachable copy being cut off and sent to the disbursing officer from whom the imprest is held and the counterfoil being retained by the imprest holder. The account should be supported by a voucher in proper form for each payment, numbered and attached to the account so as to correspond with the order of the entries in column 2, "Voucher No. " The sums received from time to time in recoupment of the imprest should be entered in red ink in column 5 the same way as the fixed amount with which the account was first opened.

3. The account should contain no entries of receipts other than the opening entries of the fixed imprest and the subsequent recoupment expenditure nor any entries of expenditure other than those paid directly by imprest holder himself from the amount of his imprest.

Money received by imprest holders on behalf of the Government is not to be mixed up with their imprest cash or brought into the imprest cash book but should be disposed of in the manner prescribed in the relevant treasury rules.

5. To facilitate the abstracting of charges by the recouping disbursing officer, the imprest holder must invariably enter in column 3, along with other particulars of payment the name of the work, etc, to which each payment is debitable and also the name of the contractor or other person, if any from whom the amount paid is recoverable. Column 6 is entered for the head of account to which each payment relates and work order should be filled in by the imprest holder given reference to the estimate. The date and manner of recoupment, and if recouped by cheque the cheque book number should be entered by the recouping disbursing officer on every imprest account disposed of by him also a note of increase or withdrawal when such occur. When the account is incorporated in his own Cash Book it should be numbered to correspond with the voucher number quoted in the Cash Book so as to be readily traceable from it.

6. Temporary advances should also be accounted for in this form but the accounts of these advances should be quite distinct from those for Permanent Advances.

## ABSTRACT OF CHARGES

Name of works

Rs nP. Rs nP.

Period to

Total

N. B. This abstract should be printed at the back of each form and filled in by the Subdivisional Officer When the imprest holder receives Fundas form him and in other cases by the Divisional office.



**बिहार राज्य विद्युत् बोर्ड, पटना**  
स्थायी आदेश संख्या एस० एम० १-२०३१/६१/११३  
दिनांक पटना, ६ जनवरी, १९६२

बिहार राज्य विद्युत् बोर्ड की स्थायी आदेश संख्या ६९७७ दिनांक १९ अगस्त, १९६० की कंडिका २ के अन्तर्गत बोर्ड के सभी राजपत्रित एवं अराजपत्रित पदाधिकारियों के लिए (जन्हें छोड़कर जो या तो हिन्दी में एम० ए० थे या जो कम से-कम प्रधान हिन्दी के साथ बी० ए० थे या जिनकी आयु ३१ दिसम्बर, १९६० को ५० वर्ष से अधिक हो गयी थी) हिन्दी योग्यता परीक्षा में पास होने की अवधि ३१ दिसम्बर, १९६० तक थी। बोर्ड की १९६१-६२ की प्रस्तावना संख्या १८९ के अनुसार उपर्युक्त परीक्षा पास करने की अवधि ३१ दिसम्बर, १९६२ तक बढ़ाई जाती है।

बिहार राज्य विद्युत् बोर्ड के आदेश से,  
ह० /- मधेश्वर प्रसाद सिंह

६-१-६२

संयुक्त सचिव

बिहार राज्य विद्युत् बोर्ड, पटना।

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 114/EB

Dated Patna, the 8th January, 1962

The Bihar State Electricity Board has decided in Stating Order No. 64, dated the 29th December, 1960 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. 750 np. under rule 35 of the Bihar T. A. Rules subject to certain terms and conditions.

2. The Board has decided to further extend the same allowance to the Civil and mechanical Sectional Officers also on the same terms and conditions with effect from the date of issue of this order. The Electrical Superintending Engineers will be competent to sanction the allowance in this case also except that Civil Executive Engineers who are working directly under the Chief Engineer will exercise the power

By order of the Bihar State Electricity Board

Sd/- K. Prasad

5-1-1962

for Assistant Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. G/A14-01/62-115

Dated Patna, the 6th February, 1962

Some of the employees of the Bihar State Electricity Board have four visiting the examination centres where examinations for recruitment of different categories of staff of the Board are held even though they are not officially deputed for any work. It is hereby ordered that no employee of the Board unless he is either deputed for any official work or authorised to supervise the examination should visit any examination centre. Serious disciplinary action will be taken in case of any violation of this order.

Sd/- S. Mukharji

2-2-1962

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. G/A14-04/62-116/EB

Dated Patna, the 13th February, 1962

The matter regarding grant of halting allowance to the trainees on deputation from Board to the Indian Institute of Cost and Works Accountants of India has been reconsidered by the Board and it has been decided that the trainees shall be allowed halting allowance at full rates for the entire period of deputation on training in Cost Accountancy in Calcutta.

2. The order shall also be made applicable in the case of previous batches of trainee in Cost Accountancy in Calcutta. This relaxation shall not however be applicable for any other place.

3. The Board's previous order communicated in Memo No. 5089, dated 2nd June, 1961 is modified to the above extent.

By order for the Bihar State Electricity Board

Sd/-P. P. Sen

Assistant Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. G/L/1042/61-117/EB

Dated Patna, the 17th February, 1962

Subject :— Service of notices of disconnection

The general practice followed at present by the local officers in sending notices of disconnection as required under Section 24 of the Indian Electricity Act, 1910 is the post such notices under 'certificates or posting'. Recently it has been brought to the notice of the Board that the service of a notice by post shall be deemed to have been properly made under the law, only if such a notice is properly addressed and sent by registered post. The issue of all disconnection notices at the first stage under registered post will, however, involve a very heavy expenditure. It has therefore been decided that the following procedure should be observed in future in the matter of issue of disconnection notices to the consumers:—

1. The present practice of sending a 24 hours' notice of disconnection (in addition to the 7 days' notices as required by the law) should be dispensed with. The service of such a notice not only does not serve any statutory requirement but on the other hand results in creating an impression in the mind of the consumer that payment can be delayed till the second (24 hours) notice is received. The change should be widely circulated amongst all the consumers by the field Electrical Sub-divisional Officers concerned.
2. Wherever possible the statutory 7 days' notice of disconnection should be served personally on the consumer under due acknowledgement. In such a case, if the consumer fails to pay up the dues within the period stipulated in the notice, it would be perfectly legal to disconnect supply of energy to the consumer without sending his any further notice.
3. In respect of H. T. consumers and Industrial (medium pressures) consumers if energy bills are not paid by the due date the normal 7 day' notice should be sent straightway by registered post, duly prepaid and addressed properly to the consumer.
4. In all cases other than those covered by clauses (2) and (3) above where at consumer fails to pay up his dues by the due date a notice in the form prescribed for the 7 days' notice should be sent to the consumer by ordinary post. The notice need not be sent under certificate of posting. Normally, after the receipt of such

a notice sent by ordinary post, most of the consumers will pay up the arrear dues Where any consumer fails to make payment in spite of this notice (sent under ordinary post), a second 7 day' notice should be served on him, if possible, personally, under due acknowledgment, otherwise by registered post properly addressed and prepaid . The registered notices need not be' acknowledgement due. After such a notice has been despatched, it would be perfectly legal to disconnect supply if the consumer fails to pay up the dues within the period mentioned in the notice.

5. Before supply of energy to a consumer is actually disconnected the subordinate field staff of the local offices shall invariably make a polite enquiry from the consumer or his representative if the consumer has since paid up the due charges, and in case evidence is produced on behalf of the consumer about the payment having been actually made since the issue of the 7 days' notice supply of power should not be disconnected and the matter should be reported forthwith to the Electrical Sub-Divisional Officer and by the latter to the Electrical Executive Engineer.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

16-2-1962

Secretary to the Board

## बिहार राज्य विद्युत् बोर्ड, पटना

स्थायी आदेश संख्या एस० एम० १-२०४०/६१-११८

दिनांक १९ फरवरी १९६२

राज्य विद्युत् बोर्ड ने बोर्ड के स्थायी आदेश संख्या ६९७७, दिनांक १९ अगस्त १९६० के अन्तर्गत दिये गये निर्णयों का अवलोकन करते हुए निर्णय किया है कि राज्य विद्युत् बोर्ड और उसके सभी अधीनस्थ कार्यालयों से अनिवार्य रूप से निम्नलिखित कार्यों में हिन्दी का ही प्रयोग हो .

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औद्योगिक -स्थानीय फर्मों एवं अन्य फर्मों की स्थानीय शाखाओं को छोड़कर सभी स्थानीय एवं अधीनस्थ

कार्यालयों या राज्य सरकार के अन्य विभागों के साथ दैनिक पत्राचार ।  
श्रम सभा पत्राचार ।

लेखा (क) सभी अधीनस्थ कार्यालयों एवं बिहार सरकार के अन्य विभागों के साथ पत्राचार ।

(ख) आय-व्ययक मासिक एवं तिमाही प्रतिवेदन हिन्दी और अँग्रेजी दोनों में ही हो ।

टिप्पणी :- मुख्य अभियन्ता को टिप्पणियाँ तत्काल अँग्रेजी में ही दी जाय ।

2 अन्य सभी टिप्पणियाँ (बिष्कूल प्राद्योगिक विषयों को छोड़कर) हिन्दी में ही दी जायें । जहाँ पदाधिकारी औद्योगिक शब्दों को हिन्दी में व्यवहार करने में कठिनाई अनुभव करे वहाँ अँग्रेजी शब्दों को देवनागरी लिपि में प्रयोग कर सकते हैं राज्य विद्युत् बोर्ड ने पहले यह निश्चय किया था कि ऐसे पदाधिकारी जो हिन्दी योग्यता परीक्षा में ३१ दिसम्बर, १९६० तक उत्तीर्ण नहीं हो जाते उनके वेतन वृद्धि में रोक लगा दी जायगी । इस सम्बन्ध में कुछ विद्युत् अभियन्ताओं ने स्पष्टीकरण की माँग की है और सुझाव भी पेश किया है कि कर्मभारित कर्मचारियों, मास्टर रोल कर्मचारियों, चतुर्थ वर्गीय कर्मचारियों और तृतीय वर्गीय कर्मचारियों में कुछ औद्योगिक, अऔद्योगिक और लेखा कर्मचारियों को हिन्दी टिप्पण-प्रारूपण की आवश्यकता नहीं पड़ती, इसलिए हिन्दी योग्यता परीक्षा में नही उत्तीर्ण होने के फलस्वरूप वेतन वृद्धि में रोक लगा देना उचित नहीं । हिन्दी सम्बन्धी परीक्षाओं के बारे में कुछ श्रम है । इसका स्पष्टीकरण नियुक्ति (राजभाषा) विभाग के ज्ञाप संख्या ३/ हि० ३-३०११/६१-नि० रा० - १४४४८, दिनांक ५ नवम्बर, १९६१ में किया गया है । इस ज्ञाप में संचारित स्पष्टीकरणों को अपनाते हुए राज्य विद्युत् बोर्ड ने निर्णय किया है कि :-

(क) हिन्दी में टिप्पण-प्रारूपण लिखने की योग्यता परीक्षा में उत्तीर्ण होने की तिथि ३१ दिसम्बर, १९६२ तक बढ़ा दी जाती है ।

(ख) निम्नलिखित बोर्ड के सेवक हिन्दी में टिप्पण-प्रारूपण परीक्षा से मुक्त रहें :-

सभी कार्यभारित कर्मचारी/सभी मास्टर रोल कर्मचारी/सभी चतुर्थ वर्गीय कर्मचारी/तृतीय वर्गीय कर्मचारियों में-

(१) औद्योगिक - अभियन्ता सहायक (असैनिक, विद्युत् एवं मेकैनिकल), ओभरसियर एवं इसटीमेटर, प्रारूपक, अनुरेखक एवं नील मुद्रक ।

(२) औद्योगिक-आशुलिपिक, आशु-टंकक एवं टंकक, विपत्र लिपिक, मोटर परिवहन चालक, रेकर्ड सप्लायर ।

(३) लेखा- लेखापाल एवं वरीय अंकेक्षक, सहायक लेखापाल या लेखा सहायक एवं कनीय अंकेक्षक, वरीय लेखा लिपिक, लिपिक एवं मिल अधीक्षक, कनीय लेखा लिपिक एवं मिल सहायक ।

(ग) (१) ३१ दिसम्बर १९६२ तक हिन्दी टिप्पण-प्रारूपण की योग्यता परीक्षा में नही उत्तीर्ण होने के फलस्वरूप बोर्ड द्वारा नियुक्ति जिन राजपत्रित पदाधिकारियों की वेतन वृद्धि में रोक लगा दी जायगी उसका आदेश राज्य विद्युत् बोर्ड के लेखा-निदेशक को दिया जायगा । लेखा निदेशक, राज्य विद्युत् बोर्ड के आदेश के बिना किसी राजपत्रित पदाधिकारी की वेतन-वृद्धि न रोकेंगे ।

(२) कडिका-२ के (ख) के अन्तर्गत दिये गये कर्मचारियों को छोड़ बोर्ड या इसके विभागाध्यक्षों द्वारा नियुक्त अन्य अराजपत्रित पदाधिकारियों के जो उपर्युक्त तिथि तक हिन्दी-टिप्पण-प्रारूपण की योग्यता परीक्षा में उत्तीर्ण नहीं हों, वेतन-वृद्धि में रोक लगाने का अधिकार नियुक्ति अधिकारी (Appointing authority) को रहेगा ।

(घ) (१) राज्य विद्युत् बोर्ड में अनेको राजपत्रित पदाधिकारी ऐसे हैं जो बिहार सरकार के बिहार इलेक्ट्रीकल इन्जीनियरिंग सर्विस, बिहार सिविल सर्विस, फाइनेन्स सर्विस आदि के सदस्य हैं या भारत सरकार के इण्डियन एडमिनिस्ट्रेटिव सर्विस, इण्डियन ऑडिट एण्ड एकाउन्ट्स सर्विस, इण्डियन डिफेन्स एकाउन्ट्स सर्विस के सदस्य हैं और वाह्य सेवा शर्तों पर निश्चित या अनिश्चित अवधि के लिये अतिनियोजित हैं । इन पदाधिकारियों को

हिन्दी टंकण परीक्षा में नहीं उत्तीर्ण होने के फलस्वरूप वेतन वृद्धि में रोक लगाने का अधिकार राज्य सरकार या भारत सरकार को ही हैं वेतन वृद्धि में रोक (Withholding of Increments) बिहार सबोर्डिनेट सिविल सर्विस डिप्लोमा एण्ड अपील रूल्स, १९३५ या सिविल सर्विसेज (क्लासिफिकेशन कन्ट्रोल एण्ड अपील) रूल्स के अन्तर्गत एक ऐसा दण्ड है जो विभागाध्यक्ष या राज्य सरकार उन नियमों के अन्तर दिये गये कार्य करने की रीति (Procedure) को पालन किये बिना और सम्बन्धित पदाधिकारी की वेतन वृद्धि में क्यों नहीं रोक लगा दी जाय की कैफियत देने का उचित अवसर (Reasonable opportunity) दिये बिना नहीं दे सकती। इसलिये इन पदाधिकारियों की वार्षिक वेतन वृद्धि बेरोक या महालेखापाल, बिहार के आदेशानुसार मिलते रहें।

(२) राज्य विद्युत् बोर्ड में अनेकों अराजपत्रित कर्मचारी ऐसे हैं जो बिहार सरकार के या भारत सरकार के स्थायी या अस्थायी कर्मचारी हैं और वाइ सेवा शर्तों पर निश्चित या अनिश्चित अवधि के लिए बोर्ड के अन्तर प्रतिनियोजन में हैं। इन कर्मचारियों की वार्षिक वेतन वृद्धि में रोक लगाने का अधिकार सरकार के सम्बन्धित विभागाध्यक्षों को ही है। इसलिए इन कर्मचारियों को हिन्दी टिप्पण-प्रारूपण योग्यता परीक्षा में नहीं उत्तीर्ण होने के फलस्वरूप वार्षिक वेतन वृद्धि में रोक नहीं लगाई जा सकती। इसलिए इन पदाधिकारियों की वार्षिक वेतन वृद्धि भी बेरोक या सरकार के विभागीय आदेशानुसार मिलते रहें।

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

प्रतिलिपि ज्ञाप संख्या ३/ हि-३-३०११/६१-नि० रा० १४४४८, दिनांक ३ नवम्बर, १९६१, प्रेषक उप-सचिव, नियुक्ति (राजभाषा) विभाग, बिहार, पटना, सेवा में सभी विभाग/सभी विभागाध्यक्ष/सभी अनुमंडल पदाधिकारी।

विषय :- हिन्दी सम्बन्धी परीक्षाओं के सम्बन्ध में स्पष्टीकरण।

निदेशानुसार यह कहना है कि हिन्दी सम्बन्धी परीक्षाओं के बारे में कुछ भ्रम है जिसकी निराकरण आवश्यक हैं।

२ सरकारी सेवकों को राज्य सरकार के आदेशानुसार दो प्रकार की हिन्दी परीक्षाओं में उत्तीर्ण होना है :-

(१) हिन्दी में लिखने-पढ़ने की योग्यता परीक्षा और (२) हिन्दी टिप्पण-प्रारूपण लिखने की योग्यता परीक्षा।

३ हिन्दी में लिखने-पढ़ने की योग्यता परीक्षा में उन सरकारी सेवकों को अनिवार्य रूप से उत्तीर्ण होना है जो हिन्दी के साथ मैट्रिक की परीक्षा में उत्तीर्ण नहीं हैं। इस परीक्षा में उत्तीर्ण होने की अन्तिम तिथि ३१ दिसम्बर, १९५१ थी। उक्त तिथि तक नहीं उत्तीर्ण होने पर सरकारी सेवकों की वेतन वृद्धि रोक देने का आदेश नियुक्ति विभाग के पत्र संख्या १०१९६, दिनांक ३ नवम्बर, १९५१ में दिया गया है। ऐसे सरकारी सेवक जो हिन्दी के साथ मैट्रिक की परीक्षा में उत्तीर्ण नहीं हैं और ३१ दिसम्बर १९५१ के बाद नियुक्त हुये हैं उन्हें नियुक्ति के एक वर्ष के अन्तर ही उक्त परीक्षा में उत्तीर्ण हो जाना है अन्यथा वे वेतन वृद्धि से वंचित रखे जायेंगे। इस परीक्षा में उत्तीर्ण होने से विमुक्ति निम्नांकित आधार पर की जा सकती है :

(क) १९५५ के अन्त तक जो वार्धक्य निवृत्त (सुपरएनुएट) होने वाले थे, उक्त तिथि को वार्धक्य निवृत्त हो जाने के बाद भी सेवा विस्तार या किसी अन्य विधि से सेवा में बने रहने वाले सरकारी कर्मचारी को उक्त परीक्षा में अनिवार्य रूप से उत्तीर्ण होना था।

(ख) जो निम्नलिखित परीक्षाओं में उत्तीर्ण हैं :-

(१) हिन्दुस्तानी प्रचार सभा, वार्धा की काविल परीक्षा,

(२) दक्षिण भारत हिन्दुस्तानी प्रचार सभा, मद्रास की विशारद (विशया या ज्ञाता) या प्रवीण परीक्षा,

(३) राष्ट्रभाषा प्रचार समिति, वार्धा की कोविद परीक्षा,

(४) महाराष्ट्र राष्ट्रभाषा, पूना की पंडित परीक्षा,

इसके अतिरिक्त असाधारण परिस्थिति में नियुक्ति विभाग के पत्र संख्या १५७४ दिनांक २० फरवरी १९५० के अनुसार नियुक्ति (राजभाषा) विभाग की सहमति लेकर सरकार के विभाग द्वारा भी सरकारी सेवकों की विमुक्ति दी जा सकती है।

४ हिन्दी में टिप्पण-प्रारूपण लिखने की योग्यता परीक्षा में राज्य के सभी सरकारी सेवकों को अनिवार्य रूप से उत्तीर्ण होना ही है चाहे हिन्दी में उनकी शैक्षिक योग्यता कुछ भी हो। जो सरकारी सेवक प्रिंसिपल हिन्दी के साथ बी० ए० या हिन्दी में एम० ए० नहीं है। उनके लिए उक्त परीक्षा में उत्तीर्ण होने की अन्तिम तिथि ३१ दिसम्बर, १९५९ थी तथा जो प्रिंसिपल हिन्दी के साथ बी० ए० या हिन्दी में एम० ए० हैं उनके लिए परीक्षोत्तीर्ण होने की अन्तिम तिथि ३१ मई, १९६२ है। इन तिथि रेखाओं के बार नियुक्ति होने वाले सरकारी सेवकों की नियुक्ति की तिथि से एक वर्ष के अन्दर ही परीक्षा में उत्तीर्ण हो जानी है। उपर्युक्त तिथि तक नहीं उत्तीर्ण होने पर वेतन वृद्धि तब तक के लिए रोक दी रहेगी जब तक वे परीक्षा में उत्तीर्ण नहीं हो जाते।

बी० ए० की परीक्षा अनिवार्य हिन्दी के साथ उत्तीर्ण होने वाले सरकारी सेवकों के लिए परीक्षा में उत्तीर्ण होने की अन्तिम तिथि ३१ दिसम्बर १९५९ ही थी।

५ टिप्पण-प्रारूपण परीक्षा में उत्तीर्ण होने से निम्नांकित सरकारी सेवक विमुक्त समझे जायेंगे :-

(क) ३१ दिसम्बर, १९५७ तक जिनकी आयु ५० वर्ष या उससे अधिक हो गयी थी।

(ख) राजपत्रित सरकारी सेवक जो नियुक्ति विभाग के पत्र संख्या ५/ डी० ई० १०७/५८०-३६६९, दिनांक १३ मार्च, १९५९ में दिये गये पाठक्रम के अनुसार विभागीय हिन्दी परीक्षा में उच्च या निम्नस्तर से उत्तीर्ण हैं। (नियुक्ति (राजभाषा) विभाग द्वारा सम्पादित परीक्षा में उत्तीर्ण होने पर विभागीय हिन्दी परीक्षा में उत्तीर्ण होने से बरी नहीं समझे जायेंगे।

(ग) चतुर्थ वर्ग के सरकारी कर्मचारी।

(घ) वैसे सरकारी सेवक जिन्हें अपने कार्य के सम्पादन में टिप्पणी तथा प्रारूप लिखने की आवश्यकता नहीं पड़ती हो। भविष्य में प्रोन्नति के फलस्वरूप यदि आवश्यकता पड़ेगी तो परीक्षा में उत्तीर्ण होना अनिवार्य हो जायगा और प्रोन्नत पद पर वृद्धि तब तक के लिए रूकी रहेगी जबतक वे परीक्षा में उत्तीर्ण नहीं हो जाते।

(नियुक्ति (राजभाषा) विभाग के पत्र संख्या १९६९ दिनांक २० फरवरी १९५७ के अनुसार ऐसे सेवकों के संबंध में निर्णय लिया जाना चाहिए तथा निर्णय की सूचना नियुक्ति (राजभाषा) विभाग में भेज देनी चाहिए।)

६ अनुमंडल या मुफस्सिल कार्यालयों में काम करने वाले वैसे सरकारी सेवकों के लिये, जिन्हें लोक हित में प्रशिक्षण प्राप्त नहीं करने दिया गया है इसलिये वे समय से परीक्षोत्तीर्ण नहीं हो सके, वेतन-वृद्धि रोकने की निर्धारित तिथि शिथिल की जा सकती है यदि कारण सहित ऐसे सरकारी सेवकों के सम्बन्ध में सम्बद्ध विभाग नियुक्ति (राजभाषा) विभाग को अपनी सिफारिश भेजें।

७ कोई भी सरकारी सेवक हिन्दी टिप्पण-प्रारूपण का प्रशिक्षण पाए बिना परीक्षा में सम्मिलित हो सकता है, लेकिन अनुत्तीर्ण होने पर दो बार परीक्षा में तब तक सम्मिलित हो सकता जब तक विहित प्रशिक्षण नहीं प्राप्त कर लेता।

ऐसे सरकारी सेवक जो ऐसी जगहों में पदस्थापित हैं जहाँ प्रशिक्षण की सुविधा नहीं है, बिना प्रशिक्षण प्राप्त किए केवल दो बार परीक्षा में सम्मिलित हो सकते हैं।

८ बहुधा यह देखने में आता है कि हिन्दी लिखने-पढ़ने की योग्यता परीक्षा या हिन्दी में टिप्पणी तथा प्रारूप लिखने की योग्यता में निर्धारित तिथि तक नहीं उत्तीर्ण होने वाले सरकारी सेवकों की वेतन-वृद्धि रोकने के पूर्व उनके उचित स्पष्टीकरण ही माँगते और न उनके द्वारा दिए गए स्पष्टीकरण पर विचार ही करते, यद्यपि नियुक्ति विभाग के पत्रांक १०१९६, दिनांक ३ नवम्बर, १९५१ में हिन्दी लिखने-पढ़ने की योग्यता परीक्षा के सम्बन्ध में, तथा नियुक्ति राजभाषा विभाग के पत्रांक १५३९१, दिनांक १३ दिसम्बर, १९५७ में टिप्पणी-प्रारूपण परीक्षा के सम्बन्ध में स्पष्टीकरण माँगने के लिए स्पष्ट आदेश दिया गया है। अतएव सरकारी विभाग, विभागाध्यक्ष तथा अन्य सम्बन्धित पदाधिकारियों का ध्यान इस ओर विशेष रूप से आकृष्ट किया जाता है, क्योंकि वेतन-वृद्धि रोकना एक प्रकार का दण्ड है और दण्ड देने के पहले सिविल सर्विसेज डिसिप्लिन एण्ड अपील रूलस के अधीन ऐसी कार्रवाई की जानी आवश्यक है।

९. रूकी हुई वेतन-वृद्धि, परीक्षा में उत्तीर्ण हो जाने के बाद परीक्षा सम्पन्न होने के अगले दिन से मिलने लगेगी। भविष्य में वेतन-वृद्धि की तिथि वही रहेगी जो वेतन-वृद्धि रोकने के पूर्व थी। रूकी हुई वेतन-वृद्धि का संचयात्मक (क्यूमुलेटिव) प्रभाव नहीं होगा केवल अनुत्तीर्ण रहने की अवधि की वेतन-वृद्धि देय नहीं होगी।

१०. उपर्युक्त निदेशित आदेशों के उल्लंघन की स्थिति में आदेशोल्लंघन से सम्बन्धित कार्रवाई की जा सकती है।

११. यह अनुरोध किया जाता है कि इसकी जानकारी सभी अधीनस्थ पदाधिकारियों को करा दी जाय।

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. G/T 302/62-119/EB

Dated Patna, the 22nd February, 1962

Telephones have been provided as far as possible for all officers of the Board in their office rooms in the Secretariat. Due to acute scarcity of accommodation most of the big rooms are being occupied by two or three officers. In such cases as a measure of economy, only one telephone is being provided. This telephone is to be shared equally by all officers through mutual co-operation and all the officers will be individually and collectively responsible for proper use of the phone. To prevent misuse, if the officers think it desirable, the telephone may be kept under lock and key with duplicate or triplicate key each officer keeping one key with him, so that there may be no difficulty in making call.

2. So far as trunk calls are concerned a register is to be maintained by each officer in a prescribed form to be supplied by the Administrative Officer.

By order to the Bihar State Electricity Board

Sd/- M. P. Singh

21-2-1962

Joint Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. Acctt./Esttv. 10309-61-120

Dated Patna, the 24th February, 1962

Subject : Rules regarding fixation of pay of gazetted servants of the Board on promotion to certain higher posts or on appointment from a non-gazetted to a gazetted post.

Under Board's Standing Order No. 50-EB, dated the 17th September, 1960, the rules of the Bihar Service Code 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. The aforesaid rules of the Bihar Service Code are deemed to be regulations framed under Section 79 (c) of the Electricity (Supply) Act, 1948. A question has arisen as to the authority which is competent to fix the pay of gazetted servants of the Board on promotion to certain higher posts and on appointment from a non-gazetted to a gazetted post.

The rules regarding fixation of pay of gazetted Government servants are set forth in Appendix 6 of the Bihar Service Code and the fixation of pay in their case is done by the Accountant General, Bihar. The State Electricity Board, being a body corporate notified under sub-section (1) of Section 5 of the Electricity (Supply) Act, 1948, is itself competent to fix the pay of its gazetted officers on promotion to certain higher posts and on appointment from a non-gazetted to a gazetted post. As the duties and functions of the Accountant General, Bihar are being performed by the Financial Adviser-cum-Director of Accounts of the Bihar State Electricity Board; he or any of the officer of the Accounts Department of the Board will fix the pay of gazetted servants of the Board on promotion to higher gazetted posts and also the pay of non-gazetted officers appointed to gazetted posts in accordance with the provision of Appendix 6 of the Bihar Service Code.

The fixation of pay of gazetted Government servants of any State service or of an All-India Service, who are on deputation to the Board will, as usual, be done by the Board from the Administrative department.

The officers of the Accounts Department of the Board shall be competent to call for the Service Books, leave account or any other documents required by him in connection with the fixation of pay.

Authority slip including leave salary certificates of all Gazetted staff of the Board will be issued by the Financial Adviser-cum-Director of Accounts or any officer subordinate to him, who may be authorised by him for the purpose.

Sd/- S. Mukharj

24-2-62

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. S/MI-2054/61-120/EB

Dated Patna, the 2nd March, 1962

Subject : Treatment of important dignitaries at Board's visiting installations, etc.

The Board in its Standing Order No. 92, dated 14th August, 1961 stated that the Ministers and Deputy Ministers who make official visits to the Board's Project sites and installations and stay in the Circuit or Board's Rest Houses will be treated as the Board's guests and any expenditure incurred in this connection will be borne by it. During the course of their unofficial visits, however, they will not be treated as the Board's guest.

2. The Superintending Engineers have asked for clarification on certain points such as (i) whether the sanction of expenditure on official visits of important dignitaries will include expenditure on the staff accompanying them, (ii) whether any separate funds will be allotted to each Circle for expenditure on entertainment, and (iii) who should certify to the correctness of the bills, etc. The following clarifications are accordingly issued :

(i) Only Ministers and Deputy Ministers of Central and State Governments are declared as Board's guests, during their official visits. Whether a particular Minister or Deputy Minister is on official visit or not, will be clarified from the Board's Secretariat each time

(ii) The staff accompanying the Ministers or Deputy Ministers will not be treated as State guest.

(iii) The entire expenditure on this account will be debited against the special entertainment grant placed at the disposal of the Chairman. A new sub-head of account to accommodate such expenditure has therefore been opened, i.e. Account No. 402 (m) "Contingencies (xii) Entertainment of V. I. Ps."

(iv) There will be no separate allotment for each Circle for expenditure on dignitaries. The Electrical Superintending Engineers are authorised to incur expenditure from their allotment for contingencies initially and then adjust it through inter-circle transfers against the Headquarters grant by submitting detailed bills and vouchers. The Electrical Superintending Engineers will submit a statement of expenditure incurred on such entertainments for each occasion certifying as to the correctness of the bills to the headquarters and get the amount recouped. The statements of such expenditure will be certified by the administrative wing of the Board, for recoupment by the Accounts Officer, Headquarters.

By order of the Bihar State Electricity Board

Sd/- S. Mukharji

1-3-62

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 121/EB

Dated Patna, the 10th March, 1962

Sanction is accorded to the grant of honorarium at the rates mentioned below for giving lecture to the trainees of the accounts Training School of the Bihar State Electricity Board :

(1) Rs. 16 for one lecture of two hours or so at a time on a subject.

(2) Rs. 10 for every lecture of one hour or so :

Provided that the total amount of fees in a month in respect of any one officer should not exceed Rs. 150.

By order of the Bihar State Electricity Board

Sd/- P. P. Sen

10-3-1962

Assistant Secretary to the Board

# BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 124/O & M

Dated Patna, the 26th March, 1962

Subject : Prompt attention to correspondence

The standard of efficiency of any Organisation is judged mainly by the promptness and accuracy with which it handles day to day work. Large number of reminders received would be an indication of the delay in disposal of normal work and it is necessary that each and every reminder is scrutinised to see whether it is warranted and whether any avoidable delay has taken place in attending to its disposal. Similarly prompt attention has to be given in pursuing matters from our end to ensure that any reply needed from field officers is received promptly. The following instructions are, therefore, issued for strict compliance with immediate effect.

## 1. Reminders Inwards :

When a reminder is received it should be entered in a special register to be maintained for the purpose and attended to immediately. In no case should the reply be delayed beyond four days of its receipt. A reminder is viewed as warranted, if the letter or bill, to which it is a reminder is not disposed of within 15 days of its receipt in the office. Classification of a reminder as warranted or unwarranted will be done by the Accounts Officer. Watching of disposal and classification of reminders will be made from the register mentioned above. The names of the Assistant in respect of whose tasks the reminders are received, will also be noted in the register. At the end of each month an extract will be noted in the register. At the end of each month an extract will be prepared in the register and will be submitted to the Deputy Director of Accounts/Financial Adviser cum-Director of Accounts showing the number of warranted reminders received by each Assistant during the month. The Assistant who frequently figure in the abstract as receiving warranted reminders will be liable for disciplinary action.

## 2. Reminder Outward :

It has been noticed that correspondence on important cases is often allowed to die out for want of proper care in pursuing them to finality through the issue of reminders. As this position is not satisfactory, it has been decided that very task holder will maintain a separate reminder register. The first reminder should normally be issued after three weeks and subsequent ones after a fortnight of the issue of the previous reminder. In urgent cases, the officer concerned may have the reminder issued earlier. When sub-mitting disposals, the Assistant concerned will note in the register cases in which reminders are required to be issued :

- (i) The Assistant's name and the details of the work dealt with by him will be entered nearly in the cover of the register.
- (ii) One page will be allotted for each day in a month, e.g., 1, 2, 3, and so on and the same pages may be used in different months.
- (iii) The register will contain the following columns :

File No.	Page No.	Reminder issued on	Next reminder due on
1	2	3	4

- (iv) The reminder register will be consulted daily to ensure whether any reminder is due to be issued that day.
- (v) After the issue of reminder, an entry will be made in the relevant page regarding the next reminder. Where the reply has been received this will be noted in red ink.
- (vi) No entry in the register need be scored through as particulars month of issue of reminders and the fact of issue of reminders are noted, as indicated in the proceeding clauses.
- (vii) When any work is transferred to any other Assistant or any section, extract of the entries relation to these tasks, for which future reminders are due, will be furnished to the new Assistant/Section, simultaneously noting the fact of transfer in the register.

(viii) If any day happens to be holiday the register will be consulted on the next working day.

(ix) The register will be submitted to the Accounts Officer one a week and the Deputy Director of Accounts/Financial Adviser-cum-Director of Accounts once a month.

### 3. Query Cases :

It has been noticed quite often that queries made by the senior officers are not attended to promptly and quite often the files are submitted more than a month after the date of the query. A query register will in future be maintained in each section and it will be the responsibility of the Accountant to have the details of such queries recorded in that register. All the case where the queries are made should be disposed of within three days of the making of queries and the Accountant should examine this register once a week to ensure that no query cases are lying unattended to. The register will contain the following columns :

Sl. No.	No. and date of the letter	Subject	The file number	Designation of the officer making the queries	The remarks made in the letter	Date of submission
1	2	3	4	5	6	7

This register will be submitted to the Accounts Officer once a fortnight and to the Deputy Director of Accounts once a month with an extract showing the cases outstanding and reasons thereof.

### 4. Demi Official Letters :

A Demi-official letter has personal touch. Writing of D. Os. is normally resorted to when official references fail to elicit the necessary information. Failure in giving prompt replies to D. Os not only reflects on the efficiency of the Organisation but shows lack of courtesy as well. It is, therefore, necessary that the promptest attention should be given while dealing with demi-official letters D. O. register should also be maintained in each section to ensure that replies to all D. Os. are issued within one week of the receipt of the letter. If a final reply cannot be issued within one week atleast a D. O. acknowledgement should be sent promising a detailed reply within the shortest possible time. This register will be submitted to the Accounts Officers once a fortnight and to Deputy Director of Accounts concerned once a month.

The Accountant Incharge of each section is the kingpin of the Accounts Organisation and unless the Accountants evince personal interest, the work is bound to suffer. It will be the personal responsibility of the Accounts Incharge of various sections to ensure that the Assistants working under them understand the applications of the various instructions and the Accountants should made it a point to frequently look into the various registers which are designed to help them in maintaining proper control over their day to day work. Where they have any difficulty in implementing any instructions, they should not hesitate to take the advice of the accounts Officer or the Deputy Director of Accounts concerned.

Sd/- P. N. Jain

Financial Adviser and Director of Accounts

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. Acctt. E25/1960-125

Dated Patna, the 28th March, 1962

It is observed that there are long delays in payment of bills, with the result that complaints from suppliers have been increasing Under the present procedure of the Stores Rules (para 19), bills are sent direct to the consignees without intimation to the Circle Accounts Officer. Thus the Accounts Officer and the Superintending Engineer do not come to know if the bills have been received in the subdivision, and payment made. They are not able to exercise any control over delays in payments. Such delays have at times put the Board in an embarrassing position and have led to difficulties in making purchases from reputed firms on economical terms. The necessity of honouring the commitments of the Board as prescribed in the contract documents cannot be over emphasised.

2. In order that the position of the bills which are not paid in time may be reviewed from time to time the following new procedure is laid down for strict compliance :

(1) In all supply orders an instruction should be added to the effect that the suppliers shall submit their bills in triplicate prominently marked 'original, duplicate' and 'triplicate' and send the 'original' and 'duplicate' direct to the consignee and the 'triplicate' to the Accounts Officer of the circle concerned simultaneously.

(2) The consignee, will enter the bill in the bill register, in form EBS 20 (copy enclosed) and verify the bill with reference to the Stores Received Book and Stores ledger. The bills will be check measured by the Assistant Engineer for bill up to Rs. 15,000 and by the Executive Engineer beyond that amount. Valuable items like O. C. Bs. heavy transformers career equipments, etc, irrespective of value will be check measured on the direction of the S. E. by an E. E. No. entry in the measurement book will be necessary, but reference to Stores Received Book (S. R. B.) and Stores ledger folio will be entered on the bills.

(3) The bills shall be verified and original bill submitted to the Circle Accounts Officer, within 10 days at the most from the date of receipt of the bills, by the consignee. The 10 days limit is the maximum permissible and it is desired that the bills should be sent much earlier than that. The duplicate copy of the bill will be filed in the purchase order file of the consignee Stores. Any recovery for damages, freight paid, damages, etc. shall be noted on the bill for deduction from the bill.

(4) The Circle Office will enter the triplicate copy of the bill received from the suppliers in the Bill Register (Form EB 52-1) keep watch and remind the consignee fortnight for transmission of the verified bills. The issue of reminder should be noted in the Bill Register.

(5) On receipt of verified bill the Bill Section on the Circle Office, will enter the receipt of bills in column 10 of the bill register. The bill will then be linked with the triplicate copy of the bill already received and the original and triplicate copy of the bill, with purchase order file will be sent to the Pricing Section, for verification of S. R. B. and for making supplemental S. R. B. entries for the difference in value, if any, after making necessary entry in the bill register.

(6) In the Pricing Section, the materials billed for will be verified with the entries in the S. R. B. and the stores ledgers and the ledger folio of the stores ledger will be noted on the bill. Where there is any difference between the value already taken in S. R. B. and the amount payable a supplemental S. R. B. for the difference, plus or minus will be prepared. The verification entries will then be copied in the triplicate copy and the bills sent with the supplemental Stores Received Books to the Bill Section. The fact of passing bill will be noted in the duplicate copy of the S. R. B. in the Pricing Section.

(7) The bills will be checked with the purchase order, credit in suppliers account in General ledger test certificates, etc. and passed by the Bill Section. The fact of passing the bill should be noted in the original copy of the S. R. B. Purchase order register, bill register and signed by accountant. Bill Section. A remark in the purchase order will also be made regarding the details of "Payment" The bills will then be submitted to the Accounts Officer for signature. The original copies of the Stores Received Books (S.R.Bs.), being a permanent record, shall be carefully bound and recorded in guard files in Bill Section.

(8) The Circle office should not take more than a week for all these processes and for sending the cheques.

(9) The Board desires that the officers will follow the instructions strictly and avoid all delays in payment. The Superintending Engineers are requested to review the bills register of the circle office, every month and arrange to see that pending bills are expedited.

(10) The Accounts Officers will render to the F. A. -cum-D.A. a monthly return of bills, outstanding at the end of the previous month, in the enclosed proforma. The Accounts Officers should carefully review the pending bills and submit detailed remarks as to the reasons for the bills pendings.

Sd/- M. P. Singh  
5-4-1962  
Joint Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BILL REGISTER (CIRCLE)**

Schedule XXI .....

Circle .....

Sl. No.	Bill Date of No. & Dt.	Name of supplier	Order By whom, No. & Dt.	Material supplied	Amount of bill	Dates of reminders for verified Bills	Dt. of receipt of verified original bill.		
1	2	3	4	5	6	7	8	9	10

receipt  
triplicate

Note : 1. The Register is to be written for columns 1 to 9 from triplicate copy of bill's received direct from firm, in Bill Section

2. Columns 11, 12, 13 are reminders to sub-stores for verified bills.

3. On receipt of certified bill, the bill will be sent to Stores Pricing Section for checking with S.R. B. for the amount of bill and for preparing supplemental S. R. B. for difference in amount between Bills and S.R. B. ; should not stores ledger folio also on bill.

Pricing Section		S.R.B. Nos.	& Check Mt.	Test result	Deductions proposed	Bills passed	Initials	Check No.	Remarks			
Sent to Returned		dates	by whom	approved	Reasons	No & Dt.	Amount of the	& Date				
on			& date	Date	Date	Rs.	nP.	Acctt.				
11	12	13	14	15	16	17	18	19	20	21	22	23

BIHAR STATE ELECTRICITY BOARD, PATNA

Monthly Statement indicating the position of Bills pending upto ..... 1962

CIRCLE .....	Reference to the item No. in Bill Register (E.B.S.R.)	Name of the firm	Bill No. and date	Order No. & date	Amount Rs. np.	Reasons why pending	Action taken to expedite settlement of claim

To the Financial Adviser-cum-Director of Accounts.

A. O S.E.

Received

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

BOARD'S STANDING ORDER No. G/L-7043/61-126/EB

Dated Patna, the 31st March, 1962

The following procedure is prescribed by the Board on the matter of keeping of the original agreements and contracts under the safe custody in the Secretariat of the Bihar State Electricity Board.

The files relating to contracts or agreements with the other parties or other valuable documents will be continued to be dealt with by the concerned sections of the Board, viz. the Accounts Section, Planning Section, the Technical Section, the Stores & Purchase Section and the Administrative Section. When the contracts or agreements are executed and signed and copies are available for safe custody a certified copy thereof shall be kept by the Section concerned and a monthly return of contracts or agreements concluded will be circulated for information and thereafter the Section Head concerned will send the original copy of the contracts or agreements or other valuable documents to the Administrative Officer (1) for safe custody in a fire proof iron safe which will be at the disposal of the latter one key of the iron safe shall be with the Administrative Officer (1) and another with the Accounts Officer (Headquarters) in a sealed envelop. Each of the sections will maintain a register in the enclosed proforma which will give details of the documents and through that register the documents will be sent to the Administrative Officer (1). Administrative Officer (1) on receipt of the document along with the register of the concerned section shall sign the appropriate column in the register of the section in token of having received the documents. Simultaneously he will make an entry of the documents in the register to be maintained in the same proforma by him and the documents shall be put in the fire proof iron safe in his charge. Such documents will be returned to the section concerned only on the request of the Section Head concerned and that too after taking a regular receipt through the register to the maintained for the purpose.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Joint Secretary to the Board.

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

BOARD'S STANDING ORDER No. G/L-7043/61-127/EB

Dated Patna, the 31st March, 1962

The following procedure is prescribed by the Board for safe custody of the original consumer's agreements (LT & HT) in the Circle and Divisional offices of the Bihar State Electricity Board :

2. (a) H. T. Consumers : Three copies of the agreement (two on stamped paper) should be returned of the Circle officer after the Chief Engineer's signature. These will be received by the Head Clerk, Commercial Division wherever such a Commercial Division exists and by Head Assistant of the Circle where no Commercial Division is in existence and he will send one stamped copy to the consumer one unstamped copy to the Electrical Executive Engineer of the field Division concerned and the other stamped copy to the Junior Accounts Officer of the Circle Accounts Office for safe custody.

(b) L. T. Bulk Consumers : Three copies of the agreement (two on stamped paper) are executed in the Divisional office. The Electrical Executive Engineer should send one stamped copy to the consumer and the other stamped copy to the Electrical Executive Engineer Commercial Division wherever such a division exists otherwise to Superintending Engineer

directly. The Head Clerk, Commercial Division or Head Assistant, Circle Office as the case may be will after observing formalities as detailed below, hand over the same to the Junior Accounts Officer of the Circle Accounts Office for safe custody.

3. In both the above cases the Head Clerk, Commercial Division/Head/Assistant, Circle office as well as the Junior Accounts Officer and also the Accountant of the field Division shall maintain a register each, in the enclosed proforma which will record movement of the documents from one to the other. Each receipt and issue of the document shall be entered in this register with the dated signature of the receiving and issuing officer. Junior Accounts Officer will if necessary at a later date issue the document only on the request of the Electrical Executive Engineer of the Commercial Division or field Division and that too after taking a regular receipt through the movement register. In addition to this movement register the Head Clerk Commercial Division/Head Assistant Circle office and the Accountant of the field Division will maintain another register in which one or two pages shall be allotted to each enclosed. Such entries have got to be made before the agreement is handed over for safe custody. Subsequent additions or alterations to the terms of the agreement should also be entered in this register.

4. This register will be handy and helpful in day to day correspondence and checking of bills, etc. and will obviate the necessity of maintaining certified copies of the agreement at different levels. For H.T. consumers one register may be maintained but for L.T. bulk consumers one register for each Subdivision should be maintained. In case of existing L. T. bulk consumers the new form of agreement has recently been introduced. These revised agreements when ready should also be sent to the Junior Accounts officer through the Commercial Division in the manner indicated above.

5. The Junior Accounts Officer or the circle Accounts Officer will keep all the agreements (H.T. & L.T.) in a fire proof iron safe which will be at the disposal of the latter. One key of the iron safe shall be with the Junior Accounts Officer and the other with the Accounts Officer in a sealed envelope which the latter may at his discretion deposit in the treasury.

6. In the Division Office the agreement should be kept in the custody of the Electrical Executive Engineer but on the appointment of the Junior Accounts Officer in the Revenue Division the documents may be transferred to his custody.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

PROFORMA No. I

Sl. No.	Date of receipt	Particulars of the documents	File.	Signature of the officer by whom kept	Date of issue	For file No.	Date of return	Signature of the requisitioning officer
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**PROFORMA NO. II**  
(Register of details of Bulk Consumers)

1. Name and address of consumer.
2. Electrical Subdivisions, and Division under which the consumers falls.
3. Consumer Number  
(This is not available in the agreement and should be ascertained separately after supply has been commenced.)
4. Tariff applicable and details of the industry.
5. Contract demand.
6. Minimum guarantee.
7. Security deposit.
8. Date of commencement of supply.
9. Date of execution of agreement.
10. (In case of H.T. supply)  
whether transformer and other equipment have been supplied on hire, if so give details and state value of equipment hired.
11. Capacity of step down transformer in case of H. T. supply.
12. Details and location of metering arrangement.
13. Subsequent alterations or additions (give details with dates).

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. A/BI-601/61-128/EB

Dated Patna, the 31st March, 1962

Under the provisions contained in item 4. of annexure 'A' to Appendix 5 of the Bihar Financial Rules, Vol. II blankets and pattis once purchased are required to serve two seasons at least. The Bihar State Electricity Board has decided that blankets and pattis supplied by the Board shall serve five seasons. The order will take effect from the 1st January, 1960.

By order of the Bihar State Electricity Board  
Sd/- P. P. Sen  
Assistant Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. Actt./CM/98/62-129

Dated Patna, the 3rd April, 1962

Subject : Classification of expenditure and Receipts Accounts Number Amendments to Standing Order No. Ac/CM/1062-105, dated the 13th November, 1961

The following amendments to Standing Order are issued :

C.S.I. Pa-25, Clearing Accounts-Account head 402-Contingencies.

And the following after (K) Tools & Plants :

(L) Entertainments.

(M) Entertainments (V. I. Ps.)

(N) Social Welfare.

The amendments may be incorporated in the pamphlets for classification and Account Numbers.

Sd/- M. P. Singh

Joint Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. S/A2-103/62-130/EB

Dated Patna, the 5th April, 1962

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

Under Board's Standing Order No. 4/EB, dated the 20th April, 1959, appointment of temporary technical officers, not below the rank of Engineer Assistants has been made so far on contract basis generally for a period of five years with the provision that such a contract may be terminated by notice on either side-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 Engineer and Engineer Assistants. In pursuance of that standing order in every offer of appointment a clause is provided to the effect that the appointment is on contract basis for five years terminable on three months' notice on either side. The temporary Electrical/Civil/Mechanical Engineers are being recruited by the Board on the condition mentioned above. The condition about contract was imposed because there was then dearth of Electrical and Mechanical Graduate Engineers and it was felt that the condition of five years' contract would attract more qualified candidates and would be considered by them as offering them better conditions of service than those attached to temporary appointments. Experience has however shown that the offer of appointment on contract basis instead of being an attraction is now standing in the way of more qualified candidates joining the Board. In fact since the above standing order issued on direct recruit engineer has formally signed the contract. On the other hand following the standing practice one application a year of temporary personnel for posts else where is being forwarded. As soon as a temporary engineer receives an offer of appointment he presses for his relief which is usually allowed without requiring him to give three months' notice. Thus appointment of temporary engineers on contract basis non-execution of a contract formally forwarding of their applications for appointment elsewhere and their sub-sequent relief without enforcing the notice period have become somewhat conflicting. Since the appointments are all temporary now and the process of forwarding one application of these officers in a year has to continue the previous decision about appointment on contract has in practice become ineffective. The Board has therefore decided that the Board's Standing Order No. 4 dated the 20th April, 1959 shall stand modified to the above extent with retrospective effect and all temporary appointments duly made and those to be made shall be temporary and subject to termination on one month's notice on either side.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Joint Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 131/EB

Dated Patna, the 18th April, 1962

The Bihar State Electricity Board in its Resolution No. 403 of 1961-62 authorised the Secretary and the Joint Secretary to the Board to levy sell endorse negotiate transfer and otherwise deal with Government securities on behalf of the Board.

By order for the Bihar State Electricity Board

Sd/- S. D. Sinha

Under-Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 132/EB

Dated Patna, the 18th April, 1962

With a view to offer incentive to the non-S. E. S. employees engaged in construction operation and maintenance work at the various Circle Divisional and Subdivisional levels the Bihar State Electricity Board has decided that no more than 10% of the vacancies in the rank of Electrical Overseer may be filled in by promotion from amongst the non-S. E. S. employees of the Board. The minimum qualification for promotion shall be 'Matriculation' and 7 years practical experience. The educational qualification and experience may be relaxed in special cases by the Selection Committee. The promotion will be decided after a written examination and interview. The syllabus for the written examination shall be as follows :

- |                      |  |
|----------------------|--|
| A. LITERATURE -      | English (Essay, Precis and Reporting)  |
| B. MATHEMATICS       | (Simple questions in Mensuration upto area of triangles), Ratio and Proportion, Interest and Discounts, Rule of Three, etc., Multiplication and division of mixed quantities.                                |
| C. TECHNICAL (i)     | Costing and estimating; Line work-survey, erection, maintenance, tools, etc., electrical apparatus and their maintenance, Indian Electricity Act, Electricity (Supply) Act and the Indian Electricity Rules. |
| (ii)                 | Safety Rules, labour relations etc.  |
| D. SIMPLE ACCOUNTS - | Stores, cash, wages, etc.  |

A and B will be of matriculation standard.

2. In case of vacancies for which a panel of names may also be maintained the Board's Secretariat will call for applications from the non-S. E. S. employees through the respective Electrical Superintending Engineers together with their recommendations. While sending the applications the Electrical Superintending Engineers shall ensure that the applicant fulfils the above conditions.

By order for the Bihar State Electricity Board

Sd/- M. P. Singh

Joint Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 134/EB

Dated Patna, the 27th April, 1962

Subject : Rate for the sale of bills of quantity.

It is noticed that no definite rate for the sale of Bill of quantities issued to the intending tenders of civil works executed in the Board has so far been prescribed by the Board. In order to maintain uniformity in such issues the following scale of rate as prevalent in the P. W. and Irrigation Departments of the State is prescribed for the guidance of all concerned.

Description	Rate
For original work costing up to Rs. 50,000	Rs. 5
For original work costing above Rs. 50,000 up to Rs. 10 lacs	Rs. 10
For all repair works.	Rs. 2

In cases where the value of tender exceeds Rs. 10 lacs or for works other than Civil works the cost of the schedule of quantities and specifications will be decided by the Chief Engineer in consultation with Financial Adviser and Director of Accounts.

By order for the Bihar State Electricity Board

Sd/- M. P. Singh

Joint Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 135/EB

Dated Patna, the 30th April, 1962

Subject : Grant of Health Certificate by the Medical Authorities to candidates for appointment to different services and posts under the Bihar State Electricity Board.

In accordance with Health Department's Circular letter No. III-MI-1602/59-21361-H, dated the 9th July, 1960 the Bihar State Electricity Board has decided that the following procedure should be adopted in the matter of submission of health certificates by various class of employees in the Board :

(1) In respect of gazetted appointments and appointment to the non-gazetted posts of Power House Superintendent (time scale of pay Rs. 250-550), the candidates selected for appointment should be directed to appear before the Medical Board for certificate of fitness. The prescribed fee of Rs. 16 will be payable by the candidate.

(2) All the candidates selected for non-gazetted posts, including those appointed in the workcharged establishment drawing pay in scales whose maximum is above Rs. 100 (other than Power House Superintendents) should be required to furnish medical certificate of fitness from the Deputy Superintendent of the District or Subdivisional Hospitals. The prescribed fee of Rs. 5 will be payable by the candidate.

(3) All the candidates selected for non-gazetted posts including those in the work charged Establishment whose maximum scale of pay does not exceed Rs. 100 and all candidates selected for class IV jobs, including those in the work charged establishment should be required to furnish a medical certificate of fitness from any Government Civil Assistant Surgeon or Government Medical Officer. The prescribed fee of Rs. 5 will be payable by the candidate.

By order for the Bihar State Electricity Board

Sd/- M. P. Singh

Joint Secretary to the Board

COPY OF LETTER NO III 1602/59-21561 H, DATED 9TH JULY, 1960, FROM SHRI J. N. PRASAD, DEPUTY SECRETARY TO GOVERNMENT, HEALTH DEPARTMENT BIHAR, PATNA, ADDRESSED TO ALL DEPARTMENTS OF GOVERNMENT/ALL HEADS OF DEPARTMENT.

Subject : —Fee to be charged by Civil Surgeon and Assistant Surgeons for giving Health Certificates to candidates for appointment to different services and posts under Government.

In supersession of all previous orders Government have been pleased to decide that fees to be charged by Civil Assistant Surgeons for giving Health certificates for various purposes should be as below :

1. In respect of Gazetted appointments, candidates selected for appointment and appearing before the Medical Board for certificates of fitness should not be required to deposit any fee and in order to have uniformity in this respect the Appointment Department may made amendments in the recruitment rules to the Bihar Civil Service which provide for payment of Rs. 16 for such examination to the Medical Board.

2. All candidates selected for non-gazetted posts should invariably be referred by the appointing authorities to the Medical Officer concerned for obtaining health certificates of fitness and it should not be required to pay any fees for obtaining certificates of fitness.

3. According to the present rules and instructions those who are selected for appointment to class III posts are to obtain Health certificates of fitness from Civil Surgeons. But in view of the fact that Civil Surgeons have now become senior Executive Medical Officers of their districts and as such have been entrusted with heavy administrative and touring work it would not be possible for them to examine such candidates. All such cases should henceforth be referred by the appointing authorities to the Deputy Superintendent of the district and subdivisional hospital and each Department of Government with the concurrence of Health Department should issue instructions as regards the candidates who would be examined by the Deputy Superintendent and who would be examined by other Medical Officers such classification being based on the scale of pay of various categories of class III employees.

4. So far as the class IV employees are concerned the appointing authorities should refer their cases to the various medical officers posted at Government hospitals and dispensaries obtaining certificates of fitness. The various Departments of Government should, however, issue instructions on this point with the concurrence of the Health Department.

5. So far as the Police Department are concerned according to the present rules, even constables have to appear before the Civil Surgeons for certificates for medical leave and fitness to join their post on return from medical leaves. In view of the increasing burden on the S. E. M. O. S. it would not be possible for them to examine such cases. The Police Department may change their rules in consultation with Health Department.

As regards services for which candidates are required to attach certificates of fitness along with their application for appointment to any post such certificates of fitness may be obtained from any registered Medical practitioner. Government have already prescribed the maximum fee that can be charged by Civil Surgeons and other Medical Officer of the State for their private professional work. The maximum fee which these officers should charge for giving certificate of fitness to such applicants for Government posts have been mentioned in Health Department's letter No. 9207-Medl., dated the 11th July 1952. The Civil Surgeon can charge Rs. 16 from such intending candidates and Assistant Surgeon can charge Rs. 5 only.

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

BOARD'S STANDING ORDER No. Lab/D3-101/60-136

Dated Patna, the 2nd May, 1962

Subject : Fixation of wages of a casual workman on appointment to a post carrying a time scale of pay

In paragraph 3 of the Standing Order No. 101, dated the 14th October, 1961, it was intimated that for the purpose of determining pay the emoluments admissible to a casual workman employed on daily wages, on his appointment to a post carrying a time scale of pay an amount equivalent to 26 times of the basic daily wage earned by him as a casual

the date of his appointment to the post carrying time scale of pay should be taken into account. Since the daily wages of a casual workman on the date of promotion is all inclusive it follows the monthly emoluments (times of the basic daily wages on which the initial pay in the higher post in the time scale of pay is to be fixed) of both the basic pay and the cost of living allowance.

A few typical examples are worked out in the appended statement indicating how to pay of casual workmen on appointment to posts carrying time scales of pay should be fixed.

These order as well as the orders issued in Standing Order No. 101, dated 14th October, 1961 will take effect from 1st April, 1960 on which date scales of pay of work-charged establishment was revised.

Pay fixed already may be reviewed in the light of these orders and pay regulated accordingly cases of excess payment of pay already made may be reported to Deputy Director of Accounts (Headquarters) by 30th June, 1962.

In every such case a copy of the Pay Fixation Statement showing the details of the calculation, may be sent to the Deputy Director of Accounts (Headquarters).

By order for the Bihar State Electricity Board

Sd/- S. Mukherji

For Secretary to the Board

#### EXAMPLES ABOUT FIXATION OF PAY OF CASUAL WORKMEN APPOINTED TO POSTS CARRYING TIME SCALES OF PAY.

- (i) A Majdoor drawing a daily wage of Rs. 1.60 nP. is appointed as an unskilled Khalashi on the time scale of pay of Rs. 22 1/2-1/2-27 1/2, with effect from the 1st January, 1962. Twenty six days emoluments of the majdoor in the time scale of pay of Rs. 22 1/2-1/2-27 1/2 should be fixed in such a manner that his total emoluments is Rs. 41.60 nP.

On the basis of initial basic pay of Rs. 22 1/2 in the time scale of pay of Rs. 22 1/2-1/2-27 1/2, the total emoluments of an employee inclusive of C. L. A., additional C. L. A., etc. comes to Rs. 60 namely basic pay Rs. 22 1/2, C. L. A. Rs. 22 1/2, additional C. L. A. Rs. 5, further additional C. L. A. Rs. 10, total Rs. 60. Since the total emoluments admissible on the minimum of the time scale is more than Rs. 41.60 the majdoor will be entitled to a starting pay of Rs. 22 1/2 which is the minimum, in the approved time scale of pay with effect from the 1st January, 1962 and in addition C. L. A. at the appropriate rates as indicated above.

The date of increment under the normal rules of the Bihar Service Code namely Rule 85, will be after one year's duty counted from 1st January, 1962.

- (ii) An employee on daily wage of Rs. 3.25 nP. is appointed as a Fitter in the scale of Rs. 40-2-50-EB-2-60.

Twenty six day's emoluments of the employee will be Rs. 84.50 nP. His initial pay should therefore be fixed in such a manner in the time scale that his total emolument is Rs. 84.50 nP. If the appointment to the new post involves assumption of duties and responsibilities of greater importance he will draw as initial pay Rs. 48 plus C.L. A. of Rs. 39.20 that is total emoluments of Rs. 87.20. If however the appointment does not involve assumption of higher responsibilities he will draw as initial pay of Rs. 46 plus C. L. A. of Rs. 38.40 and reducible personal pay of Rs. 0.10 subject to adjustment against future increments (In actually determining the initial pay calculation with a number of probable figures of initial pay will have to be made).

In both the cases the date of increment will be after one year duty counted from the date of appointment to the post in the time scale of pay.

- (iii) An employee on a daily wage of Rs. 6 is appointed as Lineman in the scale of Rs. 60-2-80-EB-2-100.

26 days' emoluments of the employee will be Rs. 156. His initial pay should therefore be fixed in such a manner in the time scale that his total emolument is Rs. 156 only. The maximum pay in the time scale viz. Rs. 100 Plus C. L. A. admissible will fall short of Rs. 156 his pay should be fixed at Rs. 100 plus personal pay of Rs. 16 and C. L. A. Rs. 40 admissible on pay of Rs. 100.

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

BOARD'S STANDING ORDER No. 137/EB

Dated Patna, the 9th May, 1962

Subject : Contracts with foreign firms or Government for imported goods and/or services travelling by the Air India International.

The Bihar State Electricity Board has on account of various projects been entering into contracts with foreign firm and Government for various constructional and erection purposes. It is noticed that generally a foreign Air Line participates in the traffic generated by such a contract and a considerable portion of foreign exchange flows back to the creditor foreign country or any other foreign country on account of intangible air transportation. This deprives the Air India International which is as much a Government body and an agency as the State Trading Corporation or the Bihar State Electricity Board or the benefit of earning air fares. In order therefore to protect the interest of the Air India International and to conserve foreign exchange the Board has decided that a clause should be entered in all contracts to be entered into with the various foreign firms or Government stipulating that :

- (a) The Bihar State Electricity Board will arrange the travel of the contractor's foreign personnel from the point of origin to the point of destination with Air India International Calcutta and that the fares and excess baggage charges if any will be paid in Indian rupees to the Air India International Calcutta.
- (b) Where transportation is required over routes not operated by Air India or where Air India cannot offer transportation on their own services they will be responsible to arrange such transportation by any other airline.

By order for the Bihar State Electricity Board

Sd/- M. P. Singh

9-5-1962

Secretary to the Board

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

BOARD'S STANDING ORDER No. H/MRR-101/61-138/EB

Dated Patna, the 12th May, 1962

The Bihar State Electricity Board has adopted Government Rules regarding grant of Medical facilities for the employees of the Board. Claims for Medical reimbursement are accordingly being paid by the Board on the basis of the usual certificate furnished by the attending Government Medical Officer duly supported by the prescription and cash Memos for the purchase of Medicines. Since the Senior Executive Medical Officer and Civil Surgeons at certain places were not

agreeable to countersign the bills on the ground that Board's employees were not Government servants the countersignature by the Civil Surgeon/Director of Health Services has been waived in the Board's Standing Order No. 72 dated the 20th April, 1961.

2. The State Government in the Health Department have now been pleased to decide that the Medical Officer will sign the usual certificate for the purpose of reimbursement of the cost of medicines and also give a certificate of the fee charged vide Government letter No. 1345(3)-H dated the 27th March, 1962. In the circumstances till the Board frames its own rules in the matter the following revised procedure may be followed :

- (i) The employees of the Board on regular establishment and work-charged staff posted at places where they do not receive Medical treatment at hospitals set up under the Employees State Insurance Scheme will get such facilities of free Medical treatment as outdoor and indoor patients as are allowed to the members of the public but not free supply of medicines as may be usually allowed at such hospitals to the Government servants.
- (ii) All Government Medical Officers will be deemed to be the authorised Medical attendants of the employees of the Board subject to the classification made in Government Rules.
- (iii) The employees of the Board in superior service will be entitled to receive Medical treatment by the authorised Medical attendants for themselves and their family member at their own residences in the circumstances prescribed in Medical Attendance Rules of Bihar Government. Other employees when too ill to attend as outdoor patient in Government/Local Bodies Dispensary may be visited in the first instance by the Assistant Surgeon/Sub-Assistant Surgeon or Medical Officer of equivalent rank in charge of a Government hospital and arrangement made if possible for their being removed to the hospital as indoor patient wherever such facilities exist.
- (iv) Where there is no Government doctor or Government hospital the authorities mentioned in Clause (xi) below may nominate a local doctor who will be the authorised Medical attendant in this case. The fees for the local doctor will be fixed by the Board.
- (v) The employees will get reimbursement of the cost of medicines on the basis of the prescription of the doctor supported by the Cash Memos and the usual certificate.
- (vi) They will be entitled to get reimbursement of the fees of the doctor for consultation for their own treatment (and not for their family member) as mentioned in para (iii) above on production of the receipt of such fees by the doctor on the usual certificate.
- (vii) They will also be entitled to the reimbursement of the cost on account of X-Ray and blood transfusion if such facilities are not allowed free to outdoor/in door patients in Government or a local bodies hospital Similarly if free facilities for pathological and bacteriological examinations do not exist at Government/local bodies hospitals for outdoor/indoor patients or in exceptional circumstances (e.g. hospital facilities not being available due to holidays or emergency requiring the thing to be done beyond working hours (or patients being treated at residence in special circumstances) reimbursement for the same will be allowed
- (viii) No reimbursement of fees for administration of injection prescribed by the authorised Medical attendant will be allowed where such facilities exist at the Government/local bodies hospital for free administration of injection to the outdoor/indoor patients except in the case when patients have been treated at their residence in special circumstances.
- (ix) For the treatment in paying wards the employees will be entitled to reimbursement of the difference of the charges made by the hospital authorities between the public rate and the rate at which a Government servant of similar rank is authorised to receive such treatment.

- (x) The signature of the Civil Surgeon in the case of claim not exceeding Rs. 50 and by the Director of Health Service in case of higher amount will not be necessary as already provided for in Standing Order No. 72, dated the 20th April, 1961.
  - (xi) The field Electrical Superintending Engineers including Superintending Engineers, Civil and Mechanical as also the Director of Land Acquisition and Resettlement will be competent to make reimbursement of all such claims not exceeding Rs. 100 beyond which the matter should be referred to the Secretariat of the Bihar State Electricity Board for necessary sanction Executive Engineers (Electrical Mechanical and Civil) are authorised to sanction reimbursement (except their own) up to Rs. 50 in each case.
  - (xii) At Headquarters of the Board, the Secretary the Financial Adviser and Director of Accounts and the Deputy Chief Engineers will sanction reimbursement up to Rs. 100 after the accounts wing has vetted the claims.
  - (xiii) The expenditure on this account will be debitable to separate unit "Account head 401-Establishment and General charges-(f) Medical allowances."
3. This arrangement will not be applicable to Barauni and Patratu where special scheme have been sanctioned.

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

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

BOARD'S STANDING ORDER No. A/1-2-207/60-139/EB

Dated Patna, the 12th May, 1962

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 Overseer with S. E. S. qualification sanctioned in Board's Standing Order No. 44 dated the 11th June, 1960 and extended in Standing Order No. 80 dated the 25th May, 1961 is extended for a further period of one year with effect from the 1st May, 1962.

By order of the Bihar State Electricity Board  
Sd/- P. P. Sen  
Assistant Secretary to the Board

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

BOARD'S STANDING ORDER No. 140/EB

Dated Patna, the 17th May, 1962

In pursuance of Board's Resolution No. 444 of 1962-63 the Secretary the Joint Secretary the Deputy Secretary the Under-Secretary and the Assistant Secretary to the Board are hereby delegated with the powers to sign and verify all pleadings and plaints written statement and petitions tabular statements applications for execution or otherwise a statement of facts a counter statement of facts further or additional counter statements of facts all affidavits for and on behalf of the Board and also to sign and Executed warrants of Attorney proxies Vakalatnamas and Mukhatarnamas for and on behalf of the Board and any other document to be filed in the Courts.

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

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 140A

Dated Patna, the 5th June, 1962

Subject . Payment of demurrage and wharfage charges.

The Board had under consideration for some time past the question of delegating powers to its Superintending Engineers in regard to the payment of demurrage and wharfage charges. It has been decided after careful consideration that as a matter of fact charges on account of demurrage and wharfage should not ordinarily arise. If however payment of such charges becomes inevitable Superintending Engineers of each Circle in whose jurisdiction the claim arises may admit payment of such claim to the extent of Rs. 100 in each case. All cases involving payment in excess of Rs. 100 (one hundred) should be referred to the Board with the full details for sanction.

Each circle will send to the Board a detailed statement showing the reasons for incurring such expenditure for close check by 20th of every month.

The order will have effect from the date of issue.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. S/A3-103/61-141/EB

Dated Patna, the 18th June, 1962

In pursuance of Resolution No. 441 a simple interest at the rate of 4 1/2 percent shall be charged on the advances contemplated in Chapter 14 of the Bihar Financial Rules, Vol. I. viz. house building advance motor car advance motor cycle advance and cycle advance granted to the employees of the Bihar State Electricity Board as also to those who are permanent Government servant on deputation to the Board.

2. These orders shall be in force with effect from the 1st April 1962.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. 7329/EB., dated Patna the 18th June, 1962

Copy forwarded to the Resident Audit Officer Bihar State Electricity Board Patna/Under Secretary to Government Electricity Department/Deputy Director of Accounts Headquarters Bihar State Electricity Board for information.

Sd/- S. D. Sinha

Under- Secretary to the Board

Memo No. 7329/EB., dated Patna the 18th June, 1962

Copy forwarded to all officers at the Headquarters/all Superintending Engineers/all Executive Engineers for information.

Sd/- S. D. Sinha

Under- Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. A/C 11-1024/61-142/EB

Dated Patna, the 18th June, 1962.

It has been brought to the notice that some of the papers relating to serious charges of corruption or of defalcation brought against gazetted officers of the Board were not put up to the Engineer Member and/or Member or Chairman for their perusal immediately and belated action was taken and the case remained pending for a long time. It has therefore been decided that whenever any charge of corruption or suspected case of suspected misappropriation is reported against any gazetted Officer from any quarter this should be put up to the Engineer Member and/or Accounts Member for perusal and final action should be taken only after obtaining their views.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. 7330/EB., dated Patna the 18th June, 1962

Copy forwarded to the Deputy Chief Engineer (O&M)/Deputy Chief Engineer (Construction)/all Chief Engineers at the Headquarters/Under-Secretary/Assistant Secretary for information.

Sd/- M. P. Singh

Secretary to the Board

Copy -

All Sectional Heads.

All Accountants.

Guard File.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. G/A 14-14/62-143/EB

Dated Patna, the 18th June, 1962

It has been found in some cases that the letter addressed to the Chairman or any particular Officer of the Secretariat of the Bihar State Electricity Board are not sent to him direct in the dak stage by the Distribution Division, instead they are sent to the section concerned direct. This is not desirable. In future all such letters should be sent to the addressee first in the dak stage and on return they should be sent to the section concerned.

2. It has also been found that even in important cases in which the reports are called for from the field officers, a definite date for submission of the report is not being mentioned in the letter with the result that the reports are submitted without enormous delay. Henceforth in all such cases a definite date shall be proposed by office for submission of the reports by the field officers and in case of failure in submission of report fortnightly reminders shall be issued by the division concerned to get the case expedited failing which necessary action will be taken against the assistants concerned.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. 7333/EB., dated Patna the 18th June, 1962

Copy forwarded to all officers of the Board's Secretariat for information.

Sd/- P. P. Sen

Asstt. Secretary to the Board

Copy forwarded to

1. All Section Heads.
2. All Accountants.
3. Distribution Assistants.
4. All Assistants.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 144

Dated Patna, the 29th June, 1962

Subject : Stores-Maintenance of Stores priced ledgers-instructions issued.

It is observed that the accounts of Stores have not been maintained according to the Stores Rules of the Electricity Department which were adopted by the Board.

2. The Stores Priced Ledgers have not been opened in some of the Circles as required in the Stores Rules. Even in Circles where they have been opened the valuation of the receipts transactions and issue rates is not being properly done. The Stores Received, Books and Stores Issued Books are merely filled in the Circle Office. It has therefore been decided that the Store Rules of the Electricity Department should be followed with immediate effect subject to the amendments proposed hereunder until the Stores Chapter of the code of the Board under examination is printed and issued.

- (i) A Store pricing section will be formed in each Circle office under the Accountant incharge of bill section for which necessary staff has been sanctioned.
- (ii) The Stores Priced Ledgers in the form annexed to the Stores Rules shall be maintained separately for each store (Central and Sub-Divisional) the folios of which should correspond with that maintained in the Store to which the ledger pertains. The ledger folios of the sub-stores will be noted on the top of the corresponding ledger folio of the store Priced Ledgers of the Circle office.
- (iii) To begin with the Stores Priced Ledgers will be opened taking the closing balance on 31st May, 1962, in the Central and Sub-Stores ledgers as the opening balance in the Stores Priced Ledgers on 1st June, 1962. The quantities of the opening balance will be brought forward in column 9 of the ledger.
- (iv) The opening balance will be valued at the present Stock issue rates and the value of Stores as on 1st June, 1962 noted in column 10 of the ledgers. Thus the opening balance in quantity and value will be posted in columns 9 and 10 of the Stores Priced Ledgers.
- (v) Simultaneously action will be taken by the respective Assistant Engineers to verify the Physical stock in the Stores.
- (vi) Any difference between the balance in Stores Books and physical quantity will be adjusted as required under paragraphs 58 to 61 of the Stores Rules.
- (vii) With effect from 1st June, 1962 the Stores Issued Books and requisitions for Stores issued (both in duplicate) will be sent to the pricing section of the Circle Office, daily Similarly the Stores Received Books in duplicate will be sent daily to the Circle Office with the entries for Stores received.

No entries in the Measurement Books are necessary for Stores received. The Stores Received Books will be treated as Measurement books are necessary for Stores received. The Stores Received books will be recorded as a permanent record.

- (viii) The Stores pricing section will value the stores received in the Stores Received Books with reference to the Invoice price or where the invoices have not been received the valuation will be made with reference to the prices in the purchase order including taxes and the proportionate transport cost as may be mentioned in the supplier's bill by the Store-keeper verifying the bills.
- (ix) After pricings the Stores Received Books the Stores priced ledgers will be posted. After posting the original of the Stores Received Books will be sent to the Bill Section.
- (x) The issue rates for issues of materials will be based on the weighted averages method i.e., the issue rates will be fixed and revised every time fresh Stock is received. The total balance of value of stock column 10 of the ledger after taking the particular fresh consignment will be divided by the quantity up to that date in column 9 to arrive at the issue rate. This issue rate will remain valid until another consignment is received. Thus for every new receipt the issue rates should be revised and issue rate noted in the Stores ledgers in column 7.
- (xi) Daily the original priced copy of the Stores Issued Books with valued requisitions will be sent by the Stores pricing section to the Accounts Section of Circle office where the requisitions will be Distributed to several ledger clerks for posting in the respective ledger accounts of works and personal ledger accounts to which the materials have been issued. The total value of the Stores issued during the month in the Stores Issued Book will be posted to the credit of the Stock Account in the General Ledger of the stores concerned.
- (xii) The Stores Received Book together with the devolutions for stores returned will be sent by the Stores Pricing Section to the Bill Section where the Stores received in the Stores Received Book will be posted in the Purchases Day Book. After posting the Purchases Day Book the devolutions notes for stores returned will be sent to the Accounts Section for posting credit in the respective ledger Accounts of works. There will be separate Purchases Day Book for each Store.
- (xiii) From the Purchases Day Book the respective firms who supplied the materials will be credited by direct posting in their personal ledgers accounts (Sundry creditors) and the total value of the Stores received during the month will be debited by a single direct posting in the Stock Account of the stores concerned as stores received during the month.
- (xiv) The sub-stores and Central Stores will be closed on the 20th of each month and the last batch of the Stores Received Book and Stores Issued Books will be sent to the Stores pricing section of the Circle Office by 22nd. In the month of March the Accounts will be closed on the 31st of March and the S, R.Bs. and S. I. Bs. sent by 3rd April.
- (xv) Before the 25th of each month each store-keeper will make an abstract showing the issues made during the month to various works from the Stores Issued Books and forward the same to the Circle Office through the Account Assistant of the Sub-Division who will check the initial accounts of works and forward the same to the Circle Office (Stores Pricing Section).
- (xvi) The Stores Pricing Section will complete the abstract for values from the requisitions and forward the abstract to the Accounts Section for adjustment.
- (xvii) From the Purchases Day Book and Abstract of Stores Issues the stores received and issued will be adjusted by the accounts Section. The ledger clerks will check the detailed posting made in the works ledgers with the general ledger accounts and draw up a trial balance of ledgers.
- (xviii) An abstract in Form E. B. S. 18 showing the total receipts issues in a month and balance at the end of the

month for each item of stock material will be prepared from the stores ledgers (numerical accounts) and sent to the Circle office (Stores Pricing Section) where the receipts and issues during the month and balance at the end of the month will be checked with those in the priced ledgers and from E. B. S. 19 and any omissions and errors in accounting will be rectified.

- (xix) Every month the total value of stores received stores issued and the balance in stores priced ledgers will be abstracted on form E. B. S. 19 and reconciled with the debits credits and balance in the Stock Account in the General Ledger for each store.
- (xx) The Superintending Engineers are requested to implement these instructions with immediate effect. The Accounts Officers should arrange to organise the Stores. Any difficulties in implementing the instructions may be referred to the Financial Adviser-cum-Director of Accounts.

The Electrical Superintending Engineers may arrange to print the forms required for 1962-63 locally.

Sd/- M. P. Singh

Joint-Secretary to the Board

Enclose :

- (i) Amendments (6)  
(ii) Specimen forms (8)  
(E. B. S. 9, 10, 11, 12, 15, 16, 18, and 19)

Memo No. 8033/EB., dated Patna the 29th June, 1962

Copy forwarded to the Joint Secretary/Financial Adviser-cum-Director of Accounts/Under-Secretary/all Electrical Superintending Engineers/all Electrical Executive Engineers at headquarters/Assistant Secretary/Superintending Engineer, Civil/Executive Engineers, Civil/Deputy Director of Accounts/all Accounts Officers at Board Headquarters/all Internal Audit Officers/Principal, Accounts Training School, Boring Road/all Accounts Officers/all Assistant Electrical Engineers/Assistant Engineers (Civil).

Sd/- M. P. Singh

Secretary to the Board

Copy to :

- Guard file.  
Special Section.  
Four copies to Accounts Officer (O)..

## STORES RULES ORGANISATION

There will be a Central Store for each Circle and each Superintending Engineer will be assisted by a Stores Officer and such other staff as may be necessary.

2. There will be an Accounts Officer in each Circle who will be the disbursing officer for the Central Stores.

3. There may be a Divisional Store in the headquarters of the Division which will be placed in charge of the Executive Engineer. Ordinarily materials will be received from the Central Stores. In special cases where local purchases are made payments will be made from the Accounts Office of the Circle under which the Division functions. Priced accounts for the Divisional Stores will be maintained in the Circle Accounts office. Only quantitative accounts will be maintained in the Divisional Stores.

4. There will be a sub-store in each Sub-Division or in such distribution centre as may be necessary. The sub-store will be placed under the Sub Divisional Officer in Sub-Divisional headquarters. In other places the sub-store will be placed under the Sectional Officer concerned. As in the Divisional stores local purchase in the sub-store should be avoided as far as possible and in case of purchase payments will be made from the Circle Accounts Office concerned where all priced accounts will be maintained. Only quantitative accounts should be maintained in the sub-stores.

## PURCHASE

5. All stores required for construction works operation and other activities of the department should be purchased through a Central purchasing Agency working at the headquarters of the department so that the requirements of the several Divisions may be consolidated and purchase effected in the most economical manner.

6. The Superintending Engineer (Technical) will function as the Chief Purchase Officer for the department under the general supervision of the Chief Electrical Engineer.

7. The materials purchased are intended for :

- (i) Construction of works including extensions renewal or replacements or
- (ii) Operation and maintenance service connections, etc.

1. In the latter case the nature of materials necessary are known and can be stocked in the Central Stores for supply to the Divisional Stores and the Sub-stores when indented for. For construction works however orders will have to be placed after indents are received against sanctioned estimates. In actual practice however the Superintending Engineer (Technical) may go a head with placing of orders as soon as the sanction of an estimate is known at headquarters.

9. Half-yearly indents for the periods ending the 30th September and 31st March must be prepared in the sub-stores and the Divisional Stores and submitted to the Circle Superintending Engineer. The indents should reach the Superintending Engineer (Technical) by the 15th January and the 15th July respectively from the Circle Superintending Engineers.

10. An indent register will be maintained in each Central Store wherein the requirements of each Divisional Store and each sub-stores as indented for shall be entered and the progress of supply watched.

11. In cases of emergency indents may be sent by the Divisional Stores and sub-stores.

12. On receipt of the consolidated indents the office of the Superintending Engineer (Technical) will prepare a consolidated statement of requirements and submit the same to the Superintending Engineer (Technical) for making purchases.

13. Purchases should always be based on competitive tenders and will be regulated according to the provisions contained in the Bihar Financial Rules in this respect.

14. All orders must state clearly the head of charge to which the cost is to be debited. All orders should state definitely the date or dates by which the materials are required.

15. Copies of all orders should invariably be sent to the respective Accounts Officers. Copies should also be sent to the Officers-in-charge of the respective Central Stores, Copies of all orders of authorities higher than the Executive Engineer should be sent to the Audit Office.

16. Materials for works already covered by sanctioned estimates may be purchased by the Executive Engineers or the Assistant Engineers when they are urgently required or they could be more economically obtained locally provided they are not available in the Central Stores as per their catalogue and latest weekly addenda thereto.

17. Purchase may be sanctioned by officers of the Electricity Department according to the delegation of powers outlined in Annexure subject generally to the provisions of the Stores Rules.

18. Registers of purchase orders should be maintained in the Stores as well as the Accounts Office. Register showing Railway Receipts Inwards and Railway Receipts Outwards should also be maintained.

19. In the purchase orders the suppliers should be asked to send their bills in triplicate prominently marked "Original", "Duplicate" and "Triplicate". The original and duplicate should be sent direct to the consignee and the triplicate to the Accounts Officer concerned simultaneously. The original should be duly stamped and pre-receipted. The consignee should enter the bills in the Register of bills verify the bills with reference to the Stores Received Books and Stores Ledgers and arrange to check measure as expeditiously as possible. No entry in the Measurement Book is necessary as the Stores Received Book serves the purposes of measurement Book. The original bill with the certificates of verification certificate of check measurement and tests where necessary and an endorsement that stores mentioned in the bill have been received in good condition in accordance with the specification and other terms of purchase order should be sent to the Accounts Officer. The duplicate copy of the bill with the certificates will be filed by the consignee with the purchase order.

20. In the Bill Section of the Circle office separate files will be maintained for each supply order in which all correspondence on the supply order will be filed. On receipt of the triplicate copies of the bills from the suppliers the Bills will be entered in the "Register of Bills" and then filed in the supply order file. The Bill Section shall watch the receipt of verified bills from the consignee and remind periodically the consignee for verified bills. The maximum time allowed for the verification of a bill of the pricing section will be 14 days. Any long delay should be brought to the notice of the Superintending Engineer. On receipt of original bill duly verified the necessary entries will be made in the bill register. The bills will then be placed in the purchase order file in which the triplicate bill is already filed. The verification entries will be copied in the Triplicate of bill. The bill will then be sent to the Stores Pricing Section.

21. The bills be checked for quantities received and price with the Stores Received Books and stores ledgers. Where the value of the stores already taken in the S. B. B. varies from the bill a supplemental S. R. B. for the difference (plus or minus) will be made and then the bill will be returned to the bill Section with supplemental S. R. B. The bills will then be checked for the purchase order S. R. B. etc., and the fact of passing the bill and amount passed will be noted on the S. R. B., against credit in suppliers ledger and the purchase order. It is the duty of the Accountant Bill section to ensure that all conditions in the purchase orders are complied with before putting the bills to the Accounts Officer for pay order.

### CLASSES OF STORES

22. The Stores are broadly divided into the following classes :—

- (1) Stock or general store.
- (2) Tools and Plant charged to final accounts, transmission lines, sub-stations and distribution.
- (3) Spares charged to work.
- (4) Plants and accessories.

23. The accounts of the stores are based on the fundamental principles that the entire cost of the purchase should be debited in the first instance to the suspense account "stock" though the articles purchased may be for a particular work or chargeable to other heads of account or meant for general purposes. In other words all stores transactions of the department whether charged to the suspense account "stock" intended for general purposes and kept in the stores or whether they are intended to be finally charged off to tools and plant or to work will pass through stock accounts.

### RECEIPT OF STORES

24. Materials received should be examined and counter weighed or measured as the case may be when delivery is taken. These should then be entered into the "Stores Received Book" in the prescribed form. The Stores Received Book maintained in the stores in an initial record serving the purpose of measurement book in so far as stores received are concerned. The pages of the Stores Received book should be machine-numbered. It should be written in triplicate with carbon papers.

The original and the duplicate copies of the Stores Received Book should be forwarded to the Accounts Officer and the triplicate should be retained in the stores. The original should be maintained in the section dealing with payment of bills and all payments made against suppliers bills should be recorded on this copy of the Stores Received Book. The duplicate should be maintained in the stores pricing section in general files.

24A. Purchases Day Book for each store will be maintained in the Bill Section of the Circle office.

All stores received in the S R B. will be abstracted in the Purchase Day-Book daily. The Purchase Day Book contains columns allocating the purchases by various sources viz, from suppliers other circles other stores and from works. The total value of stores received during the month will be posted to the Debit of stock account of the stores concerned in the General Ledger by the Account Section by a single posting. From this book the accounts of the suppliers other circles, other stores and works will be credited in the Accounts Section with reference to the amounts in respective columns.

The disposal of the 4 copies of requisitions for issues and devolutions for return of stores are as below:—

- (1) Quadruplicate Fast copy with the indentore.
- (2) Triplicate To be filed in stores in support of issues duly acknowledged.
- (3) Duplicate To be priced and returned to the Assistant Accountant of the Subdivision or The Field Officer maintaining the initial Accounts of works.
- (4) Original To be filed in the work file after detailed posting in cost ledgers.

25. The following instructions should be observed with respect to the Stores Received Book—

- (1) Entries should be made in ink or in indelible pencil.
- (2) There should be no blank page nor any page should be torn. Any page left blank should be cancelled and duly attested. No line should be left blank. Liners not required to be filled up should be scored through to prevent additional entries at a later date.
- (3) Erasing and overwriting should be avoided. Mistake should be panned through and rewritten.
- (4) Detailed account of measurement of stores should be recorded in the Stores Received Book. "Check measurement by superior officers should be conducted in the manner prescribed in rule 217 of the Bihar Financial Rules, Volume 1."
- (5) Supplier's name and reference to purchase orders should be given in the Stores Received Book.
- (6) Arrangements for taking delivery should be made in proper time.

### ISSUE FROM STORES

26. Materials may be issued from stores for one of the following purposes:—

- (a) For use in works either direct or by issue to contractor.
- (b) For despatch to other stores of the department.
- (c) For sale in special cases to contractors employees or other persons where materials can be spared without any dislocation to the work of the department. For such sale previous sanction of the Chief Electrical Engineer should be obtained and the sale price should be the issue rate plus 10 percent supervision charges or the market rate whichever is higher. No carriage or incidental charges should be borne by Government in connection with such supply.

27. Issues can be made only on the authority of requisition in the prescribed form in quadruplicate. The requisition should be prepared very carefully as all subsequent accounting is dependent on it.

28. One copy of the requisition should be retained by the requisitioner as his office copy and the other three duly countersigned by the Assistant Electrical Engineer should be presented in the stores for necessary action. In urgent

cases materials may be issued without the countersignature of Assistant Electrical Engineers. Assistant Electrical Engineer's countersignature should be obtained within three days of issue. In no case should materials be issued without duly presented requisitions.

29. All requisitions should bear the work order and account head in addition to a brief description of work. Ordinarily a requisition will be for materials to be drawn on single account or for a particular work. When it becomes necessary to issue a single requisition for two or more works the account head and work order number should be distinctly noted against each class of materials.

30. The Assistant Engineer before countersigning a requisition should ensure that work order has been issued for the work and the requisition is limited to actual requirements only.

31. Only such materials should be drawn which are immediately necessary. They should not be drawn in advance or in excess of the immediate requirements as no site accounts are ordinarily to be maintained.

32. The Store-keeper should issue materials immediately on receipt of the requisition in the order in which indents are received by him. Excepting in emergent case all issues should be made by mid-day.

33. The requisition should indicate the name of the person to whom the materials should be handed over and the person concerned should acknowledge the receipt of materials in the copy of the requisition which is retained in the store.

34. Necessary precaution should be taken to guard against subsequent interpolation in the requisitions.

35. A requisition will remain effective for a period of three days from the date of requisition Devolution notes in prescribed form should be used for return of materials to stores by the indenting officers.

36. A daily record of stores issued should be recorded in the "Stores Issued Book" in the prescribed form. The Stores Issued Book should be written in triplicate by carbon process and the pages should be machine numbered. Entries should be made on the basis of the requisition against which supplies have been made. The Stores Issued Book is the most important record of stores transmissions and should be maintained carefully.

37. Stores Ledgers should be maintained in the prescribed form and posted from the stores Issued Books and Stores Received Books. Only quantity columns need be posted in these ledgers. The general principle is that accounts maintained in stores should record quantities only. Pricing in all cases should be done in Accounts Officers. After posting the stores ledgers the storekeeper should daily forward to the Accounts office in duplicate the store received book supported by 'Devolutions' in duplicate for store returned. Similarly the Stores Issued Books in duplicate supported by requisitions in duplicate (original and duplicate) should be forwarded daily.

38. The Accounts of stores will be closed on the 20th of each month except during March when the accounts will be closed on the last working day. The last batch of the S. R. B., S. I. B. Devolution and requisitions shall be sent to the A. O. by the 22nd. On close form EBS-18 will be forwarded to the Accounts Officer within 5 of closing the accounts. The stores pricing section will check abstract with the priced Stores ledgers for quantities and any discrepancies in receipts issues or balance due to errors or omissions in accounting will be reconciled monthly.

39. A Bin card should be hung up outside each rack in the stores. The minimum and maximum to be stored in respect of the material as fixed by superintending Engineers should be received in it. As soon as some materials are received or issued from the stores an entry should be made in the Bin card and the balance struck. In cases of materials stored in the yard. Bin card should be separately maintained by Storekeepers and all receipts and all receipts and issue should be concurrently entered. The Bin card balance should tally with the numerical account.

## VALUATION OF STORES TRANSACTIONS

40. The following is the procedure in pricing the stores of the Accounts offices. Materials received from suppliers should be valued at cost including all charges to place in the materials in the stores godown. Materials devoluted from work should be priced at original issue rate or the present market rates whichever is less. Materials received from other Circles of the department or other departments should be valued at prices given by them.

41. Incidental charges paid from imprest should be entered in the Stores Received Book at the source against each supply. When materials are departmentally transported, transport bills should be included in the amount of the price of such materials and officers receiving the materials should ensure inclusion of such charges.

Note :— (1) When surplus materials are returned from a work to stock the cost of carriage should be borne by the work and it should not be debited to stock.

(2) The value at which materials purchased should be placed in the Stores Ledgers is the price paid for it plus all charges incurred to place it in the store godown to yard in readiness for use. The charges on account of wages paid to store labour should be allocated on a reasonable basis to the larger items of receipts in the stock in the month. Further addition on account of storage is not necessary for materials are not generally held in stock for long and such storage charges are insignificant.

42. The initial issue rate for a new item of stores shall be assessed on the actual cost of acquisition as per invoice transport and handing upto their receipt in stores etc. Thereafter the issue rate will be revised every time a fresh stock is received and entered in the stores priced ledgers. Every time an entry for fresh receipt is entered the quantity received and its value thereof will be added to the quantity and value respectively in the stores ledgers and the issue rate calculated afresh for the entire quantity including the quantity newly received. This rate will continue to be valid till the receipt of a fresh consignment.

43. The requisition and Stores Issued Books should be valued as above and postings made accordingly in the Priced Stores Ledger in the prescribed form the Stores Received Book and the Stores Issued Book.

44. One copy of the devaluation note and one copy of the requisition duly valued should be sent from the stores pricing section to the officer in charge Work for his use in closing the work order.

45. No. journal vouchers need be prepared for postings in the priced Stores Ledgers. Corrections or adjustments should be made with the help of entries in the Stores Received Books and Stores Issued Books with requisitions for the plus or minus amounts to be adjusted

46. The Stores ledgers should be maintained in loose leaf ledger forms secured with lock. The key for the ledgers should in the custody of the Accounts Officer concerned. Insertion of new pages or removals should be done under the orders of the Accounts Officer.

47. On the 28th of each month the stores pricing section will make an abstract of stores issued (value only) by various works (from S. I. Bs. and requisitions) and send to the Accounts Section for adjustment in the general ledger. Each folio of stores ledgers will be tallied for the monthly transaction and total amount of receipts and issues will be posted in the Stores Abstract Book E. B. S. 19. The balances so arrived at in the abstract for each item must agree with the balances in the Stores ledger. The total of receipts and issues for the month in the abstract book should agree with the totals of S. R. C. and S. I. B. respectively

#### ACCOUNTING IN CENTRAL ACCOUNTS SECTION

48. In the office of the Accounts Officer after entries in the priced stores ledgers entries are made in the Central Ledgers crediting stock account to the extent supplied to the various Divisional Stores of sub-stores. The different stores accounts are given corresponding debits.

49. In the Accounts offices of the Circles postings are made from the requisitions to the various cost ledgers. After debiting the various work accounts on which the materials have been actually used credit is given to the stock account.

Note:— (1) In the Accounts section the requisitions received from the pricing section will be sorted and posted in the various cost ledgers as and when the requisitions are received. At the end of the month when the Abstract of Stores issues mentioned in para 42 is received the value of the Stores issued will be adjusted a general entry debiting the various general ledger accounts and crediting stock suspense accounts. The detailed postings made in the ledger accounts from the requisitions will be checked with the abstract and the amount debited in the general ledger and reconciled.

50. In order to pair off correctly both the values and quantities of inter-stores transfers within the Circle two separate registers should be maintained in the Central Accounts Office for each of the stores, one for receipts from other stores and the other for issued to other stores. Against each of the entries in these registers reference to contra entries in the registers of the others stores should be given and attested by the person who verifies the two sets of entries.

The clearance of unresponded items and other discrepancies should be watched through a suitable broadsheet to be maintained in the Central Accounts Office.

51. All transactions relating to purchases are passed through stock accounts even when materials are received direct from suppliers or other systems or departments at the site of works. The officer who receives the materials should fill up a detailed requisition for the materials received and send it together with a verification report for the materials received to the stores concerned where the Store-keeper will on the authority of the requisitioner write up both the Stores Received Book and Stores Issued Book, thus showing the materials as having been received into and then issued from stock. The advantages of this method are as follows :

(1) Uniformity in accounting treatment is secured, and

(2) A permanent record of the transaction is kept in the stores ledger which will be helpful for future reference.

Exception can however be made in the case of large contracts for supply including erection i.e., delivery and erection of 5,000 KVA transformer when the materials under contract are debited to work.

52. Every officer should see that the indents are made for the actual requirements of materials which are necessary for the economical completion of the work. There should be no appreciable return of materials from works to stock or to other works. Each case of return of materials should be accompanied by a detailed report containing the following information—

(1) The quantity estimated.

(2) The quantity drawn.

(3) The quantity actually used.

(4) The surplus.

(5) Explanation.

53. All scrap materials including copper, brass, iron and aluminium scrap, worn out and broken apparatus, etc, should be returned to the store. The account of these materials should be kept in a separate folio in the ledger and action for disposal should be taken every half-year under orders of the Superintending Engineer.

54. Empty cement bags transformer oil, tar, barrels, oil drums can be returned to stores with Devolution Notes at a nominal valuation and accounted for numerically in the stores ledgers. They should be periodically disposed of in the same way as scrap materials.

55. Direct transfer of materials from one work to another should be avoided as a rule. It may be permitted in special cases. In such cases the Executive Officer transferring the materials should make out a stores transfer not obtain the acknowledgment of the Officer to whom they are transferred and forward it to the Central Account Officer after obtaining the countersignature of the Assistant Engineer concerned. Reasons for the transfer and if the value involved is large, the circumstances in which materials were obtained in excess of requirements, as above should be stated in the stores transfer notes. These notes should be posted in the ledger in the same way as a journal voucher.

56. All transactions of receipts and issues should be recorded strictly in accordance with the rules in the order of occurrence and as soon as they take place. Fictitious stock adjustments like :

(1) The debiting to a work of the cost of materials not required or in excess of actual requirements.

(2) The debiting to a particular work for which funds are available of the value of materials intended to be utilised on another work for which no funds are available.

- (3) The writing back of the value of material used on a work to avoid excess outlay over appropriation etc., are strictly prohibited. Any breach of this rule constitutes a serious irregularity, which should be brought prominently to the notice of the Superintending Engineer by the Accounts Officer, and serious disciplinary action will be taken by the Controlling Officer.

Where no adequate action is taken the matter will be brought to the notice of Government by the Accountant-General.

57. The sanction of Government should be obtained for the maintenance of reserve stock up to a maximum value to be prescribed for each Central Store. The fixed maximum should be kept at the lowest point compatible with efficiency and the stock accounts of the Circle should be carefully scrutinised by the Accounts Officer from time to time with reference to this. This maximum and minimum of each article of store to be stocked as fixed by the Superintending Engineer, should be noted in the Bin card and the Storekeepers are responsible to see that they are maintained up to date. Inspecting Officers and the Accounts Officer during inspection will ensure compliance of these orders.

### COUNTING OF STORES

58. The Superintending Engineers should arrange to have all the stock in the Circle checked by the territorial Assistant Engineer at least once a year. The Accounts Officer should arrange to have their stock verified completely by a member of his staff once every two years. In addition the Superintending Engineer the Executive Engineers and the Accounts Officers should verify a percentage of the stores during their tours. The Accounts Officer should also inspect the books in addition and satisfy himself that the accounts are properly maintained.

59. The undermentioned instructions should be followed :

- (1) Before the commencement of stock-taking it should be ascertained as to when the last entry was made in stores quantity ledger. A list of stores to be verified during the day should be obtained from the Store-keeper before starting the work.
- (2) Articles of a like nature should be verified at the same time. The Inspecting Officer should first of all ascertain the book balance in stock. All counting and weighing should be done in the presence of the Inspecting Officers and where large quantity is to be weighed or counted the method of sample weighting and counting should be followed.
- (3) The Inspecting Officer should made a statement of balance found on verification and then the balances as per Store-keeper's ledger should be entered against the items verified. Difference, if any should be reconciled with the requisitions and devolutions which are still to be entered. If the figures do not tally the discrepancy should be reported to the Superintending Engineer for necessary action.

60. Stock found surplus should be taken as receipts both in the quantity and value accounts the valuation being made at the current market rates. The value of the surplus stock should be credited as a revenue receipt or a receipt on capital account as the case may be. In case of deficiency not due to error the quantity and values should be debited to a suspense account pending recovery from the person at fault of sanction to write off.

61. When stores (including tools and spares but excluding consumables) of any kind becomes unserviceable a report must be made at once on discovery of the fact. A survey report for the disposal of the unserviceable spare should be prepared and submitted after the annual verification of stores so that the Inspecting Officer can himself verify such stores simultaneously and countersign the survey report. Survey reports should contain proposals for disposal. The sanctioned survey reports should be returned to the respective Accounts Officer with a certificate by the Assistant Engineer, whether the disposal of materials has been made as per sanction.

## LOSS AND DEPRECIATION

62. Loss of consumables like diesel oil, transformer oil lubricants, etc., on account of storage and handling should not ordinarily exceed a fixed percentage of the total quantity handled. If the loss exceeds the fixed percentage prescribed by Government the matter should be reported in the manner prescribed in rule 31 (i) of the Bihar Financial Rules. Loss of other materials on account of storage and handling should be survey reported in the manner prescribed in rule 61.

63. Meters should be scrapped at the end of their useful life. Their original cost less salvage value should be written off, and the general Depreciation Reserve debited.

64. Meters in use if no longer required will be returned to stores and will be re-issued at their book value. Depreciated value should not be taken in these cases until they have been relieved from service and scrapped or sold away.

65. Similarly scientific instruments kept in stock should not be depreciated. When the instruments are returned to stores after use in works they should be revalued. This difference should be debited to the work in which the instruments were employed.

## DISPOSAL OF STORES

66. Any loss of stores due to theft, fire or otherwise should at once be reported to the Superintending Engineer with a copy to the accounts office concerned. The Superintending Engineer, if necessary will report the matter to the Chief Electrical Engineer and the Accountant-General and immediate report should also be made to the police where necessary. Damages to equipment and consequent loss due to negligence etc., should be dealt with as loss of stores and dealt with accordingly. In reporting losses to the Accountant General procedure laid down in rule 31, 32 and 33 of the Bihar Financial Rules should be strictly followed.

67. When materials in stock could be spared these may be sold to (1) contractors for departmental works, (2) private parties, (3) members of the staff of the department or (4) other departments. The cost of materials supplied to contractors should be recovered from their bills or in cash advance at the time of issue. In the case of other departments, recovery may be done through book transfers. For sales to private parties and to the members of the staff recovery must be made in advance before the articles are issued.

68. No materials from the stores can be sold otherwise than by public auction and without the permission of the Superintending Engineer except in the cases referred in the previous paragraph. The auctioneer will be given a reasonable commission not exceeding 5 per cent. No commission can be allowed on private sales.

69. Unserviceable materials including tools and plant charged to work the value of which does not exceed Rs. 500 in all at one time may be auctioned by the Superintending Engineer and the result should be communicated to the Accounts office concerned. The sale proceeds will be credited to receipts.

70. Simultaneously with the annual verification of stores a list of surplus stores should be prepared in the following parts

- (1) List of stores which are unserviceable.
- (2) List of articles which can be transferred to works from the same stores or which should be kept for emergencies.
- (3) List of stores which can be transferred to other stores within 12 months as stated by Superintending Engineer.
- (4) List of stores which are definitely surplus.

71. Action should be taken on item (i) in the Accounts office under orders of competent authority. Orders may be given for transfer of articles in list (ii) to other stores. List (iv) should be circulated to all stores to ascertain if the materials are required elsewhere. If not, action should be taken for their disposal by sale or otherwise.

72. The list of surplus stores should be reviewed carefully by the Superintending Engineer and the Accounts Officer and effective action should be taken to refuse unnecessary locking up to fund under stores balances.

## ACCOUNTS OF TOOLS AND SPARES

73. The Sectional Officer should maintain numerical accounts of tools plants and spares which have been already issued from stores separately for the various stations. The tools and spares will be issued from stores on receipt of requisitions. Each officer who is in charge of tools and spares should submit a statement of the items which are surplus or which are not to be used by him in the near future to other officers of the circle and to the Central Stores.

74. Every person to whom tools have been issued is responsible for their proper custody and maintenance. Any loss should be immediately reported. Proposals for writing off should include a report with regard to unserviceable tools and their write off obtained.

75. Before one can make over charge of duty he must obtain a clearance certificate to the effect that all tools entrusted to his charge have been returned. No person can leave station on leave or transfer before making over charge of tools.

76. If the tools and plants are entrusted to the charge of an Engineer in charge of distribution he should maintain a distribution list supported by acknowledgment receipts from the parties concerned.

77. The monthly statements of receipts and issues of tools and plant and spares need not be submitted to the Audit office. The Divisional Accountant attached to the Accounts Officer should check them.

78. The Accounts Officers should check these accounts when he goes out on tour

79. The tools and spares should be verified numerically once every year by the Assistant Engineer. The Accounts Officer should arrange verification through an independent agency once every alternate year. Prompt action should be taken to investigate and settle cases of discrepancies. There should be no delay in correspondences on such cases. In cases of deficiency either cost has to be recovered or the value has to be written off. In difficult and important cases the Accounts Officer should arrange to inspect the works locally and arrange for early settlement.

80. The drawal of general consumable stores piece-meal for use on operations and maintenance works should be discouraged. There should be quarterly requisition for consumables and the requirements of the quarter will be issued at a time. The officer to whom the consumables have been issued will be responsible for their safe custody and proper use.

**Executive Engineer :** May make purchase of stores not exceeding Rs. 500 in value at a time in emergent cases, which should be reported by telephone to the Superintending Engineer without delay and confirmed by letter and provided further that they are covered by sanctioned estimates.

May sanction purchase of or manufacture of tools and plant (not including livestock or furniture) chargeable to capital account only subject to a maximum expenditure of Rs. 200 for each estimate and up to Rs. 100, when chargeable to an operation and maintenance account provided such stores are covered by sanctioned estimate.

**Assistant Engineer :** Permitted to purchase materials for emergent repair work or construction at places far from Departmental Stores up to Rs. 150 subject to sanctioned estimates.

### BIHAR ELECTRICITY DEPARTMENT

#### BIN CARD

Minimum .....

Maximum .....

Date	Receipts	Quantity	Issue		Remarks
			Requisition number	Quantity	
1	2	3	4	5	6

**PURCHASE ORDER BOOK FOR ACCOUNTS OFFICE**

Serial	Orders placed by	Orders place with	Particulars of orders	Despatch instructions	Particulars of bills received from field with check measurement reports	Date of payment	Remarks
1	2	3	4	5	6	7	8

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**DEVOLUTION OF MATERIAL**

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

No

Quantity	Description	Credit to	Rs. NP	Amount	Rs. NP	Stores Received	Book folio	Stores Ledger	folio	Bin Card	No.	Folio	Remiss
			2		5		6		7		8	9	10
1	2	3											

Signed ..... Posted .....  
 Countersigned .....  
 Assistant Engineer  
 Ledger Clerk

TRIPPLICATE  
**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**REQUISITION FOR MATERIALS**

Form E. B. S. 9  
 No.

No. ....

Date .....

Sl. No.	Work order of Head of Acct.	Material Index Code No.	Description	Quantity requisitioned in words and figures	Quantity issued in words and figures	Rate	Amount	S.I.B. No.	Stores Ledger follo	Closing balance in the ledger after posting the issue	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Rs. nP. Rs. nP.

Total

No. of items requisitioned. Issue to messenger who has signed below in my presence. Posted  
 Signature of Drawer Issued.....items as per column 6 above. Received.....items as per column 6 above

Counter signature of Assistant Engineer

Store-Keeper

Signature of messenger of Section Officer

**BIHAR STATE ELECTRICITY BOARD, PAINA**  
**STORES ISSUED BOOK**

Year, month and date	Requisition number	To whom issued	Particulars	QUANTITY		Rate	Amount	Amount to be charged	Bin Card No. Sub-Stores ledger folio	Stores Ledger folio	Remarks
				Dimensions	Number						

Rs. nP. Rs. nP.

# PRICED STORES ABSTRACT BOOK

SCHEDULE FORM No. \_\_\_\_\_  
 Store ..... Year .....

Serial No.	Ledger Folio Code No.	Name of articles	Opening balance on...		Receipts		April Issues		Balance	
			Quantity	Value Rs. nP.	Quantity	Value Rs. nP.	Quantity	Value Rs. nP.	Quantity	Value Rs. nP.
For the rest of the month from may to March the same information and same columns will be provided for										

Condition of articles	% of depreciation	Quantity	Depreciation		Initials of the Officer
			Amount Rs.	nP.	

Value columns page total carried over to abstract.

- Note:
1. This register is to be posted in the stores pricing section from the stores priced ledgers each month for total receipts and issues during the month. The balance in this abstract must agree with the balance in the ledger. The total value of receipts and issues must agree with the S. R. B. and S. I. S. Totals for the month. The reconciliation should be done by 30th of each month pricing section.
  2. The quantity column will be checked with the quantities shown in the sun-stores abstract and reconciled.
  3. The grand total of Receipts and issues must be reconciled with the stock account for the respective stores in the general ledgers. Balance in General Ledgers must be reconciled with the balance in the abstract at the end of the month and suitable adjustments made monthly for the difference.

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**STORES ABSTRACT BOOK**

Form E.B.S. - 18

SCHEDULE XXII. FORM NO. ....  
Year ..... Stores .....

Serial No.	L. F.	Opening balance	APRIL			MAY			For rest of the months from June to March the same information and same columns will be provided for
			Receipts	Issues	Balance	Receipts	Issues	Balance	
	Code No.								

- Note:
1. This register is to be posted from the Stores Ledgers for total quantities received, issued and for balance.
  2. This register must be submitted to the A. O. of the circle on or before 28th of each month for check and return.
  3. This register will be checked with the priced stores abstract in pricing section and returned by the 5th of next month.
  4. A movement slip showing the dates of movements of this register to circle office and back must be posted inside the cover of this register.

PURCHASES DAY BOOK

Form E. B. S. 22

Circle

Division

Name of stores

Month .....

Item No.	Date	L. P. O. Devolu- tion No.	From whom received	Particulars	Quantity	S. R. B. No.	Total amount debited to stock	Creditable to						Signature of Accountant Passing bill	
								(a)	(b)	(c)	(d)	(e)	(f)		(g)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Note: Columns 9 to 15 are for various account heads to be credited for surplus stores devoluted.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. Lab/A3-103/62-146

Dated Patna, the 5th July, 1962

Subject : Enforcement of the Employee's State Insurance Scheme in certain places of the State of Bihar.

In partial modification of paragraph 12 (ii) of the Board's Standing Order No. 9, dated the 19th August, 1961, the Employees Special Contribution would be payable separately from the Employees' contribution within thirty days of the end of each quarter @ 2 1/2% of the total wages bill with effect from the 1st April, 1962, in case of implemented areas vide the Labour-Department's Memo No. 1/Ins-2045/62L-5298, dated the 4th June, 1962.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Joint Secretary to the Board

Memo No. 693, dated Patna the 5th July, 1962

Copy along with undernoted Memos from the Labour Department, Bihar forwarded to all Electrical Superintending Engineers/all Electrical Executive Engineers/all Deputy Personnel Officers (Labour)/all Accounts Officers/all Junior Accounts Officers for information and necessary action in continuation to this office Memo No. 1113, dated the 19th August, 1961.

(i) Memo No. 1/Ins-2045/62L-5298, dated the 4th June, 1962.

(ii) Memo No. 1/Ins-2063/62L-827, dated the 6th February, 1962. \*

Sd/- M. P. Singh

Joint Secretary to the Board

Memo No. 693, dated Patna the 5th July, 1962

Copy forwarded to Under Secretary, Labour and Employment Department, Patna for information with reference to this Memo No. 1/Ins-2045/62L-5298, dated the 4th June, 1962.

Sd/- M. P. Singh

Joint Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 147

Dated Patna, the 6th July, 1962

Subject : Maintenance of the account pertaining to the Bihar State Electricity Board,  
Working Fund-Revenue Account.

Under the existing procedure, the revenue of the Board is collected by the Subdivisions and remitted into the Personal Ledger Account of the Accounts Officer of the Circle in the treasury or sub treasury. The circles utilise this amount and also the amount if any transferred by the Board's Headquarters to them for expenditure.

2. With a view to removing the various defects, with which this system has been suffering the Board has now been allowed by the State Government vide Finance Department letter No. 3-1069/61-7589F(i), dated the 8th June, 1962 (copy enclosed) to open a new account known as 'Bihar State Electricity Board Working Fund-Revenue Account' in the different branches of the State Bank of India in the name of the Accounts Officer, Bihar State Electricity Board, Patna

which will be credited by the Junior Accounts Officers of the division through a challan by depositing the revenue collection of the entire division

3. The detailed procedure with regard to the maintenance of the account of revenue collection as stipulated in the Annexure should be strictly followed with effect from the date the revised procedure is given effect to on receipt of the authority letter from the Accountant-General, Bihar.

4. The revised procedure for the deposit of revenue collection of the Board should be introduced with effect from 1st August, 19 or from the month the authority letter from A. G. is issued.

By order for the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. Accts & M/41/61, dated Patna the 6th July, 1962

Copy forwarded to all Electrical Superintending Engineers/Accounts Officers/Electrical Executive Engineers/Junior Accounts Officers and all Assistant Electrical Engineers/Accounts Officer (Headquarters).

Sd/- M. P. Singh

Secretary to the Board

**COPY**

No. A3-1069/61/7589 F(I)

GOVERNMENT OF BIHAR

FINANCE DEPARTMENT

From

Sri R. N. Singh

Under-Secretary to Government

To

The Accountant-General, Bihar

Dated Patna, the 8th June, 1962

Sub : Opening of a new Account known as Bihar State Electricity Board Working Fund-Revenue Account.

Sir,

I am directed to say that as per procedures laid down in Finance Department letter Nos. A3-1069/61-3366 F., dated 6th March, 1962 and A3-1069/61-29043 F., dated 23rd December, 1961 the revenue receipts of the Board and also the amount of loan sanctioned by the State Government from time to time are being credited to one account only i. e. Bihar State Electricity Board Working Fund and the drawing and disbursing Officers of the Board approved by the State Government, have been operating upon this fund and are drawing cheques out of the total balances available at the credit of their respective account in the treasury or the subtreasury. Due to adoption of such a procedure the drawing and disbursing Officers of the Board mix up the various kinds of funds irrespective of the nature of their receipt and there has been no control over appropriation of revenue against expenditure.

2. With a view to remedying all these drawback, the State Government have been pleased to allow the Board to open a new account known as 'Bihar State Electricity Board Working Fund-Revenue Account' in the name of the Accounts Office. Bihar State Electricity Board, Patna with effect from the 1st May, 1962 the different branches of the State Bank of India and to allow the following and disbursing Officers of Board to credit this account in the branches of the State Bank of India noted against each through a challan without the intervention of the treasury or sub-treasury by depositing

amount of collection of revenue receipts of the Board in shape of cheques or demand drafts obtained in their favour by the field Assistant Electrical Engineers from the nearest treasury and sub treasury .

	Name of the branches of the State Bank of India
(1) Junior Accounts Officer, Patna Electric Supply Division, Patna	Patna Secretariat
(2) Junior Accounts Officer, Arrah Electric Supply Division, Arrah	Arrah
(3) Junior Accounts Officer, Biharshariff Electric Supply Division, Biharshariff	Biharshariff
(4) Junior Accounts Officer, Gaya Electric Supply Division, Gaya	Gaya
(5) Junior Accounts Officer, Aurangabad Electric Supply Division, Aurangabad	Aurangabad
(6) Junior Accounts Officer, Koderma Electric Supply Division, Koderma	Hazaribagh
(7) Junior Accounts Officer, Dehri-On-Sone Electric Supply Division, Dehri-On-	Sone Sasaram
(8) Junior Accounts Officer, Ranchi Electric Supply Division, Ranchi	Ranchi
(9) Junior Accounts Officer, Coalfield Electric Supply Division, Hazaribagh	Hazaribagh
(10) Junior Accounts Officer, Coalfield Electrification Supply Division, Dhanbad	Dhanbad
(11) Junior Accounts Officer, Singhbhum Electrification Supply Division, Chaibassa	Chaibassa
(12) Junior Accounts Officer, Deoghar Electric Supply Division, Deoghar	Deoghar
(13) Junior Accounts Officer, Monghyr Electric Supply Division, Monghyr	Monghyr
(14) Junior Accounts Officer, Muzaffarpur Electric Supply Division, Muzaffarpur	Muzaffarpur
(15) Junior Accounts Officer, Bettiah Electric Supply Division, Bettiah	Bettiah
(16) Junior Accounts Officer, Katihar Electric Supply Division, Katihar	Purnea
(17) Junior Accounts Officer, Chapra Electric Supply Division, Chapra	Chapra

The Agents of the branches of the State Bank of India mentioned in paragraph two above should as a matter of course, effect the transference of the balance lying at the credit of the so called "Revenue Account" of the Board to the Patna Secretariat treasury through the Secretariat branch of the State Bank of India, Patna at fortnightly intervals that is on the 5th and the 20th of each month. The amount, thus transferred by the different branches of the State Bank of India will be credited by the Treasury Officer, Secretariat Treasury, Patna in the existing personal Ledger Account of the Account Officer, Bihar State Electricity Board, Patna.

4. The State Government have also been pleased to decide the opening of the new account and the procedure of maintenance of this account as envisaged in the foregoing paragraphs should in no way effect the existing procedure for operation upon the Bihar State Electricity Board Working Fund in the different treasuries and sub-treasuries stipulated in this department letter Nos. A3-1069/61-3366 F, dated 6th March 1962 and A3-1069/61-28043, dated 23rd December, 1961 and the existing drawing and disbursing Officers of the Board will continue to operate upon the fund and to present cheques directly at the Bank as usual for which the procedure already intitles should be strictly followed.

5. Necessary instruction in this regard may kindly be issued immediately to the concerned treasury and sub-treasury Officers and the Agents of the branches of the State Bank of India under intimation to this department and the Secretary, Bihar State Electricity Board, Patna so that the new account may start functioning by the date specified above.

Yours faithfully  
Sd/- R. N. Singh  
Under-Secretary to Government

**BIHAR STATE ELECTRICITY BOARD, PATNA**

From To

The Assistant Electrical Engineer,

The Junior Accounts Officer

..... Subdivision

..... Division.

Subject : Duplicate copies of receipts and daily collection Register-Submission to Junior Accounts Officer.

Sir,

I enclose herewith the duplicate copies of receipts and daily collection register as shown below:—

Date	Receipt Number		Serial No. of daily collection register (C.C. Charges)		serial No. of Daily Collection (miscellaneous collections)		Register
	From	to	From	to	From	to	

BIHAR STATE ELECTRICITY BOARD, PATNA

From

To,

The Assistant Electrical Engineer

The Junior Accounts Officer,

..... Sub-division

..... Division.

Subject : Remittance of collections-Original copies of Daily Collection Registers.

Sir,

I enclose herewith the following —

- 1. Daily Collection Register for current consumption charges

Serial	Number	Amount To
From	To	Rs.

- 2. Demand drafts.

- 3. Consumer's cheques :

Number

Date

Name of Bank

Amount

Assistant Electrical Engineer

**BIHAR STATE ELECTRICITY BOARD, PATNA  
REGISTER OF RECEIPT BOOK**

Date of receipt.	Book No.	Sl. No. of receipts	Name of the Officer whom issued	Date of issue	Date of return duly completed	Date when checked and recorded	Initials of the officer	Remarks
1	2	3	4	5	6	7	8	9

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**REGISTER TO WHICH THE CONTINUITY OF RECEIPTS AND DAILY COLLECTION REGISTERS**

Daily Collection Register		Receipt Books Issued		Section		Daily Collection Register	
Current charges issued.				Sub-Division		Miscellaneous collection.	
Date	From	To	Date	From	To	From	To

**Daily Collection Register**  
**Current Charges**

Date	Cash Book folio	Receipt Nos.		D. C. R. Folio		Amount Remitted	Date	Cash Book	Receipt Nos.		D. C. R. Nos.		Amount Remitted
		From	To	From	To				From	To	From	To	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Rs. . . . . Np.

**Note:** 1. The registers to be maintained for each section or Bill Collector to whom the D. C. R. S. and receipt books issued

2. Top entries to be made on issue of new books.

3. Receipts Nos. and D. C. R. Nos. to be posted after the entry in the each book or any omission continuity action to be initiated.

## ANNEXTURE ACCOUNTING OF COLLECTIONS

The following procedure and flow of work for the collection and accounting of Revenue are prescribed:

### SUBDIVISION

1. The Bill Collectors of the Sub-division will be responsible for all collections in the sub-division, including on account of sale of power, miscellaneous revenue, deposits for service connections, etc. The collections will be made by issue of receipts. All cheques for energy charges and deposits received should be drawn in favour of Junior Accounts Officer.

2. In the absence of the Bill Collector the Accounts Assistant of the Sub-division will make collections and issue receipts. The Accounts Assistant and Bill Collector will furnish a security of Rs. 500 each in cash or in fidelity bond.

3. The Divisional office will maintain a Register of Receipt Books and Daily Collection Register. The Daily Collection Registers and Receipt Books will be issued from the Division as and when required after making entries in the Register of (i) Daily Collection Register and (ii) Receipt Books, respectively duly attested by the Junior Accounts Officer. The receipt books will be in the custody of the Assistant Engineer who will maintain a register of receipt books. He will issue new receipt books to the Accounts Assistant or the Bill Collector after making entries in the Register of receipt books and certifying to the No. of receipts in each book. The completed receipts book (counterfoils) will be submitted to the Divisional office for record after making necessary entries in the Receipt Book Register. In the Divisional office the counterfoils of the receipt books will be checked with the daily collection register already posted in the Cash Book and the making entries in the register of Receipt Books. The fact that the receipts are being submitted in correct sequence and in accordance with the serial number will be watched in the Divisional office.

4. The receipts will be in triplicate and machine numbered. The receipts will be prepared by indelible pencil by the Accounts Assistant on process. The disposal of the receipts will be:

- (a) Original : To the party duly stamped when the amount exceeds Rs. 20.
- (b) Duplicate : To the division, daily, with the duplicate copy of Daily Collection Register and
- (c) Triplicate : (First copy) office copy

**Note:** When cheques are received the receipts will be marked "subject to realisation".

5. Separate receipt books i.e. one for collection of current consumption charges and the other for collection of connection deposits and miscellaneous revenue like rents sale of miscellaneous properties sale of stores etc. will be

6. Simultaneously with the issue of receipts for collection daily collection registers E. B. R. 12 will be written by the Accounts Assistant on process in triplicate. There will be separate Daily Collection Register one for the collection of current consumption charges and the other for collection of deposits and other miscellaneous collections. The distribution of the three copies of the Daily collection register will be:

- (a) Original : To be sent to Junior Accounts Officer along with the draft for collections.
- (b) Duplicate : To be sent daily with duplicate copy of receipts.
- (c) Triplicate : Office copy.

7. On closing the day's collection the cash will be counted by the Bill Collector and reconciled with the totals in the Daily Collection Registers.

8. The collection will then be posted in the Column for collections in the Bill Abstracts and the Bill Collector will hand over the receipt books, Daily collection registers and bill abstracts, to the Accounts Assistant. The cheques received will be entered in the Register of cheques received.

9. The Accounts Assistant will check the entries of collection in the daily collection registers with the receipt books and in the bill abstracts and attest them.

10. The A. E. will check the cash with the Daily Collection Register.

The cash will then be deposited with the A. E. in separate bag in the cash under double lock system. One key will be with the Accounts Assistant and the other with the Assistant Engineer. The Imprest and Temporary advance received for payment to muster roll workers and salary of staff etc. will be kept separately and should not be mixed with the revenue collection cash.

11. The Assistant Engineer will be only an imprest holder and will obtain money for payment to staff muster rolls etc. as temporary advanced for the actual amount of passed bills, from the Junior Accounts Officer, of the Division. Each advance will be closed separately after payment and account rendered to the Junior Accounts Officer remitting the undischursed amounts to the Junior Accounts Officer.

12. The duplicate copies of the Daily Collection Registers for current consumption charges and miscellaneous collections, will be submitted daily with duplicate copies of receipts to the Junior Accounts Officer of the Division with a covering letter in form E. B. C. 14 (annexed).

13. The Collections will be remitted positively by the following day, into the nearest treasury or bank and a demand draft obtained in favour of the Junior Accounts Officer of the Division. Normally at no time collections, exceeding Rs. 500 should be accumulated to be debited.

14. The cheques received from the consumers will be entered in the Register of cheques received. The cheques and drafts will be crossed and marked "Account Payee only".

15. On receipt of the demand draft from the Treasury necessary entry for remittance will be made by the Accounts Assistant noting the number and date of demand draft in the original copy of the Daily Collection Register. The original copy of the Daily Collection Register, together with the demand draft and cheques receive from E. B. C. 15 duly signed by the Assistant Engineer by registered post.

## DIVISION

1. On receipt of the duplicate copy of the D. C. R. i.e. "Daily Collection Register" and duplicate receipts, those will be entered in a separate register in the Register for watching the continuity of receipts and daily collection register (From E. B. R. 31). Whenever there is a break in the serial numbers of the receipts or daily collection register, the cashier will bring it to the notice of the Junior Accounts Officer who will immediately write to the Assistant Engineer of the concerned subdivision to explain the discrepancy. This should be carefully watched as any break in serial number will indicate non remittance of collections.

2. When the original D. C. R. and demand drafts are received the original D. C. R. and the duplicate already received will be paired and reference to the remittances and D. D. No. will be noted on the duplicate. The Cashier will then enter the Daily Collection Register duly allocated in the Cash Book and arrange for remittance of demand draft and the consumer cheques into the branch of the State Bank of India. The duplicate D. C. R. with duplicate receipts will then be sent to the Accountant/Bill Superintendent concerned noting reference to the Cash Book Folio on the D. C. R. Full details will be furnished for the miscellaneous collection in the Cash Book. The originals of Daily Collection registers will be serially posted in a Guard file in the Cash Section.

3. All consumers cheques will be remitted (each cheque under separate challans) into the Bank with a Challan. The realisation of cheques will be watched from the register of cheques All D. Ds. and cheques received will be remitted into branch of the State Bank of India for crediting the "B.S.E.B. Working Fund-Revenue Account" opened there in name of the Accounts Officer, Bihar State Electricity Board, Patna.

4. The cheques and demand drafts received will be shown in the Cash column of the receipt side of the Cash Book and when remitted shown on the cash column on the payment side and when the challans are accepted the amount will be shown in the Bank column of the receipt side of the Cash Book.

5. When the consumer cheques are returned dishonoured the entries in the Cash Book and Consumers Ledgers will be cancelled and the Assistant Electrical Engineer concerned will be informed of the dishonouring of cheques in Form E. B. C. - 16, so that the Assistant Engineer could take action to give notice and disconnect the supplies where necessary.

6. On the 1st of the each month the Junior Accounts Officers will send a statement of the amount of Revenue collected and remitted during the previous month to the Financial Adviser and Director of Accounts with copy to the Electrical Superintending Engineer.

7. On the 5th and 20th of the month the Bank will transfer the balance under Revenue account to the Account of the Accounts Officer, Bihar State Electricity Board, Patna in Secretariat Treasury through Secretariat Branch of the State Bank of India, Patna as directed in Government Finance Department Memo No. A3-1069/61/75891 (i), dated the 6th June, 1962.

8. Regular verification of the amount actually credited into the account of the Account Officer, Bihar State Electricity Board, Patna on this account by the Secretariat Treasury, Patna will be made by the Cash Section of the Board's Headquarters with the help of the monthly statement received from the Divisions for which a separate register will be maintained.

### DISBURSEMENT

The circles will submit a monthly forecast of their requirements by the 20th of the previous month obtaining details from the Division with board details of disbursement and payments anticipated during the next month probable requirements for the succeeding month and budget provision for the same to the Financial Adviser and Director of Accounts as shown below :

- (1) Balance at the end of the previous month (10th for Division and 15th for Circle).
- (2) Balance on date in which requirements are sent.
- (3) Total requirements for the rest of the month
- (4) Requirement of the next month.

### DIVISIONS

- (i) Pay of Establishment.
- (ii) Wages of N. M. R. and work-charged establishment.
- (ii) Sundry payments for vehicles, maintenance, petrol oil etc., contingencies, stamps etc.
- (iv) Railway freight.
- (v) Electricity Duty.
- (vi) Extra 10% for unexpected expenses.

### CIRCLE

Items I to IV as above for the Circle and central stores plus (a) Work bills, (b) Stores and purchase bills, (c) Extra 10%.

The requisitions will be received in the Budget Section where the forecast will be submitted and an authorisation issued for transfer for funds to the Cash Section which will arrange to obtain demand drafts and arrange for a despatch by the 27th at the latest. The time schedule will be :

Division to Circle	15th
Circle to Headquarters	20th
Budget Section, Headquarters	20th to 23rd
Cash Section, Headquarters	24th to 26th

The Accounts Officers at Headquarters will see that this work is given priority.

The Accounts Officer of the Circle will place at the disposal of the Divisions necessary funds.

TRIPLICATE

**BIHAR STATE ELECTRICITY BOARD, PATNA**

DAILY COLLECTION REGISTER

E. B. R.-12

Circle

Division

SALE OF POWER

Sub-Division

No.

Date	Consumer No.	Name	Receipt No.	Amount on Collection		Remittance		Remarks
				Rs.	N.P.	Rs.	N.P.	
1	2	3	4	5		6		7

Total Collections Remittance into Treasury in Challan No., date and demand draft No. date obtained

Forwarded to the J. A. O. C.

with Demand draft

B. C.

A. A. Assistant

Cashier

Electrical Engineer

Posted C. B. Folio

Posted G. L. Folio

C. L. Folio

Checked

Cashier

Bill Assistant

Bill Assistant

Note :

: Separate receipt books to be maintained for sale for power and other receipts.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No 148

Dated Patna, the 7th July, 1962.

The Board has been facing a serious problem in the matter of realization of energy charges from the Municipalities Notified Area Committees and Governments. To overcome this unsatisfactory situation the following decisions have been taken by the Board in their last meeting for implementation by the field officers with effect from 1st July, 1962.

(i)(a) The field officers will issue final notices giving one month's time to the defaulting Municipalities Notified Area Committees and Government Departments with intimation to the Chief Secretary, Secretary of the concerned Department (e.g. Local Self-Government Department in the case of Municipalities) Secretary Electricity Department Senior Electric Inspector, Bihar and Board's Headquarters. If even on this notice the dues are not cleared off the line should be disconnected. The disconnection should, however be carried out gradually according to a phased schedule to be chalked out by the Electrical Executive Engineer concerned in consultation with his Superintending Engineer and the worst cases should be dealt with first.

(b) In respect of the local bodies Notified Area Committees and Government Departments whose cases have already been reported specifically to the Board disconnection should be made only after obtaining the approval of the Board. Each such individual case with brief history and previous references should be submitted with one month by the Electrical Executive Engineer through his Superintending Engineer to the Board for issue of orders.

(ii) The restrictions for disconnection imposed upon the field officers under Board's order No. Actt./A 5-03/59/415, dated 3rd February, 1961 are withdrawn. The local officers are hereby authorised to effect disconnections in all cases for non-payment of dues in accordance with the normal rules and procedure.

No departure from the prescribed procedure should be allowed and the field officers should act firmly in forcing the order and rules.

Sd/- M. P. Singh

Secretary to the Board

Memo No. P. F. R./F/A1-15/62/2816, dated Patna the 7th July, 1962

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. Lab/Mi-1041/62-149

Dated Patna, the 10th July, 1962

Subject : Issue of Certificates to the M/R workers on termination of their period of work.

The Board considered the position regarding transfer of muster roll workers on completion of work at a particular place where engagements of casual workers may be necessary. While it was felt that it would not be possible for the Board to undertake full responsibility for providing alternative job either at the same place or other place to muster roll workers who are essentially casual on completion of period of work effort should however be made to re-engage them in new work when and wherever there is vacancy. It is therefore laid down that while engaging muster roll worker on any new work an opportunity should be given to the old casual workmen to work. For implementing this it is decided that when the work is completed a certificate may invariably be given by the local officer to each muster roll workers so disengaged showing the period for which he had worked on muster roll and quality of his work. Wherever this certificate is produced by the worker before an officer at the same place or at any other place where engagement of such workers is required the officer of the Board before whom this certificate is produced should give first preference to such workers. A statistics of such casual workmen should invariably be sent to the circle for watching the implementation of this decision.

2. All vacancies on muster roll should be notified on the Notice Board at ten days ahead of engagement. This however does not cover any engagement on emergency work.

Sd/- P. R. Sundaram

Chief Engineer

Memo No. 710, dated Patna the 10th July, 1962

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
**BOARD'S STANDING ORDER No. G/CA-205/62-149/EB**

Dated Patna, the 5th July, 1962

In Board's Standing Order Nos. 66, dated the 18th January, 1961 and 115 dated the 13th January, 1961 certain concessions in respect of house rent water supply and electric charges were sanctioned to the staff posted at sites of Thermal Power Stations at Barauni and Patratu. The Board has now decided after consideration that such concessions in respect of house rent water supply and electric charges may be extended to the officers and staff of the audit party of Accountant General Bihar actually posted at the sites of the above Thermal Power Stations.

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

Memo No. 8224/EB, dated Patna the 5th July, 1962

Copy forwarded to Electrical Superintending Engineer, Barauni Thermal Circle, Barauni, for information in supersession of the orders issued in letter Nos. 5783, dated the 13th October, 1961 and 15531 dated the 28th December, 1961.

Sd/- P. P. Sen  
Assistant Secretary to the Board

Memo No. 8224/EB, dated Patna the 5th July, 1962

Copy forwarded to Resident Audit Officer Bihar State Electricity Board, Patna/Deputy Director of Accounts (Inspections, Bihar State Electricity Board, Patna/Budget Branch, Accounts Branch, Bihar State Electricity Board, Patna/Electrical Superintending Engineer, Patratu Electrical Circle, Patratu/Accounts Officers (Organisation), Bihar State Electricity Board Patna with four spare copies to Deputy Director of statistics, Bihar State Electricity Board, Patna for information.

Sd/- P. P. Sen  
Assistant Secretary to the Board

Copy to Guard file/20 spare copies to D. A.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 149

Dated Patna, the 13th July, 1962

There is at present no uniformity in endorsing copies by different Departments/Sections of various communications to the Accounts Department. The present practice has resulted in certain important communications either not reaching the Accounts Department or inadequate number of copies being received. The annexure to this standing order indicates the number of copies to be sent to the various officers/sections of the Accounts Department: This may be kept in view while endorsing copies of various orders memos instructions proceedings in future.

Sd/- M. P. Singh  
Secretary to the Board

**NUMBER OF COPIES OF COMMUNICATION' STANDING ORDERS, ETC. TO  
BE SENT TO THE ACCOUNTS WING.**

Nature of orders	Accounts Member	Deputy Director of Accounts	Accounts Officer	Sections	Guard file	Remarks
1	2	3	4	5	6	7
1. Agenda of Board's Meeting	1	Relevant portions to D. D. A. or D. F. A. concerned as and where necessary (one copy)				
2. Board's Proceeding	2					
3. Weekly meeting proceedings	2	One copy to each D. D. A.			One copy	
4. Officers order posting matters Gazetted	1		One copy each to A. U. (Headquarters) and A. O. (Establishment), A. O. (Headquarters), Bill Section		One copy	
5. Officer orders Non-Gazetted (Headquarters)						
6. Sanction orders (Expenditure on purchase of furniture, contingencies, etc.)			A. O. (Headquarters), Bill Section		One copy	
7. Standing order	1	One copy to each D. D. A.		1 copy to all A. Os. 4 copies to Code Section and all internal audit officers.	To all Accountants and all Senior Auditors.	
8. Purchase orders (Foreign Payments)			A. O. (Store) A. O. (Tech.) I. A. O. (Hqr.)			
9. Contracts	1		1 copy to Financial Cell. 1 copy to A. O. (Store)			
10. Circulars issued by Accounts Wing	1	One copy to each D. D. A.		All A. Os. and all I. A. Os.	To all Accounts and Senior Auditors.	

BIHAR STATE ELECTRICITY BOARD, PATNA

No. AC/lsp/1

From

The Financial Adviser and  
Director of Accounts.

To

The Electrical Superintending Engineer,  
.....  
.....

Dated Patna, the .....

Subject : Audit objection statement no. ....  
in respect of ..... by Resident Audit Officer.

I am to refer to the objection statement received from the Resident Audit Officer as per his memo no  
..... dated .....  
and to request that this may be returned duly replied to at an early date.

Yours faithfully

Accounts Officer (I)

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

BOARD'S STANDING ORDER No. S/P2-101/62(Part)-150/EB

Dated Patna, the 16th July, 1962

Subject : — Fixation of pay on promotion from non-gazetted to gazetted rank or to a higher post in gazetted rank.

A decision regarding the permanency of a large number of temporary posts in the Bihar State Electricity Board is pending. The result is that the cases for fixation of pay of temporary employees of the Board promoted from time to time from non-gazetted to gazetted rank and to higher posts in gazetted rank are held up. With a view to saving such promotees from hardship the Board in its resolution no. 434 decided that the present pay of an incumbent who has put in a minimum of three years of uninterrupted service in a particular post or appointment in the Board shall be treated as his 'substantive pay' for the purpose of fixation of pay, in terms of the fixation of pay rules in the Bihar Service Code. In the case of an official who rendered less than three years of uninterrupted service in a post the Board decided that the pay should be fixed on promotion to a higher post in such a way as his pay would be equal to the initial pay of the higher post or at the stage next above the pay of the lower post, if the pay actually being drawn by him just before promotion was higher than the initial pay of the post to which he was promoted.

2. These orders shall be in force with effect from the 1st April, 1962. Individual cases of hardship due to any order passed before 1st April, 1962 may be decided on merit.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo.No. 8704/EB, dated Patna the 16th July, 1962

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

BOARD'S STANDING ORDER No. G/A1-41/62-151/EB

Dated Patna, the 20th July, 1962

Subject : — Procedure for recruitment of non-gazetted and class IV staff by the Officer of the Secretariat of the Bihar State Electricity Board and constitution of selection Committee.

The Chief Engineer of the Bihar State Electricity Board is functioning as Head of Department from the very inception of the Board i.e., from the 1st April, 1958. Subsequently in Board's Order No. 1823, dated 16th November, 1961 the Secretary and Financial Adviser-cum-Director of Accounts have also been declared to be the Head of Department. As it is necessary to define the precise functions of the various authorities in the Board in the matter of constitution of Selection Committee convening meetings of selection Committee and issue of appointment letters a detailed procedure is prescribed for the purpose mentioned in the annexure.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. 8795/EB, dated Patna the 20th July, 1962

Sl. No.	Categories of staff	Selection Committee proposed	Convenor	Appointing authority who will sign letters of appointment	Remarks
1	2	3	4	5	6

1. Engineer Assistant, Overseer and Estimator. Chief Engineer, Dy. Chief Engineer (O&M) and Deputy Chief-Engineer (cost)<sup>1</sup> Chief Engineer
2. Power House Superintendents D.C.E. (O&M)/E.S.E. North Bihar Electrical Circle and Mechanical/Maintenance Engineer. Deputy Chief Engineer (O & M)
3. (a) Stock Verifier E.S.E. (Purchase)/Deputy Director of Audit and Under-Secretary Deputy Chief Engineer (O & M)  
 (b) Labour Assistant E. S. E. (Purchase) Deputy Chief Engineer (O & M)
4. Statistical Supervisor and Statistical Assistant E.S.E. (Technical)/Personnel Officer (L) and Under-Secretary E. S. E. (Technical) Deputy Chief Engineer (O & M)
5. Ministerial staff, Routine Clerk Typist, Stenographer, Record Supplier, Library Assistant and Operator for Duplicating Machine. Secretary of Acc-ount and one Executive Engineer (to be nominated by Chief Engineer) E. S. E. (Technical) Deputy Chief Engineer (O & M)  
 Secretary
6. Draughtsman, Blueprinter, Tracer and Printer. Executive Engineer, Patna Electrical Civil Division/Electrical Executive Engineer (I) of Technical Section and Executive Engineer (I) of Projects and Planning Circle E. S. E. (P & P Circle) Executive Engineer (I) P & P Circle

The same Committee and appointing authority may function for Store-keeper and in the Field Assistant Store-keeper also.

1	2	3	4	5	6
7	Class IV Staff	P. O. (1)/Deputy Director of Accounts/one Executive Engineer to be nominated by Chief Engineer and Administrative Officer concerned.	Personnel Officer (Labour)	Administrative Officer concerned.	
8	Accountant and Auditor	F. A. cum-D. A./Joint Secretary, Deputy Financial Adviser and E. S. E. (P & P Circle)	F. A. cum-D. A.	F. A. cum-D. A.	This Committee may also function for appointment of Accountant, Auditor Accounts Assistants Required in the field
9	Accounts Assistant and Junior Account Clerk.	F. A. cum-D. A./Dy. Director of Accounts or Audit/one Executive Engineer to be nominated by Chief Engineer and Assistant Secretary.	F. A. cum-D. A.	F. A. cum-D. A.	

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. 152/EB

Dated Patna, the 21th July, 1962

The system of maintenance of log book in the Board's Secretariat, which is based on the Secretariat Instructions does not reveal the actual daily work done by an assistant. It only shows the disposal of receipts by the dealing assistant and that also not in a chronological way. In the present system one can not find out at a glance what particular work an assistant has done on a particular day. The Miscellaneous work done by an assistant such as drafting of letter and memorandum including other forms of communication recording searching of precedent files etc. are not reflected in it. To obviate this difficulty it has been decided that a system of daily log book should be introduced in the Board's Secretariat. All assistants shall henceforth maintain a daily log book showing therein the actual work done by them on each working day i. e. receipts files and other miscellaneous work.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. 8925/EB, dated Patna 21st July, 1962

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. AVC/BEEMA-2/62-153/EB

Dated Patna, the 26th July, 1962

Subject : Insurance of Machineries & Materials purchased by the Board.

The machineries and materials purchased by the Board are insured for various considerations to project its interest. Hitherto Marine and Transit Insurance Policies were being taken separately for all consignments and terms and rates had to be settled every time. Some claims had also been lost due to inappropriate or inadequate terms under Insurance Policies. It has therefore been decided that all insurance matters will hereafter be dealt with only by the 'Claims Officer' in the Accounts wing of the Board's Secretariat. Henceforth the officers of the Board placing orders for purchases will send an extra copy of all purchase orders to financial Adviser and Director of Accounts (Insurance and claims Section) for arranging insurance of the consignments.

2. The Board has now taken out open Marine Policies with the 'Indian Insurance Companies Association Pool' at a rate considerably lower than that of the individual policies now taken with a wider coverage of risk. To ensure smooth working of the new arrangement the following procedures should be strictly followed :

### 1. For Big Projects.

(a) Whenever setting up of a Power House or a similar big project is under consideration the clauses on 'Insurance' and 'Loss' in 'Transit' will be finalised in consultation with the Insurance Claims Section of the Board. Wherever possible comprehensive policies covering transit, storage, creation and operation will be taken.

(b) A copy of such contracts will also be given to Insurance and Claims Section to arrange insurance of the Project if it is the responsibility of the Board under the contract and/or for settlement of claims.

### 2. For purchase from abroad.

(a) Wherever an order for purchase of materials from abroad is placed a copy of the same will be sent to 'Claims

Officer, for the purpose of arranging insurance of the consignment.

(b) When a consignment is despatched the supplier will inform the Insurance Companies Association Pool, Mohsing Building, P-8, Hide Lane, Calcutta-12, by Air Mail indicating the following :

- (i) Purchase order No.
- (ii) Name of the Ship
- (iii) Bill of Lading No. and date.
- (iv) Description of the cargo.
- (v) Invoice value of the cargo.
- (vi) Name of the consignor and Port of Despatch.
- (vii) Name of the consignee and place of destination.

A copy of this advice will be sent with copies of Bill of Lading and Invoice to be sent to various officers of the Board according to purchase order. The officers placing the purchase order should intimate the above particular to the Claims Officer immediately on receipt from the supplier.

(c) The number of Certificate of Insurance will be intimated to the consignees in respect of all consignments as soon as it is received from the Insurance Pool by the 'Claims Officer'. This number should be mentioned when preferring claims or making correspondence.

### 3. For Inland Purchase.

(a) Whenever an order for the purchase of materials is placed on a supplier within the country a copy of the same will be sent to 'Claims Officer' for the purpose of arranging insurance of the consignment.

(b) Immediately a consignment is booked the supplier will intimate to the 'Claims Officers' of the Board full particulars of despatch, viz. (i) Purchase Order No. and date, (ii) Consignors' name and address, (iii) Brief description of materials, (iv) R. R. No. and date consignees' name and address, (v) value of the consignment. A copy of this advice should also be sent to the Accounts Officer to whom the R/R is sent. One copy should also be sent to the consignee.

(c) The maximum value of a consignment under one R/R should not normally exceed Rs. five lakhs. In case one R/R excess this limit a telegraphic information should be given to 'Claims Officer' by the supplier.

(d) The number of 'Certificate of Insurance' for all consignments will be intimated to the consignees by the 'Claims Officer' on receipt of the advice from the Insurer.

### 4. Payment of Insurance Premium

The premium for insurance for all purchases will be paid from the Headquarters against 'Premium Bill' to be submitted by the Insurance Pool every month. The payment will be made within 15 days from the date of receipt of the Bill. Account Officers in the circle offices will be advised about the payment of premium for necessary book adjustment.

### 5. Correspondence with the Insurance Pool

To avoid commission etc. in insurance of consignment despatched and to ensure proper pursuance of claims etc. it has been decided on request from Insurance Pool, that all correspondence will be done by Claims and Insurance Section of the Board's Headquarters. Officers of the Board will refer all matters about the insurance to the said officer for taking up with the Insurance pool.

6. A register will be maintained in the 'Insurance Claims Section' in the Accounts Wing of the Board's Secretariat to keep a watch that all despatches are insured and also to arrange new Policy when the value of the previous one exhaust.

7. It has also been decided that even where the term of purchase is F. O. R. destination or C. I. F. and it is the responsibility of the supplier to arrange insurance the insurance will be arranged by the Board with the Pool or with Insurer if for some reason it cannot be done with the Pool.

In case the quotation includes in insurance premium also the excess if any over the premium rate of Board underwriter than that of Suppliers' Underwriters will be done by the Board. This has been considered necessary because generally 90% payments are made against R/R through Bank and then it becomes difficult to negotiate claims with the Underwriters of the suppliers.

8. This arrangement will come into force from 1st August, 1962.

9. The lodging and pursuance of claims will continue to be governed by Board's Standing Order No. 59 dated 11th November, 1960.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh,

Secretary to the Board

### BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. H/LA-311/62-154/EB

Dated Patna, the 19th July, 1962

Subject : Fixation of rent for temporary settlement of land at Patratu:

The Bihar State electricity Board has decided that the land acquired for construction of the Thermal Power Station and Nilkari Dam at Patratu which is not expected to be utilised immediately may be settled with the raiyats temporarily on the following rates of annual rent per acre :

Class I	Class II	Class III
Dhan Rs. 5.00	Rs. 3.12 N. P.	Rs. 2.50 N. P.
Tane Rs. 5.00	Rs. 1.25 N. P.	Rs. 0.31 N. P.

A flat rate of rent of Rs. 5 per acre per annum may be charged for emerging land after the water in the dam area recedes back.

2. The settlement should be made with the owners by a lease agreement (copy enclosed) and if they refuse, the land may be settled with other tenants of the same village. A certificate about refusal by the owner or by the tenant should be given by an officer of the Board and kept on record.

Encl. - As above.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

This agreement made this the ..... day of the month ..... 1962, between the Bihar State Electricity Board to repugnant to the context, its successor and assign of the one part and ..... son of ....., resident of village ....., pargana ....., thana ....., Dist. .... to be hereinafter called the lessee which term includes, unless repugnant to the contract, all his heirs, successors and representatives in interest of all sorts of the other part.

Witness as follows :

1. That the area of land hereby settled by the lessor with the lessee and this lease is ..... B ..... K ..... DH or ..... acres only and is fully described in schedule I and the foot hereof.
2. That the settlement of the said land is for a term of one year only commencing from the ..... day of ..... of the year .....
3. That the rent payable for the area aforesaid is Rs. .... (Rupees ..... ) and the lessee does hereby promise and undertake to pay the said rent in one lump on or before the ..... and that the lessee does hereby further undertake and promise that in case of default in payment of the said rent, he shall be liable to pay interest on the arrear due at the rate of 6 1/4 per cent per annum from the date of default.
4. That immediately on the expiry of the term of this lease as specified above the lessee shall make over vacant possession of each and every portion of the land let out hereunder and the lessor shall be entitled to re-enter without any notice or any kind of reference to the lessee and the lessee shall not be entitled to raise any object of any kind whatsoever to the same or to set up any right or title to the said land.
5. That the lessee shall not sublet or transfer in any way any portion of the land let out hereunder.
6. That the lessor shall be competent to realise the arrear of rent if any from the lessee as a public demand under the procedure laid down in the Bihar and Orissa Public Demands Recovery Act or any such other Act that may for the time being be in force.
7. That in case the land let out hereunder or any portion thereof be needed at any time by the lessor for any purpose the lessee shall on receipt of one month's notice from the lessor in this connection forthwith vacate the land and shall not claim any compensation for the same excepting the value of the standing crops if there be any at the time when the lessor takes possession. The decision of the lessor as to the value of the standing crops shall be final and conclusive and further if the rent has been realised in full from the lessee and the lessee is called upon to vacate the land before the expiry of the period limited under the lease the proportionate rent for the unexpired period of the lease shall be refunded by the lessor to the lessee.
8. That the lessee shall not use the land let out hereunder or re-remit the same to be used for any purpose other than cultivation and shall not use it in such a way as to make it unfit for the purpose of cultivation.
9. That the lessee shall not allow any portion of the land let out under these presents to pass into the possession of any body else and
10. That the lessee shall not plant any trees upon the said land and shall not have the right to cut any tree standing on the land or appropriate the produce or timber thereof.

In witness whereof the lessor and the lessee named above do set their respective hands hereunto the date the month and the year first above matter.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

CONFIDENTIAL

BOARD'S STANDING ORDER No.S/CI-105/62-155/EB

Dated Patna, the 31st July, 1962

Subject :— Recording of annual confidential report on the work of the Deputy Personnel Officers (Labour) and Deputy director (Statistics)

In continuation of the Board's Standing order No. 39, dated the 7th May, 1960, the Bihar State Electricity Board has decided that the annual confidential remarks on the works of the Deputy Personnel Officer (Labour) shall be recorded by the Personnel Officer (Labour) who will submit the same to the Deputy Chief Engineers (P & M), who in turn will obtain the

comment of the concerned Superintending Engineers and thereafter shall finally record his opinion and submit the same to the Chairman for recording his opinion.

2. The annual confidential remarks on the work of the Deputy Director (Statistics) shall be recorded by the Deputy Chief Engineer (O &M) who will submit the same to the Chairman, for recording his opinion.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh  
Secretary to the Board

Memo No. 9209/EB., dated Patna 31st July, 1962

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 156/EB

Dated Patna, the 31st July, 1962

The Bihar State Electricity Board has decided that in case of fresh appointment or transfers of the staff of the Board either from regular establishment to the work-charged establishment the previous service of the employee will count for the purpose of pay, pension, G. P. Fund, leave and increment in scales of pay remain identical.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh  
Secretary to the Board

Memo No. 9232/EB., dated Patna 31st July, 1962.

[ To be published as Gazette Extra ordinary, Part II, sub-section (ii) of Section 3 ]

GOVERNMENT OF INDIA

MINISTRY OF LABOUR AND EMPLOYMENT

Dated New Delhi, the 20th March, 1962

NOTIFICATION

S. O. .... In pursuance of sub-section (3) of section 73-A of the Employees State Insurance Act, 1948 (34 of 1948), The Central Government hereby varies with effect from the 1st April, 1962, the percentage of the total wage bill of the employer constituting the employer's special contribution to the following extent notice of the same having been previously given in the notification of the Government of India in the Ministry of Labour and Employment No. S. O. 230, dated the 19th January, 1962, namely :

In the case of factories and establishments situated in any area in which the provisions of both Chapters IV and V of the said Act are in force the employer's special contribution shall be raised from 1 1/4% to 2 1/2% of the total wage bill of the employer.

(F. No. 1(13)/61-HI)

Sd/- P. M. Menon  
Secretary

# बिहार सरकार

श्रम एवं नियोजन विभाग

ज्ञाप संख्या १/इ-स १-२०४५/६२-श्रम-५२९८, दिनांक ४ जून, १९६२

प्रतिलिपि प्रशासकीय अधिकारी, कर्मचारी राज्य बीमा योजना, बिहार, पटना/सरकार के सभी विभाग/सभी विभागाध्यक्ष/सभी जिला न्यायाधीश/पीठासीन पदाधिकारी, औद्योगिक न्यायालय, बिहार, पटना/पीठासीन पदाधिकारी, श्रम न्यायालय, पटना/रौंघी/मुजफ्फरपुर को इस विभाग के ज्ञाप संख्या १३६४ दिनांक ६ फरवरी, १९६२ के क्रम में सूचनात्मक अग्रसारित

४०/-३० ना० मजुमदार

सरकार के अवर-सचिव

[ TO BE PUBLISHED IN PART II, SUB-SECTION (ii) OF SECTION (3) OF THE GAZETTE OF INDIA ]

GOVERNMENT OF INDIA

MINISTRY OF LABOUR AND EMPLOYMENT

Dated New Delhi, the 15th January, 1962

## NOTIFICATION

5. O. ....-/In exercise of the powers conferred by section 73-F of the Employees's State Insurance Act, 1943 (43 of 1948), the Central Government hereby exempts the factories situated in the areas in the State of Bihar mentioned in the Schedule appended to this notification, from payment of employer's special contribution leviable under Chapter VA of the said Act till the enforcement of the provisions of Chapter V of the Act in those areas.

## SCHEDULE

Name of District	Name of the area	Name of the Factory
1. Bhagalpur	Colgong	1. Sri Ambica Mills. 2. Sri Jagadamba Industries Ltd. 3. Sri Krishna Industries.
	Sultanganj	Sheo Parbati Rice, Dal and Oil Mills
	Barachakia	1. State Pilot Generating Station. 2. Catholic Mission Press. 3. Goinka Timber Works. 4. Durga Timber Works
2. Champaran	Ghorasahan	1. Shankar Rice, Oil and Dal Mills 2. Bajrang Saw Mills
	Motihari	1. S. K. Mondal and Co. 2. Motihari Saw Mills. 3. North Bihar Saw Mills. 4. Mahadeo Prasad Ramanand Prasad.

3.	Darbhanga	Machhubani	1. Saranjam Karyalaya 2. Khadi Udyog Sangh. State Power House.
4.	Dhanbad	Sakri	Bowra Coke Co.
		Bhowra	Sri Krishna Foundry and Engineering Works
		Chandil	Motal Corporation of India Ltd.
		Katrasgarh	1. Mahuda Power Station.
		Mahuda	2. Small Repairing Workshop
		Nawagarh	1. Ganeshpur Engineering Works. 2. Kanduaadih Fire Clay and Alumina Works.
5.	Gaya	Jahanabad	Sri Laxmiji Mills.
		Nawada	Bihar State Road Transport Workshop.
		Tehta	Tehta Dal and Rice Mills
6.	Hazaribagh	Barhi	132 K. V. Grid Sub-Station (D. V. C.)
		Jumritilaiya	1. Indian Mica and Micanite Industries Ltd. 2. Central Finishing Workshop.
		Begusarai	1. Government Power House. 2. Central Finishing Workshop.
7.	Monghyr	Garhara	1. Burmah Shell.
		Jamui	1. Bihar State Road Transport Workshop.
		Lakhsari	1. Ghuni Lal Chand Prasad Oil Mills. 2. Drolia Sindur Factory. 3. C.C.M. Drolia Colour and Chemical. Co. 4. Drolia Vermillion Factory.
8.	Muzaffarpur	Mallehpur	Bihar Ceramic Works.
		Bairagania	1. Sri Sita Ram Oil and Dal Mills. 2. Pilot Generating Station.
		Hazipur	1. Hazipur Ply Wood Factory. 2. Government Power House. 3. Bihar Cement Pipe Co. Ltd.
9.	Patna	Sitamarhi	Bihar Rice and Oil Mills.
		Fatwah	Shankarji Mills.
		Khagaul	1. Bihar Agricultural Industries. 2. Bharat Machine Tools.
10.	Purnea	Forbesganj	Mahabir Industries Ltd.
		Kishanganj	Government Power House.

11. Shahabad	Arrah	1. Government Power House. 2. Saraswati Pringint Works Ltd.
	Buxar	1. Buxar Dal Mills. 2. Shahabad Industries Private Ltd. 3. Laxmiji Mills 4. Buxar Central Jail Textile Factory. Dumraon Industries Ltd.
	Dumraon	
	Mohania	Sri Ambika Rice, Oil and Dal Mills.
12. Saharsa	Bhimnagar	Field Machinery Workshop.
	Birpur	1. Works Shop Kosi Project. 2. Kosi Project Power House
	Saharsa	Government Power House.
13. Saran	Chapra	1. Bihar Industrial Engineering Co. Ltd 2. Government Power House.
	Mirganj	1. S. K. G. Distillery. 2. Pilot Generating Station.
	Pachrukhi	The Bihar Sugar Works Distillery.
14. Singhbhum	Chakradarapur	Kedar Nath Oil and Foundry Works.
15. Santhal Parganas	Daburgram	Dabur (Dr. S. K. Burman) Pvt. Ltd.
	Massanjore	Massanjore Hydel Power Station.

To,

The Government of India Press,  
New Delhi

(F. No. 6/70/61-HI)  
Sd/- Balwant Singh,  
Under-Secretary.

### GOVERNMENT OF BIHAR

#### DEPARTMENT OF LABOUR & EMPLOYMENT

Memo No. 1/Ins. 1-2063/621 & E 827, Dated, Patna the 6th February, 1962.

Copy forwarded to all Departments of Governments/all Heads of Departments/the Under-Secretary, Bihar Chamber of Commerce for information.

Sd/- Illegible  
For U. N. Muzumber  
Under-Secretary to Government

Memo No. Lab/A3-103/62, dated, Patna the \_\_\_\_\_.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. Lab/P2 101/62 157

Dated Patna, the 3rd August, 1962

In pursuance of Board's Resolution No. 489 of 1962-63 the Power of attorney is hereby delegated to the Electrical Superintending Engineer, Gaya Electrical Circle, Gaya for the purpose of signing Indemnity Bond on behalf of the Board in connection with transfer of Provident Fund Accounts of the staff of Ex-Gaya Electric Supply Co. taken over by the Government and subsequently by the Board.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. Lab/P2-101/62-814, dated Patna the 3rd August, 1962

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. G/A-113/62-158/EB

Dated Patna, the 7th August, 1962

A school for training of the accounts staff of the Bihar State Electricity Board has been started at Patna with effect from 5th February, 1962. As the trainees undergoing training in the school have to face great difficulty at Patna for dearth of suitable residential accommodation, it has been decided by the Board to provide residential accommodation for the trainees free of rent for which either a suitable building will be taken on rent or Board will construct its own building.

2. As the trainees deputed from the Circles have to maintain two establishments, It has also been decided to grant a monthly allowance of Rs. 20 to such trainees only, with effect from 19th March, 1962. The normal house rent allowance will not be admissible to such trainees receiving this allowance. The allowance will also not be admissible during leave other than casual leave.

By order for the Bihar State Electricity Board

Sd/- M. P. Singh.

Secretary to the Board

Memo No. 9524/EB, dated Patna the 7th August, 1962.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. Trg./10/62-159/EB

Dated Patna, the 10th August, 1962

The Board has established an Accounts Training School at Patna to train up the newly recruited account assistants and the question of prescribing a comprehensive training programme for them has been under consideration for some time past. It has now been decided that the training will cover a period of five months, of which four months will be spent in the Accounts Training School and the remaining one month will be devoted on practical training in the Circles. The entire period of training has been divided into three phases with details of training as shown in the Annexure to this order.

The First two phases of the training which will be in the Accounts Training School are intended to give a thorough grounding to the new recruits on the general office procedure and routine works office discipline, noting drafting etc. as also to require them to have a detailed study of all Codes Rules and Regulations supplemented by practical exercises sufficient for acquiring working knowledge. The third phase of the training is intended to be a sort of practical work-cum-training in the Circles. For this third phase of training the trainees will be posted in the Circles in which they are likely to be absorbed against available vacancies on the satisfactory completion of training.

While the training programme now prescribed shall be strictly followed by the Accounts Training School and the Circles, it is very much important that the progress made by the trainees and their aptitude are assessed periodically to give close attention to the weaker ones and to dispense with the services of those who do not improve even after continued care. For this purpose the Principal Accounts Training School shall arrange to hold fortnightly tutorial tests besides two terminal examinations one on completion of the first phase and the other on completion of the second phase covering the entire course divided into suitable number of papers. Based on the marks obtained in these tutorial and terminal tests the Financial Adviser-cum-Director of Accounts will decide whether to extend the period of training of any individual trainee or to dispense with his services.

On successful completion of training in the Accounts Training School the trainees will be posted to the different Circles where they will remain on practical training for one month before they are put to independent charges. During this period the trainees shall be attached to assistants dealing with the subjects on which training has to be imparted and will be under the general supervision of the Accounts Officer of the Circle. During the training period a trainee may be given actual work subject to cent percent check by the dealing assistant to whom he is attached. The trainees shall be required to submit fortnightly diaries of things seen, done and learnt, to the Accounts Officer, to enable the latter to see that adequate training is being received by the former.

As the actual distribution of work in the Circle may not correspond to the manner in which the items of training for the third phase have been prescribed, the Accounts Officer of the Circles shall be free to vary the items of training according to local conditions provided it is ensured that no item is ignored or omitted. On completion of the training period for one month the Accounts Officer shall send a report to the Financial Adviser and Director of Accounts along with the fortnightly diaries to the effect that the trainees are considered by him as fit to take up independent works or otherwise.

The regular attendance of the trainees is essential during the period of training. To achieve this, no leave of any kind except short casual leave for one or two days or account of sickness or other exceptional grounds shall be allowed to the trainees during the period of training. In case of long absence of fortnight and above on grounds of illness or circumstances beyond the control of the individual the financial Adviser and the Director of Accounts shall decide whether the services of the trainee should be dispensed with or he should be dropped from the current session and placed on training in the next or subsequent session from the point where breach in training occurred according as he is a new recruit directly placed on training in the school or a serving Accounts Assistant deputed to training from some circle or its subordinate officers.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. G/AI-38/62-160/EB

Dated Patna, the 21st August, 1962

Subject : Reward to Accountants for passing the Indian Costs and Works Accounts Examination.

In order to give incentive to the Accountants of the Board it has been decided that a cash reward of Rs. 1,000 (Rupees one thousand) only shall be given to the officers and staff of the Accounts Branch of the Board (excluding deputationists and those who have already passed the Cost Accountancy Examination) who qualify themselves by passing the final examination of the Indian cost and Works Accounts conducted by the Indian Institute of the Cost and Works Accountants or the British Institute of the Cost and Works Accountants.

2. The Accountant getting such reward shall however be required to execute a bond in the enclosed form to serve the Board for at least a period of three years failing which the entire amount of reward shall have to be refunded to the Board.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. 10628/EB, dated Patna the 21st August, 1962.

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER CIRCULAR No. 161/P

Dated Patna, the 27th August, 1962

An Accounts Officer has been attached to the Purchase Circle to assist the Electrical Superintending Engineer, (Stores and Purchase), and Technical Circle with regard to financial and accounting matters. In order to ensure that the working in the important field of purchase and contracts is done in a systematic manner the duties of the Accounts Officer (Technical) are defined below with concurrence of the Engineer Member and the Accounts Member :

(i) Examination of comparative statement and tenders as well as the tender analysis from the financial angle.

In performing this function it will be ensured that the valid tenders are included escalation price clauses quoted have been taken into account and all the various aspects which will have a bearing on the cost components of the equipment have been properly interpreted and included in the comparative statement.

- (ii) Examination of Bank Guarantees pursuant of correspondence thereon and safe custody of the Bank Guarantees.
- (iii) Examinations of points relating to security deposits.
- (iv) Examination of terms of payment.
- (v) Vetting of draft purchase orders before issue, with reference to the decisions of the Purchase Committee.
- (vi) Examination of the question of imposition of penalty.
- (vii) Examination of increase in price due to price variation clause.
- (viii) Examination of payment of Central or Bihar Sales Tax, Octroi and other taxes.
- (ix) All items of work relating to Earnest Money and Security Deposits, including safe custody, accounting and refund.
- (x) Pursuit of complaints regarding delays in payment by Field Officers.
- (xi) Preparation of replies to all audit objections regarding purchases.

(xii) Examination of works and other estimates to be approved by the Technical Wing of the Board.

(xiii) Other miscellaneous types of work involving advice on accounts and financial matters.

The following procedure will be adopted in the processing of files to Accounts Officer (Technical). The Assistant Electrical Engineer concerned will prepare the comparative statement of tenders and get it checked by the Account. For this purpose he can freely draw on the service of the Accountant in the same way as the service of the Head Assistant are available to him in other matters. The comparative statement will then be submitted to the Electrical Executive Engineer who will prepare the tender analysis preparation of the tender analysis the Electrical Executive Engineer will refer the case to the Accounts Officer (Technical). The Accounts Officer will record his views on the tender analysis and return the file to the Executive Engineer. The Executive Engineer will then submit the file to the Superintending Engineer, with further comments if any. In case the Superintending Engineer is unable to accept the advice of the Accounts Officer (Technical), or agrees with his opinion, the Superintending Engineer will refer the matter, which in the opinion of the Accounts Officer (Technical), will effect the financial interests of the Board May be brought to the notice of the Financial Adviser and Director of Accounts by the Accounts Officer through the Superintending Engineer.

The Accounts Officer (Technical) and his staff will be treated as a part of the Purchase Circle.

The above procedure will be tried for a few months and a report about the result of its working will be made by the Electrical Superintending Engineer (S and P) to the Engineer Member and the Accounts Member in April, 1963 to consider the necessity for any modification.

Sd/- M. P. Singh

Secretary to the Board

Memo No. 4428/Purchase, dated Patna the 27th August, 1962.

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

BOARD'S STANDING ORDER No. MI-1018/62-162/EB

Dated Patna, the 27th August, 1962.

It has been notice that letters including interview cards are generally issued from the Board's Secretariat without furnishing full address of the addressee in the issue register of the Board Similarly at times, interview cards to individual candidates are issued in duplicate on request made by the candidate bearing the no. and date of the first despatch and no entry is made in the issue register of a second issue or making such entries in remarks column of the first entry.

It has, therefore been decided that full address of the addressee mentioned in the letters should invariably be furnished in the issue register with immediate effect. An entry for duplicate issue of interview cards etc. should also be made in the issue register which should clearly show that a duplicate copy has actually been issued to the individual candidate.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. 10853/EB, dated Patna the 27th August, 1962.

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

BOARD'S STANDING ORDER No. 163

Dated Patna, the 1st September, 1962

There is a provision for levy of delayed payment surcharge covered by appropriate tariff schemes in the tariff notification No. D/R11-1026/59 5282, dated 30th July, 1959 for delay in payment of energy bills. Clause 8 of general condition of the above tariff stipulates that delayed payment surcharge will be levied at the time of payment if the payment is not made in full within the due date.

Since it is not possible for the Bill Collector to assess the correct amount of delayed payment surcharge at the time of payment by the consumer, it has been decided that the delayed payment surcharge will be levied by the billing authority in the next bill of the consumer after proper verification of the period of default in payment.

Sd/- M. P. Singh

Secretary to the Board

Memo No. R/F/DI-61/62-3736-1, dated Patna the 1st September, 1962.

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

BOARD'S STANDING ORDER No. A/P2-206/62-164/EB

Dated Patna, the 15th September, 1962

The Board in resolution No. 508 of 1962-63 has decided that a higher-initial pay of Rs. 125 a month in the scale of pay of Rs. 100-5-130-EB-6-190-10-250 may be given to individual Mechanical Overseers (appointed on or after 1st May, 1960) on merit in each case after approval of the Accounts Member.

By order of the Bihar State Electricity Board

Sd/- P. P. Sen

Assistant Secretary to the Board

Memo No. 11526/EB, dated Patna the 15th September, 1962.

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

BOARD'S STANDING ORDER No. 165

Dated Patna, the 26th September, 1962

The Bihar State Electricity Board in its Resolution No. 471, decided to open a current account for a sum not exceeding Rs. five lacs at a time in the Ramgarh Branch of the State Bank of India in the name of the Accounts Officer, Patratu Electrical Circle, Patratu to meet the day to day expenditure.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. Budget/M7-1014/62-677/EB, dated Patna the 26th September, 1962.

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

BOARD'S STANDING ORDER No. 166/EB

Dated Patna, the 29th September, 1962

Sanction is accorded to an expenditure of Rs. 5,357.22 (five thousand three hundred fifty seven and twenty two p) on accounts of preparation of contract documents and entertainment of the Russian Ambassador to India and Russian Trade and V/O Machino export representative in connection with signing of the Contract for installation of 400 M. W. Thermal Power Station at Patratu.

2. The cost is debitable to Account No. 402 (M) of the Board's Secretariat, Patna

By order of the Bihar State Electricity Board

Sd/- P. P. Sen

Assistant Secretary to the Board

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

BOARD'S STANDING ORDER No. C/MV-156/62-167/EB

Dated Patna, the 3rd October, 1962

Subject : Condemnation of motor vehicles of the Board.

In suppression of the Standing No. 71/Tech., dated 24th November, 1960 the Bihar State Electricity Board has decided that the following procedure should be adopted now in condemning a motor vehicle belonging to the Board.

As soon as the Officer incharge 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 the following :

- (1) Electrical or Civil Superintending Engineer - Chairman.
- (2) Electrical/Civil Executive Engineer - Member.

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

The working life of the different types of vehicles will remain the same as set forth in the Standing Order No. 108, dated 20th December, 1961.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. 5414/Purchase, dated Patna the 3rd October, 1962.

# BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. CM/98/62.169

Dated Patna, the 23rd October, 1962

Subject :—Classification of expenditure and receipts Account head Standing Order No. 105, dated 13th November, 1961 Amended Read Standing Orders Nos. 105, dated 13th November, 1961, 129, dated 3rd April, 1962, and C. M./98/62/276, dated 21st May, 1962.

From time to time reference were being received requesting clarification of the nature of charges to be booked under certain Account heads and pointing out certain omission in the Account heads. Hence a detailed review was made and the following additions and amendments to the Standing Orders are issued.

2. The Accounts heads for Thermal Schemes—Main Account 20 and Account head 70 issued in Standing Order No. 65, dated the 5th January, 1961 have been superseded by the corresponding Account heads in the Standing Order No. 105, dated the 13th November, 1961, issued on the basis of the revised classifications prescribed by Comptroller and Auditor General and accepted by the Board. The expenditure booked previously should be reclassified with reference to the Standing Order No. 105, dated the 13th November, 1961.

3. Under Account head 79—All account head on contingencies will be deleted and the Account head will read as below :

## 79. Nuscekkabceiys Equipments

(a) Hospital Equipment".

As the Expenditure on contingencies is to be allocated annually to capital Account head (assets) prorata, it is decided that all Contingencies hitherto booked in Construction Circles under Account Nos. 79 a, b, c and d will be booked to the corresponding Account head under "Clearing Accounts" 402 Contingencies.

## 4. Preliminary Investigation and Surveys.

The expenditure on investigation and surveys of new schemes by Hydro-Electric Investigation Division and Commercial Divisions are to be treated as a management expense and allocated to Capital and operating expenses yearly. The expenditure may be initially booked under Account head 70 a, b or c by Commercial and Investigation Divisions. The expenditure incurred by Construction Divisions on preliminary expenses like field check of locations, etc. on the sanctioned schemes or estimates before execution, shall be debited to the estimate concerned under Account head 30, 40, 50 and 60—Preliminary expenses and allocated to Asset Accounts on completion of the work.

5. The following amendment to the pamphlet on classification and Account numbers may be incorporated in the Standing Order No. 105, dated the 13th November, 1961.

### Debt/heads

#### 1. Addition

Add 09—"Receipts and Recoveries on Capital" after '80' Investments.

#### 2. 20-29 Thermal Power Plant

Add 28 (K) Workshop equipments.

29 (a) (6) Horticulture-Afforestation and Plantation.

#### 29 (c) Dams

(1) Preliminary expense.

(2) Land

- (3) Main dam and dyke.
- (4) Spillway, retaining walls etc
- (5) Plantation.
- (6) Miscellaneous.

3 Operation and maintenance.

Under 203 Power Purchased.

add (d) from other sources :

Under 207 Public Lighting.

Add 207 (4)-Proportion of salaries, allowances, gratuities, etc. of Engineers, Secretary Accountant other Officer, etc.

Under 208 - Consumer servicing etc.

Add 209 - (7) Rebates allowed to consumers.

Add 208 - (8) Wages and gratuities to labour.

Add the following new Account heads :

## 211. General Expenses

- (a) Repairs to Administrative Buildings.
- (b) Repairs to residential buildings.
- (c) Repairs to tools and plant and furniture.
- (d) Depreciation and losses of stores.

## 4. Clearing Accounts

402 Contingencies.

(a to k existing.)

Add the following :

- (1) Entertainments
- (m) Entertainments (V.I.Ps)
- (n) Social Welfare.
- (o) Workmen compensation.
- (p) Advertisement.
- (q) Uniform and liveries
- (r) Licence and registration fees.

Standing Order No.

129, dated the 3rd April, 1962.

and CM 98-62/276.

dated the 21st May, 1962.

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

BOARD'S STANDING ORDER No. 171

Dated Patna, the 31st October, 1962

The post of Deputy Director of Accounts for Patratu has already been sanctioned and filled up. The following instructions are issued with regard to his functions :

1. The Deputy Director of Accounts for Patratu will be the local Financial Adviser to the Officer incharge of the Patratu Project. The Deputy Director of Accounts will work under the administrative control of the electrical Superintending Engineer, patratu.
2. The Deputy Director of Accounts, Patratu will be responsible for setting up a Central Accounts Organisation for the Patratu Project.
3. The Accounts Officer and staff already posted to the various circles at Patratu will come under the functional control of the Deputy Director of Accounts.
4. The Deputy Director of Accounts will be a Member of the Committees constituted for Purchase, Housing and Recruitment for the Patratu Project.
5. The pay and allowances of the Deputy Director of Accounts, Patratu and staff subordinate to him will be disbursed at the Patratu electrical Circle and will be charged to the Project.
6. Deputy Director of Accounts, Patratu will be Controlling Officer for T. A. and C. L. A. etc. for the staff subordinate to him.
7. The Deputy Director of Accounts will be appointing authority for class IV staff in his Office. Detailed orders regarding the revised set up are under issue.

Sd/- M. P. Singh

Secretary

Memo No. 535, dated Patna the 31st October, 1962.

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

BOARD'S STANDING ORDER No. 172/EB

Dated Patna, the 6th November, 1962

Cases of electrical accidents are at present being dealt with in the Secretariat in the Legal Section. Some files are also being dealt with in the Technical Statistical and labour Section. This has resulted in some duplication as well confusion.

2. The following aspects are involved in such report.
  - (1) Technical-to see that there were no technical lapses and that safety precautions were followed, etc.
  - (2) Administrative-Action taken by local administration and departmental action against staff on account of whose negligence the accident occurred etc.
  - (3) Labour-Payment of compensation, etc.
  - (4) Legal-To see whether the Board has already been threatened by the party concerned or involved in case on account of such action and if so what the Board has to do.
  - (5) Statistical-Maintenance of statistical data.

3. With a view to avoid duplication and confusion in treatment of the cases in different Sections, it has been decided that five copies of such reports should be obtained by the Technical Section from the field and after clarifying of the report in the section, a file should be opened in the Technical Section of the accident. That Section should endorse a copy of the report to the Statistical and Labour Sections and then examine the report from the technical and administrative point of view. If after examination fault of same staff comes to notice the file is to be endorsed to Section A or Special Section as the case may be for necessary action. The Labour Section should examine the case from the compensation point of view. Legal Section may be consulted only when any legal complication arises.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. 543/EB., dated Patna the 6th November, 1962.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. A/A2-1004/62-173/EB

Dated Patna, the 10th November, 1962.

The Bihar State Electricity Board has sanctioned a few posts of Deputy Directors of Accounts, in the scale of pay of Rs. 350-15-380--30-590-EB-30-770-40-850 plus a special pay of Rs. 150 a month. The duties and responsibilities attached to these posts are such as require sufficient theoretical and background of commercial accountings. The posts of Deputy Directors of Accounts are filled up either by promotion or by Direct recruitment of officers who have either passed the I. C. W. A. Examination or the Chartered Account's Examination or its equivalent and who possess adequate experience in Accounts and Audit. It has been decided that the Accounts Officers, working in the Board, should be advised to take steps to pass the I. C. W. A. examination or obtain an equivalent professional qualification in case they do not possess the above mentioned qualifications or experience.

Sd/- M. P. Singh

Secretary to the Board

Memo No. 1191/EB, dated Patna the 10th November, 1962.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. B/M7-1016/62-174

Dated Patna, the 23rd November, 1962

The Board (in its Resolution No. 531) has decided to delegate power of re-appropriation of funds to the following officers as under :

1. Deputy Chief Engineer : From one sub-head-e.g. (a) (i) Hydraulic Power Plant, (ii) Thermal Power Plant, (iii) Transmission Plant (Extra High Voltage) etc. for capital scheme and (b) (i) General Works Cost, (ii) Power Purchased, (iii) Transmission (Extra High Voltage) etc. for Operation and Maintenance Schemes except the portion of Administration and General Expenses- to another within the same scheme without affecting the grand total of the scheme provided that funds of that scheme have not been re-appropriated by the Board.

- II. Superintending Engineer : (a) From one unit, e.g. (a) (i) Lands and Rights, (ii) Buildings and Structures etc for capital schemes and (b) (i) Generation, (ii) Repairs and Maintenance etc for Operation and Maintenance Scheme- to another within the same sub-head of a scheme other than those covered by item I above without affecting the total of the sub-head.

Where one scheme is in progress in more than one circle the power of re-appropriation of the Superintending Engineer of the circle shall be limited to the grant of his circle which forms a part of the total grant of the scheme.

(b) From one detailed unit, e.g. Rent, rates and taxes, printing, stationery etc. - to another under the unit 'contingencies' without affecting the total with the concurrence of the Accounts Officer of the circle.

(c) Under the unit T. A. from the circle office the Divisional office and vice versa within the same circle with the concurrence of the Accounts Officer of the circle

2. Orders of re-appropriation issued by the Deputy Chief Engineers and the Superintending Engineers shall be valid only when they reach the Financial Adviser-cum-Director of Accounts, Bihar State Electricity Board Patna not later than the 15th March and 20th February respectively each year for issuing final allotment orders to cover the expenditure of the year.

3. The Power of re-appropriation :

(a) from Capital Scheme to Operation and Maintenance Scheme and vice versa and

(b) (i) from one capital scheme to the other, and

(ii) from one Operation and Maintenance Scheme to the other.

vests with the Board and it would not be exercise by any subordinate authority.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. Budget/M7-1016/62-786, dated Patna the 23rd November, 1962.

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

**BOARD'S STANDING ORDER No. Act./CM/110/62-175/EB**

Dated Patna, the 27th November, 1962

Subject : लेखा प्रवीण परीक्षा or Proficiency in Accounts Examination-Grant of Advance Increments.

In the Board's Standing Order No. 123, dated the 16th March, 1962, Lekha Pravin Pariksha (लेखा प्रवीण परीक्षा) was introduced in the Board for increasing efficiency of the Accounts staff and to enable them to be fit to hold higher posts. In order to give incentive to those who pass the examination, it has been decided by the Board that one advance increment on passing Part I of the examination and two on passing Part II will be given to them. If however on passing Part II any person is promoted to Account Assistant or Accountant or any other grade higher than that in which he is working at the time of the examination no advance increment will be given as he would be getting the benefit of promotion with increase in pay.

The advance increments will be sanctioned from the date following the date of the examination.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Secretary to the Board

Memo No. Acctt./CM/110/62-EB-1010, dated Patna the 27th November, 1962.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 176/EB

Dated Patna, the 28th November, 1962

As a measure of economy the Board has decided that for the present no vacant posts either gazetted or non-gazetted should be filled up unless it is found that work will suffer unless the post is filled. The work attached to such vacant posts should be managed with the existing staff and their duties should be re-allocated if necessary. Where it is considered absolutely necessary for filling the post the appointing authority should take the prior approval of the Chief Engineer or the Accounts Member as the case may be.

Sd/- M. P. Singh

Secretary to the Board

Memo No. 847/EB., dated, Patna the 28th November, 1962

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 177/EB

Dated Patna, the 29th November, 1962.

Subject : Central Accounts Organisation at Patratu

Reference : Standing Order No. 161 of the 31st October, 1962.

Following clarifications are issued about implementation of Standing Order referred to above :

1. The Deputy Director of Accounts Patratu will be the local financial adviser to the various Superintending Engineer incharge of the Patratu Project.
2. Till the posting of the Project Manager it is contemplated that the Electrical Superintending Engineer of the Patratu Electrical Circle would act as the co-ordinating officer. The Deputy Director of Accounts will work under the general administrative control of Electrical Superintending Engineer till the Project Manager assumes charge of the Project. For all financial and accounts matters the Deputy Director of Accounts will be under the functional control of the Financial Adviser and Director of Accounts.
3. The Accounts Officers and staff meant for the Central Accounts Organisation will be posted directly under the Deputy Director of Accounts. The other accounts staff posted under the various field officers of the Patratu Project officers would also be responsible to him so far as accounting matters are concerned. In each of the three Circles one Accountant and four Accounts Assistants and in each Division two Accounts Assistants may be retained. The rest of the Accounts staff both gazetted and non-gazetted, should be transferred to the Central Accounts Office directly under the Deputy Director of Accounts. the duties and functions at present attached to the Accounts Officers of the various Circles will be transferred to the

Central Accounts Office. Cheques of Rs. 25,00 and above will in future, be countersigned by the Deputy Director of Accounts instead of by the Electrical Superintending Engineer Patna. Action is being taken to inform the Banks/Treasury Authorities accordingly. In the mean time the Electrical Superintending Engineer, will continue to countersign such cheques.

4. The Deputy Director of Accounts may delegate any of his power to the Accounts Officers after obtaining prior approval of the Accounts Member
5. After the constitution of the Central Accounts office the officers and staff working in the office would be taken to be staff subordinate to the Deputy Director of Accounts.
6. The Deputy Director of Accounts will have the same powers regarding contingent expenditure including purchase of furniture etc. for his office as are now exercised by the Director of land Acquisition and Resettlement, Ranchi.

Sd/- M. P. Singh  
Secretary to the Board

Momo No. 1786/EB., Dated Patna the November, 1952

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

BOARD'S STANDING ORDER No. H/PFI-103/62-178/EB

Dated Patna, the 15th December, 1962

It has been decided by the Board that while considering the application for the grant of advance from the G. P. F. and C. P. F. accounts rule regarding sanction of such advances should be adhered to strictly and no second advance from G. P. F. or C. P. F. account should be allowed until the first advance has fully been repaid and a period of 1 months have elapsed from the date of complete repayment of the previous advance and that no advance should be sanctioned by invoking the special provision of rules 15 (1) (C) of the Bihar G. P. F. Rules.

By order of the Bihar State Electricity Board.

Sd/ S. Prasad  
Assistant Secretary to the Board

Memo No. 1251/EB., dated, Patna the 15th December, 1962

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

BOARD'S STANDING ORDER No. I I/M2 204/62-179/EB

Dated Patna, the 29th December, 1962

Subject : Adoption of the circular of the State Government regarding the C. L. A. being counted as pay for the purpose of calculating the amount of pension, gratuity and advances.

The Board in its resolution No. 544 of 1962-63 has decided to count the cost of having allowance as pay for the purpose of calculating the amount of pension gratuity and advances admissible to the Government servants who are actually drawing such allowances or would have drawn it but for officiating in a post on a pay above the monetary limit of eligibility for the allowances. As the Board is following the rules of the State Government the decision regarding counting of the cost of living allowance as referred to above may be applicable to the servants of the Board and also to the permanent State Government servants now on deputation to the Electricity Board as in the resolution No. 6079, dated the 30th, April, 1960 of the State Government in the Finance Department.

(i) Leave Salary

The cost of living allowance during leave is based on the leave salary actually drawn both for purposes of monetary limit within which the allowance is admissible and for the calculation of the amount of the allowance. This will continue.

(ii) Pension and Gratuity

The cost of living allowance shall count as a pay for purposes of pension and gratuity.

(iii) Advances.

The cost of living allowance shall be treated as pay for purposes of all advances admissible to Board servants (including the permanent State Government servants on deputation to the Bihar State Electricity Board) under the Bihar Provident Fund Rules and the Bihar Financial Rules.

2. These orders will take effect from 1st April, 1962.

By order of the Bihar State Electricity Board

Sd/- M. P Singh

Secretary to the Board

Memo No. 1431/EB., dated, Patna the 29th December, 1962.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. F/C-1003/64-102/EB

Dated Patna, the 16th September, 1964

Subject : Treatments of complaints received in the Board's Secretariat.

A Complaint Cell has been created in the Board's Secretariat in order to ensure prompt action on the complaints received by the Chairman and other senior officers of the Board. The functions of the Complaint Cell shall be to register all the complaints and pursue their disposal till the end. All complaints received shall be stamped as "Complaint" and acknowledged immediately. Necessary action on the subject matter or the complaints shall be taken in the sections concerned and it will be the duty of the Section Head of the concerned section to see that the complaints are dealt with within three days from the date of receipt, and he shall follow up the disposal of the same and shall also submit a report on the action taken on all such complaints received in the section to the Administrative Officer in charge of the Complaint Section, within 10 days. The Administrative Officer will submit a pending list showing the up-to-date position of each complaint received to the Chairman every fortnight.

By order of the Bihar State Electricity Board

Sd/- S. N. Chakravartee

Secretary to the Board

Memo No. 2091/EB., dated, Patna the 16th September, 1964

Copy forwarded to all Chief Engineers/all Superintending Engineers (Hqrs.)/Accounts Member/Financial Adviser-cum-Director of Account/Dy. Financial Adviser/all Deputy Directors of Accounts/Director of Labour and Welfare/Secretary/Joint Secretary (L)/Assistant Secretaries/Administrative officers, Bihar State Electricity Board for information.

Sd/- S. Prasad

16-9-64

Assistant Secretary to the Board

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. F/C-1003-64-103/EB

Dated Patna, the 16th September, 1964.

Subject: Revised procedure for distribution of Dak in the Board's Secretariat.

It has been found that letters and papers received in the Board's Secretariat addressed to the Chairman and other senior officers of the Board are often misplaced in transit or delayed in distribution causing corresponding delay in disposal of the same. Therefore in order to ensure receipt of the papers by officers/Section concerned and in their prompt disposal it has been decided as follows:

The letters received by the Chairman are marked by him either to a certain officer or the office for action. His P. A. should enter these receipts in a register and send them to the officer to whom the letter may be marked or to the distribution assistant in case the letter is marked to officer. In either case the P. A. to the Chairman should obtain a receipt in his register from the person concerned (in the case of the officer from his stenographers). In case a letter marked by the Chairman to an officer after receipt by the letter, is endorsed by him to another officer for action the stenographer of the former officer will not be required to enter it in his register but should simply send it to the officer concerned for which no receipt may be obtained from the second officer. Similar procedure should be followed in respect of letters received directly by any other senior officer at the Board's Headquarters. The letters received by the distribution assistant from the officers shall be entered by him in suitable register and sent to the sections concerned under receipt.

The order should be given effect to immediately.

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

## BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. F/C-1002/64-104/EB

Dated Patna, the 16th September, 1964

Subject: Procedure in dealing with the letters received from Government of India, Accountant General, Bihar and State Government

The following procedure is prescribed for the purpose of keeping proper vigilance over progress of disposal of letters received from the Government of India, Accountant General, Bihar and State Government addressed to various officers of the Board.

All the letters received from the Government of India, Accountant General Bihar and State Government will continue to be entered in the diary registers by all the Diarists in different sections in Red Ink. Invariably and a monthly statement of the same will be submitted by all the Diarists at the end of each month to the Complaints Cell in the following form:

Diary No. & date: (1)	Letter No. & date: (2)	From whom received: (3)	Subject: (4)	Name of D. A. (5)	File No. (6)	Remarks: (7)
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An assistant in the Complaint Cell will be responsible for computation of these statements and will enquire from the assistants of the different sections the action taken on these letters and note the same in column 7 of the statement and submit the same for information of the Chairman by the 15th of each month.

By order of the Bihar State Electricity Board  
Sd/- R. N. Singh  
Personnel and Establishment Office

Memo No. 2095/EB., dated, Patna the 16th September, 1964.

Copy forwarded to the Chief Engineers/Financial Adviser cum-Director of Accounts/Joint Secretary/Electrical Superintending Engineer/Superintending Engineers (Civil)/Superintending Engineer (Mechanical)/Under Secretary/Executive Engineer/Assistant Engineers/Administrative Officer/all Section Heads/all Assistants/all Diarists, Bihar State Electricity Board, Patna:

Sd/- R. N. Singh  
Personnel and Establishment Officer

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. M/MRI-101/64-106/EB

Dated Patna, the 24th September, 1964.

Under the Medical Attendance Rules of the State Government (which are followed by the Board also) it has been stipulated that the cases of ailing employees of Government may be referred to by the authorised medical attendant to a specialist only after the approval of the Chief Medical officer of the State. Difficulties are however being experienced in the case of the Board's employees in making reference of such cases to a specialist. It has therefore been decided that the Board's Medical Officers posted at Barauni and Patratu Thermal Power Stations may refer such cases to Government Specialists in consultation with the Electrical Superintending Engineer or the Project Manager as the case may be. At other places in the State the reference to a specialist should be made only on the recommendation of the Civil Surgeon of the District.

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

Memo No. 2141, dated, Patna the 24th September, 1964

Copy forwarded to the Resident Audit Officer, Bihar State Electricity Board, Patna/Under Secretary to Government Electricity Department, Bihar/Financial Adviser-cum-Director of Accounts Bihar State Electricity Board, Patna for information.

Sd/- J. B. Srivastava  
Administrative Officer to the Board

Memo No. 2141, dated, Patna the 24th September, 1964.

Copy forwarded to the Chief Engineer (O & M)/Chief Engineer (Construction)/Chief Engineer (Civil)/all Superintending Engineer/Project Manager, Patratu Thermal Power Station, Patratu/Director of Labour Welfare/Deputy Financial Adviser/all Electrical Executive Engineer/Land Acquisition and Settlement officer, Patratu/Deputy Director of Accounts Patna/Patratu/Deputy Director of Audit, Patna/Deputy Director of Statistics, Patna/Accounts Officer (Headquarters), Bihar State Electricity Board, Patna for information.

Sd/- J. B. Srivastava  
23-9-1964  
Administrative Officer to the Board.

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. Arcit/CM98/5 107/EB

Dated Patna, the 25th September, 1964

Subject : Classification of expenditure and receipts-Accounts Number-Amendment of Standing Order Nos. 105- EB, dated 13th November, 1961, 129, dated 3rd April, 1962; 169, dated 23rd October, 1962, 17, dated 18th March 1963, 36, dated 12th July, 1963, 39, dated 2nd August, 1963 and 84, dated 11th June, 1964.

The "Hot Line Training Scheme" has been introduced to train crews for safe operation and efficient maintenances for Transmission and Distribution system. It has therefore been found necessary to introduce new account heads for classification of expenditure to accommodate the expenses under this head

The following addition to the classification in the above referred Standing orders, is made —

Account head 211-Page 22-General Expenses

211 (5) "Training Programmes"

Explanatory Memoranda : This sub-head will account date all expenses whether they appertain to those incurred under "Hot Line Training Scheme" or under any other such scheme which is intended for increasing the efficiency of the crews for the operation and maintenance of Transmission and Distribution system.

The addition may be incorporated in the pamphlets "Classification and Account Number" and classifications in Chapter IV of the Financial and Account Code.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

25-9-64

Joint Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. H/MR-101/64-110/EB

Dated Patna, the 29th September, 1964

It has been brought to the notice of the Board, that due to paucity of accommodation and other factors many employees of the Board. Posted at different places of the State, are not in a position to keep the members of their family with themselves. A doubt has arisen whether in terms of medical reimbursement rules the reimbursement of cost on the treatment of family member in such cases can be allowed.

After a careful consideration it has been decided that the cost of Medical treatment relating to the members of their family should be reimbursed even if they are not living with the concerned employees of the Board because the responsibility for treatment etc. rests with the employees irrespective of the fact whether they (family members) reside with the particular staff or not. This concession however will not be extended to the parents of the Board's employees. In their case, the cost of medicines will be reimbursed, only if the controlling Officer is satisfied that the parents are actually residing with or are wholly dependent upon the employees concerned.

By order of the Bihar State Electricity Board

Sd/ M. P. Singh

Joint-Secretary to the Board

Memo No. 2816/EB., dated, Patna the 29th September, 1964.

Copy forwarded to all Chief Engineers/all Superintending Engineers/all Executive Engineers/all Assistant Electrical Engineers/Deputy Director of Accounts/all Accounts Officers/Resident Audit Officer/Director of Land Acquisition and Resettlement Ranchi/Internal Audit Officer, Bihar State Electricity Board for information.

Sd/- J. B. Srivastava  
Administrative Officer to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. R/SPL/-19-04/64-111

Dated Patna, the 6th October, 1964

It is noticed that sometimes consumers file petition before the Field Officers to allow deferment of payments till the decision of the issue by higher authorities, and thereby try to delay the normal course of action for the recovery of the dues at the lower level. Such tendency on the part of the consumer to stop the normal procedures of the Board cannot be accepted.

It has therefore been decided that whenever a representation from a consumer is received to defer payment on the ground that the higher authorities have been moved in this regard, the consumer may be requested to deposit the amount in question first, which will be subject to adjustment if the higher authorities take a view which is different from the view taken by the local officers.

It will be, however for the field officers who are competent to decide the position to prescribe a time limit within which the consumer may be requested to deposit the amount and if he fails to do so they should without any reference to the higher authorities take action as provided in the Rules.

Sd/- A. S. Srivastava  
Chief Engineer (O & M)

Memo No. R/SPL-19/04/64-613, dated, Patna the 17th October, 1964.

Copy forwarded to all Superintending Engineers/all Executive Engineers/all Assistant Engineers/all Accounts Officers/all Junior Accounts Officers for information and necessary action. This has reference to Electrical Superintending Engineers, Patna's letter No. A/O Rev-11/64-5772, dated 11th September, 1964.

Sd/- A. S. Srivastava  
Chief Engineer (O & M)

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. W/F-32/64 (WM)-112/EB

Dated Patna, the 7th October, 1964

It has decided in Standing Order No. 98, dated 8th August, 1964 that Bank Drafts and consumer cheques in respect of revenue collections of Patna Circle will be forwarded to the Board's Headquarters with effect from 17th August, 1964.

This procedure was evolved in consideration of the fact that necessary credit to Bihar State electricity Board-

Working Fund Revenue Accounts' was afforded by the Bank after a fortnight's time for the date of actual deposit. Since the State Bank of India has now agreed for remittance of funds to our account daily the procedure laid down in standing order under reference may be treated cancelled with immediate effect. The procedure which was in vogue prior to issue of Standing Order No. 9, dated 8th August, 1964 will be followed in respect of revenue collections and accounting with effect from the revenue collected on or after the 12th of October, 1964.

Sd/- S. Sethuraman

Financial Advisor-cum-Director of Accounts

Memo No. W/F/32/-64 (WM)-863, dated, Patna the 7th October, 1964.

Copy to Deputy Financial Adviser, Bihar State Electricity Board/Superintending Engineer, Patna Electrical Circle, Patna/Accounts Officer, Patna Electrical Circle, Patna/all Electrical Executive Engineers under Patna Electrical Circle, Patna/all Junior Accounts Officers under Patna Electrical Circle, Patna/all Assistant Electrical Engineers under Patna Electrical Circle, Patna for information and necessary action.

Sd/- S. Sethuraman

Financial Adviser Cum Director of Accounts

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

BOARD'S STANDING ORDER No. Acctt.OM/91/62-113/EB

Dated Patna, the 9th October, 1964

Subject : Work order system.

Attention is invited to para. 8-65 of the Financial and Account Code, Chapter VIII (Works) which lays down that the Assistant Engineer will submit the working estimate with a work order application in Form E. B. W. I. to the Superintending Engineer, for issue of a work order. Some confusion, i.e. whether the Assistant Engineer should submit the application direct to the Superintending Engineer or it should be routed through the Executive Engineer appears to have been created. Cases have also come to the notice of the Board in which the Assistant Engineers have been found submitting the application for work order direct to the Superintending Engineer, thereby keeping the Executive Engineer concerned in dark about the work in question. This is a wrong procedure.

The Executive Engineers must be apprised of the work orders which are to be issued and he should scrutinise the work order application on the basis of priorities.

I am therefore to clarify that the work order applications duly filled in by all up to subdivisional level should be sent to the Executive Engineer concerned. The Executive Engineer will scrutinise it and countersign and send to the Superintending Engineer for approval. This must strictly be adhered to.

Necessary amendment to para. 8-65 of Financial and Account Code, Chapter VIII (Works) and Form E. B. W. I., is being issued separately.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

6-10-64

Joint-Secretary to the Board

# BIHAR STATE ELECTRICITY BOARD, PATNA

BOARD'S STANDING ORDER No. S/D42-1025/64-114/EB

Dated Patna, the 10th October, 1964

The Board has created from time to time posts of Labour Assistant, Deputy Personnel Officer (Labour), Personnel Officer (Labour), Labour Welfare Officer and the Director of Labour Welfare with a view to ensuring implementation of the statutory provisions relating to industrial workers and rules and orders framed and issued by the Board in this behalf. These posts were created as and when occasion therefor was felt. There has been consequently lack of precise definition of the functionaries. This wing of the Board has also not been organised properly so far. It has therefore been decided to organise this Personnel wing with a Directorate at the headquarters of the Board and the officers in the field.

2. The Personnel Section at the Board's headquarters will be headed by the Director of Personnel. The Director will function in the field through the Personnel Officers posted in the circle and the Projects. The existing post of the Director of Labour Welfare is redesigned as Director of Personnel. All the posts now named as personnel Officer (Labour) or Deputy Personnel Officer (Labour), or Labour Welfare Officer are redesigned as Personnel Officer. For the present there will be no change in the designation of the Labour Assistant who will work under the immediate control of the Project Manager or the Superintending Engineer concerned.

3. The subjects which will be dealt with by the Director of Personnel at the Board's Headquarters and the Personnel Officers in the field so far as industrial workers are concerned will be as follows :

(i) **Employment :** Application of the Board's term and conditions of employment and adherence to its recruitment policy, Liaison with the Employment Exchanges the work of mobilisation etc. will work under the immediate control of the Superintending Engineer of the place where the headquarters of the Personnel Officers are posted and for which specific order will be issued from the Board. But in such cases, the Personnel Officer should send copies of his tour programme tour diary and intimation about leaving headquarters to the Electrical Superintending Engineers of all the other circles.

4. In all matters the Personnel Officer will ordinarily communicate with the headquarters through the Electrical Superintending Engineer/Project Manager.

5. If at any time the Project Manager/Electrical Superintending Engineer and the Personnel Officer differ as to the interpretation of any law or instructions the Project Manager/Electrical Superintending Engineer, may refer the matter to the Director of Personnel.

6. The Director of Personnel will exercise supervision over the Personnel Officers. The Personnel Officers will send copies of their tour programme and tour diaries to the Director of Personnel.

Sd/- S. N. Chakravartee  
Secretary to the Board

Memo No. 3466/EB, Dated Patna, the 10th October, 1964

Copy forwarded to the Resident Audit Officer, Bihar State Electricity Board, Patna/Under-Secretary to Government, Electricity Department, Bihar, Patna/Financial Adviser-cum Director of Accounts, Bihar State Electricity Board, Patna/Under-Secretary to Government, Department of Labour and Industrial Relations, Patna for information.

Sd/- M. P. Singh

Secretary to the Board

Memo No. 2367/EB, Dated Patna, the 10th October, 1964

Copy forwarded to the Chief Engineer (Civil) Patna, Chief Engineer (Civil) Gorakhpur/Chief Engineer (Civil)/all

Superintending Engineer/Project Manager, Patratu Thermal Power/all Executive Engineer/Director of Personnel, BSEB, Patna/  
Law Adviser-cum-Joint Secretary, BSEB, Patna/Deputy Director of Statistics, BSEB, Patna/Land Acquisition and  
Resettlement Officer, Patratu/Deputy Financial Adviser, BSEB, Patna/Deputy Director of Accounts, Patna and Patratu/  
Deputy Director of Audit, B.S.E.B. Patna for information.

Sd/- M. P. Singh

Joint Secretary to the Board

Copy to all Section Heads including Accountant.

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

BOARD'S STANDING ORDER No. Acctt. CM/243/64-115/EB

Dated Patna, the 2nd November, 1964

Subject : Loss of Revenue and Defalcations.

Under rule 31 of the Bihar Financial Rules, Vol. 1, any loss of revenue, cash etc. caused by defalcation or otherwise which is discovered in an office should be immediately reported by the officer who detected it, to his immediate superior officers and Finance Department as well as to the Accountant General when the amount involved is over Rs. 200. Such reports must be submitted as soon as suspicion arises that there has been a loss. When the matter is completely investigated, further and complete reports must be submitted of the nature and extent of loss, showing the errors or neglect of rules by which such loss was rendered possible and the prospect of effecting a recovery. The officer receiving the report must forward it forthwith to the Government through the usual channel. He should also submit a detailed report, after completing such departmental investigation as may be necessary or expedient on the causes or circumstances which led to the defalcation or loss, the steps taken to prevent its recurrence and the disciplinary or any other action proposed as regards the person responsible.

2. With the formation of the Board, the Accountant General is no longer responsible for the accounts of the Board and Financial Adviser-cum-Director of Accounts is vested with all responsibilities for accounts and finances of the Board. Hence such reports of defalcations should hereafter be sent to the Financial Adviser-cum-Director of Accounts with a copy to the immediate superior officer in the circle who will take further action in the same manner as indicated above.

By order of the Bihar State Electricity Board

Sd/- S. N. Chakravartee

Secretary to the Board

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

BOARD'S STANDING ORDER No. D/M-7057/64-116/EB

Dated Patna, the 4th November, 1964

In Board's Standing Order No. 52, dated the 17th September, 1963 a yard-stick for creation of posts for operation and maintenance work prescribed but this did not cover the posts for meter and Relay Testing Subdivisions. Accordingly in pursuance of Board's Resolution No. 948, dated the 21st September, 1964 a yard stick as annexed herewith) for creation of posts for Meter and Ready Testing Subdivisions has been approved. All orders regarding yard sticks on the subject issued in the past are superseded.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

Joint-Secretary to the Board

Memo No. D/M7-7057/64-6561/EB., dated, Patna the 4th November, 1964.

Copy forwarded to Chief Engineer (C & M)/Financial Adviser-cum-Director of Accounts-Deputy Financial Adviser-Resident Audit Officer/Deputy Director of Accounts/Accounts Officer (Trg.)/all Electrical Superintending Engineers, Operation and Maintenance Circle for information.

2. The Electrical Superintending Engineers are requested to organise the MRI Subdivisions under them as prescribed in the yard-stick and submit proposal for sanction of staff on the basis of this yard-stick. The proposal should contain the following informations :

- (a) The existing staff of various category
- (b) The staff required as per yard stick.
- (c) The additional staff required.
- (d) The surplus to be surrendered.

The should carefully work out the requirement of staff and submit proposal for readjustment of staff or transfer or surplus staff, as the case may be, by the 15th December, 1964.

Sd/- M. P. Singh

Joint Secretary to the Board

Memo No. D/M7-7057/64-6561/EB., dated Patna the 4th November, 1964.

Copy forwarded to all Assistant Electrical Superintending Engineers, M. R. T. Subdivisions for information and necessary action.

Sd/- M. P. Singh

Joint Secretary to the Board

Copy to Guard file,  
Special Section,  
Section A.

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

BOARD'S STANDING ORDER No. G/A-14-1038-117/EB

Dated Patna, the 21st November, 1964

In partial modification of Standing Order No. 75, dated 28th April, 1961 the Board has decided on reconsideration that the rate for setting question papers and evaluating answer books in connection with non-gazetted recruitment and departmental examination, other than Lekha Pariksha, shall be as follows :

- (1) For setting question paper
  - (a) Senior posts Rs. 25.00 each peper
  - (b) Junior posts Rs. 20.00 each paper
- (2) For examination of Answer Books :
  - (a) Senior posts Rs. 0.75 paise each answer books.
  - (b) Junior posts Rs. 0.50 paise each answer book.

2. All non-gazetted posts carrying the maximum basic pay exceeding Rs. 120 shall be taken in the category of senior posts and those carrying the maximum basic pay, not exceeding Rs. 120 shall come in the category of junior posts.

3. The rates prescribed for supervision and inspection work in the recruitment and departmental examination shall remain exactly the same as the standing order referred above.

By order of the Bihar State Electricity Board

Sd/- P. P. Sen

21-11-1964

Assistant Secretary to the Board

Memo No. 5401, dated, Patna the 21st November, 1964.

Copy forwarded to Financial Adviser-cum-Director of Accounts, Bihar State Electricity Board/all Superintending Engineers (Electrical, Civil and Mechanical)/Project Manager, Patratu/Deputy Director of Accounts, Patna/Deputy Director of Audit, Patna/Deputy Director of Statistics/Director of Land Acquisition and Resettlement, Ranchi/Director of Labour Welfare, Patna/A. O. (Headquarters), Bihar State Electricity Board, Patna/A O (O & M), Bihar State Electricity Board, Patna for information.

Sd/- P. P. Sen

21-11-64

Assistant Secretary to the Board

- C. C. to (a) Guard file,  
(b) Budget Branch,  
(c) Accounts Branch,  
(d) Section 'C' (25 copies).

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

BOARD'S STANDING ORDER No. B/T2-001/64-118/EB

Dated Patna, the 23rd November, 1964

Two units of the Barauni Thermal Power Station have already been commissioned and further three units are expected to be commissioned with a couple of years. Besides, the Patratu Thermal Power Station will also start functioning within the period. For the proper operation and maintenance of the Power Stations a large number of trained technical personnel will be required. At present there is acute shortage of trained technical staff for operation and maintenance of power stations. Therefore the Board in its resolution No. 979 dated the 28th September, 1964 decided to introduce apprenticeship scheme at the Barauni Thermal Power Station to train some technical personnel. At present, there will be only two categories of apprentices i.e. (1) having S. E. S. (Electrical and Mechanical) Diploma and (2) having industrial Diploma (Mātriculates) as basic qualifications. The trainees are likely to be appointed as Assistant Controllers, Operators etc. Before training they will be required to execute a bond to serve the Board for a minimum period of five years. Theoretical training will be for a period of one year followed by another one year of practical training in the power station. During the period of training the apprentices of category (1) will get a stipend of Rs. 100 (fixed) and of category (2) Rs. 60 per month (fixed).

In the first batch only 50 trainees of category (1) and 6 trainees of category (2) will be admitted.

The syllabus etc. for the training are being prescribed separately.

By order of the Bihar State Electricity Board

Sd/- S. N. Chakravartee

Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**  
BOARD'S STANDING ORDER No. C/MV 204/64 119/EB

Dated Patna, the 8th October, 1964

Subject : Condemnation of motor vehicles of the Board.

In partial modification of Standing Order No. C/MV-204/64-EB-100, dated the 29th August, 1964, it has been decided that the Mechanical Maintenance Engineer, Muzaffarpur shall serve as a member of the Committee for condemnation of motor vehicles for the Electrical Circles, whose headquarters are situated at Muzaffarpur in place of the Mechanical Executive Engineer, Barauni who will continue to be the member for the circles whose headquarters is situated at Barauni.

Sd/- M. P. Singh

Joint-Secretary to the Board

Memo No. 7279/EB., dated, Patna the 8th December, 1964.

Copy forwarded to all Electrical Superintending Engineers/Civil Superintending Engineers/all Electrical Executive Engineers/all Executive Engineers, Civil and Mechanical/Resident Audit Officer, Bihar State Electricity Board, Patna/Deputy Financial Adviser and Director of Accounts, Bihar State Electricity Board, Patna information.

Sd/- S. D. Sinha

5-12-1964

Under Secretary to the Board

**BIHAR STATE ELECTRICITY BOARD, PATNA**

BOARD'S STANDING ORDER No. 120/EB

Dated Patna, the 23rd December, 1964

In partial modification of paragraph 2 (ii) of the Standing Order No. 120, dated the 2nd March, 1962, it has been decided by the Board that, if a Minister or State Minister of the State while staying at the Board's Rest House is accompanied with some friends, the local officer of the Board in attendance should politely ascertain from the Minister as to how many meals are to be served and then the preparation should be made for them accordingly at the cost of the Board. While scrutinising the bill, however, the officer of the Board should satisfy himself that the Minister or State Minister as the case may be, has been treated as a Board's guest and also about the numbers and type of the meal actually served. Subject as to the above all other orders of the Board contained in the Standing Order referred to above should be adhered to strictly.

By order of the Bihar State Electricity Board

Sd/- M. P. Singh

23-12-1964

Joint-Secretary to the Board

Memo No. 4470/EB., dated, Patna the 23rd December, 1964.

Copy forwarded to all Superintending Engineers including at the headquarters/Executive Engineers/Deputy Financial Adviser, Bihar State Electricity Board, Patna/Accounts Officer (Headquarters), Board's Secretariat, Patna for information.

Sd/- P. P. Sen

Assistant Secretary to the Board

From time to time decisions taken by the Board in respect of various sections, viz, Engineering, Finance and Administration are conveyed by Standing Orders. By now a large number of Standing Orders for the above three sections, covering most of the works, have been issued, and are being followed by the various offices in day-to-day working. An effort has been made to collect as many Standing Orders as could be available in this compilation for the benefit of all concerned. Standing Orders so far collected have been arranged in the same sequence as they have been issued from Board's headquarters in two Volumes, i.e. Volume I for the period from 1958 to 1964 and Volume II for the period from 1965 to 1975. At the same time a board classification of the Standing Orders have been done under the three heads, viz, Engineering, Finance and Administration, for the facility of record, verification and references. In the remarks column of the index the letters E, F, and A have been written as indication for Engineering, Finance and Administration respectively.

PRABHOO MAHTO

Private Secretary to Engineer Member

Bihar State Electricity Board

Patna

