

# बिहार राज्य विद्युत् बोर्ड पटना

सामान्य प्रशासन विभाग

अधिसूचना

29 मई 1976

सं० 1/एस० आर०-103/76 वि बोर्ड-275- चूँकि बिहार राज्य विद्युत् बोर्ड ने, विद्युत् (आपूर्ति) अधिनियम 1948 की धारा 79 (सी) द्वारा प्रदत्त शक्तियों के अधीन, बिहार राज्य विद्युत् बोर्ड सेवा नियमावली, 1976 विरचित और अंगीकृत की है, और चूँकि उक्त विनियमावली के विनियम १ (iii) में यह उपबन्ध है कि यह विनियमावली 1 जून 1976 से लागू होगी, इसलिए तदनुसार, बिहार राज्य विद्युत् बोर्ड सेवा विनियमावली 1976 नामक विनियमावली सर्वसाधारण की जानकारी के लिए एतद् द्वारा प्रकाशित की जाती है। विनियम 1 (ii) के अनुसार, आगे यह अधिसूचित किया जाता है कि "पदाधिकारी" के रूप में प्रवर्गीकृत सभी कर्मचारियों पर यह विनियमावली 1 जून 1976 से लागू होगी। शेष कर्मचारियों पर यह विनियमावली बाद में निर्धारित की जाने वाली तारीख से लागू होगी।

बिहार राज्य विद्युत् बोर्ड के आदेश से,

चितरंजन प्रसाद सिंह

सचिव

(2)

## BIHAR STATE ELECTRICITY BOARD SERVICE, REGULATION, 1976

Whereas, the Bihar State Electricity Board had not formed their own separate service rules and were following *mutatis mutandis*, the Bihar Service Code applicable to servants of the Government of Bihar; and

Whereas in the absence of any separate rules, Certified Standing Orders under the Industrial Employment (Standing Orders) Act, 1946 were being followed in governing the general service conditions of workmen; and

Whereas it is necessary for the Bihar State Electricity Board to have common service rules for all employees except where a distinction may have to be made in the case of certain categories of employees on account of any law and statute for the time being in force.

Now, therefore in exercises of the powers conferred by section 79 (c) of the Electricity (Supply) Act, 1948 (Act LIV of 1948), the Bihar state Electricity Board make the following regulations in Supersession of all previous rules and regulations on the subjects covered under the Regulations

(3)

## CHAPTER - 1. GENERAL I.

### 1. *Short title, application and commencement —*

(i) These Regulations shall be called the "Bihar state Electricity Board Service Regulation, 1976."

(ii) Except as otherwise provide or under these Regulations they shall apply to all employees appointed to any post in the Board or to any post under any of the establishments of the Board including the Area Board and Generation-cum-Transmission Organisation :

Provided however, that the Board may, by notification, exempt any particular category or categories of employees from the application of these Regulations or may, by notification, prescribe different date or dates for the application of these Regulations to any categories or categories of employees.

(iii) They shall come into force with effect from the 1st June, 1976.

(vi) Nothing in these Regulations shall operate to deprive any person of any right or privilege to which he is entitled by or under any law, or by the terms of any contract or agreement subsisting between such person and the Board.



(4)

(v) Any power which is expressed in these Regulations as residing in the Board may after consultation with the finance Department of the Board be delegated to any subordinate authority to such extent and subject to such condition as the Board may determine and the authority to which any power is delegated may exercise that power in respect of those employees only who are placed under its administrative control for the purpose :

Provided that these Regulations shall not apply to any Government servants who are on deputation on foreign service terms with the Board, to the extent that these Regulations are repugnant to any terms and conditions of deputation of such Government servants :

provided further that where these Regulations come into conflict with any statutory provisions, the statutory provisions shall prevail, but where these Regulations come into conflict with any other Regulations or rules or orders of the Board or Area Boards or Generation-cum-Transmission Organisation or any of the establishments of the Board, these Regulations shall prevail.

2. **Definitions** :- In these Regulations, unless there is any thing repugnant in the subject or context :-

(5)

(i) "Act" means the Electricity (supply), Act, 1948 (Act LIV of 1948).

(ii) "Age" shall be the period computed from the date of birth, evidence of which shall be produced by every employee at the time of employment or within such period as the appointing authority may direct.

*Explanation* :- (a) If the year of birth of an employee is known but not the exact month and date, 1st July of the year shall be treated as the date of birth. Similarly, if only the month and year of birth is known, the 16th of the month shall be taken to be the date of birth.

(b) If neither the year nor the month is known, certificate, from the Civil Surgeon or any other Medical Officer approved by the Board, specifying the approximate year of birth may be accepted for the purpose of fixing age.

(iii) "Appointing Authority" with reference to any employee or appointee means the authority or officer of the Board including those of Area Boards and Generation-cum-Transmission Organisation and establishments in whom the power of appointment has been vested,

(iv) "Area Board" means a semi-autonomous unit of the Board as defined in the Bihar State Electricity Board-Area Board Rules, 1975.

(v) "Area Board Cadre" means a cadre for which an area Board is the cadre authority.

(vi) "Apprentice" is a learner who is paid an allowance during the period of his apprenticeship with the Board or any of its establishments and has no right to appointment to the Board's service or to the service of any of its establishments at the end of his apprenticeship.

(vii) "Average pay" means the average of remuneration drawn during the 10 months immediately preceding the month in which the relevant event occurs:

Provided that in calculating the average pay for the purpose of gratuity and pension the following shall be excluded :-

- (a) Project/Construction or Remote Area Allowance.
- (b) City Compensatory allowance, if any
- (c) Conveyance allowance.
- (d) House Rent allowance.
- (e) Medical allowance.
- (f) Shift allowance.
- (g) Extra or Higher Charge Allowance.
- (h) Deputation Allowance.
- (i) Non-Practising allowance :

Provided further that in calculating average pay for the purpose of leave salary only, items (b), (c) and (f) shall be excluded.

(viii) "Board" means the Bihar state Electricity Board.

(ix) "Cadre" means employees grouped together for the purpose of common seniority, Promotion and lien on certain posts.

(x) "Casual worker" is a person whose employment is of casual nature or who is employed on daily-wage basis because of the casual nature of work.

(xi) "Central Cadre" means the cadre for which the Board is cadre authority.

(xii) "Competent Authority" means the authority which is competent to take any action or do any act in accordance with its inherent authority or under any law for the time being in force or as empowered under any rules, Regulations, Standing Orders and orders of delegations framed/issued by the Board or an Area Board or the Generation cum-Transmission Organisation.

(xiii) "Confirmation" means an order of a competent authority which creates a right in favour of an employee to have a lien on the post on which he is confirmed.



(xiv) "Contract staff" means persons who, after having superannuated from the service of any previous employer, are re-employed in the Board for specific periods, not exceeding five years, and includes persons employed on the basis of a contract, Whether formally signed or not, fixing their terms of employment salary, compensation or honorarium and/or allowances.

(xv) "Date of birth" of an employee shall be the date of birth as recorded in the Matriculation/Secondary/Higher Secondary examination certificate of an institution duly constituted/recognised by the Government :

Provided that where an employee has not passed the Matriculation, Secondary of Higher Secondary or equivalent examination, the date of birth recorded in the birth certificate of such an employee issued by a Municipal Corporation/ Municipality /District/Board/Notified Area Committee or such other local body or agency as may be prescribed by the State Government for keeping records of births shall be conclusive evidence of his date of birth.

(xvi) 'Dearness allowance' or Cost of Living allowance means an allowance which is granted to compensate the employees for neutralizing either wholly or partly the rise in the cost of living following the fixation of pay-scales of employees till the next revision of pay scales.

(xvii) "Duty" means service which counts for pay, leave, pension and gratuity and includes such periods of other leave admissible under these regulations, except extraordinary leave without pay availed by an employee and includes any period of suspension followed by major punishment.

Provided that service as Probationer, and such other periods as the Board by general or special order may declare as duty, shall be counted towards but and also that period of apprenticeship even if an apprentice is later employed by the Board, Shall not count towards duty.

(xviii) " Employee" means a person appointed to any post in the Board or any of its establishments, including Area Boards and Generation-cum transmission organisation whether borne on regular or work-charged establishments, but does not include casual or muster roll workers and staff appointed on daily-wage basis.

(xix) "Foreign service" means service during which an employee with the permission of the Board, receives salary from a source other than the funds and revenues of the Board or any of its establishments including the Area Boards and Generation-cum-Transmission Organisation.

(xx) "Generation-cum-Transmission Organisation" means the Generation-cum-Transmission Organisation of the Board as constituted under Bihar State Electricity Board Generation-cum-transmission Organisation Rules, 1976 :

(xxi) "Generation-cum-Transmission Cadre" means a cadre for which the Generation-cum-Transmission Organisation is the cadre authority but does not include the cadre of Generation-cum-Transmission Engineers.

(xxii) "Gratuity" means the lump sum amount payable as one of the terminal benefits to employees retiring from the service of the Board on the basis of length of qualifying service whether subject to a maximum or not.

(xxiii) "Headquarters" with reference to an employee means the place and office at which he is posted.

(xxiv) "Head of Office" in relation to an employee unless otherwise specified by the competent authority, shall mean an officer or supervisor under whose immediate supervision and control an employee works :

(xxv) "Holiday" means a day declared as such by the Board generally or for specified employees or categories of employees generally or in specified areas and includes the term "restricted holiday" with references to those who avail of the same in the manner prescribed by the Board.

(xxvi) "House Rent allowance" means :-

(a) an allowance granted to an employee otherwise entitled to rent-free accommodation but who has not been provided with such rent-free accommodation, or

(b) an allowance paid to any employee or employees partially compensate for the high cost of renting private accommodation.

*Explanation* - No house rent allowance is payable to an employee who has-

(i) built a house either in his own name or in the name of any member of his family at the place of his posting after obtaining a house construction loan from the Board or any of its establishments or the State Government;

(ii) been provided with accommodation either free of rent or on payment of standard rent or on rent fixed as a percentage of salary.

(xxvii) "Leave on average pay" means the period of leave granted to an employee during which he shall draw emoluments equal to his average pay.

(xxviii) "Leave on half average pay" means the leave granted to an employee during which he shall draw salary equal to half of his average pay.

(xxix) "Leave salary"-means a monthly amount payable to an employee for the period of leave.

(xxx) "Lien" means the right of an employee to return to his substantive post in a cadre after serving under a foreign employer or in an ex-cadre post.



(xxx1) "Members of the family" shall have the following meaning in respect of the benefits mentioned below :-

(a) *Medical benefits* :- Wife, dependent children (including adopted and step-children) and parents wholly dependent on the employee and unmarried sisters and brothers normally residing with the employees and wholly dependent on him.

NOTE :- If either of the parents of an employee is drawing pension or has received Contributory Provident Fund and/or gratuity at the end of his employment with a Government or non-Government establishment, such a parent or parents shall not be treated as wholly dependent on the employee.

(b) *Preference in employment* - Only one of the sons or unmarried daughters of an employee including adopted sons/daughters.

(c) *Payment of the dues of the deceased employee*.- His legal heirs.

(d) *Payment of Family pension*.- First wife, if living or second wife, if first wife is dead, and, if no wife is living, then all the minor children excluding married daughters.

(e) *Transfer Traveling Allowance*. - Only one wife, dependent children, step-children, dependent parent and dependent minor brothers and unmarried sisters who are

normally residing in the same house in which the employee is residing at his place of posting from where he has been transferred.

(f) *For all other Purposes* - Wife and children.

(xxxii) "Month" means a calendar month.

NOTE - In calculating the period expressed in terms of months and days, complete calendar months irrespective of the number of days in each shall be first calculated and odd number of days calculated, subsequently.

(xxxiii) The term "Office of the Board" shall include all members of the various Engineering Cadres of the Board including Junior engineers, Foremen, Head Foremen, Controllers and Junior Chemists all members of the Accounts, Administrative and Personnel Services of the Board, Assistant law Officers and above and all employees in the payscale of Rs. 580-25-705-EB-755-30-905-35-975 and above and doing either wholly or partially supervisory work.

(xxxiv) "Officiating appointment" means an appointment in one or more of the following circumstances:

(a) When it is a purely local arrangement and the nearest employee of suitable rank is asked to officiate in a post pending termination of the local arrangement.

(b) Where a higher appointment is not substantive and the employee asked to officiate in a higher post can be reverted to his lower substantive post at any time including when a substantive appointment is made.

(c) When there are charges pending enquiry against an employee, who is otherwise suitable for promotion, and he is asked to officiate in a higher post pending the outcome of the enquiry into the charges against him.

(d) Where a substantive vacancy is not available either on account of another employee holding a lien on the post or where a higher post has been only temporarily created.

Note – The officiating employee shall revert to his lower substantive post if the person holding lien returns or the post is terminated at the end of its temporary tenure.

(e) When an employee not belonging to a Cadre is temporarily appointed to a cadre post or when an employee is posted to an excadre post and has a lien on a post in his own cadre.

(f) When an employee in addition to his substantive post is asked or appointed to manage a parallel or higher charge, temporarily.

(xxxv) "Pay" means the amount payable monthly to an employee as remuneration fixed in relation to the post held by him, but excludes the amounts payable on account of the following :-

(a) Project Allowance;

(b) Conveyance Allowance ;

(c) Shift Allowance;

(d) Overtime Allowance;

(e) Bonus or incentive allowance; and

(f) any other compensatory allowance paid on account of loss of any privilege or payment by way of compensation for specially arduous nature of duties or working in any remote area or place lacking in facilities normally available to employees, or in an area or place where the cost of living is noticeably higher.

(xxxvi) "Personal pay means pay granted to an employee :-

(a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision or to any reduction of such substantive pay otherwise as a disciplinary measure; or

(b) in exceptional circumstances, on other personal considerations.



(xxxvii) "Presumptive pay" of a post when used with reference to any particular employee means pay to which he would be entitled if he held the post substantively and was performing his duties, but it does not include special pay or any compensatory allowance attached to the post unless the employee performs or discharges a work of equal responsibility or is exposed to unhealthy conditions or is deprived of any privileges and advantages in consideration of which the special pay or compensatory allowance is attached to the post.

(xxxviii) "Pension" means the monthly amount payable to an employee, not governed by the Contributory Provident Fund Rules, on retirement from service on the basis of service qualifying for payment of pension as one of the terminal benefits.

(xxxix) "Pensionable Service" means that service which qualifies an employee to receive pension from the Board or any of its establishment's including Area Board and Generation-cum-Transmission Organisation.

(XI) "Permanent employee" is an employee who is appointed against a permanent post and has been confirmed against such post after completing the period of probation.

(XII) "Probationer" is an employee who is employed to fill a permanent vacancy or a post and has not completed the period of probation fixed for that post including the extended period of probation if any.

(XIII) "Probationary period" is the period fixed for judging the promise for satisfactory performance of a newly recruited/promoted employee, appointed against a permanent post, at the job for which he has been recruited/promoted.

(XIV) "Permanent post" means a post created in regular establishment of the Board or any of its establishment, including the Area Boards and the Generation-cum-Transmission Organisation, which is likely to continue from year to year in the normal course without limit of time.

(XV) "State Government" means the Government of the State of Bihar.

(XVI) "Subsistence allowance" means a monthly grant which may be paid to an employee during the period of suspension when he is not in receipt of any pay or leave salary.

(XVII) "Temporary employee" is an employee who is employed against a temporary post sanctioned or created

for a specific period and shall also include a work-charged employee and an employee who though appointed against a permanent post has not completed his period of probation or who has not been confirmed on the completion of the period of probation on the ground of unsatisfactory performance.

(XIVii) "Tenure post" means a permanent post which an individual employee may hold for a pre-determined period.

(XIViii) "Time scale of pay" means a scale of pay which subject to conditions of any efficiency bar or of passing of a department test or any other conditions prescribed by the competent authority, rises by periodical increments from a minimum to a maximum.

(Xlix) "Variable Dearness Allowance" means the dearness allowance which is related to the cost of living index and increases or decreases in accordance with the rise or fall in the cost of living at recognised intervals or points.

(l) "Workman" means any employee who was being governed by the Certified Standing Orders made under the Industrial Employment (Standing Order Act, 1946 before the enforcement of these Regulations.)

## CHAPTER - II

### Recruitment to the Service of the Board

3. Recruitment to any service of the Board or to any post or posts in the Board or in any of its establishments, including the Area Boards and Generation-cum-Transmission Organisation shall be made only by the competent authority.

4. (i) Recruitment to any service or cadre of the Board or any of its establishments including the Area Boards and Generation-cum-Transmission Organisation shall be in accordance with the rules/standing orders governing the relevant recruitment.

(ii) Recruitment of categories of employees in respect of whom there are no separate recruitment rules, shall be in accordance with the following procedure :-

(a) All recruitment shall be against specific vacancies covered by order of competent authority regarding the creation of posts.

(b) Recruitment shall be made only through specially constituted Selection Committees. Such Selection specific order or rule authorised to constitute a Selection Committee :

Provided however, that where recruitment is made by



an Area Board or by the Generation-cum-Transmission Organisation or any subordinate authority or officer from the panels prepared by the Board's Department of Personnel, or by a Service Commission if set up for recruitment to all or any specific categories of employment under the Board, this sub-regulation shall not be applicable.

(c) In all appointments and recruitment of employees the directives of the State Government, as adopted by the Board, shall be strictly observed and any appointments made ignoring such directives, or in violation of such directives, shall be void.

(d) Recruitment shall be made strictly on the basis of merit and no favour shall be shown to any candidate.

(e) Preferential recruitment of only one of the children of employees who have rendered 15 years' satisfactory service shall be from a register of employees' children eligible for such preferential treatment, maintained by each appointing authority :

Provided, however, that no preferential treatment shall be given to children of employees who have already got appointed any near relative, including wife, son or daughter in the service of the Board on the basis of preferential treatment or as a special case :

Provided also that in the matter of giving preferential treatment to employee's children, in respect of the vacancies reserved for Scheduled Caste and Scheduled Tribe candidates, preferential treatment shall be given only to the children of Scheduled Caste and Scheduled Tribe employees, as the case may be, subject to only one child (son or daughter) being given preferential treatment.

(f) Preferential recruitment of employees' children shall also be made by Selection Committees in accordance with sub-rule (b) above.

5. No appointment shall be made to the Board's service unless a candidate fulfils the age, educational and other qualifications prescribed for the post for which he is an applicant :

Provided, however the Board may in exceptional cases of hardship or out standing merit, relax any qualifications including age.

6. In all recruitment to the Board's service or to the service of any establishment of the Board including Area Boards and Generation-cum-Transmission Organisation preference shall be given to those who are domiciled in the State of Bihar.

7. (i) The following categories of persons shall not be eligible for appointment to the Board's service or to the service of any of its establishments including Area Boards and Generation-cum-Transmission Organisation:-

(a) Those who are not citizens of India.

(b) Those who have been convicted by a court of law offences involving moral turpitude.

(c) Those who are members of any political party or are associated with organisation indulging in anti-national or subversive activities.

(d) Those who have been dismissed as Government servants or from the service of a Public Sector Undertaking.

(e) Those who have more than one wife living.

(f) Those who have accepted dowry at their marriage either directly or through their parents or relatives.

(ii) If due to suppression of any information mentioned in sub-clauses (a) to (f) above any person gets appointed to any post, his appointment shall be void abinitio.

### *Appointment.*

8. All letters of appointment issued by the appointing authority shall specify whether the appointment is against a substantive or permanent vacancy on probation, or temporary, work-charged or casual vacancy including a leave vacancy. Where an appointment is on the basis of contract, the terms of the contract shall be attached to or included in the appointment letter.

9. On first appointment an employees shall produce the following documents along with his joining report in the prescribed form before he is allowed to join :-

(a) A medical certificate from a medical officer of the Board or from medical officer or practitioner prescribed by the the Board or, where a Medical Board has been prescribed, from the Medical Board and where no medical officer or practitioner or Medical Board has been prescribed, from the Civil Surgeon or a Medical Officer of the State Government of equivalent rank of the district in which the appointment is being made;

(b) Documentary proof of age which shall be either the matriculation Secondary/Higher Secondary Certificate



or Birth Certificate, and where the appointee has not passed Matriculation or equivalent examination and also his birth was not registered at the time of his birth, a certificate from a medical officer of the Board or a Civil Surgeon of the State Government giving the year of his age;

NOTE :- Age recorded at the time of joining in the service record of an employee shall not be altered later.

(c) A certificate of good character from the District Magistrate or a subdivisional Magistrate of the District/Sub division in which the candidate normally resides failing which an affidavit the effect that the appointee has not been convicted in any court of law or dismissed from service of any previous employer including Government, the Armed Forces or from the service of any public or private undertaking;

(d) In case an appointee belongs to a Scheduled Caste/Scheduled Tribe, a certificate either from the District Magistrate or from the Block Development Officer of the District/Block respectively of which the candidate is a permanent resident to the effect that he belongs to a Scheduled Caste/Scheduled Tribe; and

(e) Original certificate/certificates proving that the candidate has minimum educational qualifications laid down at the post.

(i) On the production of the documents mentioned in regulation 9, the joining report of an appointee may be accepted by the appointing authority, if it is satisfied as to the accuracy and reliability of the documents.

(i) An employee's appointment to the Board's service shall be subject to the statements made by him at the time of his employment/application for employment and any variations later discovered shall render the appointment void *ab initio*.

(ii) **Probation-(i)** Unless, otherwise provided in any statute or any other rules framed by the Board under section 79 (c) of the Act, all employees appointed against permanent posts shall be on probation for a period of one year extendable by a further period of one year.

(ii) Subject to any law for the time being in force, an employee's service shall be terminable during the period of probation without assigning any reason.

# CHAPTER - III.

## Duties and Obligations of Employees.

Every employees must carry out the task/duty for which he has been employed or which has been entrusted him in the course of his employment diligently and honestly with devotion and dedication to national and Board's interests.

Employees are paid to do the work of the Board or of its establishment and must not engage in any other work either for themselves or for any other person during outside working hours except with the previous permission of the competent authority.

Note: Undertaking of any course of studies without permission of the competent authority will come within the mischief of this regulation.

Every employees is responsible for the care of the Board's property and Board's interests, including revenue, and must take proper care and act diligently to protect Board's property and interests and prevent loss of revenue and any other loss to the Board.

Every employee, on arrival for and departure from work on any day, shall record time of his arrival and departure in the



manner Prescribed by the Head of Office or any superior authority in accordance with regulations in force or manner prescribed by the Board, Area Board or Generation-cum-Transmission Organisation from time to time.

17. (i) In Board's interest the Board or the competent authority shall have an absolute right to transfer an employee at any time from one job to another for which in the Board's competent authority's opinion the employee is suited, from one section or department to another and from one office of the Board to another office of the Board or any of its establishments including the Area Board or Generation-cum-Transmission Organisation, situated in any part of Bihar or to the Board's offices in Calcutta or Delhi or any other offices that may be set up in future anywhere in India.

(ii) Area Boards and the Generation-cum-Transmission Organisation shall have similar powers as laid down in clause (i) above in respect of employees which are borne on their cadres or employees regarding whom powers of transfer has been delegated to them. :

Provided, however, that such transfers shall not involve any decrease in the substantive pay of employees and shall not affect their conditions of service adversely.

It shall not be open to an employee to refuse to do work or duty which a competent authority may ask him to do if the work/duty already entrusted to him does not unduly engage him during the working hour and, in the opinion of the competent authority, he is capable of performing such alternative work :

Provided, however, that no employee of the Board or any of its establishments shall be asked to perform duties which require special technical qualifications or Training or which is remote from the nature of work normally being done by the employee.

Examples :- (a) A meter Reader is asked to do a Bill Clerks's work during any period of the month when meter reading is being done intensively or the work-load is insufficient and the Meter Reader does not have full eight hours work available. It shall not be open to Meter Reader to question the order asking him to do a Bill Clerk's work.

(B) A typist does not have enough work and is asked to do some correspondence work in the absence of a correspondence clerk or if the work on the Correspondence sheet has mounted up and is in arrears, it shall not be open to the typist to refuse to do this work.

(c) A head Typist shall not refuse to do typing work if there are arrears of typing work.

19. An employee must, at all times, carry out all valid legitimate orders of his superiors.

## CHAPTER - IV

### Leave, Holiday and Absence

20. Grant of leave to any employee shall depend on exigencies of the work of the Board or any of its establishments and shall be at the discretion of the sanctioning authority. The Board shall always have the right to revoke any leave granted to any employee in exigencies of Board's work. The revoked period of leave shall be credited to the employee's account.

21. No employee shall take leave as of right, but every employee, when requiring leave, shall apply to the sanctioning authority.

22. Leave shall be earned by duty only.

23. Leave shall begin on the day on which transfer charge is effected; or, if charge is transferred in the afternoon, on the following day and leave shall end on the day on which charge is resumed and, if charge is resumed in the forenoon, on the preceding day.

If an employee proceeds on leave after his transfer, having made over charge of his post, the employee shall be allowed to prefix or suffix joining time to his leave only when leave is on medical ground :

Provided, however, that if an employee resumes after such leave, before the period of leave plus joining time permissible has exhausted, it shall be assumed that he has availed of full joining time before running.

No leave shall be granted beyond the date due for retirement of an employee :

Provided that if, in sufficient time, an employee has applied for leave on average pay and it has been refused either in whole or in part on account of the exigencies of the Board's work or the work of any of its establishments including Area Boards and Generation-cum-Transmission Organisation, the employee may be granted, after retirement, the amount of leave so refused not exceeding 30 days:

Provided, further that an employee, whose service has been extended beyond the date of his retirement, in the Board's interest or in the interest of any of its establishments, shall be subject to the same leave conditions during the period of extension of service as he would have been eligible to in the normal span of his service prior to the extension leave:



Provided, further that in case leave preparatory to retirement is refused and the employee is permitted to avail himself of it from the date of retirement, no leave shall accrue during the period of availing of the refused leave.

26. An employee who has resigned or whose service has been terminated as a measure of punishment, shall not be eligible for any kind of leave beyond the effective date of termination of service or that of acceptance of his resignation.

27. No leave shall be granted to an employees who are under suspension, nor shall any leave accrue during the period of suspension unless after a departmental proceeding or explanation obtained from the employee, the competent authority decides to treat the period of suspension as fully paid duty.

28. (i) Leave to which an employee is eligible is classified as under;

- (a) Earned leave.
- (b) Leave on half-pay.
- (c) Commuted leave on medical certificate.

(d) Leave not due on half-average pay.

(e) Extraordinary leave without pay.

(f) Special disability leave.

(g) Maternity leave.

(h) Casual leave.

(ii) Save in the case of casual leave any kind of leave may be granted in combinations with any other kind of leave.

29. (i) For the purpose of regulating grant of leave employees shall be classified into three groups as specified in Appendices A, B and C.

(ii) The Board may, where circumstances warrant, transfer any employees or any category or categories of employees from one Appendix to another.

30. *Earned leave and leave on half pay.* - (i) Employees specified in Appendix 'A' shall be eligible to Earned Leave and Leave on half pay to the extent given below :

Nature of leave.	Rate.	Limit to which leave can be accumulated

(a) Earned leave	1/11th of the period spent on duty.	180 days,
(b) Leave on Half pay on medical certificate or for	15 days for each completed year of service.private-affairs.	No limit

(ii) Employee included in appendix 'B' or any employee who is governed by the Factories Act shall be eligible to the following rates of Earned Leave and Leave on half-pay;

Nature of leave.	Rate.	Limit to which leave can be accumulated.
(a) Earned Leave	One day for every 20 days of duty performed	120 days.
(b) Leave of Half pay	20 days in a year	240 days.

NOTE - The expression "every 20 days of duty performed" shall mean to include paid weekly offs and holidays:

Provided, that the period of leave shall be inclusive of all holidays occurring during the period of leave;

Provided, further that where the service of an employee who has completed a period of four months

continuously in the service of the Board is terminated before he has completed a period of 12 months continuous service, he will be eligible to proportionate leave at the same rate.

(iii) Employees included in Appendix 'C' shall be eligible to the same rates of Earned leave and Leave on half pay as the employees in Appendix 'B' as in Regulation 10. (ii) EXCEPT that the periods of vacation shall not be counted for the purpose of entitlement to leave.

31. *Commuted leave.* - An employee may have half-pay leave converted into half the amount of leave on half-pay as leave on full-pay.

Provided, that such commuted leave shall be granted only on medical certificate and not private affairs subject to a limit of 180 days during the entire service.

32. *Leave not due.* - (i) Leave not due shall mean leave which has not been earned or accumulated in the leave account of an employee, but is allowed to an employee on medical ground to be debited against the leave on half pay subsequently earned.

(ii) Such leave may be granted to a permanent employee only

(iii) Such leave may be granted upto a maximum of 180 days during the entire service and in each case the leave



(iii) Acceptance of an employment during the period of study leave, except employment of casual nature during vacation at the Institute or Institution at which study is being carried out, shall automatically amount to disallowance of the Study leave from the date such employment is accepted.

(iv) If at the end of the conclusion of the Study leave an employee produces a certificate or documentary evidence which in the opinion of the Board or other competent authority, proves that studies have been prosecuted in accordance with the purpose for which Study leave was taken, the portion of study leave without pay shall be counted for the purpose of increments and for the purpose of pension but not for the purpose of gratuity.

35. *Maternity Leave* :- (i) Maternity leave shall be admissible to female to employees up to a period of ninety days including to the date of its commencement or forty-five days subsequent to the date of confinement, whichever is earlier.

(ii) Any other kind of leave applied for in continuation of Maternity leave may be granted only on medical grounds, support by a medical certificate.

(iii) Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that (a) the total period of leave does not exceed forty-five days and (b) the application of leave is supported by a certificate

from a medical officer of the Board or a medical officer of the State Government.

(iv) Maternity leave shall not be debited against the leave account. Leave Salary payable during such leave be equal to be last pay drawn by the employee concerned while on duty.

(v) Maternity leave shall be admissible to female employees, who have completed at least one year's service, up to a maximum of four occasion during the entire service period.

Provided, that leave shall be admissible only on three occasions if at least one of the occasions of leave is not on the ground of abortion or miscarriage.

36. *Quarantine leave*.- (i) Quarantine leave may be granted to an employee, any member of whose family residing with him at the station of duty is afflicted with any infectious disease such as small-pox and plague.

NOTE - The list of diseases entitling an employee to quarantine leave may be prescribed by the Board.

(ii) The maximum period of quarantine leave shall be 21 days.

37. *Special Disability leave*- The Board or the General Manager of an Area Board or the Chief Administrator of the Generation-cum-Transmission Organisation, in the case of employees borne on their respective cadres, grant such

disability leave to employees not governed by the provisions of the Workmen's Compensation Act as it/he may decide, for an injury or disability caused to them while discharging duties assigned to them by or on behalf of the Board or any of its establishment.

38. There shall be maintained a leave account for all employees to which leave earned or due shall be credited and the leave taken or lapsed shall be debited.

39. The Board may decide from time to time which officer or authority shall be competent to grant various kinds of leave; and this authority shall always consult the leave account of the concerned employee before issuing a formal order sanctioning leave.

40. All applications for leave shall be made in the prescribed form, if a form has been prescribed or, where no form has been prescribed, on plain paper accompanied by a statement as to when the employee last took leave and the nature and duration of such leave.

41. *Casual Leave* - (i) Casual leave is not reckoned as leave due or earned and the pay for the day of absence of an employee on Casual leave shall be drawn as if he was on duty :

provided that the employee applies for and obtains prior sanction of the leave from the competent authority, unless exempted from such prior sanction in extraordinary circumstances.

(ii) Casual leave is not to be prefixed or suffixed to any other kind of leave or joining time.

(iii) Not more than six days Casual leave inclusive of any intervening public holiday and/or Sunday shall be granted at a time except under extraordinary circumstances when it may be extended up to 8 days with the sanction of the competent authority.

(iv) The total amount of days of absence of a re\* of obtaining Casual leave inclusive of suffixing or prefixing any or public holidays shall never exceed 10 days.

(v) The total amount of Casual leave admissible in a calendar year (January-December) shall not exceed 15 days.

(vi) Sundays and holidays falling between the period of commencement of Casual leave and its conclusion shall be treated as part of Casual leave for all purposes.

(vii) Where an employee joins service newly after 1st January of any calendar year or has returned from Extra



ordinary leave/Study leave after 1st January of a calendar year, the amount of Casual leave admissible to him shall be in proportion to the period of duty rendered in the calendar year.

42. Casual leave account of employees shall be maintained in the respective establishment sections/by the officer who is entrusted with the duty of furnishing absentee statement in respect of any employee or employees.

43. Festival and National Holidays.-All employees shall be entitled to Festival and National holidays which shall be notified by the Board before the beginning of each calendar year.

44. Subject to exigencies of Board's work, the Board may, apart from the Festival and National Holidays, notify such number of restricted holidays as it may deem necessary at the beginning of each calendar year and also lay down the maximum number of restricted holidays that any employee may avail of, at his option, during a calendar year.

## CHAPTER - V

### Joining Time and Joining Time Pay

45. *Joining Time* - (i) An employee transferred from one office or establishment of the Board to another situated at a different place shall be entitled to joining time of seven days, excluding Sunday, Festival and National Holidays intervening, or falling at the end of such period and a maximum of two days as travelling time which shall be only one day where the distance to be travelled is not more than 100 km.

(ii) Joining time shall also be allowed to an employee returning from Earned leave to a new place of posting when orders regarding his posting to a new place have not been communicated to him a week (seven days) before the termination of his leave.

46. *Joining Time Pay* - During the joining time an employee shall draw the pay and allowances of the post to which he has been transferred. An employee returning from Earned leave if posted to a different place shall receive during joining time the pay admissible to him during the same period.

47. Joining time shall count towards duty for all purposes.

48. Joining time of an employee may be extended by the competent authority if on reporting to his office of transfer he is not allowed to take charge of the post to which he is transferred by his predecessor or by orders of any competent authority.

NOTE- The competent authority for this purpose shall be the authority which has transferred the employee concerned.

49. (i) No employee shall proceed on leave during joining time except on medical grounds.

(ii) When an employee proceeds on leave on medical ground during joining time he shall be allowed a period of seven days only as joining time which may be wholly or partially before the commencement or after the conclusion of the period of leave.

## CHAPTER - VI

### Pay and Allowances

50. Pay shall be disbursed normally by the disbursing officer/authority on the last working day of a month except in March, the salary of which month shall be period on the first working day of April :

provided that pay or wages of employees governed by Payment of Wages Act shall not be disbursed in a manner which might offend the said Act.

51. The Head of office or any other officer specifically assigned this duty, shall furnish by the 20th of each month an absentee statement, for the period from 21st of the preceding month to 20th of the current month, to the disbursing officer giving the names and designation of employees who have been absent from duty for the purpose of disbursement of pay and pay shall be prepared on the basis of that statement.

52. Apart from pay, dearness allowance, variable dearness allowance, house rent allowance, city compensatory allowance, non-practising allowance, medical allowance or any other allowance or special pay where permissible shall be paid at the rates fixed by the Board from time to time:

Provided that apart from any compensatory allowance including construction or project allowance dearness allowance, variable dearness allowance, house rent allowance, medical allowance, and non-practising allowance and other allowances, and special pay, if any together shall not be more than 25% of the basic or substantive pay, as the case may be, of an employee.



## Pay Fixation

53. *Advance increments on first appointment* - On first appointment, where the Board is satisfied that a candidate merits a higher starting salary than the minimum of the scale of pay attached to the post to which he is to be appointed, it may sanction him advance increments.

54. When an employee is given the selection grade of any grade of his service or cadre, he shall be entitled to a pay equal to the pay which he was drawing in his normal scale or in case there is no such stage in the scale of pay of the selection grade, the stage next above and shall draw an increment after completing one year's service in the selection grade, subject to rule 69.

55. When an employee is promoted his pay shall be fixed at the point equal to the stage available in the pay scale of the higher post or in case there is no such stage then the stage next above the stage in the scale of pay of the post of promotion or after adding 12 percent subject to a maximum of Rs. 150 and minimum of Rs. 30 to the pay which the employee was substantively drawing in the lower post.

Provided, however, where the minimum pay of the scale of the higher post is higher than the amount arrived at by adding 12 percent (subject to a maximum of Rs. 150 and a minimum of Rs. 30) to the pay of the promotee in the lower scale, the pay shall be fixed at the minimum of the scale of pay of the higher post.

(i) In case of general revision of scales of pay of employees the pay in the revised scale of pay shall be fixed in accordance with the procedure/principles prescribed by the Board.

(ii) In case of revision only of a particular scale of pay of an employee or category of employees, pay in the revised scale of pay shall be fixed in a manner as prescribed by the Board in each such case.

*Additional pay* - (i) For manning more than one post - In addition to the provision to Regulation 52 when an employee is asked to discharge the responsibilities of an additional post by a specific order for a period of more than 30 days, he shall be granted an additional pay to the extent of 20 percent of the pay of the post held by him subject to a maximum of Rs. 150.

*For holding higher charge* - Where an employee is asked to hold current charge of a higher post, without being substantively a lower post is asked, without being asked to hold current charge of a higher post, he shall be granted additional pay to the extent of 20 percent of the pay of the substantive post held by him subject to a maximum of Rs. 250 and further subject to the proviso to Regulation 52.

58. *Special pay* - Subject to the provision to Regulation 52, the Board may, in consideration of specially arduous nature of duty or duties attached to a post that requires the opinion of the Board, highly sophisticated or taxing work like preparation of complicated designs, sanction special pay for such a post not exceeding Rs. 250 per month or ten percent of the substantive pay attached to the post, whichever is lower.

59. *Reducible Personal Pay* - The Board may sanction Reducible Personal Pay to any employee in the circumstances enumerated in Regulation 2 (xxxvi), and such Personal Pay shall be reduced automatically to the extent the employee concerned draws increments in his time-scale until the element of personal pay is completely covered by the increments drawn.

60. *Leave Salary* - (i) When an employee is on earned leave or leave on half pay, leave-salary shall include the following

- (a) Basic pay.
- (b) personal Pay.
- (c) Deputation pay/allowance.
- (d) Non-practicing allowance.
- (e) Interim relief.

- (f) Dearness allowance/Variable dearness allowance.
  - (g) House Rent Allowance
  - (h) Medical allowance
- } It admissible and at the rates prevailing during the period of leave.

(ii) Project or Construction, City Compensatory, Special disadvantages and Conveyance allowance, if any, shall be excluded from the calculation of leave salary :

Provided that Project or Construction allowance may also be paid during earned leave or leave on half pay if the employee has worked in a Project where Project/Construction allowance was paid to him for a continuous period of six months before he proceeded on leave and the period of leave does not exceed 120 days.

61. *Subsistence allowance* - When an employee is under suspension he shall be paid subsistence allowance equal to the leave salary which the employee would have drawn if he had been on leave on half pay.

Provided, that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the order of suspension, shall be competent to vary the amount of subsistence grant for any period subsequent to the period of the first twelve months, as follows -



(i) The amount of subsistence grant may be increased by a suitable amount, not exceeding 50 percent of the subsistence grant, admissible during the period of the first twelve months, if in, the opinion of the said authority the period of suspension has been prolonged, for reasons, to be recorded in writing, not directly attributable to the Board's employee.

(ii) The amount of subsistence grant may be reduced by a suitable amount, not exceeding 50 percent of the subsistence grant, admissible during the period of the first twelve months, if, in the opinion of the said authority, the period of suspension has been prolonged, due to reasons to be recorded in writing directly attributable to the Board's employee.

62. (i) Pay and allowances of an employee who is dismissed or removed from service- cease from and including the date of such dismissal or removal.

(ii) Pay and allowances of an employee shall cease from the date he reaches the age of superannuation, and an employee shall have no claim to pay and allowances on the ground that a formal order relating to his super-annuation has not been issued or delivered to him.

63. *Honorarium* - (i) The Board may, where an employee has rendered any outstanding service beyond the call of duty, pay a suitable honorarium. The Chairman may sanction that honorarium to any employee not exceeding Rs. 500 at any one time.

Provided a no employee shall be paid honorarium more than once in a financial year, nor shall the honorarium paid at any time exceed half the basis monthly salary of an employee.

(ii) (a) Board may pay honorarium to its employees for exceptionally valuable suggestions that may lead to massive improvements in the Board's working or the working of any of its establishments or lead to large or sizeable savings economy.

(b) The amount to be paid in such cases may be fixed by the Board in consultation with the Finance Department depending on the value of the suggestions, but shall not exceed, for any single suggestion a amount of Rs. 2,000.

64. *Ex-gratia payments* - (i) In specially hard cases and cases of employees dying of accidents or getting permanent disabled while discharging duty, Board may make ex-gratia payments, to any member of the family of the deceased or disabled employee.



(ii) Ex-gratia payments under sub-rule (i) above shall be in addition to whatever payments under law may have to be made by the Board under the relevant labour laws including the Workmen's Compensation Act to employees governed by such laws.

65. **Overtime allowance** - (i) It shall be the duty of all employees to finish the work entrusted to them within the working hours. But where on account of exigencies of work an employee is ordered to work by the competent authority for more than 9 hours a day and 48 hours in a week or on a holiday or a weekly holiday, he shall be entitled to compensatory time off or overtime allowance shall be paid to him in accordance with the law and rules in force for work in excess of the normal scheduled hours or for work on weekly off or on holidays as notified by the Board.

Provided that no overtime allowance shall be payable to an employee whose emoluments excluding medical allowance and any compensatory allowance exceed Rs. 750 month or who is categorized as an officer of the Board.

(ii) Such employees who are not allowed overtime allowance under this Regulation shall be entitled to compensatory time-off or compensatory leave or holiday for working in excess of the working hours or on festival, national or weekly holidays.

Provided that it shall be the duty of the Head of Office and concerned supervising officer to ensure that employees have given an outturn of work according to optimum standard or standards specifically laid down before it becomes necessary to engage employees on overtime.

66. **Advances** - Subject to any law, for the time being in force, grant of House Building, conveyance, Festival marriage and other advances shall be regulated by rules or Standing Orders governing such advances:

Provided that no house building advance shall be admissible to any non-permanent employee or an employee who already owns a house either in his own name or in the name of his wife or any member or member of his family as defined in Regulation 2. (xxxi) (f) :

Provided further that deputationists on foreign service terms and contract staff shall not be eligible for any House Building, Conveyance and Marriage advance.

## CHAPTER -VII

### INCREMENTS

67. Increments shall be earned by an employee by actual performance of duty or during the period of leave on average of half average pay or commuted leave or study leave. No increments shall be earned during the period an employee



on extraordinary leave or leave without pay other than as a portion of study leave.

Increments to employees in their respective time-scales of pay shall normally become due on the expiry of the incremental period and shall be allowed as a matter of course on the date on which increment becomes due, unless withheld at the stage of efficiency bar or as a measure of punishment by a specific order of the competent authority.

(i) Annual increments of employees, who join the service of the Board and who are promoted/given selection after the commencement of these Regulations, shall fall due on 1st January and 1st July each year. If an employee joins or is promoted at any time between 1st January and 30th June of a calendar year, his first increment shall fall due on 1st of January of the following year and all subsequent increments on the anniversary of that date. If an employee joins or is promoted at any time between 1st July and 31st December of a calendar year, his first increment shall fall due on 1st July of the following year and all increments on the anniversary of that date :

Provided that where the time-scale of pay provides increments on biennial basis at any stage of the time

scale, the increment shall fall due not on the anniversary but on the completion of two years.

(ii) All employees, who have joined the service of the Board or have been promoted to their existing grade before the commencement of these Regulations, shall continue to draw their increments on the anniversary of their existing date of joining or promotion as the case may be subject to the conditions of their time-scale of pay.

10. Where an employee has done any outstanding work or has attained outstanding academic success including a Ph.D. degree and, in the opinion of the Board, Area Board or the Generation-cum-Transmission Organisation, he deserves encouragement, the Board or an Area Board or the Generation of the Board, may allow to such an employee a maximum of three advance increments.

Note: The grant of advance increments to an employee shall not entitle him to any out-of-turn promotion.

11. (i) Where efficiency bar has been provided in any time-scale of pay, increments beyond the stage of efficiency bar shall not fall due unless the employee concerned is allowed by a specific order to cross the efficiency bar.

(ii) (a) No employee shall be allowed to cross the efficiency bar unless his record of service in the previous

three years is clean and satisfactory and he is rated by the competent authority as efficient.

(b) Where, in the opinion of the competent authority, an employee is not fit to cross the efficiency bar at the stage due, a specific order disallowing him to cross the efficiency bar shall be passed and this order shall be reviewed every year and the refusal to allow to cross the efficiency bar shall be either re-affirmed or an order allowing to cross the efficiency bar shall be issued.

(c) The effect of disallowance by the competent authority to cross the efficiency bar shall be cumulative, unless crossing of the efficiency bar is withheld on the ground that a departmental proceeding is pending or any charges are being enquired into; in the latter event, if the employee is eventually cleared of the charges the effect of disallowance to cross the efficiency bar shall not be cumulative and increments shall be drawn retrospectively as if the employee was allowed to cross the efficiency bar on the date due.

72. *Stoppage of increments* :- (i) Increment or increments of an employee shall be stopped either with cumulative effect or without cumulative effect in the following circumstances :-

(a) As a result of punishment awarded after punishment proceedings in accordance with the Discipline Appeal Regulations in force;

(b) When an employee is on extended period of probation;

(c) When drawal of increments is related to any condition such as passing of a departmental examination;

(d) Failure to cross the efficiency bar.

(ii) (a) Stoppage of increment or increments shall have cumulative effect in the case of any specific order of punishment to that effect and disallowance to cross the efficiency bar.

(b) In other cases, the withholding of increment or increments shall have non-cumulative effect; and, after the employee has either passed the examination or has been promoted, his pay after passing the examination shall include increments as if he had passed the departmental examination or had been confirmed at the end of the probationary period, but no arrears shall be payable.



## CHAPTER - VIII

### Termination of Service and Terminal Benefits

*Termination of service :-* (i) (a) The Board or any competent authority under the Board may terminate the services of an employee in the following circumstances :-

(i) Where the employment is temporary and for a specified period only.

(ii) where the employment is charged to a work or project establishment and the project or work or that portion of work or project is completed for which the employee was specifically employed.

(iii) Compulsory retirement, before the age of superannuation, when an employee has reached the age of 55 years or completed 25 years of service, in Board's best public interest.

(iv) Acceptance of resignation of an employee.

(v) Failure of return to duty from leave for a period of 90 days without any intimation or sufficient cause.

(vi) Absence from duty for a continued period of eight weeks without any intimation or sufficient cause.

(vii) As a measure of punishment after departmental proceedings in accordance with Discipline and Appeal Regulations in force.

(viii) Conviction by a court of law on ground of moral turpitude.

(ix) In case of being declared lunatic or mentally unsound or unsuitable on medical grounds including affliction by a long-term communicable disease or incurable disease which is contagious or infectious.

(x) As a measure of retrenchment on the principle of "last come-first go".

(b) The services of an employee shall terminate automatically on reaching the age of superannuation.

(2) (a) When the services of a permanent employee are to be terminated in any one of the circumstances enumerated in sub-regulation (1) (a) (iii), (ix) and (x) above, a three month's notice shall be given before termination and, where no notice is given or insufficient, notice is given, the employee shall be paid three month's salary or the salary for the period notice is short of three months.

(b) When the services of a temporary employee or workcharged employee are to be terminated the period of notice shall be only one month or one month's salary in lieu thereof, unless the services are automatically to terminate per the terms of appointment on or by a given date.

(a) A permanent employee may resign his job after giving three months' notice in writing or paying an amount equal to three month's basic salary in lieu thereof.

(b) A temporary or work-charged employee may resign from the service of the Board after giving one month's notice or paying to the Board an amount equal to a month's salary in lieu thereof.

**Compulsary retirement** - (a) The Board or an appointing authority may, after giving an employee at least three months' notice or three months' salary in lieu thereof, cause him in Public/Board's interest to retire from service on the date on which an employee completes 25 years of service or attains fifty years of age or on any date there to be specified in the notice. An employee may also opt for voluntary retirement from the Board's service at any time after he has completed 25 years of service or reached the age of fifty years.

(b) An employee who retires voluntarily or is caused to retire in Public/board's interest under this rule shall be entitled to pension or Contributory Provident Fund as the case may and gratuity as admissible on the basis of length of service.



75. **Terminal benefits** - (i) When a permanent employee or a temporary employee resigns or leaves the service of the Board voluntarily after due notice, where required, or his services are terminated by the Board or a competent authority except in the circumstances mentioned in subregulation 73 (1) (a) (vii) and (viii), he shall be eligible for payment of -

(a) *proportionate pension* - if he has at least 10 years of qualifying service for the purpose of pension under the Pension rules or any orders of the Board, if the employee had opted for the pension Scheme;

(b) full amount of C.P. Fund standing to his credit if he is under the Contributory Provident fund Scheme;

(c) proportionate of gratuity;

(d) proportionate amount of any other terminal benefit admissible.

(ii) Where an employee, who has left the service of the Board or whose services have been terminated except in circumstances mentioned in sub-regulation 73 (1) (a) (vii) and (viii) and has not completed 10 years of qualifying service shall be paid contributory Provident fund and Gratuity in accordance with the rules governing payment of Contributory Provident Fund and Gratuity.

(iii) In case of employees under Pension Scheme, who have not completed 10 years of qualifying service, no pension shall be payable.

Provided that the Board may, where the total duty rendered falls short of 10 years by not more than six months, by a resolution, relax this rule and allow the payment of pension as if the total service rendered was 10 years.

(iv) In case of permanent Government servants, who have been seconded by the Electricity Department of the State Government to the Board and who have opted for gratuity, pension or Contributory Provident Fund as their mode of terminal benefits, the Board may pay such benefits from its own funds taking into account the contribution such employees have rendered with the State Government as duty. The Board may, however, subject to the approval of the State Government agreeing claim, in all such cases, reimburse the State Government an amount equal to pension and leave salary contribution in respect of the total duty rendered by such office/staff under the State Government.

It is provided, however, that such employees shall raise their claim for terminal benefits against the State Government.

76. **Option for Pension Scheme or Contributory Provident Fund Scheme** - (i) Employees who are not required by any statute to be governed by the Contributory Provident Fund Scheme; may opt, within a period of one year from the enforcement of these Regulations, for receiving terminal benefit, either pension or Contributory Provident Fund and on the exercise of this option, the employee concerned shall be entitled to be governed by Pension Scheme or Contributory Provident Fund Rules, as the case may be.

Provided that where no option is exercised it shall be deemed that the employee will continue to take advantage of the Contributory Provident Fund Scheme or the Pension Scheme (as the case may be) which he was being governed by before the enforcement of these Regulations;

Provided further that where an employee joins a Pension Scheme and becomes eligible for pension or Contributory Provident Fund Scheme after the enforcement of these Regulations and he has exercised no option within 2 years of his joining service, he shall be deemed to have exercised option in favour of the Pension Scheme.

(ii) where an employee, in the course of his service, initially governed by Contributory Provident Fund Scheme as per any statute and later, as a result of promotion or

change of service, becomes eligible for either pension or C.P. Fund, he shall continue to be governed by the C.P. Fund Scheme.

(iii) If an employee, who was earlier eligible for pension scheme and is not statutorily governed by Contributory Provident Fund Rules, subsequently becomes an employee of a category to whom Contributory Provident Fund Scheme statutorily applies, he shall be governed by the Contributory Provident Fund Rules and necessary adjustment and contributions to his Contributory Provident Funds shall be made and his General Provident Fund shall be converted to Contributory Provident Fund of the extent of requisite statutory requirements.

(iv) Where an employee, either as result of option exercised in accordance with this Regulation or in accordance with any statutory provisions, changes from Pension to C.P. Fund or vice versa, necessary accounting adjustment shall be made; and

(v) Where change is from Pension to C.P. fund, the outstanding contribution to the C.P. Fund of the employee shall be made and requisite amount transferred from his Pension Fund to C.P. Fund and if these amounts fall short of the amount required to be contributed by the employee, he shall be called upon to make up the balance; and



(b) Where option is exercised for changing over from C.P. Fund Scheme to the Pension Scheme, the amount contributed by the Board shall be withdrawn from the C.P. Fund and the amounts contributed by the employee together with interest accruing on the amounts contributed by him shall be transferred to the General Provident Fund of the employee.

77. **GRATUITY** - Gratuity shall be paid to an employee in accordance with any statute or separate Rules/Regulations governing payment of pension and gratuity framed by the Board :

Provided that gratuity shall be payable after an employee has rendered 5 years of satisfactory service whether in permanent, temporary or workcharged establishments, subject to whatever maximum has been fixed under the Rules/Regulations referred to above, except when an employee has been dismissed from service after departmental proceedings, or removed from service on grounds of moral turpitude.

78. **Superannuation** - (i) All employees in the categories of Appendix 'A' shall automatically retire on attaining the age of 58 years; and all employees in Appendices 'B' and 'C' shall retire automatically at the age of 60 years:

Provided, however, that the Board may, in any general or special case, extend the age of superannuation in respect of any particular employee or a particular category of employees up to the age of 60 years.

(ii) (a) On the date an employee reaches the age of superannuation, he shall demit office immediately on his own even without being asked or directed to do so.

(b) Failure to demit office on reaching the age of superannuation shall not entitle an employee to any pay and allowances beyond the date of superannuation.

79. **Re-employment** :- (i) (a) Board, Area Board or Generation-cum-Transmission Organisation may re-employ an employee after the age of superannuation in exceptional circumstances for a maximum period of two years.

(b) When an employee is re-employed he shall, unless otherwise provided in his contract of service, receive pay equal to the last basic pay drawn by him minus pension and where the retired employee is on the Contributory Provident Fund Scheme, on 3/4 of the basic pay last drawn by him.

80. **Re-employment of employees superannuating from other institutions or organisations** - The Board may, in exceptional circumstances, employ, on contract basis, persons returning from Government service or the Armed

Forces or other Public or private undertaking on such terms and conditions as the Board may decide:

Provided that no such person shall be employed by the Board or any of its establishments including Area Boards or Generation-cum-Transmission Organisation beyond the age of 60 years or a maximum period of three years which ever is earlier.

Provided further that the condition of maximum period of three years shall not apply in the case of Jawans, N.C.O's or J.C.'s and officers of the Armed Forces who have been demobilised after a short term temporary or emergency commission/service in the armed forces.

## CHAPTER - IX

81. *Seniority-Inter-se-seniority of employees in a cadre shall be determined on the following principles:-*

(i) Promotees shall rank above direct recruits of the same year.

(ii) Where there is a promotional panel or direct recruits panel in order of merit, the inter-se-seniority of persons in the panel shall be determined in accordance with the position in the panel:

Provided that where various persons in a panel join at different dates, the fact that a person lower in the panel joins earlier than one higher in the panel, shall not make the former senior.

(iii) Where an employee has been superseded after his case for promotion has been fully considered by a selection committee or by the competent authority and any employee/employees junior to him have been promoted to a higher grade or rank, he shall not be able to claim seniority over those promoted earlier on the ground that he was senior in the lower grade.

Provided however, that where, pending enquiry into any charge, it is considered expedient not to promote an employee immediately or to put him in the promotional panel and the selection committee decides to reserve a post for him, on subsequent promotion to the higher grade he shall retain his inter-se-seniority vis-a-vis his colleagues who may have been promoted earlier.

82. On the merger of any ex-cadre post, in a cadre, the seniority of the ex-cadre employee shall be determined on the principle of continuous officiation" in the grade equal to the grade of the merged post.



83. For the purpose of preparing a common seniority list for promotion to posts in the Central Cadres, where a certain service is divided into different Cadres, the principle of "continuous officiation" in a grade in the cadres shall be the determining principle in preparing the common seniority list.

84. Where, as in the case of employees of private electric supply undertakings on their nationalisation or permanent absorption of Government servants in the Board's service, it may become necessary to absorb outsiders in the Board's service, the following principles shall govern seniority of the absorbed employees :-

(i) Equivalence of the posts held by such absorbed employees before absorption shall be determined first, for a which purpose the Board may constitute a Committee of suitable officers.

(ii) On the determination of the equivalence of the post the principle of 'continuous officiation' in that grade shall be adopted in determining inter-seniority of the newly absorbed employee vis-a-vis the existing employees in any Cadre;

Provided, however, that where the Board may come to a conclusion that some anomalies crop up like very young

persons becoming senior to much older persons already in a Cadre or persons holding equal qualifications in a Cadre acquired on an earlier date, may become junior the Board may make suitable adjustments in the application of this principle to ensure justice and fair play.

85. *Promotion* :- No employee of the Board or any of its establishments including the Area board and the Generation-cum-Transmission Organisation shall have a right of promotion to a post-

- (i) Which does not fall in the line of his promotion ;
- (ii) for which he does not possess the minimum qualification;
- (iii) which is outside the cadre to which he belongs;
- (iv) if he has not completed the minimum years of service as laid down by any specific rules pertaining to his cadre or by any general order fixing the minimum years of service in lower post as an eligibility criteria for a higher post;
- (v) if he has failed to clear a departmental or promotional examination which is one of the eligibility criteria for promotion.

86. No employee of the Board shall be promoted from his existing post, if *pima facies* charges, of corruption, bribery, gross negligence, misappropriation, or any other charges involving lack of integrity serious lapse of duty and acts of indiscipline, are pending enquiry or any departmental proceeding is being conducted against him :

provided that the Board or the competent authority on the recommendation of a Promotion/Selection Committee may reserve posts for such employees in suitable cases pending the disposal of the enquiry.

87. (i) Promotion shall be regulated by the following two methods :-

(a) Promotion on the basis of seniority-cum-fitness to be adjudged by a Department Promotion Committee.

(b) Promotion on the principle of selection and suitability, viz, merit-cum-seniority also to be adjudged by a Department Promotion committee.

NOTE - Department Promotion Committee means and includes a Selection Committee set up by a competent authority:

Provided that an agrieved employee may represent to the authority next higher to the appointing authority, if he

is any grievance against the promotive panel as accepted by the appointing authority:

Provided further that where the appointing authority or the cadre authority does not agree with the recommendations of a Department Promotion Committee, it may refer the matter to the next higher authority and the decision of that authority shall be final and shall be implemented. Such a reference may be either in respect of the entire panel or with regard to any particular employee whose names have not been included in the panel or whose names have been included in the panel:

Provided also that where the Board is the appointing authority no reference may be made to any higher authority and the Board may take whatever decision it may deem fit and consistent with any rules, regulations or law in force, and such decision shall be final.

Except in cases where any thing contrary has been specifically provided in the Regulations or Rules governing promotion within a cadre to which those Rules/Regulations apply, except to the first promotional grade in the cadre, promotion shall be in accordance with the principle of seniority.

Example - In the Junior Accounts Service the point of



Entry is Bill Clerk, the first promotional grade is Account Assistant and the next promotional grade is Account Assistant and the next promotional grade is Accountant.

88. Not with standing any thing said in Regulations, 85 and 87 a departmental Promotion Committee shall include in a promotional panel the name of an employee who has not cleared the departmental examination or proficiency examination where such an examination has been laid down as a condition precedent to promotion.

Provided, however, that the Board may exempt any employee or category of employees from passing the department examination or proficiency examination who have completed more than 12 years of service in the grade from which promotion to a higher post is allowed either wholly or partly after passing the examination.

## CHAPTER - X

### Training And Departmental Examination

89. The Board may send any employee to a training or refresher course either conducted by the Board, Area Office or Generation-cum-Transmission Organisation or any other establishments or a course conducted by some other organisation or institution in India or a Broad.

An employee deputed for training/refresher course shall report for training on the appointed date. Failure to report for training, unless for sufficient cause, or reason, shall be a misconduct.

(i) When there is an examination at the end of a course training the deputed employees must take this examination and if the does not pass this examination, an entry shall be made in his Confidential Character Roll to reflect the same.

(ii) Failure to pass the examination at the end of a training course shall be construed as an indicator of lawfulness of the employee for the purpose of promotion and crossing of an efficiency bar.

(iii) Where an employee is sent on a training course arranged by an organisation other than the Board or an Area Office or G.T.O. in India or a Broad lasting for six months or more, it shall be incumbent on such an employee to remain in the service of the board for at least three years after the completion of such training, if the course is held in Indian territory or in India or a Broad, and for six years if the course is held abroad.

(iv) An employee who resigns or voluntarily leaving the service of the board or Area Office or G.T.O. or Generation-cum-Transmission Organisation or any other establishments or a course conducted by some other organisation or institution in India or a Broad shall be deemed to be absenting himself from duty after the course and shall be liable to pay to the board or Area Office or G.T.O. or Generation-cum-Transmission Organisation or any other establishments or a course conducted by some other organisation or institution in India or a Broad the actual expenditure incurred on his training.

or if any specific contractual bond is signed before an employee is sent on a course of training, reimbursement of expenditure to the Board shall be in accordance with the terms of such a bond.

93. When an employee is sent on a course of training for a duration of less than three months in India he shall be treated as on tour.

94. Where an employee is sent for training, he shall be paid during the training period on the basis of last pay drawn by him plus allowances as may be sanctioned by the competent authority but shall not be eligible to draw conveyance or project allowance or any compensation allowance attached to his last place of posting during the period of such training unless otherwise specified, provided however, where the training period is of a duration of three months or less, the employee shall draw the same pay and allowances which he was drawing before proceeding on training.

95. Period of service spent on training sponsored by the Board or by an Area Board or by the Generation-cum-Transmission Organisation shall be treated as duty for all purposes if followed by duty for the period, mentioned in Regulation 92 (i).

## CHAPTER - XI

### Working Hours

The Board or any competent authority under the Board shall fix the working hours of employee in offices and establishments, power stations, grid sub-stations, etc, in accordance with the exigencies of work subject to the condition that the office hours of an employee during a week shall not exceed 48 nor 9 hours on any single day.

NOTE - (i) 'Day' for the purpose of this rule shall mean a period of 24 hours beginning zero hour and ending at 24 hours.

Subject to the provisions of any legislation for the time being in force, the Board shall have the right to require any number of its employees to work overtime or on public holidays.

Subject to the provision laid down in Regulation 96 of the Boards, Area Boards, Generation-cum-Transmission Organisation or any of the other establishment it may be put on shift duty where working in shift duty for the generation, transmission and distribution



## CHAPTER - XII

### Annual Confidential Reports

22. For evaluation of the work of employees, Confidential Character Rolls of each employee shall be maintained in which annual entries shall be made in the following manner :-

(i) Entries shall be initiated by the officer or Supervisor under whom an employee has worked directly for at least a period of three months in a year.

(ii) Entries shall be moderated by the next higher officer, and

(iii) finally reviewed by the still-higher officer.

(iv) Annual entries shall be made for a year commencing 1st April and ending 31st March.

(v) Entries in original shall be pasted in the Confidential Character of each Roll employee.

23. (a) Within a month after an employee has left the supervisory charge of the reporting officer, he (the latter) shall record the entries pertaining to the period with which he was concerned and either keep these with himself or send the same on to the moderation officer.

(ii) Where the reporting officer himself has to leave his charge at any time before 31st March of a reporting year, he shall record the entries of all employees for whom he is the reporting officer within a month of leaving his charge and send the same in a sealed cover to his successor on the moderating officer under intimation to the other.

100. (i) Not with standing anything said in Regulation 100, shall be open to the Chairman of the Board or a Member of the Board, to make an entry in the C.C.R. of employees at any time in a year about which he has personal or direct knowledge.

(ii) Such entries which the authority mentioned in rule (i) may desire to make may be sent in a sealed envelope to the authority/officer who maintains the C.C.R. of the employee concerned.

101. Principles guiding recording of Characteristic Reporting, moderating and reviewing officers shall free themselves totally of any caste, communal, religious or any other subjective bias.

102. Vague entries shall not be made.

103. Adverse entries as regards integrity shall not be made.

(i) After making details entries in the C.C.R. in the prescribed *proforma*, if any, a cumulative over all assessment of the employee shall be made and he should be given one of the following ratings depending on his performance for the year/or part of a year as assessed objectively :-

- (a) Outstanding
- (b) Very Good
- (c) Good
- (d) Satisfactory
- (e) Fair
- (f) Poor

(ii) In making this categorisation the following shall be kept in mind :-

- (a) Personality which would include health, tact, initiative, aptitude for hard work and leadership.
- (b) Professional competence which would include-
  - (i) knowledge of the subject or trade connected with the duties of the employee.
  - (ii) Application capacity for taking decision and
  - (iii) sense of responsibility;



(4) Outturn of work achievement of targets, etc.

(c) Integrity-which shall include honesty and objectivity, freedom from prejudices like caste and community, patriotism, social consciousness, sense of duty towards society, fair-play.

#### 105. *Communication of adverse entries* -

(i) Adverse entries, if any, in the C.C.R. of any employee pertaining to a reporting year shall be communicated to the employee concerned in a summary form, latest October each year.

(ii) On being communicated adverse entries an employee may represent against the same to the reviewing officer within six months of the communication, who shall communicate a decision to the representing employee not later than six months after receipt of a representation.

(iii) In the case of employees who belong to the office cadres of the Board, no adverse remarks shall be expunged except after examination by Member (Administration) of the Board orders of the Chairman.

## CHAPTER - XIII

### Foreign Service

106. (i) The Board may allow any employee to work on foreign service with an employer other than the Board for a specified period, on terms and conditions laid down by the Board which shall not be inferior to the terms and conditions of employees in the Board.

(ii) During the period of foreign service the employee shall have lien on the post in the cadre to which he belongs and on which he has been confirmed as also the right to be considered for promotion to a higher post if his juniors are considered for the same.

(iii) If during an employee's tenure in the foreign service he is found fit to be promoted to a post higher than that which he held lien at the time of his deputation to foreign service he shall be given proforma promotion and the foreign employer intimated to that effect together with the new scale of pay and the salary to which he would be entitled in the Board on promotion.

107. Notwithstanding anything said in Rule 106 above an employee shall not be compelled to work under a foreign employer against his option.

Provided, however, that if the services of employee are required for an organisation which is

subsidiary to the Board and in which the Board has predominant investment and interest, no option shall be given to any employee if his posting to such an organisation is in the interest of the Board.

108. The tenure of an employee under a foreign employer with the consent and permission of the Board, shall be treated as duty.

109. During the period of foreign service, leave-salary, Pension or G.P.F., as the case may be and gratuity contributions shall be payable by the foreign employer.

Provided, however, that in the event of a foreign employer making such contributions despite such an agreement, the interest of the employee shall not suffer :

Provided further that where the foreign employer is not making contributions as laid down under this Regulation it shall be the duty of the employee on the foreign service to bring that to the notice of the Board.

110. During an employee's tenure with the foreign employer he shall be subject to the disciplinary control of the foreign employer :

Provided, however, that no major punishment shall be inflicted by the foreign employer on such an employee without the approval of the Board.

## CHAPTER - XIV

### Miscellaneous

111. *Returns of Property* - All employees of the Board shall send an annual return of movable and immovable properties in a proforma, which may be prescribed by the Board and to the authorities or officers which may be indicated by the Board by special order.

112. *Saving and Interpretation* - (i) All action taken by the Board or any of its subordinate authorities before the commencement of those Regulations shall not be questioned on the ground of the coming into force of these Regulations.

(ii) Notwithstanding anything said in these Regulations, when these Regulations come into conflict with any law or statute such law or statute shall prevail.

(iii) If any dispute arises as to the interpretation of these Regulations the decision of the Board shall be final.

(iv) If there is any conflict between these Regulations and any other Rules or Regulations framed by the Board or any Standing Orders of the Board, Area Boards or any other Transmission Organisation, provisions of these Regulations shall prevail.



## APPENDIX - A

1. All members of Generation-cum-Transmission Cadre.
2. All members of the General Cadre of Electrical and Mechanical Engineers.
3. All members of the Civil Engineering Service Cadre.
4. All Assistant Engineers not members of any Cadre.
5. All Junior Engineers.
6. All Unit Control Engineers in Power Stations.
7. Controllers and Head Foremen in Power Stations and Grid sub-stations.
8. All members of the Subordinate Accounts Service.
9. All members of the Accounts Service.
10. Equivalent.
11. Lower Division Assistants, Upper division Assistants and higher posts in the Board Headquarters and Area Board headquarters, Generation-cum-Transmission Organisation.
12. All typists, Stenographers, Personal Assistants, ~~Senior~~ the Personal Assistants and Private Secretaries.
13. Assistant Law Officers, Grade II, Assistant Law Officers Grade I and Law Officers.

14. Statistical Officers, Statistical Supervisors and Statistical Assistants.
15. All posts in the Stores Organisation above the rank of Stores Assistants.
16. Superintendent (Drawings), Draftsmen and Head Draftsmen and other staff in the Drawings Branch.
17. All Security Guards and staff connected with the Security Organisation of the Board.
18. All members of the personnel service including Labour Welfare officers and Labour Assistants.
19. Entire staff in Boards hospitals.
20. Chemists and Fuel Technologists and higher posts.
21. Chief Claims Officer, Claims Inspectors and other officers in the Claims Section, Exhibition Supervisor.
22. Assistant Public Relation Officers, Public Relations Officer and higher post in that Category.
23. Translators Grade I and Grade II and Special Officer (Rajbhasha).
24. Land Acquisition Officers, Kanungos and Amins working in the Acquisition Department. and any other category of employees which may be added by a resolution of the Board.

## APPENDIX - B

1. Cable Jointer.
2. Head Meter Tester and Mechanic.
3. Transformer Winder.
4. Foremen Gr. II (Automobile, Power, House, Survey, Elec).
5. Operators (Crane, Pusher, Trailer, Tractor, Scrapor Dozer, Heavy Earth moving).
6. Heavy earth moving Mechanic Gr. I
7. Junior Research Assistant.
8. Operator.
9. Crane Driver.
10. Technician Gr. I.
11. Welder Gr. I.
12. Instrument Mechanic Gr. I.
13. Bull Dozer Operator.
14. Sarang.
15. Refractory Mason Gr. I.
16. Cable Jointer Gr. II.
17. Charge Hand.
18. Mechanic Gr. I

Instructor.

Meter Tester and Meter Mechanic Gr. I

Operator (Power House Lathe).

Machinist Gr. I.

Shift Incharge.

Laboratory Assistant.

Crane Driver.

Assistant Surveyor.

Data Print Operator.

Telephone Operator-cum-Mechanic.

Technician (Telecommunication).

Estimator

Meter Tester and Meter Mechanic Gr. I.

Cable Mechanic Gr. II.

Cable Mechanic Gr. II.

Technician Gr. II.

Page

Refractory Mason Gr. II

Instrument Mechanic Gr. II

Laboratory Assistant.



39. Electrician.
40. Weigh-bridge.
41. Telephone Operator.
42. Motor Mechanic Gr. I.
43. Tractor Operator II.
44. Machinist Gr. II.
45. Lineman I.
46. Switch Board Operator Gr. I.
47. Welder Gr. II.
48. Drilling Operator.
49. Compressor Operator.
50. Assistant Operator (Power House).
51. Yard Supervisor.
52. Plumber.
53. E.H.T. Foreman-cum-patrolman.
54. Trindler.
55. Junior Surveyor.
56. Meter Reader.
57. Vehicle Driver/Crane Driver.
58. Black Smith.
59. Lineman/patrolmen Gr. II.

- Adrema Machine Operator.
- Filter-I.
- Carpenter.
- Turner-I.
- Wireman.
- Serviceman.
- Mason-I.
- Armature Winder.
- Technician Gr. III.
- Motor Mechanic Gr. II.
- Compressor/Pump Operator.
- Welder Helper.
- Auto Electrician.
- Mechanic Gr. III.
- Welder.
- Generator Operator-cum-Daftary.
- Diesel Engine Driver/Mechanic.
- Roller.
- Overhead Roller Operator.
- Meter Reader.
- Gas Fitter.

81. Junior Lineman.
82. Switch Board Operator Gr. II.
83. Assistant Adrema Operator.
84. painter.
85. Laboratory Attendant.
86. Fusemen.
87. Trade Apprentice.
88. Pump Operator-II.
89. Addressorgrapher.
90. Mason II.
91. Khalasi Gr. I.
92. Fitter II.
93. Wireman. II.
94. Turner II.
95. Blue Printer.
96. Ferro Printer.
97. Amin.
98. Gestetner Operator.
99. Skilled Khalasi.
100. Sample Collector.

- 101 Winch Operator.
- 102 Winch Helper.
- 103 Gape preparer.
- 104 Mali.
- 105 Helper.
- 106 Oilman.
- 107 Hammerman.
- 108 Liftman.
- 109 Unskilled Khalasi or Mazdoor
- 110 Masalchi.
- 111 Sweepers
- 112 Bahi
- 113 All residuary categories which are not included in categories 'A' and 'C'.

### APPENDIX - C.

*All staff working in Board's schools.*



**Bihar State Electricity Board  
Electrical Engineers' (General)  
CADRE RULES, 1976**

**बिहार राज्य विद्युत बोर्ड, पटना**

सामान्य प्रशासन विभाग

अधिसूचना

29 मई 1976

सं 1/एस10 आर0. 101/76-वि-277-बिहार राज्य विद्युत बोर्ड, विद्युत अधिनियम 1948 की धारा 76 के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए बिहार राज्य विद्युत बोर्ड अभियन्ता (सामान्य) संवर्ग नियमावली, 1976, उपबद्ध अधिनियम की जानकारी के लिए प्रकाशित करता है।

बिहार राज्य विद्युत बोर्ड के आदेश से

चितरंजन प्रसाद सिंह,

बोर्ड के सचिव।

**BIHAR STATE ELECTRICITY BOARD  
ELECTRICAL ENGINEERS (GENERAL)  
CADRE RULES, 1976.**

Whereas the Bihar State Electricity Board has been  
Electrical, and mechanical, engineers manning  
of the side of supply and distribution of electrical  
to consumers in urban, industrial and rural

areas; and

Whereas these engineers have been, hitherto, grouped together to constitute what is known as the General Cadre of Electrical and Mechanical Engineers.

Whereas there are no codified rules for the management and governance of this group of engineers and

Whereas since 1958 a large number of electrical and mechanical engineers, and born on the cadre of the Government's Electricity Department, have been more or less permanently seconded to the Bihar State Electricity Board, although they still continue to be Government servants, and they have to be mixed up with Bihar State Electricity Board's Engineers to man the position on the Board of supply and distribution of electricity, and

Whereas it is necessary to make precise provisions to constitute a clearly demarcated cadre of electrical and mechanical engineers for the distribution and supply of electrical energy.

Now, therefore, in exercise of the power conferred by section 79(c) of the Electricity (Supply) Act, 1948, the Bihar State Electricity Board do hereby make the following

1. *Short title, extent and commencement* :- These Rules may be called the "Bihar State Electricity Board Electrical Engineers" (General) Rules, 1976."

(ii) These Rules shall apply to the electrical and mechanical engineers included in the Cadre, hereinafter to be constituted, and the Board as a whole as well as establishments of the Board including the Area Boards and Generation-cum-Transmission Organisation to the extent of their relevance.

(iii) These Rules shall come into force with effect from the 18 June 1976.

2. *Definitions* :- Unless there is anything repugnant in the subject or context-

(i) 'Area Board' means a regional semi-autonomous unit of the Board created under the Bihar State Electricity Board Rules, 1975.

(ii) 'Board' means the Bihar State Electricity Board.

(iii) 'Cadre' means the Bihar State Electricity Board Electrical Engineers (General) Cadre, hereinafter being referred to as the Cadre.

(iv) 'Cadre Officer' means a member of the Bihar State Electricity Board Electrical Engineers' (General) Service of the Board.



(v) "Chairman" mean the Chairman of the Board.

(vi) "Generation-cum-Transmission Organisation" means the Generation-cum-Transmission Organisation of the Board as constituted under Bihar State Electricity Board Generation-cum-Transmission Organisation Rules, 1976.

(vii) "General Cadre" shall have the same meaning as defined in Rule 3(iii) of the Generation-cum-Transmission Cadre Rules, 1976.

(viii) "Service means the Bihar State Electricity Board Electrical Engineers, (General) Service and shall include the entire group of engineers borne on the Cadre.

(ix) "State Government" means the Government of the State of Bihar.

(x) "Transfer" shall have the same meaning as given in Rule 3(ix) of the Generation-cum-Transmission Cadre Rules, 1976.

(xi) "Convertee" is an Assistant Engineer who was formerly either an engineer assistant or a junior engineer and has been converted to the rank of Assistant Engineer under the general policy of abolishing all posts of Engineer Assistants.

3. *Creation of the Electricity Supply Engineers Cadre* :- There shall be a cadre known as Bihar State Electricity Board Electrical Engineers' (General) Cadre" for manning the following activities and establishments of the Board :-

(i) Construction, Operation, Maintenance of electrical lines and sub-stations necessary for distribution and supply of energy but excluding H.T., transmission lines and sub-stations of 132 KV and above.

(ii) Supply of electrical energy to consumers.

(iii) Operation and maintenance of power stations operated, by the Area Board or any electric supply undertaking under the Area Boards or the Board.

(iv) Rural Electrification works.

(v) Preparation of drawing designs, plans for district and supply of electrical energy and rural electrification.

(vi) Revenue collection.

(vii) Any functions ancillary to (i) to (vi) above.

*Composition of the cadre* :- The following shall be included in and shall be members of the cadre :-

(a) All engineers who were members of the General Cadre as defined in clause (ii) of Rule 3 of the Bihar State

Electricity Board Generation-cum-Transmission Cadre Rules, 1976 except those who have been or may be transferred to the Generation-cum-transmission Cadre by the Board in accordance with Rule 12 of the Generation-cum-Transmission Cadre rules, 1976.

Provided however, that until a member of the General Cadre is transferred to the Generation-cum-Transmission Cadre, he shall be included in the Cadre and shall have all the rights and privileges of a member of the Cadre.

(ii) All transferees who are not trained or experienced in generation-cum-transmission work or who, despite such training or experience, have not been found suitable for inclusion in the Generation-cum-Transmission Cadre in accordance with Rule 12(2) of the Generation-cum-Transmission Cadre Rules, 1976.

(iii) All engineers directly recruited to the Cadre.

(iv) All Assistant Engineers who have been promoted from the rank of Engineer Assistants against the 70 percent quota and from the rank of Junior-Engineers against the 30 percent quota reserved for Engineer Assistants and Junior Engineers respectively in vacancies in the grade of Assistant Engineer of the cadre.

(v) Converttees who may be absorbed in the cadre after the absorption of temporary Assistant Engineers recruited earlier than the date of their 'converttees' conversion.

Provided, that 70 percent to vacancies available for converttees shall be manned from the category of converttees from Engineer Assistant and the balance 30 percent by converttees from Junior Engineer.

(vi) Any engineer in the Generation-cum-Transmission cadre who may be transferred to the Cadre by the Board.

(vii) Suitable engineers of the electric supply undertakings taken over by the Board.

*Initial strength of the cadre :-* (i) The initial strength of the Cadre shall be as follows :-

(a) Chief Engineers-2.

(b) Superintending Engineers-25.

(c) Executive Engineers-130.

(d) Assistant engineers-900.

(1) Posts of General Manager-cum-Chief Engineer of Area Boards and post of Chief Engineer of ex-cadre posts and the Board may fill these



posts on the criterion of suitability, managerial skill and aptitude either from officers of the Cadre or from officers of the Generation-cum-Transmission Cadre.

NOTE - (2) The following posts on the Supply and Distribution side shall always be cadre post and shall be filled from amongst the members of the Cadre or by transferees till their final absorption into the service of the Board, except for temporary periods not exceeding one year:-

(a) All Assistant Engineers I/C of Supply Subdivisions.

(b) All Assistant Engineers posted in Supply subdivisions as Assistant Engineer I/C Revenue.

(c) All Assistant Engineers I/C Rural Electrification Subdivisions.

(d) All Executive Engineers of Supply Division, M.R.T. Divisions, Commercial Divisions, Rural Electrification Division, Advance Planning Divisions and Construction Divisions.

(e) All posts Executive Engineers in Circle Area Board Headquarters.

(f) All posts of Superintending Engineers in Supply Circles, Area Boards and Board Headquarters.

(g) The post of Liaison Officer in Delhi.

(h) All posts of Chief Engineers excluding posts of General Manager-cum-Chief Engineer, and post of Chief Engineer, Stores and Purchase.

(i) All post of P.A. (Tech.) to Chief Engineers and Superintending Engineers.

(ii) Strength of the Cadre may be varied by the Board from time to time according to requirement.

**B. Manner of direct recruitment :-** (i) Seventy percent of the vacancies occurring at the lowest level in the Cadre in any year shall be filled by direct recruitment. The number of vacancies in the Cadre shall be calculated on an approximate basis in January of each year or as soon as possible, thereafter.

(ii) Depending on the number, of vacancies existing in the Cadre there shall be advertisement by the Board published in important newspapers and the number of vacancies, age and other qualifications, preferences as well as reservations for Scheduled Castes and Scheduled Tribes shall be in accordance with the directions of the State Government shall be clearly mentioned in the advertisement. Applications shall be invited by a fixed date.

(iii) After receipt of applications as regards eligibility, short lists of interview shall be issued to such number of candidates as may be approved by the Chairman.

**Explanation :-** If a very large number of applications in relation to the available vacancies are received the applications may be screened and the candidates with higher qualifications or marks or experience or having passed the examination earlier may be called for interview. The principles of scrutiny shall be decided by the Chairman.

(iv) The candidates, who are called for interview, shall be interviewed by a Selection Committee consisting of-

- (a) Chairman.
- (b) Member (Administration)
- (c) Member (Accounts).
- (d) Member (Engineering), and
- (e) Member (Economic Research).

(v) The Committee shall prepare three lists in order of merit respectively for general, Scheduled Caste and Scheduled Tribe candidates, taking into account the number of vacancies available for each of these categories.

(vi) The panels prepared by the Selection Committee in accordance with sub-rule (v) shall be placed before the Board for final selection and issue of appointment letter to candidates from these lists in accordance with the number of vacancies available for general and reserved quotas for Scheduled Caste and Scheduled Tribe candidates.

(vii) The panels prepared in accordance with sub-rule (vi) shall be valid for a period of one year from the date of their preparation, but the Board may under special circumstances; extend this period by a further period not exceeding six months.

**Probationary period -** All direct recruits and promotees (which shall include convertrees) to the Cadre shall be on probation for a period of three years from the date of their appointment, after which they shall be confirmed if their record of service is satisfactory and they pass the confirmatory examination which shall be held once during the service of an appointee, promotee or a convertree whose record of service is not satisfactory or who does not pass the confirmatory examination, may be re-called or he may be reverted, as the case may be, without assigning any reason any time during the probationary period.

The Board may, however, in suitable cases where there is a promise of improvement, extend the period of probation beyond three years by a maximum period of one year. At the end of this extended period, the confirmation of a member of the service is not found to be satisfactory if he fails to pass the confirmatory examination.



his service may be terminated or he may be reverted to the case may be. Alternately if the record of service is satisfactory and he passes the confirmatory examination the Board may confirm him at the end of the extended period of probation.

Provided, however, that members of the Cadre who have completed four years of services as Assistant Engineers before the commencement of these rules may be confirmed as Assistant Engineers without passing the confirmatory examination subject to good records of service.

8. **Qualifications for direct recruitment** — (i) Minimum qualifications for direct recruitment to a Cadre post shall be as follows :—

(a) Citizenship—Indian.

(b) Age — A candidate shall not be less than 21 years or more than 27 years of age on the 1st of October of the year in which applications are invited.

(c) **Education** — Degree in Electrical/Electronics Engineering from a recognised University or Institute or its equivalent.

Provided that in the matter of judging the qualifications are equivalent to a Degree in Electrical/Electronics Engineering, the Board shall be guided by the principles laid down by the State government.

Provided further that in case the Board requires candidates in Mechanical Engineering, the Board may prescribe a degree in mechanical engineering as an equivalent qualification.

(d) **Good Character** — A candidate should bear a good moral character.

(ii) Notwithstanding anything said in sub-rule (i) above, the above qualification shall be relaxed in the case of Scheduled Caste and Scheduled Tribe candidates as per Government's directives from time to time.

(iii) Notwithstanding anything said in sub-rules (i) and (ii) above the Board may relax the upper age-limit in the case of a candidate possessing outstanding qualifications and experience.

(iv) Among the candidates who fulfil the minimum qualifications laid down in sub-rule (i) above, preference shall be given to candidates who are domiciled in Bihar.

**Mode of recruitment by promotion from Junior Engineers**

(i) Thirty percent vacancies at the lowest level shall be filled by promotion from amongst the Junior Engineers in the service of the Board;

Provided that if and when a separate Distribution-cum-Transmission Cadre of Junior Engineers is constituted, recruitment shall be confined to the Junior Engineers

of the 'Junior Engineers' Cadre.

(ii) A Junior Engineer in the service of the Board who has put in at least 8 years of service in distribution or supply or allied work shall be eligible for being considered for appointment in the service.

(iii) Every year in the month of March, a special committee constituted by the Board, known as "Selection Committee" and composed of —

- (a) Chairman.
- (b) Member (Administration)
- (c) Member (Engineering)
- (d) Two seniormost General Managers, and
- (e) Director of Personnel who shall also act as Member Secretary shall meet and consider the records of Junior Engineers with the requisite experience and eligibility and prepare a panel in order of merit and vacancies against the promotion quota during the period April to March which shall be filled from this panel which shall be valid for one year.

(iv) A Junior Engineer on promotion to the Cadre shall pass the confirmatory examination referred to in the rules within a period of three years extendable upto four years in special circumstances from the date he is promoted. If he fails to pass the examination he shall be reverted.

No Junior Engineer shall be confirmed after promotion to the Cadre unless he passes the confirmatory examination.

*Scales of pay for members of the service.* — (i) The scales of pay of a member of the service when occupying different posts in the service shall be as follows:-

- (a) Chief Engineer- Rs 2,200-100-2,500
- (b) Superintending Engineer—Rs. 1,600-65-1,860-1,000
- (c) Executive Engineer — Rs. 600—80—780-E-1,140-45-1,275.

(ii) The Board may create such number of selection grade posts in each grade of the service if, in the opinion of the Board, there is stagnation of any cadre Officers who have remained in the same grade for more than 12 years or have reached the maximum of the scale. The Board may fix the number of such posts each year keeping in view the degree of stagnation but the maximum number of selection grade posts in any grade shall not exceed 51 percent of the total number of posts in that grade. There shall, however, be no selection grade posts in the rank of superintending Engineer



11. *Special pay* – (i) The Board may sanction special pay from time to time to the incumbents of particular posts in the Cadre which, in the opinion of the Board involve the performance of exceptionally arduous or difficult nature.

(b) Promotion to the rank of Superintending Engineer from the rank of Executive Engineer shall be on the basis of merit-cum-seniority and suitability subject to a minimum of seven years experience as Executive Engineer.

(c) Promotion to the rank of Chief Engineer from the rank of Superintending Engineer shall be on the basis of merit-cum-seniority and suitability subject to a minimum of ten years experience as Superintending Engineer.

(iii) The Selection Committee constituted under rule (i) above shall prepare panels for promotion after taking into account merit, seniority, fitness, suitability as the criteria may be which shall be placed before the Board for approval and the Board, with such modifications or changes as it may consider necessary, may approve the panels. This rule shall be operated for a period of one year from the date of approval of the Board :

Provided that no member of the service shall be eligible for promotion to the rank of Superintending Engineer and above unless he possesses the qualification prescribed in Rule 8 (j) (c).

*Power of the Board to transfer ex-cadre officers to the Cadre –*

(i) The Board shall have full powers, in the exigencies of service and efficient operation and maintenance of the system, to order transfer of a member of the Generation-cum-Transmission Cadre to the Cadre.

(ii) The Board shall have full powers to include in the Cadre any Engineer whose services have been transferred to the Cadre over by the Board as a result of nationalisation of electric supply undertaking.

(iii) The Board shall have full powers to transfer an ex-cadre officer, otherwise suitable, to the Cadre.

(iv) When an ex-cadre officer, not belonging to the Generation-cum-Transmission Cadre, is transferred to the Cadre, his *inter se* seniority in the Cadre shall be fixed by the Board on ad hoc basis by a resolution, after taking into consideration the following :-

(a) continuous officiation in a corresponding grade in the cadre post.

(b) Age and year of graduation.

(c) Experience, and

(d) Fairness to the interests of the members of the Cadre :

Provided that ex cadre officer shall not be fixed grade of the Cadre which is inferior or lower to what he is occupying in the ex-cadre post :

Provided also that the salary drawn in the ex-cadre post shall not be a decisive factor in determining the grade and rank of the officer and the equivalence of an ex-cadre post to a post in the cadre shall be determined on the basis of the nature of work and responsibilities handled as well as the experience of the officer.

#### 14. *Principles governing transfer of Generation-cum-Transmission Officer to the Cadre –*

When a member of the Generation-cum-Transmission Cadre is transferred to the Cadre, the following principles shall govern his transfer:-

(i) His transfer shall not result in his demotion to a grade in which he was in the Generation-cum-Transmission Cadre.

(ii) His inter se seniority in the Cadre shall be determined according to the principle of continuous officiation. In the case of an officer who was earlier transferred from the General Cadre to the Generation or the Generation-cum-Transmission Cadre, in which case the officer transferred to the Cadre shall re-occupy his original inter se seniority in the Cadre.

(iii) The *inter se* seniority of transferees and other officers of the service shall be fixed on the principle of 'continuous officiation' in a grade either under the State Government or under the Board.

15. *Inter se seniority* – *Inter se* seniority of the officers of the Cadre shall be fixed in the following manner :-

(i) Direct recruits shall rank junior to promotees of the same year.

(ii) Converttees shall rank junior to direct recruits as well as temporary but directly recruited Assistant Engineers of the same year.

(iii) Seniority of officers transferred to the Cadre shall be determined in the manner prescribed in rule 16.

(iv) *Inter se* seniority in a particular grade shall not be affected on account of later or earlier confirmation.

Provided however, that on promotion to a higher grade a senior date than a junior in the lower grade shall not be given to a Cadre Officer to the restoration of his *inter se* seniority in the lower grade.

*Example (a)* Member of the service 'A' is junior to a member of the service 'B' who are both Assistant Engineer. In the year 1978 'A' is promoted to the rank of Executive Engineer and 'B' is not promoted. 'B' is promoted in 1980.



'A' shall continue to be senior to 'B' in the rank of Executive Engineer.

*Example (b)* In grade of Assistant Engineer, both 'C' and 'D' are probationers, recruited in the year 1980 and in the recruitment panel prepared on the basis of merit, 'C' is senior to 'D'. But 'D' is confirmed earlier than 'C'. The original inter se seniority of 'C' and 'D' shall be maintained in the grade of Assistant Engineer despite the earlier confirmation of 'D'.

*Example (c)* There are four vacancies in the Cadre in the grade of Executive Engineer to be filled by promotion from the grade of Assistant Engineer. Candidates A, B, D, E and F are in that order of seniority qualified and fit for promotion and are put in the panel for promotion. The candidates E and F are respectively Scheduled Caste and Scheduled Tribe candidates. On account of the number of vacancies being only 4, only candidates 'A', 'B', 'D' and 'E' are promoted in that year and the candidates 'C' and 'F' are left out and are promoted in the following year. In this example, the seniority in the grade of Executive Engineer will be in the order of 'A', 'E', 'B', 'F' and 'C'.

(v) A member of the service superseded as a result of the Selection Committee not finding him fit for promotion

and not reserving a post for him in the circumstances of an enquiry or departmental proceeding pending against him, shall become junior to the officers who have superseded him.

(vi) Junior Engineers and Engineer Assistants when included in the Cadre on promotion shall maintain their respective *inter se* seniority, but promotees from Junior Engineer will rank senior to the promotees from Engineer Assistants of the same year.

(vii) Junior Engineers promoted to the Cadre against percent reserved quota shall maintain their *inter se* seniority in accordance with the promotion panel.

**15. Inter se seniority committee for transferred officers.-**  
The Board may, in case of any doubt regarding the seniority of an officer transferred to the cadre set up *Inter se* Seniority Evaluation Committee consisting of—

(a) Member (Administration) as chairman.

(b) Member (Engineering), and

(c) Secretary to the Board as Member-Secretary.

The recommendations of this Committee shall be placed before the Board whose decision on the recommendations shall be final.



17. *Interim arrangement* – Till such time as *inter se* seniority of an officer transferred to the Cadre is fixed, the transferred/Officer shall be assigned a provisional grade and rank in the cadre by the Board after taking into account his existing grade, experience, training and length of service.

18. *Pay fixation* – When ex-cadre officers are transferred to the Cadre in accordance with Rules 13 and 14 their salary shall be fixed in the following manner :-

(i) An officer transferred from Generation-cum-Transmission Cadre to the Cadre, shall draw the substantive salary which he was drawing in his parent Cadre.

Provided however, that if any officer in the Cadre was junior to him in the General cadre before his transfer to the Generation Cadre or Generation-cum-Transmission Cadre and is drawing higher salary in the Cadre than his salary in the appropriate stage of the time-scale relating to the grade in which he is taken, shall be so fixed as to allow him not to draw less salary than his junior :

Provided further that if his junior in the Cadre is in a higher grade at the time such an officer is transferred, he shall either be put in that grade directly or if his suitability is doubted for the higher grade, a Selection Committee

specially constituted should meet to judge his suitability for the higher grade and on the recommendation of the said Selection Committee the Board shall take appropriate decision pending which the transferred officer shall draw pay equal to the substantive pay~~ast~~ drawn by him plus any allowances that may be admissible or attached to the post of which he is the incumbent in the Cadre.

(ii) The pay of an ex-cadre officers taken in the cadre from a nationalized undertaking shall be fixed on the principle of pay drawn by the junior-most officer of that grade, whose year of allotment corresponds to his.

(iii) Transferees shall continue to draw the pay which they were drawing immediately before their permanent absorption in the Cadre, if working in the State Government, immediately before his absorption in the Cadre, his pay shall be fixed in the grade in which he is taken not lower than any officers junior to him in the State Government's cadre of Electrical and Mechanical Engineers who is employed or is working as a transferee in the Cadre.

*General and interpretation* – (i) Any standing orders or rules made or any directions issued by the Board regarding the General Cadre of Electrical and Mechanical



Engineers shall become non-effective after enforcement of these Rules.

(ii) Notwithstanding anything said in these Rules, any action taken by the Board before the enforcement of these Rules in pursuance of any standing orders, rules or directions in force regarding the management of the General Cadre of Electrical and Mechanical Engineers shall not be invalidated on the ground of enforcement of these Rules.

(iii) In case any dispute arises as to the interpretation of these Rules, the decision of the Board shall be final.

## बिहार राज्य विद्युत बोर्ड, पटना ।

सामान्य प्रशासन विभाग ।

अधिसूचना

29 मई 1976

बी.एस.ई. आर०-102/76 वि० बोर्ड-273-बिहार राज्य विद्युत बोर्ड, विद्युत आपूर्ति अधिनियम, 1948 की धारा 79 के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए, बिहार राज्य विद्युत बोर्ड-असैनिक अभियन्ता संवर्ग नियमावली, 1976 (उपावद्ध) सर्वसाधारण की जानकारी के लिए प्रकाशित करता है ।

बिहार राज्य विद्युत बोर्ड के आदेश से

चितरंजन प्रसाद सिंह,

बोर्ड के सचिव ।

### BIHAR STATE ELECTRICITY BOARD-CIVIL ENGINEERS' CADRE RULES, 1976.

Whereas the Bihar State Electricity Board has on its roll a number of civil engineers for attending to the civil engineering works of the Board; and

Whereas with effect from 12th February 1974 these engineers were grouped together to form a separate cadre of Civil Engineers of Bihar State Electricity Board; and

Whereas it is necessary to provide for detailed rules for the management of this Cadre.

**Bihar State Electricity Board**  
**Civil Engineers'**  
**Cadre Rules, 1976**



Now, therefore in exercise of the powers conferred under section 79 (c) of the Electricity (Supply) Act, 1948, the Bihar State Electricity Board do hereby make the following Rules -

**Short title, extent and commencement** - (i) These Rules shall be called the Bihar State Electricity Board Civil Engineers' Cadre Rules, 1976".

(ii) These Rules shall apply to all the establishments of the Bihar State Electricity Board including the Area Board and the Generation-cum-Transmission Organisation to the extent of their relevance.

(iii) These Rules shall come into force with effect from the 1st June, 1976.

**Definitions.** - Unless there is anything repugnant in subject or context -

(i) "Area Board" means an Area Board constituted under the Bihar State Electricity Board Area Board Rules, 1975.

(ii) "Board" means the Bihar State Electricity Board.

(iii) "Cadre" means the Bihar State Electricity Board Civil Engineer's Cadre.

(iv) "Cadre Officer" means a member of the Bihar State Electricity Board-Civil Engineers' Service.





(iv) All fresh recruits to the service against permanent vacancies.

(v) All civil engineers, initially recruited to temporary service and later absorbed against vacancies in the Cadre.

(vi) All Junior Engineers (Civil), in the employment of the Board before the commencement of these Rules and subsequently recruited, who are promoted against vacancies reserved for promotion of Junior Engineers.

(vii) All Engineer Assistants (Civil) who after conversion in the rank of Assistant Engineer (Civil), are absorbed against vacancies in the Cadre.

(viii) Notwithstanding anything said in sub-rules (i) to (vii) above the Board shall have full power to transfer

an ex-cadre Civil Engineer, otherwise suitable, to the Cadre.

**Explanation** – Any Civil Engineer who is appointed to the Board as Assistant Engineer (Civil) against a temporary vacancy or temporarily against a permanent vacancy shall be a temporary member of the service and shall not be a member of the Cadre unless he is absorbed against a vacancy in the cadre.

5. **Initial strength of the Cadre** – (1) The initial strength of the Cadre shall be as follows :-

(a) Chief Engineer – 1.

(b) Superintending Engineers – 4

(c) Executive Engineers – 17

(d) Assistant Engineers – 49

(2) The strength of the Cadre may be varied by the Board from time to time according to requirement.

6. **Appointment of non-cadre officers against Cadre posts** –

Normally, all Cadre posts shall be manned by Cadre officers but the Board shall have the right to appoint non-Cadre officers to Cadre posts in the following circumstances:-

(i) A temporary member of the service may be posted against a Cadre post in the exigencies of work.

(ii) In the superior rank, if officers of sufficient experience of ability within the Cadre are not available, the Board may obtain the services of civil engineers of suitable experience and ability on deputation.

**Explanation** – A Cadre officer may be appointed against a temporary post.

**Recruitment** – (i) Recruitment shall be of two types :-

(a) Recruitment to the Cadre.

(b) Recruitment to the Temporary Service.



(iii) In the matter of recruitment to the Cadre, members of the Temporary Service shall have a preferential right and whenever vacancies occur in the cadre, members of the Temporary Service shall subject to good record, medical fitness and reservation for Scheduled Castes and Scheduled Tribes, be absorbed in the Cadre in order of their seniority.

(iii) Subject to sub-rules (iii) and (viii) of Rule 4 above all fresh recruitment to the Cadre shall be at the lowest level, i.e. at the level of the Assistant Engineer.

(iv) Thirty percent of the vacancies occurring in the Temporary Service and Cadre posts shall be filled by promotion form among the Junior Engineers (Civil) who are in the service of the Board or any of its establishments including Area Boards and Generation-cum-Transmission Organisation.

8. **Qualifications for recruitment** – (i) The minimum qualifications for eligibility for direct recruitment to a post in the Temporary Service or a Cadre post shall be:

(a) Must be an Indian Citizen.

(b) Age – Between 21 to 27 years on the 1st October of the year of recruitment.

(c) *Education* – Degree in Civil engineering

any University or Institution in India recognised by the Government or its equivalent:

Provided that in the matter of judging what qualifications are equivalent to the Degree in Civil Engineering, the Board shall be guided by the principles laid down by the State Government.

(d) Good character.

(ii) Notwithstanding anything said in sub-rule (i) above, the age, qualification shall be relaxed in the case of Scheduled Caste and Scheduled Tribe candidates as per State government's directives from time to time.

(iii) Notwithstanding anything said in sub-rules (i) and (ii) above the Board may relax the upper age-limit in the case of (i) candidates possessing higher qualifications and experience, and (ii) candidates already in the employment of the Board or any of its establishment.

(iv) Among the candidates who fulfil the minimum qualifications laid down in sub-rule (i) above, preference shall be given to candidates who are domiciled in Bihar.

*Manner of direct recruitment* – The Board shall fill these vacancies whether in Temporary Service or in Cadre posts from time to time by publication in important newspapers indicating the approximate number of vacancies, the prescribed minimum qualifications,



preferences for Scheduled Caste and Scheduled Tribe candidates, and invite applications by a prescribed date.

(ii) After receipt of applications and scrutiny as regards eligibility, letters of interview shall be issued to such number of candidates as may be approved by the Chairman depending on the total number of vacancies available.

*Explanation* – If a very large number of applications in relation to available vacancies are received the applications may be screened and the candidates with higher qualifications or marks or experience or having passed the examination earlier may be called for interview. The principles of scrutiny shall be decided by the Chairman.

(iii) The candidates, who are called for interview shall be interviewed by a Selection Committee consisting of –

- (a) Chairman
- (b) Member (Administration)
- (c) Member (Accounts)
- (d) Member (Engineering)
- (e) Member (Economic Research), and
- (f) Chief Engineer (Civil)

(iv) The Committee shall prepare panels of names in order of preference separately for General candidates and Scheduled Caste and Scheduled Tribe candidates, taking into account the number of vacancies available.

(v) The panels prepared by the Selection Committee in accordance with sub-rule (iv) shall be put up before the Board for final selections.

(vi) The panels prepared in accordance with sub-rule (iv) and approved by the Board shall be valid for a period of one year from the date of the preparation of the panels, but the Board may under special circumstances, extend this period by a further period not exceeding six months.

(vii) The selected candidates shall be issued letters of appointment in the form given in Schedule I or Schedule II as the case may be.

10. *Manner of recruitment by promotion from Junior Engineers* – (i) Subject to clause (ii) below thirty percent of the vacancies at the lowest level in the Cadre and Temporary Service shall be filled by promotion from amongst the Junior Engineers (Civil) in the employment of the Board.

(ii) A Junior Engineer (Civil) in the employment of the Board, who has put in at least eight years of service as Junior Engineer (Civil) shall be eligible for being promoted to the rank of Assistant Engineer (Civil).

(iii) A panel for promotion to the posts of Assistant Engineer in the Cadre or Temporary Service from amongst the Junior Engineers (Civil) shall be prepared every year by a Selection Committee composed of –



- (a) Member (Administration)
- (b) Member (Engineering)
- (c) Chief Engineer (Civil), and
- (d) Director of Personnel – who shall act as Member Secretary.

The Committee shall consider records of Junior Engineers along with the requisite experience and eligibility and shall prepare a panel in order of merit. The Committee, in the preparation of panel, shall also, take into account the reservation for Scheduled Caste and Scheduled Tribe candidates. The panel so prepared shall be placed before the Board for final selection.

(iv) The panel prepared under sub-rule (iii) above shall be valid for a period of one year but the Board may, under special circumstances, extend this period by a further period not exceeding six months.

(v) A Junior Engineer on promotion to the Cadre or to the Temporary Service must pass the confirmatory examination referred to in Rule 11 (i) within a period of three years from the date he is promoted, and if he fails to pass the said examination he shall be reverted.

(vi) No Junior Engineer shall be confirmed on promotion to the Cadre unless he passes the confirmatory examination

11. *Probationary period* – (i) On being recruited to the Cadre, whether directly or by promotion, a member of the service shall be on probation for a period of three years from the date of his appointment, after which he shall be confirmed if his record of service has been satisfactory and he has passed the confirmatory examination which shall be held once a year. The service of an appointee to the Cadre, whose record of service during the period of probation has not been satisfactory or who has not passed the confirmatory examination, may be terminated, without assigning any reason, at any time during the period of probation. In similar circumstance a promotee may be reverted. The Board may, however, in suitable cases where there is a promise of improvement, extend the period of probation beyond three years by a maximum period of one year and if, at the end of this extended period, other record of his service is not found satisfactory or he fails to pass the confirmatory examination, the service of an appointee shall be terminated and those of a promotee reverted or in the alternative, if the record of service is found to be satisfactory and he has passed the confirmatory examination, the Board may confirm him.



(ii) Notwithstanding anything said in clause (i) of this Rule, members of the Cadre who have completed four years of service as Assistant Engineer before the commencement of these Rules shall be confirmed without passing the confirmatory examination; and where a member of the Cadre has not completed four years as Assistant Engineer he shall have to pass the confirmatory examination before he is confirmed.

12. **Scale of pay** – (i) The scales of pay of members of the Service/Temporary Service, when occupying different posts shall be as follows :-

- (a) Chief Engineer – Rs 2,200-100-2,500
- (b) Superintending Engineer – Rs. 1,600 – 65  
1860- 70- 2,000.
- (c) Executive Engineer – Rs. 1,500-60-1,650.
- (d) Assistant Engineer-Rs. 600-30-780-E.B.-  
900-40-1,140-45-1,275.

(ii) The Board may create such numbers of selection grade posts in each grade of the service if, in the opinion of the Board, there is stagnation of any Cadre officer who has been in the same grade for more than 12 years may fix the number of such posts each year keeping in view the degree of stagnation but the maximum number of selection grade

posts in any grade shall not exceed 15 percent of the total number of posts in that grade. There shall, however, be no selection grade posts in the rank of Superintending Engineer and above.

13. **Special Pay** - (i) Board may sanction special pay from time to time to the incumbents of particular posts in the Cadre which, in the opinion of the Board, involve work of exceptionally arduous or difficult nature.

(ii) Members of the Cadre, when posted to work involving design, planning and research at the Board Headquarters may be sanctioned special pay at the rate of 20 percent of their basic pay subject to a maximum of Rs 150. (iii) The Board, at its discretion, may allow such other facilities to members of the Cadre as may be reasonable and justified.

14. **Promotion** – (i) The line of promotion for a Cadre officer shall be from Assistant Engineer to Executive Engineer, from Executive Engineer to Superintending Engineer and from Superintending Engineer to Chief Engineer (or to Deputy Chief Engineer/Additional Chief Engineer if such posts are created).

(ii) Promotion to the rank of Executive Engineer shall be on the basis of seniority-cum-fitness and all further



promotions shall be on the principle of merit-cum-seniority.

(iii) For promotion, the minimum experience in the lower post shall be as follows :-

(a) to the post of Executive Engineer, a minimum of eight years experience as Assistant Engineer.

(b) to the post of Superintending Engineer, a minimum of seven years experience as Executive Engineer, and

(c) to the posts of Deputy chief Engineer and Additional Chief Engineer, if created subsequently, a minimum of three years' and to the post of Chief Engineer a minimum of five years' experience respectively as Superintending Engineer shall be necessary :

Provided that no member of the service shall be eligible for promotion to the rank of Superintending Engineer and above unless he possesses the qualification prescribed in Rule 8 [i] (c).

(iv) There shall be the following Departmental Promotion Committees for preparing panels for promotion :-

(a) For promotion of Assistant Engineers to Executive Engineers -

- (1) Member (Administration)
- (2) Member (Accounts)

(3) Member (Engineering)

(4) Member (Economic Research)

(5) Secretary to the Board—who shall act as Member-Secretary :

(b) For promotions of Executive Engineers to Superintending Engineers.

(1) Chairman.

(2) Member (Administration)

(3) Member (Accounts)

(4) Member (Engineering)

(5) Member (Economic Research)

(6) Secretary to the Board who shall act as Member-Secretary :

Provided that Chief Engineer (civil) may be co-opted to the Selection Committee when the panel for promotion to the rank of Superintending Engineer is to be prepared.

(c) The Selection Committee constituted under

(b) above shall also prepare panels for promotion of Superintending Engineers to the posts of Deputy Chief Engineer (Additional Chief Engineer, if such posts are created) and to the posts of Chief Engineer.

(d) The Board shall, in the matter of reservation for Scheduled Caste and Scheduled Tribe candidates in



promotional posts, be guided by the directives of the State Government.

15. *Inter-se-seniority* - (i) Inter-se-seniority of the members of the service shall be fixed on the principle of "continuous officiation" in a grade of the service.

(ii) If direct recruits and promotees are recruited in the same year, the promotees shall rank senior.

(iii) Each member of the service on recruitment shall be given a year of allotment and the inter-se-seniority of all the recruits of that year shall be as follows :-

(a) Promotees of that year-in order of their position in the promotional panel.

(b) Direct recruits-in order of their position in the panel for direct recruitment of that year :

Provided that members of the Cadre who were recruited before the commencement of these Rules shall be given a 'year of allotment' which shall be the year in which they were recruited.

(iv) If any ex-cadre officer, other than a member of the Temporary Service, on deputation with the Board is absorbed in the Cadre in accordance with Rule 4 (iii) and (viii) his inter-se-seniority in the Cadre shall be fixed on the principle of "continuous officiation" in that grade of the service in which he is absorbed.

*Refresher courses* - The Board may, from time to time, run Refresher Courses for all categories of members of the Cadre with a provision for a proficiency test/tests at the end of such course or courses and such course or courses and such members of the Cadre who are deputed to attend such course/courses shall be bound to attend such courses and appear at the proficiency test/tests, the result of which shall be taken into account by the Board at the time of crossing of efficiency bar or promotion of a member of the Cadre.

*General and interpretation* - (i) No action taken by the Board before the commencement of these Rules with regard to the Civil Engineers' service as existing before the commencement of these Rules shall be called to question on the ground of enforcement of these Rules.

(ii) In case of any dispute as regards interpretation of these Rules, the decision of the Board thereon shall be final.



promotional posts, be guided by the directives of the State Government.

15. *Inter-se-seniority* - (i) Inter-se-seniority of the members of the service shall be fixed on the principle of "continuous officiation" in a grade of the service.

(ii) If direct recruits and promotees are recruited in the same year, the promotees shall rank senior.

(iii) Each member of the service on recruitment shall be given a year of allotment and the inter-se-seniority of all the recruits of that year shall be as follows :-

(a) Promotees of that year-in order of their position in the promotional panel.

(b) Direct recruits-in order of their position in the panel for direct recruitment of that year :

Provided that members of the Cadre who were recruited before the commencement of these Rules shall be given a 'year of allotment' which shall be the year in which they were recruited.

(iv) If any ex-cadre officer, other than a member of the Temporary Service, on deputation with the Board is absorbed in the Cadre in accordance with Rule 4 (iii) and (viii) his inter-se-seniority in the Cadre shall be fixed on the principle of "continuous officiation" in that grade of the service in which he is absorbed.

*Refresher courses* - The Board may, from time to time, run Refresher Courses for all categories of members of the Cadre with a provision for a proficiency test/tests at the end of such course or courses and such course or courses and such members of the Cadre who are deputed to attend such course/courses shall be bound to attend such courses and appear at the proficiency test/tests, the result of which shall be taken into account by the Board at the time of crossing of efficiency bar or promotion of a member of the Cadre.

*General and interpretation* - (i) No action taken by the Board before the commencement of these Rules with regard to the Civil Engineers' service as existing before the commencement of these Rules shall be called to question on the ground of enforcement of these Rules.

(ii) In case of any dispute as regards interpretation of these Rules, the decision of the Board thereon shall be final.



SCHEDULE - I.

FORM 1

SHRI.....

.....

.....

SUB :- Selection for appointment to the post of Assistant Engineer. (Civil) in the Temporary Service of Civil Engineers.

DEAR SIR,

On the basis of the interview held by the Bihar State Electricity Board on.....you have been selected for appointment to the post of Assistant Engineer (Civil) for the Temporary Service of Civil engineers in the Board in the scale of pay.....

The post in temporary likely to continue for a period of.....years. Your service will be terminal on one month's notice on either side or one month's pay in lieu thereof.

This offer is subject to the following conditions :-

(i) You are found physically fit in accordance with the standards of health laid down by the State Government for Assistant Engineer (Civil) after examination by a Medical Board constituted for the purpose.

(ii) You bear a good moral character.

(iii) No dowry was taken at the time of your marriage (if married) to which effect you shall have to furnish an affidavit sworn before a Magistrate (1st Class).

(iv) You will be subject to Board's General Service rules as well as relevant rules for your service.

4. If you are willing to join the post you should join at .....before.....(date) failing which the offer will be deemed to have been withdrawn.

Yours faithfully

**SCHEDULE - II**

**FORM 2**

To

.....

SUB - Selection for appointment to the post of Assistant Engineer (Civil) in the cadre of the Bihar Electricity Board-Civil Engineers Cadre.

DEAR SIR,

On the basis of the interview held by the Bihar Electricity Board on .....you have been selected for appointment to the post of Assistant Engineer (Civil) in the cadre of the Bihar Electricity Board-Civil Engineers Cadre.

Dadre of the Bihar State Electricity Board-Civil Engineers Service in the scale of Rs.....

2. You will be on probation for a period of three years extendable by the Board for a year from the date of your appointment and during the period of probation your services will be terminable at any time without assigning any reason.

3. The offer is subject to the following conditions :-

(i) You are found physically fit in accordance with the standards of health laid down by the State Government for Assistant Engineers (Civil) after examination by a Medical Board constituted for the purpose.

(ii) You bear a good moral character and have not been convicted on grounds of moral turpitude.

(iii) No dowry was taken at the time of your marriage (if married), to which effect you shall have to furnish an affidavit sworn before a Magistrate (1st Class).

(iv) This appointment is subject to the General Service rules of the Board and relevant cadre rules.

If you are willing to join the post you should join at .....before.....(date), failing which the offer will be deemed to have been withdrawn.

Yours faithfully

NOTE - Not applicable in the case of those A.E. (Civil) who are taken from the temporary Service as defined in clause (x).



Recruitment Promotion  
AND  
Cadre Rules For The Subordinate  
Accounts Service

बिहार राज्य विद्युत बोर्ड, पटना ।

कार्मिक विभाग

अधिसूचना संख्या XIII/एम /1-102/76 551 वि० बोर्ड, पटना, दिनांक १४-४-७६

विद्युत् (आपूर्ति) अधिनियम १९४८ की धारा ७९ [सी] के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए एतद् द्वारा बिहार राज्य विद्युत् बोर्ड, कनीय लेखा सेवा हेतु नियुक्ति, प्रौन्नति एवं सवर्ग सम्बन्धी नियमावली को जो अनुलग्न विवरण में उल्लिखित है, सर्वसाधारण की जानकारी के लिए विरचित करता है ।

बिहार राज्य विद्युत् बोर्ड के आदेश से,

हरिश्चन्द्र मिश्र

कार्मिक निदेशक

ज्ञाप संख्या ५५२ वि० बोर्ड, पटना, दिनांक १४-४-७६

प्रतिलिपि अधीक्षक, सरकारी मुद्रणालय, गुलजारबाग, पटना को बिहार गजट में प्रकाशनार्थ अग्रप्रेषित ।

हरिश्चन्द्र मिश्र

कार्मिक निदेशक

ज्ञाप संख्या ५५२ वि० बोर्ड, पटना, दिनांक १४-४-७६

प्रतिलिपि सदस्य (प्रशासन), सदस्य (लेखा)/ सदस्य (ई० आर०)/ अभियन्ता सदस्य/ अध्यक्ष के आप्त सचिव/ महाप्रबन्धक-सह-मुख्य अभियन्ता, क्षेत्रीय विद्युत् बोर्ड, पटना/ राँची / मुजफ्फरपुर / दरभंगा मुख्य अभियन्ता (ट्रान्समिशन) / मुख्य अभियन्ता (टेकनिकल औडिट) / मुख्य अभियन्ता (असैनिक) / मुख्य अभियन्ता, पतरातू / मुख्य अभियन्ता (ग्रामीण विद्युतीकरण) / सभी उप कार्मिक निदेशक, सभी संयुक्त सचिव/उप सचिव / सभ्ज्ञी अवर सचिव / सभी कार्मिक एवं प्रशासी पदाधिकारी को सूचनार्थ अगसारित ।

हरिश्चन्द्र मिश्र

कार्मिक निदेशक

ज्ञाप संख्या ५५२ वि० बोर्ड, पटना, दिनांक १४-४-७६

प्रतिलिपि वित्त नियंत्रक / लेखा निदेशक / निदेशक (राजस्व) / वित्त निदेशक / निदेशक (आन्तरिक अवेक्षक) / सभी उप लेखा निदेशक सभी लेखा पदाधिकारी / सभी सम्बन्धित कर्मचारियों को सूचनार्थ अगसारित ।

हरिश्चन्द्र मिश्र

कार्मिक निदेशक

RECRUITMENT PROMOTION AND CADRE  
RULES FOR  
THE SUBORDINATE  
ACCOUNTS SERVICE OF  
THE BIHAR STATE ELECTRICITY BOARD

Whereas, the recruitment and promotion policies of Bihar State Electricity Board with reference to the subordinate account personnel need to be clearly laid down; and

Whereas, it is necessary to codify and clarify precisely the manner of recruitment and promotion and also to spell out the details with regard to cadre management of the subordinate accounts personnel; and

Whereas, for this purpose, it is necessary to frame concrete rule on the subject;

The Bihar State Electricity Board, therefore, under the powers conferred upon it under section 79 (c) of the Indian Electricity Supply Act, 1948, hereby makes the following Rules :



## 1. Short title extent and commencement :

(i) These Rules shall be called the "Bihar State Electricity Board-Subordinate Accounts Service-Recruitment, Promotion and Cadre Rules, 1976."

(ii) These Rules shall extend to all establishments of the Bihar State Electricity Board including the Area Boards, Generation-cum-Transmission Organisation and any other establishments/existing or that may be set up in future under the Bihar State Electricity Board.

(iii) These rules shall come into force on the date of their notification.

## 2. Definitions :

In these rules, unless there is anything repugnant in the subject and context :-

(i) 'Act' means the Electricity (Supply) Act, 1948;

(ii) 'Board' means the Bihar State Electricity Board.

(iii) 'Area Board' means a regional, Semi-autonomous unit of the Board created under the Bihar State Electricity Board-Area Board Rules, 1975.

(iv) 'Generation-cum-Transmission Organisations' means the Organisation created under the Bihar State

Electricity Board-Generation-Cum-Transmission Organisation Rules, 1976.

(v) 'Chairman' means the Chairman of the Board :

(vi) 'General manager' means the General Manager-cum-Chief Engineer of an Area Board and General Manager under the Generation-Cum-Transmission Organisation,

(vii) 'Chief Administrator' means the Chief Administrator-cum-Engineer-in Chief of the Generation-cum-Transmission Organisation;

(viii) 'Transmission Wing' means the Transmission Wing of the Generation-cum-Transmission Organisation.

(ix) 'Cadre' means the grouping together into different groups, for the purpose of management, recruitment and promotion of employees workmen of the Board, Area Board Generation-cum-Transmission Organisation and any other establishment of the Board, of the following categories :

(a) Junior Accounts Clerk/Bill Clerks.

(b) Bill Collectors/Accounts Assistants; and

(c) Accountants.

Explanation :

All member of the subordinated Accounts service shall be grouped into 7 separate Cadres-on each for the 5 Area Boards (including the proposed Bhagalpur Area Electricity Board), Generation-Cum-Transmission Organisation and the Board's Headquarters which shall include the employees of these categories of the Patna Electric Supply Undertaking.

(x) 'Subordinate Accounts Service' means the collective entity, cadrewise, constituted of permanent employees of the categories of Junior Accounts Clerks/Bill Clerks, Accounts Assistants/Bill Collectors and Accountants.

(xi) 'Cadre Authority' means the Board, the Area Board and the Generation-cum-Transmission Organisation in relation to their respective Cadres,

(xii) 'Appointing Authority' means the Financial Controller in respect of Board Headquarters Cadre, General Manager-cum-Chief Engineers in respect of the Generation-cum-Transmission Organisation Cadre in their respective establishments,

(xiii) 'Service' means the subordinate Accounts Service.

(xiv) 'Financial controller' means the financial Controller of the Board;

(xv) 'Director of Accounts' means the Director in the Accounts Department of the Board who is dealing with cadre matters.

3. Constitution of cadre of Subordinate Accounts Service.

(i) There shall be constituted seven cadres, viz

(a) Board's Headquarter-Subordinate Account service Cadre.

(b) Generation-cum-Transmission Organisation-Subordinate accounts service cadre.

(c) Tirhut Area Electricity Board-Subordinate Accounts Service Cadre.

(e) Central Bihar Area Electricity Board-Subordinate Accounts Service Cadre.

(f) South Bihar and Chotanagpur Area Electricity Board Subordinate Accounts Service Cadre.

(g) Bhagalpur Area Electricity Board-Subordinate Accounts Service Cadre (on constitution).



and all employees/workmen of the Categories mentioned in sub rule IX of Rule 2 working with in the jurisdiction of the above Organisations on the date of the enforcement of these rules, shall be come members of the respective Cadre.

**Explanation :**

(a) The separate Cadre for Bhagalpur Area Electricity Board shall be constituted on the day the Bhagalpur Area Electric Board is constituted.

(b) The subordinate accounts personnel of Patna Electricity Supply Undertaking shall from part of the Board Headquarters Cadre.

(ii) For the purpose of promotion from the rank of Junior Accounts Clerks/Bill Clerks to the rank of Accounts Assistants/Bill Collectors the consideration of candidates will be limited to their respective Cadres according to the vacancies available.

PROVIDED that, in order to equalise the opportunities of promotion, as far as possible, in different cadres enumerated in Rule 3 (i) above the post of Accounts Assistants in the Board Headquarters shall be filled in the following manners :-

(a) 50% of the posts of Accounts Assistants at the Board Headquarters from amongst the Bill Clerks Junior Accounts Clerks working in. Patna Electric Supply Undertaking and Board Headquarters; and

(b) the balance 50% the posts may be apportioned to the other Cadres in the same ratio as existing between the strength of Junior Accounts/Bill Clerks in different Cadres, and the posts so apportioned shall be filled from amongst the nominees sent by the respective cadre authorities on the basis of seniority-cum-fitness and also taking into account the promotion quota reserved for Scheduled Castes and Scheduled Tribes as also the option of the concerned members of the subordinate Accounts Service to be absorbed in the Board Headquarters cadre.

(iii) For the purpose of promotion to the rank of Accountant against vacancies to be filled by promotion in any Cadre, only those Accounts Assistants/Bill Collectors shall be eligible in accordance with seniority cum-merit who belong to that particular Cadre.

(iv) For the purpose of promotion to the Accounts Service of the Bihar State Electricity Board (i. e. to the rank of Junior Accounts officer/Deputy Revenue officer the



Accountants belonging to all the cadres) shall be considered on the basis of common seniority governed by the principle of 'continuous officiation' as Accountant.

Example - 'A' of Central Area Electricity Board become Accountant on 1.1.1975 and 'B' of Mithila Area Electricity Board become Accountant on 3.1.1975. Irrespective of their positions in the lower rank 'A' will rank senior to 'B'.

(v) In accordance with the principle laid down in Sub-rule (iii) above, a common seniority-list of Accountants belonging to all the cadre shall be prepared by the Financial Controller in consultation with the Director of Personnel and his list shall be revised and updated from time to time.

3 (a) Notwithstanding anything said in Rule 3, the Board shall allow, within one month of the publication of these Rules, an option to all members of the subordinate Accounts Service to indicate their preference in favour of being included in any of the cadres being constituted under these Rules. The employees shall give option by a system of preference indicating therein first preference, second preference and so on, and the Board shall then allocate various members of the subordinate Accounts service to particular cadres taking into account the preference indicated by any particular member of the service while exercising his option.

PROVIDED that where it is not possible to accommodate the first preference of a member of the service on account of sufficient vacancies not being available in the cadre to which inclusion is sought, the Board may allocate an employee to any of the other cadres taking into account the employee's order of preference.

#### Mode of Recruitment to the Cadres :

##### (a) *Bill clerks, Junior Accounts Clerks*

(a) All vacancies in the rank of Bill clerks Junior accounts clerks shall be filled by direct recruitment.

PROVIDED that the Board may issue directives from time to time directing all cadre authorities to reserve a certain percentage of vacancies (not exceeding 30%) for departmental candidates, who otherwise fulfil the minimum educational qualification and have not crossed the age of 35 years.

(ii) If the Board issues a directive in accordance with the provision to sub-rule 4 (a) (i) above, applications from eligible departmental candidates may be called by each Cadre Authority and recruitment against the reserved vacancies for the departmental candidate including the quota for Scheduled castes and Scheduled Tribes may be made on the basis of marks obtained by the candidates in the matriculation examination but preference shall be given



to candidates who have passed I. A. or I. S.c examination with mathematics.

(b) *Accounts Assistants* - 100% of vacancies in the rank of Assistants/Bill collectors shall be filled by promotion from the rank of Bill Clerk/Junior Accounts clerks on the basis of seniority-cum-fitness. subject to the condition that no Bill Clerk/Junior Accounts Clerks shall be eligible for promotion to the rank of Accounts Assistant/Bill Collector unless he has passed the departmental examination held by the Board (as prescribed in sub-rule II (i) and has completed atleast 5 years of service as Bill clerk/Junior Accounts clerk.

Provided, however the condition of passing the departmental examination before promotion may be waived by the Board, by a specific resolution in the case of those Bill clerks/Junior accounts clerks who have completed atleast 12 years of service as Bill clerk/ Junior Accounts clerk and have earned good remarks in their confidential Reports for the three years preceding.

Explanation :

Cadre authorities other than the Board shall not be competent to waive the condition of passing the departmental examination for promotion.

(c) *Accountant* :- 60% of the vacancies in the rank of Accountant in each cadre shall be filled by promotion from amongst the Accounts Assistants/Bill Collectors who have put in atleast 7 years of service as Accounts Assistant/Bill Collector on the basis of merit-cum-seniority ; 20% of the vacancies shall be filled from amongst the Accounts Assistants/Bill Collectors who have put in atleast three years of service and have passed the L.P.P. Examination conducted by the Board, on the basis of merit-cum-seniority; and 20% of the vacancies shall be filled by direct recruitment.

(b) Inter-Se-seniority between promotees shall be the same as in the lower grade of Accounts Assistants.

*Example* : 'A' who has been promoted against the 60% general promotion quota is serial 12 in the gradation list of Accounts Assistants in the cadre and 'b' (who is promoted against the 20% L.P.P. passed quota is Serial 20 in the same 'B' will rank junior.

5. Manner of Direct Recruitment

(i) Qualifications :

(a) *Bill Clerks/Junior Accounts clerks* : The minimum educational qualifications for recruitment to the rank of clerk/Junior Accounts clerk shall be Intermediate in Arts with Mathematics, Intermediate in Science with



Mathematics and Intermediate in commerce having obtained atleast a second Division, from a recognised University.

PROVIDED that the minimum qualification for Departmental candidates against the quota reserved for departmental candidates shall be matriculation Higher Secondary/Secondary with mathematics.

(b) *Accountants* - The minimum qualifications for direct recruitment to the grade of Accountant shall be Bachelor of Arts with Mathematics/Economics, Bachelor of Science with Mathematics or Bachelor of commerce from a recognised University and atleast three years experience of working in the accounts Branch of a Govt. office or a public sector or a private undertaking.

PROVIDED that the Cadre Authority may give preference to more experienced candidates and those who possess higher qualifications than the minimum.

(ii) *Age Limits* - The candidates to be directly recruited to any grade of the service shall not be less than 21 years and more than 27 years on the 1st of October of the year in which recruitment is made. The upper age limit for Scheduled caste and Scheduled Tribe candidates shall be the same as may be prescribed by Government from time to time. For departmental candidates, who otherwise fulfil

the qualifications the upper age limit shall be 35 years for general candidates 37 years for Scheduled caste and Scheduled Tribe candidates.

(iii) *Character* - Possession of good moral character shall be essential.

Explanation :

(a) A Certificate of good character from the last educational institution in which a candidate has studied and from a gazetted officer or Municipal commissioner or Member of the State Legislature or Parliament shall be necessary as evidence of good character for the purpose.

(b) Any candidate, who is Member of a Political Party or any organisation which indulges in political activities shall not be eligible for applying.

(iv) Each cadre authority shall by December of each year make an assessment of the estimated number of vacancies, to be filled by direct recruitment likely to occur in the following year and may invite application, by notifying the vacancies qualifications etc. In newspapers and the Employment Exchange of their Region by a date to be fixed not less than 30 days after the date of notification advertisement.

PROVIDED that the cadre authority may decide to require an application fee (except in the case of Scheduled



caste and Scheduled Tribe and Departmental candidates) with view to covering the cost of processing a large number of applications and discouraging frivolous applications.

(v) There shall be a selection committee consisting of three officers to be nominated by the cadre Authority, which shall screen the applications with regard to the eligibility of the candidates' After it has been decided as to which of the candidates are eligible in respect of educational qualifications, age, character etc. the committee shall proceed to assess the respective merits of the candidates in accordance with the principles laid down by the Board from time to time for judging the respective merits of the candidates and shall prepare four panels one, for the Departmental candidates against reserved quota for departmental candidates, one for general candidates, one for the Scheduled caste candidates and one for the Scheduled Tribe candidates in the proportion in which vacancies are to be filled by Departmental candidates, General candidates, Scheduled caste candidates and Scheduled Tribe candidate, respectively

#### 6. Probationary Period :

(i) Subject to any statutory provisions, all direct recruits to permanent post shall be on probation for a period of one year, during which period their services may be terminated

without assigning any reason by the Appointing Authority.

(ii) Any Bill Clerk/Junior Accounts Clerk, when promoted to the rank of Account Assistant and any Accounts Assistant/Bill Collector, when promoted to the rank of Accountant, shall be on probation in the promoted post for a period of one year, and if, during this period, in the opinion of the Appointing Authority his performance in the post to which he has been promoted, is not satisfactory, he may be reverted to the lower post,

#### 7. Training :

At any time during the period of probation prescribed in rule 6, a member of the Subordinate Accounts Service may be sent for a training course run by the Board, at the end of which a proficiency examination shall be held by the Principal of the Training Institution/Director of the course and failure to pass the proficiency examination at the end of the Training Course shall be evidence of unsatisfactory service during the probationary period.

#### Explanation :

Failure to report for training at the Training Course without sufficient cause to the satisfaction of the Appointing Authority shall be sufficient evidence of unsatisfactory service during the probationary period.

#### 8. Promotion to the Accounts Services of the Board :

For the purpose of promotion to the Accounts Service



of the Board (ie. to the post of Junikor Accounts Officer/ Deputy Revenue Officer a common seniority list of Accountants in all the cadres shall be prepared and maintained by the Financial controller in consultation with the Director of Personnel on the basis of the principle of 'continuous officiation.'

#### 9. Inter-se-Seniority Between Direct Recruits and Promotees :

All direct recruits shall be allotted a year of recruitment which shall be the same year in which they are actually appointed and they shall be placed below the promotees of the same year.

#### 10. Change of Cadre :

(i) On the recommendation of the Cadre authority of his parent cadre a member of the Subordinate Accounts Service may apply for change of Cadre to the Cadre authority of the Cadre to which transfer is sought, and, if the latter authority has no objection in accepting the request for change of Cadre, it may write to the Board for granting permission to a Member of the Subordinate Accounts Service to change his Cadre. the Board after due consideration of the recommendation of the concerned Cadre authorities, may permit such a change.

(ii) When on the recommendation of two cadre authorities in the manner prescribed in sub-rule 10 (i) above

the Board permits a member of the service to change his Cadre his inter-se-seniority in the new Cadre shall be fixed in accordance with the principle of 'continuous officiation in the grade in which such a member of the service was placed in the parent Cadre.

(iii) Notwithstanding anything said in sub-Rules 10 (i) and 10 (ii) above change of cadre in accordance with the procedure laid down in sub-Rules, 10 (i) and (ii) shall be permitted only once in the entire service career of a member of the service in exceptional circumstances.

#### 11. Departmental Examination :

(i) A departmental examination for Junior Accounts Clerks/Bill Clerks, shall be held in June every year or as early as possible after June.

(ii) An Examination Committee consisting of the financial controller, the Director of Personnel and the director of Accounts (who will be Member-Secretary of the committee) shall conduct this examination for members of the service belonging to all the Cadres.

(iii) The results of this examination shall be communicated to all the Cadre Authorities by the Member-Secretary of the Committee A Central Record of those who have passed the examination shall be kept by the director of Accounts.



12. Bill Clerks/Junior Accounts Clerks, Accounts Assistants/Bill Collectors and Accountants appointed against purely temporary post and against workcharged establishments as well as those among these categories who have not been recruited or promoted in accordance with these Rules, after their commencement, shall not be members of the service or members of any Cadre of this Service.

**Explanation :**

In all appointment letters to the ranks of Bill Clerks/Junior Accounts Clerks and Accountant it shall be clearly mentioned whether the appointment is to the subordinate Accounts service or only against temporary, workcharged or casual vacancies.

**13. General and Saving :**

(i) No action taken by the Board or an Area Board or any other authority under the Board before the commencement of these Rules shall become invalid or called to question on the ground of any conflict with these Rules.

PROVIDED, however that all executive orders and instructions of the Board, Area Board, General-cum-Transmission Organisation and any other authority of/or under the Board to the extent they are repugnant to any provisions of these Rules or are in conflict with these Rules, shall be treated as withdrawn and repealed as regards their prospective effect.

(ii) When a Bill Clerk/Junior Accounts Clerk has been promoted as an Accounts Assistant/Bill Collector in the Board Headquarters Cadre, in accordance with the proviso to rule 3 (ii), he shall retain his lien in his parent cadre for a period of two years from the date of joining, after which period, unless he wants to revert his parent Cadre, he shall automatically be absorbed in the Board Headquarters Cadre.

(iii) All Bill Clerk, Junior Accounts Clerks, Accounts Assistants/Bill Collectors and Accountants appointed in the Board, Area Boards, Generation-cum-Transmission Organisation and or any other establishment of the Board against vacancies other than purely temporary or exchanged including those working in the Electric Supply Undertaking taken over by the Board shall with the commencement of these Rules, become members of the service and of the respective Cadres and, to the extent their employment in the Board falls short of a period of two years, they shall be treated on probation for the balance of the period falling short of two years.

(iv) From the day these Rules commence, all Bill Collector's posts shall be treated as equivalent to the posts of Accounts Assistant and the year of recruitment as Accounts Assistants of such Bill collectors shall be deemed to be the year 1976 and they shall be placed in their respective cadres as junior to all Accounts Assistants

already recruited or appointed in that cadre before the commencement of these Rules;

(v) The salary of the Bill collectors shall be fixed on the basis of their deemed year of appointment obtained in accordance with rule 13 (iv) above, as if the deemed date of appointment is 1st April of the deemed year of appointment.

(vi) Inter-se-seniority of Bill Collectors vis-a vis the Accounts Assistants in any Cadre shall be fixed on the basis of their deemed date of appointment.

#### 14. Interpretation :

If there is any dispute as regards the interpretation of these Rules the decision of the Board shall be final.

