



बिहार गजट

असाधारण अंक

बिहार सरकार द्वारा प्रकाशित

१० भाद्र १९६५ (श०)

[सं० पटना १३२६]

पटना, बुधवार, १ सितम्बर १९६६

बिहार राज्य विद्युत् बोर्ड, पटना ।

सामान्य प्रशासन विभाग ।

अधिसूचना ।

२६ मई १९६६

१/एस० आर०-१०३/७६-वि० बोर्ड २७५—चूंकि बिहार राज्य विद्युत् बोर्ड ने, G(आपूर्ति) अधिनियम, १९४५ की धारा ७६ (सी) द्वारा प्रदत्त शक्तियों के बिहार राज्य विद्युत् बोर्ड सेवा विनियमावली, १९७६ विरचित और अंगीकृत are such चूंकि ऊक्त विनियमावली के विनियम १(iii) में यह उपबन्ध है कि यह

विनियमावली १ जून १९७६ से लागू होगी, इसलिए तदनुसार, बिहार राज्य विद्युत बोर्ड सेवा विनियमावली, १९७६ नामक विनियमावली सर्वसाधारण की जानकारी के लिये एतद् द्वारा प्रकाशित की जाती है। विनियम १(ii) के अनुसार, आगे यह अधिसूचित किया जाता है कि "प्रदाधिकारी" के रूप में प्रवर्गीकृत सभी कर्मचारियों पर यह विनियमावली १ जून १९७६ से लागू होगी। शेष कर्मचारियों पर यह विनियमावली बाद में निर्धारित की जाने वाली तारीख से लागू होगी।

बिहार राज्य विद्युत बोर्ड के आदेश से,
चित्ररंजन प्रसाद सिंह,
सचिव।

BIHAR STATE ELECTRICITY BOARD SERVICE REGULATIONS, 1976.

Whereas, the Bihar State Electricity Board had not framed 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 exercise 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 these Regulations.

CHAPTER I.

GENERAL I.

1. *Short title, application and commencement.*—(i) These Regulations shall be called the "Bihar State Electricity Board Service Regulations, 1976"

(ii) Except as otherwise provided 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 Boards 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 category or categories of employees.

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

(iv) 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.

(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 anything repugnant in the subject or context:—

- (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, a 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 other 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 the 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 or 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 leave on average pay, half-average pay or any other leave admissible under these regulations, except extraordinary leave without pay availed by an employee and excludes 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 duty 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 Organisations 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 reference 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 to 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.
- (xxxi) "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 employee 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* *पश्चात्तत्त्व*.—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 Travelling Allowance*.—Only one wife, dependent children, step-children, dependent parents 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.
- (xxxi) "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.

(xxxi) The term "Officer 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 pay-scale of Rs. 580—25—705—EB—755—30—905—35—975 and above and doing either wholly or partially supervisory work.

(xxxi) "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 substantively made 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 ex-cadre 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.

(xxvii) "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.

(xxviii) "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.

(xxix) "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.

(xxx) "Pensionable Service" means that service which qualifies an employee to receive pension from the Board or any of its establishments including Area Boards 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 establishments, 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.

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

(xlv) "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.

(xvi) "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.

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

(xviii) "Time scale of pay" means a scale of pay which, subject to conditions of any efficiency-bar or of passing of a departmental 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

- (b) "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 orders of competent authority regarding the creation of posts.

(b) Recruitment shall be made only through specially constituted Selection Committees. Such Selection Committees shall be constituted only with the authority of the Board or an Area Board or Generation-cum-Transmission Organisation or by any other authority whom the Board has by any 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 employees' 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 outstanding merit, relax any qualification 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 for 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 *ab initio*.

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 employee 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 a medical officer or practitioner prescribed by 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 Sub divisional Magistrate of the District/Sub division in which the candidate normally resides failing which an affidavit to 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 for the post.

10. 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.

11. 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*.

12. *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.

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

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

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

15. Every employee 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 or any other loss to the Board.

16. Every employee, on arrival for and departure from work each 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 any 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 Boards and 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 power 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.

18. It shall not be open to an employee to refuse to do any work or duty which a competent authority may ask him to do if the work/duty already entrusted to him does not fully 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 work 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 Clerk's work during any period of the month when meter reading is not being done intensively or the work-load is insufficient and the Meter Reader does not have full eight hours work a day, it shall not be open to a 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 side 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 and legitimate orders of his superiors.

CHAPTER IV.

LEAVE, HOLIDAYS AND ABSENCE.

20. Grant of leave to any employee shall depend on the exigencies of the work of the Board or any of its establishments and shall be at the discretion of the leave sanctioning authority. The Board shall always have the right to revoke any leave granted to any employee in the 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 each employee, when requiring leave, shall apply to the leave sanctioning authority.

22. Leave shall be earned by duty only.

23. Leave shall begin on the day on which transfer of 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.

24. 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 admissible has exhausted, it shall be assumed that he has availed of full joining time before resuming.

25. 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 120 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:

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 services have 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 employee who is 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 combination 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 employee 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 private affairs.	15 days for each completed year of service.	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 on 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 30 (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 granting authority must satisfy itself that the employee who is being granted 'leave not due' is likely to return to duty and subsequently earn leave on half-pay to be set off against the 'leave not due' availed.

33. *Extraordinary leave without pay*.—(i) Extraordinary leave may be granted to an employee in the following circumstances :—

(a) Employee is permanent.

(b) Employee is likely to return to duty on the expiry of extraordinary leave.

(c) Employee has exhausted all leave due.
(d) Leave is needed for medical treatment of the employee or higher studies of approved nature.

(u) An employee during the first three years of service may be granted extraordinary leave upto a limit of two months at any one time.

(uu) Extraordinary leave upto eighteen months on any one occasion may be granted to an employee who is undergoing treatment for (i) pulmonary tuberculosis in a recognised sanatorium; or (ii) tuberculosis of any other part of the body by a qualified T.B. Specialist or a Civil Surgeon, or (iii) leprosy in a recognised leprosy institution, or by a Civil Surgeon or a specialist in leprosy recognised as such by the State Government/Board. Grant of leave to temporary employees shall be subject to the condition that the post from which an employee proceeds on leave is likely to last till his return to duty.

(iv) Extraordinary leave may be allowed for a maximum period of five years during the entire service of an employee, but not more than two years in any one stretch.

(v) Extraordinary leave shall be without pay and shall not count towards duty nor for the purpose of pension, gratuity or increments.

34. *Study leave*.—(i) Where an employee wishes to proceed on a course of study which, in the opinion of the Board or the Area Board or the Generation-cum-Transmission Organisation, as the case may be, is likely to be beneficial to the Board or to any of its establishments, and the employee undertakes to serve the Board or any of its establishments for a period not less than five years on return after completion of the study leave, the Board, Area Board, Generation-cum-Transmission Organisation may grant study leave upto a maximum period of three years.

(ii) Study leave granted in accordance with sub-regulation (i) above may be composed of earned leave due, half-pay leave due and leave without pay, as the case may be.

(iii) Acceptance of an employment during the period of Study leave, except employment of casual nature during a 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 employees up to a period of ninety days including 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, supported 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 shall be equal to the 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 occasions 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 may, 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 establishments.

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 Sundays 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 as a result of obtaining Casual leave inclusive of suffixing or prefixing Sundays 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 Extraordinary 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 that 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 absence 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.

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 a 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 300 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 from 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 leave 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 he is transferred to 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 March, the salary of which month shall be paid 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 designations 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, all 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 in any grade of his service or cadre, he shall be entitled to 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 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 after adding 12 per cent subject to a maximum of Rs. 150 and minimum of Rs. 30 to the pay which he 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 per cent (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.

56. (i) In case of general revision of scales of pay of employees the pay in the revised scales of pay shall be fixed in accordance with the procedure/principles proscribed 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.

57. *Additional Pay.*—(i) *For manning more than one post.*—Subject to the proviso to Regulation 52 when an employee is asked to discharge the responsibilities of an additional charge by a specific order for a period of more than 30 days, he shall be granted an additional pay to the extent of 20 per cent of the pay of the post held by him subject to a maximum of Rs. 150.

(ii) *For holding higher charge.*—Where an employee holding substantively a lower post is asked, without being promoted, to hold current charge of a higher post, he shall be granted additional pay to the extent of 20 per cent 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 proviso to Regulation 52, the Board may, in consideration of specially arduous nature of duty or duties attached to a post that require, in 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 20 per cent 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 (xxvi), 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. | } If admissible and at
the rates prevailing
during the period
of leave. |
| (g) House Rent allowance | |
| (h) Medical allowance. | |

(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 per cent of the subsistence grant, admissible during the period of the first twelve months, 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 per cent 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 superannuation 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 honorarium to any employee not exceeding Rs. 500 at any one time.

Provided, that no employee shall be paid honorarium more than once in a financial year, nor shall the honorarium paid at any time exceed half the basic 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, an amount of Rs. 2,000

64. *Ex gratia payments.*—(i) In specially hard cases and cases of employees dying of accidents or getting permanently 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 a 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 members 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 or half-average pay or commuted leave or study leave. No increments shall be earned during the period an employee is on extraordinary leave or leave without pay other than as a portion of study leave.

68. Increments to employees in their respective time-scales of pay shall normally become due on the expiry of an 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.

69. (i) Annual increments of employees, who join the service of the Board and who are promoted/given selection grade 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 for 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.

70. 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-cum-Transmission Organisation, with the permission 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.

71. (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 departmental proceedings in accordance with the Discipline and Appeal Regulations in force;
- (b) When an employee is on extended period of probation;
- (c) When drawal of increments is related to any pre-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 confirmed, 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.

73. *Termination of service.*—(1) (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 50 years or completed 25 years of service, in Board's interest/public interest.
- (iv) Acceptance of resignation of an employee.
- (v) Failure to return to duty from leave for a period of eight days without any intimation or sufficient cause.
- (vi) Absence from duty for a continued period of eight days 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 any 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 (I) (a)(iii), (ix) and (x) above, a three months' notice shall be given before termination, and, where no notice is given or insufficient notice is given, the employee shall be paid three months' salary or the salary for the period notice is short of three months.

(b) When the services of a temporary employee or work-charged 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 as per the terms of appointment on or by a given date.

(3) (a) A permanent employee may resign his job after giving three months' notice in writing or paying an amount equal to three months' 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.

74. *Compulsory 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, require 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 thereafter to be specified in the notice. An employee may also seek 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 required to retire in Public/Board's interest under this rule on attaining the age of fifty years, or completing 25 years of service, shall be entitled to pension or Contributory Provident Fund as the case may be 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 any competent authority except in the circumstances mentioned in sub-regulation 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 amount of gratuity;
- (d) proportionate amount of any other terminal benefits 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, he 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 being absorbed in the service of the Board, the Board may pay them gratuity, pension or Contributory Provident Fund as the case may be from its own funds taking into account the service such employees have rendered with the State Government as duty. The Board may, however, subject to the State Government agreeing, claim, in all such cases, from the State Government an amount equal to pension contribution and leave salary contribution in respect of the period of duty rendered by such officers/staff under the State Government:

Provided, however, that such employees shall raise no claim for terminal benefits against the State Government.

76. *Option for Pension Scheme or Contributory Provident Fund Scheme.*—(i) Employees who are not required under 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, as 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 Rules 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) by which he was being governed before the enforcement of these Regulations;

Provided further that where an employee joins service and becomes eligible for pension or Contributory Provident Fund Scheme after the enforcement of these Regulations and he has exercised no option within a year 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, is 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 Fund shall be made and his General Provident Fund shall be converted to Contributory Provident Fund to the extent of requisite statutory requirements;

(iv) Where an employee, either as a 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 adjustments shall be made; and

(a) Where change is from Pension to C. P. Fund corresponding contribution to the C. P. Fund of the employee shall be made and requisite amount transferred from his C. P. 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 amounts 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 retiring from Government service or the Armed Forces or other public or private undertakings 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 whichever 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. O'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.

SENIORITY AND PROMOTION.

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 regain 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 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-se-seniority of the newly absorbed employees *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 fairplay.

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 a lower post as an eligibility criteria for a higher post ;
- (v) if he has failed to clear a departmental or proficiency examination which is one of the eligibility criteria for promotion.

86. No employee of the Board shall be promoted from his existing post, if *prima-facie* 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 Departmental Promotion Committee.

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

NOTE.—Departmental Promotion Committee means and includes a Selection Committee set up by a competent authority:

Provided that an aggrieved employee may represent to the authority next higher to the appointing authority, if he has any grievance against the promotion 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 Departmental Promotion Committee, it shall 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 or employees 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 proper consistent with any rules, regulations or law in force, and that decision shall be final.

(ii) Except in cases where anything contrary has been specifically provided in the Regulations or Rules governing promotions within a cadre to which those Rules/Regulations apply, promotions, except to the first promotional grade in any cadre/service, shall be in accordance with the principle of merit-cum-seniority.

Example.—In the Junior Accounts Service the point of entry is Bill Clerk, the first promotional grade is Accounts Assistant and the next promotional grade is Accountant.

88. Notwithstanding anything said in Regulations 85, 86 and 87 a Departmental Promotion Committee shall not 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 an employee or category of employees from passing the departmental 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 EXAMINATIONS

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

90. 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.

91. (i) Where there is an examination at the end of a course of training the deputed employee must take this examination and if he does not pass this examination, an entry shall be made in his Confidential Character Roll to that effect

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

92. (i) Where an employee is sent on a training course conducted by an organisation other than the Board or an Area Board or G.T.O. in India or abroad lasting for six months or more, it shall be incumbent on such an employee to serve the Board for at least three years after the completion of such training, if the course is held in India and five years if the course is held abroad.

(ii) Resignation or voluntarily leaving the service of the Board by absenting himself from duty after the course of training, shall render such an employee liable to pay to the Board 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 draw pay 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 any conveyance or project allowance or any compensatory 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

96. Board or any competent authority under the Board may fix the working hours of employees 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 day of 24 hours beginning zero hour and ending at 24 hours.

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

97. Subject to the provision laid down in Regulation 96 employees of the Board, Area Boards, Generation-cum-Transmission Organisation or any of the other establishments of the Board may be put on shift duty where working in shifts is necessary for the generation, transmission and distribution of electricity.

CHAPTER XII

ANNUAL CONFIDENTIAL REPORTS

98. 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 Roll of each employee.

99. (i) 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 is concerned and either keep these with himself or send the same on to the moderating 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 which he is the reporting officer within a month of leaving such charge and send the same in a sealed cover to his successor or the moderating officer under intimation to the other.

100. (i) Notwithstanding anything said in Regulation 98 it 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 an employee at any time in a year about which he has personal or special knowledge.

(ii) Such entries which the authorities mentioned in sub-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 Character Rolls.—Reporting, moderating and reviewing officers shall rid themselves totally of any caste, communal, religious, sex or any other subjective bias.

102. Vague entries shall not be made.

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

(i) After making detailed entries in the C. C. R. in the prescribed *pro forma*, if any, a cumulative overall 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, intelligence, aptitude for hard work and leadership.

(b) Professional competence which would include—

(1) knowledge of the subject or trade connected with the duties of the employee;

(2) Application capacity for taking decisions and initiative;

(3) 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 by 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 officer cadres of the Board, no adverse remarks shall be expunged except after examination by Member (Administration) of the Board and 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 the employee 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 on which he held lien at the time of his deputation to foreign service he shall be given *pro forma* 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 an employee on foreign service terms 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 not 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 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 *pro forma*, 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 actions taken by the Board or any of its subordinate authorities before the commencement of these 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 Generation-cum-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. All ministerial staff including Correspondence Clerk and 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 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 Board's 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 Land Acquisition Department.
- and
25. Any other category of employees which may be added by a resolution of the Board.

APPENDIX B.

1. Cable Jointer.
2. Road Meter Tester and Mechanic.
3. Transformer Winder.
4. Foreman Gr. II (Automobile, Power House, Survey, Elec.).
5. Operators (Crane, Pusher, Trailer, Tractor, Scraper, 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.
19. Instructor.
20. Meter Tester and Meter Mechanic Gr. I.
21. Operator (Power House Lathe).
22. Machinist Gr. I.
23. Shift Incharge.
24. Laboratory Assistant.
25. Crane Driver.
26. Assistant Surveyor.
27. Rota Print Operator.
28. Telephone Operator cum-Mechanic.
29. Technician (Telecommunication).
30. Estimator.
31. Meter Tester and Meter Mechanic Gr. I.

32. Pump Mechanic.
33. Auto Mechanic Gr. II.
34. Technician Gr. II.
35. Rigger.
36. Refractory Mason Gr. II.
37. Instrument Mechanic Gr. II.
38. Scientific 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.
60. Adrema Machine Operator.
61. Fitter-I.
62. Carpenter.
63. Turner-I.

64. Wireman.
65. Servicemen.
66. Mason-I.
67. Armature Winder.
68. Technician Gr. III.
69. Motor Mechanic Gr. II.
70. Compressor/Pump Operator.
71. Welder Helper.
72. Auto Electrician.
73. Mechanic Gr. III.
74. Jr. Welder.
75. Duplicator Operator-cum-Daftary.
76. Diesel Engine Driver/Mechanic.
77. Driller.
78. Tractor/Road Roller Operator.
79. Gauge Reader.
80. Pipe 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. Addressograph.
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. Sample Preparer.
104. Mali.

105. Helper.
106. Oilman.
107. Hammerman.
108. Liftman.
109. Unskilled Khalasi or Mazdoor.
110. Masalchi.
111. Sweepers.
112. Mali.

And all residuary categories which are not included in Appendices 'A' and 'C'.

APPENDIX C.

All staff working in Board's schools.

अपर निदेशक, गजट एवं राजकीय लेखन सामग्री भंडार द्वारा प्रकाशित तथा
अधीक्षक, सचिवालय, मुद्रणालय, गुलजारबाग पटना द्वारा मुद्रित ।
बिहार गजट (असाधारण) 1329—लाईनो—521—5,000—ज० साद