

## REGULATIONS OF BUSINESS

No. 2641/PSEB

Dated: 19<sup>th</sup> June 1964

In exercise of the Powers conferred by clause (k) of Section 79 of the Electricity (Supply) Act, 1948 (LIV) of 1948, the Punjab State Electricity Board is pleased to make the following regulations, namely :-

These regulations may be called "Punjab State Electricity Board Regulations of Business, 1960" and shall come into force at once.

2. (i) In these regulations unless there is anything repugnant to the subject or context :-
  - (a) 'Act' means the Electricity (Supply) Act, 1948 (LIV of 1948) and shall include any statutory amendment, modification or reenactment thereof for the time being in force.
  - (b) 'Government' means the government of the State of Haryana.
  - (c) 'Board' means the Haryana State Electricity Board constituted by Government under Section 5 of the Act and shall include its successors and assigns.
  - (d) 'Chairman' means the Chairman of the Board duly appointed by Government under Sub Section (5) of the Act and includes the officiating Chairman appointed under Section II of the Act.
  - (e) 'Members' means a Member of the Board duly appointed under Sub Section (2) of Section 5 of the Act and includes an officiating Member appointed under Section 11 of the Act.
  - (f) 'Legal Advisor' means the Legal Advisor of the Board appointed from time to time.
  - (g) 'Section' means a branch of the administrative set up of the Board's Head Office dealing with a particular subject.
  - (h) 'Schedule' means a Schedule appointed to these regulations.

2 (ii) Other terms and expressions used in these regulations shall have the meanings respectively assigned to them under the Indian Electricity Act, 1910 (Act IX of 1910), Indian Electricity Rules, 1956, the Electricity (Supply) Act, 1948, (Act LIV of 1948) and the Rules framed there under the as amended from time to time.

### 3. Part I Allocation and Disposal of Business

The Chief Executive Officer of the Board shall be the Secretary of the Haryana State Electricity Board.

4. (1) Subject to the provisions of Regulation No. 10 of these Regulations, all cases referred to in the first Schedule shall be brought before the Board in accordance with the provisions contained in Part II of these Regulations.

(2) All cases referred to in second Schedule may be disposed of collectively by the Whole time Members of the Board on its behalf.

(3) All cases referred to the 3<sup>rd</sup> Schedule may be disposed of by the Standing committee / Committees of the respective Projects. (incorporated vide Notification No.54/REG-148, dated 16.2.90).

5. It shall not be necessary to bring any other case before the Board.

6. (i) No Section shall without previous consultation with the Finance Section, authorize any orders other than orders pursuant to any general delegation made by the Board which :-

- (a) Either immediately or by their consequent repercussions, will in any manner effect the funds of the Board ; or
- (b) relate to the number, grading or cadre of posts or the emoluments or other conditions of service of posts.

(2) No appropriation shall be made by any Section other than the Finance Section except in accordance with such general delegation, as the Board may have made.

(3) Except to the extent that the power may have been delegated to a Section by the Board, every order of an Administrative Section conveying sanction to be enforced in audit shall be communicated to the audit authority by the Finance Section.

7. All orders or instruments made or executed by or on behalf of the Board shall be expressed to be made or executed in the name of the Board.

8. "Every orders or decision of the Board shall be authenticated by the signatures of the Chairman or a Whole Time Member and all other instruments issued or executed by or on behalf of the Board shall be authenticated by the signatures of the Secretary or such other officer as may be specially empowered by the Board in this behalf. The orders or decision of the Board after their due authentication by the Chairman or a Whole Time Member as above may be communicated by the Secretary, Deputy Secretary, Establishment Officer (Gazetted ) / Assistant Secretary or such other officer as may be specially empowered by the Chairman in this behalf."

## **PART - II PROCEDURE OF THE BOARD**

9. The Secretary will put up cases in the meetings of the Board.

10. All cases referred to in the first Schedule shall be submitted to the Chairman after consideration by the Member-in-Charge with a view to obtaining his order for circulation of the case under Regulation 11 or for bringing it up for consideration at a meeting of the Board.

11. The Chairman may direct that any case referred to in the first Schedule may instead of being brought up for discussion at a meeting of the Board, be circulated to all the Members for opinion and if the Chairman thinks that a discussion at a meeting of the Board, is unnecessary the case shall be decided in accordance with the opinion of majority without such discussion. If , however, the Chairman thinks that a discussion at a meeting withstanding the opinion of the majority of the Members and decided finally at such meeting.

12. In cases which are circulated for opinion under Regulation 11, the Chairman may direct, if the matter be urgent, that if any Member fails to communicate his opinion to the Secretary by a date to be specified by him in the Memorandum for circulation, it shall be assumed that he has accepted the recommendations contained therein.

13. Cases brought before the Board shall, unless the Chairman otherwise directs, be accompanied by a memorandum indicating with sufficient precision the salient facts of the case and the points for decision. Such memorandum and such other relevant papers as are

necessary to enable the case to be disposed of, shall be circulated to the Members.

14. The meetings of the Board will be held in accordance with the provisions of the Haryana State Electricity Board (Conduct of meetings) Regulation, 1959.

15 (1) When a case has been decided by the Board after discussion at the meeting, the Secretary shall take action to give effect to the decision.

(2) The decision of the Board relating to such cases shall be separately recorded.

### **PART-III DEPARTMENTAL DISPOSAL OF BUSINESS**

#### **A. GENERAL**

16. Except as otherwise provided, cases shall ordinarily be disposed of by or under the authority of the Member-in-charge, who may by means of standing orders, give such directions as he thinks fit for the disposal of cases in the Section concerned.

17. Each such Member shall by means of standing orders arrange what cases or classes of cases are to be brought to his personal notice.

18. When the subject of a case concerns more than one section, no order shall be laid before the Board until it has been considered by all the Sections concerned, unless the case is considered to be one of extreme urgency by the Member-in-Charge.

19. All communications received from the State Government and the Government of India (including those from the Governor, the Chief Minister and other Ministers of the State) other than those of a routine or not intrinsically important character, shall as soon as possible after receipt, be submitted by the Secretary to the Member-in-Charge and the Chairman for information. Such communications may also be circulated amongst other Members of the Board for information under the orders of the Chairman.

20. Any matter likely to bring the Board into controversy with the Government shall as soon as the possibility of such controversy is envisaged be brought to the notice of the Members of the Board.

#### **B – FINANCE SECTION**

21. The Finance Section of the Board shall be consulted before the issue of the orders relating to all proposals, which affect the funds of the Board, and in particular :-

- (a) Subject to financial delegation made in favour of Chief Executive Officer and other officers of the board proposals to add any post or abolish any post from the Board's service or to vary the emoluments of any post.
- (b) proposals to sanction an allowance or special or personal pay for any post or class of posts to any servant of the Board.
- (c) Proposals involving abandonment of revenue or involving an expenditure for which no provision has been made in the budget.

22. The views of the Finance Section shall be brought on to the permanent record of the Section to which the case belongs and shall form part of the case.

23. The Finance Section may prescribe cases in which its asset may be presumed to have been given.

24. The Finance Section may issue instructions to govern financial procedure, in general, in all Sections and to regulate the business of the Finance Section and the dealings of other Sections with the Finance Section.

### **C – LEGAL SECTION**

25. (i) Whenever it is proposed to issue a statutory regulation, notifications or order, or  
(ii) to sanction under a statutory power the issue or any regulation, by law, notification or order by a sub ordinate authority, or  
(iii) to submit to Government any draft statutory regulation, notification or order for issue by them, the draft shall be referred to the Legal Section for opinion and advice.

26. (1) All Sections consult the Legal Section on :

- (a) the construction of Statutes, Acts, Regulation and Statutory Regulations, Orders and Notifications.
- (b) any general legal principle arising out of any case and,
- (c) the institution or withdrawal of any prosecution or any other legal proceedings at the instance of any section.

(2) Every such reference shall be accompanied by an accurate statement of the facts of the case and the point or points on which the advice of the legal section is desired.

### **PART – IV SUPPLEMENTARY**

27. The Secretary shall be responsible for the careful observance of these regulations and when he considers that there has been any material departure or deviation from them, shall personally bring the matter to the notice of the Chairman.

### **BY THE ORDER OF THE BOARD**

SECRETARY  
HARYANA STATE ELECTRICITY BOARD,  
CHANDIGARH

## **FIRST SCHEDULE**

The following classes of cases shall be referred to the Board for decision:-

- A)
1. Annual financial statement and demand for supplementary; additional and excess grants. (Section 61 of the Electricity (Supply) Act, 1948 refers).
  2. Unbudgeted, expenditure required to be expended by the Board.  
(Section 62 ibid refers).
  3. Consideration of the annual audit report on the accounts of the Board by the 'Comptroller and Auditor General of India or his representative.  
(Section 69 ibid refers)
  4. Consideration of the annual report, required to be submitted to the State Government.
  5. Proposals relating to Regulations to be made by the Board under Section 79 ibid including any proposals for amendment of such regulations.
  6. Recommendations to be State Government regarding any draft rules or amendment thereto required to be made by the State Government under Section 78 ibid.
  7. Any dispute arising between the Board and the State Government , in respect of any direction given by the State Government.  
(Section 78(a) ibid refers).
  8. Banking Arrangements.
  9. Loans, Borrowings, Investments and Reserves. (Deleted vide O/O No. 16/REG-30, dated 3.4.87 and incorporated at Sr.No.I (X) of the Section Schedule).
  10. Revision of tariffs and other charges prescribed for different classes of consumers.
  11. Planning Schemes.
  12. Sanction of Project Estimates.
  13. Sanction of Budget Estimate
  14. Remission of Revenue beyond limits of delegations to the Chief Engineers and Chief Accounts Officer.
  15. Grant of loans or advance to licensees.
  16. Contribution to Associations or Societies under Section 24.
  17. Exercise of option to purchase undertakings of licensees.

18. Delegation and modification in the financial powers of the officers of the Board.
19. All important audit objections and inspection reports etc. involving a loss/recovery of Rs.5000/- and above in which conduct of officers involved and responsibility for lapses/losses is to be determined.
20. Classification of Services, and Pay scales.
21. Proposals in respect of continuance / abolition / held in abeyance of various existing temporary / permanents posts/ charges and creation of new temporary charges / posts etc. (Modified vide Notification No. 117/REG-188, dated 12.7.91 read with HVPN Endst. No. Ch.22/NGE/General – 421/L-II, dated 11.6.99).
22. Direct Recruitment to Gazetted services of the Board.
23. Appointment of Consulting Engineers.
24. Cases relating to purchase of stores beyond the competency of the Store Purchase Committee.
25. Constitution of a Committee / Committees for specific work / project with term of reference and its objects (incorporated vide Notification No.54/REG-148, dated 16.2.90).

(B) The following cases of all Gazetted Officers should be submitted to the Board for orders.

Punishment (deleted vide Notification No.109/REG-130, dated 28.5.91, except that WTDs will be Punishing Authority in case of CEs and above and Board is Appellate Authority).

1. Recommendations to be sent to Government regarding Punishment.
2. Withholding of representations / appeals and memorials addressed to Government.
3. Selection and appointment of officers to represent the Board on various committees set up by the State or Central Government where any final commitment on behalf of the Board is involved.
4. Re-employment of retired personnel.
5. Imposition of cut in pension and / or gratuity due to Government/Board servants under the Rules / Regulations.
6. Acceptance of alteration in the date of birth.
7. Extending the age of superannuation and fixing the minimum age for first entry into service.
8. Grant of special /additional or personal pay / allowance.
- 9-A(i) All cases of Gazetted officers where it is contemplated to retire an officer at the age of 50/55 years under Rule 3.26 of CSR Vol.I, Part-I read with Rule 5.32 of CSR Vol.II (deleted vide Notification No.100/REG-30, dated 18.4.91).

9-A(II) All cases of officers of the rank of Dy. Chief Engineers or equivalent and above for retention in service beyond the age of 50/55 years such as :-  
“Dy. Chief Engineers, Addl. Chief Engineers, Chief Engineers, Engineer in Chief, CAO, CA and FA”

Retention beyond 50/55 years of age in Board's service in respect of Superintending Engineer and officer of equivalent ranks/status and above under normal rules (deleted vide Notification No.100/REG-30, dated 18.4.91.)

10. To grant upper age relaxation for first entry into service of the Board in individual cases or a class of cases. (Incorporated vide Notification No.64/REG-38/L, dated 28.5.90).

( C ) In addition to 'B' above the following cases relating to SE's and above shall be submitted to the Board for orders :-

1. Appointment / promotion.
2. Grant of leave when a substitute is to be appointed. (deleted vide notification No. 53/REG-118/L dated 16.2.1990.
3. Crossing of efficiency bar.(partially deleted vide O/O No.180/REG-188 dated 6.7.1994 read with O/O No. 181/REG-188 dated 5.8.1994.
4. Acceptance of resignation.
5. Deputation to the Government of India, State Government or other State Electricity Boards etc. (partially deleted vide O/O No. 25/REG-126/L, dated 1.1.2002 upto SEs/Sr.AOs and AO for a maximum period of 5 years.)
6. Issue of warning after prior investigation / inquiry a copy of which is to be placed on the qualification report file of the officer concerned.
7. Posting and transfer of Chief Engineers.

Note (i) It is necessary to obtain orders of the Board for issue of a warning on the basis of the qualification report, a copy of which is ordered to be placed on the qualification report file of the officer concerned.  
(ii) The postings and transfers of SEs shall be brought to the notice of Board for information.

(D) In addition to the above the following cases of XENs/AO's and other officers of equivalent status and rank shall be submitted to the Board :-

1. Appointment / promotion (deleted vide office order No. 180/REG-188 dated 6.7.1994 read with O/O No. 181/REG-188 dated 5.8.94.
2. Deputation to Government of India, State Government or other State Electricity Boards etc. (deleted vide O/o No. 984/HSEB, dated 3.11.82, read with O/o No. 25/REG-126/L, dated 1.1.2002 upto SEs/Sr.AOs and AO for a maximum period of 5 years in case of officers of XEN and equivalent rank, MD/HVPN, shall be informed.

(E) The cases of the following categories relating to subordinate staff be referred to the Board for orders :-

1. Appeals and revisions of non-gazetted staff against punishment of dismissal, removal or reduction in rank (deleted vide Notification No. 19/REG-126/L dated 25.11.2998 read with office order No. 16/REG-126/L dated 29.5.2001 – provision made under Sr. No (v) of para III of Second Schedule.
2. Consideration of demands of the Union / Associations of the staff.
3. Grant of Special / additional or personal pay / allowances.

## **SECOND SCHEDULE**

- I)**
- i) Proposals in respect of continuance/abolition/held in abeyance. of various existing temporary / permanent posts/charges and creation of new temporary charges/posts etc. (Modified vide Notification No. 117/REG-188, dated 12.7.91 read with HVPN Endst. No. Ch-22/NGE/General-421/L-II, dated 11.6.99)
  - ii) Cases involving fixation of pay and advance increments in relaxation of rules.
  - iii) Grant of advance from G.P.F. in relaxation of rules (deleted vide O/O No. 180/REG-188 dated 6.7.1994, read with O/O No. 181/REG-188 dated 5.8.1994.
  - iv) Reimbursement of medical claims/advances in relaxation of rules (deleted vide O/O 180 /REG-188 dated 6.7.1994, read with O/O No. 181/REG-188 dated 5.8.1994 and O/O No. 15/REG-9, dated 13.2.2001.
  - v) Allowing of special chances to officers to pass Departmental Accounts Examination.
  - vi) Posting and transfers of SEs.
  - vii)
    - a) Grant of honorarium for holding dual charge not covered by the policy laid down by the Board.
    - b) Powers delegated to WTDs HVPNL, for the grant of incentive/ex-gratia and honorarium upto 2.50 lacs in one case, in their in-house meeting (provision made vide O/O No.37/REG-126/L dated 18.2.1999.
  - viii) Retention beyond 50/55 years of age in Board's service upto the level of Executive Engineers and equivalent rank/status under normal rules (deleted vide notification No. 101/REG-30 dated 18.4.1991 read with O/o No. 25/REG-126/L dated 1.1.2002).
  - ix) Proposals other than those covered by first schedule, which require consultation with Finance Section and to which Finance Section do not concur.
  - x) Loans, Borrowings, Investments and Reserves, (Incorporated vide O/o No.16/REG-30, dated 3.4.87.

**II) Cases of XENs/AOs and other officers of equivalent rank and status.**

- i) Posting and transfers.
  - ii) Grant of leave where a substitute is to be appointed.
  - iii) Crossing of efficiency bar.
  - iv) Acceptance of resignation
  - v) issue of warnings after prior investigation, inquiry, a copy of which is to be placed in
- Deleted vide office order  
No.984/HSEB,dated 3.11.82

Qualification Report file.

**III) Cases relating to Non-Gazetted staff.**

- i) Acceptance of alteration in the date of birth.
- ii) Extending age of superannuation and fixing of minimum age for first entry into service.
- iii) Re-employment.
- iv) To grant upper age relaxation for first entry into service of the Board in individual cases or a class of cases. (Incorporated vide Notification No. 64/REG-38/L dated 28.5.90).
- v) The application of the non-gazetted staff seeking revision of the punishment upheld by the appellate authority wherever admissible under rules, will be considered and decided by the WTDs (this provision made vide notification No. 19/REG-126/L dated 25.11.1998 read with O/O No 16/REG-126/L dated 29.5.2001).

**IV) Miscellaneous cases**

- i) Purchase proposals beyond the competency of SPC but not exceeding Rs. 10 lacs in each case.
- ii) To accept modification to purchase proposals approved by the Board so long as total price of particular equipment does not exceed the approved price by more than 5%.
- iii) To exempt from passing the DAE prescribed for various categories of staff.
- iv) To accord approval for submission of Routine /emergent documents to the Haryana Electricity Regulatory commission from time to time with the approval of the Chairperson. (This provision made vide O/O No. 3/REG-126/L dated 18.2.2000).

### **SCHEDULE - III**

As per notification No. 54/REG-148, dated 16.2.90, the following cases shall be referred to the Standing Committee of the Projects and Thermal Design respectively, and the said Committee will decide the cases in their jurisdiction: -

- (i) Scrutinize the estimates and Project Reports and advise modifications, change of sites, change of priorities etc. and accord administrative approval.
- (ii) Examine and decide all proposals for preparation of designs and for obtaining expert advice.
- (iii) Examine and approve from time to time proposals to delegate such powers, Technical, Financial and Administrative, as it may deem necessary for the efficient execution / running of the Project, to the Chief Engineer and other officers employed in the Project / Generating Stations.
- (iv) Examine and where necessary , lay down specifications and schedule of rates for various class of work with a view to have sound and efficient execution of the projects/running of generating stations.
- (v) Approve all purchase proposals and award of contracts (including work orders) for various works.
- (vi) Decide programme of execution or different parts of the Projects, keeping in view the fund available, the economics of the Project and the desirability of obtaining quick results.
- (vii) Receive monthly progress reports both as regard to work and expenditure in a prescribed form from GM/EIC/CE, as the case may be, to review the progress/performance of the Projects and lay down steps to be asked to expedite the work / improve the performance and pass on the details to the Sectary, Haryana State Electricity Board for the information of the Board.
- (viii) To take decisions and accord approval for selection of capacities, types and equipments etc. of new Projects.

**NOTE:**

1. The Standing Committee may constitute any Sub Committee with such of its functions and delegate to that Sub Committee such of its powers as it may deem fit.
2. The Standing Committee shall take decision on behalf of the Full Board of Haryana State Electricity Board on such Technical, Financial and other matters as may be delegated to it by the Board subject to ratification by the Board.
3. The summary of the decision of the Standing Committee on the matters delegated to it by the Haryana State Electricity Board, shall be put up for information of the Board at its following meeting
4. The Member Secretary of the Standing Committee will pass on all the summary and other details to the Secretary, Haryana State

Electricity Board for putting up the same, for information of the Full Board.