

PUNJAB STATE ELECTRICITY BOARD: *****
OFFICE OF THE SECRETARY *Finance Circular*
(Finance Section) *No. 1/88*

To

1. All General Managers/Engineer-in-Chiefs & Chief Engineers (including Hydel & Irr.).
2. Financial Advisor, PSEB; Patiala.
3. Chief Auditor, PSEB; Patiala.
4. Chief Accounts Officer, PSEB; Patiala.
5. D.I.G.(V&S), PSEB; Patiala.
6. Director/Public Relations, PSEB; Patiala.

Memo. No. 179/206 /Fin-49/Vol-II.

Dated Patiala, the 4/1 /1988.

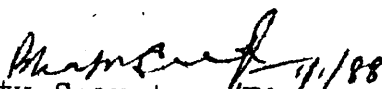
Subject: Austerity measures in the context of drought situation in the State.

-:00:-

Please refer to the instructions circulated vide this office Memo. No.226078/108/Fin-49/Vol-II, dated 19.11.1987, on the subject noted above.

2- In order to avoid any ambiguity with regard to the implementation of the above instructions, the following clarifications are hereby issued :-

- i) Regarding the bar on expenditure on non-plan schemes, this would not apply to the grant of tubewell connections under non-plan.
- ii) The training programmes, as already envisaged even during the balance period of this year would continue. In addition, training programmes which are of importance to the Board and are available at considerable intervals are allowed to be exempted from deferring to the next financial year.
- iii) The training programmes, as already proposed for S.S.Os, S.S.As, Oiler & Cleaners and R.As./A.R.As; as and when approved, would also be taken in hand.


Deputy Secretary/Finance

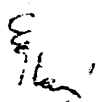
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Endst. No. 207/957 /Fin-49/Vol-II. Dt. 4.1.1988

A copy of the above is forwarded to the :-


1. All S.Es., including Hydel Administration.
2. All Executive Engineers, in P.S.E.B.
3. All Deputy Secretaries, P.S.E.B., Patiala.
4. S.A. (Accounts) to Member/Finance & Accounts.
5. Legal Advisor, P.S.E.B., Patiala.
6. Director/Training, T.T.I., PSEB; Patiala.
7. All Under Secretaries/Administrative Officer, P.S.E.B.
8. Sr. Industrial Relations Officer, PSEB; Patiala.
9. Deputy Secretary/Co-ordination, PSEB; B-54, Greater Kailash-1, New Delhi-110048.
10. O.S.D. (T) to Chairman.
11. Director/Monitoring, PSEB; Patiala.
12. S.E.(T) to Member (D), Member/Hydel, Member/Commercial & S.A.(T) to Administrative Member.
13. Resident Audit Officer, PSEB; Patiala.
14. Deputy Chief Accounts Officer/Sr.Accounts Officers, in the P.S.E.B./Accounts Officers in P.S.E.B.
15. Deputy Financial Advisor (Budget Section), PSEB; Patiala.
16. P.S. to Chairman/Members/Secretary.
17. All Sectional Officers/Sectional Heads of Head Office.
18. Director/Sports & Cultural affairs, PSEB; Patiala.
19. Grievances Officer/Protocol-cum-Liaison Officer, P.S.E.B., Patiala.

for information & necessary action, in continuation of this office Endst. No.226109/859/Fin-49/Vol-II dated 19.11.1987.


Superintendent/Finance

Endst. No. 958 /Fin-49/Vol-II. Dt. 4.1.1988

A copy of the above is forwarded to the Secretary To Govt. Punjab, Department of Finance (Finance Budget-I Branch), Chandigarh, in continuation of this office Endst. No.226850/Fin-49/Vol-II dated 19.11.1987.


Superintendent/Finance

PUNJAB STATE ELECTRICITY BOARD:

OFFICE OF THE SECRETARY

(Finance Section)

Finance Circular
No.2/88

To

1. All General Managers/Engineer-in-Chiefs and Chief Engineers including Hydel and Irrigation Works, Punjab.
2. Financial Advisor, PSEB; Patiala.
3. Chief Auditor, PSEB; Patiala.
4. Chief Accounts Officer, PSEB; Patiala.
5. D.I.G./V&S, PSEB; Patiala.
6. Director/Public Relations, PSEB; Patiala.

Memo. No. 6998/7028 /Fin-49/Vol-II.

Dated Patiala, the 5/1/1988.

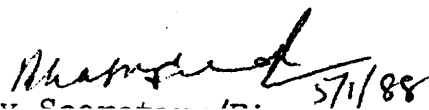
Subject: Austerity measures in the context of drought situation in the State.

-:00:-

Kindly refer to the instructions circulated vide this office Memo. No.226078/108/Fin-49/Vol-II dt. 19.11.87 for effecting economy in expenditure during the remaining part of the current financial year 1987-88 to meet with the current drought situation in the State. These instructions, besides other measures, inter-alia lay down that the use of staff cars should be restricted. And, the number of officers visiting for the same station should travel in one vehicle instead of going in different staff cars by co-ordinating their programme.

2- It has, however, been observed that a large number of officers below the rank of Chief Engineers or Heads of Departments have been taking cars for going to Delhi in utter disregard to the above instructions. Keeping in view the economy instructions of the Govt. of Punjab which have been adopted by the Board, present financial constraints arising out of various reasons and the drought situation, you are requested to ensure that the above instructions for effecting utmost economy in the matter of use of cars, telephones, stationery, entertainments etc. are followed in letter and spirit by all concerned working under your administrative control.


3- Receipt of these instructions may please be acknowledged.


Deputy Secretary 5/1/88

Endst. No. 7029/7779 /Fin-49/Vol-II. Dt. 5/1/88.


A copy of the above is forwarded for information and necessary action in continuation of this office Endst. No.226109/859/Fin-49/Vol-II dated 19.11.1987 to the :-

1. All S.Es., including Hydel Administration.
2. All Executive Engineers in, P.S.E.B.
3. All Deputy Secretaries, PSEB; Patiala.
4. S.A.(Accounts) to Member/Finance & Accounts.
5. Legal Advisor, PSEB; Patiala.
6. Director/Training, T.T.I., PSEB; Patiala.
7. All Under Secretaries/Administrative Officer, P.S.E.B.
8. Senior Industrial Relations Officer, PSEB; Patiala.
9. Deputy Secretary/Co-ordination, P.S.E.B., B-54, Greater Kailash-1, New Delhi-110048.
10. O.S.D. (T) to Chairman.
11. Director (Monitoring), PSEB; Patiala.
12. S.E.(T) to Member (D), Member/Hydel, Member/Commercial and S.A.(T) to Administrative Member.
13. Resident Audit Officer, PSEB; Patiala.
14. Deputy Chief Accounts Officer/Sr.Accounts Officers, in the P.S.E.B./Accounts Officers in P.S.E.B.
15. Deputy Financial Advisor (Budget Section), PSEB; Patiala.
16. P.S. to Chairman/Members/Secretary.
17. All Sectional Officers/Sectional Heads of Head Office.
18. Director/Sports & Cultural affairs, PSEB; Patiala.
19. Grievances Officer/Protocol-cum-Liaison Officer, P.S.E.B., Patiala.


Superintendent/Finance

Endst. No. 7780 /Fin-49/Vol-II. Dt. 5.1.88.

A copy of above is forwarded to the Secretary to Govt. Punjab, Deptt. of Finance (Finance Budget-I Branch), Chandigarh, in continuation of this office Endst. No. 226860/Fin-49/Vol-II dated 19.11.1987, for information.


Superintendent/Finance

PUNJAB STATE ELECTRICITY BOARD:

OFFICE OF THE SECRETARY

(Finance Section)

Finance Circular
No. 3/88

ORDER

No. 412 /Fin-76/Vol-II. Dt. 6.1.1988.

The Punjab State Electricity Board is pleased to order that the rates of interest on loans viz. 9% per annum for House Building Advance and 10% per annum for the purchase of Vehicles and other purposes, already being charged on the loans advanced or to be advanced to its employees shall continue to be charged from all employees of the Board for the year 1987-88, subject to the condition that where re-payment of principal and payment of interest are not made, according to the prescribed time schedule, penal interest at the rate of 3½% shall be charged on the defaulted amount for the defaulted period, in addition to prescribed rate of interest.

[Signature]
Deputy Secretary/Finance

Endst. No. 7818/8278 /Fin-76/V-II. Dt. 6/1/88.

A copy of the above is forwarded to the following for information and necessary action :-

1. All Chief Engineers (including Hydel Irrigation).
2. Chief Accounts Officer, PSEB; Patiala.
3. Chief Auditor, PSEB; Patiala.
4. Financial Advisor.
5. D.I.G./V&S, PSEB; Patiala.
6. All S.Es/Directors (including Irrigation).
7. All Xens./Dy.Directors (including Irrigation).

[Signature]
Superintendent/Finance

Endst. No. 8279/8629 /Fin-76/V-II. Dt. 6/1/88

A copy of the above is forwarded to the following for information and necessary action :-

1. All Dy.Secretaries/Under Secretaries, Administrative Officer, P.S.E.B.
2. All Deputy C.A.Os./Deputy Financial Advisors/Senior Accounts Officers/Accounts Officers (in the Headquarters offices, Projects, Field and Pre-audit offices.
3. Accounts & Finance Manager, GNDTP; Bathinda.
4. R.A.O., PSEB; Patiala.
5. C.A.O. (Pay & Accounts), PSEB; Patiala.
6. C.A.O. (EAD Section), PSEB; Patiala.
7. Accounts Officer/O&M, GNDTP; Bathinda.
8. Superintendent/Bills, PSEB; Patiala.
9. O.S.D. (T) to Chairman.
10. O.S.D. (Accounts), PSEB; Patiala.
11. S.E. (T) to Member/Hydel, Member/D and Member/Commercial.

12. S.A. (T) to Administrative Member.
13. S.A. (Accounts) to Member/Finance & Accounts.
14. Senior I.R.O., PSEB; Patiala.
15. Legal Advisor, PSEB; Patiala.
16. Director/Public Relations, PSEB; Patiala.
17. Director/T.T.I., PSEB; Patiala.
18. P.S. to Chairman/Members/Secretary, P.S.E.B.
19. Secretary/Pay Revision Committee, PSEB; Patiala.
20. Dy. Secretary/Co-ordination, PSEB, B-54, Greater Kailash-1, New Delhi-110048.
21. Grievances Officer/Protocol-Cum-Liaison Officer, P.S.E.B., Patiala.
22. Director, Sports & Cultural Affairs, P.S.E.B., Patiala.
23. All Branch Officers and head of Sections.

E. Ka.
Superintendent/Finance

Endst. No. 8630/8642 /Fin-76/V-II. Dt. 6/1/88.

A copy of the above is forwarded to the following for information and necessary action :-

1. Secretary, BBMB, Chandigarh.
2. Secretary, NREB, F-Wing, Nirmal Bhawan, New Delhi.
3. Secretary/BCB, Chandigarh.
4. Member/power, BBMB, Chandigarh.
5. Chief Engineer/Elecl., Beas Project, Chandigarh.
6. Chief Engineer/Beas Sutlej Link, Sunder Nagar (HP).
7. Chief Engineer/Elecl. Chandigarh Administration, Chandigarh.
8. F.A. & C.A.O., Beas Project, Talwara Township.
9. General Manager/BCB, Talwara Township.
10. F.A. and C.A.O., BBMB, Nangal.
11. Commissioner for Finance and Secretary to Govt. Punjab (Member P.S.E.B.), Chandigarh.
12. Commissioner & Secretary to Govt. Punjab (Irrigation & Power Deptt.), Chandigarh.

E. Ka.
Superintendent/Finance

PUNJAB STATE ELECTRICITY BOARD:

(FINANCE SECTION)

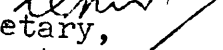
ORDER

Finance Circular
No. 4/88

No. 413 /FP-27/Vol-V.

Dated: 7.1.1988

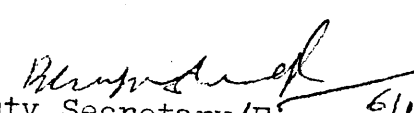
In continuation of this office order No.397/FP-27/Vol-V dated 20.2.1987, the Punjab State Electricity Board is pleased to order that Er. Manohar Singh, Member/Hydel will act as Member, P.S.E.B. Pay Revision Committee in place of Dr. H.S.Deol, the then Administrative Member whose term as Administrative Member has since expired.


Secretary,
Punjab State Electricity Board,
Patiala.

Endst. No. 10170/10175 /FP-27/Vol-V. Dt. 7.1.1988

Copy of the above is forwarded the following for information :-

1. Justice C.G.Suri (Retd.), 22/3-A, Chandigarh.
2. Sh. A.K.Misra, IAS, Member/Finance & Accounts, P.S.E.B., Patiala.
3. Er. Manohar Singh, Member/Hydel, PSEB; Patiala.
4. Dr. H.S.Deol, Reader, Deptt. of Public Administration, Punjabi University, Patiala.
5. Er. J.M.Gupta, Member/Distribution, P.S.E.B., Patiala.
6. Sh. K.C.Bhasin, (O.S.D./Accounts), Secretary, P.S.E.B. Pay Revision Committee, PSEB; Patiala with reference to his U.O.No.2890/PRC-1 dated 18.12.1987.


Deputy Secretary/Finance 6/1/88

Endst.No. 10176/11026 /FP-27/Vol-V. Dt. 7.1.1988

Copy of the above is forwarded the following for information :-

1. All Chief Engineers/C.A.O./C.A./F.A./D.I.G. (V&S)/O.S.D. (Security).
2. All Superintending Engineers/Directors.
3. All Executive Engineers.
4. Resident Audit Officer, PSEB; Patiala.
5. F.A. & C.A.C., Beas Project, Talwara.
6. F.A. & C.A.C., BBMB, Nangal.
7. Accounts & Finance Manager, GNDTP; Bathinda.
8. Secretary/B.B.M.B., Chandigarh.
9. Chief Engineer, ...

10. Chief Engineer/Electrical, Chandigarh Admn.,
U.T., Chandigarh.
11. Chief Engineer/Beas Sutlej Link, Sunder Nagar (HP).
12. Member (Power), BBMB, Chandigarh.
13. General Manager/BCB, Talwara Township.
14. O.S.D. (T) to Chairman, PSEB; Patiala.
15. S.E. (T) to Member/Hydel, Member (D), Member/
Commercial.
16. S.A. (T) to Administrative Member.
17. S.A. (Accounts) to Member/Finance & Accounts.
18. All Deputy Secretaries/Under Secretaries and
Administrative Officer in P.S.E.B.
19. Grievances Officer/Liaison-cum-Protocol Officer,
PSEB; Patiala.
20. All Accounts Officers in the field.
21. Director/Public Relations, PSEB; Patiala.
22. P.S. to Chairman/Members/Secretary.
23. All Branch Officers and Heads of Sections in the
Head-Quarter Offices of the Board.

[Signature]
Deputy Secretary/Finance

Endst. No. 11027/28 /FP-27/Vol-V. Dt. 7.1.1988

Copy of the above is forwarded to the following
for information :-

1. Secretary to Govt. of Punjab, Department of
Irrigation & Power (IPP-1 Branch), SCO No.
334/35, Sector 35-B, Chandigarh.
2. Financial Commissioner and Secretary to Govt.
of Punjab (Member P.S.E.B.), Punjab Civil
Secretariat, Chandigarh.

[Signature]
Deputy Secretary/Finance

[Signature]
6/1/88

-:00:-

PUNJAB STATE ELECTRICITY BOARD:

OFFICE OF THE SECRETARY

(Finance Section)

Finance Circular
No 5/88

To

1. All Chief Engineers (including Hydel Irrigation).
2. Chief Accounts Officer, PSEB; Patiala.
3. Financial Advisor, PSEB; Patiala.
4. Chief Auditor, PSEB; Patiala.
5. O.S.D. (Accounts), PSEB; Patiala.

Memo. No. 11576/11606 /PRC/Fin-I/L-18/V-II.

Dated Patiala, the 8/1 /1988.

Subject: Injudicious claim of Travelling Allowances by Officers.

-:00:-

A sample checking of T.A. claims conducted by Chief Auditor has revealed that journeys have frequently been performed by officers in their own cars instead of Board's vehicles inspite of the fact that Jeeps/Pick-ups have been provided to them for the purpose. Journeys to the same station for the same purpose have been performed by different officers in individual cars instead of one vehicle, daily journeys have been performed to a station where the work prolonged for more than one day and journeys have also been performed by Junior Engineers by their own Scooters travelling from 150 KMS to 250 KMS in a day and claiming Road mileage.

2- It is, thus, evident that abnormal expenditure is being incurred against the Sub head Travelling Allowances and no Budgetary control is being exercised by the Controlling Officers.

Board vide its circular letter No. 65436/996/PRC-1/L-18/Vol-II dated 13.3.1987 had desired as under :-

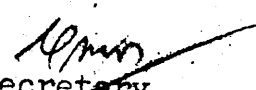
No Divisional Officer will be entitled to perform journey in his own car. The Divisional Officers, who were earlier provided with Board's jeeps but they have further allocated the said Jeeps to the Sub-Divisional Officers under their control may re-transfer the Jeeps from the Sub-Divisions to Divisional Offices and perform journeys in Board's Jeeps/vehicles."

It has, however, been observed that these instructions are not being followed in true spirit with the result that abnormal T.A. claims are being paid in the field. In order to curb this tendency, it has been decided as under:-

1) No Divisional Officer is entitled to perform journey by his own car unless prior approval in writing of the Controlling Officer is obtained in terms of this office circular letter referred to above. Normally they should perform journeys for the

- ii) The vehicles available in a Division which has more than one Sub-Divisions at its head-quarter may be placed in common pool, and may be used by different officers when required.
- iii) Maximum monthly limit of T.A. claim for different officers may be fixed by the Controlling Officer keeping in view the duties assigned to them.
- iv) One vehicle may be used by more than one officer while going to the same station on the same day.
- v) When the work at a out-station is for more than one day, the daily journey from Head-quarters and back should be avoided.


The Controlling Officers should ensure that the above instructions are followed meticulously. The expenditure on the Sub head 'Travelling Allowances' should be restricted to sanctioned budget grant unless re-appropriation or supplementary demand is approved by the Competent Authority.


Secretary,
Punjab State Electricity Board,
Patiala.

Endst.No. 11607/12457 /PRC/Fin-1/L-18/V-II., Dt. 8.1.88.

Copy of the above is forwarded for information and necessary action to the :-

1. All S.Es/Directors (including Hydel Irrigation).
2. All Xens/Dy.Directors (-do-)
3. All Dy.C.A.Os/Sr.A.Os/A.Os (in the Head Quarters offices, Projects, Field & Pre-audit offices).
4. Resident Audit Officer, PSEB; Patiala.
5. O.S.D. (T) to Chairman.
6. S.E.(T) to Member/Hydel, Member(D) & Member (C).
7. S.A.(Accounts) to Member/Finance & Accounts.
8. S.A.(T) to Administrative Member.
9. Legal Advisor, PSEB; Patiala.
10. Director/Public Relations, PSEB; Patiala.
11. Director/T.T.I., PSEB; Patiala.
12. Sr. Industrial Relations Officer, PSEB; Patiala.
13. All Dy.Secretaries/Under Secretaries/Administrative Officer, P.S.E.B., Patiala.
14. Deputy Secretary/Co-ordination, PSEB; B-54, Greater Kailash-I, New Delhi.
15. P.S. to Chairman/Members & Secretary.
16. All Branch Officers and Heads of Sections.


Deputy Secretary/Finance
ms.
2/1/88