

OFFICE OF THE SECRETARY  
( Finance Section )

Finance Circular  
No. 31/90

To

1. All Engineers-in-Chief/GM/CE's (including Hydel Irr).
2. Financial Advisor, PSEB, Patiala.
3. Chief Accounts Officer, PSEB, Patiala.
4. Chief Auditor, PSEB, Patiala.
5. Cost Controller, PSEB, Patiala.
6. DIG/V&S, PSEB, Patiala.
7. Director/Public Relations, PSEB, Patiala.

Memo No. 131531/131561 /FIN-49

Dated: 31-5-1990

Subject: Austerity in Public expenditure during the year 1990-91.

Instructions have been issued from time to time for observing austerity and economy in expenditure. Re-iteration of these instructions has become all the more necessary because of continuing constraints on financial resources of the Board. It has, therefore, been decided by the Board that the following measures should be adopted with immediate effect for effecting economy in expenditure during the year 1990-91 :-

(A) CREATION OF POSTS/RECRUITMENT

i) Ban already imposed vide this office circular No.100305/331 dated 29-4-87 for creations of new posts/upgradation of posts will continue for the year 1990-91. However, only such posts as are considered absolutely essential e.g. for manning new substations or are directly productive can be created. Further an exercise should also be undertaken to locate the surplus staff in different offices of the Board and divert them to the areas where they are immediately needed.

ii) Posts which are lying vacant for six months or more shall not be filled up without prior approval of Finance Section.

iii) All Heads of Departments should review the totality of staff under their control, identify duplication/overlap of functions and the surplus staff. While sending proposals for any new post, the Head of Department should also indicate that he is satisfied that there is no scope for re-deployment of staff as an alternative to the creation of new posts.

(B) RESTRICTIONS ON THE USE OF TELEPHONES

The instructions already issued on the above subject vide circular Memo No.4074/4088/Fin-49/81-82 dated 8-1-82 and re-iterated from time to time may be followed in

and spirit.

(C) BAN ON PURCHASE OF VEHICLES

The instructions issued by the Punjab Government vide letter No.6/1/84-B&C(I) 4444 dated 23-5-84 and adopted by the Board vide circular No. 78745/79145/G8/G-1656 dated 2-7-84 are re-iterated. Purchase of new vehicles in place of condemned vehicles will be permitted subject to availability of funds. Proposals for essential purchase of motor vehicles should be put up before the "Standing Committee on Vehicles." The specific make of vehicles for purchase should also be carefully decided keeping in view the nature of duties, cost effectiveness of different types of vehicles now in the market, carrying capacity of the vehicles, type of touring involved and the mileage per litre of petrol/diesel etc.

(D) RESTRICTIONS ON TRAVEL

i) The expenditure on POL should be restricted to the level of expenditure during the year 1989-90. The provisions under this Head would not be augmented by diversion of funds from other Heads on the ground of recent increase in petrol prices.

ii) Controlling offices should ascertain and enter consumption of petrol per litre in the log book of the vehicles and ensure that the actual consumption conforms to the prescribed norms.

iii) Except for Heads of Departments, no other officer would be permitted to take a staff car to Delhi and Shimla, (as excellent and efficient bus services are now available to such places) and to any other place outside the State beyond 100 KMs from the headquarter. For movement of staff cars to other places outside the State (i.e beyond 100 KMs from headquarters) the approval of the controlling authority will be obtained. In case of other officers, going on tour to Delhi, the officers should use the mode of travel to which they are entitled. They would, however, be re-imbursed the Taxi charges from Bus Stand/Railway Station/Airport to the destination and back for attending official meetings.

iv) The office of Deputy Secretary/Co-ordination is functioning at New Delhi. It has been observed that the services of that office are not adequately being used for sorting out problems with the Government of India/other Departments at New Delhi. Telephone facility could be used instead of officers going on tour to Delhi for minor matters.

(E) FOREIGN TRAVEL

Travel abroad by the officers of the Board should be minimised.

i) Additional allotment of funds will not be made in the Revised Estimates for office expenses. The expenditure should be restricted to the Budget provision available during the year and no liability on this account should be carried forward to the next year. To ensure this, all the Controlling Officers should monitor the expenditure regularly.

ii) The expenditure on travelling should be cut to the required extent by laying down norms of touring by various functionaries in the Board and ensuring that no liability of pending Travelling Allowances Bills in respect of journeys during the year is allowed to accumulate for payment during the next year.

iii) The expenditure on dinners, lunches and reception should be restricted and wherever necessary it should be within the norms.


iv) Prior concurrence of Finance may be obtained in respect of each training programme before undertaking it except those of routine nature already envisaged at the TTI Patiala/Technical Training Centres.

v) Very restricted expenditure should be incurred on printing and distribution of calenders, diaries, greeting cards, personal letters heads and other expensive items in connection with the new years and other festivals.

vi) No display advertisement should be given in the newspapers without approval of the Administrative Member and prior concurrence of Finance wherever necessary according to instructions. The advertisements should be released through the Director/Public Relations only.

3.- It shall be the responsibility of Heads of Departments to ensure that the austerity and economy measures enumerated above are strictly observed in letter and spirit.

4.- Receipt of this letter may please be acknowledged.

  
Deputy Secretary/Finance 31/5/90  
206 311020

Endst.No 131562/132442

/FIN-49/76-77 Dated:- 31-5-1990

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

1. All SEs/Directors (including Hydel Irrigation).
2. All Xens/Dy.Directors (-do-)
3. OSD/T to Chairman, PSEB, Patiala.
4. SE/T to Member (Hydel), Member (D) and Member (C).
5. SA/Accounts to Member/Finance & Accounts.
6. SA/T to Administrative Member.

7. RAO, PSEB, Patiala.
8. Legal Advisor, PSEB, Patiala.
9. Director/Training, TTI, PSEB, Patiala.
10. Sr.I.R.O., PSEB, Patiala.
11. All Deputy Secretaries/Under Secretary/Inquiry Officer, PSEB.
12. All Deputy CAOs/Sr.Accounts Officers/Accounts Officers in PSEB.
13. Deputy Financial Advisor (Budget Section), PSEB, PTA.
14. PS to Chairman/Members/Secretary.
15. All Sectional Heads/Branch Officers.
16. OSD/Security-cum-Director/Hospitality, PSEB, PTA.
17. OSD/Accounts, PSEB, Patiala.

Supdt. Finance

2016

31/5/90

OFFICE OF THE SECRETARY  
( Finance Section )


Finance Circular  
No. 32/90

ORDER

No. 207 /FIN/PRC-1988

Dated: 4-6-90

In continuation to this office order No.135/Fin/PRC-1988 dated 5-1-89, the Punjab State Electricity Board is pleased to order that the rate of rent to be charged from the PSEB employees on the emoluments in the revised scale of pay (as allowed under the PSEB (Revised Pay) Regulations, 1988) on allotted Board's accommodation shall be 5% of the basic pay or standard rent whichever is less, where-ever standard rent has been updated and notified. Where the standard rent has not been updated and notified, 5% of the basic pay shall be charged as House Rent.

  
Deputy Secretary/Finance

Endst.No. 132929/4129 /FIN/BB/N-612/Vol-II Dated: 5-6-90

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

1. All Engineers-in-Chief/GM/CEs(including Hydel Irr.)
2. DIG/V&S, PSEB, Patiala.
3. OSD/Security-cum-Director/Hospitality, PSEB, PTA.
4. All SEs/Directors(including Hydel Irrigation)
5. All Xens/Dy.Directors( -do- )
6. All SDOs in PSEB.
7. OSD/T to Chairman, PSEB, Patiala.
8. SE/T to Member/Hydel, Member/D and Member/C.
9. SA/Accounts to Member/Finance & Accounts.
10. SA/T to Administrative Member.
11. Chief Accounts Officer, PSEB, Patiala.
12. CAO/P&A, PSEB, Patiala. ( 10 spare copies )
13. CAO/EAD, PSEB, Patiala. ( 15 -do- )
14. Chief Auditor, PSEB, PTA. ( 5 -do- )
15. Accounts & Finance Manager, ( 10 -do- )  
GNDTP, Bathinda.
16. Financial Advisor, PSEB, PTA.
17. Cost Controller, PSEB, Patiala.
18. Resident Audit Officer, ( 10 -do- )  
PSEB, Patiala.
19. Dy.CAO/HQs, PSEB, Patiala.
20. Dy.CAO/O&M, RTP, Ropar. ( 5 -do- )
21. Dy.CAO/Const., RTP, Ropar. ( 5 -do- )
22. Dy.CAO/Projects, Hydel, PTA.
23. Dy.CAO/MM, PSEB, Patiala.
24. Dy.CAO/M&MHP, PSEB, Patiala.
25. Sr.Accounts Officer, ASHP, Anandpur Sahib.
26. Sr.Accounts Officer, MHP, Talwara.
27. AO/Pre-audit(Thermal Design), PSEB, PTA.
28. All Sr.AOs/AOs in the pre-audit offices and field offices.
29. Supdt./Bills, PSEB, PTA. ( 10 -do- )

Endst.No. 134130/4410 /FIN/GB/N-612/Vol-II

Dated:- 5-6-90

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

1. Commissioner for Finance & Secretary to Govt. of Punjab, Finance Department (Member PSEB), Punjab Civil Sectt., Chandigarh.
2. Secretary to Govt. of Punjab, Department of Irrigation and Power (Energy Branch), Chandigarh.
3. Additional Secretary, BBMB, Chandigarh.
4. Secretary, NREB, F-Wing, Nirman Bhawan, New Delhi.
5. Secretary, BCB, 45, Kaka Nagar, New Delhi.
6. Secretary, HPSEB, Shimla-4.
7. Chief Engineer/Transmission, BBMB, Chandigarh.
8. Chief Engineer/Electrical, Beas Project, Chandigarh.
9. Chief Engineer/Beas Sutlej Link, Sunder Nagar (HP).
10. Chief Engineer/Electrical, Chandigarh Admn., Chandigarh.
11. FA & CAO, Beas Project, Talwara Township.
12. Finance Secretary, Chandigarh Admn., Chandigarh.
13. General Manager, BCB, Talwara Township.
14. General Manager, DESU, New Delhi.
15. Chairman & Managing Director, National Hydro Electric Power Corp. Ltd., 57-Manjusha, Nehru Palace, New Delhi.
16. FA & CAO, BBMB, Nangal.
17. Director Public Relations, PSEB, Patiala.
18. Director/Training, TTI, PSEB, Patiala.
19. All Dy. Secretaries/Under Secretaries/Inquiry Officer, PSEB.
20. Legal Advisor, PSEB, Patiala.
21. Sr. I.R.O., PSEB, Patiala.
22. Dy. Secretary/Co-ordination, PSEB, New Delhi.
23. PS to Chairman/Members/Secretary.
24. All Branch Officers and Heads of Sections.
25. Secretary/PRC, PSEB, Patiala.
26. Engineer-in-Chief/Generation, BBMB, Nangal Township.
27. Secretary, HSEB, Panchkoola.

\* MANMOHAN \*

  
Supdt./Finance

PUNJAB STATE ELECTRICITY BOARD

OFFICE OF THE SECRETARY

( Finance Section )

Finance Circular  
No. 33/90

To

1. All Engineers-in-Chief/GM/CEs, (including Hydel Irrigation).
2. DIG/V&S, PSEB, Patiala.
3. OSD/Security-cum-Director/Hospitality, PSEB, PTA.
4. Chief Accounts Officer, PSEB, Patiala.
5. Chief Auditor, PSEB, Patiala.
6. Cost Controller, PSEB, Patiala.
7. Financial Advisor, PSEB, Patiala.
8. Resident Audit Officer, PSEB, Patiala.
9. All SEs/Directors (including Hydel Irrigation).
10. All Xens/Dy. Directors ( -do- )
11. All Sr. AOs/AOs in Pre-audit offices and field offices.

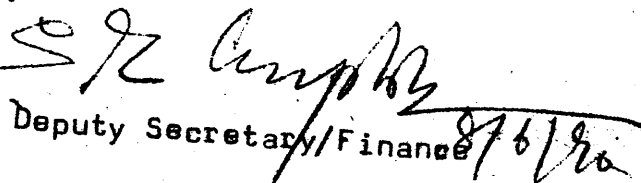
Memo No. 136368/7033/FIN/PRC-1988/L-I/V-II/HR  
Dated :- 8-6-1990

Subject: Grant of House Rent Allowance to PSEB employees -  
grant of House Rent Allowance to both husband and  
wife living in hired/owned accommodation.

Please refer to this office order No.142/Fin/PRC-1988 dated 7-3-89, vide which the House Rent Allowance to PSEB employees has been sanctioned in the revised scale of pay.

2. On the pattern of Punjab Government, it has now been decided by the PSEB to grant House Rent Allowance to both husband and wife living in hired/owned accommodation as per their entitlement subject to fulfilment of other conditions for drawal of the allowance. Consequently, column No.10 of Annexure 'B' (performa to be submitted by the employee for drawal of House Rent Allowance) circulated vide above referred office order shall stand omitted and column No.11 and 12 thereof shall be re-numbered as column No. 10 and 11.

3. The decision contained in this circular memo. shall be effective from 1st May, 1990.

  
Deputy Secretary/Finance

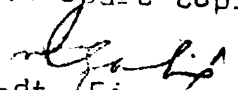
Endst.No. 137034/7059 /FIN/PRC-1988/L-I/V-II/HR Dt: 8-6-90

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

- |    |                            |                   |           |
|----|----------------------------|-------------------|-----------|
| 1. | CAO/P&A, PSEB, Patiala.    | } 10 spare copies |           |
| 2. | CAO/EAD, PSEB, Patiala.    |                   | } 15 -do- |
| 3. | Accounts & Finance Manager |                   |           |
| 4. | GNDTP, Bathinda.           |                   |           |
| 5. | Dy.CAO/HQs, PSEB, Patiala. |                   |           |
| 6. | Dy.CAO/MM, PSEB, Patiala.  |                   |           |
| 7. | Dy.CAO/Const., RTP, Ropar. | } 5 -do-          |           |
|    | Dy.CAO/U&M RTP             |                   |           |

8. Dy.CAO/Project, Hydrel, Patiala.
9. Dy.CAO/M&MHP, PSEB, Patiala.
10. Sr.Accounts Officer, ASHP, Anandpur Sahib.
11. Sr.Accounts Officer, Mukerian Hydrel Project, Talwara.
12. Sr.Accounts Officer/Thermal Const., GNDTP, Bathinda.
13. AO/Pre-audit, Thermal Design, PSEB, Patiala.
14. OSD/T to Chairman, PSEB, Patiala.
15. SE/T to Member/Hydrel, Member/D and Member/C.
16. SA/Accounts to Member/Finance & Accounts.
17. SA/T to Administrative Member.
18. Supdt./Bills, PSEB, PTA.

( 15 spare copies )

  
Supdt./Finance

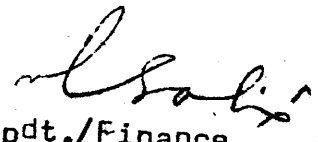
Endst.No. 137060/7370/FIN/PRC-1988/L-I/V-II/HR

Dt: 2-6-90

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

1. Additional Secretary, BBMB, Chandigarh.
2. Secretary, NREB, F-Wing, Nirman Bhawan, New Delhi.
3. Secretary, BCB, 45, Kaka Nagar, New Delhi.
4. Member/Power, BBMB, Chandigarh.
5. Secretary, HPSEB, Shimla-4.
6. Chief Engineer/Transmission, BBMB, Chandigarh.
7. Chief Engineer/Electrical, Beas Project, Chandigarh.
8. Chief Engineer/Beas Sutlej Link, Sunder Nagar (HP).
9. Chief Engineer/Electrical, Chandigarh Admn., CHD.
10. FA & CAO, Beas Project, Talwara Township.
11. Finance Secretary, Chandigarh Admn., Chandigarh.
12. General Manager, DESU, New Delhi.
13. Chairman & Managing Director, National Hydro Electric Power Corp.ltd., 57-Manjusha, Nehru Palace, New Delhi.
14. FA & CAO, BBMB, Chandigarh.
15. Director Public Relations, PSEB, Patiala.
16. Director/Training, TTI, PSEB, Patiala.
17. General Manager, BCB, Talwara Township.
18. All Dy.Secretaries/Under Secretaries/Inquiry Officer.
19. Legal Advisor, PSEB, Patiala.
20. Deputy Secretary/Co-ordination, PSEB, New Delhi.
21. PS to Chairman/Members/Secretary.
22. Sr.I.R.O., PSEB, Patiala.
23. All Branch Officers and Heads of Sections.
24. Engineer-in-Chief/Generation, BBMB, Mangal Township.
25. Secretary, HSEB, Panchkoola.
26. Secretary/PRC, PSEB, Patiala.

\* MANMOHAN \*

  
Supdt./Finance  
11/11/90



