

PUNJAB STATE ELECTRICITY BOARD

OFFICE OF THE SECRETARY

( Finance Section )

Finance Circular  
No. 31/89

ORDER

No. 157 /FIN/PRC-1988

Dated: 10/5/89

In pursuance of the recommendations of PSEB, Pay Revision Committee, the Punjab State Electricity Board is pleased to sanction Hot Line Allowance at the enhanced rate @ 30% of the revised pay subject to minimum of Rs. 200/- and maximum of Rs. 500/- per month in case of all non gazetted & gazetted employees with effect from 1-5-1989.

*[Signature]*  
Deputy Secretary/Finance

Endst.No. 97179/97879

/FIN/PRC-1988

Dated: 10/5/89

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

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

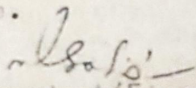
*[Signature]*  
Superintendent/Finance.

Endst.No. 97380/98238 /FIN/PRC-1988 Dated:- 10/5/89

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 Secretariat, Chandigarh.
2. Secretary to Govt. of Punjab, Deptt. of Irrigation & Power (IPP-1 Branch), Chandigarh.
3. Additional Secretary, BBMB, Chandigarh.
4. Secretary, NREB, F-Wing, Nirman Bhawan, New Delhi.
5. Secretary, BCB, Chandigarh.
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 Administration, Chandigarh.
11. FA&CAO, Beas Project, Talwara Township.
12. General Manager, BCB, Talwara Township.
13. Finance Secretary, Chandigarh Administration, CHD.
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, Chandigarh.
17. Director Public Relations, PSEB, Patiala.
18. Director, TTI, PSEB, Patiala.
19. All Dy. Secretaries/Under Secretaries/Inquiry Officer, PSEB.
20. Legal Advisor, PSEB, Patiala.
21. Sr. Industrial Relations Officer, PSEB, Patiala.
22. Dy. Secretary/Co-ordination, PSEB, B-54, Greater Kailash-I, New Delhi-110048.
23. PS to Chairman/Members/Secretary.
24. All Branch Officers and Heads of Sections.
25. Grievances Officer, PSEB, Patiala.
26. Protocol-cum-Liaison Officer, 171, 19-A, Chandigarh.
27. Secretary, Pay Revision Committee, PSEB, Patiala.
28. Engineer-in-Chief/Generation, BBMB, Nangal Township.
29. Secretary, HSEB, Panchkoola.

+ MANMOHAN +

  
Superintendent/Finance

*Sr*

PUNJAB STATE ELECTRICITY BOARD

OFFICE OF THE SECRETARY

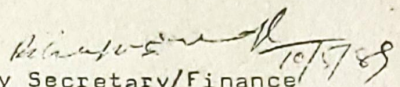
Finance Circular  
No. 32/89

( Finance Section )

ORDER

No. 158 /FIN/PRC-1988 Dated: 10/5/89

In continuation of this office order No. 4632/C dated 1-7-81 and in pursuance of the recommendations of PSEB Pay Revision Committee, the Punjab State Electricity Board is pleased to enhance the rate of Shift Duty Allowance from Rs. 50/- to Rs. 100/- per month in the case of erst-while Class-III employees and from Rs. 35/- to Rs. 50/- per month in the case of erst-while Class-IV employees, with effect from 1-5-1989.

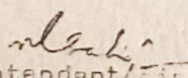
  
Deputy Secretary/Finance

Endst.No. 98239/ 939 /FIN/PRC-1988 Dated: 10/5/89

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

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

\* MANMOHAN \*

  
Superintendent/Finance

Endst.No. 98940/99290 /FIN/PRC-1988 Dated: 10/5/89

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 Secretariat, Chandigarh.
2. Secretary to Govt. of Punjab, Deptt. of Irrigation & Power (IPP-1 Branch), Chandigarh.
3. Additional Secretary, BBMB, Chandigarh.
4. Secretary, NREB, F-Wing, Nirman Bhawan, New Delhi.
5. Secretary, BCB, Chandigarh.
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 Administration, Chandigarh.
11. FA & CAO, Beas Project, Talwara Township.
12. General Manager, BCB, Talwara Township.
13. Finance Secretary, Chandigarh Administration, Chandigarh.
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, Chandigarh.
17. Director Public Relations, PSEB, Patiala.
18. Director/TTI, PSEB, Patiala.
19. All Dy. Secretaries/Under Secretaries/Inquiry Officer, PSEB.
20. Legal Advisor, PSEB, Patiala.
21. Sr. Industrial Relations Officer, PSEB, Patiala.
22. Dy. Secretary/Co-ordination, PSEB, B-54, Greater Kailash-I, New Delhi-110048.
23. PS to Chairman/Members/Secretary.
24. All Branch Officers and Heads of Sections.
25. Grievances Officer, PSEB, Patiala.
26. Protocol-cum-Liaison Officer, 171, 19-A, Chandigarh.
27. Secretary, Pay Revision Committee, PSEB, Patiala.
28. Engineer-in-Chief/Generation, BBMB, Nangal Township.
29. Secretary, HSEB, Panchkoola.

\* MANMOHAN \*

*Manmohan*  
Superintendent/Finance  
*M*

PUNJAB STATE ELECTRICITY BOARD

OFFICE OF THE SECRETARY

( Finance Section )

Finance Circular  
No. 33/89

ORDER

No. 159 /FIN/PRC-1988

Dated:- 10/5/89

The Punjab State Electricity Board is pleased to take the following decision :-

- 1) On promotion of Circle Assistant/ARA (in the revised scale of Rs. 1500-2640) to the post of H.O. Assistant (Rs. 1500-2640) for the period between 1-1-1986 to 10-11-1988, the pay shall be fixed at the stage next above the pay drawn as Circle Assistant/ARA.
- 2) On promotion of Circle Assistant/ARA (in the scale of Rs. 1500-2640) to the post of H.O. Assistant (Rs. 1500-2640) w.e.f. 11-11-1988 onwards, the pay shall be fixed under Regulation 8 of PSEB (Revised Pay) Regulations, 1988.

2.- This order will take effect from 1-1-1986.

*[Signature]*  
Deputy Secretary/Finance

Endst.No. 99291/ 991

/FIN/PRC-1988

Dated: 10/5/89

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

1. All Engineers-in-Chief/GM/Chief Engineers. (including Hydel Irrigation).
2. DIG/V&S, PSEB, Patiala.
3. OSD/Security, PSEB, Patiala.
4. All SEs/Directors (including Hydel Irr.)
5. All Xens/Dy.Directors (-do-)
6. OSD/T to Chairman.
7. SE/T to Member (Hydel), Member (D) and Member (C).
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11. CAO/P&A, PSEB, Patiala ( 10 spare copies )
12. CAO/EAD, PSEB, Patiala ( 15 -do- )
13. Chief Auditor, PSEB, Patiala ( 5 -do- )
14. Accounts & Finance Manager ( 15 -do- )  
GNPTP, Bathinda.
15. Financial Advisor, PSEB, Patiala.
16. Cost Controller, PSEB, Patiala.
17. S.A.O., PSEB, Patiala. ( 10 -do- )
18. Dy.CAO/Hqs, PSEB, Patiala.
19. Dy.CAO/O&M, RTP, Ropar. ( 5 -do- )
20. Dy.CAO/Const., RTP, Ropar. ( 5 -do- )
21. Dy.CAO/Projects, Hydel Irrigation, Pb., Chandigarh.
22. Dy.CAO/MM, PSEB, Patiala.
23. Dy.CAO/M&MHP, PSEB, Patiala.
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26. Sr.Accounts Officer, Thermal Const., GNPTP, Bathinda.
27. AD/Pre-audit, Thermal Design, PSEB, Patiala.
28. AD/Const.(Site Accounts Cell), GNPTP, Bathinda.
29. All Sr.Accounts Officer/Accounts Officers in the Pre-audit offices and Field Offices.

*[Signature]*  
Superintendent/Finance

contd.....2

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 Secretariat, Chandigarh.
2. Secretary to Govt. of Punjab, Deptt. of Irrigation & Power (IPP-1 Branch), Chandigarh.
3. Additional Secretary, BBMB, Chandigarh.
4. Secretary, NREB, F-Wing, Nirman Bhawan, New Delhi.
5. Secretary, BCB, Chandigarh.
6. Secretary, HSEB, Panchkoola.
7. Secretary, HPSEB, Shimla-4.
8. Chief Engineer/Transmission, BBMB, Chandigarh.
9. Chief Engineer/Electrical, Beas Project, Chandigarh.
10. Chief Engineer/Beas Sutlej Link, Sunder Nagar (HP).
11. Chief Engineer/Electrical, Chandigarh Administration, Chandigarh.
12. FA & CAO, Beas Project, Talwara Township.
13. General Manager, BCB, Talwara Township.
14. Finance Secretary, Chandigarh Administration, CHD.
15. General Manager, DESU, New Delhi.
16. Chairman & Managing Director, National Hydro Electric Power Corp., Ltd., 57, Manjusha Nehru Palace, New Delhi.
17. FA & CAO, BBMB, Chandigarh.
18. Director Public Relations, PSEB, Patiala.
19. Director/TTI, PSEB, Patiala.
20. All Dy. Secretaries/Under Secretaries/Inquiry Officer, PSEB.
21. Legal Advisor, PSEB, Patiala.
22. Sr. Industrial Relations Officer, PSEB, Patiala.
23. Dy. Secretary/Co-ordination, PSEB, B-54, Greater Kailash-I, New Delhi-110048.
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25. All Branch Officers and Heads of Section.
26. Grievances Officer, PSEB, Patiala.
27. Protocol-cum-Liaison Officer, 171, 19-A, Chandigarh.
28. Secretary, Pay Revision Committee, PSEB, Patiala.
29. Engineer-in-Chief/Generation, BBMB, Nangal Township.

\* MANMOHAN \*

*Manmohan*  
Superintendent/Finance

PUNJAB STATE ELECTRICITY BOARD  
( SECRETARY /REGULATION SECTION)

Circular No. 34/89

OFFICE ORDER NO. 673 /Reg-256/Vol.V DATED 22-9-1989

In exercise of the powers conferred upon under Section-79(c) of the Electricity (Supply) Act, 1948, the Punjab State Electricity Board is pleased to make the following amendment (2nd Amendment) in PSEB MSR-1972, Vol. III-T.A. Regulations (Re-print- 1986), namely:-

A M E N D M E N T

Regulation-37 (Page-30)

The existing Regulation-37, of PSEB MSR-1972, Vol. III (T.A.Regulations), shall be substituted with the following:-

" 37. The Board employees and their family members (with the exception of work-charged, contingent and part-time establishment) shall be entitled to Leave Travel Concession for visiting home-town/ any place in India, as under:-

(i) Leave Travel Concession for journey to any place in India during the year 1989 (extended to the year 1990) or for travel to home town once during 1989, unless such concession has already been availed for the block 1988-89.

ii) Leave Travel Concession for journey to any place in India in every block of 4 calendar years commencing from 1990- the first block being 1990 to 1993. If this concession for visiting any place in India is not utilised during a certain block of 4 years, it can be carried forward to the first year of the subsequent block of four years with the permission of the Head of Department.

iii) Leave Travel Concession for travelling to home town in every block of two calendar years commencing from 1990- first block being of year 1990 and 1991. In case, the Leave Travel Concession for travel to any place in India as specified at (ii) above is availed of in a certain block of 4 years by an employee, the said employee shall be entitled to avail of a Leave Travel Concession for travel to his home town only once in that block of 4 years.

The above Leave Travel Concession shall be admissible subject to the following conditions:-

- i) The reimbursement of actual fare will be allowed for entire distance covered both ways without any restriction;

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- ii) The reimbursement of the expenditure will be made only if the journeys are performed by rail or by regular bus-service of the State Transport Department, State /-Transport undertaking, State Tourism Department or Corporations either of the Punjab State or any other State. Chartering of buses/private vehicles will not be permitted;
- iii) The concession will also be admissible for journeys performed by the PSEB employees during regular leave or casual leave, as the case may be, irrespective of the duration of leave;
- iv) The definition of family for purposes of the Leave Travel Concession under the Scheme will be the same as has been accepted for the purposes of Travelling Allowance for journeys on transfer;
- v) The concession will not be admissible for travel by air or air conditioned 1st Class Rail. Officers entitled to travel on tour/transfer by air or air conditioned 1st Class Rail will be entitled to claim only 1st Class railway fare. For journeys performed by Leave Travel Concession beneficiaries, they will claim fare only for the shortest route between the place of embarking for journey and the destination;
- vi) The entitlements for journeys on various modes of transport while availing L.T.C. by the Board employees and their families shall be as under :-

A) Journey by Rail.

Pay Range	Entitlement of Class.
(i) Rs.2800 P.M. & above.	II. Class A.C. 2 Tier Sleeper/ I Class.
(ii) Rs.1400 P.M. and above but less than Rs.2800 P.M.	1 Class/A.C. Chair Car.
(iii) Less than Rs.1400 P.M.	II Class(Sleeper)

Note: The above entitlements at (i) & (ii) shall also apply for the journey performed by II Class A.C. 2 Tier Sleeper and A.C. Chair Car on Rajdhani Express.



B) Journey by Road.

The Board's assistance towards the cost of journey between places not connected by rail will be admissible to the Board employees as under:-

- (i) Where a public transport system with vehicles running between fixed points, at regular intervals and charging fixed fare rates, exists the reimbursement will be the fare actually charged by such a system for the appropriate class of accommodation of the transport system.

The entitlement to travel by Road transport shall be as under :-

<u>Pay Range</u>	<u>Entitlement.</u>
(a) Officers drawing pay of Rs.1400/- & above P.M.	By any type of bus including Super-deluxe, Delux, Express etc. buses but excluding Air Conditioned Bus.
(b) Officers drawing pay of less than Rs.1400/-P.M.	By ordinary buses only. The claims for travel in express buses may also be admitted, if the journey is actually performed by such bus on account of non-availability of seat in ordinary bus.

- (ii) Where a public transport system does not exist, the entitlement will be regulated as in the case of journeys undertaken on transfer.

Note: Leave Travel Concession shall not be admissible for journey by a private car (owned, borrowed or hired) or a bus, van or other vehicles owned or operated on charter by private operators. However, travel by Private Operator buses from point to point at regular intervals on fixed fare rates, with the approval of regional Transport Authority/State Govt. concerned will be admissible.

(C) Journey by Sea.

In regard to places in territory of India connected by shipping services, the entitlement of a Board employee to travel by Ship will be regulated as in the case of journey by ship undertaken on transfer.

- (D) Travel between places not connected by any means of transport.

For travel between places not connected by any means of transport, a Board employee can avail of animal transport, like pony, elephant,

cancel etc. In such cases, mileage allowances will be admissible at the same rate as for journeys on transfer.

- may be (vii) Prior permission of the Head of Department or Administrative Department as the case should be obtained on the prescribed application form attached as Annexure 'A' before undertaking the journey while availing of the concession.
- fan (viii) After the completion of journeys while submitting his claim/employee will furnish a certificate and an affidavit in the forms respectively attached as Annexure 'B' & 'C'.
- (ix) Board employees on deputation with the Public Sector Undertakings or Statutory Bodies shall also be eligible for the concession and a provision to this effect be incorporated in the standard terms of deputation. In their case, the cost of the concession should be borne by the Undertakings concerned, regardless of the period of deputation of the Board employees.
- (x) The officers and the staff on deputation to the PSEB from Central Govt., State Govt. or any other Under-takings shall also be eligible for the concession as per provisions of their terms of deputation, if they have not availed of the concession previously under that block of 4/2 years.

Note: The term 'Home' referred to in this regulation shall be permanent Home Town or Village as appearing in the Service Book of the concerned employees.

DA/Annexure 'A'B' & 'C'

B.M. Gupta  
(B.M. GUPTA)  
Under Secretary/P&R,  
for Secretary, PSEB, Patiala.

Endst No. 189365/68 /REG-256/Vol.-V/ Dt. 22-9-89 119.

Copy forwarded for information to the :-

1. Chief Accounts Officer, PSEB, Patiala.
2. Chief Auditor, PSEB, Patiala.
3. Financial Advisor, PSEB, Patiala.
4. Resident Audit Officer, PSEB, Patiala.

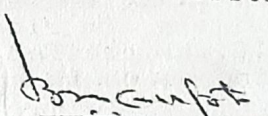
B.M. Gupta  
Under Secretary/P&R,  
for Secretary, PSEB, Patiala.

Contd...5..

189369/190739 "S"  
Endst No. \_\_\_\_\_ REG.256/Vol.-V/ Dt. 22-9-89

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

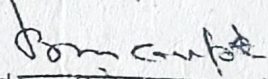
1. All Engineer-in-Chief, PSEB.
2. All General Managers, in PSEB.
3. All Chief Engineers.
4. All Superintending Engineers. Including
5. All Executive Engineers/R.Es. Hydel Admn.
6. Member (Power), BOMB, Chandigarh.
7. All Chief Engineer/S.E in BOMB.
8. Chief Engineer/B.C.B., Chandigarh.
9. Director/Personnel, PSEB, Patiala.
10. S.E. (Electrical Circle) U.T. Chandigarh.
11. D.I.G. (V&S) P.S.E.B., Patiala.
12. O.S.D. (Security), PSEB, Patiala.
13. Director (Training)/Principal TTI, PSEB, Patiala.
14. Financial Advisor and Chief Accounts Officer, Beas Project/  
Township. 15. Dy. Financial Advisor and Chief Accounts Officer BB B, Nangal  
Town Ship.
16. Accounts and Finance Manager, GNDTP, Bhatinda.
17. All Dy. Chief Accounts Officer including R.T.P.,  
Ropar/Dy. Chief Auditors.
18. All Dy. Secretaries/Under Secretaries in PSEB  
Head Office.
19. All Sectional Heads in the Head Office.
20. All Accounts Officer in the filed, Pre-audit,  
Thermal and BOMB.
21. All Divisional Accountants in PSEB.
22. O.S.D. (Tech.) to the Chairman, PSEB, Patiala.
23. S.A. (Tech.) to Technical Member, PSEB, Patiala.
24. Private Secretaries to Chairman/Members/Secretary,  
PSEB, Patiala.

  
Under Secretary/P&R,  
for Secretary, PSEB, Patiala.

Endst No. 190740/41 / REG-256/Vol-V/Dated 22-9-89

Copy forwarded to the following for information and necessary action:-

1. Dy. Secretary/Finance, PSEB, Patiala, with ref. to his I.D.  
No. 6969/Fin-35/Vol-II dt. 1.9.89.
2. Asstt. Language Officer, PSEB, Patiala, for carrying out  
necessary amendment in the relevant book-let.

  
Under Secretary/P&R,  
for Secretary, PSEB, Patiala.  
D.K.

ANNEXURE 'A'

(Referred to in Regulation-37)

APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION.

1. Name of the officer/employee.
2. Post held.
3. Date of appointment in the present service.
4. Period during which L.T.C. is proposed to be availed of (in case of self please indicate whether leave has been sanctioned).
5. Block of years for which L.T.C. is proposed to be availed of.
6. Details of L.T.C. to be availed of.
  - (i) Whether for visiting home town.
  - (ii) Whether for visiting any place in India.
  - (iii) In case of (ii) above the place to be visited.
7. Members of family for whom L.T.C. is to be availed of.
  - (i) Names of family members with present age.
  - (ii) Relationship with the applicant.
8. (i) When L.T.C. was availed of last ?  
(Indicate the block years for which L.T.C. was availed of and the period during which it was availed of)
  - (ii) If any sanction for the grant of L.T.C. was issued, please quote its No. & Date.

It is certified that the Leave Travel Concession for the block years being claimed above was not availed of previously.

It is further certified that the members of family for whom L.T.C. is being claimed, are residing with me.

DATE:

Signature of applicant.

Place:

Designation.



-7-  
ANNEXURE 'B'

( REFERRED TO IN REGULATION-37. )

CERTIFICATE TO BE GIVEN BY A BOARD EMPLOYEE.

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family member in respect of the block of two years/four years from \_\_\_\_\_ to \_\_\_\_\_.
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with \_\_\_\_\_ children/\_\_\_\_\_ children. This claim is in respect of the journey performed by my wife/ myself with \_\_\_\_\_ children/\_\_\_\_\_ children none of whom travelled with the party on the earlier concession.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with \_\_\_\_\_ children/\_\_\_\_\_ children in respect of the block of two years/four years from \_\_\_\_\_ and \_\_\_\_\_. This claim is in respect of the journey performed by my wife/myself with \_\_\_\_\_ children/\_\_\_\_\_ children none of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the leave travel concession in respect of a journey performed by me in the year \_\_\_\_\_ in respect of block of two years/four years from \_\_\_\_\_ and \_\_\_\_\_. This claim is in respect of the journey performed by me in the year \_\_\_\_\_. This is against the concession admissible once every two years in a prescribed block for visiting home-town as all the members of my family are living away from my place of work.
5. The journey has been performed by me/my wife with \_\_\_\_\_ children/\_\_\_\_\_ children to the declared hometown viz./place \_\_\_\_\_ in India.
6. That my husband/wife is not employed in that my husband/ wife is employed in Government service and the concession has not been availed of by him/her separately for himself/ herself or any of the family members for the concerned block of two years/four years.

Signature of the Board Employee.

ANNEXURE 'C'  
(REFERRED TO IN REGULATION-37)  
AFFIDAVIT

I \_\_\_\_\_ S/O \_\_\_\_\_  
employed as \_\_\_\_\_ in the office of \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm and  
declare that the journeys in respect of which L.T.C. for  
visiting \_\_\_\_\_ is being claimed vide my bill for  
the period \_\_\_\_\_ were actually performed by  
me and/or the members of my family as per details given in  
the L.T.C. Bill.

DEPONENT

VERIFICATION

Verified that the above facts are true to the best  
of my knowledge and belief and that nothing relevant has been  
concealed therein.

DEPONENT

Place \_\_\_\_\_

Dated \_\_\_\_\_

1

2

PUNJAB STATE ELECTRICITY BOARD

OFFICE OF THE SECRETARY

( Finance Section )

Finance Circular  
No. 35/89

To

1. All Engineers-in-Chief/GM/Chief Engineers (including Hydel Irrigation).
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. 98268/98298 /FIN-49

Dated 11-5-1989

Subject: Economy in expenditure.

In view of the continuing constraint on financial resources, it is considered necessary that utmost economy should be observed in the Punjab State Electricity Board. It has, therefore, been decided by the Board that the following measures should be adopted with immediate effect for affecting economy in expenditure during the year 1989-90 :-

(A) 10% Economy cut on the Non-Plan expenditure

To achieve the afore-mentioned objective, minimum cut of 10% on the non-committed portion of the non-plan expenditure during the year 1989-90 may be imposed. The Heads of Departments should undertake immediate review of all their non-plan expenditure for the current year and identify areas where this expenditure could be reduced. The proposals for effecting 10% cut in non-plan expenditure should be forwarded to the Financial Advisor for necessary action. In case, such proposals are not received in time, the Financial Advisor (Budget Section), will impose 10% cut on such expenditure, at its own level, with the approval of Member/Finance and Accounts.

(B) Ban on creation of posts

Ban already imposed vide this office circular letter No. 100305/331 dated 29-4-1987 for creation of new posts/upgrade of posts will continue for the year 1989-90. However, only such posts as are considered absolutely essential e.g. for manning new Sub-Stations or are directly productive should be created. Further an exercise should also be undertaken to locate the surplus staff in different offices of the Board and divert them to wherever they are immediately needed.

contd...2

(C) 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 8-1-1982 and re-iterated vide Memo No. 100305/331/Fin-49 dated 29-4-1987 & No. 77635/665/Fin-49 dated 22-4-1988 may be followed in letter and spirit.

(D) Tour outside the State

The restrictions on tours and use of Staff Cars earlier imposed vide para-IV of circular Memo No. 265860/879/Fin-49 dated 14-12-1983 and Memo No. 226378/108/Fin-49/Vol-II dated 19-11-1987 which remained in force during the previous financial year are again re-iterated with the modification that adhoc cut of 5% on Budget provision for Travelling Allowance in respect of all the officers should be imposed during the current financial year 1989-90.

(E) Ban on the purchase of Motor Vehicles

The instructions issued by the Punjab Govt. vide letter No. 6/84/B&C(1)4444 dated 23-5-1984 and adopted by the Board vide circular Memo No. 78745/79145/GB/G-1656 dated 2-7-1984 are re-iterated. Proposals for essential purchase of Motor Vehicles, should be put up before the "Standing Committee on Vehicles."

(F) General

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

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 Allowance Bills in respect of journeys during the year is allowed to accumulate for payment during the next year.

iii) A time-bound action programme may be drawn up for reviewing all programmes and activities with a view to prioritising expenditure so that expenditure on in-essential and low priority items is reduced or eliminated. There should be no reluctance to give up a scheme or activity in case it is established



to be wasteful and incapable of being effectively administered or managed. It may be ensured that the existing personnel, who become surplus as a result thereof are deployed on new activities and schemes instead of making recruitment of staff for new activities and schemes.

iv) The expenditure on dinners, lunches and receptions should be frugal.

v) Prior concurrence of the Finance Section may be obtained in respect of each training programme before under-taking it except those of routine nature already envisaged at the TTI, Patiala/ Technical Training Centres.

vi) There should be no purchase of new fixtures/ furnishings solely because of a change in incumbent of the office.

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

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

*Manmohan*  
Deputy Secretary/Finance

Endst.No. 98299/99169 /FIN-49/76-77 Dated: 11-5-1989

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. Director/Monitoring, PSEB, Patiala.
5. SE/T to Member (Hydel), Member (D) and Member (C).
6. SA/Accounts to Member/Finance & Accounts.
7. SA/T to Administrative Member.
8. R.A.O., PSEB, Patiala.
9. Legal Advisor, PSEB, Patiala.
10. Director, TTI, PSEB, Patiala.
11. Sr. Industrial Relations Officer, PSEB, Patiala.
12. All Deputy Secretaries/Under Secretaries/Inquiry Officer, PSEB.
13. All Deputy CAOs/Senior Accounts Officers/Accounts Officers in the PSEB.
14. Deputy Financial Advisor (Budget Section), PSEB, Patiala.
15. PS to Chairman/Members/Secretary.
17. All Sectional Heads/Branch Officers.
18. OSD/Security, PSEB, Patiala.
19. Grievances Officer, PSEB, Patiala.
20. Protocol-cum-Liaison Officer, 171, 19-A, Chandigarh.
21. OSD/Accounts, PSEB, Patiala.

+ MANMOHAN +

*Manmohan*  
Deputy Secretary/Finance