

CADRE SECTION

PUNJAB STATE EIECY.BOARD.

OFFICE ORDER NO. 4699 /CADRE DATED : 19.11.81.

The Punjab State Electricity Board is pleased to assign the following duties & functions to the Liaison Officer Delhi :-

1. To assist concerned Officers of the Board in the follow-up of IDA World Bank Loan cases with Central Electricity Authority and other Agencies concerned.
2. Perusal of release of Foreign Exchange cases in the office of C.E.A and Ministries of Energy and Finance.
3. Indigenous clearance from the office of the Director General Technical Development.
4. Issue of Import Licences, Revalidation of Import Licences, amendment and other corrections in the material to be imported from the office of the Director General Technical Development and Chief Controller of Imports and Exports.
5. Collection of information on various Projects, from various offices viz; B.M.B., B.C.B., Ministry of Energy, Planning Commission and Finance Ministry etc.etc.
6. Perusal of cases of general nature with Railway, Airways, Custom house and Insurances.
7. Local purchases on behalf of Secretary/Board and other official information of administrative nature from various offices of Govt. of India on behalf of PSEB.
8. Allotment of coal wagons by various Railway Zones, Ministry of Energy, CEA & Cabinet Sectt. and also from Railway Board.
9. To discuss matters with various Foreign Embassies in India regarding procurement and despatch of material, against our purchase orders, supply of literature, and any other information required by Board.
10. To follow REC Schemes for new loans to PSEB and to arrange to pay timely loan instalments to REC.
11. Follow up of release of Foreign Exchange and 'P' Form cases with the R.B.I., New Delhi and Air India regarding issue of Air India tickets to specialists coming to supervise our Projects.
12. To arrange and fix meetings with dignitaries of various Ministries, CEA, NREB, ECB and Public Undertakings etc.etc. on behalf of Board's officers and to take follow up action.
13. Follow up of pending purchase order cases with DGS&D, settle the balance payments and arrange DGS&D Rate Contract copies for various officers of the Board.
14. To arrange Petrol, Lubricants and Spare Parts for staff cars provided to Board's Senior Officers like Chairman, Members/CEs, Secretary & other officers and also to arrange for their repairs as and when required.

15. Payment of pension to Pensioners who opt to receive the same from L.O. Delhi.
16. To arrange air/rail tickets on behalf of the Officers of the Board going on official tours beyond Delhi to places like Bombay, Calcutta, Bangalore, Madras etc. etc.
17. To supervise the work of looking after the Guest House situated in Delhi.
18. Other work allotted by the Chairman, Members of the Board & Secretary.

R.C. BANSAL
(R.C. BANSAL)

Dy. Secretary/Personnel,
for Secretary, PSEB, Patiala.

Endst. No. 127985/87 /CS/PND/536/30/L-I Dated : 20.11.81

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

1. R.A.O., PSEB, Patiala.
2. Chief Auditor, PSEB, Patiala.
3. Chief Accounts Officer, PSEB, Patiala.

DA/6 spare copies for
CAO and 2 for the RAO. for Secretary, PSEB, Patiala.

Rajinder Paul
Superintendent/Cadre,
19/11/81

Endst. No. 127988/12805/CS/PND/536/30/L-I Dated : 20.11.81

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

1. All C.E. in the P.S.E.B.
2. All S.E. in the P.S.E.B.
3. Liaison Officer, PSEB
C-618 New Friends Colony, NEW DELHI.

Rajinder Paul
Superintendent/Cadre,
for Secretary, PSEB, Patiala.

Endst. No. 128054/59 /CS/PND/536/30/L-I Dated : 20.11.81

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

1. Legal Advisor, PSEB, Patiala.
2. S.S.P. (V&S), PSEB, Patiala.
3. OSN (T) to Chairman, PSEB, Patiala.
4. SA (T) to Technical Member, PSEB, Patiala.
5. I.R.O., PSEB, Patiala.
6. P.R.O., PSEB, Patiala.

Rajinder Paul
Superintendent/Cadre,
for Secretary, PSEB, Patiala.
19/11/81

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ
(ਪਰਸੋਲ ਬਰਾਦਰ)

ਦਫਤਰੀ ਕੁਝ ਨੰ: 4 / ਪਰਸੋਲ

ਮਿਤੀ: 22/11/85

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਆਇਲਰ ਤੇ ਕਲੈਕਟਰ ਦੀਆਂ ਨਿਮਨਲਿਖਤ
ਤਿਉਟੀਆਂ ਦੁਰੰਦੇ ਪਾਣ ਨਿੱਤ ਨਿਰਧਾਰਤ ਨਵਾ ਹੈ:

(1) ਬੋਰਡ ਨਿਭਾਈਆਂ ਜਾਣ ਵਾਲੀਆਂ ਤਿਉਟੀਆਂ:

1. ਆਇਲਰੀ ਸਾਜ਼-ਸੰਮਾਨ ਜਿਵੇਂ ਕਿ 11 ਕੇ. ਵੀ ਪੈਨਲ, ਐਨ. ਵੀ. ਬਸ ਬਾਂਚ, 66 ਕੇ. ਵੀ 132 ਕੇ. ਵੀ, 220 ਕੇ. ਵੀ ਅਤੇ ਰਿਠੇ ਪੈਨਲ, ਏਅਰ ਕਮਪਰੈਸਰ ਦੇ ਲਾਠ ਲਾਠ ਬਾਹਰਨੇ ਪਾਸਿਓ ਕੇਵਲ ਯੰਨਿਟਸ ਸੇਖਰ (ਬਰਾਈਡ) ਨੂੰ ਸਾਫ਼ ਕਰਨਾ।
2. ਸਾਰੇ 24/220 ਵੀ. ਕੇ. ਸੀ. ਬੋਟਰੀ ਦੇ 12/110 ਸੈੱਟੀ ਸਹਿਤ ਯੁਕਤ ਦੇ ਕਣ ਨੂੰ ਚੁਣ-ਉਣ ਲਈ ਬੁਰਸ਼/ਬਰਸਟਰ ਲਾਠ ਸਾਫ਼ ਕਰਨੇ ਅਤੇ ਕਰਮੀਲਨ, ਟੂਲਕਟਰਜ਼, ਪੈਰ ਅਤੇ ਕਾਬਲਿਆਂ ਉੱਤੇ ਪੇਟਿਠਾਅ ਜੇਕੀ ਦਾ ਪ੍ਰਯੋਗ ਕਰਨਾ। ਬੋਟਰੀ ਚਾਰਜਰ ਅਤੇ ਵੱਡੇ ਸੁਰਕ ਨੂੰ ਕੇਵਲ ਬਾਹਰਨੇ ਪਾਸਿਓ ਸਾਫ਼ ਕਰਨਾ।
3. ਯੁਕਤ ਦੇ ਡੁਪੀਕਿਆਂ, ਜੇ ਕਈ ਹੋਣ, ਨੂੰ ਚੁਣ-ਉਣ ਲਈ 66/33 ਕੇ ਵੀ ਬੋਰਕਰਾਂ ਅਤੇ ਪਾਵਰ ਟ੍ਰਾਂਸਫਾਰਮਰਾਂ ਦੇ ਤੇਲ ਚੁਣ-ਉਣ ਲਈ ਸਾਫ਼ ਕਰਨਾ।
4. ਸਾਧਾਰਨ ਸਿਫਟ ਦਰਾਅ ਕਮਪਰੈਸਰ ਦੀ ਕੋਲਰ ਉੱਤੇ ਅਤੇ ਰਿਸੀਵਰ ਟੈਕ ਤੇ ਖਾਣੀ ਸਾਫ਼ ਕਰਨਾ ਅਤੇ ਰਿਕਾਰਡ ਤੇ ਤਿਉਟੀ ਤੇ ਸਬ ਸਟੇਸ਼ਨ ਓਪਰੇਟਰ ਨੂੰ ਮਿਲਦਾਰ ਟੇਟ ਕਰਾਉਣੀ।
5. ਸਾਧਾਰਨ ਅਤੇ ਕੰਮ ਬੰਦੀ (ਸੁਟ ਡਾਊਨ) ਬਿਜਲੀ ਬੰਦ ਹੋ ਜਾਣ (ਬੁਰੇਕ ਡਾਊਨ) ਦੇ ਸਮੇਂ ਦਰਾਅ ਬਿਜਲੀ ਸਾਜ਼-ਸੰਮਾਨ ਦੀ ਸਾਫ਼ - ਸੰਭਾਲ ਕਰਨ ਵਿੱਚ ਐਸ. ਐਸ. ਓ ਸੰਭਾਲ/ ਕਰਮੀਲ ਦੀ ਸਹਾਇਤਾ ਕਰਨਾ।
6. ਓ. ਮੀ. ਐ. ਸਟੇ। ਟਿੱਪੀ: ਦੇ ਆਦੇਸ਼ ਅਨੁਸਾਰ ਜਿਸਦਾ ਕਿ ਉਪਰ ਵਰਨਣ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਚਾਰਿਡ ਸ/ਸਟੇ: ਦੀ ਸਾਫ਼ ਸੰਭਾਲ ਲਈ ਕਾਰਜ ਕਰਨਾ।

(2) ਸੰਪਤਕ ਨਿਭਾਈਆਂ ਜਾਣ ਵਾਲੀਆਂ ਤਿਉਟੀਆਂ:

1. ਬਲਕ ਤੇਲ ਬਰੇਕਰਾਂ ਦੇ ਤੇਲ ਟੈਕ, ਪਾਵਰ ਟ੍ਰਾਂਸਫਾਰਮਰ ਬਾਡੀ ਰੈਡੀਏਟਰ, ਟੈਲਰ ਅਤੇ ਸਟੇਸ਼ਨ ਟ੍ਰਾਂਸਫਾਰਮਰ ਆਦਿ ਨੂੰ ਕਸਟਰ ਲਾਠ ਸੁਰਖਿਅਤ ਫਾਸਲੇ ਤੱਕ ਸਾਫ਼ ਕਰਨਾ।
2. ਯੁਕਤ, ਤੇਲ ਡੁਪੀ, ਜਾਲ ਆਦਿ ਦੂਰ ਕਰਨ ਲਈ ਅਤੇ ਕਰੀਸ ਦੇਣ ਲਈ, ਜੇਕਰ ਦੇਣ ਵਾਲੀ ਹੋਵੇ, 33/66/132/220 ਕੇ ਵੀ ਬਰੇਕਰਾਂ ਦੇ ਕੰਟਰੋਲ ਮਸ਼ੀਨੀ ਤਕਨੀਕ (ਮਕੈਨਿਜ਼ਮ) ਨੂੰ ਬਿਜਲੀ ਯਕੀ (blower) ਅਤੇ ਬੁਰਸ਼/ਕਸਟਰ ਲਾਠ ਸਾਫ਼ ਕਰਨਾ।
3. ਬਿਜਲੀ ਯਕੀ (blower) /ਬੁਰਸ਼ ਲਾਠ ਯੁਕਤ, ਜਾਠੇ ਆਦਿ ਦੂਰ ਕਰਨ ਲਈ ਸਾਰੇ ਕੰਟਰੋਲ ਅਤੇ ਰਿਠੇ ਪੈਨਲ ਨੂੰ ਆਇਲਰੀ ਸਾਫ਼ ਕਰਨਾ।
4. 11/33/66/132 ਕੇ ਵੀ ਬਰੇਕਰਾਂ ਦੇ ਘੋਟ ਵਾਲੇ ਪੁਰਜਿਆਂ ਨੂੰ, ਜਿੱਥੇ ਚਰਗੀ ਹੋਵੇ, ਤੇਲ ਦੇਣਾ, ਜਿਹੜਾ ਕਿ ਪੀ ਟੀ ਡਿਬਲਿਸ਼ ਉੱਤੇ ਹੈ। ਬਰੇਕਰਾਂ ਦੇ ਸਪੈਰਿਕ ਚਾਰਜਿੰਗ ਮਸ਼ੀਨੀ ਤਕਨੀਕ (ਮਕੈਨਿਜ਼ਮ) ਦੇ ਨਿਰਵਿਘਨ ਚਲਣ ਲਈ ਗਿਆਰ ਉੱਤੇ ਕਰੀਸ ਦੇਣੀ ਅਤੇ ਜਿਥੇ ਚਰਗੀ ਹੋਵੇ ਕਰੀਸ-ਬਨ ਲਾਠ ਬਰੇਕਰਾਂ ਵਿੱਚ ਕਰੀਸ ਠੀਕ ਪੁ ਆਇਟਾ ਨੂੰ ਕਰੀਸ ਦੇਣੀ।
5. ਸੀ ਤੇ ਆਰ ਪੈਨਲਰ ਦੇ ਸਾਰੇ ਦਰਵਾਜ਼ਿਆਂ ਦੀ ਪਹੁੰਚ ਕਰਨਾ ਤਾਂ ਜੋ ਉਹ ਠੀਕ ਠੀਕ ਲਾਠ ਬੰਦ ਅਤੇ ਕੰਮ (T.G.B.) ਹੋਵੇ ਹੋਵੇ।

੨-੨-੮੫
(ਕੇ. ਠ. ਯੂ. ਠ)
ਉਪ ਸਕੱਤਰ (ਪਰਸੋਲ),
ਵਾ: ਸਕੱਤਰ, ਪੰ: ਰਾ: ਬਿ: ਬੋਰਡ, ਪਟਿਆਲਾ।

ਪਿੰ: ਐਲ ਨੰ: 13122/14193 / ਪੀਓ-45/ਲੁਧ ਮਿਤੀ: 22/11/85

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਨਿਮਨ ਲਿਖਤ ਨੂੰ ਸੁਰੱਖਿਅਤ ਅਤੇ ਅਕੱਚੀ ਕਾਰਵਾਈ ਲਈ
ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੋ ਤਿਉਟੀਆਂ ਆਇਲਰ ਤੇ ਕਲੈਕਟਰ ਦੀਆਂ ਨਿਰਧਾਰਤ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ
ਉਨ੍ਹਾਂ ਦਾ ਅੰਦਰੂਨੀ ਵਰਜਨ ਵੀ ਲਾਠ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

1. ਜਨਰਲ ਮੈਨੇਜਰ/ਹਾਈਡਰ, ਪੰ: ਰਾ: ਬਿ: ਬੋਰਡ, ਪਟਿਆਲਾ।
2. ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਦੇ ਸਾਰੇ ਮੁੱਖ ਇੰਜੀਨੀਅਰਜ਼।
3. ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਦੇ ਸਾਰੇ ਨਿਰਦੇਸ਼/ਨਿਭਾਲ ਇੰਜੀਨੀਅਰਜ਼।

ਪੱਠਾ ਪਰਤੇ... 2

- 4. ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਦੇ ਸਾਰੇ ਐਸ. ਐਸ. ਈਜ਼ 220/132/66 ਕੇ.ਵੀ.।
- 5. ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਦੇ ਸਾਰੇ ਉਪ ਨਿਰਦੇਸ਼ਕ /ਕਾਰਜਦਾਰੀ ਇੰਜੀਨੀਅਰਜ਼।

੨.੨.੮੨
 ਉਪ ਸਕੱਤਰ (ਪਰਸੋਨਲ),
 ਵਾ:ਸਕੱਤਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।

ਪਿੱਠ ਐਕਟ ਨੰ: 14193/263 /ਪੀਓ/ਐਲ-45 ਮਿਤੀ: 22/11/85

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਨਿਮਨਲਿਖਤ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ। ਜੇ ਕਿਉਂਕਿ ਆਇਲਰ ਤੇ ਕਲੀਨਰ ਦੀਆਂ ਨਿਰਧਾਰਤ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ ਉਨ੍ਹਾਂ ਦਾ ਅੰਗਰੇਜ਼ੀ ਵਰਸ਼ਨ 'ਡੀ' ਲਾਠ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

1. ਸੁਥਾਲਕ ਲੇਖਾ ਅਫਸਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
2. ਮੁੱਖ ਆਡੀਟਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
3. ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
4. ਵਿੱਤੀ ਸਲਾਹਕਾਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
5. ਸਾਰੇ ਉਪ ਸਕੱਤਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
6. ਸਾਰੇ ਆਈਠ ਸਕੱਤਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
7. ਪ੍ਰਾਈਵੇਟਸਕੱਤਰ-ਟੂ ਚੇਅਰਮੈਨ /ਸਕੱਤਰ, ਆਰਿਜ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
8. ਕ੍ਰਾਫਟਿੰਗ ਸਲਾਹਕਾਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
9. ਐਸ ਐਸ ਪੀ (ਚੈਕਸੀ), ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
10. ਓ ਐਸ ਡੀ ਟੂ ਚੇਅਰਮੈਨ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
11. ਐਸ ਏ (ਟੈਕਨੀਕਲ), ਟੂ ਮੈਂਬਰ ਟੈਕਨੀਕਲ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
12. ਐਸ ਏ (ਟੈਕਨੀਕਲ) ਟੂ ਮੈਂਬਰ (ਜਨਰੇਸ਼ਨ), ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
13. ਨਿਰਦੇਸ਼ਕ ਲੋਕ ਸੰਪਰਕ ਵਿਭਾਗ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
14. ਵਿੱਤੀ ਸਲਾਹਕਾਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
15. ਆਈ ਆਰ ਓ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
16. ਲੋਕ ਸੰਪਰਕ ਅਫਸਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
17. ਲਾਇਬਰੇਰੀਅਨ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
18. ਸਾਰੇ ਉਪ ਲੇਖਾ ਅਫਸਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।
19. ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ ਡਾਜ਼ਾ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।

੨.੨.੮੨
 ਉਪ ਸਕੱਤਰ (ਪਰਸੋਨਲ),
 ਵਾ:ਸਕੱਤਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋਰਡ, ਪਟਿਆਲਾ।

10/101

PUNJAB STATE ELEC. BOARD:

(PERSONNEL BRANCH)

OFFICE ORDER NO. 57 / PERSONNEL
DATED: 24.3.67

The Punjab State Elec. Board is pleased to assign the following duties to the Superintending Engineers/ Inspection & Quality Control (Electrical) PSEB:-

DUTIES OF SE/INSPECTION & QUALITY CONTROL (ELECTRICAL)

1. Checking of construction work done by
 - a) TS Organisation;
 - b) RE Organisation;
 - c) DS Organisation;in order to see whether the standard construction practices are followed or not.
2. Stores
 - a) Upkeep of stores;
 - b) Control of material being received in the stores with respect to specifications of the Purchase Order
 - c) Issuing and issue of stores to JEs. Whether in time.
3. Quality of work being done in Board's Workshops including Transformer Repair Workshops and Meter Testing Lab.
4. Authenticity of statistics being maintained in different offices/Substations.
5. Inspection of Grid Substations particularly in regard to
 - a) Proper up-keep of maintenance schedules/charts;
 - b) Tripping charts/Folios;
 - c) Guard against use of spurious components and spare parts in the Switchgear, especially trip coils, moving contacts etc. (Refer Member/D's UO No. 1171/92/SAT/M-3 dated 1.3.67) ✓ c/h 2
 - d) Record entries in Equipment Maintenance Registers to be specific (Refer Member/D's UO No. 2103/23/SAT/M-3 dated 14.9.67) ✓ c/h 2
6. Test checking of Sub-divisional offices regarding proper maintenance and upkeep of
 - a) Connected Load Registers/Folios;
 - b) Job Order Control Register showing the up-to-date position regarding pending SCCs, MCCs, SJOs, DCOs, HCOs etc;
 - c) Meter Inspector's Register and Meter Reader's Register-Follow up action there-upon.
7. To check up if RE works are being handed over to DS Organisation as per Member/D's UO No. 1318/45/SAT/M-3 dated 8.5.67. ✓ c/h 3
8. Quality of maintenance work done by DS organisation; Continuity and quality of supply to consumers including delay in replacement of damaged transformers (when specially assigned).
9. Whether the staff employed in the various Subdivisions start work in time.

Contd...2.

10. REPORTING:

- a) SEs/I&QC shall immediately bring to the notice of concerned SE & CE the discrepancies noticed by them.
- b) After every fortnight, a report shall be submitted to Member/D and/or Member/C pertaining to the discipline under their charge. The report shall be brief and to the point, bringing those issues which require Member's notice. Monthly report shall be submitted to the Chairman.

11. REVIEW OF REPORTING DONE BY QUALITY CONTROL:

Based on the reporting done by SEs/I&QC, Member will hold a review meeting at least once in a quarter with each Chief Engineer individually in which CE/A&T and SE/I&QC will be associated.

R.S. Dhiman
(R.S. DHIMAN)
Dy. Secy: (Personnel),
for Secy: PSEB, Patiala.

Endst. No. 124640/43 /PO-45/Loose. Dated: 24.8.87

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

1. C.A.O. PSEB, Patiala.
2. Chief Auditor, PSEB, Patiala.
3. Financial Advisor, PSEB, Patiala.
4. Resident Audit Officer, PSEB, Patiala.

R.S. Dhiman
Dy. Secy: (Personnel),
for Secy: PSEB, Patiala.

Endst. No. 124644/5848 /PO-45/Loose. Dated: 24.8.87

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

1. All General Managers in PSEB.
2. All Engineers-in-Chief in PSEB.
3. All Chief Engineers, in PSEB.
4. All Superintending Engineers/Directors in PSEB.
5. All Executive Engineer/Dy. Directors in PSEB.
6. All S.D.O's in PSEB.

R.S. Dhiman
Dy. Secy: (Personnel),
for Secy: PSEB, Patiala.

26

PUNJAB STATE ELEC. BOARD
(PERSONNEL BRANCH)

OFFICE ORDER NO. 122 / PERS.

DATE: 16-12-88

Duties and functions of Chief Engineer/
Arbitration prescribed vide Board's office order no. 4905/
C-ore xx dated: 16.12.82 under clause (i) may be
substituted as under:-

- 1) If at any time any question, dispute or difference, whatsoever, shall arise, between the Purchaser/Board and the Contractor/Supplier, upon or in relation to or in connection with the Purchase Order/Contract, the Chief Engineer/Arbitration will be the Arbitrator of the Board.

However, the Arbitration Review Committee have power to appoint any Arbitrator keeping in view the circumstances of the case.

(Signature)
(P.K.SARIAL)
Dy. S-cy: (Personnel),
PSEB, Patiala.
Dt. 16-12-88

Endst.No. 237227/31 / 1213

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

1. R.A.O., PSEB, Patiala.
2. Chief Auditor, PSEB, Patiala.
3. Chief Accounts Officer, PSEB, Patiala.
4. Financial Advisor, PSEB, Patiala.
5. Cost Controller, PSEB, Patiala.

(Signature)
Su. dt. Personnel,
for Director (Personnel),
PSEB, Patiala.

Endst.No. 237232/7332 / 1213

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

1. All E.I.C/G.Ms/Chief Engineers, PSEB.
2. All Superintending Engineers in PSEB.

(Signature)
Su. dt. Personnel,
for Director (Personnel),
PSEB, Patiala.
14/12/88

PUNJAB STATE ELECTRICITY BOARD

(PERSONNEL SECTION)

OFFICE ORDER NO. 82 / PERS.

DATED: 27.7.90

In supersession of this office order No.46/Personnel
t.18.4.83, the Pb.State, Elec; Board is pleased to define the
duties of following categories of staff as per Annexure noted
against each:-

- | | | |
|----|---------|-------------------|
| 1. | J.E.-I | Annexure-A |
| 2. | J.E.-II | Annexure-B & B-1. |
| 3. | Lineman | Annexure-C |
| 4. | Foreman | Annexure-D |
| 5. | A.L.M | Annexure-E |

(P.K.SARWAL)
Dy.Secy : (Personnel),
PSEB, Patiala.

Order No. 17 10 15/17 10 19 / 2P 13 Dt. 27.7.90

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

1. R.A.O., PSEB, Patiala.
2. Chief Auditor, PSEB, Patiala.
3. Chief Accounts Officer, PSEB, Patiala.
4. Financial Advisor, PSEB, Patiala.

A/As above.

P. Sarwal
Supdt./Personnel,
for Director (Personnel),
PSEB, Patiala.

Order No. 17 10 20/17 24 20 / 2P 13 Dt. 27.7.90

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

1. All C.Es in the PSEB.
2. All Directors/SEs in the PSEB.
3. All Dy.Directors/Xns in the PSEB.
4. All SDOs in the PSEB.
5. All Dy.Secrétaires, PSEB, Patiala.
6. All Under Secretaries, PSEB, Patiala.
7. Private Secretaries to Chairman/Members/Secretary.
8. D.I.G. (V&S), PSEB, Patiala.
9. O.S.D. (T) to Chairman, PSEB, Patiala.
10. SE (T) to Members, PSEB.
11. Sr. I.R.O., PSEB, Patiala.

DA/As above.

P. Sarwal
Supdt./Personnel,
for Director (Personnel),
PSEB, Patiala.

ANNEXURE-3

(A) DUTIES OF JUNIOR ENGINEERS-I

The J.Es -I are posted in the DS Sub-Divisions to share the multifarious duties of the Sub-Divisional Officers and in the Sub-Offices as incharge of the Unit under the supervision of the Sub-Divisional Officer. Their duties are as under:-

- 1) Preparation of all annual estimates; estimates for maintenance of LD System and transmission system; augmentation of mains, sub-mains and sub-stations; for shifting of lines on technical grounds and for release of industrial connections for all MS and LS connections in consultation with and under the directions of the SDO.
- 2) Preparation of prescribed periodical returns.
- 3) Patrolling of LT/HT/EHT lines as per the following yardstick:-

1) All LT lines in the Sub-Divisions to be covered in a regular phased programme at least once in an year.

ii) HT Lines to be patrolled in regular phased manner so that all 11 KV lines are covered at least once in six months in rural areas and quarterly in urban areas. Also inspection of distribution sub-stations installed enroute and make necessary record entries in the E.M.R. of the respective J.Es -II.

iii) EHT lines to be patrolled in regular phased manner so that all major defects observed during the course of patrolling at least once in six months shall be brought to the notice of the SDO immediately, besides recording entries in the line patrol book.

- 4) Sealing of energy meters of SP industrial connections, A.P. metered supply connections, three phase general service connections and connections of PSEB employees and to maintain meter sealing record book-EB Form CS-29.
- 5) Checking of different categories of consumer premises will be carried out by the J.E.-I. The minimum number of premises to be checked will be as under:-

Domestic Supply	15 per month
Commercial Supply	10 per month
Small Power	10 per month
Agricultural Power	10 per month

Prerequisites of all PSEB employees to be checked once in an year.

- 6) Verification of test reports of all AP connections to cross-checking by the SDO to the extent of 20%.
- 7) Checking of measurement recorded in the E.M.B. in respect of General Service Connections and maintenance of LD System and Distribution lines, subject to cross-checking by the SDO to the extent of 10%.
- 8) To be responsible for the maintenance of tools and plants and vehicles including the preparation of the relevant returns.

Contd..2

-:2:-

- 9) Preparation of technical data i.e. loading position, voltage conditions in distant points of LD Section to take corrective measures in consultation with the SDO.
- 10) Checking of complaint centres/offices in rural areas shall be done atleast twice a month for proper monitoring of complaints and supply in rural areas and once in a week in urban areas by the Junior Engineer-I.
- 11) Meter Readings of all MS connections for the purpose of preparation of energy bills by the revenue section.
- 12) Any specific job ordered by the SDO or senior officers.

P. Sethi
26/7/90,

DUTIES OF JUNIOR ENGINEER-II.

1. Study in detail and maintenance of complete record of Distribution System under Sub-Division with technical specifications and loading conditions, Up-dating this record regularly every month with counterparts including sketches, maps and data book.
2. Preparation of estimate periodically/individually as per instructions on Standard format to be got printed, if not already done, by C.E's on receipt of application for new connections. Get the estimate checked/sanctioned from the competent authority. Drawl of material from the stores, get the work executed and release of connection as per sanctioned estimate/technical specifications laid down for the purpose sealing of meters and maintenance of Meter Sealing Record Book. Handing over consumer cases duly completed to the Sub-division and maintenance/rendering of complete accounts for the material drawn/utilised at the end of every estimate in any case not beyond one month from the completion of work.
- 3.- Periodical patrolling of various installations/ID system as per norms and recording the observations regarding
 - i) Damaged or faulty insulators, (ii) Burns on conductors, insulator pins, iron work or pilot cable, (iii) Broken or detached bird guards, (iv) Broken strands on stranded serial conductor and ground wires. v) Uneven sagging of line. vi) Leaning poles. vii) Any disturbance at or adjacent to tower and pole foundations. viii) Dangerous branches of trees ix) Loose stay wires. x) Loose Cattle guards. xi) Dead birds near route, xii) Construction of new roads, buildings or other structure near the line xiii) Brection of new telephone, telegraph or other aerial lines by other Departments or agencies near the Board's serial lines and xiv) Broken wires. or any other defect/discrepancy noticed by him.
4. Getting the observations of patrolling attended/ensuring compliance thereof.
5. Survey and preparation of annual maintenance estimates, and special maintenance estimate wherever required on standard to be got format/ Drawl of material against sanctioned estimates and if already not periodical preventive/routine maintenance and crash maintenance done, by (wherever required).
CEs.
6. Regular visit to the complaint centres, inspection of complaint registers, making random checks to ensure proper functioning of ID system. Personally inspecting the site of

breakdown, particular consumer/section experiencing frequent, repeated complaints, discussing the same with the incharge of sub-division and taking remedial measures to avoid reoccurrence.

7. For attending break-down for maintenance work, to obtain "Permit to work" for reasonably shortest period. One or two qualified and intelligent linemen to be authorised by an officer not below the rank of X^o may take PTW in the absence of JE-II.

8. Proper Maintenance of T&P and its record.

9. In the construction sub-division, survey and preparation of technical estimate as per standing instructions on the subject on standard format to be get printed, if already not done, by CE's. Get it checked and sanctioned from the competent authority. Drawl of material as per sanctioned estimate and storing the same in safe custody. Execution of work as per technical estimate/standard specifications in most economical manner, keeping in view the safety and proper utilisation of material and man-power.

10. Implementation/execution of various jobs like inspection of premises/site, meter change order (MCO), disconnection order (DCO), re-connection order (RCO) and various sundry job orders (SJO) etc. etc.

11. Taking readings of particular consumers/group of consumers periodically or at call as per standing instructions.

12. Maintenance of Vehicles.

Preparation and maintenance of annual/special estimate, on standard format to be got printed, if not already done, by CE's. getting the same checked/sanctioned from the competent authority. Maintenance of Vehicles in proper road worthy condition. Periodical inspection from MVI whenever/wherever required. Maintenance of proper accounts of fuel and other consumable/non-consumable material. Regular inspection of logbook and E.M.R.

13. Preparation and submission of periodical returns from the Data Book maintained by him, as per/relating to the duties assigned to particular J.E.

Imp. 14. During heavy rains, storms and lightning, all J.Es/LMs/ALMs working in DG/SD-division, must report immediately to the nearest sub-station/C.P. point waiting for a formal request/call.

15. To assist the SDO in performance of his duties for transmission and distribution of energy and connected/allied work.

16. Any other work specifically allotted by SDO and other senior officer.

The above duties shall be performed by JE-II with the help of Lineman/allied staff attached with him for the purpose.

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26/7/90

RELEASE OF NEW CONNECTION

1. Study in detail and maintenance of complete record of Distribution System under Sub-Division with technical specification and loading conditions. Up-dating this record regularly every month with counter parts including sketches, maps and data books.
2. Preparation of estimates/periodically/individually as per instructions on standard format to be got printed if not already done, by CEs on receipt of application for new connections on a printed standardised format for different categories of connections. Get the estimate checked/sanctioned from the competent authority. Drawl of material from the stores, get the work executed and release of connections as per sanctioned estimate/technical specification laid down for the purpose. Sealing of meter, handing over consumer cases duly completed accounts for the material drawn/ utilised at the end of every estimate in any case not beyond one month from the release of connections/completion of work. The period may be got extended by obtaining speaking orders in writing from the AE/AEE incharge of the Sub-Division indicating specific reason for non-submission.
3. Preparation and submission of periodical returns from the Data Book maintained by him.

MAINTENANCE OF L.D.SYSTEM.

1. Study in detail and maintenance of complete record of Distribution System under Sub-Division with technical specification and loading conditions. Up-dating this record regularly every month with counter parts including sketches, maps and data books.
2. Periodical petrolling of various installations/L.D.system as per norms and recording of entry of observations.
3. Survey and preparation of annual maintenance estimates and special estimates wherever required on standard format to be got printed, if already not done, by CEs.
4. Drawl of material against sanctioned estimate.
5. Periodical preventive/routine maintenance and crash maintenance wherever required.
6. Getting the observations of patrolling attended/ensuring the compliance thereof.
7. Regular visit to the complaint centres, inspection of complaint registers, making random checks to ensure proper functioning of LD System. Personally inspecting the site of break-down, particular consumer/section experiencing frequent/repeated complaints, discussing the same with the incharge of sub-division and taking

Contd.. 2.

remedial measures to avoid re-occurrence.

8. Maintenance/rendering of complete accounts for the material drawn/utilised at the end of every estimate in any case not beyond one month from the verification of test report completion of work. The period may be got extended by obtaining speaking orders in writing from the AE/AEE incharge of the Sub-Divisions indicating specific reason for non-submission.

9. Preparation and submission of periodical returns from the Data Book maintained by him.

10. For attending break-down or for maintenance work both preventive and routine, obtain "Permit to work" for reasonably shortest period, get the equipment/installation maintained and restoration of supply after cancellation of PTW. One or two qualified and intelligent Linemen to be certified by an officer not below the rank of Xn may be permitted to take the PTW in the absence of JE-II. This in fact is already covered at Sr. No.16 of duties of L.M.

11. Proper Maintenance of T&P and its record.

12. Distribution transformer as such along with connected equipment shall be maintained by the Foreman. Drawl of material record of material consumed, loading conditions and all other connected work shall be done by the J.E.

CONSTRUCTION CHARGES/WORKS

1. Study in detail and maintenance of complete record of Distribution System under Sub-Division with technical specifications and loading conditions. Up-dating this record regularly every month with counter parts including sketches, maps and data books.

2. Survey and preparation of technical estimate as per standing instructions on the subject on standard format to be got printed, if already not done, by CEs. Get it checked and sanctioned from the competent authority. Drawl of material as per sanctioned estimate storing the same for safe custody.

3. Execution of work as per technical estimate/standard specification in most economical manner keeping in view the safety and proper utilisation of material and man-power with scientific methodology using proper T&P.

4. Maintenance of T&P.

5. Preparation of completion reports and rendering of accounts for the material drawn/utilized within one month from the verification of test report/completion of work. The period may be got extended by obtaining speaking orders in writing from the AE/AEE incharge of the Sub-Divisions indicating specific reason for non-submission.

Contd...3.

6. Submission of periodical returns from the Data Book maintained for the purpose.

VARIOUS WORKS OF MISC. NATURE

1. Implementation/execution of various jobs like inspection of premises/site, meter change order-(MCO), Dis-Connection Order-(DCO) RE-connection Order-(RCO) and various Sundery Job Orders (SJO) etc. etc. maintenance of proper record of work done and submission of periodical returns.

2. Taking reading of specific/particular consumer/group of consumers periodically or at Call as per standing instructions.

3. During heavy rains, storms and lightning, all JEs/L.M./ALM must report immediately to the nearest sub-station/call point without waiting for formal request /Call.

4. To assist the SDO in performance of his duties for transmission and distribution of energy and connected/allied work.

5. Any other work specifically allotted by superiors/incharge of the Sub-Divisions.

6. Maintenance of Vehicles.

7. Preparation and maintenance of annual/special estimate on standard format to be got printed, if not already done, by CEs. Getting the same checked/sanctioned from the competent authority. Proper maintenance of vehicles in proper road worthy condition, periodical inspection from the MVI wherever/whenever required.

Maintenance of proper accounts of fuel and other consumable/non-consumable material. Preparation of periodical returns and submission thereof with simultaneous entry in the Data Book. Regular inspection of log book, equipment maintenance register and submission thereof.

The above duties shall be performed by the JE-II with the help of Linemen/allied staff attached with him for the purpose.

DUTIES OF LINEMAN

The term 'Lineman' as defined in the safety Code means an employee authorized to inspect and work on lines and switches connected there to and ^{to} patrol ~~the~~ lines. They will work under the supervision of the J.E.-II in respect of duties defined at Sr.No.1 to 7 below. They will work independently in respect of duties defined at Sr. No.8 to 26 and also for other duties as and when assigned in writing by the SDO/JE-I/JE-II. The duties of the Lineman depending upon the nature of job assigned viz. construction of works, maintenance work and complaint work are as under:-

1. Construction of works of local distribution system.
2. Construction of sub-stations including sub-station equipment.
3. Construction of overhead lines and under-ground cables.
4. Laying of service lines to consumers.
5. Replacement and dismantlement of works.
6. Attending to break downs on H.T./E.H.T. lines.
7. Checking of the 11 KV G.O. switches at the sectionalising points and at the polemounted sub-stations and ensuring their smooth and correct operation with the help of Foreman.
8. To attend the consumer complaints and break downs on the LT distribution system.
9. Patrolling of LT/HT/EHT lines and reporting the defects to his immediate superior through patrol book.
10. Checking of the size of the fuse wire on the HT and LT side of Pole-mounted sub-station in the area of the complaint centre and to replace them if over-sized.
11. Checking of the oil level in the transformer and leakage of the oil, if any.
12. Reporting of the missing seal of the meters while attending complaints at the consumer premises.
13. To maintain fuse replacement order book.
14. To maintain the complaint register.
15. (a) The lineman posted in the complaint centres, besides attending to consumers complaints and break downs in supply in the areas served by the complaint centres on first priority, will also be responsible for:
 - i) Checking and attending to the defects in the LT distribution system.
 - ii) Refixing of the loose supports for the service lines.
 - iii) Refixing of loose rag eye bolts for cable mains and sub-mains.
 - iv) Re-sagging of bearer earth wire and the cable services, sub-mains and mains.
 - v) Cutting of tree branches near the conductors.
 - vi) Patrolling the LT lines atleast once in three months and bringing the titled poles in plum and re-sagging of conductors.

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27/7/90*

- vii) Upkeep and maintenance of personal and general T&P in the complaint office.
- b) The Linemen posted in the rural areas will be responsible for ensuring that the pole mounted sub-stations are not over-loaded by use of unauthorised running of irrigation pumps and other loads and to avoid their damage. He will also be responsible for damage of distribution transformers due to overloading and inadequate protection on HT and LT side, theft of energy by direct tapping of the LT lines through cable and unauthorised use of the supply from the tubewells for domestic purposes within the area served by the complaints centre where posted.
16. The Lineman will be authorised to obtain the P.T.W. in the absence of J.E-II or to issue the P.T.W. to himself in the field by operating the sectionalising switches when work on the overhead HT lines is to be attempted for the purpose of maintenance or attending to break downs.
 17. The lineman will report about his findings regarding shortage/leakage of oil in the distribution transformers, loss of Board's property, stealing of electric energy etc. to his immediate superior.
 18. Sealing of general service consumer premises in his area when assigned by the SDO in which case a sealing plier will be issued to him.
 19. He will be held responsible for any accidents to human beings/animals due to causes attributed to lapses on his part.
 20. Any specific job specifically assigned by the J.E./SDO.
 21. The Lineman posted in the DS Organisation shall be fully responsible for the maintenance of LD System emanating from the transformer allotted to him for maintenance.
 22. The Lineman shall take PTW for the maintenance of LT Lines and attending to the break down of these lines.
 23. For the accountability of material drawn by the JE-II against the maintenance work, the Lineman shall receive the material from the JE-II after giving dated signature on the form-IV and the Lineman shall maintain his own Form-IV to keep account of the material taken from the JE-II and used by him as per his day-to-day requirement and usage. Monthly account be given by L.M. to JE-II for onward submission.
 24. The Lineman shall be responsible for the proper maintenance of Distribution S/Station. He shall also be responsible for the damage of the Distribution transformer due to lack of its maintenance.

Prasanna
27/7/90.

ANNEXURE-D

DUTIES OF FOREMEN:

The Foreman is primarily responsible for the maintenance and up-keep of all the distribution transformers in a sub-division. He will be under the control of J.E.-I and will work under the direct supervision of J.E.-II incharge of the area/work. His duties will be as under:-

- 1) Maintaining the distribution transformers in proper working order. He will be responsible for ensuring that:
 - i) Oil level in the oil filled transformer is upto the requisite mark.
 - ii) The silicagel in the breather is in good condition and the breathing of the transformer is operative.
 - iii) The HT/LT. fuses are of proper capacity.
 - iv) Jumper connections on H.T. and L.T. bushing terminals and all the earth connections are properly made through crimping technique and are in healthy condition.
 - v) The 11 KV G.O. switch is maintained in proper working order.
- 2) - Reporting of the serious defects in the distribution transformers to the J.E.-II concerned and arranging replacement of material and parts.
- 3) Recording of entries in respect of repair works of distribution transformers in the E.M.R. either himself or through the concerned J.E.-II under his dated signatures.
- 4) Any specific job ordered by the S.D.O.
In the sub-divisions where the post of Foreman is not available, the duties of the Foreman will be performed by the Lineman specifically named by the S.D.O.
- 5) The Foreman/ shall be responsible for the proper maintenance of Distribution S/Station. He shall also be responsible for the damage of the Distribution transformer due to lack of its maintenance.

Prasanthi
26/7/90

ANNEXURE-E

DUTIES OF ASSISTANT LINESMEN

The Assistant Lineman is basically a groundsmen to help the Linesman. He will be assigned the following duties:-

1. Assisting the L.M. in the performance of duties at ground, carrying the T&P and ladders wherever required.
2. Helping the Linesman in the construction of works by carrying material to the location of work, digging of pits, erection of poles and sagging of conductors.
3. Replacement of fuses at the consumers premises.
4. To work aloft on the overhead lines as L.M., if so authorised in writing by a gazetted officer for construction and maintenance of lines, mains and services.
5. Any other job when specifically ordered by the J.E./SDO.

P.asetti
26/7/90.

ਪੰਜਾਬ ਰਾਜ ਵਿਜ਼ੀਟੀ ਓਫਿਸ

(ਪਰਸੋਨਲ ਓਫਿਸ)

ਦਫਤਰੀ ਚਿੱਠੀ ਨੰ: 9 / ਪਸੋਨਲ

ਮਿਤੀ: 8.2.91

ਪੰਜਾਬ ਰਾਜ ਵਿਜ਼ੀਟੀ ਓਫਿਸ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਟੈਕ ਦੀਆਂ ਵਿਭਿੰਨ ਫਿਲਡਾਂ ਦੇ ਨਿੱਘੇ ਅਨੁਸਾਰ ਪਰਸੋਨਲ ਚੁਣਨ ਵਿੱਚ ਪਾਲਿਸੀ ਅਨੁਵ ਕਰਦਾ ਹੈ:-

1. He will analyse fault reports regarding interruption in supply received from various SSEs/XENs Distribution and suggest remedial measures to avoid its recurrence.
2. He shall attend to consumer complaints received in the Circle office so as to ensure that justice is given to all.
3. He will help in standardisation of mtc. schedule to be carried out for Distribution Transformers/Sub stations to reduce ever-high failure rate of Distribution transformers.
4. He will help SE/Distribution for proper system planning and augmentation of transmission/Sub-transmission system and Grid sub station for taking up the matter with CE/planning, CE/TS. He will also help in suggesting remedial measures to improve the Distribution System as well.
5. He shall look after the work of reduction in line losses by identifying such areas (Trans.& Distribution) and suggesting augmentation thereof.
6. With XEN/Tech., better coordination with field XENs shall result and he shall be able to look after the work of Circle office in the absence of SE/PS.

ਪਿਠ ਲਿਖ ਨੰ: 33089/91

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਨਿਮਨ ਨੰ ਬੁਕਨਾਂ ਅਤੇ ਅਕਤੀਰੀ ਕਾਰਵਾਈ

23/1/91
ਉਪ ਸਕੱਤਰ (ਪਰਸੋਨਲ)
ਪੰ: ਰਾ: ਬ: ਓ: ਪਟਿਆਣਾ।
ਮਿਤੀ: 8.2.91

ਮੁੱਖ ਆਡੀਟਰ, ਪੰ: ਰਾ: ਬ: ਓ: ਪਟਿਆਣਾ।
ਮੁੱਖ ਡੈਪੀ ਅਕਸਰ, ਪੰ: ਰਾ: ਬ: ਓ: ਪਟਿਆਣਾ।
ਵਿੱਤ ਸਕੱਤਰ, ਪੰ: ਰਾ: ਬ: ਓ: ਪਟਿਆਣਾ।

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PUNJAB STATE ELECTRICITY BOARD

OFFICE ORDER No. 97
Dated: 3.10.1991

In partial modification of this office order No: 97/PERS dated 24.6.1987, the Punjab State Electricity Board is pleased to delete: the following duties out of the purview of Superintending Engineers/ Inspection & Quality Control and assign the same to Director/Technical Audit under Chief Engineer/Technical

Audit:-

- a) Upkeep of Stores
- b) Quality of material being received in the stores with respect to specifications of the Purchase Order.
- c) Checking and issue of Stores to JES- whether in time.

Complete list of duties assigned to Technical Audit are being notified separately.

Handwritten: 7/10

Handwritten: 3/10/91
Dy:Secretary
(Personnel)PSEB,
Patiala

Endst.No. 192023/193442/2U113

Dt: 3.10.1991

Copy of the above is forwarded to:-

1. All Er.-in-Chief/G.Ms/Chief Engineers in PSEB
2. All S.Es/Directors in PSEB.
3. All Executive Engineers/Dy:Directors in PSEB.
4. C.A.O., PSEB, Patiala
5. Chief Auditor/Financial Advisor, PSEB, Patiala
6. R.A.O., PSEB, Patiala.
7. O.S.D(T) to Chairman/OSD Coal Management, PSEB, PTA
8. All S.D.Os in PSEB.
9. All Dy:Secretaries/Under Secretaries in PSEB.
10. P.S. to Chairman/Members/Secretary for information and necessary action.

Handwritten: 3/10/91
Dy:Secretary
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Patiala.

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PUNJAB STATE ELECTRICITY BOARD:
(PERSONNEL SECTION)

OFFICE ORDER NO. 26/PERS.
DATED: 28.4.93

The following duties may be added in the duties of
Lineman circulated vide Annexure 'C' of this office-order No-32/
PERS. dated 27.7.90 :-

1. He shall be responsible for reporting the theft of energy cases pertaining to the area served by him to his J.E. incharge as well as DDO incharge. In case of non-reporting of this aspect by the Lineman, he will be held responsible for such cases of theft of energy detected by the Enforcement staff and other agencies.
He will be responsible for properly effecting the various job orders like PDCOs/TDCOs/MCOs/SJOS issued from time to time. He shall also cross check during his routine visit to the area, being served by him, that no such connection runs unauthorisodly till it is properly reconnected.
For reporting unauthorised running of the connections/theft of energy cases, he shall make suitable entry in the complaint register and also make a separate report to JE/SDO incharge immediately within 24 hours from the date/time of his visit to the area/detection thereof.

J. Singh
Dy. Secy./Personnel,
P.S.E.B., Patiala.

Off.No. 81752/55 /2P13/Vol-I Dated: 28.4.93

A copy of the above is forwarded in continuation of this office Endst.No.171015/171019/2P13 dated 27.7.90, for the following for information & necessary action:-

R.A.C., PSEB, Patiala.
Chief Auditor, PSEB, Patiala.
Chief Accounts Officer, PSEB, Patiala.
Chief Controller/Finance, PSEB, Patiala

J. Singh
Supt./Personnel,
for Director/Personnel,
P.S.E.B., Patiala.

Off.No. 81756/33156 /2P13/Vol-I Dated: 28.4.93

A copy of the above is forwarded in continuation of this office Endst.No.171020/172420/2P13 dated 27.7.90 to the following for information & necessary action:-

All G.Ms./Ers-in-Chief/Chief Engineers in PSEB.
All Directors/S.Es in PSEB.
All Dy.Directors/Vens in PSEB.
All SDOs in PSEB.
All Dy.Secretaries/Under Secretaries in PSEB.
IS to Chairman/Members/Secretary & PA to D.P.
I.G/V&S, PSEB, Patiala/Sr.I.R.O., PSEB, Patiala.
S.D(T) to Chairman/S.Es(Tech.) to Members.

J. Singh
Supt./Personnel,
for Director/Personnel,
P.S.E.B., Patiala.

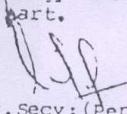
PUNJAB STATE ELECTRICITY BOARD
(PERSONNEL BRANCH)

OFFICE ORDER NO. 85 / PERSONNEL

D T E D: 3.5.95

The following duties may be added in the duties of Lineman circulated vide Annexure 'C' of this office order No.82/personnel dt.27.7.90 and office order No.26/Personnel dt.28.4.93.

1. The Lineman will also be responsible for proper maintenance of 11 K.V./L.V. System under their respective areas and making them accountable for damage to distribution transformers due to poor Mtc. and also for the cases of theft of energy defected due to lack of proper supervision on their part.

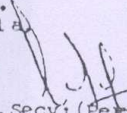

By. Secy: (Personnel),
PSEB, Patiala.

Endst. No. 54597/54600 /2P13/Vol.I

Dt. 3.5.95

A copy of the above is forwarded in continuation to this office Endst.No.81752/55/2P13/Vol.I dt.28.4.93 to the following for information & necessary action:-

1. R.A.O. PSEB, Patiala.
2. Chief Auditor, PSEB, Patiala.
3. Chief Accounts Officer, PSEB, Patiala.
4. Chief Controller/Finance, PSEB, Patiala.

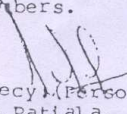

By. Secy: (Personnel),
PSEB, Patiala.

Endst.No. 54601/55201 /2P13/Vol.I

Dt. 3.5.95

A copy of the above is forwarded in continuation to this office Endst.No.81756/53156/2P13/Vol.I dt.28.4.93 to the following for information & necessary action:-

1. All G.Ms/Ers-in-Chief/Chief Engineers in PSEB.
2. All Directors/S.Es in PSEB, Director (IR).
3. All Dy.Directors/Xens in PSEB.
4. All SDGs in PSEB.
5. All Dy.Secretaries/Under Secretaries in PSEB.
6. P.S. to Chairman/Members/Secretary & PA to D.P.
7. I.O./V&S, PSEB, Patiala/ I. I. P.O., Patiala.
8. OSD(T) to Chairman/S.Es (Tech.) to Members.


By. Secy: (Personnel),
PSEB, Patiala.

ਪੰਜਾਬ ਰਾਜ ਇਜਲੀ ਬੋਰਡ
(ਪਰਸੋਨਲ ਬਰਾਚ)

ਦਫਤਰੀ ਹੁਕਮ ਨੰ: 185 /ਪਰਸੋਨਲ

ਮਿਤੀ: 27.11.98

ਪੰਜਾਬ ਰਾਜ ਇਜਲੀ ਬੋਰਡ ਮੀਟਰ ਗੋਡਰਜ਼ ਦੀਆਂ ਡਿਊਟੀਆਂ ਹੇਠ ਲਿਖੇ

ਅਨੁਸਾਰ ਪਰਸਾਹੀਰਤ ਕਰਨ ਵਿੱਚ ਪ੍ਰਸੰਨਤਾ ਅਨੁਭਵ ਕਰਦਾ ਹੈ:-

1. ਘਰੇਲੂ, ਵਪਾਰਕ, ਸਮਾਜ ਪਾਵਰ ਅਤੇ ਟਿਊਬਵੈਲ ਕੂਨੈਕਸ਼ਨਾਂ ਦੇ ਮੀਟਰਾਂ ਦੀ ਗੇੜਿੰਗ ਨਿਯਮਿਤ ਕਰਨਾ। ਇਸ ਦਾ ਇੰਦਰਾਜ਼ ਮੀਟਰ ਬੁਕ ਅਤੇ ਖਪਤਕਾਰ ਦੇ ਪੈਮੈਂਟਸਿਜ਼ ਤੇ ਵੱਖੇ ਕਾਰਜ ਵਿੱਚ ਕਰਨਾ।
2. ਮੀਟਰ ਪੜ੍ਹਦੇ ਸਮੇਂ ਮੀਟਰਾਂ ਦੇ ਨੁਕਸਾਨਾਂ ਸਬੰਧੀ ਰਿਪੋਰਟ ਕਰਨਾ-ਭਾਵ ਮੀਟਰਾਂ ਦੀਆਂ ਸੀਲਾਂ ਮੀਟਰ ਸੜਿਆ ਹੋਵੇ, ਮੀਟਰ ਦਾ ਜ਼ੀਜ਼ਾ ਟੁੱਟਾ ਹੋਵੇ, ਮੀਟਰ ਖੜਾ ਹੋਵੇ, ਮੀਟਰ ਪੁੱਠਾ ਚੱਠ ਰਿਹਾ ਹੋਵੇ, ਮੀਟਰ ਚੁੱਕ ਚੁੱਕ ਕੇ ਚਲਦਾ ਹੋਵੇ, ਮੀਟਰ ਦੇ ਠਾਕੇ ਜੋੜ ਨੰਗੇ ਹੋਣ ਆਦਿ, ਸਬੰਧੀ ਮੀਟਰ ਬਲੈਂਕਸ ਵਿੱਚ ਇੰਦਰਾਜ਼ ਕਰਨਾ।
3. ਗੇੜਿੰਗ ਤੋਂ ਡੇਢੇ ਵਿੱਚ ਭਰਨਾ ਅਤੇ ਨੈਜ਼ਰ ਰਨਕ ਨਾਲ ਕੰਪਿਊਟਰ ਸੋਫਟ ਵੇਰ ਨਹੀਂ ਡੈਟਾ ਤਿਆਰ ਕਰਨਾ।
4. ਬੰਦ ਅਹਾਤਿਆਂ ਵਾਲੇ ਖਪਤਕਾਰਾਂ ਨੂੰ ਨੋਟਿਸ ਜਾਰੀ ਕਰਨਾ।
5. ਮੀਟਰ ਬਲੈਂਕ ਵਿੱਚ ਚਿੱਠੇ ਹਏ ਕੋਡ ਮੀਟਰਾਂ ਦੀ ਸਥਿਤੀ ਅਨੁਸਾਰ ਮੀਟਰ ਬਲੈਂਕ ਵਿੱਚ ਗੇੜਿੰਗ ਨਾਲ ਦਰਜ ਕਰਨਾ।
6. ਕੰਪਿਊਟਰ ਡੈਟਾ ਭੇਜਣ ਸਮੇਂ ਐਕਸੈਪਿਊਲ ਰਿਪੋਰਟ ਕਲਿਐਰ ਕਰਨਾ।
7. ਇਜਲੀ ਦੀ ਚੋਗੀ ਦੀਆਂ ਸੰਭਾਵਨਾ ਦੇ ਰਕਨੀਆਂ ਅਤੇ ਮੀਟਰ ਰਜਿਸਟਰ ਵਿੱਚ ਦਰਜ ਕਰਨਾ।
8. ਮੀਟਰ ਗੋਡਰ ਖਪਤਕਾਰਾਂ ਦੀ ਹੁਤਾਦੀ ਰਕਮ ਨੂੰ ਉਗਰਾਹੁਉਣ ਵਿੱਚ ਦਫਤਰ ਦੀ ਸਹਾਇਤਾ ਕਰਨਾ।
9. ਖਪਤ ਵਿੱਚ ਕੋਈ ਚੁਤਰਾਅ/ਚੜਾਅ ਹੋਵੇ ਤਾਂ ਵੈਰੀਏਸ਼ਨ ਰਜਿਸਟਰ ਵਿੱਚ ਉਸਦਾ ਇੰਦਰਾਜ਼ ਕਰਨਾ।
10. ਮੀਟਰ ਗੋਡਰ ਜਿਸ ਖਪਤਕਾਰ ਦਾ ਕਲਤ ਟੈਜਿਡ ਲੱਗ ਰਿਹਾ ਹੋਵੇ, ਉਸ ਬਾਰੇ ਦਫਤਰ ਨੂੰ ਰਿਪੋਰਟ ਕਰਨਾ।
11. ਮੀਟਰ ਇੰਸਪੈਕਟਰ ਵਲੋਂ ਮੀਟਰ ਗੋਡਰ ਦਾ ਖੇਤਰ ਦੇ ਗੀਤਾ ਜਾਂਦਾ ਹੈ ਤਾਂ ਉਸ ਦੀ ਸਹਾਇਤਾ ਕਰਨਾ।
12. ਜੇਕਰ ਖਪਤਕਾਰਾਂ ਵਲੋਂ ਮੀਟਰ ਦੀ ਜਗ੍ਹਾ ਬਦਲੀ ਹੋਵੇ ਤਾਂ ਉਸ ਸਬੰਧੀ ਦਫਤਰ ਨੂੰ ਸੂਚਿਤ ਕਰਨਾ।
13. ਖਪਤਕਾਰ ਦੇ ਅਹਾਤੇ ਵਿਚੋਂ ਹੁੰਮ ਹੋਵੇ ਮੀਟਰ ਬਾਏ ਰਿਪੋਰਟ ਕਰਨਾ।
14. ਖਪਤਕਾਰਾਂ ਦੇ ਅਹਾਤਿਆਂ ਤੇ ਅਣ-ਅਧਿਕਾਰਤ ਲੋਡ ਦੇ ਵਾਧੇ ਸਬੰਧੀ ਰਿਪੋਰਟ ਕਰਨਾ।

15. ਹੇਠ ਲਿਖੇ ਵਿਭਾਗਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਵੀ ਦੇ ਕੈਂਡੀਡੇਟਸ ਨੂੰ ਆਪਣੇ ਆਪ ਨੂੰ ਸੋਧੀ ਜਾਵੇਗੀ ਨਿਭਾਉਣਾ।

27/11/98

ਉਪ ਸਕੱਤਰ (ਪ੍ਰਸ਼ਸਤੀ),
ਪੀ. ਐ. ਐ. ਐ. ਪਟਿਆਲਾ।

ਪਿੱਠ ਨੰ: 98568/71 /2ਪੀ13/ਜ਼ਿਲਦ-1 ਮਿਤੀ: 27.11.98

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗੇਤਰੀ ਰਾਹਵਾਈ
ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ:-

1. ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ, ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
2. ਮੁੱਖ ਆਈ ਟੀ ਐ. ਐ. ਪਟਿਆਲਾ।
3. ਮੁੱਖ ਸਲਾਹਕਾਰ, ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।

Asethi

ਸੈਕੀ: ਅਧੀਨ ਸਕੱਤਰ (ਪ੍ਰਸ਼ਸਤੀ),
ਵਾ: ਵਾਇਸ ਚੈਂਸਲਰ (ਪ੍ਰਸ਼ਸਤੀ),
ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।

ਪਿੱਠ ਨੰ: 98572/99932 /2ਪੀ13/ਜ਼ਿਲਦ-1 ਮਿਤੀ: 27.11.98

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗੇਤਰੀ ਰਾਹਵਾਈ
ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ:-

1. ਸਾਰੇ ਜਨਰਲ ਮੈਨੇਜਰ ਇੰ. ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
2. ਸਾਰੇ ਇੰਜੀ. ਇੰ. ਐ. ਐ. ਪਟਿਆਲਾ।
3. ਸਾਰੇ ਮੁੱਖ ਇੰਜੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
4. ਸਾਰੇ ਡਿਪਟੀ ਮੈਨੇਜਰ/ਵਾਇਸ ਚੈਂਸਲਰ ਇੰ. ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
5. ਸਾਰੇ ਕਾਰਜਕਾਰੀ ਇੰਜੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
6. ਸਾਰੇ ਉਪ ਮੈਨੇਜਰ ਅਫਸਰ ਇੰ. ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।

Asethi

ਸੈਕੀ: ਅਧੀਨ ਸਕੱਤਰ (ਪ੍ਰਸ਼ਸਤੀ),
ਵਾ: ਵਾਇਸ ਚੈਂਸਲਰ (ਪ੍ਰਸ਼ਸਤੀ),
ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।

ਪਿੱਠ ਨੰ: 99933/993 /2ਪੀ13/ਜ਼ਿਲਦ-1 ਮਿਤੀ: 27.11.98

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗੇਤਰੀ ਰਾਹਵਾਈ
ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ:-

1. ਡੇ ਵੀ ਜੀ ਪੀ/ਵੀ ਐ. ਐ. ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
2. ਵਾਇਸ ਚੈਂਸਲਰ/ਮੈਨੀ ਟੈਂਕ, ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
3. ਠੋਗਲ ਐਡਵਾਈਜ਼ਰ, ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
4. ਵਾਇਸ ਚੈਂਸਲਰ/ਵਾਇਸ ਚੈਂਸਲਰ, ਵੀ 1049, ਡਿਪਟੀ ਚੈਂਸਲਰ, ਕਾਂਗੜੀ, ਨਵੀਂ ਦਿੱਲੀ।
5. ਸਾਰੇ ਜ਼ੋਨਲ ਡਿਪਟੀ ਮੈਨੇਜਰ, ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
6. ਸਾਰੇ ਉਪ ਸਕੱਤਰ/ਅਧੀਨ ਸਕੱਤਰ, ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।
7. ਵਾਇਸ ਚੈਂਸਲਰ/ਆਈ ਐ. ਐ. ਪਟਿਆਲਾ।
8. ਉਪ ਸਕੱਤਰ ਡੀ ਐ. ਐ. ਪਟਿਆਲਾ।
9. ਮੈਨੀ ਐਂਡ ਮੈਨੇਜਰ/ਮੈਨੇਜਰ, ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।

Asethi

ਸੈਕੀ: ਅਧੀਨ ਸਕੱਤਰ (ਪ੍ਰਸ਼ਸਤੀ),
ਵਾ: ਵਾਇਸ ਚੈਂਸਲਰ (ਪ੍ਰਸ਼ਸਤੀ),
ਪੀ. ਐ. ਐ. ਪਟਿਆਲਾ।

PUNJAB STATE ELEC. BOARD
(PERSONNEL SECTION)

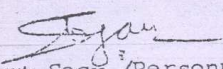
OFFICE ORDER NO 75 /PERSONNEL

DT 3.10.2003

The Punjab State Elec. Board is pleased to order that in addition to duties already being performed by AAE's (JE's-I), the following registers should also be maintained by A.A.E. (JE-I), in the Sub-Division:-

- a) ME-I and ME-2
- b) TRW-10
- c) SR & IUT bill control register and service register.

This issues with the approval of ^{the} Whole Time Members.

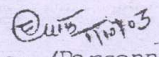

Joint Secy./Personnel,
PSEB, Patiala.

Enst No 96292/96991 /2P-12/Vol.III

Dt. 3.10.2003

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

1. All Ers-in-Chief/General Manager-/Chief Engineers, PSEB.
2. All Directors/SEs/Deputy Chief Engineers in PSEB.
3. ADGP/V&S, PSEB, Patiala.
4. OSD (T) to Chairman, PSEB, Patiala.
5. SE (T) to Members, PSEB, Patiala.
6. Deputy Directors/Sr. Xems/Adl. SEs in the PSEB.
7. All the AEEs/AEs in the PSEB.
8. All Joint Secretaries/Deputy Secretaries/Under Secretaries in PSEB.
9. Deputy Secretary to Chairman/Sr. P.Ss to Members/Secretary, PSEB, Patiala.


Under Secy./Personnel,
PSEB, Patiala.

PUNJAB STATE ELECTRICITY BOARD
(PERSONNEL SECTION)

Office Order No. 97 /2P-13 /Vol:3 Dated 2.11.2005

The following duties may be added in the duties of JE's/AEE, Linemen and ALMs earlier circulated vide this Office O/O No.82/Personnel dated 27-7-90, O/O No.26/Personnel dated 28-4-93 and O/O No.85/Personnel dated 3-5-95 in order to ensure accountability and responsibility at different levels for proper Energy Audit and Reduction in AT & C losses:-

Lineman/ALM

For each DT, one Lineman or an authorized ALM shall be designated as DT Supervisor. In addition to the assigned duties being performed by them as per standing instructions of the Board, the LM or an authorized ALM shall be responsible and accountable for reduction of AT&C Losses on the DTs allocated to them to the optimum levels. For achieving the desired results, the officials will be directly responsible for all activities which result in controlling the AT&C losses viz proper working of all DS/NRS meters and their installation in MCBs, proper sealing and such malpractices which result in leakage of metered energy by way of theft (metered/un metered) etc., the concerned officials will also be responsible for taking effective steps for maintaining and bringing about improvement in the LD System for the DTs allocated to them so as to reduce the purely technical losses.

To effectively monitor the Energy Audit of DT transformers and to bring reduction in AT&C losses, LM/ALM in charge of DTs will report such malpractices/discrepancies which are beyond their control in a register to be maintained by them which will be put up to their supervisory officer i.e. JE-II/JE-I (AAE) who in turn would take immediate action to sort out the matter promptly. In addition the supply of material etc. would also be the responsibility of the JE/AAE in charge of the area. For all intents and purposes the responsibility and accountability of LMs/Authorized ALMs shall be considered at par for this specific job.

JE For each 11 KV feeder, a JE will be designated as Feeder Manager. In addition to the assigned duties as per standing instructions of the Board, he will be responsible and accountable for Energy Audit and reduction in AT&C losses on the 11 KV Feeders for which he is designated as the Feeder Manager, to the level fixed by his Divisional officer on a yearly basis, he will also be responsible and accountable for proper working of all MS, SP, A.P. and three phase GSC meters with loads more than 20 KW and also proper functioning and periodical recording of readings of DT meters installed on transformers falling on the designated 11 KV feeders. He will also be responsible and accountable for attending to such activities, which are reported by DT Supervisors i.e. LMs & authorized ALM which are beyond their control. He will take all effective steps in controlling AT&C losses on 11 KV Feeders allotted to him.

In addition the supply of material etc. would also be the responsibility of the Lineman/Authorized ALM in charge of the area. For all intents and purposes the

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Handwritten initials and date 3/11

Personnel Section
Engineer
Personnel

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AAE In addition to assigned duties as per standing instruction of the Board, AAEs will be responsible and accountable for Energy Audit and reduction in AT&C losses in respect of high revenue generating feeders for which AAEs will be designated Feeder Managers. Such feeders will be decided by the officer controlling the Sub-Division/Technical Unit. To achieve the objective in this specific job the responsibility and accountability of AAE will be at par with the JE detailed under the said category.

AAE/AE In addition to all functions and duties assigned to him as per the standing instructions of the Board as In-charge of Sub-Division/Technical Unit, he will be accountable and responsible for Energy Audit of all the 11 KV feeders falling in the Sub-Division/Technical Units as a whole and also for each 11 KV feeder. He will also ensure proper action on issues/aspects beyond the control of JE/AAEs and keep his superiors informed of the results being achieved in the reduction of T&D losses.

This issues with the approval of Chairman, PSEB.

(Er. S. S. Ghai)
Dy. Secy./Personnel

Endst.No. 152825/154285/2P-13/vol.3 Dated: 2.11.05

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

1. All Chief Engineers in the PSEB.
2. All Directors/SEs in the PSEB.
3. All Deputy Directors/Xens in the PSEB.
4. All SDOs in the PSEB.
5. All Deputy Secretaries, PSEB, Patiala.
6. All Under Secretaries, PSEB, Patiala.
7. Deputy Secretary to Chairman, PSEB, Patiala.
8. Sr.P.S. to Members/Secretary, PSEB, Patiala.
9. OSD(T) to Chairman, PSEB, Patiala.
10. SE(T) to Members, PSEB.
11. Sr.I.R.O., PSEB, Patiala.

Under Secy./Personnel,
PSEB, Patiala.

CC:- Director/I.T., PSEB, Patiala with one Soft copy and one Hard copy for uploading on PSEB website - "Right to Information Act-2005" (Under Chapter-3).

PUNJAB STATE ELECY. BOARD
(PERSONNEL SECTION)

OFFICE ORDER NO 77 /PERSONNEL

DT. 5.10.06

The para 16 & 22 of Annexure 'C' of this office Order No. 82/Personnel, dt. 27.7.90 may be substituted with the following:-

- 16. In emergent cases, only AJE will be authorised to obtain the P.T.W. in the absence of, or to issue the P.T.W. to himself in the field by operating the sectionalising switches when work on the over-head H.T. Lines is to be attempted for the purpose of maintenance or attending to break downs.
- 22. In emergent cases, the AJE shall take P.T.W. for the maintenance of L₂ lines and attending to the break down of these lines.
provided that where, however, AJE is either not posted or is in-competent, SD Incharge may seek approval of SE/Operation to authorise other Lineman to obtain P.T.W.
This issues with the approval of competent authority.

[Signature]
Joint Secy./Personnel,
PSEB, Patiala.

Endst No 112950/112954 /2P-13/Vol.III Dt. 5.10.06

A copy of the above is forwarded to the following w.r. to this office Endst No 171015/171019/2P-13, dt. 27.7.90 for information and necessary action:-

- 1. R.A.O., PSEB, Patiala.
- 2. Chief Auditor, PSEB, Patiala.
- 3. Chief Accounts Officer, PSEB, Patiala.
- 4. Advisor/Finance, PSEB, Patiala.

[Signature]
Under Secy./Personnel,
PSEB, Patiala.

- 6 All Under Secretaries, PSEB, Patiala.
- 7 Private Secretaries to Chairman/Members/Secretary.
- 8 I.G. (V&S), PSEB, Patiala.
- 9 O.S.D. (T) to Chairman, PSEB, Patiala.
- 10 SE (T) to Members, PSEB.
11. I.R.O., PSEB, Patiala.

M. S. D.
4/7/06
Under Secy./Personnel,
PSEB, Patiala.

PUNJAB STATE ELECY. BOARD

(PERSONNEL SECTION)

From

The Secretary,
(Personnel Section),
PSEB, Patiala.

To,

1. All Engineers-in-Chief/GMs/CEs in PSEB.
2. All Dy. Chief Engineers/S.Es in PSEB.
3. All Adtl. SEs/Sr. Mens in PSEB.
4. All A.E.Es/AEs in PSEB.

Memo No. 175909 /177209/2P-13/Vol.III

Dt. 7.12.07

Sub:- Authorisation of ALMs for the duties of L.M.

Due to acute shortage of line staff in the field,
It has been decided that ALMs who have already been placed in
the second promotional time bound scale may be authorised to
carry out the duties of LMs.

This issues with the approval of competent authority.

1350/2007
[Signature]
11/12/07

[Signature]
Dy. Secy./Personnel,
PSEB, Patiala.
[Signature]
11/12/07