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Model Solution Question no.1(a)-Engineer Officers

General Principles and Restrictions Relating to Expenditure:

1. Every employee incurring or sanctioning expenditure from the revenues of the Board should be guided by high standards of financial propriety. Each officer of the Board is responsible for enforcing financial order of strict economy at every step. He is responsible for the observance of all financial rules and regulations both by his own office and by subordinate disbursing offices. Among the principles on which emphasis is generally laid are the following:-
 - (1) Every employee is expected to exercise the same vigilance in respect of expenditure incurred from Board's money as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
 - (2) The expenditure should not be prima facie more than the occasion demand
 - (3) Money borrowed on the security of allocated revenues should be expended on those objects only for which money is borrowed
 - (4) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
 - (5) Board's revenues should not be utilized for the benefits of a particular person or section of the community unless:
 - (a) the amount of expenditure involved is insignificant, or
 - (b) a claim for the amount could be enforced in a court of law, or
 - (c) the expenditure is in pursuance of a recognized policy or custom.
 - (6) No authority should sanction any expenditure which is likely to involve, at a later date, expenditure beyond its own powers of sanction.
 - (7) The amount of allowances, such as travelling allowance, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole the sources of profit to the recipients.
2. In addition to compliance with the canons of financial propriety enunciated above, the authorities incurring expenditure should further see;
 - (1) that special or general sanction of the competent authority expenditure exists
 - (2) that necessary funds to cover the charge exists, that expenditure does not exceed these funds, that the authority incurring the expenditure will be responsible for any excess over the sanctioned funds and that expenditure in anticipation of funds is incurred only in authorized cases.
 - (3) that all charges incurred are drawn and paid at once and are not held up for want of funds and allowed to stand over to be paid from the grant of another year; that money indisputably payable should not, as far as possible be left unpaid; and that all inevitable payments are ascertained and liquidated at the earliest possible date.

- (4) that money actually paid is under no circumstances kept out of account a day longer that is absolutely necessary
- (5) that no money is withdrawn unless it is required for immediate disbursement.

Question no.1(b)

i) Administrative Approval:

This term denotes the formal acceptance by the Administrative authority concerned of the proposals for incurring any expenditure in the Board or to undertake a work.

Technical Sanction-Order of competent authority sanctioning a properly detailed estimate of the cost of a work of construction or repair proposed to be carried out in the board.

ii) Issue Rate:

This term denotes the cost per unit fixed, in respect of an article borne on the stocks of the Board, at a valuation for the purpose of the calculation of the amount creditable to the account code concerned of the stock account by charge to the account or service concerned, when any quantity of that article is issued from stock. This does not take into account the storage charges.

Market Rate:

Used in respect of an article borne on the Stock accounts of a division, this term indicates the cost per unit at which the article or an article of similar description can be procured, at a given time at the stores godown from the public market suitable to the division for obtaining a supply thereof.

Model Solution Question no.2(a)

When an Accounting unit transfer material or render services or execute work on behalf of another accounting unit or transfer cash, the originating accounting unit will raise the demand for such transfer or execution of work through bill called IUT bill. In other words inter unit bill will be raised when transactions are between offices linked to the different accounting units.

Classification of IUT bills is as under--

- 1) 30-Inter unit Accounts –Fuel
- 2) 31- Inter unit Accounts –Material
- 3) 32- Inter unit Accounts –Capital Expenditure &Fixed Assets
- 4) 33- Inter unit Accounts –Remittances to Head office
- 5) 34-Inter unit Accounts -Funds Transfer from Head Office
- 6) 35--Inter unit Accounts - Head Office office Disbursement
- 6)36- Inter unit Accounts –Personnel
- 7)37- Inter unit Accounts- other Transactions/adjustments
- 838-) Inter unit Accounts –Head Office Reserve

After completion of monthly Accounts ,Accounting unit will raise IUT on the basis of the transactions appearing in the account. IUT bill prepared will specify the following information:-

- 1)Date
- 2)Serial number
- 3)Name & location code of transferor /Division.
- 4)Name & location code of transferee /Division.
- 5)Account code as per chart of accounts related to the type of inter unit transaction i.e. Fuel, Material etc.
- 6)Particular of transactions including details and number of supporting documents.
- 7)Amount

Model solution Answer Question no. 2(b)

- i Dues from disconnected consumers-Ds
- ii Subsidy for free supply of electricity to SCs consumers

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- iii Losses under investigation .
- iv Liability for supply of material- capital
- v Bonus Payable

Model solution Answer Question no. 3(A)

i) The Measurement Book is a most important record being the basis of all accounts of quantities, whether a work done by daily labour or by the piece, or by contract or of materials received which have to be counted or measured. The description of the work must be lucid, so as to admit of easy identification and check and should contain such a complete and reliable record of facts as to be conclusive evidence in a court of law.

ii) For large works a separate Measurement Book may be set apart.

iii) Each set of measurements should commence with entries stating:-

In the case of bills for works done.

- 1 Full name of work as given in estimate.
- 2 Situation of work, exact locality;
- 3 Name of contractor;
- 4 Number and date of his agreement of work order;
- 5 Date of written order to commence work;
- 6 Date of actual completion of work; and
- 7 Date of Measurement.

In the case of bills for supply of materials:-

- 1 Name of suppliers;
- 2 Number and date of his agreement or order.
- 3 Purpose of supply. Name of work as given in estimate.
- 4 Date of written order to commence supplies;
- 5 Date of actual completion of supplies; and
- 6 Date of Measurement.

and should end with the dated signatures of the person making the measurements.

A suitable abstract should then be prepared which should collect, in the case of measurements for work done, the total quantities of each distinct item of work relating to each sanctioned sub-head. iv) The pages of the book should be machine-numbered and no page should, on any account be torn out of a book, nor should any entry be erased or disfigured so as to be illegible. If a mistake be made, it should be corrected by cancelling the incorrect words or

figures with a single stroke of the pen or pencil and by writing the correct words or figures separately; and the corrections thus made should be initialed and dated by the responsible officer. All signatures and initials made in the measurement book should be dated.

v) All measurement must be neatly recorded in the authorized form of Measurement Book, and in no other. The entries should be made, if possible, in ink but when this is not possible and entries have to be made in pencil, the pencil entries should not be inked over but left untouched. The entries in the "Contents or Area" column should, however, be made in ink in the first instance and not inked over.

vi) As all payments for work or supplies are based on the quantities recorded in the Measurement Book, it is incumbent upon the person taking the measurements to record the quantities clearly and accurately. If the measurements are taken in connection with running contract account on which work has been previously measured, he is further responsible (1) that reference to the last set of measurements is recorded, and (2) that if the entire job or contract has been completed, the date of completion should be duly noted in the prescribed place. If the measurements taken are the first set of Measurements on a running account or the first and final measurement, this fact should be suitably noted against the entries concerned and in the latter case, the actual date of completion noted in the prescribed place.

vii) Entries should be recorded continuously in the Measurement Book and no blank pages should be left. Any pages left blank inadvertently must be cancelled by diagonal lines; the cancellation being attested and dated.

viii) The Measurement Book being primarily the initial record made on the spot by personal measurement by a responsible Executive Officer or subordinate of quantities or work done or materials received and only secondarily and incidently a record of expenditure incurred on the basis of quantities it is obvious that in a case where the service to be paid for is not susceptible of Measurement, such as octroi duty, municipal taxes, electric charges and railway freight, etc. or where it is not possible to determine the quantity of work done, entries need not be made in Measurement Books.

ix) When any measurements or series of measurements are cancelled, the cancellation must be supported by dated initials of the officer ordering the cancellation, or by a reference to his order, initialed by the officer who made the measurements. In either case the reason for cancellation should be recorded.

x) The index provided at the commencement of each book should be carefully kept up to date and the inner title page in the Measurement Book showing the number of the book, name of officer etc., must invariably be filled in, as well as the entries on the outside liable.

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Model Solution E.O. 5-11296 Paper-I

xii) The sub divisional clerk ordered by the disbursing officer is responsible for the arithmetical check of all calculations entered in a Measurement Book, and must initial (with date) each account in the book in token of having so checked it. Assistant sub divisional clerks are authorized to check Measurement Books and prepare bill of contractors provided that in following cases Measurement Books should be checked and bills prepared by the sub divisional clerk personally:-

- 3) Final Bills of all running accounts.
- 4) First and final bills for amounts exceeding Rs. 500/-

xiii) The officer making the measurements must calculate the "Contents or Area" of each measurement and enter it in ink, and abstract the result himself. The Measurement Book should then be submitted to the paying officer for his orders. If he is satisfied that a bill should be prepared and that the name of the estimate has been correctly entered, he will check the rates, if entered, or fill in the correct rates and before handing the Measurement Book to his clerk should write below on each account an order to his clerk to check and prepare the bill for the same. The Sub divisional Officers should invariably date their orders to the clerks to check and bill the measurements entered in a Measurement Book.

xiii) When an officer or subordinate is required to submit his Measurement Book with his accounts to the Divisional or Sub divisional Officer, he should be supplied, if necessary, with a second book for alternate use.

xiv) From the Measurement Book all quantities should be clearly traceable into the documents on which payments are made. When a bill is prepared for the work or supplies measured, or the invoice of materials received from other Divisions or Departments is verified and signed by the Sub Divisional Officer, every page containing the detailed measurements must be invariably scored out by a diagonal red ink line, and when the payment is made (by cheque cash, etc. or book transfer) an endorsement be made in red ink on the abstract of the measurements quoting the number and date of the voucher of payment or of the Advice of Transfer Debit. The endorsement should be initialed and dated.

xv) The disbursing officers should not sign in full, or permit any contractor to do so on duplicate copies of bills, even though duly headed "Duplicate" or "Office Copy."

xvi) It is inadvisable to record short measurements with the object of retaining a portion of the value of the work done by a contractor as security. It is preferable to work complete measurements of work done and to make formal such deductions from the contractor's bill as may be necessary.

xvii) The voucher for payment must invariably bear a reference to the number and page of the Measurement Book in which the measurements are recorded, also the number and date of work order for the supply.

xviii) When submitting a bill for signature, the Sub divisional clerk will draw in red ink one diagonal line across each page of the measurement book on which are recorded the detailed measurements in token of his having made the required arithmetical check and having compared the total with the connected abstract.

xix) At the time of signing the bill, the "Officer preparing the bill" will scrutinize the measurement book and make sure that the sub divisional clerk has drawn the red ink lines mentioned above and has appended his dated initials in token of having exercised the cent per cent arithmetical check. He will then draw in ink one diagonal line across each page of the measurement book on which is recorded the connected abstracts of measurements.

xx) When receiving back the measurement book and bill the sub divisional clerk will scrutinize the abstract for any omission from this procedure.

xxi) No Measurement Book shall change hands i.e. from one subordinate to another or to a clerk or in office and vice-versa without an endorsement being made after the last measurement handed and signed and dated by both parties. The endorsement will give the name of person who hands over and that of the person who receives the Measurement Book.

xxii) On the occasions of transfers it will be the special duty of the Sub Divisional Officers to see that (1) measurement books with the relieved officer at the time are recorded in the transfer papers by the number they bear and are (2) acknowledged by the Relieving Officer and that (3) necessary corrections are made in the name of the officer on the fly leaf of the Measurement Book and (4) the register of Measurement Books as well.

xxiii) In case a Measurement Book is lost, an immediate report should be made of the facts of the case and this report must be promptly forwarded to the Board together with the explanation of all parties concerned or responsible for the loss.

F-Check and scrutiny of Measurement Books

Once every half year, i.e., during May and November and before transfer, the Sub Divisional Officer should make a complete check of every current measurement Book in the sub divisional and have them completed in all respects, as far as possible, up to date. He should certify to this effect below the last entry in each Book, noting also any items which still remain to be completed. At the next inspection the Sub Divisional Officer will not have to go through the same pages of the books again except to see that the in completed parts have or have not since been completed.

ii) During the inspection of a sub divisional by the Executive Engineer, the Divisional Accountant should similarly check a percentage of the Measurement Books and record the following certificate.

"Checked and found correct and complete except for certain items detailed in the Audit Note sent to the Sub divisional, Officer.....Sub Division with the Executive Engineer's Inspection Note No.....Dated.....19.....".

This will enable each inspection to be started from the point reached the previous year.

All measurement books in use must be sent once in a year to the divisional officer or such dates as the divisional officer may fix for the personal scrutiny of Divisional officer and should be returned to the sub division concerned within fifteen days.

iii) When these books reach the divisional office the Head Clerk should first of all compare them with his register of Measurement Books and report, if any missing. The Head Clerk will at the same time make any necessary corrections in his register and bring to notice any evident inaccuracies in the name of officer on the fly-leaf of the Measurement Book. He will then hand them over as quickly as possible to the Divisional Accountant.

iv) The Divisional Accountant will then check the books to see whether instructions in paragraph 37.2 to 37.4 and 37.9 of CEFA have been complied with. He will himself check not less than 10 per cent of the value of the total measurements recorded in each book since the last review. Such checks should cover complete sets of measurements, payments based on the entries reviewed should be traced into the various accounts documents and verified. Similarly supplies or issues of materials should be traced into the various accounts and verified.

v) The Divisional Officer will then take steps to obviate in future any neglect of the above instructions which may have come to light, and will at the same time retain for record in his office any books which he considers to be full up, or nearly so, or which he deems to have been in use long enough. The blank pages, if any, should be cancelled by the Divisional Officer under his dated initials before such Measurement Books are filed. Such books, when once filed for record in the divisional office, must not be allowed to pass out of the office again for reference, except under the strictest precautions to guard against their loss. And on so passing out of the divisional office they must not be allowed to pass into the personal custody of any body of a rank lower than a Sub divisional Officer.

vi) The Superintending Engineer is required to make it his special duty during his tours to see that measurement books are carefully kept and measurement properly record and that they are complete records of the actual measurements of each kind of work done for which certificates have been granted. He should also see that any orders of the Board regarding check measurements are duly observe d.

Model Solution Question no.3(b)

Repairs and Maintenance:

Any expenditure on restoring an asset back upto the level of output/efficiency/performance at which it was, when it was first put to use is repairs expenditure.

Any expenditure on maintaining the asset upto the level of output/ efficiency/performance at which it was, when it was first put to use is maintenance expenditure.

Model solution E.O. 8-11/2016 Paper-I

Kinds of Repairs:

Repairs and maintenance are ordinarily of **three kinds**: **First those which** as a matter of regulation are carried out periodically and which are usually of the same quantity from time to time, such as the painting and white washing of a building or painting of transmission and transmission, distribution and telephone steel poles.

Second, those which are not done as a matter of regulation periodically, but which it is convenient to carry out, so far as may be necessary, at the time of periodical repairs: and

Third, such occasional special repairs as become necessary from time to time, and which may have to be carried out between times of periodical repairs.

Expenditure on all types of repairs and maintenance shall be charged to the revenue in the year in which it is incurred. This shall be done regardless of the amount of any repairs or maintenance expenditure.

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Model Solution Eo. 5-11/2016 Paper-I

Model Solution Question no.4(a)

Various kind of Tender As per works regulation Tender are of following kinds-

Open Tenders -for the major works ,tenders will be invited from the eligible contractors through publicity in the news paper/journals allowing a minimum period of 4 weeks from the date of first publication for submission of tenders. In urgent cases , the period may be reduced to 2 weeks.

limited Tenders

For minor works tenders may be invited from all registered contractors through letters sent by registered post : acknowledgement due' giving a minimum period of 15 days from the date of issue of such letters for submission of tenders In exceptional cases the period can be reduced as considered necessary by the competent authority.

Limited tender may be invited for major works upto Rs 50 lacs only in any emergent case. The detailed reason thereof may be recorded and the approval of the authorities noted below will be obtained before inviting limited tenders-

Authority which can accept tenders

Approving Authority for inviting tender

CE

Member incharge

SE

CE

SrXen

SE

limited tenders shall be invited from all the contractors registered with the appropriated authority .In case where the number of such registered contractor is less than 5, limited tenders shall be invited from the contractors registered with other organizations of the Board/PWD.

Single Tenders

Single tenders may be invited for jobs such as maintenance and repairs of propriety equipment etc ,which can be got dine through a specialized firm/contractors.

Spot Tenders.In urgent cases tender for works may be obtained through spot committee with the approval of Director/concerned using power of limited tender. One member of the

committee should be from accounts member. The committee will collect the tenders along with earnest money.

Model Solution Question no.4(b)

TWO PARTS BIDS

For works upto Rs 5Crores

Tenders shall be submitted in two parts-Part 1- Earnest Money

Part II- Commercial ,Technical conditions of Price Bid

The tenderer shall seal original or each part of the tender separately in double envelop, duly marked as Part-I or Part-II.

The inner envelope of each part of the tenders shall indicate the name and address of the tenderer to enable the tender to be returned un-opened, if it does not meet the N.I.T. requirements. The tender shall be submitted in duplicate, triplicate or quadruplicate, as desired. Other copies of the tender shall be similarly sealed and marked.

THREE PART BIDS

For works exceeding Rs.5 Crores

Tenders shall be submitted in three part in duplicate or as specifically desired.

Part-I: Earnest Money.

Part-II: Commercial & Technical Conditions (Qualifying financial effects)

Part-III: Price Bid

Each part shall be sealed in separate envelope duly subscribed on the envelope as part-I, Part-II and Part-III. Envelope marked Part-I. 'Earnest Money' shall be opened and if the earnest money is found in order then the envelope marked Part-II 'Commercial & Technical conditions Qualifying Financial effects' shall be opened. In case financial effects unambiguous and without any reservations specified, only then Part-III -'Price bid' shall be opened.

Model Solution Question no. 4 (c)

BLACK LISTING OF FIRMS

The authority next to the authority placing the order should decide the question of blacklisting any firm or debaring any firm from business dealings.

E.O. 5-11/2016 Paper-I

Model Solution Question no.5(a)

(A) Technical Nature:

1. Inspection of supply system:

- i) Inspection of Grid substations including checking of log sheets.
 - ii) Inspection of EHT lines.
 - iii) Inspection of HT lines.
 - iv) Inspection of Distribution Substations.
 - v) Inspection of LT lines including mains, sub-mains and services.
 - vi) Test checking of maintenance of lines and substations for detecting fictitious entries of maintenance work in LMR and EMR.
 - vii) Inspection of consumer's premises.
2. Ensuring compliance of defects noticed by him in supply system during his inspection of his subordinated or senior officers.
 3. Taking remedial measures for controlling interruptions in supply and investigation in respect of excessive interruptions in supply and prolonged breakdowns.
 4. Maintenance/Operation of supply system ensuring preventive maintenance as per the maintenance schedule.
 5. Keeping a control and watch over system loading conditions for framing augmentation/renovation proposals.
 6. Surveying to carry out new works, planning and design of works and framing/checking of estimates.
 7. Supervision of maintenance works so as to ensure proper quality of maintenance and expeditious completion of the job.
 8. Supervision of new construction works with regard to the quality of work.
 9. Measurement of maintenance and construction works so as to ensure proper utilization of material.
 10. Inspection and checking of metering equipment at the premises of the consumers.
 11. Checking of meters to ensure that the meter readings being taken by the Meter Reader/Meter Inspector etc. are not perfunctory and meters are working correctly.
 12. Testing of earth resistivity of the various installations.
 13. Attending/Supervision of breakdowns.
 14. Investigation of accident cases on supply system.
 15. Investigation of the cases leading to transformer damage.
 16. Investigation of cases of theft of electricity and detection of unauthorized extension.
 17. Taking monthly meter reading in case of MS and LS consumers, Checking and reporting of defective MDIs as per commercial circular No. 43/77.
 18. Sealing of all AP, SP, MS & LS Consumers meters (100% as per Instruction No. 103 of Sales Manual.

19. Checking of consumers premises to enforce power cut instructions.
20. Checking of consumers premises including Board's employees premises, in terms of Sales Manual Instruction No. 201 for the purpose of detection of theft of energy.
21. Test checking of street lighting system at night as to its proper functioning.
22. Verification of the test report of Industrial and AP consumers as per Instruction No. 16 of Sales Manual.
23. Inspection of consumer's premises with regard to installation of capacitors and checking of power factor.
24. Inspection and maintenance of civil works.
25. Inspection and maintenance of vehicles.
26. Inspection of safety devices and firefighting equipment.

(B) Administrative Nature :

1. Up-keep and maintenance of office.
2. Payment of salary to the staff regular as well as work charged.
3. Purchase of material and payment thereof.
4. Checking of complaint centers with regard to their proper functioning.
5. Checking of labour at site.
6. Checking of feeders to ensure proper supply in rural areas.
7. Attending to consumers complaints and grievances.
8. Attending to the visits of the senior officers of the PSEB and Punjab Govt. Internal Audit Parties and RAO.
9. Attending meetings at the Distt. and Sub Divisional level.
10. Maintaining liaison with Block Samities and Zila Prishad.
11. Attending to grievances of employees and labour Court Cases.
12. Arranging inspection of Electrical Inspector getting the inspection carried out.
13. Handling of employees strikes.
14. Ensuring proper up-keep and disbursement and remittance of cash.
15. Routine and surprise checking of cash in chest.
16. Arranging material for works.
17. To frame budget estimates for the next financial year and to exercise budgetary control.
18. Pursuing various court cases in the courts and with Board's counsel and that of higher offices.
19. Ensuring proper up-keep of consumers cases and inspection sub-offices.
20. Investigation of theft of Board's property cases lodging of FIRs and pursuing these cases.
21. Checking up of consumption of fuel and lorry log books etc.
22. Arranging/imparting training to the subordinate staff in the office and field.

Model Solution Ea 5-11/2016 Paper-IST

23. To carry out prescribed checking of stores and material at site.
24. Inspection and checking of T&P.
25. Checking of staff that prescribed uniform is worn by them.
26. Initiating and dealing staff cases regarding leave, increments, pay fixation, bonus, transfers, disciplinary proceeding, T.A. bills, over-time bills, arrear of pay etc.
27. Ensuring up-keep of records.
28. Ensuring proper up-keep of record of books and manuals.
29. Ensuring proper functioning of officer i.e. receipt, dispatch and disposal of dak.
30. Providing livery cloth to the staff and ensuring maintenance of accounts thereof.
31. Ensuring that proper handing/taking over is being done and record thereof is maintained.

Model Solution Question no.5 (b)

BENCH MARKS

Permanent reference bench marks established and maintained by the PSEB are available on or close to the Project site. Contractor shall arrange to build and maintain at his cost any additional temporary bench marks that may be required by him to lay out lines levels etc., required for the completion of the work covered in the contract. The Contractor shall also arrange at his cost for all necessary surveying, leveling etc. to be carried out to standardize the co-ordinates and levels of these additional temporary bench marks with reference to the nearest of the permanent bench marks mentioned above. The responsibility for the accuracy of the temporary bench marks for any works carried out based on these bench marks lies entirely with the contractor.

Model Solution Question no.5 (c)

The following shall be exempted from depositing Earnest Money:-

- (a) Public sector under takings fully owned by Pb.Govt./Central Govt./Other State Govts. supplying material directly through units owned by them provided that a certificate of Govt. ownership issued by the concerned Govt. Department shall be submitted in the envelope for Earnest Money, Exemption shall not be applicable if the tender is submitted for supply of material through private unit/manufacturer.

Note: M/s BHEL Government of India Under taking as per proviso of ibid Regulations is exempted from the payment of Earnest Money Deposit.

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- (b) Suppliers having permanent earnest money deposit of Rs.10Lac with the Board provided that a certificate to this effect issued by the concerned Accounts Officer of the Board, during three months immediately preceding the due date for tender opening and showing the Serial No./Account No. Allotted in the permanent Earnest Money deposit Register shall be submitted by the Tenders in the envelope for Earnest Money.

Permanent Earnest money deposit should be obtained organization wise and its accounts be maintained by concerned Accounts Officers like AOs of Projects, AO/CPC (MM), AO/CPC (Trans.)etc.

- Ans1(a) 1 As per Fc 41/2010 and 8/12 ex gratia is granted to family of deceased employee who dies in harness or the employee is permanently disabled and unfit for service, the amount shall be Rs. 100000/- on uniform basis.
- 2 In case death occurs in harness due to causes attributable to the service ex gratia shall be equal to 24 times the basic pay of the employee on the date of death subject to min 2.00 Lakh and maximum of Rs 4.00 lakh now raised to 5 lakh.
- 3 If death occurs in performance of duty such as dealing with riots, terrorist action or enemy attack the ex gratia will be Rs. 10 Lakh.
- 4 In case of accidental or homicidal of an employee during performance of duty, his legal heirs will be entitled to a lumpsum payment of Rs 5.00 lakh as ex gratia amount. However, the ex gratia grant envisaged in these orders shall not be admissible to employee who commit suicide during performance of duty. The full amount of ex gratia payment admissible under these orders shall also be payable to those employee who incur complete permanent disability during duty rendering unfit for further service, who incur partial permanent disability ex gratia will be proportionate to percentage of partial permanent disability.
- Ans1(b) The Board employees who are declared invalid shall be granted weightage of five years in the Qualifying service for pension and if the qualifying service after the grant of this will be weightage below 10 years, the same raised to 10 years further invalid pension is subject to minimum normal family pension (FC 73/89 dt 30/11/89).

Ans1(c) As per GP Fund regulations following refundable advances can be granted to employee during service.

1. Regulation 14 (1A) (ii) – To meet customary ceremony or social obligatory expenses like mundan, namkaran, Dastar band etc, up to 50% of amount of credit or actual expenditure whichever is less.
2. Regulation 14 (1A) (iii) – Purchase of wheat by class iv employee up to 50% of amount of credit or actual expense whichever is less.

In addition to this, one month pay for any genuine purpose can be given to employee which is recoverable in 12 months. This advance is in addition to the refundable advance admissible under sub regulation 1A above.

Ans2(a) Non refundable advancing can be given to employees under GP Fund regulation as follows:-

1. Regulation 18(1)(i) – For acquiring building house/flat for his residence including cost of the site or purchase of house/flat in his own name or his/her spouse/not exceeding $\frac{3}{4}$ of the amount of credit after completion of 8 years of service.
2. Regulation 18(1)(ii) – Purchase of house site in his own name his/her spouse name- $\frac{3}{4}$ of credit.
3. Regulation 18(1)(iii) – For construction of house site already owned/inherited or purchased under sub clause(ii) after approval of competent authority - $\frac{3}{4}$ of credit.
4. Regulation 18(1)(iv) – reconstructing of the house/flat or making addition or alteration or flat already own/inherited or purchased – $\frac{3}{4}$ of credit.
5. Regulation 18(1)(v) – Repaying any outstanding amount of loan taken for the purpose specified in pay 18 (i) to (iii) for Govt banks or Govt Financial institution which is subject to actual repayment of loan or 17% amount of credit whichever is less.
6. Regulation 19 – For higher education of himself/herself or his/her two children upto 75% of amount of credit After completion of 5 years of service for self and 15 years for his/her two children.
7. Regulation 20 – Marriage of son/daughter or other male/female relation actually dependent on him-75% of credit After completion of 15 years of service.
8. Regulation 21 – Betrothal of son/daughter or other male/female actually dependent on him subject to 6 month pay as defined in these regulations or 25% amount of credit whichever is less after 15 years of service.
9. Regulation 22 – Purchase of motorcar or repaying loan for motorcar up to 5 Lakh or 50% of amount of credit or 75% of actual

price of new car or depreciated value of old car whichever is less after 5 years of service.

10. Regulation 23 – Purchase of motorcar or scooter or moped after 5 years of service up to Rs. 50000 for motorcycle/scooter and Rs. 25000 for moped or 50% amount of credit or actual price whichever is less.
11. Regulation 24 – Purchase of bicycle Rs. 25000 or actual price or 50% of amount of credit whichever is less after 5 years of service.
12. Regulation 25 – Purchase of computer up to Rs 50000 or actual price whichever is less after 5 years of service.
13. Regulation 26 – Self employment to Govt employee upto 75% of amount of credit after 8 years of service.
14. Regulation 27- For hazz yatra 75% of amount credit after 20 years service or 10 years to retire.
15. Regulation 28 – 90% advance with 12 months before date of retirement of superannuation.

Ans(b) As D.O.P and amendment issued vide regulation circular no. 17/2011 power to sanction of for expenditure for function/exhibition on Republic/independence day is as under:-

CMD-upto 5 Lakh

Committee of WTDs - upto 10 lakh

Subject to Budget grant

Ans3-(a) As per CE/HRD memo no 73430/73500 dated 8/10/12 child care leave is allowed to female employees on following conditions.

1. Female employee can take leave upto 365 days in her service for children below age of 18 years.
2. This leave is admissible for two children for their care and other circumstances such as disease of children subject to production of valid documentary evidence.
3. During this period leave salary shall be paid.
4. Leave can be taken in 3 spells in calendar year.
5. Minimum 15 days leave shall be granted.
6. This leave is not debited to any leave account and separate leave account shall be maintained in service book of female employee.
7. Competent authority shall sanction the leave and it is not the right of employee.
8. It can be refused in public interest by competent authority.

Ans3(b)-An employee can be given medical advance as per regulation circular17/11 as under.

1. Hepatitis A and C 90%
2. Major illness of bypass surgery, Kidney transplant, major cancer treatment 80%
3. other disease 80%

Ans3(c)

To

All SDOs/op,
PSPCL,

Memo no.

Dt.

Sub:- Timely submission of position of defaulting amount .

I bring to your notice that undersigned is apprised of late receipt of position of defaulting amount of your office. As you are aware that higher authorities view late submission of defaulting amount very seriously. Moreover late submission of position of defaulting amount tarnish the image of this office in the eyes of management and also harm the management information system mechanism.

You are therefore instructed to look into the matter and direct all concerned to submit position of defaulting amount with in 2 days positively otherwise undersigned shall be constrained to report the matter to higher authorities which may attract disciplinary action against you.

Sd
sr xen,
PSPCL,Patiala

Ans4(a) Adoption leave is granted to female employee to adopt newly born child for three months subject to completion of age of child to 3 months whichever is earlier. This leave is granted to female employee who has no child and leave is started when she adopts child in a legal manner.

Ans4(b)1 As per FC 33/12, The Governor of Punjab is please to grant house rent allowance @ 5% of pay of such employees who have not been allotted Govt. accommodation but were entitled to rent free accommodation.

2.This allowance shall be in addition to the normal house rent allowance admissible at the place of posting.

3.This is subject to the condition that residence higher by the employee is in close proximity to his place of posting or at the place of specifically permitted by the competent authority.

4. This decision shall be effective from 1/12/11.

5.This facility is not admissible to those employee who are staying in there own house or staying in hired houses in their interest

Ans4(c) As per employee conduct regulation:-

1. No Board employee shall, except with the previous sanction of the Board own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication.
2. No Board employee shall, with the previous sanction of the Board or of the prescribed authority or except in the bonafide discharge of his duties participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person.

Provided that no such sanction shall be required if such contribution broadcast or writing is of a purely literary, artistic or scientific character.

Ans4(d) All Group – D employees who are in regular service shall be entitled to an additional increment wef 1/12/11 subject to the following conditions:-

1. The Date of next increment shall not be changed.
2. The addition increment shall be admissible only to those employees who are in service before 1/12/11.
3. The amount of additional increment shall be treated as pay for all intends and purposes.
4. The additional increment shall be calculated in accordance with rule of Punjab civil service (Revised pay) rules 2009.

Ans(5)1.No order imposing any of the penalties specified in clauses (v) to (ix) of Regulation 5 shall be made except after an inquiry held, as far as may be in the manner provided in this regulation and regulation 9 or in the manner provided hereinafter.

2.Whenver the punishing authority or any other authority empowered by the Board, by general or special order, is of the opinion that there are grounds for inquiring into the truth of any allegations against an employee, it may itself, inquire into or appoint under this Regulation an authority, to inquire into the truth thereof.

Explan

Where the punishing authority itself holds the inquiry any reference in sub-regulation (7) to (20) and in sub regulation 922) to the inquiring authority shall be construed as a reference to the punishing authority.

3.Where it is proposed to hold an inquiry against an employee under this and regulation 9, the punishing arthority shall draw up or cause to be drawn up;

(i) the substamce of the allegations into definite and distinct articles of charges;

(ii) a statement of allegations in support of each article of charge, which shall contain-

(a) a statement of all relevant facts including any admission or confession made by the employee;

(b) a list of documents by which and list of witnesses by whom, the articles of charges are proposed to be sustained.

(4) The punishing authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of allegations and a list of documents and witnesses by which each article of charge is proposed to be sustained and shall require the employee to submit, with-in such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.

Provided that in such cases where the punishing or the appellate authority happens to be the W.T. Ms/Board, a hearing to the employee concerned before imposing the punishment or deciding the appeal, shall be given on behalf of the W.T. Ms/Board by the Chairman or any other Member to be nominated by him.

(5) On receipt of the written statement of defence, the punishing authority may:-

(a) Consider the written statement of defence and, after recording its reasons for so doing, impose on the employee any of the penalties specified in clause

(i) to (iv) of Regulation-5:-

(aa) itself inquire into such of the articles of charge as are not admitted or, if it considers it necessary so to do, appoint under sub-regulation 92), an inquiring authority for the purpose, and where all the articles of charge have been admitted by the employee in his written statement of defence, the punishing authority shall record its findings on each charge after taking evidence as it may think fit and shall act in the manner laid down in Regulation-9.

(c) If no written statement of defence is submitted by the employee, the punishing authority may itself inquire into the articles of charge or may, if it considers it necessary to do so, appoint under sub-regulation (2), inquiring authority for the purpose.

6. The punishing authority, shall, where it is not the inquiring authority, forward to the inquiring authority:-

(i) a copy of the articles of charge and the statement of allegations;

(ii) a copy of the written statement of defence, if any submitted by the employee;

(iii) a copy of the statement of witness, if any, referred to in subregulation(3);

(iv) evidence proving the delivery of the document required to be delivered to the employee under sub-regulation(4);

(v) a copy of the order appointing the 'Presenting officer'.

(7) The employee shall appear in person before the inquiring authority on such day and at such day and time within ten working days from the date of receipt by him of the articles of charge and the statement of allegations, as the inquiring authority may, by a notice in writing, specify in this behalf, or within such further time not exceeding ten days, as the inquiring authority may allow.

(8) the employee may take the assistance of any other employee, or a retired Board employee, to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the punishing Authority is a legal practitioner or the Punishing Authority having regard to circumstances of the case, so permits.

(9) If the employee who has not admitted any of the articles of charge in his written statement of defence, or has not submitted any written statement of defence, or has not submitted any written statement of the defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of the charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(10) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer, to

produce the evidence by which he proposed to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may for the purpose of preparing his defence;

(i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow the documents, specified in the list referred to in sub-regulation (3);

(ii) submit a list of witnesses to be examined on his behalf;

(iii) apply orally or in writing for the supply of copies of the statements, if any recorded, of witnesses mentioned in the list referred to in sub-regulation (3), in which case the inquiring authority shall furnish to case not later than three days before the commencement of the examination of the witnesses on behalf of the punishing authority; and

(iv) give a notice within ten days of the order or within such further time not exceeding ten days, as the inquiring authority may allow for the discovery or production of any document which is in the possession of Board, but not mentioned in the list referred to in sub-regulation (3) and the employee shall also indicate the relevance of the document required by him to be discovered or produced by the Board.

(12) The inquiring authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are in its opinion not relevant to the case.

(13) On receipt of the requisition referred to in sub-regulation (12), every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority.

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicate the information to the employee and withdraw the requisition made by it for the production or discovery of such documents.

(14) On the date fixed for the inquiry the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the punishing authority. The witnesses shall be examined by

or on behalf of the Presenting Officer and may be cross examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witness on any point on which they have been cross-examined, but not on any new matter, without the leave of the inquiring authority. The inquiring authority may also put such questions to witnesses as it thinks fit.

(15) If it shall appear necessary before the close of the case on behalf of the punishing authority, the inquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may itself call for new evidence or re-call and re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusively of the date of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence if it is of the opinion that the production of such evidence is necessary in the interest of justice.

Provided that new evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an interent lacuna or defect in the evidence which has been produced originally.

(16) When the case for the punishing authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally it shall be recorded and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, If any, appointed.

(17) The evidence on behalf of the employee shall then be produce. The employee may examine himself on his own behalf if he so prefers either at the outset or after the conclusion of examination of the witnesses produced by him. The witnesses produced by the employee shall then be examined and shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority according to the provisions applicable to the witnesses for the punishing authority.

(18) The inquiring authority may, after the employee closes his case and shall, if the employee has not examined himself, generally question him on the circumstances, appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

(19) The inquiring authority may, after the completion of the production of evidence hear the Presenting Officer, if any, appointed, and the employee or permit them to file written briefs of their respective cases, if they so desire.

(20) if the employee to whom a copy of the articles of charge has been delivered, does not written statement of defence on or before the date specified for the purpose or does not appear in Person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this regulation, the inquiring authority may hold the inquiry ex-parte.

(21) (a) Where a punishing authority competent to impose any of the penalties specified in clause (i) to (iv) of regulation 5 but not competent to impose any of the penalties specified in clauses (v) to (ix) of Regulation 5 has itself inquired into or caused to be inquired into the articles of any charge and that authority, having regard to own finding or having regard to its decision on any of the findings of any in quiring authority appointed by it, is of the opinion that the penalties specified in clause(v) to (ix) of Regulation 5 should be imposed on the employee, that authority shall forward the records of the inquiry to such punishing authority as is competent to impose the last mentioned penalties.

(b) The punishing authority to which the records are so forwarded may act on evidence on the record or may, if it is of the opinion that further examination fo anyof the witnesses is necessary in the interest of justice recall the witness and examine the witnesses and may impose on the employee such penalty as it may deem fit in accordance with these regulations.

(22)Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry, ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor or partly recoded by its predecessor and partly recorded by itself.

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interst of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein- before provided.

(23)(i) After conclusion of the inquiry, a repory shall be prepared and it shall contain:-

- (a) the articles of charge and the statement of allegations;
- (b) the defence of the employee in respect of each article of charge;
- (c) an assessment of the evidence in respect of each articles of charge;
- (d)the finding on each article of charge and the reasons therefor.

Explanation:-

if in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge;

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted facts on which such article of charge is based or has had a reasonable opportunity to defend himself against article of charge.

(ii) The inquiring authority where it is not itself the punishing authority shall forward to the punishing authority the records of inquiry which shall include:-

- (a) The report prepared by it under clause(i);
- (b) The written statement of defence, if any submitted by the employee;
- (c) the oral and documentary evidence produced in the course of the inquiry;
- (d) written briefs, if any, filed by the Presenting Officer, or the employee or both during the course of the inquiry; and
- (e) the orders, if any, made by the punishing authority and the inquiring authority in regard to the inquiry.

(24) Any person compulsorily retired from service in accordance with the procedure prescribed by this regulation, will be granted such Compensation, Pension Gratuity or Provident Fund benefits as would have been admissible to him, had he been discharged from service due to the abolition of his post without any alternative suitable employment being provided, under the regulations applicable to his service or post on the date of his retirement.

Ans. 5(b) Linemen joined on 13/07/1997

13/07/1997 - 4300(4300-7500)

1/07/1998 - 4450

1/07/1999 - 4600

1/07/2000 - 4775

1/07/2001 - 4950

1/07/2002 - 5125

1/07/2003 - 5300

1/07/2004 - 5500

1/07/2005 - 5700

1/01/2006 - 13560 (6400-20200+2950)(As per FC 15/09 & 14/11)

1/07/2006 - 13970

13/07/2006 - 15590 [Subject to minimum of Rs. 15720(10900-34800+4150) 9 yrs 1st TBS as LM]

1/07/2007 - 16200

1/07/2008 - 16690

1/07/2009 - 17200

1/07/2010 - 17720

1/07/2011 - 18260

1/12/2011 - 18410 (FC 23/14)

1/07/2012 - 18970

1/7/2013- 19540

13/07/2013 - 19540+590+1150=21280 (10900-34800+5450)(2nd TBS as LM)

5/09/2013 - 21920 (As per FC 32/10) (Promotion as JE-2)

1/09/2014 - 22580

1/09/2015 - 23260

1/09/2016 - 23960 (DNI 1/09/2013)

Ans 1. (a) Domestic electric connections to the unauthorized occupants of Govt. land in the state of Punjab shall be released as per CE/Commercial /PSPCL/Pta M.no 85-89 dt 05.02.2016 on the following conditions:

- The applicant shall be required to furnish an indemnity bond that his electric connections liable to be disconnected and he shall have no claim/objection, if the state Govt. or any other appropriate authority decides for the vacation of the land on which he is an unauthorized occupant and where he is seeking electric connection/connection is being installed.
- The occupant shall be required to deposit service connection charges at the rates applicable as per commercial no 60/2014 dated 18.12.2014 or as amended by PSERC. In addition to this the prospective consumer shall also be required to deposit dismantlement charges to cover the expenses likely to be incurred by PSPCL in case the installation is required to be removed at a later date. The charges to this effect shall be equivalent to the service connection charges and shall be deposited in the first instance at the time of availing the connection. However at the time of dismantlement surplus amount if any, shall be refundable.
- The connection shall be on provisional basis and a suitable entry in this regard shall be made in the A&A form and on the energy bills to be issued to these applicants.
- All other term & conditions as applicable to domestic category consumers shall also be applicable for these consumers.

Ans 1 (b) Refund pertaining to the audited period be allowed after the approval of competent authority. The competent authority shall be as per details given below:

Sr. No.	Authority to approve	Amount Involved	Period for deciding case
1	Committee consisting of Addl. SE/Sr. XEN/DS concerned as Chairman along-with A.O./Field and concerned XEN/AEE/AE/DS	Up to Rs. 100000 in each case	2 Months
2	Committee consisting of Dy. CE/SE/DS concerned as Chairman along with Dy. C.A.O./Dy. CA and Addl. SE/Sr. Xen/Sales	Above Rs.100000 and up to Rs. 400000/-	2 Months
3	Committee consisting of EIC/CE/DS concerned along with C.A.O./CA of Finance and Dy. CE/SE/Sales of commercial wing	Above Rs.400000/-	2 Months

Ans 1. (c) Calculation of load of industry is given as under:

1	Electric motors 4 BHP (single phase) 4×0.746 KW	2.984 KW
2	Electric motors 50 BHP (Three phase) 50×0.746 KW	37.300 KW
3	Power socket three phase $5(1/2$ to be counted) $= 3 \times 6$ KW	18.000 KW
4	Power socket single phase $(1/2$ to be counted) $= 1 \times 1$ KW KW	1.000 KW (note 1)
5	Air condition (without rating) 5×2.50 KW	12.500 KW
6	Light point	
(a)	Yard lighting $= 1/10 \times 0.100$ KW $= 1.000$ kw	
(b)	CFL lamps $= 20 \times 0.015$ KW $= 0.300$ kw	
(c)	Balance light points $= (41 - 1 - 20) = 20 \times 0.040$ KW $= 0.800$ kw	
	To tal	2.100kw
7	Welding Set	8.500 kw
8	Fan (15×0.060)	0.900
9	Wall Socket $(1/3$ to be counted) 4×0.060	0.240
10	Two motor with approved change over (higher taken) 25×0.746	18.650kw
	TOTAL LOAD	102.174kw

Ans.2 (a)

DATE	TIME	RUNNING LOAD	EXEMPTION LOAD	EXCESS LOAD RUNNING	RATE OF PENALTY	CHARGES PAYABLE
10.06.2015	19:30	1340	1250	90	25	2250
14.06.2015	22:00	1360	1250	110	25	2750
20.06.2015	19:30	1320	1250	70	25	1750
05.09.2015	21:00	1350	1250	100	100	10000
10.09.2015	19:30	1290	1250	40	100	4000
TOTAL						20750

2(b) As per Regulation No.37.2.3 (b) of Supply code distribution licensee may allow the consumer to make payment in installment subject to payment of interest for the unpaid amount for the extended period beyond 15 days at SBI's Base rate prevalent on first of April of the relevant year plus 2%.

As per Regulation No.37.2.3(c) After the assessed amount is deposited by the consumer in full, the distribution licensee shall restore supply of electricity to the premises within 48 hours of such deposit.

3(a) As per Govt. of Punjab Notification No.1/60/03-EB(89)/1186 dated 27.12.2004, SE/Dy. CE/Distribution of the respective Circle is assessing officer for all HT consumers up to 1 MW load. In this case consumer load is 1000 KW say 1MW therefore SE/Dy. CE/Distribution of the respective circle is the assessing officer.

Divisional commissioners in whose jurisdiction the concerned premises is located is the appellant authority as per Notification No.1/13/04 – EB(PR)161 dated 09.03.2016.

Answer 3(b) As per Clause No.35 of Supply Code 2014 a Consumer has following remedies if he receives the energy bill for excessive consumption.

A Consumer shall effect full payment of billed amount even if it is disputed, failing which the distribution licensee may initiate action treating it as a case of non-payment.

Provided that no action shall be initiated if such a consumer deposits under protest:

- a) An amount equal to the sum claimed from him; or
- b) The electricity charges for each month calculated on the basis of average charges for electricity paid by him during the preceding six months whichever is less. Pending disposal of any dispute between him and the distribution licensee.

As per 35.1.2 the distribution licensee shall after the receipt of a complaint from a consumer in its notified office, decide on the billing dispute within twenty four (24) hours if no additional information is required and within seven working days if additional information is required.

As per 35.1.3 if on examination of a complaint, the distribution licensee finds a bill to be erroneous, a revised bill shall be issued to the consumer indicating a revised due date of payment, which shall not be earlier than seven days from the date of delivery of the revised bill to the consumer. If the amount paid by the consumer under Regulation 35.1.1 is in excess of the revised bill, such excess amount shall be refunded through adjustment first against any outstanding amount due to the distribution licensee immediately thereafter. The distribution licensee shall pay to such consumer interest on the excess amount at twice the SBI's Base Rate prevalent on first of April of the relevant year plus 2% from the date of payment till such time the excess amount is adjusted.

As per 35.1.4 if the distribution licensee finds the bill to be correct, the consumer shall be intimated accordingly and shall be required to pay the balance amount if any along with additional charges for delayed payment from the due date, initially stipulated in the bill.

In case the consumer is not satisfied with the decision of the distribution licensee, he may after effecting payment in terms of Regulation 35.1.1

Complaint Handling Procedure &/or PSERC (Forum & Ombudsman)
Regulations 2005 notified by the Commission.

Answer 3(c)

- | | | |
|--|---|--|
| 1) Sanctioned CD | = | 2000 KVA |
| 2) Peak Load Allowed/Sanctioned | = | 1500 KW |
| 3) Maximum Load Allowed during Peak load hours | = | 10% of 2000 KVAx0.9=180 KW or 50KW whichever is less |
| 4) Load upto 65% of Contract Demand | = | 2000KVAx65%x0.9=1170KW |

Peak Load Exemption charges:

- | | | |
|---|---|----------------|
| 1) (1170KW-50KW=1120KW)
1120KWxRs.2.70x3x30= | = | Rs.2, 72,160/- |
| 2) (1500KW-1170KW=330KW)
330KWx4.05/-x3x30 | = | Rs.1,20,285/- |

Total Peak Load Exemption Charges.	=	Rs.3, 92,445/-
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Ans 4.

CT ratio	100/5 AMP
Meter ratio	5/5 AMP
Multiply factor= CT ratio X meter own multiplier/Meter ratio	$100/5 \times 1/5/5 = 20$
KWH consumption (New-Old) X MF (285304-281240)X20	101280 units
KVAH consumption (New-Old)X MF (287999-282931)X20	101360 units
MDI (19.840X20)	396.800 KVA
MMC (1800 KVA X 188/-)	338400/-
Energy charges(101360*6.14/-)	6,22,350/-
Continuous process unit (101360/1800*1000)	56311 unit
Continuous process charges(56311*.10/-)	5631/-
Peak timing charges(9440*3/-)	28320/-
TOD rebate(13560*1/-)	13560/-
Fuel cost adjustment(101360*.03/-)	3041/-
Total SOP(622350+5631+28320+3041-13560)	645782/-
SOP for ED & infrastructure cess purpose(622350+5631+3041)	631022/-
ED(631022*13%)	82033/-
infrastructure cess(631022*5%)	31551/-
Octroi (101360*.010)	10136/-(it is assumed that octroi is applicable)
Meter & CT PT rent(409+60)	469/-

Total bill Due

SOP	645782/-
ED	82033/-
infrastructure cess	31551/-
Octroi	10136/-
Meter and CTP rent	469/-
Total bill amount payable within due date	769971/- Rounding amount 769970/-
Total bill amount payable upto 7 days after due date	783190/-(769970+12925)
Bill amount payable after 7 days upto 15 days after due date	803021/-(769970+32313)
Interest @1.5% per month on gross unpaid amount including surcharge leviable after expiry of 15 days from due date till the deposit of outstanding amount	

5(a)	<u>Complaint</u>	<u>Standard</u>	<u>Compensation Payable in case Of violation of standard</u>
1)	Replacement of burnt Meters	Within 5 working days	Rs.100/- for each day of Default.
2)	Release of new connection Feasible from existing nature.	Within 30 days.	Rs.100/- for each day of Default.

5(b) Electrical Capacitor:-

An Electrical capacitor is a passive electronic component that stores energy in the form of an electrostatic field. Capacitors are sensitive equipment and are liable to early damage if these are not maintained and operated properly. The main load of industrial consumers consists of induction motors which when lightly or partially loaded drawn more current than what is actually required by that load to which they are connected. Installation of shunt capacitors by the consumers will improve the voltage available to them and also lower maximum demands in KVA for the same load in KW. Besides improving the voltage, power factor of the motors is also improved resulting in better performance. Installation of capacitor provides the following benefits:-

1. Improvement in the voltage condition.
2. Improvement of Power factor of load.
3. Saving in surcharge due to low power factor.
4. Saving in demand charges where maximum demand is recorded in KVA.

5(c)	16.03.2016(Reading) =	26509	Concessional units = $155 \times 2 \times 54 = 279$ units
	22.01.2016(Reading) =	<u>25474</u>	60

Consumption for 54days= 1035

Energy charges	=	First 180 Units x 4.52	=	814
		Next 360 Units x 6.14	=	2210
		<u>216 x 6.56</u>	=	<u>1417</u>
		756		4441
Fuel surcharge (756 x 3%)				23
Meter rent (8+8/60x54)				7 (half)
MCB rent (16/60 x 54)				<u>7 (half)</u>
				<u>4478</u>

Energy charges for ED Purposes

First 180 x 5.52	=	813.60
360x6.014	=	2210.40
495x6.56	=	<u>3247.20</u>
		<u>6271.20</u>
Fuel surcharge	=	23 (Say 6271+23)=6294

SOP(including Fuel Surcharge & rental)=4478.00

E.D. 13% on 6294/- 818.00

Infrastructure development fund

5% on 6294/- 315.00

5611.00

Due date(cash/online) = 31.03.2016

Due date(Draft/Cheque) = 29.03.2016

Late payment surcharg @2% upto 15 days

Interest @1.5% per month on gross unpaid amount including surcharge leviable after expiry of 15 days from due date till the

1
1-6

MODEL SOLUTION
SESSION -11/2016
ENGINEER OFFICERS
PAPER-4 (ACTS AND LABOUR LAWS)

Question No. 1

- a. How the Enterprises are classified under the Micro, small and medium enterprises development act 2006**

Under section 7(1) of the Micro, small and medium enterprises development act 2006 provides that Notwithstanding anything contained in section 11B of the Industries (Development and Regulation) Act, 1951, the Central Government may, for the purposes of this Act, by notification and having regard to the provisions of sub-sections (4) and (5), classify any class or classes of enterprises, whether proprietorship, Hindu undivided family, association of persons, co-operative society, partnership firm, company or undertaking, by whatever name called, -

- (a) in the case of the enterprises engaged in the manufacture or production of goods pertaining to any industry specified in the first schedule to the Industries (Development and Regulation) Act, 1951, as
 - (i) a micro enterprise, where the investment in plant and machinery does not exceed twenty five lakh rupees;
 - (ii) a small enterprise, where the investment in plant and machinery is more than twenty five lakh rupees but does not exceed five crore rupees; or
 - (iii) a medium enterprise, where the investment in plant and machinery is more than five crore rupees but does not exceed ten crore rupees;
 - (b) in the case of the enterprises engaged in providing or rendering of services, as
 - (i) a micro enterprise, where the investment in equipment does not exceed ten lakh rupees;
 - (ii) a small enterprise, where the investment in equipment is more than ten lakh rupees but does not exceed two crore rupees; or
 - (iii) a medium enterprise, where the investment in equipment is more than two crore rupees but does not exceed five crore rupees
- b. Describe the provision regarding the supply of electricity supply code by the PSERC.**

Section 50 of the Electricity Act 2003 provides that The State Commission shall specify an electricity supply code to provide for recovery of electricity charges, intervals for billing of electricity charges, disconnection of supply of electricity for non-payment thereof, restoration of supply of electricity, measures for preventing tampering, distress or damage to electrical plant or electrical line or meter, entry of distribution licensee or any person acting on his behalf for disconnecting supply and removing the meter, entry for replacing, altering or maintaining electric lines or electrical plants or meter and such other matters.

- c. Describe the power of the State Government to declare different departments to be separate factories or two or more factories to be a single factory under the Factories Act 1948.**

The State Government may, on its own or on an application made in this behalf by an occupier, direct, by an order in writing and subject to such conditions as it may deem fit, that for all or any of the purposes of this act different departments or branches of a factory of the occupier specified in the application shall be treated as separate factories or that two or more factories of the occupier specified in the application shall be treated as a single factory: Provided that no order under this section shall be made by the State Government on its own motion unless an opportunity of being heard is given to the occupier.

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QUESTION NO.2

a. Describe the Objectives of Central Council under the Consumer Protection Act 1986.

The objectives of the Central Council are to promote and protect the rights of the consumers such as:-

1. the right to be protected against the marketing of goods and services which are hazardous to life and property.
2. the right to be informed about the quality, quantity, potency, purity, standard and price of goods or services, as the case may be so as to protect the consumer against unfair trade practices.
3. the right to be assured, wherever possible, access to a variety of goods and services at competitive prices.
4. the right to be heard and to be assured that consumer's interests will receive due consideration at appropriate forums.
5. the right to seek redressal against unfair trade practices or restrictive trade practices or unscrupulous exploitation of consumers; and
6. the right to consumer education.
7. the right against consumer exploitation.

b. The inspector of factories objected the working of the women near the cotton openers. Comment with reference to the relevant provisions of the act.

Section 27 of the Factories Act 1948 provides that No woman or child shall be employed in any part of a factory for pressing cotton in which a cotton opener is at work: Provided that if the feed-end of a cotton-opener is in a room separated from the delivery end by a partition extending to the roof or to such height as the Inspector may in any particular case specify in writing, women and children may be employed on the side of the partition where the feed-end is situated.

c. Name the factories where it is necessary to employ the Safety Officer?

Section 40 B of the factories act provides that in every factory,-

- (i) wherein one thousand or more workers are ordinarily employed, or
- (ii) wherein, the opinion of the State Government any manufacturing process or operation is carried on, which process or operation involves any risk of bodily injury, poisoning or disease, or any other hazard to health, to the persons employed in the factory, the occupier shall, if so required by the State Government by notification in the Official Gazette, employ such number of Safety Officers as may be specified in that notification.

(5)

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Question No. 3

- a. Describe the provisions regarding attachment of compensation admissible under Workmen compensation act 1923.**

Section 9 of the Workmen compensation act 1923 provides that no lump sum or half-monthly payment payable under this Act shall in any way be capable of being assigned or charged or be liable to attachment or pass to any person other than the workman by operation of law nor shall any claim be set off against the same.

- b. Describe the penalty for Contravention of Provisions of the Act or any order or direction issued there under, for which no penalty has been elsewhere provided in Air (Prevention and Control of Pollution) Act , 1981.**

Whoever contravenes any of the provisions of this Act or any order or direction issued there under, for which no penalty has been elsewhere provided in this Act, shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend to ten thousand rupees or with both, and in the case of continuing contravention, with an additional fine which may extend to five thousand rupees for every day during which such contravention continues after conviction for the first such contravention.

- c. When an employer is not liable for compensation under the Workmen Compensation Act 1923?**

The employer shall not be liable for compensation -

- (a) in respect of any injury which does not result in the total or partial disablement of the workman for a period exceeding three days;
- (b) in respect of any injury not resulting in death or permanent total disablement caused by an accident which is directly attributable to -
 - (1) the workman having been at the time thereof under the influence of drink or drugs or the willful disobedience of the workman to an order expressly given or to a rule expressly framed for the purpose of securing the safety of workmen or the willful removal or disregard by the workman of any safety guard or other device he knew to have been provided for the purpose of securing the safety of workman.
 - (2) If a workman employed in any employment specified in Part A of Schedule III contracts any disease specified therein as an occupational disease peculiar to that employment or if a workman whilst in the service of an employer in whose service he has been employed for a continuous period of not less than six months (which period shall not include a period of service under any other employer in the same kind of employment) in any employment specified in Part B of Schedule III contracts any disease specified therein as an occupational disease peculiar to that employment or if a workman whilst in the service of one or more employers in any employment specified in Part C of Schedule III for such continuous period as the Central Government may specify in respect of each such employment contracts any disease specified therein as an occupational disease peculiar to that employment the contracting of the disease shall be deemed to be as injury by accident within the meaning of this section and unless the contrary is proved the accident shall be deemed to have arisen out of and in the course of the employment :

(5)

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Question No. 4

a. Define 'Dependent' under the Workmen Compensation act 1923

"Dependent" means any of the following relatives of a deceased workman namely:

- (i) a widow a minor legitimate or adopted son an unmarried legitimate or adopted daughter or a widowed mother; and
- (ii) if wholly dependant on the earnings of the workman at the time of his death a son or a daughter who has attained the age of 18 years and who is infirm;
- (iii) if wholly or in part dependant on the earnings of the workman at the time of his death-
 - (a) a widower
 - (b) a parent other than a widowed mother
 - (c) a minor illegitimate son an unmarried illegitimate daughter or a daughter legitimate or illegitimate or adopted if married and a minor or if widowed and minor
 - (d) a minor brother or an unmarried sister or a widowed sister if a minor
 - (e) a widowed daughter-in-law
 - (f) a minor child of a pre-deceased son
 - (g) a minor child of a pre-deceased daughter where no parent of the child is alive or
 - (h) a paternal grandparent if no parent of the workman is alive;

For the purpose of sub-clause (ii) and items (f) and (g) of sub-clause (iii) references to a son daughter or child include an adopted son daughter or child respectively.

b. When an offence is committed by the Govt Department who will be liable to guilty of offence under the Air (Prevention and Control of Pollution) Act , 1981.

Section 41 of the Air (Prevention and Control of Pollution) Act , 1981 provides that

- (1) Where an offence under this Act has been committed by any Department of Government, the Head of the Department shall be deemed to be guilty of the offence shall be liable to be proceeded against and punished accordingly. Provided that nothing contained in this section shall render such Head of the Department liable to any punishment if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.
- (2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the Head of the Department, such officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.