



MSETCL EMPLOYEES' SERVICE REGULATIONS, 2012

Compiled up to 31-05-2012

**MAHARASHTRA STATE ELECTRICITY
TRANSMISSION COMPANY LIMITED**

MSETCL EMPLOYEES' SERVICE REGULATIONS, 2012

(Adopted by the Board of Directors vide Resolution No. 73/5 dated 19th June, 2012)

Published By



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FOREWORD

It has been our endeavour to make Maharashtra State Electricity Transmission Company Limited (MSETCL) a process driven, transparent and effective organization. In this direction, MSETCL has been redefining processes and creating transparency in various facets of its operation.

The preparation of an updated and comprehensive "MSETCL EMPLOYEES' SERVICE REGULATIONS, 2012" by the HR Department is a significant step in this direction. This document governing Service Regulations of MSETCL is now available to all employees of MSETCL. The HR Department has incorporated the provisions related to Service Regulations from various GSOs, GOs, Administrative Circulars and other Circulars at appropriate places and also brought the clarifications issued from time to time below the appropriate Regulations. This is a unique compendium. It provides clarity on all administrative processes regarding service matters. MSETCL welcomes constructive suggestions from its employees to eliminate redundancies and improve the efficiencies of these administrative processes, so that the HR Department will be able to revisit them.

Preparing this document required putting together of scattered information into an updated, well designed and indexed compilation. I compliment Shri. S.D. Sone, C.G.M. (HR) & I/C Executive Director (HR) for the guidance provided and the Compilation Team consisting of Shri.S.G. Wankhede, Dy. General Manager (HR), Shri. S. C. Jilhekar, Senior Manager (HR), Shri. K. B. Mankar, Manager (HR), and Shri. S. D. Salunkhe, Dy. Manager (HR) for their efforts in compiling this document.

I look forward to many more such initiatives that will help to build an open and professional work environment at MSETCL.



Arvind Singh, IAS,
Chairman & Managing Director

Place : Mumbai.
Date : 30-06-2012

PREFACE

The Government of Maharashtra in exercise of the powers under Section 133 read with Section 131 & 134 of Electricity Act, 2003, promulgated the scheme of transfers of the employees and officers and continued their service conditions by Government Notification No. Reform- 1005/CR/9061 (2)/Energy-5 dtd. 04-06-2005. It was directed therein under Clause 6(9) that “subject to the provisions of the Act and this Scheme the employees shall be governed by the Rules and Regulations framed by the Board existing on the date of transfer. They shall also continue to be eligible for facilities available to the post on the date of transfer. The Transferee shall be entitled to modify or frame new regulations governing the conditions of service of personnel transferred to the transferee under this Scheme”. Accordingly, the Maharashtra State Electricity Board Employees' Service Regulations which have been notified by the Maharashtra State Electricity Board with effect from 28-05-1963 & amended from time to time are applicable to the employees and officers of the Maharashtra State Electricity Transmission Company Limited.

The updated MSEB Employees' Service Regulations volume was published on 02-12-2002 (In Marathi version). Thereafter, the erstwhile Maharashtra State Electricity Board has issued various Correction Slips. After 06-06-2005 to 31-05-2012 the Maharashtra State Electricity Transmission Company Limited has also issued clarifications and Administrative Circulars from time to time. Now, the Maharashtra State Electricity Transmission Company Limited has taken a decision to prepare, compile and reprint upto date MSETCL Employees' Service Regulations, 2012. This edition has been compiled upto 31-05-2012. This is a first edition after formation of the MSETCL.

I am sure that this new edition would not only provide updated ready reference on service matters to the employees/ officers of MSETCL but also would be useful for the purpose of various service matters.

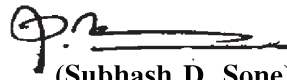
We are very much thankful to S/Shri Arvind Singh, Chairman and Managing Director, U. G. Zalte, Director (Operations), O. K. Yempal, Director (Projects) and P.G. Mohite, Director (Finance) for their support and guidance in compiling this book.

We are also thankful to Shri M. R. Pendor, General Manager (HR) for initiating the work of Compilation of Service Regulations.

We are also thankful to M/s Diligent Consultants, Parbhani and its Proprietor Shri B. Y. Muradi, retired General Manager (HR), MSEDCL, whose knowledge, expertise and efforts were of great advantage in compiling this unique Service Regulations.

All Officers of various administrative and field units of Maharashtra State Electricity Transmission Company Limited are requested to treat this edition as basic regulations on service matters and ensure its updating hereafter at their own level as per the Correction Slips/ Administrative Circulars issued from time to time in future.

Place : Mumbai.
Date : 30-06-2012


(Subhash D. Sone)
Chief General Manager (HR),
I/C Executive Director (HR)

ACKNOWLEDGMENT

It was an enriching experience for our entire compilation team. The compilation team is grateful to Hon'ble Chairman & Managing Director, Shri Arvind Singh, who has always accorded top priority to this compilation work. We owe special gratitude to Shri Subhash D. Sone, Chief General Manager (HR) & I/C Executive Director (HR), whose long experience and knowledge has continuously provided guidance and words of encouragement, which has given new impetus to our compilation team. Last but not the least we are very much thankful to all those people who have given their contribution directly or indirectly in this compilation work.

Although every care has been taken in preparing and updating this MSETCL Employees' Service Regulations, 2012, some omissions/ errors might have crept in due to inadvertence and remained to be corrected. The management will be obliged if the mistakes are brought to the notice of O&M Cell, Corporate Office, MSETCL Mumbai for carrying out necessary corrections in the next edition.

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Place : Mumbai.

Date : 30-06-2012

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**THE MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
EMPLOYEES' SERVICE REGULATIONS, 2012**

CHAPTER I

GENERAL

Preamble:

In exercise of the powers conferred by the Government of Maharashtra, vide Notification No. Reform 1005/CR/9061(2)/Energy-5 dated 04-06-2005 Rule No. 6(9), (10) & Reform-1005/CR-9061 (4)/ Energy-5 dated 28-06-2005 Rule 1(3) under Section 131, 133 and 134 of the Electricity Act, 2003 (36 of 2003), the Board of Directors of the Maharashtra State Electricity Transmission Company Ltd. vide its Resolution No. 73/5 dated 19th June, 2012 adopts the erstwhile MSEB Employees' Service Regulations 1963, mutatis mutandis, as follows:

1. (a) These Regulations called "The Maharashtra State Electricity Transmission Company Ltd. Employees' Service Regulations, 2012" shall replace the Maharashtra State Electricity Board Employees' Service Regulations, 1963 by which the employees of the Maharashtra State Electricity Transmission Company Ltd. (hereafter referred to in these Regulations as "Company") were hitherto governed.

(b) These Regulations shall come into force with effect from 01-06-2012.

2. Except where it is otherwise expressed or implied, these Regulations with such amendments as may be effected by the Board from time to time, shall apply to all employees of the Company. The Board shall have powers to make such additions, deletions and alterations in these Regulations as may be deemed necessary from time to time.

3. (a) Permanent Government servants deputed to the Company shall be governed by such terms and conditions of deputation as may be mutually agreed to between the Company and the lending Government.

(b) Parent Government Department or the Company shall have to give ordinarily minimum 3 (three) months advance notice, either, in case the Government Department desires to recall the deputationist or the Company desires to revert him to the parent Government Department. This condition shall be also applicable in case of deputationist who himself desires to revert to the parent department.

4. The Board shall be the authority competent to interpret these Regulations and its decision shall be final.

5. (a) Save as provided below, no authority other than the Competent Authority prescribed under these Regulations shall exercise or delegate powers under these Regulations without general or specific orders from the Board.

Provided that it shall be open to the authority higher than the Competent Authority to exercise the powers delegated to the Competent Authority when exigencies of the situation so warrant.

(b) When the authority higher than the Competent Authority acts accordingly, it shall be to the exclusion of the Competent Authority.

6. The Board may, from time to time, adopt or amend Classifications of Services, rearrange Grades, re-fix Responsibilities in the cases of Officers and Staff and also prescribe minimum qualifications for making selections and appointments in the services of the Company. The Board may also appoint persons on special terms of Contract. These Regulations shall apply to such persons as well except where the contract specifically provides otherwise.

7. The Board may prescribe Hours of Attendance for different categories of employees and may authorize the Competent Authorities to adjust the timings according to the exigencies of work.

8. If any provision in these Regulations conflicts with any Statutory Provisions, Rules or Regulations for the time being in force generally or in any area or in respect of any category or class of employees, the Statutory Provisions, Rules and Regulations shall prevail.

—

CHAPTER II

DEFINITIONS AND INTERPRETATIONS

9. (1) An “**Administrative Office**” is an Office of the Company concerned with administration, more particularly referred to as Corporate Office, Zonal Office and Circle Office, Administrative Office attached to Divisional Office and Sub Divisional Office, as distinct from the one engaged in Transmission of the Power and as such excludes a Sub Station.

(2) “**Age**”

(a) Age shall be computed from the date of birth, evidence of which shall be produced by the employee to the satisfaction of the Competent Authority at the time of employment or within such period as the Competent Authority may direct, in any case within six months of appointment failing which his services shall automatically stand terminated after expiry of six months.

(b) If the year of birth of an employee is known but not the exact month and date, 1st July of the year should be treated as the date of birth for above purpose. If the month of birth, but not the exact date is known, the 16th day of the month should be treated as the date of birth.

(c) If neither the year nor the month is known, a certificate from the Competent Medical Authority prescribed by the Company specifying the approximate year may be accepted for the purpose of fixing the age.

Instructions

(i) Normally, no application for alteration of the entry regarding date of birth as recorded in the Service Book of an employee should be entertained after a period of one year from the date of his entry in the service.

(ii) Subject to the instruction No. (i) above, in deserving cases the correct date of birth of an employee may be determined in accordance with the directions given in the Eighteenth Schedule appended to these Service Regulations.

(iii) All cases relating to alterations of date of birth of employees as are proposed to be entertained on merits in relaxation of instruction No. (i) above, should invariably be referred to Executive Director(HR) for advice.

(iv) Instruction No. (i) above should be brought to the notice of each employee at the time of his appointment and acknowledgement that he has read and understood the said instruction No.(i) should be obtained from him and such acknowledgment should be placed in his Service Book.

(3) “**Appointing Authority**” means the authority to which the powers are delegated by the Board to make appointments on the recommendation of the appropriate Selection Committee and in case, where such powers are not delegated, include the Board itself.

(4) “**Average Pay**” means the last rate of pay drawn before proceeding on leave.

Provided that the leave salary in respect of employees covered by the Bombay Shops and Establishments Act or the Factories Act will be payable on the basis of the last pay drawn or on the basis of average wages as has been provided in the respective Acts by which they are governed whichever be beneficial to them.

(5) **“Board”** means the Board of Directors of the Company.

(6) **“Charge Allowance”** means an addition to the pay granted to an employee in consideration of additional work entrusted to him.

(7) **“Commutated Leave”** is the leave which an employee enjoys as a result of commutation as provided in Regulations 43, 44 and 45.

(8) **“Company”** means the Maharashtra State Electricity Transmission Company Ltd. constituted by the Government of Maharashtra vide Notification No. Reform 1005/CR-9061(2)/Energy-5 dated 04-06-2005 Rule No. 6(9), (10) and Reform-1005/CR-9061 (4) / Energy-5 dated 28-06-2005 Rule 1(3) under Section 131, 133 and 134 of the Electricity Act, 2003 (36 of 2003).

(9) **“Competent Authority”** means the Board or any other authority to which powers are delegated by the Board for the purpose of any of these Regulations.

(10) **“Daily Allowance”** means an allowance granted to an employee for the period of his absence from Headquarters on tour, to cover the daily personal expenses, which he incurs on travelling for Company's work. It is not intended to include the expenditure incurred on carriage of official record or on extensive journeys between various Offices at a place of halt.

(11) **“Daily Wage Earner”** means a person employed at such daily rates of pay as may be fixed by the Competent Authority.

(12) **“Day”** means a day of 24 hours.

(13) **“Disciplinary Authority”** means the authority competent to hold departmental proceedings against an employee either for any minor lapse or act of misconduct and/or to appoint an Enquiry Officer to hold such proceedings and to impose punishment or otherwise give a decision.

(14) **“Duty”** means service which counts for pay and leave and includes such period of leave on average pay or half average pay enjoyed by an employee as is admissible under these Regulations and excludes any period of suspension awarded as punishment, periods of extraordinary leave without pay and unauthorized absence declared by leave sanctioning authority.

(15) **“Employee”** means a person in the service of the Company but does not include a person borne on Work-Charged establishment or on Nominal Muster Roll or a Daily Wage Earner.

(16) **“Foreign Service”** means service in which an employee receives his Salary with the concurrence of the Company from any other employer.

(17) **“Head of Office”** means In-charge of the administrative office not below the level of Sub Division.

(18) “**Head of the Department**” means Officers specified in the Nineteenth Schedule appended to these Regulations and such other Officers as may be included therein from time to time.

(19) “**Headquarters**” of an employee means the Station where the records of his office are kept or where he remains on duty.

Note: Station denotes a place/village with its Grampanchayat limits, if any, or a Town/ City with its Municipal limits.

(20) “**Holiday**” means a day declared as such by the Competent Authority generally or for specified employees or categories of employees generally or in specified areas.

(21) “**House Rent Allowance**” is an allowance granted for defraying house rent wholly or partially.

Instruction

Employees are held eligible for House Rent Allowance during ‘Leave’ period including Extra Ordinary Leave without pay not exceeding four months (120 days) without submission of any certificate. If the leave exceeds the four months (120 days), the certificate prescribed below is required to be furnished for drawal of the said allowance.

“The Employee concerned continued, for the period for which House Rent Allowance is claimed, to retain the house at the same station (whether within its limits or in an adjoining area) from where he proceeded on leave and paid rent for it.”

Note: “Adjoining Area” means an area from which the employee normally attends to his duties.

(22) “**Joining Time**” means the time allowed to an employee to report for duty at a new Station to which he is transferred.

(23) “**Leave on Average Pay**” means leave on Leave Salary equal to average pay granted to an employee.

(24) “**Leave on Half Average Pay**” means leave on leave salary equal to half average pay.

Instruction

In respect of the period of absence covered by leave on Half Average Pay, the rate of allowance admissible will be half of the full rate of the respective allowance.

(25) “**Leave Preparatory to Retirement**” means earned leave and/or half average pay leave granted to the extent of balance standing to the credit of an employee, on the date of proceeding on leave, followed by retirement subject to the condition that such leave does not extend beyond the date of compulsory retirement.

(26) “**Leave Salary**” means a monthly amount payable to an employee while on leave.

Note: *For purpose of calculating Leave Salary, Pay shall include Personal Pay, Special Pay, Personal Allowance admissible to Chartered Accountants, Deputation Allowance payable to employees while on deputation to other departments, Hot Line Allowance admissible to the staff working in Hot Line Maintenance Units, Privation Allowance, Koyna Compensatory Allowance, Typing Allowance, Punch Operator Allowance, Hill Station Allowance, Fringe Benefit Allowances (such as Project Allowance, New System Control Allowance, Field Allowance, Electricity Supervisory Allowance, etc., etc.), Local Compensatory Allowance, and any other emoluments, which may be classed as Pay by the Company for this purpose.*

Provided that Technical Journal Allowance, Book Allowance and Entertainment Allowance are admissible during any kind of leave.

Provided further that the Allowances like Risk Allowance, Stores Allowance, Cycle Maintenance Allowance, Washing Allowance and Blue Printing Allowance are not admissible during any kind of leave except causal leave.

Instruction

Allowances sanctioned under G.O.95 to G.O.99 shall not be admissible to the employees during the Extra Ordinary Leave(i.e. leave without pay).

(27) “**Lien**” means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

(28) “**Line Staff**” means employee or categories of employees classified as such, who have normally to work on the Lines within the area of duty assigned to them from time to time.

(29) “**Local Compensatory Allowance**” means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed by an employee posted at a particular place.

Instruction

Employees are held eligible for Local Compensatory Allowance during ‘Leave Period’ including Extra Ordinary Leave without pay not exceeding four months (120 days) without submission of any certificate. If the leave exceeds the four months (120 days), the certificate prescribed below is required to be furnished for drawal of the said allowance.

“The Employee concerned or his family, or both, continued, for the period for which Local Compensatory Allowance is claimed, to reside at the same station (whether within its limits or in an adjoining area) from where he proceeded on leave.”

Note: *“Adjoining Area” means an area from which the employee normally attends to his duties.*

(30) “Month” means the period from any date in a Calendar month to the date preceding the corresponding date of the following month.

Clarification:

A period of one month and twenty nine days commencing from the 1st January will expire, in an ordinary year (in which February is month of 28 days), on the last day of February, because a period of 29 days cannot obviously means to exceed a period of full calendar month and leave for two months from 1st January would end on the last day of February. The same would be the case if February were a month of 29 days or if the broken period were 28 days (in an ordinary year).

(31) “Officiate” A person officiates in a post when he perform the duties attached to it either pending his confirmation therein by way of promotion or for specified period of time pending a regular appointment thereto in case he is already holding another permanent or temporary post.

(32) “Pay” Unless otherwise specified in any particular context, Pay means Basic Pay drawn monthly by an employee as remuneration fixed in relation to the post held by him and does not include Personal Pay, Special Pay, Personal Allowance or any other types of additional emoluments.

(33) “Permanent Employee” is a person who, after satisfactory completion of the prescribed period of probation, has been confirmed in one of the regular cadres or posts of the Company.

Note 1: *All temporary employees who have been selected by the Competent Selection Committee for the respective posts in pay Groups I, II, III & IV and have put in more than 5 years uninterrupted continuous service from the date of their initial appointment, as on 1st March, 1988 or thereafter, shall be held eligible for all the facilities/benefits which are at present admissible to the permanent employees under the various Rules and Regulations, General Orders, etc. provided however that such temporary employee shall not be allowed to stand as surety for any of the employees for grant of any advances, such as House Building Advance, Vehicle Advance and/or Festival advance etc.*

Note 2: *To treat all “Trainee Engineers” (Sub-Engineers/Jr. Engineers as the case may be) appointed from 27-6-1991 onwards as if they were appointed on Regular Establishment in the prescribed time scales and they will be extended all the service benefits.*

(34) “Permanent Post” is a post carrying a definite scale of pay sanctioned without any time limit.

(35) “Personal Pay” means addition to the Pay, not attached to a post, but granted to the holder of the post on personal consideration.

(36) “Probationer” means a person appointed provisionally in or against a permanent or temporary post and who has yet to complete the period of probation.

(37) “**Special Pay**” means an addition to the pay granted to an employee in consideration of the specially arduous nature of duties.

(38) “**Sphere of Duty**” means the area specified by the Competent Authority for performance of duties from time to time.

(39) “**Subsistence Allowance**” means a monthly grant which may be made to an employee during the period of suspension and who is not in receipt of pay or leave salary.

Instruction

Allowances sanctioned under G.O.95 to G.O.99 shall not be admissible to the employees under suspension.

(40) “**Temporary Employee**” means a person other than a permanent employee on the Company’s Establishment appointed to officiate in a temporary or a permanent post and exclude a person borne on Work-Charged establishment and the Nominal Muster Roll.

(41) “**Temporary Post**” is a post created for a limited period (which may be extended from time to time) for work of short duration or of passing nature or for a temporary increase in regular work and excludes a post borne on Work-Charged establishment or Nominal Muster Roll.

(42) “**Time Scale**” is a scale of pay which, subject to conditions of passing of a departmental examination or any other conditions prescribed by the Competent Authority, rises from a minimum to a maximum by periodical increments.

(43) “**Travelling Allowance**” means an allowance granted to an employee towards the expenses incurred in travelling for the discharge of his duties.

(44) “**Work-Charged Staff**” comprises employees who are employed in connection with a specific project for the actual execution as distinct from general supervision of the construction, installation, repairs or maintenance and whose wages are charged directly to such work.

Note: *Employees borne on permanent or temporary establishment who are temporarily transferred to such works are not included in the work charged establishment.*

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CHAPTER III

GENERAL CONDITIONS OF SERVICE

10. (a) No person shall be eligible for appointment or shall be continued in service of the Company, if he/she is declared insolvent by the Competent Court or convicted in a Criminal Court or any other Court of Law for any criminal offence inclusive of offence under the Untouchability Act, which in the opinion of the Competent Authority, is considered unsuitable for employment, in view of the surrounding circumstances and gravity of the offence. The services of an employee so convicted shall be liable for termination without the necessity of enquiry or any disciplinary action proceedings.

(b) Before terminating the services of an employee so convicted a Show Cause Notice shall be served to the employee. If no reply is submitted within given time or if reply is submitted within given time by the employee, after considering the same, his services should be terminated. The **Format-1** of Show Cause Notice and **Format-2** of Service termination order may be referred to for guidance.

Provided that the Competent Authority, viz. the Authority higher than the Appointing Authority at his discretion if satisfied, for reasons to be recorded in writing, that the offence is either technical or not of a grave nature or that there are other redeeming reasons, may relax the provisions of the regulation 10(a) and hold the employee so convicted eligible for continuance in service of the Company.

Instructions:

Admission of an appeal does not stay the order of the trial Court. The Central Administrative Tribunal has concluded that release on bail is not the same as suspending conviction and that the Department may impose penalty when one has been convicted by lower court, even if he has filed an appeal. In view of this position following instructions are issued;

i) On conviction of an employee by a trial court, the provisions under regulation 10(a) are to be invoked and action to terminate the services of such convicted employee should be taken by the Competent Authority forthwith.

ii) In case such employee gets acquitted in Appeal in the Appellate Court, he should be reinstated in service. But he shall not be eligible for any payment from the date of termination of his service to the date of his reinstatement in the services, on the principle of 'NO WORK NO PAY'. He will, however, be eligible for restoration of his seniority and other terminal benefits.

Further, there is no bar to hold and continue a Departmental Enquiry, simultaneously, pending outcome of the criminal case provided the charges in Departmental Enquiry are other than the charges under the consideration in criminal case against such employee. In fact, it is advisable to start a separate Departmental Enquiry in all such cases of criminal offence and take independent action without awaiting the outcome of criminal case.

11. (a) No person who has more than one wife living shall be eligible for appointment in the Company provided that subject to the provision of any Law in force, Competent Authority may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this Regulation.

(b) No employee who has a wife/husband living shall contract another marriage without obtaining prior permission of the Competent Authority notwithstanding that such subsequent marriage is permissible under the Personal Law for the time being applicable to him.

12. Wherever it is found that an employee, who was not qualified or eligible in terms of the Recruitment Regulations etc., for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he shall not be retained in service. Before terminating the services of such employee, a Show Cause Notice shall be served on him by giving 7 days time to submit the reply. If no reply is submitted within given time or if reply is submitted within given time by the employee, after considering the same, his services should be terminated and he should be relieved from the services of the Company. The **Format-3 & Format-4** of Show Cause Notice and Service termination order, respectively may be referred to for guidance.

13. (a) Appointments to various posts in the Company shall be made in accordance with the powers vested by the Board in the respective Competent Authorities from time to time.

Note: *The lien of the employees who have been appointed under direct recruitment either on regular or on contract basis in response to open advertisement/internal notification within the Company shall be maintained as laid down in Addendum One.*

(b) All appointments by direct recruitment except to the posts as mentioned in 13(i) or by promotion shall, in the first instance, be on probation for one year even if the appointment is made in a clear vacancy in a temporary or a permanent post. The period of probation may be extended by the Competent Authority up to a maximum period of one more year.

Clarification

All the employees selected by the Competent Selection Committee may be appointed on probation. After satisfactory completion of probation period, the probationer may be confirmed in the post provided permanent posts are available. If permanent posts are not available, he should be continued to officiate in that post. Such officiating persons can be confirmed as soon as a permanent post is available in future.

(c) The Company is not bound to inform the concerned probationer the reasons for extending the probation period. However as one of the intentions of the extension of probation period is to give an opportunity to the employee concerned to improve his working and also in keeping with natural justice and fair play, concerned officers shall intimate the reasons for extending the period of probation, to the probationers, whenever their probation period is extended, due to any deficiency noticed in his work and conduct during the probation period. This intimation shall be given by a separate letter and the order extending the probation period shall be issued separately.

(d) The service of a probationer may be terminated by the Competent Authority at the end of the period of probation by giving one month's notice without assigning any reasons.

(e) In case of misconduct, however, the service of a probationer may be terminated even before the expiry of the period of probation in accordance with the Conduct, Discipline and Appeal Regulations.

(f) In case of employee whose services are continued on probationary basis due to temporary medical unfitness or during the pendency of appeal against the decision of the Competent Medical Authority, his services shall continue on probation, till he is declared medically fit or till the decision of the appeal.

(g) After satisfactory completion of the probation, a probationer may be appointed substantively or to officiate in a permanent or a temporary post as the Competent Authority may decide.

(h) The Board may prescribe any tests to be passed by a person or any conditions to be satisfied-

- (1) before he can be appointed to a post.
- (2) before he is promoted to a higher post where the duties attached to the higher post require a higher standard of knowledge and/or physical fitness.
- (3) before he can be deemed to have completed the probation period satisfactorily.
- (4) before he is allowed to draw increments, after completion of the specified permissible period for passing of the examination.

(i) Direct recruitment of selected candidates to the under mentioned posts for which passing of the prescribed departmental examination is a condition precedent to continuance / confirmation shall be made initially on temporary basis. On passing of the prescribed examination only they shall be brought on probation on regular basis:

HR Cadre		F&A Cadre	
Sr. No.	Category of Post	Sr. No.	Category of Post
1	Upper Division Clerk (HR)	1	Upper Division Clerk (F&A)
2	Head Clerk/Estt.Asstt/Sr.Clerk	2	Assistant Accountant
3	Deputy Manager(HR)	3	Deputy Manager(F&A)
4	Manager (HR)	4	Manager (F&A)

(j) The direct recruits are expected to pass the prescribed departmental examination within a maximum period of two years. In case they do not pass qualifying departmental examination within stipulated period of two years or within three consecutive chances (in case of Reserved category employees within four consecutive chances) whichever is later, will not be eligible to get any increment and will also not be considered for next promotion until he/she passes respective exam. The seniority of such direct recruits will be counted from the date of passing the respective exams.

Clarification

Once an employee has passed the prescribed departmental examination while in service earlier, the question of granting exemption from passing the said examination again in the event of his re-appointment in the Company, does not arise.

14. (a) Except where an appointment is in a short-term leave vacancy or is expected to be of a short duration, every employee shall at the time of appointment, or within three months from the date of appointment, satisfy such physical standards as prescribed in the Fourteenth Schedule appended, provided that the Competent Authority may, in special cases, grant extension of time up to a further period of three months. Such appointments made or incumbents retained without the requisite medical certificate shall be deemed to be temporary and services of such persons are liable to be terminated with 15 days notice.

(b) The medical examination is essential for candidates in whose cases there are prospects of their being continued in the service of the Company. Medical examination may not be insisted upon by the Appointing Authority in case of contract employees or temporary employees appointed in short term or leave vacancies.

(c) To ensure that the prescribed physical standard is satisfied in case of a candidate selected for appointment, the medical examination shall, unless otherwise directed by the Competent Authority, be conducted by (1) the Medical Adviser of the Company in respect of the staff appointed at the Corporate Office and all employees in Pay Group I & II and (2) Civil Surgeons in the Districts. The Company may prescribe procedure and other details regarding medical examination fees to be paid to the examining doctors and other cognate matters. The Company shall bear charges for such medical examination except the cost of X-Ray report of the chest.

(d) Normally a person proposed to be employed in the service of the Company shall be medically examined before his appointment. In case, however, a person is required to join duties immediately, the appointment may be made without first obtaining the medical certificate from the Competent Medical Authority. In the event of such an employee being declared unfit for appointment to the post specified, the services of the employee shall be terminated after giving him notice as prescribed under SR 24 or payment of salary in lieu thereof as decided by the Appointing Authority after the period of one month prescribed for appeal is over, if the employee fails to submit an appeal or if the decision of the appeal goes against him. If however, an employee is declared "temporarily unfit" requiring re-examination after a specified period in case where the condition of a temporary unfitness is curable in a reasonable period, he may be retained in service by the Appointing Authority, for the period specified by the Competent Medical Authority, not exceeding one year, provided that;

(i) The period after which second medical examination is to be conducted is specified by the Competent Medical Authority and that such period does not exceed one year;

(ii) The condition leading to temporary unfitness is declared by the Competent Medical Authority as being curable within the period specified subject to the maximum of one year;

(iii) The disease is not of such a nature as to be source of risk to others with whom the employee may have to come in contact in the course of his duties; and

(iv) The cost of entire treatment in connection with the removal of the condition leading to temporary unfitness is borne by the employee concerned.

(e) In the cases where a person employed in the services of the Company is pronounced unfit, permanently or temporarily in the first medical examination, he shall, with the permission of the Head of the Office concerned, be entitled to appeal to the Director of Health Services, Government of Maharashtra, through the examining Medical Officer of the Government, who in forwarding his appeal will state his/her reasons for the decision.

(f) Application for appeal shall be submitted by the person concerned within a month from the date on which the decision of the Competent Medical Authority is made known to him. He shall be in the service of the Company till the decision of the appeal is known. However, if an employee fails to submit an appeal within the prescribed period or the decision of the appeal goes against him, further action to continue the employee on temporary basis in the case of temporary medical unfitness or to terminate the service in the case of permanent unfitness, as prescribed under regulation 14(d) shall be taken.

(g) The fees for the (appeal) medical examination shall be paid by the appellant at the rates prescribed by the Government of Maharashtra from time to time.

(h) In case the appellant happens to succeed in the appeal and thereby continues to serve the Company, the medical fees as above incurred by him shall be reimbursed to him.

(i) The cases of condonation of disability or assessment of standards in relation to the nature of work, the candidates are expected to do, shall also be referred to the Director of Health Services, Mumbai.

(j) No travelling allowance shall be payable to candidate or an employee for undergoing medical examination for the first appointment.

(k) In case of a person who has to undergo such medical examination after appointment, the absence from the place of duty on this account may be treated as if he was on duty.

(l) In case of a person who has undergone a fresh medical examination consequent on his appeal against the decision of the Competent Medical Authority in the first medical examination/s the absence from place of duty on this account shall be treated as if he was on duty. He is not, however, entitled for any travelling allowance incurred by him on this behalf.

(m) If a person who has produced a medical certificate required in foregoing regulations is discharged, he need not produce a fresh medical certificate if he is re-employed within six months from the date of the medical certificate already produced.

15. Employees may be transferred from one post to any other within or outside the sphere of duty or place of employment or to any place in India as the exigencies of the Administration may require.

16. (a) Except as provided in regulation 17, no employee shall quit the service of the Company, unless he gives an advance notice in writing as prescribed below or pays the amount of salary in lieu of such notice and is permitted by the competent authority to quit the service:-

Sr.No. 1	Category of Employees 2	Notice Period prescribed 3
(1)	All employees in Pay Group III and IV	One Month
(2)	All employees in Pay Group II	Two Months
(3)	All employees in Pay Group I	Three Months

Provided that the condition regarding the notice period or payment in lieu of the notice may be relaxed by the Competent Authority.

(b) For the purpose of regulation 16(a), Salary includes the employee's Basic Pay, Personal Pay, Special Pay and Dearness Allowance of the post held at the time of the notice or quitting the service and does not include any other allowance.

(c) For the purpose of counting notice period the day on which the resignation is submitted shall be excluded i.e. the period shall be counted from after office hours of the day on which resignation is submitted.

Illustrations

- (1) An employee either in Pay Group-III or Pay Group-IV tenders resignation on 01-09-2012. He should be relieved on 01-10-2012 after office hours.
- (2) An employee in Pay Group-II tenders resignation on 01-09-2012. He should be relieved on 01-11-2012 after office hours.
- (3) An employee in Pay Group-I tenders resignation on 03-9-2012. He should be relieved on 03-12-2012 after office hours.

(d) If the date of relief as computed above falls on a Sunday and/or a Holiday the employee shall be relieved on the previous working day, after office hours.

(e) In the case of an employee who does not give due notice but pays salary in lieu thereof he shall be relieved on the last working day he attended the office.

(f) The computing notice period as above shall be followed in all cases unless the Competent Authority relaxes the restriction regarding the notice period in any individual case.

(g) The employee shall be relieved after expiry of notice period or from the date of actual relief whichever is later.

(h) The proposal for acceptance of resignation shall be submitted by the concerned Office/ Section with all necessary details to the Competent Authority. The **Format-5** may be referred to for guidance in this regard.

Clarification

The request to treat the resignation, already accepted by the Competent Authority, as Voluntary Retirement or premature retirement on medical grounds, cannot be acceded to for want of any provision in the matter. The resignation once tendered and accepted by the Competent Authority cannot be revoked.

17. (a) Save as otherwise provided in these Regulations or in any order of the Company having the force of these Regulations, every employee shall retire with effect from the afternoon of the last day of the month in which, he attains the age mentioned below against the respective category.

Sr.No. 1	Category of Employees 2	Retiring Age 3
(1)	Employees in Pay Groups I, II & III	58 years
(2)	Employees in Pay Group IV	60 years

(b) An employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 58 years or 60 years, as the case may be.

(c) On promotion of employee in Pay Group-IV to post in Pay Group-III, the retirement age of 58 years shall apply. However, if an employee in pay Group-IV post is promoted to the post in Pay Group-III after attaining the age of 58 years, he shall retire with effect from the afternoon of the last day of the month in which he assumes the post in Pay Group-III. Further, in case such employee refuses to accept the promotion, the higher grade benefit granted to him under GO-74 (P) dated 30-04-1974 shall not be withdrawn. This special dispensation of continuing higher grade benefit granted under GO-74(P) dated 30-04-1974 shall be applicable only in the cases of Pay Group-IV employees who have been promoted to post in Pay Group-III after attaining the age of 58 years.

(d) Employees may be permitted to retire prematurely from the services, before attaining the prescribed age, by declaring them invalidated from service, in case they are incapacitated for service by bodily or mental infirmity, in accordance with the Rules of Premature Retirement on medical grounds incorporated in **Addendum Two**.

(e) Notwithstanding the medical test specified in regulation 14, the Appointing Authority if considered necessary may, at any time during the course of an employee's service cause him to undergo a fresh medical examination to determine his physical fitness and mental alertness to continue in the service. The fee for such medical examination shall be borne by the Company.

(f) In case such an employee is declared permanently medically unfit to continue in the service, his services shall be terminated after giving him notice as prescribed under regulation 24 hereinafter.

- (i)** A decision to invalidate an employee may not, however, be given effect to, if the medical opinion is that the employee concerned may become fit for duty, if he undergoes suitable medical or surgical treatment. If the treatment has failed or if the employee is unwilling and declines to undergo the treatment, he will be invalidated. Invalidation in the latter case will not be considered as one of complete and permanent incapacity for service.

- (ii) A simple certificate that inefficiency is due to old age or natural decay from advancing years is not sufficient in the case of an employee whose recorded age is less than 55 years, but a Medical Officer is at liberty when certifying that the employee is incapacitated for further service by general debility, to state his reasons for believing the age to be understated.
- (iii) An employee who has submitted a medical certificate of incapacity, for further service shall, if he is on duty, be invalidated from service from the date of relief of his duties, which shall be arranged without delay on receipt of the medical certificate. If he is already on leave other than extraordinary leave without pay, at the time of submission of the medical certificate, he shall be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him. If he is on Extra Ordinary Leave without pay, he will be invalidated from the date of the medical report.
- (iv) When a person, against whom a departmental action has been taken, produces an invalidation certificate immediately after such action has been taken, he shall not be allowed to retire, until the order in the departmental enquiry held against him is passed. When such employee, is however, exonerated or not, shall be considered to be on extension of service for the period from the date of compulsory retirement to the date of completion of the proceedings.

(g) Employees retiring from service on attaining the age of superannuation (58/60 years) shall not be given extension or re-employment in service.

(h) An employee, who has been charge-sheeted for misconduct, regarding commission of an act, wilful loss or destruction of Company's property, commission of an act of violence, while on duty or commission of an act for which he is convicted in a Criminal Court and which in the opinion of the Competent Authority, is considered appropriate for deciding any punishment including dismissal or removal from service, shall not be permitted to retire on his reaching the date of compulsory retirement, but shall be retained in service, until the enquiry is concluded and final orders passed thereon by the Competent Authority. When such employee, is however, exonerated or not, shall be continued to be on extension of service for the period from the date of compulsory retirement to the date of completion of the proceedings. The retiring benefits shall not be granted to the employee unless he is exonerated of the charges against him.

(i) Officers in Pay Group I and II will have the option to retire voluntarily from service on completion of the age of 50 years or at any time thereafter by giving three months written notice in advance, with the permission of the Competent Authority to accept resignations.

Provided that the notice pay in lieu of notice period shall not be accepted nor period of notice relaxed by the Competent Authority, in such cases.

(j) Employees who retire voluntarily with the permission of the Competent Authority shall be eligible for retirement benefits, viz. CPF, Gratuity, Encashment of Leave etc., etc. as admissible under the rules/regulations.

(k) As a gesture of appreciation of services the retiring employees may be honoured on the day of retirement on reaching the age of superannuation or by voluntary retirement or compulsory retirement by arranging a function as laid down in **Addendum Three**.

18. Employees shall be compulsorily required to subscribe to the Contributory Provident Fund in accordance with the provisions of the Maharashtra State Electricity Board Employees' Contributory Provident Fund Regulations, 1961.

19. (a) Subject to the provision in clause (b) below, an employee shall normally have a non-working day on a Sunday. The non-working day in case of such categories of employees as may be prescribed by the Competent Authority from time to time may not necessarily be a Sunday but may be any other day as may be fixed by the Officer, directly under whom the employee is working.

(b) In case of employees shown in Appendix 'A' an employee will have a weekly off normally on Sunday unless he had or will have a clear rest period of 24 consecutive hours within three days before or after such weekly off day.

Provided that no substitution shall be made which will result in any employee working for more than 10 days consecutively without a clear rest period of consecutive 24 hours.

20. (a) The Hours of Attendance for employees in Administrative Offices will normally be as under except on Second and Fourth Saturdays of each month when the Offices shall be kept closed unless occasionally an employee is required to work for longer hours due to exigencies of work:

(i) Administrative Offices in Mumbai

Week days: (1) 10.00 AM to 1.30 PM 3 ½ hours
(1.30 PM to 2.00 PM Recess)

(2) 2.00 PM to 5.30 PM 3 ½ hours

Total - 7 hours

(ii) Administrative Offices in Field excluding those employees coming under Appendix 'A' will observe the following timings:

10.00 AM to 5.30 PM with ½ hour recess.

(b) **Stores Organisation:** Working hours for the staff in Stores Cadre shall be eight hours a day, except that the working hours for staff in the Central Purchase Agency at the Corporate Office shall be as those for other Sections in Corporate Office. The Accounting Staff in the Finance & Accounts Cadre and Administrative Staff doing establishment work in Major Stores etc. shall, however, work as per the existing working hours.

(c) The Competent Authority may change or extend the prescribed normal period and hours of work in case of an employee or category of employees due to exigencies of work

(d) The Chairman & Managing Director is authorised to permit changes in office timing in future, whenever considered necessary.

(e) The Hours of Attendance for office Peons shall commence half an hour earlier in the morning and terminate half an hour later in the evening than the timings prescribed for other employees.

(f) In the case of Hamals, Sweepers and other categories of employees in Pay Group IV (excluding Daftaries) attached to Administrative Offices, the total number of Hours of Attendance in a week shall be the same as specified for the Peons but the actual time of attendance and duty hours may be regulated by the Heads of Offices concerned according to the exigencies of work.

(g) The aforesaid office time may be varied by half an hour earlier or later with the prior permission of the Executive Director(HR) to suit seasonal variations in different regions, provided that the total number of hours per day prescribed shall remain the same.

(h) The employees who are working in Greater Mumbai and who do not have permanent residential accommodation in Mumbai (and staying beyond Karjat up to Pune and Nashik) and the handicapped employees working in Municipal Corporation areas, may be granted the concession in the matter of attending Offices as laid down in **Addendum Four**.

(i) Non-technical employees working in establishments other than those covered by the Factories Act and where prescribed hours of work for non-technical employees are less than eight hours per day when detained for work beyond their prescribed hours of work by the Competent Authority shall be held eligible to Overtime Allowance at 1 ½ times their ordinary rate of wages in respect of overtime work done up to nine hours on any day and forty-eight hours in any week and at the rate of twice their ordinary rate of wages in respect of overtime done beyond nine hours on any day and forty-eight hours in any week, irrespective of the fact whether that establishment is covered by the Bombay Shops and Establishments Act or not.

(j) The total working hours of non-technical employees irrespective of the fact whether they are covered under the Bombay Shops and Establishments Act or not shall in no case exceed 54 working hours per week including overtime as laid down under Section 14 of the Bombay Shops and Establishments Act.

(k) In case of such employees excess overtime above 12 hours per month shall be scrupulously avoided and overtime in excess of 12 hours per month be done with "prior approval" of the Head of Department concerned.

(l) Occasions to ask the employees to work beyond their prescribed hours of work shall be restricted and employees asked to attend only to the disposal of accumulated work required to be done collectively by a group of employees.

(m) Peons and other Pay Group IV employees shall be held eligible for Overtime Allowance on the same terms and conditions on which the other non-technical staff attached to the Administrative Offices are entitled to Overtime Allowance.

(n) In case of employees included in Appendix 'A' the hours of work shall be 8 hours per day as may be fixed by the Officer-in-charge of the Unit concerned, exclusive of recess.

(o) The Hours of Attendance of an employee transferred from one Unit to another shall be those applicable to the Unit to which he is transferred.

(p) Except as otherwise provided by any Law in case of any specified class of employees, the hours of attendance shall be operative in case of all employees of the Company.

21. (a) Employees or categories of employees included in Appendix 'A' who are governed by the provisions of the Factories Act, would be eligible for Overtime payment as per the statutory provisions.

(b) Employees or categories of employees included in Appendix 'A' and who are not governed by the provisions of the Factories Act would also be eligible for overtime payment, as per the provisions of the Factories Act.

Provided further that the condition of limitation of 75 hours Overtime per Quarter shall not apply in cases of employees not governed by the provisions of the Factories Act, in the following circumstances:-

- (i) one or more of the existing Operator(s) is/are sick or on long leave and there is no possibility of any substitute arrangement;
- (ii) for some reasons, one or more post(s) is/are not filled in for a length of time.

Provided that the Competent Authority may, in addition to any punishment provided under Regulation 91, reject the claim for overtime payment, if that authority is satisfied that the employee has wilfully or deliberately or without proper reason neglected to discharge his duties and/or delayed the work.

(c) The provision regarding payment of Overtime wages as laid down in regulation 21 (b) above shall not apply in cases where fixed monthly Allowance has been sanctioned in lieu of Overtime Allowance.

(d) The field Officers shall limit the overtime to barest minimum by making quick arrangement for substitutes etc. or even by deputation of Operators from other sub-stations under his control, if possible, provided the Travelling Allowance payable to the incumbent is not more than the estimated Overtime Allowance.

22. If an employee assumes or relinquishes charge of a post after 12 noon, he shall be deemed to have assumed or relinquished the charge on the following day.

Clarification

Generally the joining report of a newly appointed employee should not be accepted on the afternoon of a day when the day is followed by holiday/Sunday, etc.

23. (a) For the purposes of fixation of pay, promotion of an employee from a lower to a higher post takes effect from the date on which the employee actually takes over charge of the higher post.

(b) Where solely due to administrative reasons like delay in relief or wrongful supersession the promotion/appointment of a senior employee comes into effect after his junior

actually takes over charge of the higher post, he (i.e. senior employee) shall, on the orders of the Competent Authority for the purposes of fixation of pay, be deemed to have been promoted from the date on which the junior has taken over charge of the higher post and his (senior employee's) pay fixed accordingly with next date of increment falling on the date on which he would have been actually promoted and taken over charge on the deemed date of promotion/appointment subject to the condition that no arrears shall be payable for the period from the deemed date of promotion to the date on which the senior employee actually takes over the charge of the higher post with the proviso not to pay arrears for the period the senior employee did not work in the promoted post.

24. (a) The services of an employee are liable to be terminated by the Competent Authority with a notice in writing or with salary in lieu of the notice period as prescribed below:-

Sr.No.	Category of Employees	Notice Period prescribed
1	2	3
(1)	All employees in Pay Group III and IV	One Month
(2)	All employees in Pay Group II	Two Months
(3)	All employees in Pay Group I	Three Months

Provided that the Services of Casual Workers and Daily Wage Earners may be terminated without notice.

(b) The necessity of notice provided above does not apply in case of employees who are dealt under the Conduct, Discipline and Appeal Regulations or Settled Standing Orders except in cases where the termination is ordered during the pendency of a Conciliation Proceedings.

(c) The necessity of notice provided above also does not apply in case of employees whose Caste Certificate has been declared invalid by the Competent Authority or the employees found ineligible or unqualified for their initial recruitment in terms of Recruitment Regulations etc. or had furnished false information or produced a false certificate in order to secure appointment.

(d) For purposes of regulation 24(a), Salary includes the employee's Basic Pay, Personal Pay, Special Pay and Dearness Allowance of the post held at the time of the Notice or at the time of terminating the service and does not include any other allowance.

(e) In case of employees governed by the Shops and Establishments Act, a notice as prescribed under Section 66 of the Shops and Establishments Act shall be given.

25. The Competent Authority may dismiss or remove from service an employee after following the procedure laid down by the Company, in accordance with the provisions of regulation 91 (a) (2) (f),(g).

26. Every employee is expected and shall be required to do duty, which he is qualified to perform.

Clarifications

1) Asking a Sweeper to work as a Peon is not considered as unreasonable. The Controlling Officer may utilize the services of a Sweeper as an Office Peon, by issuing an appropriate office order, if there is no sufficient work for the Sweeper.

- 2) Every employee is expected and shall be required to do duty which he is qualified to perform. Naturally Steno Typist is expected to perform duty of typing cases also.

27. Notwithstanding the pay scales prescribed for posts and pay actually drawn by employees and notwithstanding any revision of pay scales but subject to any modifications that the Board may make, the services shall be classified as under:-

- Pay Group I :** All posts/employees listed in the Twentieth Schedule appended to these Regulations and any other posts/employees as the Board may specifically so declare.
- Pay Group II :** All posts/employees listed in the Twenty First Schedule appended to these Regulations and any other posts/employees as the Board may specifically so declare.
- Pay Group III :** All posts/employees listed in the Twenty Second Schedule appended to these Regulations and any other posts/employees as the Board may specifically so declare.
- Pay Group IV :** All posts/ employees listed in the Twenty Third Schedule appended to these Regulations and any other posts/employees as the Board may specifically so declare.

Provided that in case of the technical staff there shall be two groups in Pay Group II as indicated below:-

Pay Group II-A : Assistant Engineer and Junior Engineer

Pay Group II-B : Chief Foreman and Head Foreman

***Note:** An employee in sub-pay group II-B shall be liable, if required to work under the control and direction of an employee in sub-pay group II-A though in the same pay scale.*

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CHAPTER IV**PAY**

28. (a) Save as otherwise provided in these Regulations an employee shall draw as his initial pay the minimum of the scale of pay of the post to which he is appointed or promoted.

(b) When, however, a lower grade employee is shown against a vacancy of a higher post and not actually appointed to perform the duties of the higher post he will draw his own grade of pay and not the pay of the higher post against which he is shown.

(c) When, however, staff in any category is rendered surplus as a result of application of norms and/or due to closure of any Sub-station or any Unit/Office or for such other reasons employees in higher grades may be posted against posts in the lower grades or vice versa without affecting their existing grade and pay.

(d) Where a pensioner formerly in military service obtains employment in this Company after having been granted a Military Pension and continues to draw his military pension, the Authority Competent to fix the pay and allowances of the post in which he is re-employed shall, in fixing his pay and allowances in the post, reduce his initial pay in the post by the amount of pension, including such portion of it as may have been commuted and fix the pay as under-

(1) In the case of Commissioned Officers:

(i) Pay on re-employment plus full Military Pension (including Pension equivalent of Death-cum-Retirement Gratuity or Gratuity in lieu of Pension, if any) should not exceed the pay drawn before retirement (i.e. basic pay other than allowances of any kind).

Provided that where the pay so fixed is not a stage in the time scale it should be fixed at the stage next below that pay plus personal pay equal to the difference and in either case he will continue to draw that pay until such time as he would have earned an increment in the time scale of the new post.

Provided further that where the pay so fixed is less than the minimum of the scale, it may be fixed at the minimum.

(ii) Notwithstanding what is stated in (i) above in the case of persons; retired on or after 1-1-1979 before attaining the age of 55 years and those retiring hereafter before attaining the age of 55 years, the amount of pension as shown below shall be ignored in fixing their pay on re-employment.

In the case of pension not exceeding Rs. 125/- per month, the actual pension; and in other cases, the first Rs. 125/- of the pension.

The amount of pension to be excluded while fixing pay on re-employment shall be raised as under:-

The first Rs. 250/- of Pension with effect from 25-1-1983

The first Rs. 500/- of Pension with effect from 1-10-1986

(iii) The pension for the purpose of regulation 28(d) above shall include Pension equivalent of Death-cum-Retirement Gratuity or Gratuity in lieu of Pension, if any. However, the element of Pension equivalent of Death-cum-Retirement Gratuity or Gratuity in lieu of Pension shall not be taken into account while fixing pay on re-employment with effect from the 1st January, 1990.

(iv) Pension up to Rs. 500/- is to be ignored in respect of Pensioners retiring before attaining the age of 55 years. In their cases these orders will take effect from 1st October, 1986, and the existing limits of Civil and Military Pensions to be ignored in fixing Pay of re-employed Pensioners, will, therefore, cease to be applicable to cases of such Pensioners as are re-employed on or after the 1st of October 1986. In case of persons who are already on re-employment, the pay may be fixed on the basis of these orders with effect from the 1st October 1986, provided they opt to come under these provisions. If they so opt, their terms could be determined afresh as if they have been re-employed for the first time from the 1st October 1986. The option should be exercised in writing within a period of six months from 18-11-1991. The option once exercised shall be final.

(2) In the case of Junior Commissioned Officers and below:

(i) Pay on re-employment shall be fixed at a stage in the time scale which is equal to the last pay drawn (i.e. basic pay other than allowances of any kind) ignoring the pensionary benefits.

(ii) Once the pay is fixed, he shall be allowed to draw normal increments in the time scale of the new post.

(iii) For the purpose of this rule – Commissioned Officers shall include Officers of the level of Second Lieutenant and above in Army and equivalent ranks in Navy and Air Force.

(iv) Junior Commissioned Officers and below, shall include Subhedar Major/Risaldar Major and below in Army and equivalent ranks in Navy and Air Force.

(e) The provisions as above, however, are not applicable to the ex-servicemen who have retired earlier or who have been discharged on medical grounds or any other ground before completion of the period entitling them to the pensionary benefits but after completion of their specific bond period and to those who are not in receipt of any regular pension.

(f) The service rendered as a Combatant Clerk/Storeman (Sepoy and above and equivalent ranks in Navy and Air Force) may be treated as equivalent to service as Office Assistant/Lower Division Clerk in the Company irrespective of the pay drawn in the Armed Forces and that when such persons are absorbed in posts of Office Assistant/Lower Division Clerk on their release/ retirements from the Armed Forces, their initial pay in the posts of Office Assistant/Lower Division Clerk may be fixed at a stage in the scale which they would have reached if they were to render service in the Civil post equal to the number of completed year of service rendered as a Combatant Clerk/Storeman. The benefit of this provision may also be granted to Ex-Combatant Clerk/Storeman released from the

Armed Forces on their own request or on compassionate or medical grounds. However, this benefit shall not be allowed concurrently with the provisions laid down in regulation 28 (d)(2).

29. (a) When an employee is appointed to another post which involves assumption of duties and responsibilities of greater importance than those attaching to the post held by him at the time of such appointment, his initial pay shall be fixed;

(i) at the minimum of the scale of pay of the new post if his pay in the previous post is less than the minimum of the new post.

(ii) at the stage of the scale of pay of the new post next above his pay in the previous post at the time of his appointment to the new post, if his pay in the previous post is equal to, or more than the minimum of the scale of pay of the new post.

(b) When an employee holding a post substantively is appointed to another post which does not entail higher responsibility or if the scale of pay of the post is changed, the incumbent shall draw the same pay that he was drawing immediately prior to the appointment to the new post or immediately prior to the change of the scale of pay, as the case may be, if that is a stage in the scale of pay of the new post, or in the new scale of pay or if there is no such stage, the stage next below that pay plus Personal Pay equal to the difference to be merged in subsequent increment.

(c) The holder of the post, the scale of pay of which is changed, may at his option, retain his pay in the old scale until the date on which he may earn his next increment or any subsequent increment in the old scale or until he vacates his post or ceases to draw pay in that time scale. The option once exercised shall be final.

(d) When an employee is appointed to a post reserved to be filled by direct recruitment, his initial pay will be fixed in accordance with regulations 29(a) or 29(b) above, as the case may be.

(e) Pay of an employee who is reverted as a result of disciplinary action or of an employee confirmed in his post who opts for reversion for personal reasons etc. and is allowed to revert, shall be fixed as follows:

(i) If the pay of the incumbent at the time of reversion is a stage in the scale of the lower post, the pay shall be fixed at such stage.

(ii) If the pay of the incumbent at the time of reversion is in between two stages of the scale of the lower post, it shall be fixed at the lower stage.

(iii) If the pay of the incumbent at the time of reversion is more than the maximum of the scale of the lower post, it shall be fixed at the maximum of that scale.

Explanation:

In case an employee officiating in a higher post is reverted to his substantive post or to his original lower post either on his own request or for any reason whatsoever other than as a result of disciplinary action, his pay on such reversion should be fixed in the pay scale of the substantive post or the pay scale of the original lower post, as the case may be, at the stage he would have been or would have reached in the normal course had he not been promoted/appointed to that higher post on officiating basis.

(f) An employee who has been extended the benefit of next higher grade/scale, if promoted to higher post and refuses to join on promotion at a place of his posting, he shall forfeit the benefit of next higher grade/scale and shall stand lowered down to the scale of the post held by him at the time of such refusal and he shall draw pay which he would have drawn had he not been extended the benefit of the next higher grade/scale, from the date of issue of promotion order. In case of such lowering down to a lower scale of the post held, no recovery shall be made, of the amounts already paid till the date of issue of promotion order.

30. (a) An increment in a time scale normally shall become due on the first day of the month in which it falls due on expiry of the incremental period and shall be drawn as a matter of course accordingly unless it is withheld as a measure of punishment or due to non fulfilment of any of the prescribed conditions.

Provided that in case of the employees who have been granted extraordinary leave without pay or unauthorised absence declared by the leave sanctioning authority and those in whose case suspension has itself been declared to be a period of punishment, the date of increment shall normally be postponed by the period of such extraordinary leave without pay or unauthorised absence or suspension and the subsequent increments will become due on the expiry of the incremental period from the date of the postponed increment.

Clarification

The increment of an employee if due, during the leave period will have to be released on due date and actual payment at increased rate of increment will be given only on resumption of duty on return from leave.

(b) In ordering the withholding of an increment as a punishment, the Competent Authority shall state the period for which it is withheld.

(c) Where the scale of pay of posts is revised with effect from the prescribed date, the grant of increment shall be regulated as shown below:-

(1) Save in the cases covered by clause (i), (ii) and (iii) below, the date of increment shall remain unchanged.

(i) Where the pay in the former pay scale was lower than the minimum of the revised scale, he will get the minimum of the new scale from the prescribed date and his next increment on the expiry of 12 months from that prescribed date.

(ii) Where the incumbent has reached the maximum of the former scale of pay 12 months or more prior to the prescribed date, he will be eligible to get the first increment in the revised pay scale on the prescribed date and the subsequent increment on expiry of the incremental period of 12 months from the prescribed date.

(iii) Where solely as a result of the operation of the rule regarding the re-fixation of pay in the revised scale, an employee draws his next increment on a date earlier than his senior or seniors who belong to the same cadre and thereby draws more pay than the latter, the date of next increment of the latter shall be advanced to the date on which the former draws his next increment.

(2) Where the incumbent had reached the maximum of the former pay scale less than 12 months prior to the prescribed date, he will get the first increment in the revised scale of pay on the expiry of 12 months from the date on which he drew his last increment in the former pay scale.

(d) For the above purpose, prescribed date means the date from which the pay scale of a post is revised or the date from which the employee concerned has opted to have his pay to be fixed in the revised pay scale in terms of regulation 29(c) whichever is advantageous to the employee.

31. In case of a person appointed or promoted to a post, the probation period will count for increment, but the increment shall become payable only after satisfactory completion thereof. In case the probation period is extended, the increment shall become due retrospectively only after the satisfactory completion of the extended period of probation.

32. (a) All duty in a post in time scale counts for increment in that time scale, (or corresponding revised scale) except the period of suspension treated as a punishment, unauthorized absence and the period of extraordinary leave without pay unless such leave is granted due to sickness on medical certificate or for prosecuting higher studies/training provided that such leave has been allowed under specific orders of the Competent Authority to count for increments and provided further that in case of any doubt whether the extraordinary leave without pay taken was for prosecuting higher studies/training or not, the decision of the Executive Director(HR) shall be final.

(b) An employee officiating in a higher post or departmental employee appointed to a higher post as a direct recruit will earn increments in the lower post. On enhancement in the substantive pay/officiating pay as a result of increments the pay of an employee officiating in a higher post or a departmental employee appointed to a higher post as a direct recruit, shall be fixed from the date of such enhancement, as if he was appointed to officiate or appointed as a direct recruit in that post on that day if such re-fixation is to his advantage.

Clarification

The employees who have been given the benefit of higher post/grade under GO 74/GO-111 shall be entitled for fixation of their pay as per regulation 29(a) and also re-fixation of pay as per regulation 32(b).

(c) The benefit of officiating period shall be available to an employee for purposes of increments for the period of continuous officiating service or for the period of officiating service followed by confirmation.

(d) The benefit of increment during officiating period will also be available to an employee who has been appointed to officiate in a higher post out of turn as a local arrangement without affecting the seniority of other seniors to him.

(e) Broken periods of officiating duty performed on previous occasions shall give cumulative benefit to an employee for purpose of increments, that is, broken period of officiating duty performed on previous occasion shall count for increments.

Provided, however, as a result of re-fixation, the employee gets more pay than the pay he would have drawn had he continued to officiate in the same post, his pay shall be fixed at the same pay (plus Personal Pay, if any) he would have drawn as if he was not reverted.

(f) The broken periods of officiating duty performed on previous occasions referred to in regulation 32(d) above denotes the period of officiating duty performed on previous occasions which is less than one year only. For example, if the previous officiating duty is for 2 years, 6 months and 22 days, the benefit under regulation 32 (d) will be admissible for 6 months and 22 days and not for completed number of years for which employee has already derived the benefit of increment in the lower post.

33. If an employee while officiating in a post or holding a temporary post on a time-scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in his higher post shall, if he is re-appointed to the lower post or is appointed or re-appointed to a post on the same time scale of pay, count for increments in the time-scale applicable to such lower post. The period of officiating service in the higher post which counts for increment in the lower post is, however, restricted to the period during which the employee would have officiated in the lower post but for his appointment to the higher post. This clause applies also to an employee who is not actually officiating to the lower post at the time of his appointment to the higher post but who would have so officiated in such lower post or in a post on the same time-scale of pay had he not been appointed to the higher post.

34. (a) Only the increment (s) accruing in the normal course in the time scale of pay could be withheld in terms of the penalty of withholding of increment(s) imposed as a result of disciplinary proceedings or such an order of the Competent Authority in this behalf shall not interfere with the accrual of Advance/Special/Ad-hoc etc. increment(s) granted under the following circumstances:-

- (i) Increment/s on acquiring additional Professional/Academic qualification while in service;
- (ii) Increment/s for non-participation in Illegal Strike;
- (iii) Increment/s for undergoing Sterilisation Operation under Family Welfare Programme as a measure of incentive;
- (iv) Increment/s granted as a result of negotiations (other than for general Wage Revision) with Labour Unions/Federations or Associations;
- (v) Increment/s for outstanding work or suggesting ways and means resulting in any benefit or profit to the Company;
- (vi) Other increment/s which the Board may specifically class/declare as falling under this rule.

(b) Accordingly the Advance/Special/Ad-hoc etc. increment(s) granted in above circumstances which accrue(s) after the penalty of withholding of increment(s) has been imposed as a result of disciplinary proceedings by the Disciplinary Authority, shall be released/ allowed during the period when the penalty is in operation. However, the normal increment(s) shall not be allowed/drawn till such time the punishment/penalty is over. In other words the release of the Advance/Special/Ad-hoc etc. increment(s) shall be without prejudice to the penalty of withholding of increment(s).

35. An employee will be eligible to such Local Compensatory Allowance and House Rent Allowance as may be prescribed by the Board from time to time.

36. (a) When an employee is called upon to hold the charge of additional post in addition to his own duties, he may be granted Charge Allowance at the rate of 1/10th of the minimum of the scale of the additional post provided the additional charge is held for a period exceeding 15 consecutive days.

(b) The Charge Allowance is not admissible when the post of which the employee is given additional charge is lower than that held by him.

(c) When an employee who is called upon to hold additional charge, takes over the charge of additional post before commencement of the holidays allowed to be prefixed and hands over charge after expiry of the holidays allowed to be suffixed, the holidays allowed to be prefixed and suffixed shall be counted for arriving at the number of days for sanction of Charge Allowance for holding additional charge as per regulation 36(a). In such cases, the employee shall be held eligible for Charge Allowance for the entire period inclusive of the holidays allowed to be prefixed or suffixed.

(d) When an employee who is called upon to hold additional charge during the training period of another employee, which is less than fifteen days actually holds additional charge for a period including prefix or suffix days allowed to the employee and/or leave granted to the employee deputed for training in continuation of his period of training for the entire period for which such additional charge is held including prefix and suffix and /or leave granted to the employee in continuation shall be counted for arriving at the number of days for sanction of Charge Allowance for holding additional charge as per regulation 36(a). In such cases, the employee shall be held eligible for Charge Allowance for the entire period inclusive of prefix/suffix holidays allowed and/or leave granted to the employee in continuation of his period of training.

(e) In such cases during the period of holidays allowed to be prefixed and/or suffixed a supernumerary post shall be deemed to have been sanctioned and person who has proceeded on leave or deputed for training shall be deemed to have held that post.

(f) Subject to the provisions of regulation 36 the following categories of Technical Staff shall be entitled for Charge Allowance for holding the additional charge of equivalent or higher post in addition to their own duties.

- (i) Technician Grade I
- (ii) Technician Grade II
- (iii) Technician Grade III
- (iv) Technician Grade IV
- (v) Cable Jointer
- (vi) Assistant Cable Jointer
- (vii) Cable Jointer Mate

(g) The Charge Allowance shall not be allowed during the period when an employee himself is absent or is on leave (other than casual leave), while holding the additional charge.

Instructions:

If a vacancy of a post is likely to continue for more than 3 months, the appointment to that post be made on an officiating basis and not by asking an incumbent of a

lower post to hold charge of the higher post in addition to his own unless owing to exigencies of service, it is not possible to make an officiating arrangement. It may happen that at a particular place where a vacancy for more than 3 months occurs, the senior most person in that category may be found to be working elsewhere and it may be administratively not feasible to order transfer of the senior most employee working elsewhere to make officiating arrangement. In such an event, the senior most employee of the local office concerned where the vacancy of more than 3 months occurs may be appointed on officiating basis on a clear understanding that the officiating arrangement or the grant of periodical increments during the service rendered thereunder is without prejudice to the seniority of others over him and does not bestow on him any right or preference for promotion to that post on a regular basis.

Clarifications

- 1) The practice of asking persons working in shift duties in Sub-Station to hold additional charge of another person, in the shift or that of Shift-in charge and grant of Charge Allowance is not justifiable, in as much as, it is not possible for a person working in shift duties, physically to work at two places simultaneously.
- 2) There is no necessity to give charge allowance when the employees are asked to look after the works of an employee who are deputed for Stores Inventory as the circumstances are not different than the normal tour.
- 3) It is desirable that additional charge arrangements and Charge Allowance orders thereof may not be issued on perpetual basis when vacancy is of a longer duration but as far as possible such arrangements should be made for a period of six months or till vacancy continues whichever is earlier, at initial stage and after six months if vacancy continues another order should be issued for a period of six months and so on by observing vacancy position.
- 4) When any of the post is utilized for the purpose of drawal of salary of other employee there is no vacant post available for grant of Charge Allowance.

37. Any amount of pay and allowance due to an employee that may have remained unclaimed may be transferred to and held in the Suspense Account for a period of three years from the date of intimation to the employee, and will thereafter be treated as lapsed to the Company and be disposed of in the manner prescribed in the regulation 104(a)(iii).

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CHAPTER V**LEAVE**

38. (a) Leave cannot be claimed as of right. Exigencies of the administration shall be considered while entertaining any request for grant of leave and the Competent Authority shall have discretion of Granting, Refusing or Revoking leave but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the employee;

Provided that on recalling an employee to duty before expiry of his leave, he shall be entitled –

- (i) to be treated as on duty from the date on which he starts for the station to which he is ordered; and
- (ii) to draw Travelling Allowance (Kilometreage Allowance only if recalled to headquarters) under normal rules for the journey and Leave Salary until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

(b) Every application for leave on average pay or Extra Ordinary Leave (i.e. Leave without Pay) on medical grounds exceeding three days shall be accompanied by a Medical Certificate from the Registered Medical Practitioner, unless exempted by the authority competent to sanction leave. The authority competent to sanction leave may at his discretion secure a second medical opinion by Civil Surgeon, to have the applicant medically examined. In such cases, the charges for second medical examination shall be borne by the Company and the employee concerned shall be eligible for Travelling Allowance/Daily Allowance for the journey performed by him for medical examination provided the Civil Surgeon is not at the same headquarters as that of the employee.

(c) Employee on leave shall not return to duty before expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.

39. (a) No Leave shall be granted beyond the date on which an employee must retire, Compulsorily, Voluntarily or on attaining the age of Superannuation. Leave on Average Pay and Leave on Half Average Pay standing to the credit of an employee on the day immediately preceding his retirement Compulsorily, Voluntarily or on attaining the age of Superannuation be permitted to be encashed (meaning payment of cash equivalent of Leave Salary) subject to the limits of permissible accumulation. The authority competent to sanction Leave on Average Pay (Earned Leave) shall be competent to permit encashment of the balance of the Leave on Average Pay and Half Average Pay standing to the credit of the employee on the day immediately preceding his retirement as aforesaid.

Provided further that in cases where Leave on Average Pay applied for by an employee on one or more occasions is refused either wholly or in part on administrative grounds, then the employee may at the time of his retirement be permitted to encash the refused leave to the extent of half the leave lapsed on account of each such refusal subject to a total limit of 4 months. The encashment shall be at the rate of the Leave Salary which would have been payable on each such occasion.

Explanation:

Leave lapsed in this context refers to the leave which the employee was unable to accumulate beyond the maximum limit permissible because of such refusal provided the employee had again applied for leave within a period of two years after his leave was refused. If, however, leave was not applied for within 2 years after it was refused, the quantum of leave lapsed should be worked out on the basis of the amount of leave that would have lapsed during the period of two years only.

(b) The detailed Rules regarding encashment of Leave on Half Average Pay standing to the credit of an employee at the time of retirement or death, are laid down in **Addendum Five**.

(c) Encashment of Earned Leave standing to the credit of a deceased employee on the date of death, whether applied for, sanctioned or not may be permitted, by the leave sanctioning authority, to the Legal heirs/dependents of the deceased employee.

(d) Notwithstanding anything contained in regulation 38(c), an employee on Leave Preparatory to Retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the authority empowered to appoint him.

(e) The Competent Authority under regulation 39(d) may permit an employee, who is on Leave Preparatory to Retirement, to report for duty for a short period up to 7 days in deserving cases and during such period a supernumerary post shall be deemed to have been created and employee returning from leave shall be deemed to have held that post.

(f) The employees who takes earned leave for a period not less than 30 days shall be allowed to surrender the balance of earned leave up to 30 days in accordance with the rules laid down in **Addendum Six**.

40. An employee who has resigned or whose services have been terminated as a punishment shall not be eligible to enjoy any kind of leave beyond the effective date of termination or that of acceptance of the resignation.

41. (a) Leave to which an employee may be eligible is classified as under-

- (i) Leave on Average pay;
- (ii) Leave on Half-Average pay;
- (iii) Commuted Leave on medical certificate and for Vipassana;
- (iv) Leave not due on Half Average pay;
- (v) Extraordinary Leave without pay;
- (vi) Study Leave;
- (vii) Special Disability Leave;
- (viii) Casual Leave;
- (ix) Maternity Leave;
- (x) Child Adoption Leave to female employees who adopt orphan child;
- (xi) Special Compensatory Leave on Average pay;
- (xii) Tuberculosis Leave;
- (xiii) Special Leave on account of Paralysis;

- (xiv) Cancer Leave;
- (xv) Leprosy Leave;
- (xvi) Special Leave for Myocardial Infarction (Heart Attack);
- (xvii) Leave for Anti-Rabic or Snake –bite Treatment;
- (xviii) Special Leave to Vipassana Assistant Teacher/ Teacher;
- (xix) Special Casual Leave to ex-serviceman for assessment of disability;
- (xx) Special Casual Leave to ex-serviceman for replacement of artificial limbs;
- (xxi) Special Casual Leave under Family Welfare Programme;
- (xxii) Special Casual Leave to employees who donate blood voluntarily;
- (xxiii) Special Casual Leave for attending function of honour;
- (xxiv) Leave for Sports & Trekking.

(b) Save in case of Casual Leave, unless otherwise permitted specifically under the relevant regulations, one kind of Leave may be granted in combination with any other kind of Leave.

42. (a) For the purpose of regulating grant of leave, employees are classified into three categories as specified in Appendices A, B and C.

(b) The Board may, at its discretion, transfer employee or any category or categories of employees from one Appendix to another Appendix.

43. (a) An employee coming under any of the categories included in Appendix 'A' who has worked for a period of 240 days or more continuously during a calendar year will be allowed during the subsequent calendar year leave with pay together with all allowances admissible under these regulations for number of days calculated at the rate of 1 day for every 12 days of work performed by him during the previous calendar year. An employee whose service commences otherwise than on the first day of January will be entitled to leave with wages at the same rate if he has worked for 2/3rd of the total number of days in the remainder of the calendar year.

Note: *The expression every 12 days of work performed should be deemed to include paid weekly Offs and Holidays.*

Explanation:

For the purpose of this Regulation, in case of a female worker, Maternity Leave for any number of days not exceeding 12 weeks shall be deemed to be days on which the worker has worked for the purpose of computation of the period of 240 days or more, but she shall not earn leave for these days.

Provided that the calculation of Leave on Average Pay of Appendix 'A' employees, on the lines, at present adopted for Appendix 'B' shall be made applicable from 1st January, 1986.

Provided further that where the service of an employee who has completed a period of 4 months continuously in the service is terminated before he has completed continuous service for a calendar year, he will be eligible to proportionate leave at the same rate.

Provided further that the period of leave shall be exclusive of all holidays whether occurring during or at either end of the period of leave.

(b) If an employee does not in any calendar year take the whole of the leave allowed to him under clause (a) any leave not taken by him may be added to the leave to be allowed to him under that clause in the succeeding calendar year.

Provided that the limit to which leave can be carried forward and accumulated shall be 300 days, including the leave of 'Special Compensatory Leave on average pay' as admissible under regulation no. 53(c) read with Sr. No. 7 of the Addendum Nine.

Provided further that not more than one month's leave shall be allowed to be availed of at a time in any year. However, leave extending beyond one month at a time may be allowed in deserving cases such as sickness etc., at the discretion of the authority competent to sanction leave.

Illustration:

If a Technician Grade-IV who has completed more than one year service has applied for leave on average pay for 17 days during the period from 11th September, 2012 to 30th September, 2012 (excluding the permissible holidays during that period), the calculation of leave and availment of leave etc. shall be as under:

(i) Calculation of leave:

Leave shall be calculated at the rate of 1/12th of the duty period (including leave, weekly offs and paid Holidays) spent before proceeding on leave.

(ii) Availment of leave:

The employee can avail maximum period of one month leave at a time in a year in the normal course. While debiting the leave account the intervening weekly offs and holidays in the leave period will not be counted as leave.

(c) If services of an employee are terminated for whatever reasons before he has taken the entire leave to which he is eligible or if having applied for and having not been granted, he will be eligible to payment of his pay and allowances in lieu of the leave not availed of, provided that if the employee quits service of his own accord or is discharged as a punishment he will not be entitled to any pay or allowances in lieu of the leave not availed of.

(d) Sick Leave will be granted up to 10 days on full pay or 20 days on half pay per year. The commutation and accumulation will be 360 days on half pay or 180 days on full pay. The Commuted Leave shall also be admissible to employees without medical certificate for Vipassana as laid down in **Addendum Seven.**

Clarification

As per the existing rules the employees coming under Appendix 'A' are not held eligible for "Leave Not Due".

(e) In addition to the leave provided above, the employees included in Appendix 'A' shall be eligible to 6 paid holidays including Republic Day, Maharashtra Day and Independence Day or a substitute holiday in lieu thereof which may be availed of by the employee with the prior permission of the Officer In-charge of the Unit.

44. Employees shown in Appendix 'B' will be eligible to the rates of leave specified below.

	Nature of Leave	Rate	Limit to which leave can be accumulated
a)	Leave on Average Pay.		
	i) For the First Year of Service.	1/23 rd of the period spent on duty.	} 300 days
	ii) For subsequent Year.	1/12 th of the period spent on duty.	
b)	Leave on Half Average Pay on Medical Certificate or private affairs.	20 days for each completed year of Service.	360 days

Note :- The limit of accumulation of 300 days as shown above will be inclusive of 'Special Compensatory Leave on Average Pay' as admissible under regulation No. 53(c) read with Sr. No. 7 of the Addendum Nine.

Provided that the leave on private affairs under the clause (b) may not be granted for any period exceeding two months at a time without the specific sanction of the Competent Authority.

Clarifications

- 1) Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at an earlier rate should be rounded off to the nearest day i.e. fraction below half should be ignored and that of half or more should be reckoned as a day.
- 2) An employee who is on the verge of superannuation/retirement cannot be held eligible for earning the Leave on Half Average Pay for last year unless he completes one year.

c) Commuted Leave: An employee can have the Half Average Pay Leave due, converted into half the period of Average Pay Leave provided that such commuted leave shall be granted only on medical certificate and not private affairs subject to a limit of 180 days during the entire service. The Commuted Leave shall also be admissible to employees without medical certificate for Vipassana as laid down in **Addendum Seven**.

Clarification

If an employee wishes to avail Earned Leave, Casual Leave or Half Average pay Leave up to 3 days on medical grounds a medical certificate need not be insisted. However, for a single day of Commuted Leave he has to produce a medical certificate since it is an additional facility given to an employee to get his Half Average Pay Leave converted into Full Pay Leave.

d) Leave Not Due On Half Average Pay On Medical Certificate may be granted up to 180 days during the entire service such leave being debited against leave on Half Average Pay subsequently earned. Such leave may be granted to permanent employee only provided there are reasonable chances of employee coming back to duty and earning the amount of leave granted. Such leave shall not be granted to temporary employees.

45. The classes of employees shown in Appendix 'C' will be eligible to the rates of leave specified below:-

	Nature of Leave	Rate	Limit to which leave can be accumulated
a)	Leave on Average Pay.		
	i) For the First Year of Service.	1/23 rd of the period spent on duty.	} 300 days
	ii) For subsequent Year.	1/12 th of the period spent on duty.	
b)	Leave on Half Average Pay on Medical Certificate or private affairs.		
	i) For the First 20 Years.	15 days for each completed year of service.	} 360 days
	ii) For subsequent period of Service.	20 days for each completed year of service.	

Note :- The limit of accumulation of 300 days as shown above will be inclusive of 'Special Compensatory Leave on Average Pay' as admissible under regulation No. 53(c) read with Sr. No. 7 of the Addendum Nine.

Provided that the leave on private affairs under the clause (b) may not be granted for any period exceeding two months at a time without the specific sanction of the Competent Authority.

Note: The word 'period' includes earned leave already taken.

Clarifications

- 1) Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at an earlier rate should be rounded off to the nearest day i.e. fraction below half should be ignored and that of half or more should be reckoned as a day.
- 2) An employee who is on the verge of superannuation/retirement cannot be held eligible for earning the Leave on Half Average Pay for last year unless he completes one year.

c) Commuted Leave: An employee can have the Half Average Pay Leave due converted into half the amount of Average Pay Leave provided that such commuted leave shall be granted only on medical certificate and not private affairs subject to a limit of 180 days during the entire service. The Commuted Leave shall also be admissible to employees without medical certificate for Vipassana as laid down in **Addendum Seven**.

Clarification

If an employee wishes to avail Earned Leave, Casual Leave or Half Average pay Leave up to 3 days on medical grounds, a medical certificate need not be insisted. However, for a single day of Commuted Leave he has to produce a medical certificate since it is an additional facility given to an employee to get his Half Average Pay Leave converted into Full Pay Leave.

d) Leave Not Due On Half Average Pay On Medical Certificate may be granted up to 180 days during the entire service such leave being debited against leave on Half Average Pay subsequently earned. Such leave may be granted to permanent employee only provided there are reasonable chances of employee coming back to duty and earning the amount of leave granted. Such leave shall not be granted to temporary employees.

Clarifications to regulations 43, 44, & 45

- 1) When an employee is under suspension pending enquiry, leave should not be calculated on the suspension period. However, after completion of the disciplinary action if the period of suspension is not treated as punishment, the same should be taken in to consideration, for the purpose of calculation of leave.
- 2) The Half Average Pay leave should be accrued on a completed year of service, inclusive of period spent on/availed of extra ordinary leave without pay since extra ordinary leave without pay does not constitute 'break' in service.
- 3) An employee can be granted leave to his credit as on the date of proceeding or date of commencement of leave. The Half Average Pay Leave or Earned Leave earned during the leave period can be granted to him after he returns to duty and for the subsequent occasion only.

46. Extra Ordinary Leave without Pay:

(a) The absence of an employee on Extra Ordinary Leave without pay shall not be included in duty but will not be treated as break in service.

Provided that the maximum period of such leave may not exceed 60 days on any one occasion unless otherwise relaxed in any particular case by the Competent Authority for any satisfactory reason.

(b) Employees who are governed by the Employees' State Insurance Scheme and eligible for Sickness and Maternity Benefits as per the Employees' State Insurance Scheme, shall not be eligible for Half Average Pay leave on medical ground and Maternity Leave as per these Service Regulations but their absence will be treated as Special Extraordinary Leave without pay and allowances on medical grounds which shall be counted for the purpose of increment and will not constitute break in service.

***Note 1:** 'Break in Service' means an unauthorised absence of an employee declared by the leave sanctioning authority when EOL is not to be granted considering the circumstances and for which no pay and allowances are payable and such period is to be excluded from duty and service for all purposes.*

***Note 2:** The EOL without pay and allowances is a leave authorised and sanctioned by the Competent Authority.*

Instructions

- 1) No leave of any kind (for example Earned Leave, Casual Leave, etc. except EOL i.e. Leave without pay) should be granted for any agitational /union activity including participation in Morcha, Dharne etc..

2) The prefixing weekly holiday or off to the Extra Ordinary Leave (without pay) granted on account of participation in strike or for any other reason should not be treated as a part of Extra Ordinary Leave (without pay). The deduction of Salaries is required to be restricted for the period of EOL since the holidays are not being included in the EOL period, the Wages for the holidays have to be paid as are being done in normal course to all the employees irrespective of their Appendices A, B or C.

3) If it is observed that an employee has obtained leave under a wrong or different pretext and is found to be participating in the agitational activities, the same may be cancelled, by informing the employee concerned suitably.

4) The Competent Authorities to grant leave have no discretion in the above matter and they cannot grant leave with pay e.g. Casual Leave or Leave on HAP, etc. in above types of cases of absence even where the employee concerned is prepared to make good the man-hours lost by putting up extra hours of work.

(c) The period of overstay of leave or joining time without the specific prior sanction of the Competent Authority will be looked upon as a breach of discipline and dealt with accordingly. A period of overstay of leave and joining time, in the absence of specific sanction by the Competent Authority with the approval of the next higher authority or by the Chairman & Managing Director as the case may be, will be treated as 'Extra Ordinary Leave without pay' and shall not count for increments.

(d) Continued absence from duty or overstay of sanctioned leave or joining time for a period exceeding 15 days without permission of the sanctioning authority in spite of warning letter issued to the employee to resume duty within specified time, shall render the employee liable to be summarily discharged from service after issuing a "Show Cause Notice" by the Disciplinary Authority as laid down under Schedule 'C' appended to these Service Regulations in writing in that behalf and offering him opportunity if he makes a request in writing of being heard in defence of his continued absence from duty.

(e) If an employee has, without sufficiently satisfactory reason, either overstayed the period of leave sanctioned to him or has absented himself without prior permission, or is found to be in the habit of absenting himself frequently from duty in spite of warning or deserted the post at his own, such absence shall be treated as unauthorised absence for which disciplinary action shall be taken by the Disciplinary Authority, as laid down under Schedule 'C' of these regulations, against him.

(f) Scheme of allowing employees to apply for and seek employment abroad or within the country for a period of 3 years by keeping their lien on the post held by them before proceeding on extra ordinary leave without pay and allowances is laid down in **Addendum Eight**.

47. Daily Wage Earners and Casual Workers (unless otherwise required by the provisions of any Labour Law in case of any particular categories of employees governed by such Labour Law) shall not be entitled to any paid leave provided in this Chapter or to any paid Weekly Off.

Explanation:

Daily Wage Earner or Casual Worker is one who is employed for day-to-day work and paid at the daily rate.

48. When an employee earning leave under Regulations applicable to him in one Appendix is transferred to a category in any other Appendix he shall carry forward the balance of leave accumulated under the former set of Regulations and shall thereafter earn leave according to the Regulations applicable to the categories in the latter Appendix.

Clarification

Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at an earlier rate should be rounded off to the nearest day i.e. fraction below half should be ignored and that of half or more should be reckoned as a day.

49. Study Leave: The Competent Authority may, at its discretion, grant Study Leave to an employee to study Scientific, Technical or similar problems or to undergo Special Course of Instructions or Training in or outside India in the interest of the Organization on the terms and conditions as specified in the Twenty Fifth Schedule.

50. Special Disability Leave:

(a) Employees, who meet with accident, arising out and in the course of employment, shall be eligible for Special Disability Leave as prescribed, in Seventeenth Schedule.

(b) The Special Disability Leave with pay for the period of disablement may also be granted on account of injuries caused to the employees while participating in the following sport items.

- i) Divisional, Circle, Zonal and Inter Zonal tournaments of the Company.
- ii) Tournaments conducted by the All India Electricity Sports Control Board.
- iii) Tournaments officially organised by the Field Offices and Sub Stations on days such as Independence Day, Republic Day and Annual Day.
- iv) District and State level tournaments in which Company teams are officially sponsored to participate.
- v) While undergoing practice during specified hours officially sponsored or permitted by the Company on the eve of the tournaments.
- vi) Grant of Special Disability Leave will be governed by the same provisions and as granted to the employees who meet with accident while on duty.

(c) The Company may, at its discretion, grant ex-gratia payment to employees not governed by the provisions of the Employees' Compensation Act, for any injury or disability caused to them, while discharging duties assigned to them by or on behalf of the Company, which should not, however, exceed the amount that would have been admissible under the Employees' Compensation Act, had the provisions of the Act been applicable to the employees involved in the accident in the discharge of their duties.

51. (a) Casual Leave: Casual Leave is not recognised as leave due or earned and the pay for the day of absence of an employee, on casual leave shall be drawn as if he was on duty, provided that-

- (i) The employee applies for and obtains prior sanction from the Competent Officer unless exempted from such prior sanction in extra-ordinary circumstances.
- (ii) Casual Leave is not prefixed or suffixed to any other leave or joining time.
- (iii) Not more than 5 days casual leave exclusive of any intervening public holiday/s, weekly off/s, Sunday/s and/or non-working days like second/fourth Saturday/s, if any, shall be granted at a time.

Further, the total period of absence including public holiday/s, weekly off/s, etc., intervening prefixed or suffixed shall not ordinarily exceed 8 days at a time.

- (iv) The total amount of days of Casual Leave shall not exceed 15 days in any calendar year (January to December).

(b) If an employee has without sufficiently satisfactory reason either overstayed the period of casual leave sanctioned to him or has absented himself without prior permission or is found to be in the habit of absenting himself frequently from duty in spite of warning, such absence will be treated as unauthorised absence for which disciplinary action may be taken by the Disciplinary Authority against him.

(c) Weekly off/s, Sunday/s, Public Holiday/s and/or non working day/s such as second and/or fourth Saturday/s, if any, whether falling within, prefixed or suffixed to a period of Casual Leave shall not be counted as a Casual Leave.

(d) Employees can avail half a day's casual leave provided prior approval is obtained. Half a day for this purpose shall mean a portion of a day before or after the break or recess. The benefit of half a day's casual leave shall not, however, be made applicable while on tour.

(e) Half a day's casual leave as provided above can be combined with any other kind of leave as an exceptional case if the employee is forced to take any other kind of leave due to sickness and/or due to unforeseen/unavoidable circumstances. An employee who has already submitted his application and got any other kind of leave approved, shall not, however, be allowed to avail half day's casual leave on the latter part of the preceding day of his proceeding on long leave.

(f) The provisions under above regulations applies to the employees included in Appendices 'B' & 'C'.

52. (a) Employees shown in Appendix 'A' will be eligible to fifteen days paid non-accumulative casual leave in a year.

(b) Employees included in Appendix 'A' can also avail half a day's casual leave provided prior approval is obtained. Half a day for this purpose shall mean a portion of a day before or after the break or recess. The benefit of half a day's casual leave shall not, however, be made applicable while on tour.

(c) Half a day's casual leave as provided above can be combined with any other kind of leave as an exceptional case if the employee is forced to take any other kind of leave due to sickness and/or due to unforeseen/unavoidable circumstances. An employee who has already submitted his application and got any other kind of leave approved, shall not, however, be allowed to avail half day's casual leave on the latter part of the preceding day of his proceeding on long leave.

Note: Regulation 51 and 52 do not apply to Daily Wage Earners and Casual Workers.

53. Special Leaves:

(a) Maternity Leave:

(i) The concession of Maternity Leave shall be admissible to those female employees who have put minimum of one year continuous service on the date of commencement of leave, whether on permanent or temporary basis.

(ii) Female employee with less than two surviving children on the date of application for Maternity Leave shall be held eligible for this leave.

(iii) The Competent Authority may, subject to the provisions of clause (a)(i), grant to a female employee, Maternity Leave on average pay for a period of 180 days from the date of its commencement. Such leave shall not be debited to the leave account. The application for Maternity Leave shall invariably be supported by medical opinion as to the probable date of confinement and an undertaking to the effect that the female employee shall report the date of confinement supported by medical certificate.

(iv) Maternity Leave not exceeding 45 days may also be granted to a female employee (irrespective of the number of surviving children) in case of mis-carriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act, 1971, on production of a medical certificate issued by the Registered Medical Practitioner.

(v) Leave of any other kind (except Casual Leave) may be granted in continuation of Maternity Leave, if the request for its grant is supported by a medical certificate from Registered Medical Practitioner. Such leave shall be debited to the employee's leave account.

(vi) Competent Authority for this regulation shall be the authority Competent to sanction Leave as specified in the Ninth Schedule.

(vii) Employees who are governed by the Employees' State Insurance Scheme and eligible for sickness and maternity benefits, shall not be eligible for maternity leave in accordance with the above regulations and their absence shall be treated as special extraordinary leave without pay and allowance on medical ground.

(b) Child Adoption Leave for female employees who adopt orphan child shall be granted subject to fulfilment of the following conditions:-

(i) This leave shall be admissible to those female employees who have put minimum two years continuous service or who is permanent employee of the Company.

(ii) That, the female employee has adopted an orphan child from Government recognised Orphanage/Organization. The orphan child adopted should be of age below three years.

(iii) The female employee has to submit Legal documents of adoption of the orphan child.

(iv) The Special Leave shall be admissible for maximum period of 90 days from the date of adoption or the orphan child completes its three years age whichever is earlier.

(v) The female employee shall be eligible for this Special Leave for once in the entire service.

(vi) The female employee who does not have her own offspring/child shall be eligible for this Special Leave.

(c) **Special Compensatory Leave on Average Pay** shall be admissible to all the categories of employees of the rank of Dy. Executive Engineer, equivalent and below, with effect from 01-04-1993 as laid down in **Addendum Nine**.

(d) **Tuberculosis Leave** shall be granted to employees as laid down in **Addendum Ten**.

(e) **Special Leave on account of Paralysis:** The Chief General Manager (HR) in consultation with Medical Adviser for employees in Corporate Office and Chief Engineer in consultation with HR Head of the Zone for employees in field may decide cases of Special Leave on account of Paralysis on merits of case, on par with the Special Leave as admissible in the treatment of Tuberculosis Cases.

(f) **Cancer Leave** shall be admissible to employees as laid down in **Addendum Eleven**.

(g) **Leprosy Leave** shall be admissible to employees as laid down in **Addendum Twelve**.

(h) **Special Leave for Coronary Bypass & disease viz Myocardial Infarction (Heart Attack)** shall be admissible to employees as laid down in **Addendum Thirteen**.

(i) **Anti-Rabic or Snake –bite Treatment:** The Employees who receive dog-bite or snake bite while on duty shall be entitled to the Special leave with pay, not debitable to any leave account for the period of absence, limited to 21 days during the period of treatment. The authority to grant earned leave shall be the Competent Authority to grant this Special Leave.

(j) **Special Leave to Vipassana Assistant Teacher/Teacher** shall be admissible to employees as laid down in **Addendum Fourteen**.

(k) The Special Casual Leave for a maximum period of 7 days including the transit time in both ways in a calendar year may be granted to ex-servicemen boarded out of services and re-employed as Civilians in the service of the Company for appearing before the Medical Re-survey Board for assessment of their disability.

(l) The Special Casual Leave of 7 days in a calendar year may also be granted to the ex-servicemen who have been provided with artificial limbs as a result of injuries, sustained in operations and re-employed in civilian capacity, who have to report to Artificial Limb Centre and stay in hospital as and when their artificial limbs required replacement/treatment.

(m) **Special Casual Leave under Family Welfare Programme** shall be admissible to employees as laid down in **Addendum Fifteen**.

(n) **Special Casual Leave to employees who donate Blood voluntarily** shall be admissible to employees as laid down in **Addendum Sixteen**

(o) **Special Casual Leave for attending function of honour with State Awards/ Prizes/ Certificates, etc.:** The Special Casual Leave subject to a maximum of 10 days (with permission to prefix and/or suffix weekly off/holiday(s)/non working day(s), etc.) may be sanctioned to employees for attending any function where they are or they are to be honoured with State Awards/Prizes/ Certificates, etc. in recognition of any act of courage and/or presence of mind displayed by them, such as saving the life of a drowning person etc. The authority to grant casual leave shall be the Competent Authority to grant this Special Casual Leave.

(p) **Leave for Sports and Trekking** shall be admissible to employees as laid down in **Addendum Seventeen**.

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CHAPTER VI

TRAVELLING ALLOWANCE

54. Travelling Allowance may be allowed in any of the following kinds as may be specified by the Competent Authority:-

- (a) Travelling Allowance for journeys on Tour.
- (b) Transfer Allowance on Transfer.
- (c) Permanent Travelling Allowance.
- (d) Conveyance Allowance.

55. Travelling Allowance on tour may be paid in the form of Daily Allowance or Kilometrage or both as may be admissible under these Regulations.

Travelling Allowance For Journeys On Tour

56. An employee whose normal work is in the headquarters of the Office to which he is attached and who has occasionally to visit an outside place for special work is deemed to be on tour when absent from headquarters on duty within, or with proper sanction beyond his sphere of duty.

***Note:** No employee shall proceed outside his jurisdiction or the State limits without the sanction of the Competent Authority. In case of travel outside State limits, the Competent Authority shall be as prescribed in Tenth Schedule.*

57. For journeys on tour, an employee shall be eligible to draw Daily Allowance commencing from the day of the journey up to and inclusive of the day on which he returns to the headquarters in addition to the Kilometrage as provided in regulations 63 to 67.

***Note 1:** Employees, who receive National/State Awards shall be granted Travelling Allowance and Daily Allowance as per the existing provisions and delegation of powers. The Executive Director(HR) in consultation with Director (Operations) and Director(Finance) shall decide any case in this regard in the eventuality of any ambiguity for grant of Travelling Allowance and Daily Allowance.*

***Note 2:** An employee attending either Professional or Departmental or Hindi or Marathi Examination, shall be entitled for Travelling Allowance and Daily Allowance as on tour basis provided he appears at the nearest centre from his place of duty. This concession shall be available to an employee, when he appears at any of these examinations for the first time only for all papers, and not to those who appear, even at the first time, in compartments. Absence from duty for appearing at any of the examinations for the first time and subsequent chances shall, however, be treated as duty.*

***Note 3:** Employees appearing for the Marathi Typing and Shorthand Examinations, for the first occasion only, conducted by the Government of Maharashtra shall be entitled for Travelling Allowance and Daily Allowance as per the Travelling Allowance Regulations.*

Note 4:** Employees summoned to give evidence before the Court shall be entitled for Travelling Allowance and Daily Allowance as laid down in **Addendum Eighteen.

Note 5: *Travelling Allowance and Daily Allowance to Employees participating in Sports and Drama shall be regulated as laid down in Addendum Nineteen.*

Note 6: *No Kilometrage shall be admissible for journeys performed in departmental vehicle.*

58. No Daily Allowance shall be admissible to an employee for any journey unless his absence on tour beyond 8 Kilometres of his headquarters exceed eight consecutive hours in case of employees in Pay Group I, II and III and four hours in case of employees in Pay Group IV.

59. (a) Daily Allowance is admissible for each day of 24 hours of journey including halt beyond 8 Kilometres from headquarters part of the day exceeding continuous 8 hours in case of an employee in Pay Group I, II and III and exceeding continuous 4 hours in case of an employee in Pay Group IV counting for 1 day.

Clarification

The distance of 8 Kilometre from the Head Quarters referred to in regulations 58 & 59(a) is to be reckoned from the Grampanchayat/Municipal limits (i.e. boundaries) and not from any office building.

(b) If an employee returns to his headquarters and again proceeds on tour within 24 hours, he shall not get more Daily Allowance than what he would have got had he remained continuously away on tour.

(c) No daily allowance shall be admissible to an employee who avails any kind of Leave, for the days he is on Leave, while on tour.

60. (a) The rates of Daily Allowance payable to an employee for different periods of stay at any place while on tour shall be as under.

(i) For first 15 days full rate of Daily Allowance prescribed under regulation 61.

(ii) For any period extended upto 15 days thereafter full rate, provided the Competent Authority certifies that the extended stay was necessary in the interest of the Company's work.

(iii) For any period upto 90 days thereafter at 3/4th of the rate prescribed under Regulation 61 unless the Competent Authority permits an employee to draw Daily Allowance at the full rate for any special reasons recorded in writing.

(b) An employee whose stay outside headquarters on office work exceeds a total period of 120 days, shall be treated as having been transferred to the new place and shall not without the specific orders of the Competent Authority be treated as having been on tour.

(c) For the purpose of calculation of Daily Allowance for different periods the "stay" means stay at a particular place and not the total period of absence from the headquarters, but short duration journeys to other places as part of official duties undertaken from particular place shall not be treated as break of camp.

Illustration:

If an employee leaves headquarters on a date and stays at 'A' for 10 days at 'B' for 10 days, at 'C' for 8 days and at 'D' for 10 days, he will be eligible to Daily Allowance at full rate and not at reduced rate though the total period has exceeded either 15 days or 30 days since the stay at no particular place has exceeded either 15 days or 30 days which is the time limit prescribed in regulation 60(a)(i) and 60(a)(ii) above.

61. The rates of Daily Allowance payable shall vary with the Pay Group of the employees as indicated below:

(a) If an employee while on tour resides in Company's Rest House or makes his own arrangement of residence, the rates of Daily Allowance shall be as under:-

Sr. No.	Pay Group	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	'A' Class Cities of the Country / State	'B-1' Class Cities of the Country / State	The Cities not included in Column No.3, 4 and 5.
1	2	3	4	5	6
1)	Pay Group I				
	a) Executive Engineer equivalent & above	Rs. 325/-	Rs. 200/-	Rs. 160/-	Rs. 130/-
	b) Other employees in the Pay Group I	Rs. 290/-	Rs. 180/-	Rs. 140/-	Rs. 120/-
2)	Pay Group II	Rs. 225/-	Rs. 150/-	Rs. 140/-	Rs. 110/-
3)	Pay Group III	Rs. 210/-	Rs. 130/-	Rs. 130/-	Rs. 110/-
4)	Pay Group IV	Rs. 160/-	Rs. 125/-	Rs. 125/-	Rs. 100/-

(b) If an employee while on tour resides in Hotel charging schedule rates, the rates of Daily Allowance shall be as under:-

Sr. No.	Pay Group	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	'A' Class Cities of the Country/ State	'B-1' Class Cities of the Country/ State	The Cities not included in Column No.3, 4 and 5.
1	2	3	4	5	6
1)	Pay Group I				
	a) Executive Engineer equivalent & above	Rs. 3,000/-	Rs. 800/-	Rs. 650/-	Rs. 500/-
	b) Other employees in the Pay Group I	Rs. 2,000/-	Rs. 600/-	Rs. 500/-	Rs. 350/-
2)	Pay Group II	Rs. 1,500/-	Rs. 450/-	Rs. 375/-	Rs. 300/-

3)	Pay Group III	Rs. 900/-	Rs. 300/-	Rs. 250/-	Rs. 200/-
4)	Pay Group IV	Rs. 800/-	Rs. 225/-	Rs. 225/-	Rs. 150/-

(c) An employee who is given the benefit of next higher grade under the provisions of GO-74(P) dated 30-04-1974 or under the provision of Office Order No.GAD/E-VII/STF/Gen/A/232/9203, dated 27-02-1975 or GO-111(P) dated 13-05-1982 shall be entitled to and paid daily allowance at such rate at which he would have been entitled had the said benefit of next grade not been given to him. On promotion to the higher post, however, the Daily Allowance rate will be on the basis of the Pay Group in which his post falls.

(d) An Officer in Pay Group-I or Group-II may be allowed to take a Peon on tour while on Official duty in the following circumstances:

- (i) When the Officer is required to carry heavy records and equipments.
- (ii) When the Officer is camping at an out of the way place in Tents or Inspection Bungalows.

Provided that the touring Officer concerned certifies the necessity of taking a Peon with him in the Peon's Travelling Allowance Bill before it is submitted for sanction.

(e) The 'A' & 'B-1' Class Cities referred above shall be the Cities classified for the purpose of Grant of Local Compensatory Allowance by the State Government vide G.R.No. घभाभ-१००५/प्र.क्र.१३/सेवा-५, दि. १७-०६-२००५. (**Annexure-1**).

The 'A' & 'B-1' Class Cities of the Country / State are as under-

'A' Class Cities:-

Pune, Nagpur (Maharashtra), Ahmadabad, Surat (Gujarat), Jaipur (Rajasthan), Lucknow, Kanpur (Uttar Pradesh).

'B-1' Class Cities:-

Nashik (Maharashtra), Vijayawada, Vishakhapatnam (Andhra Pradesh), Patna (Bihar), Rajkot, Baroda (Gujarat), Faridabad (Haryana), Jamshedpur, Dhanbad (Jharkhand), Cocchi (Kerala), Jabalpur, Bhopal, Indore (Madhya Pradesh), Amritsar, Ludhiana (Punjab), Coimbatore, Madurai (Tamil Nadu), Merath, Agra, Allahabad, Varanasi (Uttar Pradesh), Asansol (West Bengal).

(f) While claiming Daily Allowance when an employee resides in Hotel charging scheduled rates, he / she has to provide a single bill showing that the actual amount of expenses incurred on residence and meal is more than the entitled amount of Daily Allowance.

(g) The Officers / employees should make efforts to secure accommodation in Government/ Quasi Government / Company's Rest Houses in the first instance and if the accommodation in Government / Quasi Government / Company's Rest House is not available, they may hire the accommodation in the Hotel charging scheduled rates and certify to that effect.

(h) The employees who are deputed for residential training Courses in respect of which lodging and boarding charges are borne by the Company shall be paid Travelling Allowance and Daily Allowance at the following rates:

- (1) For journeys from the place of head quarter to the place of training for joining the course and for return journey, they should be allowed to draw travelling allowance as on tour.
- (2) During the entire period of stay for the course, the employees should be given daily allowance @ 1/3rd rate of full daily allowance admissible under the regulation 61(a).
- (3) The employees attending the residential training courses, seminars, workshops within the limits of their Head Quarters shall also be entitled for Daily Allowance @ 1/3rd rate of full daily allowance admissible under the regulation 61(a).

62. Kilometreage may be paid in the form of Road Kilometreage, Bus Fare, Steamer Fare or Air Fare, as the case may be, subject to the restriction prescribed in these Regulations.

Road Kilometreage

63. (a) If an employee is required to travel by road on duty and he uses his own Car/Motor Cycle/ Scooter or a hired or borrowed Motor Car/Motor Cycle/Scooter for the journeys, he will be eligible to Road Kilometreage rate specified below:-

Pay Group	Motor Car / Jeep		Motor Cycle or Scooter	Moped / Luna	Any other means of conveyance driven by petrol/ diesel
	Petrol	Diesel			
I	Rs. 9.00 per Km	Rs. 7.00 per Km.	Rs. 3.50 per Km.	Rs. 1.75 per Km.	-
II	Rs. 9.00 per Km.	Rs. 7.00 per Km.	Rs. 3.50 per Km.	Rs. 1.75 per Km.	Rs. 1.00 per Km.
III and IV	-	-	-	Rs. 1.75 per Km.	Rs. 1.00 per Km.

(b) If journey is performed by Bus, the employee shall be eligible to actual fare paid.

(c) The rates mentioned above so far as they relate to hired vehicles are limited to actual expenses and they should not be claimed as a matter of course. A certificate shall be furnished indicating the mode of conveyance and the amounts paid for such hired conveyance.

(d) An employee may use his own or borrowed vehicle for journey required to be performed by road for the work of Company, only if a Company vehicle is not available. A certificate to that effect from the Competent Authority shall invariably accompany the Travelling Allowance Bill.

(e) A touring officer may be granted road Kilometrage at the rates shown in regulation 63(a) above in respect of the distance covered by him from headquarter or residence, as the case may be, to the nearest station of embarkation and also in respect of the distance covered on return from journey from station to residence or to headquarters as the case may be, limited to the actual expenses or a maximum of Rs. 150/- whichever is less in each case in addition to the usual Travelling Allowance and Daily Allowance admissible under the Company's rules. This is admissible only to those officers whose headquarters have been fixed at Mumbai and they are residing at Mumbai. The employees in Pay Group III & IV shall be allowed to use authorized local transportation i.e. BEST/Local Trains for the journey between residence to the nearest station of embarkation and vice-versa. The employee claiming such road Kilometrage should certify that the actual expenses on travelling over the distance from the residence / headquarters to the nearest station and vice-versa was not less than the amount claimed in the bill.

(f) Employees who are required to travel by Air in the interest of Company's work are permitted to claim the actual taxi fare in full for the distance from office/residence to the Airport and vice-versa at the headquarter and at the place of visit provided they are not provided with any Office vehicle for the purpose.

Rail Kilometrage

64. (a) The following shall be the Classes to which an employee shall be eligible to travel by Railway while on tour.

Sr. No.	Pay range	Entitlement of Rail Class
(1)	Employees working in the posts of which the minimum of the pay scale is Rs.26,860/- and above (as on 01-04-2008)	First Class AC/2 Tier AC Sleeper
(2)	Employees working in the posts of which the minimum of the pay scale is Rs.9,570/- and above but below Rs.26,860/- (as on 01-04-2008)	First Class /3 Tier AC Sleeper / AC Chair Car
(3)	Other employees	Second Class / Sleeper Class

Note: To allow the employee entitled to travel by First Class, 3 Tier AC Sleeper, AC Chair Car at their discretion to travel by higher class where train connecting two stations by shortest route has no provision of First Class, 3 Tier AC Sleeper, AC Chair Car.

(b) Travel by higher Class than permissible under clause (a) may be permitted only in circumstances of extreme urgency and shall be subject to the sanction by the Officer of the rank of General Manager (F&A)/ General Manager (HR) or equivalent and above, as the case may be, based on the certificate by the Officer-in-Charge of the Unit to the effect that the employee had made timely effort to get accommodation to which he was normally eligible but failed.

(c) In order to obviate the difficulty of securing reservation of accommodation from intermediate stations on Railway while travelling with the Chairman & Managing Director or the Head of the Department when advance reservation has to be made, the Chairman & Managing Director or the Head of the Department, as the case may be, may permit any Officer accompanying him, to reserve accommodation in the higher Class than the one to which he may normally be entitled to, from any earlier stations where such reservation is easier.

(d) The employees while travelling by Rail/Road in the interest of Company's work are entitled to the reimbursement of ordinary as well as Tatkal charges paid for reservation of Berth/Seat in the Rail/Bus, as the case may be.

(e) The reservation for travelling by Air / Railway / Bus for official work, if cancelled, the reimbursement of the cancellation charges shall be made to the employee. If the reservation made under Tatkal scheme of railway is cancelled and refund is denied by the Railway Department, the expenditure incurred on purchase of railway ticket under Tatkal scheme shall be reimbursed. However, in both cases Controlling Officer should certify that the tickets were to be cancelled in the interest of company or for the reasons beyond the control of employee.

(f) Employees drawing basic pay of Rs. 36,720/- and above may travel by Air Conditioned 1st Class at their own discretion.

Steamer Kilometreage:

65. For the purpose of calculating Kilometreage for journeys within the limits of Indian Waters, by Sea or by River Steamer or Steam Launch, the employees are entitled to accommodation as under:

Sr. No.	Grade	Class Of Accommodation
(1)	Employees working in the posts of which the minimum of the pay scale is Rs.26,860/- and above (as on 01-04-2008)	Highest Class
(2)	Employees working in the posts of which the minimum of the pay scale is Rs.19,205/- and above but below Rs.26,860/- (as on 01-04-2008)	Upper of 2 Classes or Middle of 3 Classes
(3)	Employees working in the posts of which the minimum of the pay scale is Rs.9,570/- and above but below Rs.19,205/- (as on 01-04-2008)	Lower of 2 Classes; or Middle of 3 Classes
(4)	Other employees	Lowest Class.

Kilometrage For Travel By Public Conveyance:

66. (a) The following shall be the classes to which an employee shall be eligible to travel by Public Conveyance (Buses) where such travel is permissible:

(i)	Employees working in the posts of which the minimum of the pay scale is Rs. 9,570/- and above	Air-Conditioned Luxury/ Deluxe Buses.
(ii)	Employees working in the posts of which the minimum of the pay scale is less than Rs.9,570/-	Ordinary Buses-Passenger as well as Fast/Express/ Limited

(b) If there are no Classes of accommodation: Actual Fare

67. (a) All employees drawing basic pay of Rs. 32,375/- and above per month may travel by Air in the interest of work at their own discretion and claim Air fare. Other employees in Pay Group-I and Pay Group-II authorised by the Competent Authority to travel by Air be eligible to draw the actual fare.

(b) The Heads of Departments are authorised to permit the employees in their respective departments in Pay Group-I and Pay Group-II drawing Basic Pay less than Rs. 32,375/- per month to travel by Air, when they consider the Air travel to be in the interest of Company's work.

(c) The employees in Pay Group-III and Pay Group-IV shall be permitted to travel by Air only in exceptional cases and in the exigencies of Company's work with the prior approval of the Competent Authority.

General:

68. (a) For journeys on tour, an employee is entitled to reimbursement of single Railway or Steamer or Bus fare of the class in which he is eligible to travel or the Road Kilometrage payable under regulation 63(a) or Air fare admissible under regulation 67, as the case may be. In addition, he will be eligible to draw Daily Allowance as regulated by clause (b) below from the day on which the journey begins up to and inclusive of the day on which the journey ends.

(b) For the purposes of this Regulation, 'Day' shall be 24 hours beginning from the commencement of the journey and Daily Allowance shall be calculated at the rates prescribed under regulation 61 for each such day or part of the day exceeding 8 hours or 4 hours, as the case may be. If an employee returns to his head quarters and again proceeds on tour within 24 hours, he shall not get more Daily Allowance than what he would have got had he remained continuously away on tour.

(c) The employees who proceed on leave while on tour are entitled to the return journey fare as is admissible in ordinary tour cases. The Controlling Authority should ensure that the above referred provision is not abused.

Clarification

An employee who proceeds on tour for office work is entitled to claim only onward and return journey fare irrespective of the fact whether he avails leave on average pay or casual leave during the period of his tour.

(d) The employees travelling on official tour on their personal railway season ticket are allowed to draw full fare as admissible under the rules, notwithstanding that an employee travelled on a season ticket purchased for private use subject to condition that full particulars of the season ticket are cited in the Travelling Allowance Bill in support of the claim.

(e) In case, where an employee is required to undertake journeys on duty by railway to a particular place for more than six occasions in a month regularly in course of discharging the normal duties attached to his post shall be provided with a season ticket purchased at the Company's cost. If the employee for whom a season ticket is to be purchased is not likely to be transferred within a period of 3 months or not likely to proceed on leave within that period, a Quarterly Season Ticket can be purchased at the discretion of the Competent Authority as prescribed in the Tenth Schedule, if that would prove economical. The journey from the residence to the Office and back shall not be treated as office duty for the above purpose.

(f) Any extra cost incurred on account of transport of records, taxi fare paid for extensive movements for visiting various Offices at places like Delhi, Mumbai, Kolkata, Chennai, Bangalore and Hyderabad or any other charges which an employee has to incur over and above the normal expenses that he has to meet within the Daily Allowance, may be sanctioned by the Competent Authority.

(g) An employee occupying a PWD or District Inspection Bungalow in the course of his tour on duty shall be entitled to draw the difference between the actual charges paid at the rates prescribed for non-government servants on account of occupation of such Bungalows and the charges that would be payable by a Government servant occupying the same Bungalow.

(h) The Rest Houses of Railways, Zilla Parishads and such others belonging to the Government or Semi-Government Undertakings including Government Company of a State or the Central Government or Union Territories but not of Private Sector bodies may be treated on par with a PWD or District Inspection Bungalow for claiming the difference in charges as envisaged in regulation 68(g).

Line Staff

69. (a) Regulation relating to Travelling Allowance on tour do not apply to an employee included in the Line Staff detained for duty within allotted area. If, however, he is detained for duty outside the allotted area, rules relating to Travelling Allowance on tour will apply.

(b) In case of Line Staff detained for duty within the allotted area, Daily Allowance shall be allowed as under:

- (1) For absence from headquarters for visits for Line work to places Nil
beyond 8 Kilometres from headquarters for 8 hours or less.
- (2) For absence from headquarters for visits for Line work to places Full Rate
beyond 8 Kilometres from headquarters exceeding 8 hours but
not exceeding 24 hours

- (3) For absence from headquarters for visits for line work to places Rate as in
beyond 8 Kilometres from headquarters for any fraction of a (2) above
day exceeding 8 hours after completion of 24 hours.

Permanent Travelling Allowance

70. Competent Authority may grant Permanent Travelling Allowance with the prior sanction of the Board to employee who has to do extensive touring in a specified jurisdiction.

Provided that such allowance shall be in lieu of all other forms of Travelling Allowance for journeys within the jurisdiction. While fixing the Permanent Travelling Allowance, the Board, may prescribe the minimum Kilometrage to be done for month and the kind of conveyance to be used for journeys. An employee who is in the receipt of the Permanent Travelling Allowance and has to travel on duty outside his jurisdiction can claim such other kind of Travelling Allowance as may be admissible to him provided proportionate deduction is made in the Permanent Travelling Allowance for the relevant period inclusive of the journey days.

Conveyance Allowance

71. Conveyance Allowance may be granted by Competent Authority for different conveyances used by an employee to move about on duty frequently and within the area of his jurisdiction or otherwise as follows:

(a) Car Conveyance Allowance to Senior Officers of the rank of Executive Engineer, equivalent and above may be granted as laid down in **Addendum Twenty.**

(b) Conveyance Allowance for Two Wheelers may be granted as laid down in **Addendum Twenty One.**

(c) Conveyance Allowance for Local movements may be granted as laid down in **Addendum Twenty Two.**

(d) Special Conveyance Allowance to the Blind and the Orthopaedically handicapped employees may be granted as laid down in **Addendum Twenty Three.**

Transfer Allowance on Transfer

72. (a) An employee who is transferred from one station to another for the convenience of Company's work shall be eligible to the Joining Time and Transfer Allowance as provided in regulations 74 to 81. A transfer at an employee's own request may not be treated as transfer for the convenience of the Company's work unless the authority sanctioning the transfer, for special reasons to be recorded, otherwise directs.

Provided that a transfer sanctioned in case of an employee who has been continuously at one station for longer than 3 years, shall be deemed to be for the convenience of the Company's work and he shall be eligible to the Joining Time and Transfer Allowance as provided in regulations 74 to 81 even if the transfer is sanctioned at the employee's own request.

Provided further that transfer from one Station to another falls within the area of employee's normal transfer.

(b) In case of an employee who has been continuously at one Station for less than three years whose transfer is sanctioned at his own request and not for the convenience of the Company's work, the period of absence from duty between the date of handing over charge at the old station and that of reporting for the duty at new station shall be treated as leave that may be due to him and cost of travelling shall be borne by the employee himself.

73. Handing Over & Taking Over Time: (a) Time limit for handing over and taking over charge may be allowed as indicated below:-

- (1) Up to 3 working days in case of an Officer handing over and taking over the charge of an independent Unit.
- (2) One working day in all other cases.

(b) As there are circumstances in which more time than what is actually stipulated is required for taking or handing over charge by one Officer to another, the Head of the Department is authorized to permit extra period for handing over or taking over charge in all such cases of transfers of Officers and staff and to condone such extra periods that may be required either for training or for handing over or taking over charge, in the interest of work.

(c) During the period of handing over and taking over charge, a supernumerary post shall be deemed to have been sanctioned and the person handing over the charge shall be deemed to have held the supernumerary post.

Clarifications

- 1) The period for taking over/handling over charge, is exclusive of Sundays or Holidays, as the case may be and also that the corresponding supernumerary posts shall be deemed to have been created for the period of handing over/taking over charge.
- 2) An employee holding independent charge of a Circle, Division or Sub Division Office can be held eligible for 3 days for handing over the charge and not the Sub Engineer or Jr. Engineer in charge of Sub Station/Section/Unit.

Joining Time

74. (a) An employee may be allowed Joining Time, which may include three days for preparation and one day for each 160 kilometres distance or part thereof from one station to another subject to the condition that aggregate period (including any intervening Sunday or Public Holiday) shall not exceed 8 days from the day the Joining Time commences. However, Joining Time shall be suffixed by Sunday, Public Holiday, non-working days etc. as the case may be. The Competent Authority may, however, curtail or increase the period of "Joining Time" in individual cases or in respect of any class of employees, according to the exigencies of administration.

(b) If it is a case of transfer in the same grade or promotion to a higher post, the employee during the joining time should be held eligible for the pay of post he is vacating excluding, however, any special pay attached to the post. If the pay in the new post is less than that attached to the one he is vacating, he should be held eligible during the Joining Time to the pay of the new post excluding, however, any Special Pay attached to the post. The benefit of the higher pay of the post he is vacating will cease on the day he hands over the charge of the old post.

(c) Joining Time may be granted to an employee to enable him to join a new post-

- i) on return from leave on average pay of not more than 4 months duration, or
- ii) when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in (i) above.

(d) The authority which ordered the transfer will decide whether the employee has had sufficient notice under clause (c) (ii) above.

(e) Joining Time may be calculated as admissible for a journey by Rail for all journeys performed between stations connected by Rail as well as by other modes of transport.

(f) The employees who have been deprived of the facility of the Joining Time on transfer due to administrative exigencies, may be granted Special Casual Leave to the extent of un-availed portion of the Joining Time. The authority competent to grant Casual Leave shall be competent to grant such leave within a period of one year from the date of joining on transfer.

75. (a) An employee on transfer shall be eligible to the actual cost of transporting his personal effects by Goods Train, by Steamer or other Craft where two places are connected by Railway or Water way communication, up to limits of weights specified below:-

Category	Limits of Weights
1) Pay Group – I	
a) Those drawing Basic Pay above Rs. 36,720/-per month (with effect from 01/04/2008)	6000 Kgs. by Goods Train or Full 4 wheeler Wagon or one double Container, if actually engaged.
b) Those drawing Basic Pay less than Rs. 36,720/-per month (with effect from 01/04/2008)	6000 Kgs. by Goods Train or Full 4 wheeler Wagon or one single Container, if actually engaged.
2) Pay Group – II	3000 Kgs. by Goods Train.
3) Pay Group – III	2000 Kgs. by Goods Train.
4) Pay Group – IV	1500 Kgs. by Goods Train.

(b) Actual cost of transportation of personal kit by Goods Train at employee's risk shall be reimbursed as a part of Transfer Allowance. In cases where kit has been transported by Passenger Train or by Road, between the places connected by Rail/Steamer route, the reimbursement shall be limited to the transportation charges admissible for maximum weight (Kgs.) by Goods Train at owner's risk.

(c) **Transportation of personal effects by Road:** An employee carrying personal effects by Road between the places connected by the Rail, shall be eligible to draw actual expenditure on transportation of personal effects by Road subject to the weight limits prescribed in regulation 75(a) or the amount admissible on transportation by Rail increased by 25%, whichever is less.

(d) Transportation of personal effects between places not connected by Rail: If an employee transports his personal effects by road between places not connected by Railway, he shall be eligible for Kilometrage allowance as under:-

Sr. No.	Pay Group	'A-1' / 'A' / 'B-1' Class Cities (Rs. Per Km.)	Other Cities (Rs. Per Km.)
1	2	3	4
1)	Pay Group I	Rs. 48/-	Rs. 30/-
2)	Pay Group II	Rs. 24/-	Rs. 15/-
3)	Pay Group III & IV	Rs. 12/-	Rs. 7.50

Note: The higher rates of transportation of personal effects as mentioned in Column No. 3 above shall be allowed to the Cities of Class 'A-1'/'A'/'B-1' as classified for the purpose of grant of Local Compensatory Allowance by the State Government vide G.R. No. घभाभ-१००५/प्र.क्र.१३/सेवा-५, दि. १७-०६-२००५. (Annexure-1).

(e) On production of proper receipt for payment of Octroi Duty by the employee on transfer, full reimbursement of Octroi Duty shall be made.

(f) Transfer Grant: A combined transfer grant shall be paid to the employees on transfer as shown below:-

- An amount equivalent to 1/3rd of the basic pay of the employee, if the distance between new and old headquarters is less than 20 kilometres.
- An amount equivalent to 1/2 of the basic pay of the employee, if the distance between new and old headquarters is more than 20 kilometres.

Provided that combined transfer grant shall be sanctioned only when it involves change in residence.

Note: This combined transfer grant includes the expenditure incurred on travelling between old and new residence and Railway Station/ Bus Depot / Airport.

76. (a) An employee on transfer shall be eligible for reimbursement in full of the actual expenses on transportation of conveyance owned by him by goods train at owners risk. Where the conveyance is transported under its own propulsion, an employee shall be eligible for the reimbursement at the following rates:-

(1)	Motor Car	:	Rs. 5.00 per km.
(2)	Motor Cycle / Scooter	:	Rs. 1.60 per km.
(3)	Moped / Luna	:	Rs. 0.80 per km.
(4)	Bicycle	:	Rs. 0.50 per km.

Note: An employee is held eligible for transportation charges only for one vehicle for which he is entitled as shown in fifteenth schedule. The expenditure on transportation of above vehicles shall not be more than the expenditure required for transportation of above vehicles by Goods Train / Steamer / any other vehicle.

(b) The employee on transfer is transported vehicle owned by him under its own propulsion shall be eligible for transportation as mentioned in regulation 75(a). For this purpose the Pay Groupwise eligibility for claiming such charges shall be as shown in Fifteenth Schedule.

(c) An employee claiming the cost of transporting a conveyance shall support his claim in case of Railway or Steamer with actual voucher by a certificate that the actual expenses incurred were not less than the sum claimed. Such a certificate must also give details about the mode of transport.

77. An employee on transfer involving change of headquarter from one station to another effected for the convenience of the Company's work, becomes eligible to Joining Time and Transfer Allowance as provided in regulations 74 to 76. Provided that the change in residence is required for payment of transfer grant as admissible under regulation 75(f). If, however, the transfer is for any other reason, the employee shall not be eligible to such Transfer Allowance.

Provided further that the Competent Authority may, for any special reasons to be recorded, sanction such allowance or any part thereof in any individual case.

78. (a) An employee receiving transfer order either before proceeding on leave or while on leave in or out of station, will be eligible to transport his personal effects/conveyance owned by him under these regulations as from his old to his new station.

(b) An employee who proceeds on leave after receiving transfer order, will be eligible when he reports for duty at the new station, to transport his personal effects/conveyance owned by him as provided in these regulations from his old to new station.

79. If an employee is obliged to transport his personal effects/conveyance owned by him in consequence of his transfer to a place other than his new station, he may be reimbursed the actual cost limited to what would have been admissible, had he transported the same to the new station.

80. (a) If the personal effects of an employee and / or conveyance owned by him are transported to the new station within 12 months from the date of his taking over charge at the new station, the employee will be eligible to the reimbursement of the cost of transport from the old to the new station upto the limit provided in these Regulations.

(b) If the employee is re-transferred for any reason, to a new station before expiry of the aforesaid period of 12 months and before he could transport his personal effects and/or conveyance owned by him within that period, the period of 12 months shall be counted from the date of his taking over charge at the new station on such re-transfer and the employee shall be eligible to transport his personal effects and/or conveyance owned by him to the re-transferred station only.

(c) The period mentioned in regulations 80(a) & 80(b) above may be relaxed by the Competent Authority beyond 12 months in deserving cases.

81. (a) Transfer Allowance is admissible to an employee on his retirement, or in case of the death of the employee, to his Family members as per the provisions of the regulations 75 and 76, subject to the following:

- (i) The actual expenditure on transportation of personal effects and conveyance owned by employee shall be admissible for the shortest route from the last place of duty to the employee's home town as declared by him or recorded in his Service Book.
- (ii) If the employee settles down at a place other than his home town then the aforesaid actual expenditure will be admissible up to home town or up to new place where he settles whichever is nearer to the last place of duty.
- (iii) The facility can be availed of at any time during leave preparatory to retirement, refused leave or within six months of date of retirement.
- (iv) The facility is not admissible to those who resign or who are dismissed or removed or compulsorily retired from service as a measure of punishment.

Clarifications

- 1) The Transfer Grant is admissible to the employee on his retirement or to his family members on his death.
- 2) No Advance should be paid in respect of any claim under regulation 81(a) but the final payment of the claim should be made only when the claim is preferred in the usual TA bill form giving the requisite details subject to the fulfilment of other conditions laid down in that Regulation.

(b) If an employee expires before he has preferred his Travelling Allowance claims for the official journeys undertaken by him on tour or Transfer Allowance on transfer, his claim should be admitted on the basis of the following documents/evidences:

- (i) Entries recorded in Company's vehicle Log Book, if any.
- (ii) Documentary evidence available in Company's Official records.
- (iii) Movements known to the higher Officer at whose instance the tours were undertaken by the deceased.
- (iv) Documentary reservation records of journey undertaken by Rail/Road/Air or any other mode by the deceased, if any.
- (v) Records of the halts etc., available in Company's or Government Rest House or any other Rest House or Hotel.
- (vi) Entries recorded by the deceased in his own handwriting in his personal diary or other personal records.
- (vii) Personal knowledge available with the Controlling Officer.
- (viii) The claims so prepared shall be signed by the successor of the deceased. The Controlling Officers who are Competent to approve the Travelling Allowance Bills of the deceased prior to his death, shall be the Competent Authority to approve the same.

(c) Travelling Allowance to Outside Faculties and Retired Officers for delivering Lectures shall be regulated as laid down in **Addendum Twenty Four.**

General:

82. (a) Every employee travelling on duty is expected to use the cheapest and shortest route and it is the duty of Competent Authority to see that every claim is carefully scrutinized and to disallow any claim which is excessive and not warranted by circumstances.

(b) Wherever Company's Travelling Allowance Rules are silent on any particular issue, the provisions of the Maharashtra Civil Service Rules should apply in that particular case, till specific decision of Company is obtained in regard to that particular issue.

(c) Every employee travelling on duty shall be required to quote Rail/Steamer/ Bus ticket numbers or PNR on the Travelling Allowance Bills as evidence in support of having performed the journey, failing which the claim to the extent to which the same is not supported by the required evidence, shall be disallowed. The employee travelling on duty by Air shall attach the duplicate copy (Jacket) of Air ticket or e-ticket to his Travelling Allowance Bill.

Clarification

It is necessary that the concerned employee should keep with him the ticket numbers or PNR immediately after purchasing the same. Therefore, without the ticket numbers or PNR the claim of the concerned employee is to be disallowed and not to be accepted for any reason.

(d) The Rules regarding grant of advance of Travelling Allowance on tour, Transfer Allowance and Pay on transfer and advance of Pay on shifting of headquarter of office are laid down in **Addendum Twenty Five.**

CHAPTER VII

CONDUCT, DISCIPLINE AND APPEAL REGULATIONS

83. Whenever any provision in these Regulations conflict with that in the Factories Act, the Industrial Disputes Act, the Bombay Industrial Relations Act, the Payment of Wages Act or in the rules thereunder or in any other Law applicable to the Company, the provisions in these Acts and Rules shall prevail in case of the employee governed by these Acts.

84. In case of an employee who has a lien on a permanent post in the service of Government and has been on deputation to the Company as on Foreign Service, proceedings for any misconduct for which Fine, Recovery from the Salary to make up wholly or partly any Pecuniary Loss to the Company, withholding of Increments, Reversion to a lower post, Suspension, Removal or Dismissal from service as provided in these Regulations, shall not be taken without the concurrence of the concerned Government department where accused employee has a lien.

85. General: The following rules of conduct shall be observed by the employees of the Company, breach of any of these rules shall render the employees concerned liable to be dealt with in accordance with the provisions of these Regulations.

(a) Every employee shall discharge his duties and assignments with integrity, loyalty and promptitude.

(b) Every employee shall be obedient to his superiors and shall behave courteously with the members of the public and also with his colleagues and subordinates.

(c) Every employee shall observe the prescribed rules of procedure in all matters and also abide by Rules, Regulations, Orders and Circulars that may be prescribed by the Board or by any Competent Officer of the Company.

(d) Every employee shall be at work punctually at the timing fixed and/or notified to him. An employee who, after presenting himself for work, is absent without permission from his proper place of work, during the prescribed hours of work, shall be liable to be treated as absent and shall be subject to disciplinary action as the Disciplinary Authority may deem fit.

(e) Save as otherwise provided in these Regulations, no employee shall accept, or permit any member of his family or any person acting on his behalf to accept any Gift.

Explanation:

(i) The expression "Gift" includes Free Transport, Boarding, Lodging or other Service or any other Pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

(ii) A casual meal, lift or other social hospitality shall not be deemed to be a Gift.

(iii) An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from Government Departments/ Servants, Industrial or Commercial Firms, Organizations or any similar Bodies.

(iv) On occasions such as Weddings, Anniversaries, Funerals or Religious Functions, when the making of a Gift is in conformity with the prevailing religious or social practice, an employee may accept Gifts from his near relatives, but he shall make a report to the Competent Authority if the value of any such Gift exceeds-

- (1) Rs. 500/- in case of an employee holding any Pay Group I or II post;
- (2) Rs. 250/- in case of an employee holding any Pay Group III post; and
- (3) Rs. 100/- in case of an employee holding any Pay Group IV post.

(v) On such occasions as are specified in sub clause (iv), an employee may accept Gifts from his personal friends having no official dealings with him, but he shall make a report to the Competent Authority if the value of any such gift exceeds-

- (1) Rs. 200/- in case of an employee holding any Pay Group I or II post,
- (2) Rs. 100/- in case of an employee holding any Pay Group III post; and
- (3) Rs. 50/- in case of an employee holding any Pay Group IV post.

(vi) In any other case, an employee shall not accept any gift without the sanction of the Competent Authority if the value thereof exceeds-

- (1) Rs. 75/- in case of an employee holding any Pay Group I or II post; and
- (2) Rs. 25/- in case of an employee holding any Pay Group III or IV post.

(f) An employee shall not take part in the raising of any fund other than a fund for any Social, Educational, Religious or Charitable object, provided that no such employee uses his official position in raising subscription in aid of any such fund.

(g) An employee shall not lend money to or, borrow money from, or otherwise place himself under a pecuniary obligation to any person or body who may have any connection or dealings with the Company. Further, an employee shall not lend any amount exceeding Rs. 10,000/- to, or borrow any amount exceeding Rs. 10,000/- from any person or body other than a Scheduled Bank or a Registered Financial Institution, Firm or the Company or the Government without the prior permission of the Competent Authority. The Competent Authority for this purpose will be Head of the Department in respect of the employees working in the Department and the whole time Director concerned in respect of Heads of the Departments.

(h) (1) An employee may continue to hold any immovable property actually held by him at the time of his entry into the service and may thereafter acquire any immovable property by Succession, Inheritance or Bequest or with the previous knowledge of the Company or of an Officer duly authorized by the Company, by Lease, Purchase or Gift or otherwise either in his own name or in the name of any member of his family.

Provided that the prior permission of the Competent Authority shall be obtained by the employee if such transaction is made –

- (i) with a person having official dealings with the Company's employees; or
- (ii) otherwise than through a regular or reputed dealer.

(2) An employee shall report to the Company or to an Officer duly authorized by the Company, every transaction entered in to by him in his own name or in the name of the member of his family in respect of movable property if the value of such property exceeds Rupees Ten Thousand in case an employee holding Pay Group I or Pay Group II post or Rupees Five Thousand in case of an employee holding Pay Group III and Pay Group IV post.

Provided that the prior permission of the Competent Authority shall be obtained by the employee if such transaction is made –

- (i) with a person having official dealings with the Company's employees; or
- (ii) otherwise than through a regular or reputed dealer.

(3) (i) All employees (other than employees in Pay Group IV) or the employees promoted from Pay Group IV post to Pay Group III post shall declare all movable and immovable property held by them as on the date of entry into the Company or on the date of joining to the post in Pay Group III on promotion, within three months from the date of joining on appointment or promotion, as the case may be.

(ii) Thereafter every employee (other than employees in Pay Group IV) shall, at an interval of five years as on 31st day of March, submit a fresh declaration indicating the subsequent changes, which may have occurred in the movable and immovable property and reasons thereof, before 30th day of June. Accordingly, every employee (other than employees in Pay Group IV) shall submit his next declaration as on 31st day of March of the year 2016, 2021 and so on, before 30th day of June of the year immediately following the period to which the return relates.

(4) The Board or any authority appointed by it in this behalf may at any time by general or special order require an employee to submit within a period specified in the order a full and complete statement of such movable and immovable property held or acquired by him or by his wife or any member of his family as may be specified in the order. Such statement shall, if so required by the Company or by the authority so empowered, include details of the means by which or the source from which such property was acquired.

(5) For the purpose of this Regulation referred to above the expression "Movable Property" includes inter alia the following property:

- (i) Jewellery, Insurance Policies (the annual premium of which exceeds Rupees Two Thousand or one sixth of the total annual emoluments received by employee whichever is less), Shares, Securities and Debentures, All types of Deposits (Fixed, Saving and Current) and investment in Banks, Mutual Fund, Companies and other similar bodies, Cash etc.;

- (ii) Loans advanced by such employee whether secured or not;
- (iii) Motor Cars, Motor-Cycles, Horses or any other means of Conveyance; and
- (iv) Refrigerators, Air-Conditioners, Record Players, Radios, Radiograms, TV Sets, VCRs, VCPs, Computers and like.

(6) In all Returns movable property exceeding Rupees Two Thousand be shown separately item wise. Items of value less than Rupees Two Thousand may be added and shown in Lump-sum. The value of articles of daily use such as Clothes, Utensils, Crockery, Books, etc. need not be included in such returns.

(7) The procedure for Intimation regarding acquisition of movable and immovable property as well as submission of Property Returns and levy of fine for delay either in submission or transmission of Property Return shall be as laid down in **Addendum Twenty Six**.

(i) An employee shall not make or permit any member of his family to make any investment other than purchase of Immovable Property with the previous knowledge of the Company under Clause (h)(1), for which there are reasonable grounds to believe that it may give him any private interest with which his duties as an employee of the Company are connected or which would be likely to influence the discharge of his duties.

Provided that such employee may invest in a Registered Co-operative Society, Bank or Public Company or purchase Stocks, Shares or Securities, but he shall not make any investment in any Co-operative Society or Public Company which has an interest in any Electrical Undertaking, or speculate in Stocks, Shares or Securities.

(j) An employee shall not contribute to the Press or participate in radio broadcast any matter relating to service matter or to affairs of the Company or any Electrical Undertaking. An employee may, however, contribute an article to the Press or any magazine or periodical or participate in a radio broadcast on any general matter but he must confine himself within the limits of temperate and reasonable discussion. This Liberty is, however, liable to be withdrawn by the Company, if in its opinion his connection with the Press is contrary to the public interest or the interest of the Company.

(k) Save where required by Law, an employee shall not without the sanction of the Board or of such Officer as may be authorized by it, communicate directly or indirectly to any person any documents or any particulars contained therein or any information which has come into his possession as an employee of the Company, except where such communication is necessary in the discharge of his duties as an employee of the Company.

(l) An employee shall not approach Government or any Officer of Government or any Member of any Legislature for any question affecting him personally as an employee of the Company or generally relating to any Class of employee of the Company or relating to any affairs of the Company.

(m) An employee shall not approach a higher Officer of the Company in connection with any question referred to in clause (l) except after obtaining previous permission from his Immediate Superior. Such permission shall not normally be denied, and if, denied the employee shall have a right of appeal to the higher authority which shall be submitted through the Immediate Superior.

(n) An employee shall not stand as a candidate in any election to a Legislative Body or Local Authority or continue to be a member of any such Body or Authority nor shall he take part in such election by canvassing or otherwise, except that he may vote at such election if qualified to do so.

(o) An employee shall not apply for any post or seek any service outside the Company without the specific permission of the Company or of any authority appointed by it.

(p) (1) No employee, except with the previous sanction of the Competent Authority, engage directly or indirectly in any Trade or Business or undertake any other employment or undertake medical practice during spare time on charitable basis, if holding recognized qualifications in any system of medicine and registered under the relevant law in force in the State.

Provided that an employee, without such sanction, undertake Honorary work of a Social or Charitable nature or occasional work of a Literary, Artistic or Scientific character, subject to the condition that official duties do not thereby suffer, but he shall not undertake, or shall discontinue, such work if so directed by the Competent Authority.

Provided further the Head of the Department is authorized to grant permission to an employee who seeks permission (through proper channel) to serve on any Educational or any other non-political Body or Institute in an honorary capacity if the Competent Authority is satisfied that such honorary work outside the organization is not likely to interfere with or affect the efficiency of the office work.

Explanation:

Canvassing by an employee in support of the business of Insurance Agency, Commission Agency etc. owned or managed by his wife or any other member of his family shall deemed to be a breach of this regulation.

(2) Every employee shall report to the Competent Authority if any member of his family is engaged in a Trade or Business or owns or manages an Insurance Agency or Commission Agency.

(3) No employee shall, without the previous sanction of the Competent Authority except in the discharge of his official duties, take part in the registration, promotion or management of any Bank or other Company which is required to be registered under the Companies Act, 1956(1 of 1956) or any other Law for the time being in force or any Co-operative Society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of a Co-operative Society substantially for the benefit of the employees, registered under the Co-operative Societies Act 1912 (2 of 1912) or any other Law for the time being in force, or of a Literary, Scientific or Charitable Society registered under the Societies Registration Act 1860 (21 of 1860) or any corresponding Law in force.

(4) No employee shall accept any Fee for any work done by him for any public body or any private person without the sanction of the Competent Authority.

Provided that the Heads of the Departments concerned may permit the employees to act as a Paper-Setters/Examiners/ Experts/Guest Lecturers/Guides of any University or Educational Institution and allow them to retain Remuneration/ Fees that may be paid to them by the University/Institution.

(q) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a Legal proceeding for insolvency shall forthwith report the full facts to the Competent Authority.

(r) No employee shall, except with the previous sanction of the Competent Authority have recourse to any Court or to the Press for the vindication of any Official act which has been the subject matter of adverse criticism of an attack of defamatory character.

(s) An employee shall-

- (i) strictly abide by any Law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (ii) not be under the influence of any intoxicating drinks or drugs during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- (iii) not appear in public in a state of intoxication;
- (iv) not use any intoxicating drink or drug to excess.

(t) No employee under any circumstances shall practice or encourage to practice and/or follow untouchability in any of its form either in a private capacity as a member of the Society or in an Official capacity during the course of his employment, while discharging his duties.

(u) (1) No person who has more than one wife living shall be eligible for appointment in the Company, provided that subject to the provision of any Law in force, Competent Authority may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this Regulation.

(2) No employee who has a wife/husband living shall contract another marriage without obtaining prior permission of the Competent Authority notwithstanding that such subsequent marriage is permissible under the Personal Law for the time being applicable to him.

(v) No employee shall sexually harass women employees at work place. Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implications) as:

- (1) physical contact and advances,
- (2) a demand or request for sexual favours,
- (3) sexually coloured remarks,
- (4) showing pornography,
- (5) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

(w) No employee shall employ or permit any member of his family or any person acting on his behalf to employ any child below the age of 14 years for domestic or any other work.

86. Classification of Offences: (a) Offences are classified in two categories as shown below:

- (i) Minor Lapses; and
- (ii) Acts of Misconduct.

(b) Minor Lapses are those mentioned in Schedule A (with any modification that may be effected by the Board from time to time) which may result in a punishment up to the limit prescribed at Sr.No.(1) of the Statement below regulation 91(a).

(c) Acts of misconduct are those which have been listed in Schedule B (with such modifications as may be specified by the Board from time to time) for which maximum penalty is as prescribed at Sr.No.(2) of the Statement below regulation 91(a) according to the gravity of the misconduct.

(d) Any Minor Lapse may be treated as an Act of Misconduct if repeated for a third time within the period of one year and may be dealt with accordingly.

***Note:** Schedules A and B appended to the Service Regulations are only indicative of what could be deemed as a Minor Lapse or Act of Misconduct. The list is neither complete nor exhaustive. Such of the irregularities or offences committed by an employee not included in the list commonly or generally known or understood to be against the canons of good behavior and discipline, may be deemed to have been included in either of the two Schedules according to the nature and gravity of the offence committed, at the discretion of the Disciplinary Authority.*

87. Procedure For Dealing With Minor Lapses. (a) Cases of minor lapses may be summarily dealt with without the necessity of following the procedure prescribed in regulation 88 and a Warning or Reprimand may be issued; but in more serious cases, the Disciplinary Authority may impose a fine not exceeding 1/3rd of the Gross Salary of employee, recovery of loss up to Rs.10,000/- or withholding of increment without cumulative effect provided that where a Fine is being imposed or recovery of loss up to Rs.10,000/- or withholding of increment without cumulative effect is being ordered, the explanation of employee in writing shall normally be obtained. Any punishment imposed by the Disciplinary Authority shall be entered into the personal record of the employee.

(b) **The Disciplinary Authorities to act for Minor Lapses:** The Immediate Controlling Officer not below the rank of Pay Group-II Officer shall be the Disciplinary Authority to deal with minor lapses.

(c) There shall be no appeal in case an employee is Warned or Reprimanded.

(d) Fines in case of the employee governed by the Factories Act and the Payment of Wages Act shall be subject to the limits prescribed in these Acts.

88. Procedure For Dealing With Acts Of Misconduct.

(a) **Suspension:** (i) An employee charged for an act of misconduct or against whom a case in respect of criminal offence is under investigation, enquiry or trial is liable to be suspended by the Disciplinary Authority if his continuance in the post held by him or in the office in which he is working is likely to vitiate the enquiry or to become otherwise detrimental to the

proceedings or to the interest of the Company. The Disciplinary Authority may in its discretion direct an employee who has been suspended to report to it or to any other Officer at such interval as may be deemed necessary by it during the period of suspension. The suspended employee may be permitted by the Disciplinary Authority to leave the headquarter for any specified period if in its opinion, his presence during the period would not be required in connection with the enquiry and proceedings, subject to the condition that in case he is recalled during such period he shall present himself before the Disciplinary Authority or before any other authority as may be directed by the Disciplinary Authority on the given date. The **Format-12** may be referred for issuing Suspension Order.

(ii) In case where an employee is suspended as provided in regulation 88(a)(i), the Disciplinary Authority, who ordered suspension shall revoke the suspension, if preliminary enquiries instituted against him are completed and also disciplinary action completed within a period of six months.

(iii) In case, where the preliminary enquiries are not completed and disciplinary action is yet to complete and the suspension of an employee is continued beyond six months, then the case shall be referred to the next higher authority of the Suspending Authority with a detailed report giving the reasons for delay, if any, together with specific recommendations of the Suspending Authority for review of suspension. On receipt of such report, the next higher authority of the Suspending Authority shall consider the matter and take the appropriate decision as to whether the suspension is to be continued or revoked.

(iv) Where the disciplinary action is completed and final decision is taken then the Disciplinary Authority itself may revoke the suspension (ordered for act of misconduct but not in ACB/ Criminal case) even though the period of suspension exceeds six months without referring to the next higher authority.

(v) Suspension constitutes a great hardship to the employee. In order to avoid undue hardship to the employee under suspension, the departmental enquiries against employees under suspension shall be dealt with on top priority basis and finalized in any case within a period of six months.

(vi) In case of employees facing investigation by Anti-Corruption Bureau and/or Criminal charges, the powers to review and revoke suspension of employees under suspension for a period exceeding six months shall vest with the following Committees:-

(1) For employees in Pay Group I, II & III in State-wise Seniority

1)	Chairman & Managing Director	Chairperson
2)	Director (Operations)	Member
3)	Executive Director (As may be nominated by Chairperson)	Member
4)	Chief General Manager (F&A)	Member
5)	Chief General Manager (HR) / General Manager (HR)	Member
6)	Chief Investigation Officer / Chief Security Officer	Member

- (2) **For employees in Pay Group III (Circle-wise Seniority) and Pay Group IV (Divisional Seniority) in Corporate Office**
- 1) Chief General Manager (HR) / General Manager (HR) Chairperson
 - 2) General Manager (F&A) Member
 - 3) Deputy General Manager(HR) Member
 - 4) Superintending Engineer (As may be nominated by Chairperson) Member
- (3) **For employees in Pay Group III (Circle-wise Seniority) and Pay Group IV (Divisional Seniority) in the field.**
- 1) Chief Engineer of the respective Zone Chairperson
 - 2) Assistant General Manager(HR)/ Sr. Manager (HR) of the respective Zone Member
 - 3) Assistant General Manager (F&A) of the respective Zone Member
 - 4) Executive Engineer (As may be nominated by Chairperson) Member

Note 1: In case the Chairperson is not in a position to attend the meeting on date given by him, he may nominate Senior Officer as his representative to attend the meeting. In such case or in absence of the Chairperson or his nominee the meeting shall be presided over by the Senior Officer amongst the other members of the Committee who are present. The quorum for meeting shall be of three (3).

Note 2: In case of revocation of suspension of employees where two or more than two employees are involved in common offence the case shall be referred to the Committee competent to deal with the case of highest level employee.

Note 3: The Committee may consider to revoke suspension in respect of ACB trap cases where the suspension period is more than one year on the basis of gravity and merits of each case.

Note 4: In Criminal cases (other than ACB cases) where crime committed is related to Company affairs, the Committee may consider revocation of suspension after six months on the basis of gravity and merits of each case.

Note 5: In Criminal cases (other than ACB cases) filed by the Police where Company is not directly involved and the crime committed is outside the jurisdiction of the Company, the Committee may consider to revoke the suspension after two months on the basis of merits of each case.

Note 6: For revocation of suspension it is important to have the recommendations of the Disciplinary Authority who has suspended the employee.

Note 7: On revocation of suspension, the reinstated employee in State-wise seniority should be posted out of the Zone and employee in Circle-wise and Division-wise seniority should be posted out of Circle. As far as possible the incumbent

should be posted at a place where he will not come in contact with public/employees of that area. Their place of posting will be decided by Suspension Review Committee. On joining at the new place of posting as decided by the Suspension Review Committee, the incumbent will not be transferred from that place till the ACB/Criminal case is decided or completion of three (3) years whichever is later. If any change of posting is to be done before completion of three years by the Competent Authority, the same shall be done with the prior approval of the Suspension Review Committee.

Note 8: Procedure for submission of the revocation proposals shall be followed as laid down in **Addendum Twenty Seven**.

(vii) However, if the period of suspension is less than six months, the Disciplinary Authority, who ordered suspension shall not revoke suspension, unless the case is closed/decided by the ACB/Police/Court.

(viii) An employee shall, during the period of suspension, be eligible to a Subsistence Allowance as the Disciplinary Authority may decide which shall in no case exceed 50 percent of the Basic Pay that he was drawing immediately prior to his suspension, in addition to the full Dearness Allowance and additional Dearness Allowance, if any, as revised from time to time on the full basic pay drawn by the employee immediately prior to his suspension. Entitlement to Subsistence Allowance shall be dependent upon compliance by the employee under suspension of reporting his presence as directed in his suspension order subject to leave of absence that may be granted to him by the Competent Authority.

(ix) In case of an employee who is continued under suspension even after his conviction by the Trial Court, pending consideration of appeal filed against such conviction, normal Subsistence Allowance as admissible under regulation 88(a) (viii) above shall be paid to him irrespective of the fact that during such suspension he is released on bail or is lodged in prison on conviction.

(x) The recoveries may be made from the Subsistence Allowance as under, in order of priority, irrespective of the fact whether the employees are governed by Payment of Wages Act or not.

- (1) Income Tax/Cess;
- (2) Amount due on Court attachment;
- (3) House Rent and allied charges;
- (4) Repayment of Loans and Advances from the Company;
- (5) Recoveries for damage to or Loss of Company's Property/Goods.
- (6) Repayment of advance from Provident Fund will receive last priority.

The other deductions/recoveries may be left to the concerned employee, who may require to give in writing to effect recovery from his subsistence allowance in respect of a particular item as may be desired by him, which shall be regulated in accordance with the provisions under the Payment of Wages Act.

(xi) If after the proceedings are completed, the employee who had been suspended is reinstated.

- (1) If he is wholly exonerated, he will be eligible to get the full arrears of pay less any amount paid as Subsistence Allowance.
- (2) In any other case, the Disciplinary Authority or the Appellate Authority as the case may be, shall decide whether any part of the arrears of pay and allowances for the period of suspension shall be paid or not.
- (3) It is necessary to obtain approval of the Competent Authority to the payment of pay and allowances in cases where reinstatement is ordered by setting aside an order of dismissal/removal from service on the ground that it was passed by, an authority subordinate to the Competent Authority or was so passed without giving reasonable opportunity to show cause in respect of such cases. In all such cases a report explaining why the proper procedure was not observed should invariably be sent to enable the Competent Authority to decide whether loss caused to Company should be recovered from the official concerned.

(xii) When an employee has not been wholly exonerated and the period of suspension has been treated as punishment, the employee shall not be eligible to any arrears of pay and allowances for the period of suspension nor shall the Subsistence Allowance already paid or payable to the employee on any accounts be recoverable from the employee.

(xiii) An employee against whom proceedings have been taken either for his arrest for debt, or on a criminal charge, or who is detained under any Law providing for preventive detention shall be considered as under suspension for any period during which, he is undergoing imprisonment or he is detained in custody and not allowed to draw any pay and allowances (other than Subsistence Allowance that may be granted in accordance with provision contained in the regulations) for such period until he is released from detention or until the termination of the proceedings taken against him, and allowed to rejoin duty as the case may be. An adjustment of his allowances for such period shall thereafter be made according to the circumstances of the case, the full amount being given only if the proceedings taken against him were for arrest for debt or if it being proved that the employee's liability arose from circumstances beyond his control or in the event of the employee being acquitted of the blame or the detention being held by any Competent Authority to be unjustified.

(b) Charge Sheet: An employee against whom action is proposed to be taken for any act of misconduct shall be provided with a copy of the charge or charges (**Format-14**) as well as a Statement of Allegations that have been made against him and over which enquiry is being held.

(c) Submission of Written Statement: The employee charged for an act of misconduct shall be required within 7 days of the receipt of the charge sheet by him, to put in a written statement of his defence, if any, and to state whether he desires to be heard in person.

(d) Oral Statement: The employee charged shall be given an opportunity to make an oral statement if he so desires in addition to any written statement submitted by him.

(e) Inspection of Documents: (i) Copies of the relevant documents, if any, shall be supplied to the employee charged, free of cost along with the charge sheet and the Statement of Allegations as far as practicable. Copies of recorded statement, if any, shall also be supplied. If it is not practicable to supply copies, the employee charged may be allowed to take copies or have copies made at his cost and all reasonable facilities shall be given to him to enable this to be done. Copies of documents and statements which are not to be used against the employee charged need not be supplied or allowed to be taken. In dealing with request for copies of relevant documents a liberal view as possible shall be taken since the employee charged can put forth the plea that he was handicapped in preparing his defence for want of documents.

(ii) As far as possible the notice served on an employee shall be self contained and shall be accompanied by copies of documents which are not confidential and which are considered essential for the person concerned to prepare his explanation. If the employee concerned desires to inspect any proceedings in addition, the Enquiry Officer shall decide whether it is really necessary for the employee concerned to inspect them and if so in case copies thereof cannot be supplied to him, the Enquiry Officer shall send the relevant papers to the Officer under whom the latter serves to make them available to the employee concerned for inspection under his supervision. In case, the Enquiry Officer finds it inconvenient to send the papers to the other Office, he may instruct the employee concerned to come to his office to inspect them. In the latter case, the employee shall be eligible to one fare to and fro of the class to which he is eligible and also one day's Daily Allowance. Before asking the employee to come to his Office, in addition to considering whether it is necessary for the employee concerned to inspect the documents, he shall also consider whether the employee cannot prepare the explanation without inspecting the paper, i.e. whether it is essential for him to inspect the papers and his defence will suffer for want of those papers. In case he is satisfied that it is not essential for the employee to inspect the papers, the employee should be informed that he will have to travel at his own cost.

(f) Production Of Documents And Other Evidence By The Employee: An employee will be required to produce his documents if any along with his written statement; but such evidence may not be rejected merely because it is produced late. The Enquiry Officer may admit relevant evidence, documentary or otherwise provided by either side at any stage before the final order is passed.

(g) Recording Of Oral Evidence: (i) Oral evidence may be recorded by the Enquiry Officer if he permits any witness to be produced by either side.

(ii) The evidence of such witness will be recorded in English or in the regional language. After the evidence of the witness is completed, it shall be read out to him and if necessary explained to him in the language in which it was given. It shall be corrected if necessary, and then signed both by the Enquiry Officer and the witness. If the witness denies the correctness of any part of the evidence when it is read out to him, the Enquiry Officer may correct the statement and if the Enquiry Officer does not agree, he may make a Memorandum thereof of the objection taken to it by the witness and may add such remarks as he deems necessary. The employee may be allowed to take copies of the statement.

(h) No Pleader Allowed: Pleader shall not be allowed to appear in the enquiry. An employee may, however, be assisted in the conduct of his defence by another employee or retired employee of MSEB/Company as may be nominated by him in writing or by a representative of a recognized Trade Union of which he is a member.

(i) The expenses of witnesses called to give evidence against the employee shall be borne by the Company while those of the witnesses called by or at the instance of the employee shall be borne by him.

(j) The Company may bear the whole of the cost on account of the witnesses called by or at the instance of the employee if the employee is completely exonerated.

(k) When an employee charged is required to proceed from one station to another station to appear before an Enquiry Officer, he will be entitled to Travelling Allowance and Daily Allowance in accordance with rules on Travelling Allowance and his absence on such occasions shall be treated as on duty.

(l) An employee will not be entitled to any Travelling Allowance if the enquiry is held at a place other than his place of working, expressly at his own request.

(m) An employee under suspension will, however, be eligible for travelling expenses equal to Travelling Allowance/Daily Allowance to which he is eligible while on duty, in case the enquiry is held on administrative grounds, at any place other than the place where the employee was working at the time of suspension.

(n) Before the enquiry is fixed at any place other than the place, where the employee was working at the time of suspension, the Enquiry Officer should record in writing the reasons for calling an employee under suspension for enquiry at a different place and hold the enquiry accordingly, after getting the concurrence of the Disciplinary Authority, who has ordered the suspension.

(o) When a person borne on Nominal Muster Roll is required to travel from his place of working to another place for giving evidence against the employee who is charge sheeted on behalf of the Company, he should be held eligible for Travelling Allowance and Daily Allowance as per rules on Travelling Allowance and for this purpose, his wages shall be determined on the basis of what he would have drawn in the particular month in question. His absence on such occasion shall be treated as on duty.

(p) Ex-employee/ex-NMR Worker who is called as witness in a departmental enquiry on behalf of the Company and undertakes a journey for the said purpose will be held eligible for reimbursement of travelling expenses equivalent to Travelling Allowance/ Daily Allowance to which he/she would have been eligible while on duty in accordance with the rules on Travelling Allowance. His/her pay/wages and scale of pay for this purpose will be deemed to be what he/she had drawn at the time of leaving the Company.

(q) An Enquiry Officer shall be free to conduct ex-parte enquiry in the event of absence of the charge sheeted employee without intimation and valid reasons after ascertaining from the Company's Representative that the charge sheeted employee had received the notice of intimation and that it was received by him sufficiently in advance or in the event of charge sheeted employee abandoning the enquiry proceedings without sufficient cause and without the permission of the Enquiry Officer.

(r) Ex. Appointing Authority who is called as witness by the Court in the ACB/Police/ Criminal case filed against the employee, undertakes a journey for the said purpose will be held eligible for reimbursement of travelling expenses equivalent to Travelling Allowance /Daily Allowance to which he/she would have been eligible while on duty in accordance with the rules on Travelling Allowance. His/her pay and scale of pay for this purpose will be deemed to be what he/she had drawn at the time of leaving the MSEB/Company. However the concerned Ex-Appointing Authority will not be held eligible for Air Journey.

(s) **Findings Of The Enquiry Officer:** After completing the enquiry and giving the employee a further opportunity of making a written or oral statement, if the employee desires, the Enquiry Officer shall record his findings.

(t) **Show Cause Notice:** After the enquiry is completed, Disciplinary Authority shall serve a notice on the employee communicating to him its findings and asking him to show cause (**Format-15**) within a specified time as to why the contemplated punishment, amongst the punishments specified in regulation 91(a)(2) should not be inflicted on him. The employee may be supplied with a copy of the findings of the Disciplinary Authority or of those of the Enquiry Officer, as the case may be, or he may be given an opportunity to take a copy of such findings.

(u) **Decision To Be Communicated:** On receipt of the explanation within the specified time or if no reply is received within the specified time, the Disciplinary Authority shall within seven days thereafter, on the basis of its own findings or on the findings of the Enquiry Officer appointed under regulation 93 will pass such orders as it may deem fit. Every order imposing a punishment (**Format-16**) as provided in regulation 91 shall be communicated to the employee in writing.

(v) **Orders To Be Effective Forthwith:** The orders passed under regulation 88(u) shall become effective forthwith, notwithstanding the provisions for appeal, unless the order is stayed by the Appellate Authority pending decision in appeal.

(w) **Procedure To Deal With Vigilance Investigation Report:** The substantiated Vigilance Investigation Report shall be sent by the Chief Investigation Officer to the Disciplinary Authorities concerned. While sending the substantiated Vigilance Investigation Report, the Chief Investigation Officer shall recommend as to under which category viz. minor or major act of misconduct(s), the alleged misconduct(s) falls. The Disciplinary Authority shall take action on the substantiated Vigilance Investigation Report and deal with the case as per the procedure laid down in regulation 88(a) to (v), if it is for major acts of misconduct. If during the departmental enquiry the employee is found guilty of the charges, the major punishment/penalty as prescribed under regulations 91 shall be imposed.

(x) In case the Disciplinary Authority differs with the recommendations of the Chief Investigation Officer regarding imposing the major punishment/penalty at the stage of awarding final order of punishment, the case shall be referred to the Chief Investigation Officer by the Disciplinary Authority giving reasons as to why he is differing with the recommendations of the Chief Investigation Officer. The Chief Investigation Officer will analyze the reasons intimated by the Disciplinary Authority

and inform the Disciplinary Authority, either agreeing or disagreeing with his decision. If there is no accord between the Chief Investigation Officer and the Disciplinary Authority, the matter shall be referred to the next higher authority for decision by Disciplinary Authority concerned. If the difference of opinion still persists between the next higher Authority and the Chief Investigation Officer, the Chairman & Managing Director shall decide the case and his decision shall be final.

89. Exception to the Provisions in Service Regulation 88: The Procedure prescribed in regulation 88 need not be followed and all or any of its provisions may be waived in the following cases:-

- (a) when the employee has absconded or when it is, for other reasons impracticable or difficult to communicate with him;
- (b) when the Company decides to terminate the services of an employee in terms of regulation 24;
- (c) when an employee absents himself from duty without permission and fails to attend office in spite of being written to and/or;
- (d) when Summary Proceedings are held as provided in regulation 90.

90. Summary Proceedings: The Disciplinary Authority may hold Summary Proceeding/s in case,

- (a) where the employee is caught red-handed having committed or while committing an act of misconduct;
- (b) where there is obvious evidence of the act of misconduct having been committed; or
- (c) where the misconduct or misbehavior is considered too grave and convincing to warrant summary proceedings or justify not to follow the normal procedure;
- (d) where having regard to the surrounding circumstances and the gravity of the offence for which the employee is convicted in a Court of Criminal Law, Disciplinary Authority is of the opinion that Summary Proceedings are appropriate for deciding any punishment including dismissal or removal;
- (e) where an employee is involved in misconduct of serious nature causing loss to the Company is due for retirement from the services of the Company within a period of three months;

without following the procedure prescribed in regulation 88 and take a decision on the evidence available after charge-sheeting the employee concerned, as prescribed in **Format-17** and after giving him an opportunity to make a statement. The summary decision may be made effective forthwith unless stayed by the Appellate Authority.

91. Punishments For Minor Lapse And Acts Of Misconduct: (a) The following punishments are prescribed for Minor Lapses and Acts of Misconduct.

Sr. No.	Nature of offence	Punishment	Appealable or Non-Appealable
1) Minor Lapses		a) Warning	Non appealable
		b) Reprimand	Non appealable
		c) Fine up to 1/3 rd of the Gross Salary of the employee	Appealable
		d) Recovery from Gross Salary and/ or Encashment of Leave at the time of retirement, to make up wholly or partly the pecuniary loss caused to the Company due to Negligence or Breach of Orders (amounts up to Rs.10,000/-)	Appealable
		e) Withholding of Increment without cumulative effect	Appealable
2) Acts of Misconduct		a) As in (d) above but for loss in excess of Rs.10,000/- according to the gravity of the offence and the loss incurred by the Company.	Appealable
		b) Withholding of Increment with cumulative effect	Appealable
		c) Stoppage of Promotion	Appealable
		d) Suspension	Appealable
		e) Reversion to a lower post	Appealable
		f) Removal from service	Appealable
		g) Dismissal	Appealable

(b) In ordering withholding of an increment, the Disciplinary Authority shall state the period for which it is withheld.

(c) Recoveries of Fines and Losses in case of employees governed by the Factories Act, shall be limited to the extent permissible under the Payments of Wages Act.

(d) Reversion as a measure of punishment shall be for a specified period, on the expiry of which the delinquent employee shall be restored to his former position against the vacancy available on completion of punishment period, without the case being placed before Competent Selection Committee again. Stoppage of promotion as a measure of punishment shall be with respect to specified period, on the expiry of which the delinquent employee shall become eligible for consideration for promotion.

(e) The act of grave misconduct like theft of energy, conniving/abetment in theft of energy, obtaining or attempting to obtain illegal gratification, misappropriation of Company's property or money or stores, theft, fraud, falsification of account, tampering with official documents, gross irregularity or negligence in discharging of official duties with a dishonest motive, act of disloyalty, sabotage etc. (The list is illustrative and not exhaustive and is intended to serve as guide) shall necessarily merit action of imposing one of the major penalties as prescribed for the acts of misconduct and the Disciplinary Authority shall not have any discretion to convert the act of misconduct into minor lapse and impose the punishment prescribed for the minor lapses.

(f) Wherever it is found that a permanent employee, who was not qualified or eligible in terms of the recruitment rules etc., for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, departmental action under regulation 88 may be taken and if the charges are proved, the employee shall be removed or dismissed from service. In no circumstances shall any other penalty be imposed.

92. Appeals: A person who has been punished under any of the foregoing provision may, if the punishment is appealable, appeal to the appropriate Appellate Authority prescribed in the Schedule 'C' within a period of 30 days from the date on which the order has been communicated to the employee, in the manner prescribed below;

(1) Every appeal shall be submitted through the Officer under whom the appellant has been working and through the authority against whose orders the appeal is being preferred.

(2) The Appellate Authority or any authority higher than the Disciplinary Authority prescribed in Schedule 'C' may suo-motu call for the enquiry papers even in absence of any appeal from the employee and review the decision of the Disciplinary Authority given in accordance with the provision in regulation 88.

(3) In case of an appeal preferred against the order imposing a punishment as provided under the foregoing Regulations, the Appellate Authority or the authority reviewing the punishment as provided in clause (2) above, shall take into account all the recorded facts and also other facts subsequently disclosed to find out-

(i) whether the prescribed procedure in essential respects had been followed by the Enquiry Officer or the Disciplinary Authority.

(ii) whether the order was based on established facts and;

(iii) whether the punishment is excessive, adequate or inadequate, and after taking into consideration the findings on the above issues, may, if considered proper, amend or repeal the order, provided that in case the punishment ordered by the lower authority is considered inadequate, the employee shall be given an opportunity to be heard before the punishment is enhanced. If the Appellate Authority or any higher authority than the Disciplinary Authority finds that there has been a material procedural omission, it may direct the Disciplinary Authority or the 1st Appellate Authority, as the case may be, to supply the omission or to rehear the case.

(4) Where a 2nd appeal is provided, the same procedure shall be followed as in the case of the 1st appeal.

- (5) The decision in appeal shall be immediately operative unless it is stayed by any higher authority and otherwise altered by the said higher authority.
- (6) Every person preferring an appeal shall do so separately and in his own name.
- (7) Every appeal shall contain only material statement and arguments on specific relevant issues on behalf of the appellant and shall contain no disrespectful or improper language and shall be complete in itself.
- (8) An appeal may be disallowed in writing-
- (i) If the punishment is not appealable;
 - (ii) If the appeal has not been submitted within 30 days from the date on which the punishment order or order of the First Appellate Authority has been communicated to the employee, the first Appellate Authority or the Second Appellate Authority, as the case may be, may condone the delay in submission of appeal up to a period of 60 days from the date of communication of the order, provided he is convinced that there are sufficient reasons for not preferring the appeal in time. Where an employee prefers appeal beyond 30 days but within 60 days he/she must give cogent reasons for the same;
 - (iii) If it is worded in disrespectful or improper language and/or;
 - (iv) If it is not submitted through proper channel.
- (9) When an appeal is disallowed for any of the reasons mentioned in the clause (8) above, the appellant shall invariably be informed of the reasons for the disallowance.
- (10) There shall be no appeal against disallowance of appeal but the authority higher than the prescribed Appellate Authority, as the case may be, review the decision and amend the order regarding disallowance of appeal.
- (11) When an employee retires from the services on attaining the age of superannuation or resigns, retires voluntarily/compulsory, his right to prefer an appeal shall stand ceased. Any appeal pending at the time of retirement on attaining the age of superannuation, resignation, death or voluntary/compulsory retirement shall stand disposed of as infructuous.

93. Disciplinary Authorities to deal with Acts of Misconduct and Powers to Appoint an Enquiry Officer: The Disciplinary Authority prescribed in Schedule 'C' shall be competent to hold departmental proceedings against an employee for any act of misconduct or to appoint an Enquiry Officer to hold such proceedings. The Disciplinary Authority on its own findings or on the findings of Enquiry Officer, as the case may be, may impose punishment or otherwise give a decision. Appointment of Enquiry Officer may be made in **Format-18**.

Provided that the Disciplinary Authority may appoint Outsiders/retired Officers as Enquiry Officers for conducting the departmental enquiries as per the rules and procedure laid down in **Addendum Twenty Eight**.

94. Appellate Authorities: Appellate Authorities prescribed in Schedule 'C' shall be competent to hear appeals and also to review the decisions of the Disciplinary Authorities. Where a decision is taken by an authority prescribed in Schedule 'C', an appeal shall lie to next higher authority.

95. Validity of decision in case of technical deviations: No decision given by the Disciplinary Authority or the Appellate Authority shall be called in question and no action taken shall be reversed merely for reasons of immaterial and inconsequential deviations from the prescribed procedure and in all such matter, the decision of the Chairman & Managing Director shall be final.

CHAPTER VIII**REGULATIONS RELATING TO WORK CHARGED STAFF AND CASUAL WORKERS**

96. A person shall be deemed to be work charged employee if he is appointed as such, temporarily for a special period for a specified work connected with new scheme or expansion of an existing scheme or for repairs to any plant machinery or any specific work connected with transmission irrespective of whether the expenditure in respect of employment is charged to the capital cost of the works or not.

97. (a) Notwithstanding any provisions in the foregoing chapters, monthly rated work charged employee will be eligible for;

- (i) a Monthly Wage in the prescribed Time Scale,
- (ii) a paid Weekly Off,
- (iii) travelling expenses as admissible to the member of Line Staff,
- (iv) wound or injury compensation as provided under the Employees' Compensation Act, 1923.

(b) A monthly rated Work Charged employee who has been in continuous service for more than 12 months shall in addition to above, have the same privileges as a regular employee of Company in regard to Leave, Increment, Notice and subscribing to the Provident Fund, subject to the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

98. The tenure of a Work Charged employee shall not exceed 180 days and his services are liable to be terminated without notice at any time before the expiry of 180 days. Retention of Work Charged employee beyond 180 days shall be subject to the following conditions:

- (1) That before the expiry of period of 180 days he is selected by Competent Selection Committee for continuance on the Work Charged establishment or for absorption in the regular establishment, as the case may be.
- (2) Persons selected by the Competent Selection Committee may be absorbed in the regular establishment if there are vacancies. If there are no vacancies in the regular establishment they may be continued on the Work Charged establishment till such time the work on which they are engaged lasts or till they are absorbed in the regular establishment. In the event, work on which they are engaged comes to an end before they are absorbed in the regular establishment, their services shall be terminated and they shall be paid retrenchment compensation if they are found entitled to it under the Industrial Disputes Act, 1947.
- (3) If a Work Charged employee is retained in service on Work Charged establishment, he will be eligible for Leave at the rate of $1/22^{\text{nd}}$ of the period of continuous duty performed during the first 12 months and thereafter to Leave Facilities as admissible to regular employee.

Clarification

A Work-charged employee will fall in the same Appendix (i.e. A, B or C) in corresponding regular employee of the same category falls. For example, a Technician Grade IV on Work-charged establishment will fall in Appendix 'A' while a Jr. Engineer on work-charged establishment will fall in Appendix 'B' because a regular/temporary Technician Grade IV falls in Appendix 'A' and a regular Jr. Engineer falls in Appendix 'B'.

- (4) The service of the Work Charged employee who has been in the service for less than one year shall be terminable at any time with 24 hour's notice except where otherwise provided in Law. The services of the Work Charged employee who has been in continuous service for one year or more shall be terminable with such notice period or salary in lieu thereof as is prescribed for regular employees.

99. No Transfer Allowance shall be payable to a Work Charged employee, as transfer from one work to another shall be deemed to be a fresh employment.

Provided that (i) the Executive Director(HR), (ii) the Chief Engineers and (iii) the Superintending Engineers are delegated powers to grant Joining Time, Transfer Allowance etc. to staff on work-charged establishment, when their transfers are made in the interest of Company work according to the regulations as are applicable to staff on regular establishment.

100. (a) An employee borne on Work Charged establishment when appointed to a post as regular employee shall be treated as new entrant for all purposes. He shall however be eligible to carry forward the unavailed portion of leave earned during the period he worked as a Work Charged employee provided there is no break in service. He is also eligible to get the same pay which he was getting on the Work Charged establishment, provided he is appointed to a similar post carrying an identical scale of pay. If not, he will start on the minimum of the pay scale.

(b) Break caused due to intervening Sunday/Holiday and/or actual travelling, period after ceasing to be Work Charged establishment and before reporting for duty on temporary/permanent establishment at the destination shall be regularised by granting leave admissible and accrued by an employee during the period of service on Work Charged establishment. If there is no leave at his credit or his leave record for the past period of service is not available, such intervening period shall be treated as Extra Ordinary Leave without pay. The Competent Authority to grant such leave would be the authority to which employee reports for duties on regular/temporary appointment.

101. The Work Charged employee shall be governed by the Conduct, Discipline and Appeal Regulations.

102. (a) A person who is appointed on Daily Wages shall be deemed to be a Casual Worker and shall be eligible only to the wage for the day on which he is actually engaged for work and shall not be eligible to any other benefit of the service conditions prescribed in the foregoing regulations.

(b) However, Daily Wage earner or Casual Worker shall be extended benefits of (1) Grant of paid weekly off subject to the condition that such employee puts in full 6 days work in the week; and (2) Grant of paid holiday on 1st May i.e. Maharashtra day every year, in addition to the two paid holidays on 15th August and 26th January.

Provided that a person on Nominal Muster Roll, selected by the Competent Selection Committee and not absorbed in the regular establishment may be continued on the Nominal Muster Roll establishment for a specified period on the expiry of which his services shall be terminated.

Provided further that if a person on Nominal Muster Roll is retained in service as provided in the above proviso and ultimately absorbed in a temporary or a permanent post, the period of his continuous service on Nominal Muster Roll shall count for leave at the rate of 1/22nd of the period of duty performed and limited to one month at a time.

(c) Nominal Muster Roll workers who have put in five years or more continuous service on Nominal Muster Roll as on 31st December, 1983 or thereafter but have not yet been absorbed in or against a Supernumerary/Temporary/Permanent post shall be eligible to earn leave with wages (Earned Leave) at the rate of 1/22nd of the period of duty performed on Nominal Muster Roll subject to the limit of accumulation of 300 days and of availment of 30 days at a time on the following conditions viz:

- (1) The Competent Authorities shall have discretion of granting/refusing leave, considering exigencies of the project or other Company's work;
- (2) Such Nominal Muster Roll worker may be allowed to avail of leave with wages standing to his credit while working on Nominal Muster Roll for not more than two occasions during a calendar year;
- (3) If any worker is retained in the service and subsequently absorbed in a Supernumerary/Temporary/Permanent post, the un-availed portion of earned leave will be carried forward in his leave account;
- (4) Head of the Division/Major Stores or any Officer in Pay Group-I authorized by him shall be the authority competent to grant leave to Nominal Muster Roll worker.
- (5) For reckoning 5 years continuous service, the existing norms of 180 days of actual work (150 Days for Konkan Districts viz. Thane, Raigad, Ratnagiri & Sindhudurg) in the first qualifying year and 90 days in the subsequent years should be followed.
- (6) The period of duty for the purpose of calculating Earned Leave at the approved rate specified above should include only the days on which full consolidated wages were paid/payable.
- (7) No new appointment/recruitment of any person under any circumstances shall be made in place of the Nominal Muster Roll worker who is granted leave.
- (8) It shall be responsibility of the Head of the Division/Major Stores to ensure that the proper record of leave availed of and leave account of each Nominal Muster Roll Worker is maintained and kept up-to-date duly attested by the Leave sanctioning authority.

- (9) Encashment of earned leave while in service, as is available for the regular employees, shall not be allowed to any Nominal Muster Roll Worker.

Clarification

NMR employee can accumulate leave for a period more than one month but he can not avail leave for a period of more than one month, as laid down in the above regulations.

(d) When a person borne on the Nominal Muster Roll or employed on daily wage basis is required to travel from his place of work to any other place in the exceptional circumstances such as for participation in official sports/tournaments or for carrying out Company work of urgent repairs/maintenance requiring special type of knowledge/experience, etc. shall be held eligible for Travelling Allowance and/or Daily Allowance as per Travelling Allowance Rules and for this purpose he shall be treated as Pay Group-IV employee and his absence on such occasions shall be treated as on duty.

(e) The Executive Engineers in-charge of the Divisions/Major Stores are delegated the powers to sanction Travelling Allowance and Daily Allowance to casual labour/workers on the Nominal Muster Roll only for the purposes specified in regulation 102(d) above.

Clarification

If disciplinary action is to be taken against any NMR Worker, the procedure laid down in Conduct, Discipline and Appeal Regulations will have to be followed.

CHAPTER IX**MISCELLANEOUS**

103. (a) The Company may delegate powers to grant advance Increments, Prizes and Awards, for outstanding work, resulting in yielding any benefit or profit to the Company.

(b) The Company may also grant Cash Rewards to its employees whose information leads to detection of case (s) of power theft. The amount of such reward will be restricted to the extent of 5% of the total amount recovered from the concerned defaulting consumers/members of public, etc. as charges for the energy stolen. The employee whose information leads to the detection of a case of power theft will be considered eligible for such rewards irrespective of the fact whether he has detected it while discharging his duty or not.

(c) The employees (cadre-wise), who acquire the following qualifications, while in service, shall be held eligible for one advance increment from the date of declaration of the result of the examination :-

(1) Engineering (Technical Cadre):

- i) Post Graduate Degree in Engineering/Technology of a recognized University.
- ii) Post Graduate Degree in Management/Administration (such as Administrative Management/Business Management /Business Administration/Marketing Management/Stores Management/Personnel Management and Financial Management etc.) awarded by a recognized University or any qualification recognized by the Government of India /State Government, as equivalent to the Post Graduate Degree in Management/Administration, awarded by the recognized University.

(2) Human Resource Cadre:

- i) Post Graduate Degree in faculties in Commerce or Law. (LL.B. is not a Post Graduate Degree).
- ii) Post Graduate Degree of at least 2 years duration in Labour Welfare/Industrial Relations/Personnel Management awarded by a recognized University.
- iii) Post Graduate Degree in Management/Administration (such as Administrative Management/Business Management /Business Administration/Marketing Management/Stores Management/Personnel Management and Financial Management etc.) awarded by a recognized University or any qualification recognized by the Government of India/State Government, as equivalent to the post Graduate degree in Management/Administration, awarded by the recognized University .
- iv) Passing the Final Examination of 'Company Secretary' conducted by the Institute of Company Secretaries of India/Ministry of Company Law Affairs, Government of India

(3) Industrial Relations Cadre:

- i) Post Graduate Degree in faculties in Commerce or Law. (LL.B. is not a Post Graduate Degree).
- ii) Post Graduate Degree of at least 2 years duration in Labour Welfare/Industrial Relations/Personnel Management awarded by a recognized University.
- iii) Post Graduate Degree in Management/Administration (such as Administrative Management/Business Management /Business Administration/Marketing Management/Stores Management/Personnel Management and Financial Management etc.) awarded by a recognized University or any qualification recognized by the Government of India/State Government, as equivalent to the post Graduate degree in Management/Administration, awarded by the recognized University .
- iv) Passing the Final Examination of 'Company Secretary' conducted by the Institute of Company Secretaries of India/Ministry of Company Law Affairs, Government of India

(4) Finance & Accounts Cadre:

- i) Post Graduate Degree in Commerce with Accountancy/Costing/Applied Statistics.
- ii) Post Graduate Degree in Management/Administration (such as Administrative Management/Business Management/ Business Administration/Marketing Management/Stores Management/Personnel Management and Financial Management etc.) awarded by a recognized University or any qualification recognized by the Government of India/State Government, as equivalent to the Post Graduate Degree in Management/Administration, awarded by the recognized University.
- iii) Passing of Final Examination of 'Company Secretary' conducted by the Institute of Company Secretaries of India/Ministry of Company Law Affairs, Government of India.

(5) Vigilance & Security Cadre:

Post Graduate Degree i.e. LL.M. in Faculty of Law from a recognized University. (LL.B. is not a Post Graduate Degree).

***Note:** The employees on acquiring qualification prescribed for their cadre shall be held eligible for the advance increment provided the said Post Graduation course is of at least two years duration.*

(d) There shall be only one opportunity to an employee in his career for claiming such benefit or incentive in the service under regulation 103(c).

(e) The employees in all cadres who acquire the following qualifications while in service be held eligible for additional Increments as shown below:

	Name of Examination	Number of additional Increments
1)	Passing of Intermediate Examination of the Institute of Cost & Works Accountants, India/London or Intermediate Examination of the Institute of Chartered Accountants of India.	One
2)	Passing of Final Examination of the Institute of Cost & Works Accountants, India /London or Final Examination of the Institute of Chartered Accountants of India.	One

(f) The employee who has acquired or who will acquire Doctorate (Ph. D.) from a recognized University while in service, shall be held eligible for Four (4) advance increments from the date the Doctorate is conferred on him by the University.

Provided that the "Doctorate" acquired is not of "Honorary" nature and the subject for which the "Doctorate" is conferred on the employee is related to the cadre/job and area of work of the employee, i.e. as per the Cadre-wise list mentioned in regulation 103(c) above.

(g) The Junior Engineers who acquired Post Graduate Degree in Electrical Engineering/ Power System/Electronics and Power/Electronics and Telecommunication/Civil Engineering from a recognized University/Institute before their joining the Company shall be eligible for grant of one Advance increment.

(h) One advance increment may be granted as an incentive to technical employees irrespective of the Pay Group to which they belong (including Sub-Engineers and equivalent technical categories) who pass Section A and B Examinations conducted by the Institution of Engineers (India) or Section A and B of the Associate Member of Institution of Electronics & Telecommunication Engineers Examination or a recognized Degree in Engineering while in service as laid down in **Addendum Twenty Nine**.

(i) Employees falling in Appendix 'A' in the technical categories may be granted two additional increments in lieu of demand of separate wage structure on the terms and conditions laid down in **Addendum Thirty**.

104. (a) The Company may build up a Staff Welfare Fund for the benefit of the employees under a separate Account Head. The contributions to this Fund may be from:

- (i) Fines recovered from the employees.
- (ii) Donations received from the Public.
- (iii) Unclaimed and Lapsed Salaries and Allowances.
- (iv) Funds contributed by the Company.
- (v) Amount recovered from employees who have resigned without giving due notice (i.e. amounts recovered in lieu of notice period).

(b) As regards amounts recovered from employee deputed for Foreign Studies who have failed to fulfill the conditions of the contract, the amount recovered shall be credited to the capital cost of the work concerned and not to the Staff Welfare Fund.

(c) The contribution payable to the Welfare Commissioner, as per the provisions of the Bombay Labour Welfare Fund Act, in respect of the establishment to which this Act applies, shall not be credited to the Staff Welfare Fund.

(d) The Board may prescribe Regulations and procedures regarding the Administration of the Fund, and the method and limit of distribution of the benefits to the employees.

105. Subject to the provisions of the Service Regulations, the Competent Authority shall have power to frame Service Regulations to supplement the foregoing Regulations and also to prescribe Procedures, Forms, Statements, Returns and such other records for any purposes of implementing these Service Regulations and any supplementary Regulations that may be framed by the Board from time to time.

106. Appeal against the decision of the Competent Authority may be heard by the Appellate Authority that may be appointed by the Company generally or in specific cases.

Provided that the whole time Directors and the Executive Directors shall have powers to review the actions/decisions of the Officers of the respective wings viz. Technical, Finance & Accounts and HR cadre including their own, while the Chairman & Managing Director may at his discretion review the decisions of the whole time Directors and the Executive Directors including his own.

107. The terms of a specific contract with an employee may be deemed to override all or any of the provisions of these regulations as the Board may decide.

108. The Board may prescribe special Regulations relating to employment and service conditions of Apprentices and Probationers in the service of the Company and such Regulations may be deemed to override all or any of the provisions of these Regulations as Board may decide.

109. Notwithstanding anything contained in foregoing Regulations, the Board may issue an order from time to time imposing any limitation or restriction permitting relaxation or granting exemption or prescribing procedure generally or in any particular case relating to the conditions of service under the Company and such an order shall have, so far as the specific case is concerned, the same force as if it were a part of these Service Regulations.

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Addendum One

[See Note below Service Regulation 13(a)]

Keeping lien of the employees of the Company who take up the employment under direct recruitment either on regular basis or on contract basis in response to open advertisement/internal notification within the Company.

1. When an employee who was working on regular basis (regular means appointed on selection by the Competent Selection Committee and completed probation period/one year) is appointed to any other equal or higher post within the Company in response to advertisement or internal notification shall be allowed to keep lien in the regular post held by him prior to his appointment.
2. The period of lien on the post held by the employee shall be for a period of 3 years or till such time employee is permanently absorbed/appointed on the post accepted under direct recruitment whichever is earlier.
3. Since he/she is being appointed within the same Company, there is no need to tender resignation by him/her.
4. The vacancy arose due to appointment of such employee shall be filled in on temporary/officiating basis. However, the junior most employee in the cadre appointed against the person whose lien has been retained will be on temporary/officiating basis for a period of 3 years or till the employee vacated the post is confirmed in the post acquired by him/her through direct recruitment/internal notification whichever is earlier.
5. The employee who has taken employment under direct recruitment either on regular basis or on contract basis in response to advertisement/internal notification shall be treated as departmental candidate and his/her pay shall be protected/fixed as per pay fixation rules on promotion and all other benefits including continuity of the services shall be extended.
6. The Chairman & Managing Director in consultation with Executive Director (HR) and whole time Directors are authorised to make any modification/amendment to the above provision, if required in future.

Addendum Two
[See Service Regulation 17(d)]

Rules of premature retirement on medical grounds

1. These Rules may be called the “Rules of premature retirement on medical grounds.”
2. An employee, wishing to retire on invalidation on medical grounds, may apply with a medical certificate to the authority competent to fill in the appointment held by him, who will arrange to send him before the concerned Medical Officer.
3. All cases of premature retirement on medical grounds, in respect of employees in Pay Group III and IV in the field, shall be referred to the Civil Surgeon of the district, through the Medical Officer of the Government, at the place where the employee is working and cases, in respect of Pay Group III/IV in Mumbai, shall be referred to the Medical Advisor of the Company. Cases of premature retirement on medical ground, in respect of employees in Pay Group I and II shall be referred to the Director of Health Services, Mumbai, for medical examination, through the Medical Officer of the Government, at the place where the employee is working.
4. Incapacity for service must be established by a medical certificate from the Medical Advisor of the Company or the Civil Surgeon of the district, in respect of employees in Pay Group III and IV and Director of Health Services, Mumbai, in respect of employees in Pay Group I and II.
5. The fees for medical examination shall be paid by the employees at the same rates, as prescribed for medical examination.
6. No medical certificate for incapacity for service may be granted, unless the applicant produces a letter, to show that the Head of the Office is aware of his intention to appear before the concerned Medical officer. The Medical Advisor/Director of Health Services, Mumbai/Civil Surgeon of the district, shall also be supplied by the Head of the Office, with a statement of the applicant's age, as recorded in the service book.

***Note1:** The finger prints of the applicant shall be taken on the medical certificate by the concerned Medical Authorities.*

***Note2:** All cases, in which it is certified that the incapacity for service is due to irregular or intemperate habits, should be submitted to the Executive Director(HR), for orders, through proper channel, together with the opinion of the Director of Health Services, Mumbai, in respect of employees in Pay Group I/II and through the Medical Advisor of the Company, in respect of employees in Pay Group III & IV.*

***Note3:** All employees, whose fitness for further service is doubtful, should, unless they happen to be absent, in other district on long leave, be sent for examination through the Government Medical Officer of such district, in which they are serving. In special cases, this procedure may be departed from, for the reasons to be recorded in writing.*

7. (a) A succinct statement of the medical case and of the treatment adopted, should, if possible, be appended.

(b) If the examining Medical Officer, although unable to discover any specific disease in the employee, considers him incapacitated for further service by general debility, while still under the age of 55 years, he should give detailed reasons for his opinion.

(c) In a case of this kind, special explanation will be expected from the Head of the Office, on the grounds, on which it is proposed to invalidate the employee.

8. The form of the medical certificate to be given in respect of an employee, requesting invalidation on medical ground shall be in the Proforma given below.

9. Employees who retire prematurely on invalidation on medical grounds, with the permission of the Competent Authority, shall be eligible for all retirement benefits, viz. C.P.F., Gratuity, Encashment of Leave etc. etc. as admissible under the rules.

10. The appointing Authority shall be competent to accept premature retirement on medical grounds.

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PROFORMA

FORM OF MEDICAL CERTIFICATE

Certified that I (we) have carefully examined A, B, son of C, D a..... in the..... His age is by his own statement years, and by appearance about years. I (We) consider, A, B, to be completely and permanently incapacitated for further service of any kind, in consequence of(here state disease or cause). (His incapacity does not appear to me (us) has/ have been caused by irregular or intemperate habits).

Note: If the incapacity is the result of irregular or intemperate habits, substitute following sentence for the last sentence:

“In my (our) opinion, his incapacity is directly due to/has been accelerated or aggravated by irregular or intemperate habits.”

Addendum Three
[See Service Regulation 17(k)]

Honouring retiring employees

- (1) As a gesture of appreciations of services the retiring employees may be honoured on the day of retirement on reaching the age of superannuation or by voluntary retirement or compulsory retirement by arranging a function and offered him Shriphal (Coconut), Shawl and Gift where the concerned employee retires. The wife of the employee should also be honoured, by offering a Sari/Shawl to her at the function. However, in case the employee happens to be a lady, she may be given a Sari/Shawl and Shriphal on retirement and a shawl may be given to her husband.
- (2) The purchase of Sari/Shawl with shriphal (coconut) should be made locally of the choice of employee within the limit of Rs.1,500/- each for retiring employee and his/her wife/husband (Total Rs.3,000/-). The expenditure should be met from the Imprest/Temporary Advance available with the concerned Officers.
- (3) The retiring employee may be offered Gift cheque as follows:
 - (i) Gift cheque of Rs. 2,000/- for retiring employee of Pay Group I to IV.
 - (ii) Gift cheque of Rs. 4,000/- for retiring Officer of the rank of Executive Director equivalent and above Officers.
- (4) The retiring employee should be given a Letter of Appreciation of the valuable service rendered by him in the MSEB/Company at the same time wishing him and his family, good health and a long and happy life. This letter should be issued at the time of the function arranged to honour the retiring employee, when Shriphal (Coconut) and shawl is being offered/presented to him
- (5) Such function should be arranged till the lowest level like Sub Stations, Sub-Divisional Offices and the Sectional Heads in Corporate Office. The concerned employee should be invited with spouse to grace the function and Shawl/Sari/Shriphal/Gift/Letter of Appreciation be presented in the presence of other employees and colleagues.
- (6) In case more than one employee is retiring on the same day from the same work place/office then common function should be arranged for all such employees.
- (7) The letter of Appreciation in **Format-6** may be printed on Art paper. The date on which the letter is being handed over (i.e. the date of retirement) should be typed just opposite the words 'Yours Sincerely' (on the left hand side). In the left hand corner, the name of the employee, his designation and place of work should be typed. The surname of the employee should be typed after the words 'My dear'. The name of the Authority signing the letter and its designation should be typed below the words 'Yours sincerely'.
- (8) The HR Sections of respective Offices shall take necessary action to keep ready such letters in respect of the retiring employees by obtaining the signatures of the concerned authority.

(9) If the function is being arranged at any place other than the Zonal Head Quarters, arrangements should be made by the Zonal Office to send the letter with details filled in, to the concerned head of office which will make arrangements to hand over the **Letter of Appreciation** to the employee at the time of the send off function.

(10) The Zonal Office should send the details of the retiring employees whose Letter of Appreciation is to be signed by the authorities located in Corporate Office, to the concerned HR Group before 10th of the concerned month so as to enable them to get the details filled in and to send the letter to the concerned Zonal Office for further necessary action.

(11) The Letter of Appreciation shall be signed by the following Authorities:

Sr. No.	Category of the retiring employee	Authority signing the Letter of Appreciation
1	2	3
1)	Executive Directors and Heads of Departments.	Chairman & Managing Director
2)	Officers of the rank of Superintending Engineer and above (other than Heads of Department)	Concerned Director or Executive Director (HR), as the case may be.
3)	All other employees.	Head of the Department concerned under whom the employee is administratively working at the material time.

(12) The Chairman & Managing Director is authorised to review the financial limits.

Addendum Four

[See Service Regulation 20(h)]

Concessions to employees who are working in Greater Mumbai and who do not have permanent residential accommodation in Mumbai (and staying beyond Karjat up to Pune and Nashik) and handicapped employees working in Municipal Corporation areas in the matter of attending Office.

A) Employees working in Greater Mumbai but staying beyond Karjat up to Pune and up to Nashik.

1) The employees who are working in Greater Mumbai and who do not have permanent residential accommodation in Mumbai shall be granted the following concession of coming late to the office:-

- (a) Coming late by 50 minutes i.e. upto 10.50 a.m. to those employees who stay beyond Karjat and up to Pune Railway Station, on the Central Railway.
- (b) Coming late by 2 hours i.e. up to 12.00 Noon, on the next day of weekly and Public Holiday to those employees, who are coming from Nashik.

2) The Concession of coming late to the Office in Greater Mumbai shall be subject to the following conditions.

- (a) The concerned employee and his Controlling Officer should take care that there will not be any adverse effect on the office work;
- (b) The employees availing the concession mentioned at 1(a) shall surrender "six days of Casual Leave" and the employees availing the concession mentioned at 1(b) shall surrender "three days of Casual Leave" in the calendar year, in lieu of the concession granted to them;
- (c) They should give written consent accordingly at the beginning of the year to their Controlling Officers;
- (d) An employee availing any of the concessions mentioned above will not be permitted to leave office early in the evening;
- (e) An employee who does not submit the written consent as above, but avails any of the above concessions, shall be dealt with under Conduct, Discipline & Appeal Regulations, as his late coming shall not be treated as concession.

3) The employees availing benefit of concession after commencement of the year and/or in the middle of year shall surrender Casual Leave proportionately.

Illustrations:

- (1) Where the employee coming from Nashik declares to avail of the said benefit in the fifth month of the year he should be asked to surrender 2 Casual Leave only i.e. for remaining period of 8 months.

- (2) If employee who stays beyond Karjat and upto Pune Railway Station avails the benefit after completion of 6 months, he should be asked to surrender 3 Casual Leave for a remaining period of 6 months of the year.

B) Handicapped Employees working in Municipal Corporation areas.

The handicapped employees shall be extended concession either to attend Office late by half an hour in the morning or leave office half an hour early in the evening (taking in to consideration local circumstances and needs). This concession shall be restricted to the Offices situated in the Municipal Corporation areas subject to the following conditions:

- (1) Employees seeking concession in the Greater Mumbai Municipal Corporation area should produce certificate and recommendation along with their application from:
- (a) the Orthopaedic Surgeon of JJ Hospital certifying at least 40% permanent/partial disablement; and
 - (b) the Ophthalmic Department of JJ Hospital in case of blind employees.
- (2) Employees seeking concession in other Municipal Corporation areas in the Maharashtra should produce certificate and recommendation along with their application from:
- (a) the Orthopaedic Surgeon of District Hospitals certifying at least 40% permanent/partial disablement; and
 - (b) the Surgeon Ophthalmic Department of District Hospitals in case of blind employees.
- (3) The concerned Executive Engineers or Officers of equivalent or above rank shall be competent to extend the concessions to handicapped employees.

Addendum Five

[See Service Regulation 39(b)]

Rules regarding Payment of cash equivalent of Leave Salary on Half Average Pay standing to the credit of an employee at the time of retirement or death.

1. An employee shall be eligible to encash leave at the time of his retirement on superannuation/ voluntary retirement/compulsory retirement but not on resignation, dismissal or discharge as a matter of punishment. If an employee against whom disciplinary action is pending dies while in service, his dependents will be given the benefit of encashment of the Half Average Pay leave to his credit even if the charge against him is one for which the punishment of dismissal/discharge would be warranted. This encashment and commutation of leave (if earlier allowed to the employee) put together should not exceed 180 days in the entire service career.
2. The cash equivalent payable in lump-sum to the employee in respect of the Leave on Half Average Pay standing to his credit at the time of retirement as aforesaid subject to the prescribed ceiling shall be the amount calculated by notionally converting the Half Average Pay Leave into half the period of leave on Average pay (Earned Leave) on the lines of "Commutated Leave". The amount in question shall include Basic Pay (plus PP, if any) and allowances specifically classed as pay under Regulation 9 (26) (e.g. Fringe Benefit Allowance under GOs 95 to 99), Dearness Allowance and Local Compensatory Allowance, only. It shall not include any other allowances such as HRA, Charge Allowance, Special Pay, Conveyance Allowance, Orderly Allowance, Medical Allowance, etc., etc.
3. In case an employee dies while in service, the cash equivalent of the leave salary in respect of Leave on Half Average Pay standing to his credit on the date immediately preceding the date of death subject to the prescribed ceiling shall be paid to the dependants of the deceased employee.
4. An employee who has ceased to be in the service of the Company on account of resignation, dismissal or discharge as a measure of punishment shall not be eligible for the benefit of encashment of outstanding balance of leave on Half Average Pay at the time of such cessation.
5. The authorities empowered to sanction leave on average pay (Earned Leave) shall be Competent Authorities for the purpose of granting benefit of encashment under these rules.

Addendum Six

[See Service Regulation 39(f)]

Rules regarding Surrender of Leave on Average Pay and its encashment – Payment of Leave Salary while in service:

1. An employee who takes earned leave (leave on average pay) for a period not less than 30 days should be allowed to surrender the balance of earned leave (or any portion thereof) to his credit on the date of commencement of leave, at his option, subject to a maximum of thirty days and he should be granted leave salary, for a period of the leave surrendered.
2. If an employee who has applied for grant of earned leave for 30 days or more along with surrender of leave upto 30 days, is not allowed by the competent authority to avail of the leave asked for or granted leave less than 30 days in the interest of work, or recalled for duty due to the exigencies of work while on leave, he should be permitted to encash the leave on average pay to the extent permissible (i.e. upto 30 days) as a special case.
3. The authorities who are empowered to sanction earned leave will be competent to accept surrender of earned leave. Request for surrender of earned leave should be made in the application for grant of leave, itself.
4. The number of days of earned leave surrendered under these rules should be reckoned as surrendered on the date of commencement of actual leave or the date from which it was applied for, in case of refusal and deducted from the leave account of the employees on that date.
5. The concession of encashment of earned leave should be allowed once in a block of two years, the first block commencing from 1st April 1970.
6. The total of the earned leave actually availed of and the earned leave surrendered should not exceed the maximum leave admissible to the employees, at any one time.
7. For determining the amount of leave salary and allowances payable for leave surrendered, "a month" should be reckoned as 30 days irrespective of the month in which the leave is availed of.
8. The amount of leave salary and allowances for the period of surrendered leave may be paid in advance but not earlier than six days before the commencement of leave, in case, the employee is sanctioned earned leave (for 30 days or more or less). In case of refusal of earned leave applied for, the payment of leave salary and allowances for the earned leave allowed to be surrendered, may be allowed immediately after the issue of office order to the above effect. The leave salary for the period of surrendered leave is not liable to deductions on account of Provident Fund Subscriptions, house rent and payment of any advances etc., to the Company and repayment of any dues to Co-operative Societies etc.
9. The concession should be admissible to employees who are on Foreign service or on deputation to the Government of India or to other State Governments.

- 10.** The benefit of surrender of earned leave should not be allowed in cases of Leave Preparatory to Retirement or 'refused leave' granted under the rules.
- 11.** An employee who is permitted to surrender his leave should not ordinarily be permitted to rejoin duty before the expiry of the leave sanctioned to him.
- 12.** In order to guard against omission to post a debit in the leave account in respect of the leave surrendered, details of the surrendered leave should be noted in the Service Book of the employee and in his leave account when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the Service Book and the leave account shall be furnished by the concerned officer in the bill in which the leave salary for the surrendered leave is drawn.
- 13.** When an employee is appointed by the Government for the cause of the Company, retaining his lien on the substantive post, and/or is also called upon to hold the substantive post in addition to a new assignment, he will be paid encashment of leave at the rates payable to him had he been continued in his substantive post. [Debit for such leave should be recorded in both the leave accounts of the employee and Government should also be informed suitably].
- 14.** If an employee who is having 45 days at his credit can be granted encashment of leave for 15 days only as a special case and not for 30 days.
- 15.** The Chairman & Managing Director is authorized to make any amendment in the above mentioned scheme from time to time as warranted by the circumstances.

Addendum Seven

[See Service Regulations 43(d), 44(c) & 45(c)]

Commuted Leave for Vipassana shall be admissible to employees as follows:

- 1) Employees who seek to undertake training of 10 days on "Vipassana" arranged by Vipassana Research Institute, Dhammagiri, Igatpuri, Dist. Nashik or any other similar Institute may be sanctioned Commuted Leave of 14 days at a time without production of Medical Certificate on the lines of Resolution dated 27-06-2003 issued by the Finance Department of Government of Maharashtra.
- 2) The concerned employee should seek admission in the training centre of the aforesaid institute, nearest to his headquarter.
- 3) The Commuted Leave shall be granted once in three years and limited to six times during the entire service.
- 4) The concerned employee will have to submit the leave application duly supported by the "Admission Certificate", before proceeding on leave as well as "Training Completion Certificate" from the Training Centre on resuming duties.
- 5) The Authority competent to grant Commuted Leave shall be the Competent Authority to grant aforesaid Leave, without production of medical certificate.
- 6) The concession of leave for "Vipassana" cannot be claimed as a matter of right.
- 7) The Commuted Leave to be granted for the purpose of Vipassana Training being not a Special Leave, shall be reduced from the balance Half Average Pay at the credit of employee after availing the same during service. However, since this commuted leave is not granted on medical ground, same is not required to be reduced from the balance Half Average Pay allowed for the purpose of encashment at the time of retirement.
- 8) The Chairman & Managing Director is authorized to make necessary changes/ amendments, if any, on the lines of Resolution of Government of Maharashtra, in future.

Addendum Eight

[See Service Regulation 46(f)]

Keeping lien of the employees proceeding on Extra Ordinary Leave without pay and allowances to take up Employment abroad or within the country.

Scheme of allowing employees to apply for and seek employment abroad or within the country for a period of 3 years by keeping their lien on the post held by them before proceeding on Extra Ordinary Leave without pay and allowances on the terms and conditions mentioned hereunder:

- 1) The employees who are desirous for seeking employment abroad or within the country irrespective of categories to which they belong shall be granted Extra Ordinary Leave without pay and allowances for a continuous period not exceeding three years keeping their lien in the post held by them. Such of those categories of staff/Officers whose services are considered essential shall not be permitted to avail of this facility.
- 2) The facilities of this scheme will be admissible to the regular employees who have applied for outside job in response to advertised vacancies only and whose application has been forwarded by the Company.
- 3) The powers to decide forwarding of an application under this scheme is left to the discretion of the Chairman & Managing Director in respect of Heads of Department and concerned Director including Executive Director(HR), in respect of employees other than Heads of the Departments.
- 4) The Company will be very selective in granting leave without pay and allowances to the employees and reserve the right to reject the leave so applied in the interest of Company's work.
- 5) The facilities of this scheme will be admissible only to the regular employees.
- 6) The leave under this scheme shall not be applicable to the employees working on temporary basis / on contract basis.
- 7) The leave under this scheme is admissible to those who have successfully completed the probation period by fulfilling all the conditions stipulated in Service Regulations and the leave sanctioned under the scheme shall not be combined with any other kind of leave.
- 8) Those employees who are under bonded obligations to serve the Company for a prescribed period will not be granted leave under this scheme till the period covered by the Bond is over, unless they settle the bonded obligations before sanctioning of leave. The amount so remitted will not be given back under any circumstances.
- 9) The employees against whom disciplinary action / vigilance enquiry is contemplated / pending will not be held eligible for such leave.
- 10) The employee should clear all dues payable to the Company before proceeding on leave.
- 11) No permission will be granted for extension of leave beyond three years under any circumstances. If the employee does not return to duty on expiry of leave of three years, his services shall stand automatically terminated.

- 12) If the employee return to resume duty before the expiry of leave granted to him the Company will permit him to resume duty subject to availability of vacancy. The Company shall have right to direct the employee to await for further orders in the matter. The period so spent by the employee awaiting orders shall not be treated as compulsory waiting period.
- 13) The benefit of this scheme shall be given to the employees once in the entire service.
- 14) The employees should obtain specific permission from the Company before they undertake any employment abroad or within the country.
- 15) The employees shall not be entitled to any service benefit under this scheme. In other words, the leave availed under this scheme shall be treated as “dies-non” for all kinds of service benefits. They shall loose seniority also in the cadre with reference to those who might got promoted before they rejoin the duty.
- 16) The Competent Authority to sanction leave under this scheme shall be Directors/ Executive Director(HR) for their respective Wings.
- 17) The powers to decide whether any particular category in the Company comes under “Scarce category” is left to the discretion of the Directors/ Executive Director(HR) for respective Wings.
- 18) The above guidelines are in addition to the terms and conditions now in force for sanction of leave without pay and allowances.
- 19) The post held by the employee seeking employment abroad or within the country, shall be kept vacant for a period of 3 years or till such time the employee taking employment abroad or within country comes back to join the post, whichever is earlier.
- 20) If the Competent Authority permits any officer/employee to proceed to take up such an employment it will be incumbent on the employee/officer to vacate the official quarter allotted to him by the Company before taking up such an employment.

Addendum Nine
[See Service Regulation 53(c)]

Special Compensatory Leave on Average Pay

Special Compensatory Leave on Average Pay shall be admissible to all the categories of employees of the rank of Deputy Executive Engineer, equivalent and below with effect from 01-04-1993 subject to the following conditions:

1) Special Compensatory Leave on average pay for 10 days shall be granted to the employees

- (i) for whom the prescribed working hours are 8 hours per day,
- (ii) who are required to work on all 2nd and 4th Saturdays; and
- (iii) who can avail only six paid holidays in a calendar year,

2) The additional Leave so granted shall be called “Special Compensatory Leave on Average Pay” and shall be granted for 10 days in a calendar year effective from 01-04-1993.

3) The quantum of this leave is 10 days per calendar year. For this purpose, (a) this leave shall be worked out as 1/36th of the period spent on duty where the aforesaid three circumstances mentioned in Para(1) above are applicable, and (b) all other conditions attached to the calculation of “Leave on Average Pay”, mentioned in the Service Regulations shall be equally applicable. The calculation of above leave would be done on calendar year basis, i.e. from 1st January to 31st December and to be credited every year on 31st December.

4) Since, this “Special Compensatory Leave on Average Pay” is to be calculated at the rate of one day for each 36 days duty, the quantum of leave for the part year i.e. 9 months for the year 1993, would be calculated proportionately and, therefore, no quantum is required to be notified for that part year specifically.

5) The aforesaid leave shall count with Leave on Average Pay for the purpose of accumulation limit of 300 days provided in the Service Regulations. In other words, the accumulation limit of 300 days mentioned in the Service Regulations shall remain unchanged and shall include “Leave on Average Pay” and “Special Compensatory Leave on Average Pay”.

Clarification

This leave is in addition to the ‘Special Compensatory Allowance’ originally sanctioned under the G. O. No. 122(p) Dated 22/3/1990 and enhanced from time to time.

6) (i) At the time when the normal Leave on Average Pay is worked out i.e. when an employee requests for grant of leave on average pay or when his annual increment is due, or on any such occasion, the aforesaid “Special Compensatory Leave on Average Pay” shall also be worked out and recorded in the Service Book immediately below the entry of calculation of Leave on average pay. To differentiate between the entries, the entry of the aforesaid special leave shall be taken in ink with different colour and while issuing the leave order the employee should be informed of the

balance leave at his credit i.e. Leave on Average Pay and the aforesaid Special Compensatory Leave on Average Pay separately.

(ii) The Leave on Average Pay asked for by an employee and granted to him should be first debited to his account of "Leave on Average Pay" and the balance, if any, shall be debited to the account of "Special Compensatory Leave on Average Pay".

7) To ensure that the normal accumulation limit does not exceed, the Leave on Average Pay and the aforesaid "Special Compensatory Leave on Average pay" shall be added together and the total so arrived at shall be limited to 300 days.

8) The Executive Director (HR) is authorized to decide in consultation with Director(Finance), Director(Operations) and Director(Projects) and within the meaning of the conditions mentioned above, any point/s that may arise for clarification.

Addendum Ten
[See Service Regulation 53(d)]

Tuberculosis Leave

- 1) The employee suffering Tuberculosis, may after the expiry of all leave on average pay admissible to him as per normal Rules be granted special Tuberculosis leave on average pay and the leave salary for such Tuberculosis leave should be regulated under the normal rules. The total special Tuberculosis leave thus granted should not exceed one year counting from the date the employee has consumed leave on average pay standing to his credit. After the expiry of this leave, leave on half average pay, if due, should be granted in case it is found that a further period of leave is necessary for his recovery. After the expiry of leave on half average pay, the employee should be placed before the Civil Surgeon/TB Specialist in the District Hospital/TB Specialist from Government Hospital, in Mumbai / Medical Advisor for examination as to his physical fitness for further service and should be granted extra-ordinary leave as recommended by the Civil Surgeon/TB Specialist in the District Hospital/TB Specialist from Government Hospital, in Mumbai Medical Advisor subject to the condition that all leave granted under this rule does not exceed 3 year's counting from the date the employee proceeded on leave on account of suffering from Tuberculosis.
- 2) The Tuberculosis Leave to an employee, suffering from Tuberculosis may be granted to him again, if after having once availed of this Leave and having been certified to be fit for duty after treatment, he contracts Tuberculosis again.
- 3) The employee, who is suffering from Tuberculosis should be sent to the Civil Surgeon/TB Specialist in the District Hospital/TB Specialist from Government Hospital, in Mumbai / Medical Advisor, for his examination and the certificate regarding his physical fitness should be obtained before he is allowed to resume his duties, under the following conditions.
 - (i) that he remains under suitable medical supervision and treatment of a qualified Medical Practitioner,
 - (ii) that the employee suspected of Tuberculosis or suffering from arrested Tuberculosis shall undergo periodical examination of a Civil Surgeon/TB Specialist in the District Hospital/ TB Specialist in Government Hospital, in Mumbai / Medical Adviser.
- 4) The Tuberculosis Leave may be granted to an employee for two times in ordinary course by the authority competent to grant earned leave.
- 5) The Tuberculosis Leave may be considered for third time after producing the necessary certificate from the Civil Surgeon/TB Specialist in the District Hospital/TB Specialist from Government Hospital, in Mumbai / Medical Advisor that the employee has followed the provisions in Regulation 3 above and that it is still necessary to grant him Tuberculosis Leave for the third time. Such cases should, however, be referred to Executive Director (HR) for orders.
- 6) The Tuberculosis Leave should not be granted to an employee for the fourth time. Employee asking for Tuberculosis Leave for the fourth time should be put up before the Competent Medical Authority for invalidation.

Addendum Eleven
[See Service Regulation 53(f)]

Cancer Leave shall be admissible to employees as follows:

- 1) Special Leave to the employees suffering from Cancer shall be granted on the strength of medical certificate of the Medical Officer in-charge of the Tata Memorial Hospital, Parel, Mumbai/ Government or Government aided hospitals, which are recognised as Competent Institutions to treat cancer, after the expiry of all leave on average pay admissible to him as per normal rules. The Pay during special cancer leave shall be the same as in case of leave on average pay. The total Special Cancer Leave thus granted shall not exceed over one year commencing from the date the employee has consumed Earned Leave on average pay standing to his credit. After expiry of the Special Cancer Leave, Leave on half average pay, if due shall be granted in case it is found, by the concerned medical authority that a further period of leave is necessary for his recovery. After the expiry of so granted leave on half average pay, the concerned employee shall be placed before the concerned medical authority, as mentioned above, for examination as to his physical fitness for further service and shall be granted extra ordinary leave without pay as recommended by the Competent Medical Authority, as above, subject to the condition that all leave, so granted under this rule, does not exceed three years, commencing from the day the employee proceeded on leave on account of suffering from Cancer.
- 2) The Special Cancer Leave to an employee, suffering from cancer may be granted to him again, if after having once availed of this concession and having been certified to be fit for duty after treatment, he contracts cancer again.
- 3) An employee, suffering from cancer should be sent to Tata Memorial Hospital, Parel, Mumbai/ Government or Government aided Hospitals which are recognised as Competent Institutions to treat Cancer, for his examination and the certificate, regarding his physical fitness should be obtained before he is allowed to resume his duties, under the following conditions.
 - (i) that he remains under suitable medical supervision and treatment of a qualified medical practitioner.
 - (ii) that the employee suspected of Cancer or suffering from arrested Cancer shall undergo periodical examination of Tata Memorial Hospital, Parel, Mumbai/ Government or Government aided hospitals which are recognised as competent institutions to treat Cancer. The charges for such re-examination shall be borne by the Company.
- 4) The special leave may be granted to an employee by the authorities Competent to grant Earned Leave for two times in ordinary course and a third time after producing the necessary certificate from the Medical Authority specified above that the employee has followed the provisions in clause 3 above and that it is still necessary to grant him cancer concession for the third time. Such cases should, however, be referred to Executive Director (HR) for orders.

Addendum Twelve
[See Service Regulation 53(g)]

Leprosy Leave shall be admissible to employees as follows:

- 1) An employee suffering from Leprosy and the case is found to be an active one shall be granted earned leave on average pay, half average pay leave etc., plus extraordinary leave without pay and allowance as may be permissible under the rules on production of necessary certificates.
- 2) After the expiry of all Earned Leave on average pay admissible to him as per normal rules, be granted Special Leprosy Leave on average pay and the leave salary for such Leprosy leave should be regulated under the normal rules. The total Special Leprosy Leave thus granted should not exceed one year counting from the date the employee has consumed Earned Leave on average pay standing to his credit. After the expiry of this leave, leave on half average pay, if due, shall be granted in case it is found that a further period of leave is necessary for his recovery. After the expiry of leave on half average pay, the employee shall be placed before the Medical Board for examination as to his physical fitness for further service and shall be granted extra-ordinary leave without pay as recommended by the Medical Board subject to the condition that all leave granted under this rule does not exceed 3 year's counting from the date the employee proceeded on leave on account of suffering from Leprosy.
- 3) The employee shall obtain treatment either from Government hospitals or Quasi-Government Organisations or any other Hospitals as may be directed by the Leprosy Clinic/Private Clinic where investigations were carried out.
- 4) The authorities Competent to grant Earned Leave shall be the Competent Authorities to grant Leprosy Leave to an Employee.

Addendum Thirteen
[See Service Regulation 53(h)]

Special Leave for Operation of 'Coronary By-pass', 'Open Heart Surgery' for valve replacement and diseases viz Myocardial Infarction (Heart Attack, Rheumatic heart disease) shall be admissible to employees as follows:

- 1) An employee undergoing the operation of "Coronary By-Pass" and the medical disease viz. "Myocardial Infarction (Heart Attack)" shall be entitled to Leave on half average pay (limited to 180 days and 90 days respectively) on special grounds after the employee concerned has exhausted all leave on average pay and leave on half average pay admissible to him as per normal leave rules.
- 2) Grant of above leave on special grounds in both the cases shall be depending upon the gravity of the operation or the circumstances in each case and shall be on the strength of medical certificates issued by the treating Doctor of the hospital.
- 3) The Concession of the said leave shall be admissible once in the entire service of the employee concerned and the leave on half average pay so considered on special grounds, shall not be allowed for commutation for full pay.
- 4) An employee suffering with Rheumatic heart disease and undergoing open Heart Surgery for valve replacement shall also be eligible for leave on special ground as above.
- 5) The Chief General Manager (HR) in consultation with Medical Adviser for employees in Corporate Office and Chief Engineer in consultation with HR Head of the Zone for employees in field shall be Competent Authority for sanctioning leave on special grounds as above.

Addendum Fourteen
[See Service Regulation 53(j)]

Special Casual Leave to employees who have acquired the position of Vipassana Teacher/ Assistant Teacher shall be admissible to employees as follows:

The employees who have acquired the position of Teacher/Assistant Teacher and nominated by the Vipassana Research Institute, Dhammagiri, Igatpuri, Dist Nashik and its approved branches to teach Vipassana may be granted Special Casual Leave, on the following terms and conditions :

- 1) The employee nominated as Assistant Teacher/Teacher for Vipassana camps should submit his application well in time to the Leave Sanctioning Authority.
- 2) The employee Assistant Teacher/Teacher who has applied for such leave shall be granted leave, on his request, limited to 30 days in a year.
- 3) The employee shall be eligible to draw travelling allowance i.e. actual expenditure for to and from journey of the entitled class from his headquarter to training centre by shortest route only and shall not be eligible for daily allowance
- 4) The employee will have to submit his leave application duly supported by his appointment/nomination letter as Assistant Teacher/Teacher for the Vipassana Camp.
- 5) The concession of this leave cannot be claimed as a matter of right.
- 6) The Head of the Department shall be the Competent Authority to grant this special casual leave.

Addendum Fifteen
[See Service Regulation 53(m)]

Special Casual Leave under Family Welfare Programme.

1. Male employees who undergo Vasectomy Operation under the Family Welfare Programme may be granted Special Casual Leave not exceeding six working days. If any employee undergoes Vasectomy Operation for the second time on account of the failure of the first Operation, Special Casual Leave not exceeding six days may be granted again on production of a Certificate from the Medical Authority concerned to the effect that the second Operation was performed due to the failure of the first Operation.
2. (a) Female employees who undergo Tubectomy Operations whether Puerperal or Non- Puerperal may be granted Special Casual Leave not exceeding 14 days.
(b) Female employees who have insertions of Intra-Uterine Contraceptive Devices may be granted Special Casual Leave on the day of the I.U.C.D. insertion.
(c) Female employees who undergo Salpingectomy Operation after Medical Termination of Pregnancy (M.T.P.), may be granted Special Casual Leave not exceeding 14 days.
3. (a) Male employees whose wives undergo either Puerperal or non-Puerperal Tubectomy Operation for the first time or for the second time due to failure of the first Operation (under the Family Welfare Programme) may be granted Special Casual Leave for 7 days subject to the production of a Medical Certificate stating that their wives have undergone Tubectomy Operation for the second time due to failure of the first Operation. It shall not be necessary to state in the Certificate that the presence of the employee is required to look after the wife during her convalescence.
(b) Male employees whose wives undergo Tubectomy/Salpingectomy Operation after Medical Termination of Pregnancy (M.T.P.) may be granted Special Casual Leave upto 7 days subject to the production of Medical Certificate stating that their wives have undergone Tubectomy / Salpingectomy Operation after Medical Termination of Pregnancy. It shall not be necessary to state in the Certificate that the presence of the employee is required to look after the wife during her convalescence.
(c) This special casual leave should follow the date of operation. If the employee does not avail of the said facility immediately after the date of operation, the special casual leave under the above provision should be treated as a lapsed i.e. not available for being availed of at any other dates in future.
4. An employee who requires Special Casual Leave beyond the limits laid down for undergoing Sterilisation Operations owing to the development of Post-Operation complications may be allowed Special Casual Leave to cover the period for which he or she is hospitalized on account of Post-Operational complications subject to the production of a Certificate from the concerned Hospital authorities/an authorized Medical Attendant. In addition, the benefit of additional Special Casual Leave may also be extended to the extent of seven days in case of Vasectomy Operation and

fourteen days in case of Tubectomy Operation to such employees who after Sterilisation Operation do not remain hospitalized, but at the same time, are not found fit to go to work, subject to the production of a Medical Certificate from the appropriate authority in the concerned Hospital/an authorized Medical Attendant.

5. Employees who undergo Operation for recanalisation may be granted Special Casual Leave upto a period of 21 days or actual period of Hospitalization as certified by the authorized Medical Attendant, whichever is less. In addition, Special Casual Leave can also be granted for the actual period of the to and fro journey performed for undergoing this Operation. The grant of Special Casual Leave for Recanalisation Operation (without any commitment to the reimbursement of medical expenses) is subject to the following conditions:-

- (a) the operation should have been performed in Hospital/Medical College / Institute where facilities for Recanalisation are available;
- (b) the request for grant of Special Casual Leave is supported by a Medical Certificate from the Doctor who performed the Operation to the effect that Hospitalisation of the employees for the period stipulated therein was essential for the operation and Post-Operation recovery.

6. The concession indicated above is admissible to employees who –

- (a) are unmarried or
- (b) have less than two children or
- (c) desire Recanalisation for substantial reasons e.g. a person has lost all male children or all female children after Vasectomy/Tubectomy Operation performed earlier.

7. Special Casual Leave connected with Sterilisation/Recanalisation may be prefixed to regular leave. It cannot however, be combined with Casual Leave or suffixed to regular leave.

8. Such of the authorities who are normally competent to sanction Causal Leave shall sanction Special Causal Leave for above purposes.

Addendum Sixteen
[See Service Regulation 53(n)]

Special Casual Leave to employees who donate blood voluntarily shall be granted as follows:

- 1) All employees whether borne on regular, temporary, work-charged or N.M.R. establishment, who donate blood voluntarily without taking any payment for the same, on their producing a certificate to that effect from the Medical Officer concerned may be granted one day Special Casual Leave on the same day or on the very next day of the donation of blood but not on any other subsequent days, limited to a total of ten days in a year and not debitable to the normal Casual Leave account.
- 2) If an employee donates blood on holiday or Sunday (or his weekly off), he can avail Special Casual Leave on the day next after the holiday/ Monday (or day next after his weekly off day). However, if an employee donates blood on the day immediately prior to his weekly off or holiday he will not be entitled to Special Casual Leave on the next day (being off day/ holiday) and in such cases Special Casual Leave will be treated as lapsed i.e. not available for availing at any subsequent day.
- 3) This Special Casual Leave can be combined with any other kind of leave.
- 4) The Special Casual Leave may be granted by the authority competent to grant Casual Leave.

Addendum Seventeen
[See Service Regulation 53(p)]

Leave for Sports and Trekking:

1. Period spent by an employee in following cases shall be treated as duty:
 - (i) for taking actual part in the sports/ tournaments and the period spent for to and fro journey for attending such sports/tournaments by an employee who is selected for participation in sports/tournaments of National and International importance.
 - (ii) for attending the pre-tournament training camp in connection with the above sports/ tournament if attendance to such training camp is essential and the period spent for to and fro journey.
 - (iii) in connection with the coaching or administration of the teams participating in sporting events of National or International importance and the period spent for to and fro journey.
2. (a) Special Casual Leave upto 30 days in one calendar year may be granted to an employee:
 - (i) selected or sponsored for Rajkumari Amrit Kaur Coaching Programme or for All India Coaching and Training Programme or for coaching or training by National Institute of Sports, Patiala including the period spent for pre-selection trials/camps arranged prior to coaching or training relating to the National or International Tournament.
 - (ii) selected to participate in the coaching camp organized by National Council or Sports Committees recognized by All India Sports Federation, Ministry of Education and Youth Services or to participate in District level, Divisional level or State level tournaments organized by Sports Committees/Organizations recognized by Maharashtra State Sports Council or All India Sports Council including the period spent for pre-selection trials/camps prior to coaching relating to the National and International tournaments.
 - (iii) selected to participate in trekking mountaineering expedition approved by the Indian Mountaineering Foundation of India.
- (b) All the above Special Casual Leave can be prefixed or suffixed with any other kind of leave.
3. Treat the employee player participating in the Inter Zonal levels Sports tournaments (State level tournament) of the Company on par with the National and International level Sports tournament for the above purposes.

4. The Competent Authorities shall be as follows:

Sr. No.	Subject	Delegation of Powers
1	2	3
1.	To regularize the absence of participants.	Head of the Department.
2	To extend the benefits to the employees participating as Players, Organizers, Umpires, Coach and Managers etc. in various Sports tournaments organized by Sports Institutions and Sports bodies recognized by the Government, on merits of each case	Executive Director(HR)
3	To modify, interpret and issue necessary guidelines/ instructions, in this behalf.	Executive Director(HR)

Addendum Eighteen
(See Note 4 below Service Regulation 57)

Travelling Allowance and Daily Allowance to Employees summoned to give evidence before the Court shall be regulated as follows:

- 1) When an employee is summoned by the Court in his official capacity as an employee of the Company, in a matter in which the MSEB/Company is concerned or is a party, the employee will be eligible to draw Travelling Allowance and Daily Allowance as admissible under the Travelling Allowance rules. Before drawal of Travelling Allowance the amount which he receives from the Court by way of Bhatta and/or Travelling Allowance in such cases should be credited by him to the Company account. His absence from Headquarters for that purpose should be treated as on duty.
- 2) When an employee is summoned by the Court in his official capacity as an employee of the Company in a matter in which Government is concerned or is a party, the employee will similarly be eligible to draw Travelling Allowance and Daily Allowance as admissible under the Travelling Allowance rules. Before drawal of Travelling Allowance, whatever amount he receives from the Court by way of Bhatta and/or Travelling Allowance should be credited by him to the Company account. His absence from headquarters for that purpose should similarly be treated as on duty.
- 3) When the employee is summoned in his private capacity, no travelling allowance, daily allowance etc. should be allowed to him and his absence should be treated as any kind of leave due to the employee. He should be permitted in these circumstances to retain the Bhatta and/or Travelling Allowance which he may receive from the Court. If he does not get the amount from the Court enough to cover the cost of travelling, he should bear it himself and the Company is in no way responsible for any liabilities in this regard.

Addendum Nineteen

(See Note 5 below Service Regulation 57)

Travelling Allowance and Daily Allowance to Employees participating in Sports and Drama shall be regulated as under:

- 1) The players participating in the Inter Electricity Board's Tournaments conducted by the All India Electricity Sports Control Board in different States shall be entitled to travelling allowance and daily allowance as admissible under the Travelling Allowance rules.
- 2) To grant Travelling Allowance as per Travelling Allowance rules to the employee players participating in the Zonal and below level sports tournaments, when the tournaments are held within the State.
- 3) Employees selected for taking part in tournaments of National and International importance/repute being held in India would be entitled to Railway First Class fare at the most or their entitled Class as per applicable Travelling Allowance Rules. Similarly, employees selected for taking part in the International tournaments being held abroad would be eligible to travel by Air by Economy Class.
- 4) The employee player participating in the Inter Zonal levels sports tournaments (State level tournament) of the Company shall be treated on par with the National and International level Sports tournament and shall be held eligible to Travelling Allowance /Daily Allowance, etc. while on tour on duty.
- 5) The employees/artists participating in any Drama Competition are treated as on "Duty" and therefore are eligible to Travelling Allowance and Daily Allowance as applicable to them as per rules in force.
- 6) The authority Competent to grant Travelling Allowance and Daily Allowance for the above purpose will be the Competent Authority for grant of Travelling Allowance and Daily Allowance on tour as specified in Tenth Schedule.

Addendum Twenty
[See Service Regulation 71(a)]

Car Conveyance Allowance to Senior Officers of the rank of Executive Engineer, equivalent and above

- 1) All Senior Officers of the rank of Executive Engineer, equivalent and above who are not allotted any Vehicle by the Company but are using their own Car for official purpose/journey shall be entitled to receive Car Conveyance Allowance in the form of reimbursement of cost of Petrol/ Diesel to the extent of 60 Litres per month. Officers drawing Car Conveyance Allowance shall not be entitled to receive any other Conveyance Allowance nor Transport Assistance Allowance.
- 2) The Car Conveyance Allowance at the above rate shall be payable to Senior Officers of the rank of Executive Engineer, equivalent and above only if they own and maintain a Car in good running condition and uses it for official work/journey and give necessary declaration-cum-intimation with necessary particulars about Registration Number, Licence Number, Make, etc. in **Attachment-‘A’** below, to the Office/Drawing and Disbursing Officer so as to include this allowance in monthly salary bill, for first time
- 3) A declaration-cum-intimation (**Attachment-‘B’**, below) is required to be furnished in duplicate by the Officer, annually. This declaration is to be made in the month of April, every year and based on which Car Conveyance Allowance can be paid for the whole year along with monthly pay bills.
- 4) The terms and conditions governing Conveyance Allowance for Two Wheelers as per Addendum 21 shall apply mutatis mutandis to Car Conveyance Allowance. In addition the following terms and conditions shall also be applicable.
 - (1) This Allowance shall not be admissible to the Officers under Suspension. This allowance shall also not be admissible during Extra Ordinary Leave (i.e. Leave without pay).
 - (2) If an Officer is deputed for training and during such period of training he is treated as on tour he will be entitled to the allowance during the training period.
 - (3) The Car Conveyance Allowance shall not be admissible during joining time, regular leave (i.e. leave other than Casual Leave) including holidays prefixed and/or suffixed to leave.
 - (4) Employees/Senior Officers on deputation or on contract basis on consolidated salary shall not be eligible for this allowance unless specifically permitted by the Chairman & Managing Director.
 - (5) In case the Officers are not owning the Car in their names but the same is in the name of other Family members in such case Car Conveyance Allowance should not be granted.
 - (6) Officers utilizing the Company vehicle are not entitled to receive Car Conveyance Allowance.

- (7) If the car is off the road for more than 15 days, that fact should be intimated to the officer drawing salary and allowances. On receipt of such intimation by drawing and disbursing officer, Car Conveyance Allowance should be proportionately reduced and adjusted by the Drawing and Disbursing Officer from the allowance for subsequent month.
- (8) It is not necessary to maintain the pollution certificate number in the declaration. It may be left this matter to the responsibility of the owner of the vehicle.
- 5) No formal Office Order need to be issued for sanctioning the Car Conveyance Allowance in individual cases but action should be taken on the declaration-cum-intimation.

ATTACHMENT-A

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.

Declaration-cum-intimation for claiming Car Conveyance Allowance

I, the undersigned, hereby declare that I own a car and maintain it in good running conditions for official work/journey w.e.f. _____. The essential particulars of my car and driving licence are as follows:

- (1) Car Registration No. _____ Place _____
- (2) Make _____
- (3) Date of Purchase _____
- (4) Chassis No. _____
- (5) Engine No. _____
- (6) Car Insurance Policy No. _____
With name & place of the Insurance Company/Corporation.
- (7) Driving Licence No. _____
- (8) Validity period/date of Driving Licence _____
- (9) Any other important particular/identification of the car _____

Further, I hereby undertake to intimate the date from which payment of my monthly Car Conveyance Allowance should be discontinued owing to the fact that the car is disposed off or its use is discontinued for official work/journey for some reasons.

Date: _____
Place: _____

Signature _____
Name _____
Designation: _____
Name of Zone: _____

(If in Corporate Office, please mention Department/Section where working)
Name of Circle/Division/Major Stores/Sub Station: _____

Note: This declaration-cum-intimation should be sent to the concerned Drawing and Disbursing Officer/Officer or Staff in charge of Salary Unit/Section/Group, in duplicate. One copy should be retained by the salary Unit/Section/Group. The second copy should be sent to the Controlling Officer of the Officer claiming the Car Conveyance Allowance.

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ATTACHMENT-B**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.****Annual Car Conveyance Allowance Declaration Form.**

I, the undersigned hereby declare that I continue to own a motor car having M.V. Registration No. _____ and my driving licence No. _____ issued by the _____ is still valid. I undertake to inform within 10 days the Drawing and Disbursing Officer not to draw the Car Conveyance Allowance from the month when I send such an intimation and shall send such intimation in the following circumstances:-

- i) In case the vehicle is allotted/provided to me during the year for official use.
- ii) In case the vehicle owned by me is off the road for more than 15 days in any month;
- iii) In case the ownership of the vehicle is transferred in the name of another person;
- iv) In case the validity of my driving licence expires any time during the year and is not renewed by me;
- v) In case I proceed on leave (other than Casual Leave) for more than 15 days (including prefix and/or suffix holidays) in a month.

In case I take reimbursement of taxi fare or train fare or fare for any other mode of transport used by me for official purpose, I shall inform the Drawing and Disbursing Officer, accordingly, to reduce the Car Conveyance Allowance by the amount of reimbursement of taxi fare/train fare or fare for any other mode of transport.

Date : _____

Place : _____

Signature : _____

Name : _____

Designation : _____

Complete Office address : _____

Note: This declaration-cum-intimation should be sent to the concerned Drawing and Disbursing Officer/Officer or Staff incharge of Salary Unit, Section/Group, in duplicate. One copy should be retained by the Salary Unit/Section/Group. The second copy should be sent to the Controlling Officer of the Officer claiming the Car Conveyance Allowance.

Addendum Twenty One
[See Service Regulation 71(b)]

Conveyance Allowance For Two Wheelers

The under mentioned categories of employees, shall be granted a regular monthly Conveyance Allowance for Two Wheelers by the Competent Authority at the rate specified against them, subject to the terms and conditions mentioned below:

Sr. No.	Category of employees	Rate of monthly Conveyance Allowance i.e. Petrol/Quantity in Litres.
1	2	3
1)	All categories of Employees drawing pay in the revised scales of pay whose minimum is Rs. 10,555/- and above working in Circle Office/Zonal Office/Division (including Major Stores)/Sub-Division/Sub Stations, where vehicle is not allotted and they regularly use their own Scooter/Motor Cycle for official work/duties.	13 Litres
2)	Pay Group III categories like (1) Technician Grade I, II & III and (2) Such other equivalent categories higher than foregoing categories of employees whose work/duties enjoin on them to move about on duty frequently within the area of their jurisdiction/ Head quarters for which they regularly use their own Scooter/Motor Cycle/Luna/Moped but for which journeys they are not eligible to claim TA/DA.	07 Litres

Note: i) For the purpose of calculation of Conveyance Allowance payable to the employees, the cost of the fuel shall be reviewed once in a year in the month of April.

ii) The cost of Fuel with effect from 01-08-2011 shall be as under:

Sr. No.	Name of City	Rate of Petrol (Per Litre)
1	Kolhapur, Nagpur, Nanded & Kalyan	Rs. 71/-
2	All other places	Rs. 68/-

Terms and conditions regarding Conveyance Allowance payable to the employees/officers

1. The Heads of Divisions, Circles and Zonal Offices shall not be entitled for the aforesaid Conveyance Allowance, provided that the Officers-in-charge of Major Stores for whom vehicles have not been provided shall be granted the Conveyance Allowance subject to condition that as and when the Vehicles are made available for them Conveyance Allowance shall be discontinued.
2. The Conveyance Allowance at the prescribed rate shall be granted to the employee belonging to any of the categories mentioned above, if he has to move about the duty frequently within the area of his jurisdiction at his Head quarters and, after satisfying that this condition is fulfilled, the appropriate Competent Authority shall issue necessary office order sanctioning the Conveyance Allowance at the prescribed rate. In this order the area of jurisdiction/work shall also be specified by such Competent Authority. In addition to above the employee shall possess Driving Licence (either permanent or Learner's) in his own name. If the Driving Licence is of a date subsequent to the purchase of the Vehicle, the Conveyance Allowance shall be payable from the subsequent date subject to other terms and conditions. The Competent Authority shall inter alia satisfy itself that the employee is using the vehicle for the official work.
3. Like Dearness Allowance, the Conveyance Allowance shall be drawn in the bills for monthly salary.
4. The allowance shall be payable only if the employee/officer concerned owns and maintains a Motor Cycle/Scooter/Luna/Moped in good running condition and uses it for all official journeys and necessary certificate to this effect is given by him in writing to the concerned Drawing and Disbursing Officer (viz Executive Engineer, Superintending Engineer, or Chief Engineer as the case may be) every month on or before such date as fixed by the latter.

Explanation:

Where employees are attending duties in all shifts including general shift involving timings other than the usual general working hours when public conveyance may not be available and employees on project work required to attend duties at Site at odd hours beyond usual working hours, such journey by the employees in shifts at EHV Sub-Station or Load Despatch Centres and on Project works site may be treated as journey for the purposes of benefits under these Regulations.

5. The Conveyance Allowance shall not be admissible during Joining Time, regular leave (i.e Leave other than Causal Leave) including holidays prefixed to leave or holidays suffixed to leave.
6. The Conveyance Allowance shall not be admissible during the period of more than 15 days at a time during which the officer concerned does not maintain the conveyance or the conveyance maintained by him remains out of order or is not used for official journeys for any reasons.
7. The employee to whom Conveyance Allowance is sanctioned is expected to indicate in the monthly certificate whether he did not use his vehicle for official work for a period of more than 15 days at a time or his vehicle was off the Road for a period of more than 15 days at a time (i.e continuous 16 days or more). If it was so, the exact period has to be mentioned so as to effect

proportionate deduction from the monthly amount. If no such mention is made in the monthly certificate, it should be presumed that the above condition is not attracted and accordingly no deduction will be necessary.

8. The employee who is granted the Conveyance Allowance shall cease to draw the same from the date there is change in his posting/place of work on account of transfer, reversion, promotion or any other reason, whatsoever.

9. The vehicle in question may be the one purchased from own source or by raising the loan from the Company and/or any other authorized source. The Conveyance Allowance shall not be admissible if the vehicle used is the one which is taken on hire basis.

10. The employee who is granted monthly Conveyance Allowance shall not be entitled to claim and receive Kilometrage under relevant Service Regulations in respect of journeys within the area of his jurisdiction/work at his Head Quarters. However, he shall not be disentitled to claim and receive Daily Allowance if the conditions as per Travelling Allowance Regulations are fulfilled.

11. For official journeys on tour beyond the area of his jurisdiction, the employee who is granted the monthly Conveyance Allowance shall be entitled to travelling allowance as under:

- a) If the journey is performed otherwise than in his own conveyance, the Travelling Allowance i.e. Daily Allowance and/or Kilometrage allowance admissible under the regulations, may be drawn in full.
- b) If he travels by road in his own conveyance either in combination with the Rail/Steamer/Air journey or otherwise, the employee shall be entitled to travelling allowance i.e. daily allowance and/or Kilometrage allowance admissible to him under the regulations in respect of only so much of the distance as is beyond the limit of the area of his jurisdiction at his Head Quarters without any deduction from his Conveyance Allowance.

12. Under no circumstances the Conveyance Allowance shall be admissible from a date prior to the date on which the conveyance/vehicle is purchased or beyond the date on which it is disposed off.

13. In the case of an employee/officer who does not own vehicle (Scooter or Motor Cycle or Luna or Moped) duly registered in his name, he can claim the conveyance allowance only from such date a Scooter or Motor Cycle or Luna or Moped is purchased and is duly registered in his own name subject to his surrendering the Company vehicle along with the Driver if any allotted to him and furnishing necessary certificate in support thereof.

14. The employees to whom Conveyance Allowance is sanctioned shall not ordinarily use any departmental vehicle for travelling within the area of his jurisdiction/work at his Head-Quarters on official duty. Consequently the employee to whom the Conveyance Allowance is sanctioned is not precluded from accompanying in the Company vehicle used by another employee. Similarly, he is not precluded from travelling in a Company vehicle for some urgent or special work or for carrying a testing kit, etc. The important point here is that the question of deduction as per condition No.(15) below, will arise only when the employee in receipt of the Conveyance Allowance uses Company

vehicle for official work very often for journeys which in the opinion of the sanctioning authority could have been undertaken by the employee in his own vehicle in respect of which the Conveyance Allowance has been sanctioned.

15. If the employee/officer receiving Conveyance Allowance uses Departmental Vehicle for duty within the area of his jurisdiction/work at his Head Quarters, the cost involved shall be deducted from the Conveyance Allowance at such rate per kilometre as the concerned Head of Circle/ Zone may decide keeping in view the charges applicable for private use of Departmental vehicle.

16. The Conveyance Allowance shall not be sanctioned and paid to the employee who has purchased or who intends to purchase a Motor Cycle/Scooter or Luna/Moped for movements solely from residence to office and back.

17. The Conveyance Allowance granted shall be liable to be withdrawn/discontinued retrospectively or prospectively if in any case the concerned Competent Authority on his own or on the recommendations of any Supervising/Inspecting Officer/Units comes to the conclusion that it is or is being used as a source of profit or there is a breach of one or more of the above terms and conditions provided that the exact reason or reasons is/are recorded in writing before the order withdrawing or discontinuing the allowance is issued.

18. Necessary Office Order shall be issued by the concerned Competent Authority formally communicating sanction of the Conveyance Allowance in respect of the employee/officer under his jurisdiction after making requisite scrutiny with reference to the above terms and conditions and after ensuring that they are or will be fulfilled in each case.

19. Once the Conveyance Allowance is sanctioned to a particular employee, it should be continued to be paid subject to compliance of the conditions regarding monthly certificate, etc. so long as the sanctioning authority is satisfied that there has been no change in the nature of duties of the employee or extent of his local journeys/movement on duty within the area of jurisdiction to justify the withdrawal of the allowance.

Competent Authority

Sr. No.	Category	Competent Authority	Remarks
1	2	3	4
1)	Assistant Engineer/Dy. Executive Engineers (whether Civil or EHV) in-charge of Sub-Divisions where no vehicle is allotted and they regularly use their own Scooter/Motor Cycle for official work/duties.	Officer in-charge of Circle Office	While issuing orders or grant of Conveyance Allowance, Competent Authority should specify the area of jurisdiction/ work of the employee to whom Conveyance Allowance is granted.

Sr. No.	Category	Competent Authority	Remarks
1	2	3	4
2)	Other Employees in State-wise seniority working in Circle Office/ Zonal Office/Division/ Sub-Division provided vehicle is not allotted and they regularly use their own Scooter/ Motor Cycle for official work/duties.	Officer in-charge of Circle Office/ Zonal Office	
3)	Officers-in-charge of Major Stores in individual cases, where departmental vehicle is not allotted, after satisfying the fulfilment of the terms and conditions as amended from time to time from such date as deemed appropriate in each case.	Chief Engineer of concerned Zone	
4)	Pay Group III categories like (1) Technician Grade-III, II & I and (2) Such other equivalent categories higher than foregoing categories of employees working in Civil Construction Divisions, EHV O&M Divisions/ Construction Sub-Divisions etc. whose work/duties enjoin on them to move about on duty frequently within the area of their jurisdiction/ Head quarters but for which journeys they are not eligible to claim TA/DA.	Executive Engineer	If in the assessment of Executive Engineer, the nature of the duties of an employee working under him is such that he is required to travel on duty within his jurisdiction (without being able to claim TA/DA) in his own vehicle, he should be held eligible to get monthly Conveyance Allowance. If not he should not be granted such allowance.
5)	Jr. Security Officer/Junior Vigilance Officer who own and maintain in a good working condition their own conveyance (Moped or any other vehicle propelled by Petrol, Diesel but not Bicycle) and regularly use it for official work/duties having to move about on duty frequently within the area of their jurisdiction/ Head Quarters	Chief Security Officer / Chief Investigation Officer	

Sr. No.	Category	Competent Authority	Remarks
1	2	3	4
6)	In respect of the employees who are working in field and whose administrative control is exercised by the Officer working in Corporate Office.	An Officer of the rank of Superintending Engineer, equivalent and above who is exercising administrative control over the employee working in field Offices.	
7)	To extend or abridge the scope of coverage as considered appropriate and to decide/ resolve cases/issues involving any disputes/doubts in any matter relating to the above provisions including interpretation and application of terms & conditions.	Executive Director(HR)	

Classification of Two Wheeler Vehicles

Sr. No.	Engine capacity of two wheeler. (propelled by petrol)	Classification of Vehicles.
1.	95 C.C. and above	Motor Cycle.
2.	95 C.C. and above	Scooter.
3.	Less than 95 C.C.	Moped.

Addendum Twenty Two
[See Service Regulation 71(c)]

Conveyance Allowance For Local Movements

All employees in Pay Group III and IV, who own and possess two wheeler Auto driven Vehicle, shall be granted Conveyance Allowance in terms of petrol quantity in litres subject to following terms and conditions:

Terms and Conditions

- 1) The Conveyance Allowance i.e. 05 Litres of Petrol per month shall be admissible to all Pay Group III and IV employees provided they possess their own two wheeler auto driven vehicle (Motor Cycle/Scooter/ Luna /Moped etc.)

Note: i) *For the purpose of calculation of Conveyance Allowance payable to the employees, the cost of the fuel shall be reviewed once in a year in the month of April.*

ii) *The cost of Fuel with effect from 01-08-2011 shall be as under:*

Sr. No.	Name of City	Rate of Petrol (Per Litre)
1	<i>Kolhapur, Nagpur, Nanded & Kalyan</i>	<i>Rs. 71/-</i>
2	<i>All other places</i>	<i>Rs. 68/-</i>

- 2) The Conveyance Allowance, as above shall be drawn in the monthly salary bill.
- 3) The Conveyance Allowance as above shall be Payable to the eligible employee at proportionate rate in case the employee is absent for any reason or/on any kind of leave for a period of 15 days or more.
- 4) The employee who is in receipt of Conveyance Allowance under this provision shall not be entitled for "Transport Assistance Allowance" or any other Conveyance Allowance.
- 5) An employee who has been granted Conveyance Allowance as above shall not be entitled for reimbursement of Rikhsa/Taxi fare nor entitled to claim Kilometreage for official movements within the Headquarters
- 6) The allowance as above shall be payable to the eligible employees on production of undertaking in proforma prescribed below.
- 7) The drawing & disbursing officer shall be the Competent Authority for sanction of this allowance.

Proforma

UNDERTAKING

I, the undersigned, hereby declare that I own and possess a Motor Cycle/Scooter/Luna/Moped etc. The essential particulars of my vehicle and driving licence No. etc. are as follows :-

- (a) Vehicle Registration No. _____ Place _____
- (b) Make _____
- (c) Date of Purchase _____
- (d) Chassis No. _____
- (e) Engine No. _____
- (f) Insurance Policy No. _____ with name & Place of the Insurance Company, validity period _____
- (g) Driving Licence No. _____
- (h) Date of Driving licence/validity period _____

I hereby give undertaking that I would communicate in writing the date on which I dispose of the Vehicle, for any reason.

Signature : _____

Name : _____

CPF A/c No. : _____

Designation : _____

Name of Office

(If in Corporate Office, please mention Department/Section, where working)
(Name of Zonal/Circle/Division/Sub-Division/Sub Station)

Date:

Place:

Addendum Twenty Three
[See Service Regulation 71(d)]

Special Conveyance Allowance to the Blind and the Orthopaedically handicapped employees.

1) The employees, who are blind or Orthopaedically handicapped, with disability of lower extremities, generally requiring physical assistance for going to and coming from the place of their duties, will be entitled to the Special Conveyance Allowance at the rates shown below subject to the terms and conditions specified thereunder:-

Sr. No.	Pay Group	Rate of Conveyance Allowance per month with effect from 01-04-2010	
		'A-1' and 'A' Class Cities	Other Places
1	Pay Group-I	2,400/-	1,200/-
2	Pay Group-II	1,200/-	750/-
3	Pay Group-III & IV	750/-	750/-

i) The 'A1' and 'A' Class cities mentioned above will be cities as classified for the purpose of Local Compensatory Allowance.

ii) Employees residing within the distance of one kilometre from the place of working or in the combined premises of place of working and residence shall be entitled for Conveyance Allowance at half the rate shown above, however, if after making half of the rate if it comes to less than Rs. 750/- then it may be granted at the minimum rate of Rs. 750/- per month.

iii) An Orthopaedically handicapped employee will be eligible for Conveyance Allowance only if he or she has minimum of 40% permanent partial disability or either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together. For purposes of estimation of disability, the standards as contained in the manual for Orthopaedic Surgeon in Evaluating Permanent Physical Impairment brought out by the American Academy of Orthopaedic Surgeons, USA and published on their behalf by Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply.

iv) The Conveyance Allowance will be admissible to the Orthopaedically handicapped employee on the recommendations of the Orthopaedic Department of a Government Hospital.

v) In the case of blind employee, the allowance will be admissible on recommendations of the Head of Ophthalmological Department of Government Hospital.

vi) This allowance shall not be admissible to the employees to whom the facility of Company Transport/Vehicle is provided.

- vii) The allowance will not be admissible for the period of absence exceeding 30 days on account of leave (except Casual Leave), Training, Tour, joining time etc. and during the period of suspension.
- 2) The Head of Department will be the Competent Authority for sanctioning the Special Conveyance Allowance on the terms and conditions prescribed in (1) above.
- 3) On receipt of written applications from the concerned employees, it shall be the responsibility of the Head of the Department to refer cases to Head of the Orthopaedics Department of Government Hospital or Head of the Ophthalmological Department of Government Hospital, as the case may be, for their recommendations.
- 4) The allowance may be granted with effect from the date the recommendation of the concerned medical authority is received by the Head of Department.
- 5) In cases where handicapped employees are referred by the Heads of Department concerned to the appropriate medical authorities i.e. Government Hospital, located at stations outside their Head Quarters, for getting recommendations for grant of Special Conveyance Allowance, the concerned employees shall be entitled to the Travelling Allowance excluding Daily Allowance.
- 6) The period spent on the journey as well as for halt at hospital is to be treated as duty.
- 7) The expenditure, if any, incurred by such employees for making payment to such hospitals will be reimbursed treating it over and above the normal reimbursement of medical expenditure permissible under the Regulations.

Addendum Twenty Four
[See Service Regulation 81(c)]

Travelling Allowance to Outside Faculties and Retired Officers for delivering Lectures shall be regulated as under:

- 1) To pay lumpsum amount towards Travelling Allowance expenses equivalent to AC 2 tier fare (both ways) to the outside Faculties/Retired Officers of the MSEB/MSETCL who have been called for delivering the lecture at Training Centres or any other place. There would be no necessity to submit any documentary evidence for the journey undertaken.
- 2) To pay lumpsum amount of Rs. 150/- towards local conveyance charges for movement from place of Stay(halt)/Bus/Railway Station to Training Centre or place of delivering the Lecture and vice versa. There would also be no necessity of producing any documentary evidence/bill for payment of local conveyance charges.
- 3) The above payment shall be made to the outside faculties/retired officers of MSEB/MSETCL immediately after delivering the lecture.
- 4) The Executive Director(HR) in consultation with Director(Finance) is authorized to interpret the above provision and clarify the doubts, if any.

Addendum Twenty Five
[See Service Regulation 82(d)]

Rules regarding grant of advance of Travelling Allowance on tour, Transfer Allowance and Pay on transfer and also advance of pay on shifting of headquarter of office shall be as under:

1. Advance on Tour

Full amount of the estimated Travelling Allowance Bill irrespective of terms of appointment of employees shall be admissible on tour.

2. Advance on Transfer

- (i) All employees who have put in less than one year service shall be entitled for 50% of the estimated Transfer Allowance.
- (ii) All employees who have put in one year's service but less than 3 year's service shall be entitled for 75% of their estimated Transfer Allowance.
- (iii) All employees who have put in 3 years or more service shall be entitled for Full amount of their estimated Transfer Allowance.

3. The extent of advance specified above shall be granted and recovered as per rules given hereunder:

- i) Employees who have not completed 6 months' service shall not normally be transferred unless due to exigencies of administration.
- ii) No fresh advance shall be granted to an employee unless earlier advance has been settled. The advance that has remained unrecovered shall be recovered in full from the salary payable to the employee.
- iii) Effective steps shall be taken to effect recovery of advances and in case it is found that the advance given to an employee against Travelling Allowance is not settled within 2 calendar months following the month in which the journey was performed, the amount of such advance shall be recovered in full from the salary bill of the employee concerned.
- iv) Every employee shall declare in his Travelling Allowance Bill the amount of advance taken against that bill. In case no advance is taken against that bill this fact shall also be recorded therein.
- v) Employees who are transferred at their own request shall not be eligible to any advance.

4. Advance of Pay on Transfer

- (i) All employees who have put in less than one year service shall be entitled for Pay Advance equal to the undisbursed pay of their tenure.

- (ii) All employees who have put in more than one year's service shall be entitled for One month's Basic Pay.
- (iii) The Advance of pay shall be recovered in not more than 3 instalments. The recovery shall start from the month following the month in which the advance is paid, irrespective of the fact that the employee is relieved or not.

5. Advance of Pay on Shifting of Headquarter of Office

- (i) Pay Advance equal to two months basic pay shall be granted to the employees in Pay Group III and IV on their transfer from one office to another at different stations due to shifting of headquarters of the concerned office, if warranted by the circumstances. However, if there is no change in residence such advance should not be given even if Head quarter is changed.
- (ii) The recovery of this Pay Advance shall be made in 24 monthly instalments commencing from the month following the month in which the same has been drawn.

6. The Competent Authorities shall be as prescribed in Tenth Schedule.

Addendum Twenty Six
[See Service Regulation 85(h)(7)]

The procedure for intimation of acquisition of property, submission of periodical Property Returns and levy of fine for delay in either submission or transmission of Property Returns

1. An employee who is acquiring immovable property has to intimate to the Competent Authority well in advance, his intention of acquiring immovable property either in his name or in the name of any member of his family with details of such property and the source of finance in the **Format-7**.
2. Similarly, a Pay Group-I or Pay Group-II employee who wants to acquire movable property whose value exceeds Rs. 10,000/- or a Pay Group III or Pay Group-IV employee who wants to acquire movable property whose value exceeds Rs. 5,000/- either in his name or in the name of any member of his family should report to the Competent Authority his intention for acquiring movable property with details of such property and the source of finance in the **Format-7**.
3. All employees (other than employees in Pay Group IV) or the employees promoted from Pay Group IV post to Pay Group III post shall declare all immovable and movable property held by them as on the date of entry into the Company or on the date of joining to the post in Pay Group III on promotion, within three months from the date of joining on appointment or promotion, as the case may be, in **Format-8 & Format-9** and thereafter submit a further declaration in **Format-10 & Format-11** at an interval of five years, indicating the subsequent changes as on 31st day of March, which may have occurred in the movable and immovable property and reasons thereof, before 30th day of June of the year immediately following the period to which the return relates in a sealed cover to the Head of the Office (not below the level of Sub-Division) in which he is working for onward transmission.
4. The sealed cover should contain following details on the cover itself. It may be noted that Property Returns submitted openly or in loose forms or in deviation of instructions contained below shall not be entertained, and it will be presumed that such employee has not submitted the return.

- “
- | | | |
|-----|--|---|
| 1) | Full Name | : |
| 2) | Designation | : |
| 3) | C.P.F. A/c No. | : |
| 4) | Place of working | : |
| 5) | Sub-division & Division | : |
| 6) | Circle | : |
| 7) | Zone | : |
| 8) | Property return as on | : |
| 9) | Movable Return in form | : |
| 10) | Immovable Return in form | : |
| 11) | Total Pages | : |
| 12) | Date of Submission | : |
| 13) | Name of Designation & Office to whom submitted | : |

Signature of employee ”

5. The employees should obtain dated acknowledgement from his Head of the Office (not below the level of Sub-division) or dealing assistant or any other official as may be decided by the Head of the office in token of submission of the returns in the sealed cover. In absence of such dated acknowledgement, it shall be presumed that the employee has not furnished the returns and shall be liable for the fine for non submission of returns as prescribed hereinafter.

6. The acknowledging Officer or official as prescribed above, before accepting the returns shall ensure the observance of instructions by the employee. Thereafter he shall cite his full name, CPF A/c No. Designation and date of receipt of returns in the acknowledgement given to the employee and should also record all these details simultaneously on the cover of sealed envelope submitted by the employee. This sealed cover should be placed in another envelope marked as Confidential and shall be forwarded directly to the appropriate Competent Authority by the Head of the office acknowledging the returns. The Head of Office or the official or the dealing assistant receiving the return shall be responsible for the forwarding of the property returns to the appropriate Competent Authority directly by end of next calendar month from the date of submission by the employee failing which he shall be liable personally, in each case, for the fine @ 10% of the scale of the fine specified for employees in pay group-III for non submission of the property returns as prescribed in Para 9 below.

7. The appropriate Competent Authority on receipt of confidential envelope containing sealed envelope from the Head of Office shall open confidential envelope to verify the date of submission of the property return and date of forwarding and ascertain whether any delay is occurred either in submission or forwarding or both and if so, issue office order for recovery of fine from the employee for delayed submission or from the acknowledging officer or official prescribed in Para 5 for delay in forwarding, as the case may be. Thereafter sealed envelopes should be filed in the Property Return file of individual employee.

8. The Ledger Cloth Lined Envelopes and A-4 size paper for return should be used as far as possible by the employees for submitting their Property Returns in sealed cover. The size of the envelope should be oversize than the form of property return in such a way that after putting property returns without folding inside the envelope, there should be sufficient margin and space for punching and filing the envelope without damaging the property return kept inside the sealed cover.

9. The fact of non-submission of property returns by the employee in time shall ipso facto liable him for a fine @ Rs. 100/- per completed calendar month for first three (3) months and @ Rs. 200/- per completed calendar month thereafter till the month in which the delayed returns are furnished, without any further communication calling written explanation on this count in respect of employees in Pay Group III. In case of employees in Pay Group II, said fine shall be @ Rs. 200/- per completed calendar month for first three (3) months and @ Rs. 400/- per completed calendar month for subsequent months. Similarly, in case of employees in Pay Group I, the said fine shall be @ Rs. 400/- per completed calendar month for first three (3) months and @ Rs. 800/- per completed calendar month for subsequent months. No appeal shall lie against this fine.

10. The sealed cover should be opened only when there is a requisition for supplying copies by the Anti-Corruption Bureau, Police Department, Disciplinary Action Cell or any other authority concerning vigilance, etc. for investigating the complaint against the employee or when the Competent Authority is required for grant of permission to acquire property. The procedure for opening of sealed covers containing Property Returns shall be as follows:

“Whenever copies of Property Returns are requisitioned by any of the authorities referred to above, the sealed covers shall be opened by the assistant dealing with the Property Returns in presence of any two officers in Pay Group I or II. The fact of opening of sealed cover shall be reduced in writing in a Record Sheet by the assistant dealing with the Property Returns, in duplicate. The description of the returns and number of pages found in envelope (not the contents declared by the employee in property returns) after opening sealed envelope may be listed in such Record Sheet and shall be signed by all the concerned in whose presence the sealed cover is opened. One copy of his Record Sheet along with a copy of letter under which the Property Returns are supplied to the requisitioning authority shall be placed inside the opened envelope and the said cover is sealed again. Another copy of Record Sheet along with office copy of letter to requisitioning authority may be kept by assistant dealing with Property Returns, separately.”

Addendum Twenty Seven
[See Note 8 below Service Regulation 88(a)(vi)]

Procedure for submission of proposals of revocation of Suspension of employees.

1. All the concerned Authorities who have placed the employees under suspension are required to forward full details of all such cases in the **Format-13**. Separate format should be used for each case and the report submitted to the Officer-in-charge of Disciplinary Action Cell in Corporate Office, Mumbai for the cases to be dealt-with in Corporate Office. The cases pertaining to the Committee in the field may be forwarded to the concerned Chief Engineer directly by the Competent Authority (without routing through the normal channel).
2. Such proposal should be forwarded before 10th of month following the quarter for e.g. proposals for quarter ending June 2012 should be forwarded before 10th July 2012 and so on.
3. The Officer-in-charge of Disciplinary Action Cell in the Corporate Office shall render necessary assistance to the Suspension Revocation Committee in the Corporate Office for preparing the report of review and arranging the meetings of the Committee. The Officer-in-charge of HR in the concerned Zone shall render necessary assistance to the Suspension Revocation Committee at Zonal level and also arrange the meetings in consultation with the Chairperson. The meetings of Suspension Revocation Committee are to be arranged quarterly.
4. In case of employee whose period of suspension exceeded six months and who is acquitted from the ACB/Criminal case by the Competent Court may be decided by the Chairperson of the respective committee without placing the case to the revocation committee.

Addendum Twenty Eight

(See proviso to Service Regulation 93)

Rules and procedure for appointment of Outsiders/retired Officers as Enquiry Officers for conducting the departmental enquiries.

1) The Chairman & Managing Director in consultation with the Director(Finance), Director (Operations), Director(Projects) and Executive Director(HR) is authorized -

(i) to appoint either retired Officers of the Company or retired Officers worked with erstwhile MSEB viz. Chief Engineer, Executive Director, Director and equivalent or Retired Government Civil Officer as Enquiry officers for conducting the departmental enquiries against Executive Engineers (equivalent and above) ordered by the Competent Authority prescribed in the Service Regulations, if the Assistant General Manager (HR)/Assistant General Manager (F&A), Superintending Engineers, Chief Engineers, Executive Directors (equivalent as the case may be) are not in a position to undertake the work of Enquiry Officer because of work-load.

(ii) to decide fees to be paid to such Enquiry Officer depending upon the amount of Loss involved and gravity of each case but not more than Rs. 20000/- (Lump sum) per case.

2) The empanelment of retired officers as shown above having impeccable integrity shall be done.

3) The retired officers of the Company or retired Officers worked with erstwhile MSEB of the rank of Executive Engineers, Sr. Managers(F&A), Sr. Managers(HR), equivalent and above may also be appointed as Enquiry officers for conducting the departmental enquiries in respect of employees/ officers below the rank of Executive Engineer and to pay the fees of Rs. 5000/- (inclusive of all charges) per case for conducting the enquiries.

Provided that the Disciplinary Authority in the field may appoint any retired Pay Group-I Officer in case senior retired Officers as mentioned above are not available, to expedite enquiries.

4) The Travelling Allowance and Daily Allowance shall be paid on par with the Company's equivalent Officers.

5) The Travelling Allowance / Daily Allowance expenses may be regulated from present residence of retired officer or a place within the State of Maharashtra from where such retired officer started his journey for conducting the enquiry limited to what would have been payable as for the journey from the place of present residence to the place of enquiry irrespective of the fact that he is retired from any of the place.

6) The payment of fees and Travelling Allowance / Daily Allowance of the retired Enquiry Officers shall be made from the office of the Officer not below the rank of Executive Engineer under whose jurisdiction the delinquent employee is working after following the due procedure.

7) The fees to be paid is exclusive of stationery, typing, Xeroxing, Postages and Fax charges which will be borne by the Company by way of payment to the concerned service provider/ Agency directly or through reimbursement to the retired officers if incurred by him. The payment of fees and other payables shall be arranged by the concerned Competent Authority (viz. the Disciplinary

Authority which has assigned the enquiry) on receipt of Enquiry Report with findings. The payment of fees and other payables to Enquiry Officer may be arranged by the concerned Competent Authority within a month from the date of submission of claim by him.

8) The Company Representative has to make arrangements for writer and other clerical arrangements for recording of proceedings including stationery during the enquiry. He shall also make arrangements for Rest House or Conference Room or any other suitable place for sitting and conducting the enquiry and to intimate the Enquiry Officer accordingly on telephone and subsequent confirmation through SMS, e-mail, Fax or letter for enabling him to incorporate the said details while conveying the date fixed for enquiry.

9) The Company Representative may extend facility of vehicle to Enquiry Officer for local movements whenever necessary and feasible. The retired officers appointed as Enquiry Officer shall also be entitled for actual reimbursement of Riksha/Taxi charges at the place of visit limited to Rs.50/- (to & fro) per occasion, if the facility of vehicle could not be extended by the Company Representative.

10) The Company Representative shall ensure that he attends the enquiry well prepared without seeking postponement of enquiry and present Company's cases during the enquiry effectively. He shall issue letters to the Company's witness well in advance no sooner the date & venue is fixed. The Company Representative should also ensure that the enquiry is not postponed for want of proper arrangement to conduct enquiry or for any other reason.

11) The respective Disciplinary Authorities delegated with powers under schedule 'C' to Employees' Service Regulations may issue the letter of appointment to the Enquiry Officer in the usual proforma as per **Format-18** attaching the general terms and conditions as per the **Format-19**. However, before issuing such letter concerned Disciplinary Authority shall ensure on telephone, fax, e-mail, SMS or any other prevailing mode of communication from such retired officer that he is available for conducting and completing the enquiry within the stipulated period.

12) The Disciplinary authority is at liberty to appoint retired Officers as an Enquiry Officer as per his choice after confirming the nature of experience possessed by the concerned and the area of work done, subject to following conditions.

- (i) The status of such retired officers should have been above the level of delinquent employee.
- (ii) Such retired Officers should have impeccable integrity while in the service of the MSEB/Company.

13) A panel of the retired Pay Group I officers who is to be appointed as enquiry officer shall be prepared and approved by the Committee consisting of Chief Engineer as Chairman and one Officer from HR and one Officer from Finance & Accounts as Members for appointing as Enquiry Officers at Zonal level.

14) Similarly the panel of retired Pay Group I officers who are to be appointed as enquiry officer shall be maintained by the Disciplinary Action cell in Corporate Office. The request/need for appointment of retired officers as Enquiry Officers shall be examined by the Disciplinary Action Cell and with the approval of the Director(Operations) for technical cadre and Director(Finance) and Executive Director(HR) for their respective cadres.

- 15)** The disciplinary authorities should ensure that the retired officers to whom the enquiry has been entrusted shall complete the enquiry and submit findings within 2 months from the date of appointment.
- 16)** The Executive Director (HR) in consultation with Chief General Manager(HR) is delegated with powers to amend or alter the procedure and criteria for empanelment of the retired officers.

Addendum Twenty Nine
[See Service Regulation 103(h)]

Rules for grant of incentive increment to technical employees who pass Section A and B Examinations conducted by the Institution of Engineers (India) or Section A and B of the Associate Member of Institution of Electronics & Telecommunication Engineers Examination or a recognized Degree in Engineering while in service.

1) One advance increment may be granted as an incentive to technical employees irrespective of the Pay Group to which they belong (including Sub-Engineers and equivalent technical categories) who pass Section A and Section B Examinations conducted by the Institution of Engineers (India) or a recognized Degree in Engineering while in service provided such qualification is considered by the Competent Authority as directly connected with and relevant to the duties assigned to them.

***Note 1:** The Technical employees who pass Section A and B of the Associate Member of Institution of Electronics and Telecommunication Engineers (AMIETE) Examination while in service are held eligible for grant of one advance increment as an incentive on par with AMIE from the date of declaration of the result of the final examination subject to fulfilment of all other conditions*

***Note 2:** In case of an employee working as a Sub-Engineer or equivalent technical category who has been promoted/appointed to higher post prior to declaration of result of Section A and Section B Examinations conducted by Institution of Engineers (India) or a recognized Degree in Engineering while in service but has not been relieved for administrative reason, the advance increment in the Pay scale of the higher post may be granted to him from the date of reporting for duty on higher post.*

2) The advance increment may be granted retrospectively from the date of declaration of results of the final examination as indicated in Mark List or as confirmed by the Institution provided this date is after the date of joining the service.

3) If the aforesaid qualification viz. AMIE/AMIETE or a recognized Degree in Engineering has already been considered by the Competent Selection Panel at the time of Selection of the employee for initial appointment then no additional benefit of advance increment shall be admissible.

4) The above Scheme shall be open to all Technical employees (including Sub-Engineers and employees belonging to equivalent categories) appointed on regular basis and also on temporary basis after selection by the Competent Selection Committee provided such temporary employees have completed at least one year service in the Company before passing the aforesaid examinations.

5) An employee covered by above Scheme shall be entitled to the incentive increment of the post held by him on the date of the passing final Examination.

6) This benefit will not be granted if he has been already granted advance increment for acquiring any other Post-Graduate Degree or Diploma or any other Professional qualification. Similarly, an employee who is granted the benefit of above incentive Scheme shall not be eligible for any advance increment for acquiring any other qualification under regulation 103(c).

7) If the employee entitled for an advance increment under this Scheme has reached maximum of the scale of pay in which the advance increment is applicable, he shall be granted special pay equal to one advance increment with effect from the date on which the advance increment is admissible. (The rate of the monthly special pay shall be equal to the rate of increment applicable).

8) The benefit under this Scheme may be sanctioned by the following authorities:

- | | |
|---|---------------------------------------|
| 1) For Technical Employees in Pay Group I | Director/Executive Director concerned |
| 2) For Technical Employees in Pay Group II in Corporate Office. | Chief Engineer (HRD) |
| 3) For Technical Employees in Pay Group II in Field | Chief Engineer concerned. |
| 4) For Sub Engineers and equivalent Technical categories. | Chief Engineer concerned. |

9) The Executive Director (HR) is authorized in consultation with the whole time Directors to issue such further detailed instructions/clarifications as deemed necessary and appropriate for properly implementing/ regulating the above Scheme but not inconsistent with the provisions.

Addendum Thirty
[See Service Regulation 103(i)]

Terms and conditions to grant two additional increments to employees in the technical categories in lieu of demand of separate wage structure.

- 1) The category must have been classified as 'Technical' under Recruitment Regulations and should have been prescribed qualification as ITI. The non-qualified technical employees working in the categories specified below shall also be covered for this benefit.
- 2) The technical category must be falling in Appendix- 'A' requiring to work for 8 hours and are not entitled to avail 2nd & 4th Saturdays, Public Holidays and Local holidays except six paid holidays.
- 3) The technical category carrying pay scale on par with engineering categories like Sr. Operator, Head Supervisor etc., however, shall not be entitled to these two additional increments.
- 4) The two increments shall be added to the stage of existing basic pay drawn as on 01/07/2005 by the technical employees concerned.
- 5) The technical employees falling in the categories shown below are eligible for 2 additional increments w.e.f. 01-07-2005 even if they have been granted the higher pay scale under GO-74 dated 30-04-1974.
- 6) In the case of new entrants, the basic pay shall be minimum of the existing pay scale plus two increments.

—

Categories of Technical Employees eligible for two additional increments

I		8040-155-8815-185-10665-220-15725	IV		9570-325-11195-360-14795-390-27275
	1	Technician Grade IV		1	Technician Grade-I
	2	Cable Jointer (Mate)		2	Operator
	3	Skilled/Semiskilled Artisan (SSA)		3	Sub Overseer Grade-I
II		9020-220-10120-295-13070-325-22495		4	Technical Supervisor
	1	Technician Grade-III/Artisan 'C' Civil Mistry		5	Cable Jointer
	2	Laboratory Attendant		6	Meter Inspector
III		9300-295-10775-325-14025-360-25545	V		13145-540-15845-565-21495-660-33655
	1	Technician Grade-II		1	Line Construction Foreman
	2	Assistant Operator		2	Head Foreman
	3	Surveyor Grade-II			

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SCHEDULE 'A'

MINOR LAPSES
[See Service Regulation 86(b)]

Sr. No.	Nature of Minor Lapses
1	Late Attendance on more than 3 occasions in a month.
2	Irregular Attendance.
3	Asking for extension while on Leave without sufficient cause.
4	Absence without prior permission.
5	Untidiness and Slovenliness.
6	Instances of Carelessness of minor nature.
7	Minor negligence in the discharge of duties assigned.
8	Instances of Slack Supervision.
9	Dilatory disposal.
10	Laxity and Impromptitude in attending to assignments.
11	Act of indiscretion in minor matters.
12	General inefficiency in disposal.
13	Instances of lack of normal Courtesy towards colleagues and subordinates.
14	Lacking in sense of respect towards Superiors (not amounting to disrespect or insubordination).
15	Discourtesy and undignified behaviour with the members of the Public (not amounting to Insolence or Insult).

Note: Any of the above instances of misbehaviour may, at the discretion of the Disciplinary Authority, be treated as an act of misconduct according to the circumstances and gravity of the misbehaviour.

SCHEDULE 'B'**ACTS OF MISCONDUCT**

[See Service Regulation 86(c)]

Sr. No.	Nature of Acts of Misconduct
1	Leaving Headquarter without prior permission.
2	Unauthorised use of vehicles of the Company.
3	Abuse or misuse of the Company's Property.
4	Collusion with any person with a view to depriving the Company of its Revenues or other Dues.
5	Causing Loss of Company's Materials or Property.
6	Gross negligence resulting in or likely to result in Loss to the Company.
7	Causing damage to the Property of the Company or failure where it was reasonably necessary and possible to prevent damage to or Loss of Company's Property.
8	Failure to exercise efficient Control and Supervision on the subordinate resulting in general inefficiency of the Branch or Unit.
9	Indiscipline.
10	Any disruptive activity in the Company.
11	Unruly behaviour in the course of Official Duty.
12	Insubordination, Insolence, Impertinence, Rude and Uncivil behaviour or commission of any act subversive of good behaviour.
13	Disobedience of any Order of the Superior Officer or a Senior Officer.
14	Theft, Embezzlement, Fraud, Falsification of Account, Tampering with official documents, Breach of Trust, Misappropriation or Dishonesty in connection with the Affairs or Property of the Company.
15	Acts of disloyalty to the Company.
16	Instigating other to Stay away or to Disobey Orders or to Strike Work except in accordance with the provisions of any Law for the time being in force.
17	Unauthorised Stoppage of Work or any other action in furtherance of Stoppage of Work (except in accordance with the provision of any Law for the time being in force) or Wilful Slowing down in Performance of Work and/ or Abetment or Instigation thereof.

Sr. No.	Nature of Acts of Misconduct
18	Creating disaffection among the Staff or Workers or holding meeting in and outside the Company's premises which are likely to cause disaffection in the Company.
19	Sabotage.
20	Unauthorised disclosure of any Official Information or Document or Information acquired in the course of Duty.
21	Accepting or permitting any member of his family to accept any Gifts without the sanction of the Competent Authority (except as provided in the regulation 85 [e]), or failing to report to the Competent Authority of the Gifts accepted in excess of the limits prescribed in the regulation 85 (e), Gratuity or Reward or Gratification or Bribe or any Favour or Promise of Favour, or for doing or not doing any Official act or for maintaining a congenial relation for any future advantage or favour, indirectly from any member of the Staff or from any member of the Public.
22	Breach of any Rules, Regulations, Circulars, Orders or Instructions.
23	Negligence or Neglect of Work.
24	Collection of subscriptions or canvassing membership for any Trade Union or for any Institution or Body or Organisation or holding meetings within the premises of the Company, without prior permission of the Company or of the Competent Authority appointed by it, except in accordance with the provision of any Law for the time being in force.
25	Failure to sever completely his connection with any Private Business, Trade or Vocation or Service at the time of taking up employment under the Company.
26	Doing any Private Business or being engaged in Trade or Vocation directly or indirectly or in partnership in any manner while in the Company's service.
27	Accepting an appointment or Office in any outside Institution or Body either as paid Officer or in any Honorary capacity without prior permission of the Company or any authority appointed by it in this behalf.
	<i>Note :- Honorary Secretaryship of a Club or a Social or Professional Institution does not constitute an employment in the sense of the clauses 25, 26 & 27, provided that it does not interfere with the duties under the Company.</i>
28	Failure or reluctance to give full and correct information which the employee possesses with regard to his own antecedents and record or any other matter connected with the Company's affairs or in connection with any offence or any irregularity committed by himself or any other person within his knowledge when demanded by his Superior Officers or any other Appropriate Authority.

Sr. No.	Nature of Acts of Misconduct
29	Making a False Statement or making False Complaint.
30	Adjudgement or declaration of the employee as Insolvent.
31	Habitual Indebtedness.
32	Gambling and Speculation in investments or Satta.
33	Bidding or tendering for supply to the Company or for purchasing any Property of the Company either in person or through any Agent or in partnership with any other person. (The Competent Authority appointed by the Company in this behalf may give permission in specific cases for purchase by the employee of any articles of the Company that are to be disposed of).
34	Making an unauthorised statement to the Press or contributing any article in the Press or any Magazine or writing a letter either anonymously or in his own name or in the name of any other person to any Newspaper or Periodical or participation in a Radio Broadcast on any Official matter without the sanction of the Company or any authority empowered by it for ventilating grievances through the Press or Leaflets. Provided that no such sanction shall be required if such Broadcast or such contribution is of a purely Literary, Artistic, Scientific character.
35	Neglecting to use Safety Equipments, Devices and to abide by the Safety Instructions issued from time to time while on duty.
36	Use of any Printed, Manuscript, Typed or Cyclostyled material, except the Text Books, Circulars, General Orders, Correction Slips, etc. as are prescribed for the Departmental Examinations or resorting to any unfair means so as to induce or pressurise or threaten the Examiner or any other authority connected with the Departmental Examination, including the Entrance Examination and Test, to obtain favourable results in the said Examination/ Test.
37	Having a close link with any of the Organisations declared by the Government of India to be indulging in activities prejudicial to Internal Security, Public Safety and maintenance of Public Order or membership of or association with any body or Organisation declared unlawful after it was so declared or participating in or associating with any activity or programme- i. aimed at the subversion of the Constitution; or ii. aimed at the organised Breach or Defiance of the Law involving violence ; or iii. prejudicial to the interests of the Sovereignty and Integrity of India; or

Sr. No.	Nature of Acts of Misconduct
iv.	which promotes, on grounds of Religion, Race, Language, Caste or Community, Feelings of Enmity or Hatred between different Sections of the People or Association with Organisations engaged in subversive activities in secret, Organisations which while professing to work in a democratic way, in fact engage in activities to overthrow the present political system or Organisations which have Foreign inspiration and Liaison for similar objectives.
38	Practicing Bigamy and/ or contracting second/subsequent marriage having Spouse living notwithstanding any provision under Personal Law applicable to employee without prior approval of the Competent Authority.
39	Sexual harassment of Women Employees at work place.
40	Employment of any Child below the age of 14 years for domestic or any other work by himself or permit any member of his family or any person acting on his behalf.

SCHEDULE 'C'

DISCIPLINARY AUTHORITIES TO IMPOSE PUNISHMENT AND HEAR APPEALS
(See Service Regulations 92, 93 & 94)

Sr. No.	Category of Employees	Disciplinary Authority	1 st Appellate Authority (for 1 st Appeal)	2 nd Appellate Authority (for 2 nd Appeal)
1	2	3	4	5
1	Officers in Pay Group – I of the rank of Chief Engineer & above			
	(a) Executive Directors on Technical Side	Director concerned	Chairman & Managing Director	Board
	(b) Executive Director(HR)	Chairman & Managing Director	Board	–
	(c) Chief Engineers and other Head of the Departments	Officer not below the rank of Executive Director concerned	Director concerned	Chairman & Managing Director
2	Officers in Pay Group-I of the rank of SE and above.			
	(a) Technical Cadre including IT/Stores Cadre	Officer not below the rank of Executive Director concerned	Director concerned	Chairman & Managing Director
	(b) HR and allied Cadres	Officer not below the rank of Executive Director concerned	Chairman & Managing Director	Board
	(c) Finance & Accounts Cadres	Officer not below the rank of Executive Director concerned	Officer not below the rank of Director (Finance)	Chairman & Managing Director
3	Officers in Pay Group-I below the rank of SE			
	(a) Technical Cadre including IT/Stores Cadre	Officer not below the rank of Chief Engineer concerned	Officer not below the rank of Executive Director concerned	Officer not below the rank of Director concerned

Sr. No.	Category of Employees	Disciplinary Authority	1 st Appellate Authority (for 1 st Appeal)	2 nd Appellate Authority (for 2 nd Appeal)
1	2	3	4	5
	(b) HR and allied Cadre	Officer not below the rank of Chief Engineer concerned	Officer not below the rank of Executive Director concerned	Officer not below the rank of Director concerned
	(c) Finance & Accounts Cadre	Officer not below the rank of Chief Engineer concerned	Officer not below the rank of Executive Director concerned	Officer not below the rank of Director concerned
	(d) V&S Cadre	Officer not below the rank of Chief Engineer concerned	Officer not below the rank of Executive Director concerned	Officer not below the rank of Director concerned
4	Employees in Pay Group-II			
	(a) Technical Cadre including IT/Stores Cadre	Officer not below the rank of Superintending Engineer concerned	Officer not below the rank of Chief Engineer concerned	Officer not below the rank of Executive Director concerned
	(b) HR and allied Cadre	Officer not below the rank of Superintending Engineer concerned	Officer not below the rank of Chief Engineer concerned	Officer not below the rank of Executive Director concerned
	(c) Finance & Accounts Cadre	Officer not below the rank of Superintending Engineer concerned	Officer not below the rank of Chief Engineer concerned	Officer not below the rank of Executive Director concerned
	(d) V&S Cadre	Officer not below the rank of Superintending Engineer concerned	Officer not below the rank of Chief Engineer concerned	Officer not below the rank of Executive Director concerned

Sr. No.	Category of Employees	Disciplinary Authority	1 st Appellate Authority (for 1 st Appeal)	2 nd Appellate Authority (for 2 nd Appeal)
1	2	3	4	5
5	Employees in Pay Group-III			
	(a) Technical Cadre including Stores Cadre	Officer not below the rank of Executive Engineer concerned	Officer not below the rank of Superintending Engineer concerned	Officer not below the rank of Chief Engineer concerned
	(b) HR and allied Cadre	Officer not below the rank of Executive Engineer concerned	Officer not below the rank of Superintending Engineer concerned	Officer not below the rank of Chief Engineer concerned
	(c) Finance & Accounts Cadre	Officer not below the rank of Executive Engineer concerned	Officer not below the rank of Superintending Engineer concerned	Officer not below the rank of Chief Engineer concerned
	(d) V&S Cadre	Officer not below the rank of Executive Engineer concerned	Officer not below the rank of Superintending Engineer concerned	Officer not below the rank of Chief Engineer concerned
6	Employees in Pay Group-IV			
	(a) Technical Cadre	Officer not below the rank of Deputy Executive Engineer concerned	Officer not below the rank of Executive Engineer concerned	Officer not below the rank of Superintending Engineer concerned
	(b) HR and allied Cadre	Officer not below the rank of Deputy Executive Engineer concerned	Officer not below the rank of Executive Engineer concerned	Officer not below the rank of Superintending Engineer concerned
	(c) V&S Cadre	Officer not below the rank of Deputy Executive Engineer concerned	Officer not below the rank of Executive Engineer concerned	Officer not below the rank of Superintending Engineer concerned

Note 1: i) *In Case of common misconduct or incident involving more than one employee and/ or falling under the jurisdiction of more than one Disciplinary Authority specified above, the authority competent to initiate disciplinary action against the employee of the highest rank amongst the employees involved in such a case and under whose jurisdiction the incident occurred, shall be the Disciplinary Authority to initiate/take disciplinary action against all the employees involved. The appeal against the decision of the Disciplinary Authority shall lie with the Authority immediately next above in the same hierarchy.*

However, in case of disciplinary action of common acts of misconduct or incident involving more than one employee arises where highest ranking employee has ceased to serve the Company for any reasons as on the date of initiating disciplinary action, the Disciplinary Authority in such cases shall be decided on the basis of residual serving employees only, (excluding employees who are not in service for any reason) on the date of initiating disciplinary action.

Further, if the actions are already initiated by any authority higher than the Disciplinary Authority in view of involvement of highest ranking employee who ceases to be an employee of the Company for any reason, shall continued to be dealt with by the same authority in view of proviso to regulation 5.

ii) *Where employees of the equivalent rank from different cadres are involved in case of common misconduct or incident and belongs to the category of Superintending Engineer equivalent or above, the Chairman & Managing Director shall decide as to who should act as the Disciplinary Authority to initiate/take disciplinary action against them.*

iii) *(a) Where Pay Group-I employees of equivalent rank from different cadres belonging to the category below the level of Superintending Engineer or equivalent are involved in case of common misconduct or incident, the Executive Director(HR) shall decide as to who should act as the Disciplinary Authority to initiate/take disciplinary action against them.*

(b) Where Pay Group II, III and IV employees of equivalent rank from different cadres are involved in case of common misconduct or incident, the Head of Department or any lower authority who is competent to initiate action against the employee of the highest rank involved in the incident shall decide as to who should act as the Disciplinary Authority.

Note 2: *In the event of an employee committing an act of misconduct within the jurisdiction of one Disciplinary Authority and the employee subsequently getting transferred within the jurisdiction of another Disciplinary Authority or*

placed under the administrative control of another Disciplinary Authority for any administrative reason, the Disciplinary Authority indicated in Schedule 'C' under whose jurisdiction the incident has occurred shall be Disciplinary Authority in this case also.

Provided that if such transferred employee is meanwhile promoted then the Disciplinary Authority in promoted post shall be competent to take action.

Note 3: *Chairman & Managing Director shall be the Competent Authority to decide cases which are not covered by the provision contained in Note 1 & 2 above.*

Note 4: *Wherever the Disciplinary Authority who is lower in rank than the Appointing Authority of an employee, forms an opinion to inflict the punishment of Reversion to a lower post or Removal from Service or Dismissal after the stage of issue of Show Cause Notice, then the concurrence of the Appointing Authority for inflicting the punishment of Reversion to a lower post or Removal from Service or Dismissal, as the case may be, shall be obtained by the Disciplinary Authority keeping in view the provisions of Article 311 of the Constitution of India.*

Note 5: *The appeal preferred against the decision of the Disciplinary Authority or the first Appellate Authority who has, in the meantime, become the First Appellate Authority or the Second Appellate Authority, respectively (due to promotion/appointment) should be submitted to the next higher authority and such next authority shall be competent to decide the First or the Second appeal, as the case may be.*

Note 6: *The Appointing Authority shall be competent to grant/sanction to prosecute employees when request is received from ACB/Police or any such other authorities. The Sanction for prosecution issued by the Appointing Authority and also in cases where no sanctions have been issued should be sent to next higher authority and the Chief Investigation Officer.*

Clarification

While giving permission to prosecute an employee, application of mind of the Appointing Authorities/Competent Authorities is necessary.

Note 7: *Wherever Disciplinary Authority mentioned in column No. 3 is not available, then the concerned higher Authority shall act as Disciplinary Authority. In such cases the next higher authorities shall act as the 1st or 2nd Appellate Authority as the case may be.*

Note 8: *The Disciplinary Action cases initiated prior to restructuring of MSEB, in common misconduct or transfer of employee, in the under-mentioned circumstances may be dealt with as shown against each.*

<i>Sr. No.</i>	<i>Circumstances</i>	<i>Action to be taken</i>
<i>1</i>	<i>The disciplinary action in case of common misconduct or incident involving more than one employee and falling under the jurisdiction of more than one Competent Authority is initiated prior to restructuring or thereafter and the cases are not yet finalized. Now, the employees are working in different Companies after restructuring. How to deal further?</i>	<p><i>Eventualities in such cases will be different and the action is to be taken depending on the stage of the case as follows:</i></p> <p><i>(a) Reply to explanation is received and decision is to be taken:</i></p> <p><i>In such cases the decision shall be taken by the Competent Authority of the respective Company where the employee is working.</i></p> <p><i>(b) Reply to charge sheet is received and decision is to be taken.</i></p> <p><i>In such cases the decision shall be taken by the Competent Authority of the respective Company where the employee is working, with a proviso that if the respective Competent Authority of the concerned Company forms an opinion to appoint the Enquiry Officer, then a common Enquiry Officer shall be appointed by him in consultation with all other Competent Authorities of other Companies, being a common act of misconduct. On receipt of findings from the Enquiry Officer the respective Competent Authorities shall take independent decision for the employees working under their jurisdiction.</i></p> <p><i>(c) Findings of the Enquiry Officer are received and decision is to be taken.</i></p> <p><i>In such cases the decision shall be taken by the Competent Authority of the respective Company where the employee is working.</i></p>

<i>Sr. No.</i>	<i>Circumstances</i>	<i>Action to be taken</i>
		<p><i>(d) Reply to show cause notice has been submitted by the employee and decision is to be taken.</i></p> <p><i>In such cases the decision shall be taken by the Competent Authority of the respective Company where the employee is working.</i></p> <p><i>For taking decision at various stages, the original Competent Authority shall forward all the papers of the concerned employees to the Competent Authorities of the respective Companies for taking further proceedings or decision at the respective stage. If no such Competent Authority is available in that Company then the Managing Director of respective Company shall decide as to who should act as the Competent Authority within the Company or he himself may act as Competent Authority.</i></p>
2.	<i>The disciplinary action is initiated prior to restructuring of the MSEB by the Competent Authority of a cadre and after restructuring such Competent Authority is not available in the Company, where the employee is now working and disciplinary action is still pending. How to deal further ?</i>	<p><i>In such cases the authority higher than the Competent Authority of the respective cadre shall act as Competent Authority in the respective Company. In absence of such higher authority, the Managing Director of respective Company shall decide as to who should act as the Competent Authority within the Company or he himself may act as Competent Authority. The original Competent Authority shall forward all related documents to the relevant Companies for taking further action.</i></p>
3.	<i>Vigilance report or the preliminary report is received for taking disciplinary action in common case prior to or after restructuring</i>	<p><i>The copies of the Vigilance Report or the Preliminary Report shall be forwarded by the report receiving</i></p>

Sr. No.	Circumstances	Action to be taken
	<i>against the employees but decision on vigilance report is not yet taken and proceedings could not be initiated and now some of the employees are working in different Companies. How to deal with such cases?</i>	<i>authority to the respective Competent Authority of the Company where the employee is working for taking further decision. In case no Competent Authority is available to take action in that Company then the Managing Director of respective Company shall decide as to who should act as the Competent Authority within the Company or he himself may act as Competent Authority. Subsequently, if the respective Competent Authority of the concerned Company issues charge-sheet and receives the reply to the charge-sheet and forms an opinion to appoint the Enquiry Officer, then a common enquiry Officer shall be appointed by him in consultation with all other Competent Authorities of other companies being a common act of misconduct. Thereafter, on receipt of finding of Enquiry Officer the respective Competent Authorities shall take independent decision for the employees working under their jurisdiction.</i>
4	<i>The ACB/Police report received seeking sanction to prosecute an employee or the orders of Criminal Court received convicting the employee. However, the Competent Authority is not available for taking decision after restructuring. How to deal further?</i>	<i>If no such Competent Authority is available, then the Managing Director of respective Company shall decide as to who should act as the Competent Authority within the Company or he himself may act as Competent Authority. For this purpose the report or judgment receiving Authority shall forward all related documents to the concerned Companies for taking further action.</i>

FIRST SCHEDULE**DELEGATION OF POWERS: Creation of Posts and allied matters**

Sr. No.	Particulars	Competent Authority	Remarks
1	2	3	4
A	Permanent Posts and Temporary Posts		
	i) Heads of Department and above	Board	
	ii) All other posts in Pay Group I, II, III and IV	Chairman & Managing Director in consultation with the Director (Operations) /Director(Projects)/ Director(Finance)/ Executive Director(HR)	

Note 1: In the event of any difference of opinion amongst the Directors for sanction of any post or opening of an Office/Unit etc., the decision of the Chairman & Managing Director shall prevail.

Note 2: Appropriate Appointing Authority as specified in the Service Regulations will be the Competent Authority to downgrade temporarily a sanctioned post to facilitate appointment of available person, for such period till it becomes possible to fill in the particular post by appointing a suitable candidate.

Note 3: For continuance of all temporary posts beyond the initial tenure or extended tenure, same authorities as are prescribed above shall be the Competent Authorities.

Note 4: Authorities (other than the Board) shall be competent to sanction temporary and permanent posts as indicated above PROVIDED provision exists in the ARR for the said posts and the proposal is based on the approved Norms. Where no Norms have been prescribed the Board shall be the Competent Authority to sanction the posts of any category.

Sr. No.	Particulars	Competent Authority	Remarks
1	2	3	4
B	Creation of the posts on Outsourcing basis when the work is seasonal and not on full time basis as per the requirement for not more than 180 days	Chairman & Managing Director in consultation with the Director (Operations)/Director(Projects)/ Director (Finance)	Where it has been provided by the Board in the Norms there is no need to seek approval separately

C. Work Charged Staff:

- i) **Corporate Office:** No provision is made for Corporate Office as occasions do not arise warranting employment of Work-Charged Staff.
- ii) **Field Offices:** Director(Projects)/ Executive Director(Projects) in consultation with the Executive Director(HR) and Director (Finance) shall be the competent Authority to sanction posts on Work-charged establishment subject to provision in the Scheme approved by the Board.

Note: No Work-Charged staff shall be engaged on O&M Works and Clerical work in Administrative Offices.

D. Daily Rated Staff:

- i) Corporate Office - Executive Director(HR)/Chief General Manager/ Chief Engineer
- ii) Field Offices. - Officers in charge of Units not below the rank of an Officer in Pay Group I

Sr. No.	Particulars	Competent Authority	Remarks
1	2	3	4
E.	To approve the continuance of a Temporary Establishment/ Office/Unit along with the Staff sanctioned thereunder.	Chairman & Managing Director in consultation with the Director (Operations)/ Director(Projects)/ Director(Finance)	Subject to provision in the ARR
F.	For upgradation of an existing sanctioned post.	Authority competent to create the higher posts on Permanent/ Temporary basis, shall be the Competent Authority	
G.	For transfer of a post from one place to other.	Authority competent to create the Permanent/Temporary post shall be the Competent Authority	
H.	For transfer of Administrative control of any Unit/Office due to Administrative reasons.	Chairman & Managing Director in consultation with the Executive Director(HR)/Director (Operations)/ Director(Projects)/ Director(Finance)	

Sr. No.	Particulars	Competent Authority	Remarks
1	2	3	4
I.	i) For opening an Office of a status of Zonal/Circle/Division/ Major Stores.	Board	
	ii) For opening of Sub-Division/ Major Stores/Section/Unit/ Stores Center, etc.	Chairman & Managing Director in consultation with the Executive Director(HR)/Director (Operations)/Director(Projects)/ Director(Finance)	
J.	Fixation of Head Quarters of a post, Unit etc. not specifically determined by the authority sanctioning it.	Chairman & Managing Director in consultation with the Executive Director(HR)/ Director (Operations)/Director (Projects)/Director(Finance)	
K.	Closing of any Establishment of the Company.	Chairman & Managing Director in consultation with the Executive Director(HR)/Director (Operations)/Director(Projects)/ Director(Finance)	
L.	Shifting of Head Quarters of Sub Division/Division/Circle Office/Zonal Office from one place to another.	Chairman & Managing Director in consultation with the Executive Director(HR)/Director (Operations)/Director(Projects)/ Director(Finance)	
M.	Renaming of the existing Offices.	Chairman & Managing Director in consultation with the Executive Director(HR)/Director (Operations)/Director(Projects)/ Director(Finance)	

SECOND SCHEDULE

SELECTIONS

Composition of Competent Selection Committees (CSCs) for appointments and Promotions.

Sr. No.	Category of Post	Composition of Selection Committee
1	2	3
I Posts in State-wise Seniority		
a)	For Post of Executive Director	
1	Chairman & Managing Director	Chairman of the CSC
2	Director(Operations)	Member
3	Director(Projects)	Member
4	Director(Finance)	Member
5	Executive Director (HR)	Member
b)	For Posts in Pay Group-I of the level of Superintending Engineer equivalent and upto Heads of Department in all cadres.	
1	Chairman & Managing Director	Chairman of the CSC
2	Director(Operations)	Member
3	Director(Projects)	Member
4	Director(Finance)	Member
5	Executive Director(HR)	Member
6	Executive Director (as may be nominated by the Chairman of the CSC)	Member
Note: The Chairman of the CSC may nominate one more Member of the status of a Executive Director or above on the Selection Committee if he considers necessary. Such Member may even be an outsider.		
c)	Technical Posts (including Stores Cadre and IT Cadre).	
For Posts in Pay Group-I below the rank of Superintending Engineer and posts in Pay Group II including IT Cadre and Pay Group-III. (State-wise seniority) Posts.		
1	Director(Operations)/ Director(Projects)	Chairman of the CSC
2	Executive Director(HR)	Member

Sr. No.	Category of Post	Composition of Selection Committee
1	2	3
	3 Executive Director (as may be nominated by the Chairman of the CSC)	Member
	4 Chief Engineer/Head IT (as may be nominated by the Chairman of the CSC)	Member
	5 Chief General Manager (HR)	Member
Note	<p>(1) Director(Operations) & Director(Projects) shall be the Chairman of the Competent Selection Committee on rotation basis by alternative month. For e.g. in January Director(Operations) will be the Chairman of the CSC, in February Director(Projects) will be the Chairman of CSC.</p> <p>(2) Chairman of the Selection Committee may nominate one more Member on the Selection Committee, if considered necessary. Such Member may be even an outsider.</p> <p>(3) In absence of the Chairman of the Selection Committee, the senior most Director shall preside over the meeting.</p>	
d)	<p>Human Resources/ Industrial Relations/ Public Relations /Legal and other administration Cadre</p> <p>For posts in Pay Group I of the rank of Assistant General Manager(HR) and below and Pay Group II posts (other than Technical and Finance & Accounts).</p>	
	1 Executive Director(HR)	Chairman of the CSC
	2 Chief General Manager (HR)	Member
	3 Chief General Manager (F&A)	Member
	4 General Manager(HR) (as may be nominated by the Chairman of the CSC)	Member
Note:	The Chairman of the CSC may nominate one more Member on the Selection Committee, if considered necessary. Such Member may be even an outsider.	
e)	<p>Finance & Accounts Cadre</p> <p>For Posts in Pay Group-I of the rank of Assistant General Manager (F&A) and below and Pay Group-II Posts</p>	
	1 Director(Finance)	Chairman of the CSC
	2 Executive Director(HR)	Member

Sr. No.	Category of Post	Composition of Selection Committee
1	2	3
	3 Chief General Manager (F&A)	Member
	4 Chief General Manager (HR)	Member
	<i>Note: The Chairman of the CSC may nominate one more Member, if considered necessary. Such Member may be even an outsider.</i>	
f)	For Posts in Pay Group-III State-wise Seniority of Human Resources Department.	
	1 Chief General Manager (HR)	Chairman of the CSC
	2 General Manager (HR) (as may be nominated by the Chairman of CSC)	Member
	3 General Manager (F&A) (as may be nominated by the Chairman of CSC)	Member
g)	For Posts in Pay Group-III State-wise Seniority in F&A Cadre	
	1 Chief General Manager (F&A)	Chairman of the CSC
	2 General Manager (HR) (as may be nominated by the Chairman of CSC)	Member
	3 General Manager (F&A) (as may be nominated by the Chairman of CSC)	Member
h)	For Posts in Pay Group-III State-wise Seniority in Stores Cadre.	
	1 Chief Engineer (as may be nominated by the Director (Operations))	Member
	2 General Manager (HR) (as may be nominated by the Chairman of CSC)	Member
	3 Superintending Engineer (Stores) (as may be nominated by the Chairman of CSC)	Member
	4 General Manager (F&A) (as may be nominated by the Chairman of CSC)	Member
i)	For Posts in Pay Group-III State-wise Seniority in Vigilance & Security Cadre	
	1 Chief Investigation Officer/ Chief Security Officer as the case may be.	Chairman of the CSC

Sr. No.	Category of Post	Composition of Selection Committee	
1	2	3	
	2	Dy. Chief Vigilance Officer/ Dy. Chief Security Officer (as may be nominated by the Chairman of CSC)	Member
	3	General Manager(HR) (as may be nominated by the Chairman of CSC)	Member
	<i>Note: In case Officer from V&S Cadre is not available in the Company, an Officer of appropriate rank/status from V&S Cadre of sister Company may be nominated by Chairman of the CSC</i>		
II	Posts in Circle-wise Seniority in Pay Group-III		
	(A) Corporate Office		
	a) Human Resources Posts	1 Deputy General Manager (HR) [as may be nominated by the Chief General Manager (HR)]	Chairman of the CSC
		2 Assistant General Manager (HR) (as may be nominated by the Chairman of CSC)	Member
		3 Assistant General Manager (F&A) (as may be nominated by the Chairman of CSC)	Member
	b) Finance & Accounts Posts	1 General Manager (F&A) [as may be nominated by the Chief General Manager (F&A)]	Chairman of the CSC
		2 Deputy General Manager (HR) [as may be nominated by the Chief General Manager (HR)]	Member
		3 Assistant General Manager (F&A) (as may be nominated by the Chairman of CSC)	Member
	c) Vigilance & Security Posts	1 Chief Security Officer/ Chief Investigation Officer, as the case may be.	Chairman of the CSC
		2 Deputy General Manager (HR) [as may be nominated by the Chief General Manager (HR)]	Member

Sr. No.	Category of Post	Composition of Selection Committee
1	2	3
		3 Dy. Chief Vigilance Officer/ Dy. Chief Security Officer (as may be nominated by the Chairman of CSC) Member

Note: In case Officer from V&S Cadre is not available in the Company, an Officer of appropriate rank/status from V&S Cadre of sister Company may be nominated by the Chairman of the CSC

(B) Field Offices

- | | | |
|---|--|---------------------|
| 1 | Chief Engineer of concerned Zone. | Chairman of the CSC |
| 2 | Superintending Engineer (as may be nominated by the Chairman of the CSC) | Member |
| 3 | Assistant General Manager (HR)/ Senior Manager (HR) of the Zone. | Member |
| 4 | Head of HR/Finance & Accounts Section not below the rank of Manager(HR)/Manager (F&A) in Circle Office for HR/ Finance & Accounts posts respectively as may be nominated by the Chairman of the CSC. | Member |

Note: In case where Head of HR/ Finance & Accounts not below the rank of Assistant General Manager (HR)/ Senior Manager (HR)/ Manager (HR)/ Manager (F&A) is not available in Zone/Circle for whatsoever reasons, an Officer of the same post from the adjoining Zone/Circle should be co-opted as a Member on the Competent Selection Committee.

III For Posts in Division-wise Seniority (Pay Group-IV)

- | | | | |
|-----------------------------|---|--|---------------------|
| (A) Corporate Office | 1 | Assistant General Manager (HR) (as may be nominated by the Chief General Manager [HR]) | Chairman of the CSC |
| | 2 | Senior Manager(F&A) (as may be nominated by the Chairman of CSC) | Member |

Sr. No.	Category of Post	Composition of Selection Committee	
1	2	3	
		3 Executive Engineer (as may be nominated by the Chairman of CSC) [only for Technical Posts]	Member
	(B) Field Offices	1 Officer of the rank of Executive Engineer of the concerned Office	Chairman of the CSC
		2 Deputy Executive Engineer or Assistant Engineer (to be nominated by the Chairman of the CSC)	Member
		3 Deputy Manager(HR)	Member

- Note:** i) The Superintending Engineer of the concerned Circle for Pay Group IV Posts in Circle Office shall nominate the Officer of the rank of Executive Engineer who will act as the Chairman of the Selection Committee.
- ii) In case Deputy Executive Engineer/Assistant Engineer/Deputy Manager (HR) is not available in the concerned Office for whatsoever reasons, an Officer of the same post from the adjoining Office should be co-opted as a Member on the CSC

General Notes

- 1) Absence of any Member of the Selection Committee for whatsoever reasons shall not render the selection/s invalid.
- 2) In the event of the Chairman of the Selection Committee not being able to present at the time of meeting he may nominate another member of the same Selection Committee to preside over that meeting.
- 3) Selection Committee shall function only when there is a quorum of at least two members including the Chairman or the nominated Chairman.
- 4) The same Committee shall be competent-
 - (a) to decide cases of promotion of posts.
 - (b) to select suitable candidates for temporary posts and also to post on Work-Charged and Nominal Muster Roll establishment.
- 5) Selection Committee may be modified, altered or new committees constituted by the Chairman & Managing Director in consultation with the Director (Operations),

Director(Finance) and Executive Director (HR) whenever deemed necessary. The Chief General Manager (HR) shall be the authority competent to notify the change made in the Constitution of the Selection Committee.

6) *The Chairman & Managing Director is delegated with powers to condone, in consultation with Executive Director (HR) any irregularity committed in constituting improper Selection Committees in respect of categories of posts included in the Classification and Recruitment Regulations.*

7) *The Chairman of the Selection Committee shall nominate an Officer belonging to one of the Backward Classes preferably from SC, ST, VJ-A, NT-B, NT-C, NT-D or SBC of the rank of Executive Engineer, equivalent and above where selection is to be made against the post reserved for Backward Class candidates for Pay Groups-I, II & III posts.*

8) *On selection Committee for Pay Group-IV employees, both in the Corporate Office and Field Offices, the Chairman of the said Selection Committee shall nominate one of the Officers from Backward Class communities preferably from SC, ST, VJ-A, NT-B, NT-C, NT-D or SBC of the rank of Deputy Executive Engineer /Assistant Engineer/Manager (F&A)/ Deputy Manager (F&A)/Manager (HR) or Deputy Manager (HR) as a Member.*

9) *(a) For selection of candidates under Direct Recruitment to Pay Group-III and IV posts, an Officer of the Government Social Welfare Department of the respective districts not below the rank of Class II Gazetted Officer and the Project Officer, Integrated Tribal Development Project/Tribal Development Officer not below the rank of Class II Officer as enlisted in Twenty Fourth Schedule of the Service Regulations shall be nominated and invited to be the additional Members of the Competent Selection Committee by giving notice to them 15 days in advance.*

(b) The selection of candidates for Pay Group-III and IV posts which are made in the absence of an Officer of Social Welfare Department of the respective Districts not below the rank of Class II Gazetted Officer and the Project Officer, Integrated Tribal Development Project/ Tribal Development Officer, not below the rank of Class II Officer is liable to be treated as irregular.

Provided the Officer from Social Welfare Department and the Project Officer, Integrated Tribal Development Project/Tribal Development Officer not below the rank of Class II Officer are unable to remain present at the time of interview, despite giving notice to them 15 days in advance, an Officer not below the rank of Pay Group II from the Office of the Appointing Authority or from other/adjoining Office may be invited as an additional member on the Competent Selection Committee and the process of selection may be completed.

10) *The Chairman & Managing Director is authorized to sanction honorarium of Rs.500/- to the outsider if nominated on the Selection Committee and to reimburse the expenditure equivalent to the Travelling Allowance as admissible to Pay Group-I Officer as per the existing Travelling Rules of the Company.*

THIRD SCHEDULE**APPOINTING AUTHORITIES**

[See Service Regulation 9(3)]

Sr. No.	Category of Post	Appointing Authority	Remarks
1	2	3	4
A Appointments to Permanent and Temporary Posts			
1	a) Executive Director/ Head of Department	Chairman & Managing Director	
	b) All posts of the rank of Assistant General Manager (HR) or equivalent and above excepting Heads of Department/ Executive Director.	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director (HR) as the case may be.	
	c) Other posts in Pay Group-I	Head of the Department.	
2	Posts in Pay Group-II		
	a) Posts in the Technical Cadre/ Stores Cadre.	Chief Engineer (HRD)	
	b) Posts in the Finance & Accounts Cadre.	Chief General Manager(F&A)	
	c) Posts in HR Cadre	Chief General Manager(HR)	
	d) Posts in V&S Cadre	Chief Security Officer/ Chief Investigation Officer	
	e) Posts in IT Cadre	Chief Engineer(HRD)	
3	a) Posts in Pay Group-III falling in the State-wise Seniority	Assistant General Manager (HR)/ Senior Manager(HR)	
	b) Posts in Pay Group-III falling in Circle-wise Seniority.		
	i) For posts in Corporate Office	Assistant General Manager (HR)/ Senior Manager(HR)	
	ii) For posts other than Corporate Office	Concerned Head of the respective Circles.	
	iii) For posts in Stores Organization	Superintending Engineer	

Sr. No.	Category of Post	Appointing Authority	Remarks
1	2	3	4
4	Posts in Division-wise Seniority		
a)	In Corporate Office	Manager (HR) concerned in HR Section	
b)	In Circle Office/Zonal Office	Manager (HR) attached to the respective Circle or the Head of the Circle where Manager (HR) is not posted	
c)	In Division/Major Stores	Executive Engineer concerned	

Notes: 1) The Authorities prescribed above as Appointing Authorities shall be competent to make appointment to Temporary or Permanent posts after the candidates are selected by the Competent Selection Committee.

2) Orders of appointment in respect of posts referred to in 1(b), 1(c), 2 & 3(a), 3(b)(i) shall be signed by an Officer not below the rank of Senior Manager (HR).

3) Orders of appointment in respect of Head of Department shall be signed by the Chairman & Managing Director.

4) Orders of appointment in respect of post referred to in 3(b) except (b)(i) and 4 shall be signed by the respective Appointing Authorities.

B Appointment to work-charged (monthly rated) posts:

- 1) Corporate Office :** No Appointing Authorities are prescribed for Corporate Office as occasion do not arise warranting employment of Work-Charged Staff.
- 2) Field Offices :** Appointing Authorities prescribed for making appointment to permanent and Temporary posts indicated at Sr. No. A above shall be the Appointing Authorities for making appointment to work charged posts provided the posts are created by the Competent Authority.

Note: Appointments are to be made after selection is made by appropriate Selection Committee. If due to urgency of Work if any person is appointed on work-charged establishment, such appointment shall be subject to condition that he is placed before the appropriate Selection Committee within 3 months (and not

in any case later than 6 months) and his retention in service shall be subject to selection to the post by respective Selection Committee.

C Appointments to Daily Rated Staff.

- 1) **Corporate Office** : Head of the respective Unit/Office not below the rank of Pay Group-II provided the posts are created by the Competent Authority as prescribed in First Schedule.
- 2) **Field Offices** : Officers incharge of units not below the rank of an officer in pay Group-I provided the posts are created by the Competent Authority as prescribed in First Schedule.

D Appointing Authorities above shall on their own, also be competent to order reversion of the employees in specified categories of post stated above, except in case where Disciplinary Authorities to impose punishment by way of reversion to a lower post are prescribed under Schedule 'C' of these Service Regulations.

FOURTH SCHEDULE

PROMOTIONS

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
1.	For promotion against clear vacancies and for officiating promotions in case the duration of vacancy is likely to exceed 4 months	Same procedure and delegations shall be operative as prescribed for 'Selections' to the post of Permanent and Temporary establishment under the Second Schedule.(Selection Committee shall have discretion to call departmental candidates for interview or to decide on basis of Confidential Reports/Annual Performance Reports and other records, consistent with principles prescribed in the Classifications & Recruitment Regulations and the Seniority Regulations).	
		In case the employees are called for interview/test in the Corporate Office or elsewhere where interviews are held, for the purpose of the departmental promotions, they may be held eligible for the fares of the class of accommodation to which they are normally entitled in Trains, Steamer, Bus etc. under the Travelling Allowance Rules as for a journey performed in the interest of work and the absence from the headquarters on such occasions shall be treated as on duty.	
2.	Officiating promotions (provided the vacancy is of duration exceeding one month but not exceeding 4 months).		
(a)	Heads of the Departments and Executive Directors	Chairman & Managing Director.	

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
	(b) Corporate Office:		
	i) Posts in Pay Groups-I, II and III in State-wise Seniority	Appointing Authority as prescribed in Third Schedule.	
	ii) For other Posts in Pay Group-III and for post in Pay Group-IV	Appointing Authority as prescribed in Third Schedule.	
	(c) Field Office:		
	i) Posts in Pay Group-I	Appointing Authority	
	ii) Posts in Pay Group-II	Appointing Authority	
	iii) For Posts in Pay Group-III in State-wise Seniority		
	1) Zonal Office	Appointing Authority	
	2) Circle Office	Appointing Authority	
	3) Divisional Office	Appointing Authority	
	iv) For Posts in Circle-wise and Division-wise Seniority		
	1) Zonal Office	Appointing Authority	
	2) Circle Office	Appointing Authority	
	3) Divisional Office	Appointing Authority	
3.	Officiating promotions beyond a period of Six Months		
	(a) Posts in Pay Group-I of the rank of Superintending Engineer or equivalent and above.	Chairman & Managing Director	
	(b) Other posts in Pay Group-I & II	i) Director(Operations)/ Director (Projects)/ Executive Director for Technical posts in their respective Wings.	In areas of overlapping authorities, the issue will be decided by the

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
		ii) Director (Finance) for F&A Cadre.	Chairman & Managing Director if there is difference of opinion
		iii) Executive Director(HR) for HR and allied Cadres.	
(c)	Posts in Pay Group-III (State-wise Seniority)	Head of Department	
(d) i)	Other Posts in Pay Group-III and IV in Corporate Office.	Head of Department	
	ii) Other Posts in Pay Group-III and IV in Field Offices.	Superintending Engineer or equivalent and above.	

Note 1: General Manager(F&A) shall have the powers of Chief General Manager (F&A) for Corporate Office posts in Pay Group-III in State-wise seniority so far as Accounts Staff is concerned.

Note 2: Copies of orders issued in respect of employees in Pay Group-I should inter alia be endorsed to the Members of the Board of Directors of the Company for their information.

Note 3: (a) An Officer selected for the post of Head of the Department and who has left only 3 months or less than 3 months period for retirement on superannuation, may be promoted and posted in the same office by upgrading the post held by him prior to his selection. The upgraded post shall be prefixed with the word as 'Additional'. The other terms and conditions shall be as under:

- (i) The promotee shall be given the pay scale of the promoted post and all other monetary benefits including attendant allowances attached to the promoted post.
- (ii) The promotee shall work under the same Controlling Officer.
- (iii) The promotee shall exercise the powers of the post held by him prior to his promotion.
- (iv) The post shall stand downgraded after the retirement of such officer.

(b) The Chairman & Managing Director in consultation with Directors and Executive Director(HR) is authorized to modify/alter the above provision and also to issue clarification from time to time.

FIFTH SCHEDULE

TRANSFERS
(See Service Regulation 15)

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
A	Statewise Seniority		
1	a) All employees up to and including the level of Dy. Executive Engineer and equivalent posts in all Cadres in the Field.	Chief Engineer of the concerned Zone within his jurisdiction	
	b) Executive Engineers in the Field	Chief Engineer of the concerned Zone within his jurisdiction	
2	Technical Cadre and IT Cadre.		
	a) All employees upto and including the level of Dy. Executive Engineer and equivalent outside the jurisdiction of the concerned Chief Engineer in the Field.	Concerned Executive Director	
	b) All employees of the rank of Executive Engineer and above up to the level of Heads of the Departments.	Chairman & Managing Director	
3	Finance & Accounts Cadre		
	a) All employees upto and including the level of Manager (F&A) outside the jurisdiction of concerned Chief Engineer in the Field.	Chief General Manager(F&A)	
	b) All employees of the rank of Senior Manager (F&A) equivalent and above up to the level of Heads of the Departments.	Chairman & Managing Director	

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
4	Human Resource Cadre.		
a)	All employees upto and including the level of Senior Manager (HR) outside the jurisdiction of concerned Chief Engineer in the Field.	Chief General Manager (HR)	
b)	All Employees above the level of Senior Manager (HR)	Executive Director (HR)	
c)	Dy. General Manager (HR) and above	Chairman & Managing Director	
5	Vigilance & Security.		
a)	All employees of the rank of Dy. Chief Vigilance Officer/ Dy. Chief Security Officer and above.	Chairman & Managing Director	
b)	All employees in pay Group-II and III.	Chief Security Officer / Chief Investigation Officer	
<i>Note: If two Heads of Departments disagree, Chairman & Managing Director shall be the Competent Authority.</i>			
B	Circle-wise Seniority		
a)	Within the Circle	Officers of the rank of Superintending Engineer equivalent and above	Executive Engineer In-charge of Division can order transfer within the jurisdiction of the Division
b)	Outside the Circle but within Zone	Chief Engineer In-charge of Zone	These powers are to be exercised with reference to the provisions of Seniority Regulation 21(b)

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
c) Division-wise Seniority.			
	i) Within the Division	Executive Engineer	These powers are to be exercised with reference to the provisions of Seniority Regulation 21(b)
	ii) Outside the Division but within the Circle	Superintending Engineer	
	iii) Outside the Circle but within Zone	Chief Engineer of the concerned Zone	
d) Employees working in Corporate Office.			
	For employees of Circle-wise and Division-wise Seniority	Chief General Manager (HR) / CE (HRD) Chief General Manager (F&A) as the case may be	

Note 1: The Chief Engineer(HRD) and Chief General Manager(HR) shall be competent authority for technical staff and non-technical staff respectively to decide inter-circle voluntary/mutual/ individual transfers of employees in Pay Group III & IV in the Circle-wise and Division-wise Seniority where change of Zone is involved or in other words where transfer of employee in Pay Group III or IV in Circle-wise Seniority and Division-wise Seniority from one Circle to another Circle in the Zone under a different Chief Engineer. Such inter-circle request transfers (mutual/individual) may be ordered by the Zonal Chief Engineers within their respective Zones subject to rules regarding availability of vacancies and foregoing seniority. All orders of transfers in such cases shall be signed by an Officer not below the rank of Senior Manager(HR).

Note 2: In the event of-

- a Zone/Circle/Division/Sub-Division etc. being abolished or becoming inoperative and when it is not possible for the concerned Chief Engineers to accommodate/adjust the employee elsewhere in his Zone, and
- bifurcation/realignment of existing Zone/s, Circle/s, Division/s, Sub-division/s or transfer of Administrative control from one Office/Unit to another, the employees, working in the geographical jurisdiction of the concerned Zone/ Circle/Division/Sub-Division, who opt for retention of his/her seniority in the parent Zone/Circle/Division, the General Manager (HR), for Non-technical employees and Chief Engineer (HRD) for technical employees in Division wise and Circle-wise seniority shall be the Competent

Authority to order their transfers out of Zones on ex-cadre basis/option basis on Administrative grounds. However, their seniority will be regulated as per Seniority Regulations 21(b) and 22 on their absorption in the Division/Circle or Zone, to which such employees are transferred.

Note 3: *The authorities competent to make appointment/promotion to posts of Executive Engineer equivalent and above in all Cadres under the Third and Fourth Schedules appended to the Service Regulations, shall be required to obtain approval of the Chairman & Managing Director while deciding the place of posting.*

Note 4: *Transfer orders in case of all categories of posts in Pay Group-I (excluding Heads of Department and General Manager) and Pay Group-II and III in the State-wise Seniority and Circle-wise Seniority and Division-wise Seniority in Corporate Office shall be signed by the Officer not below the rank of Senior Manager(HR).*

Note 5: *Copies of orders issued in respect of employee in Pay Group-I should inter alia be endorsed to the Board of Directors of the Company for their information.*

Note 6: *Copies of transfer orders in respect of all employees in State-wise Seniority issued by the Chief Engineers in accordance with the powers delegated to them should be endorsed to the Chief General Manager (HR) or the Chief Engineer (HRD) as the case may be for updating records in Corporate Office.*

SIXTH SCHEDULE

INCREMENTS

(See Service Regulations 30, 31 & 32)

Routine increments shall be drawn as a matter of course without the necessity of any specific sanction of any Competent Authority unless in any case an increment or increments are withheld by the Competent Authority by a specific order for any proved irregularity after following prescribed procedure.

It is also not necessary to issue any order in writing to any individual employee sanctioning an increment.

All increment certificates shall, however, be subject to pre-audit before making payments.

SEVENTH SCHEDULE

CONFIRMATION

[See Service Regulations 9(33) & 13(g)]

Sr. No.	Category of Post	Competent Authority
1	2	3
1)	Head of Department	Chairman & Managing Director
2)	All employees in Pay Group-I (excluding Head of Department).	
a)	Technical	Director (Operations)/ Director (Projects)/ Executive Director concerned for employees in their respective Wings
b)	Human Resources, Industrial Relations, Legal, Publicity etc.	Chief General Manager(HR) for HR, Executive Director(HR) for others
c)	Finance & Accounts/ Information Technology	Chief General Manager(F&A)/ Head IT as the case may be
d)	Vigilance & Security	Chief Security Officer/ Chief Investigation Officer
3)	All employees in Pay Group-II and III (in State-wise Seniority) in the Field	Chief Engineer concerned
4)	All employees in Pay Group-II and Pay Group-III in State-wise Seniority (excluding those covered in 2(3) above.)	
a)	For Technical Posts	Concerned Officer of the rank of Superintending Engineer or above
b)	For HR/IR/Legal/PR etc. Posts	Deputy General Manager (HR) for employees in Corporate Office and Assistant General Manager(HR)/Senior Manager(HR) for employees in Field
c)	For Finance & Accounts Posts	Officer of the rank of Assistant General Manager (F&A) or above
d)	For Vigilance & Security Posts	Chief Security Officer/ Chief Investigation Officer

Sr. No.	Category of Post	Competent Authority
1	2	3
5)	Employees in Pay Group-III in Circle Seniority & Pay Group IV in Corporate Office	Manager (HR) concerned
6)	Employees in Pay Group-III in Circle Seniority & Pay Group-IV in Field Offices.	
a)	Employees in Circle-wise Seniority	Superintending Engineer
b)	Employees in Division-wise Seniority	Executive Engineer and equivalent.

General Note: Copies of orders issued in respect of employees in Pay Group-I should inter alia be endorsed to the Board of Directors of the Company for their information.

EIGHTH SCHEDULE

I. GRANT OF HIGHER STARTING SALARY ON INITIAL APPOINTMENT

- 1) The authorities empowered under the Second Schedule i.e. Selections, shall be competent to recommend the starting salary of any employee in the pay scale applicable to him on initial appointment in respect of posts in State wise Seniority.
- 2) In respect of the posts in Circle and Division-wise Seniority, the Circle Selection Committees shall be competent to recommend advance increments to persons in Circle-wise Seniority on initial appointment not exceeding two increments.
- 3) In case of appointment of Licensee's staff consequent on undertaking being taken over by the Company, the Special Selection Committee shall be competent to recommend such number of advance increments as may be necessary in pursuance of Company's rules in force on the subject of protection (or otherwise) of the emoluments of such staff on their initial appointment in the Company.
- 4) Cases involving grant of advance increments not more than four advance increments in respect of Technical/Non-technical posts shall be decided by the Director (Operations)/ Director (Projects)/Director(Finance)/Executive Director(HR)/Executive Director concerned as the case may be.

II. PAY FIXATION ON PROMOTION AND REVISION OF PAY SCALES

[See Service Regulations 28(d), 29(a), 29(b) & 32(b)]

Sr. No.	Category of Post	Competent Authority
1	2	3
1	In respect of employees in Pay Group-III and IV working in Division.	Dy. Manager (HR) with the concurrence of Audit Unit.
2	In respect of employees in Pay Group-III and IV working in Circle Office/ Zonal Office.	Manager(HR)/Assistant General Manager (HR) as the case may be with the concurrence of Audit Unit.
3	In respect of the employees in Pay Group-I and II in the Field except Officers of the rank of Superintending Engineer and above.	Manager(HR) with the concurrence of Audit Unit.
4	In respect of all employees working in Corporate Office and Officers of the rank of Superintending Engineer and above.	Assistant General Manager (HR)/ Senior Manager (HR) with the concurrence of Audit Unit.

Note 1: *Wherever any Competent Authority is not available in any of the Office then in-charge of the HR of higher office shall exercise the powers with the concurrence of Audit Unit of the concerned Office.*

Note 2: *In case difference of opinion between HR and Audit Unit, Competent Authority to decide such cases shall be Chief General Manager (Finance & Accounts).*

Note 3: *Assistant General Manager(HR)/Senior Manager(HR) shall be the Competent Authority to decide cases of advancing the dates of increments in respect of employees in the State-wise seniority as per regulation 30(c)(1)(iii).*

NINTH SCHEDULE

Grant of Leave (See Service Regulations 38 to 53)

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
A	Leave (other than Casual Leave, Study Leave and Leave Not Due)		
1	Heads of the Departments		
(a)	Chief Engineer	Director (Operations)/ Director (Projects)/ Executive Director concerned in their respective wings	
(b)	Chief General Manager (F&A)	Director (Finance)	
(c)	All other Heads of the Departments	Chairman & Managing Director	
2	Corporate Office		
(a)	Employees in Pay Group-I of the rank of Executive Engineer and above other than the Heads of the Departments	Head of the Department	
(b)	Other employees in Pay Group-I	Officer not below the rank of Chief General Manager (HR)/ Chief General Manager (F&A)/ General Manager (HR) and equivalent	
(c)	Employees in Pay Group- II	Officer of the rank of Assistant General Manager (HR)/ Assistant General Manager(F&A)/Chief Security Investigation Officer and above	
(d)	Employees in Pay Group-III and IV	Officer of the rank of Manager(HR) in consultation with Sectional Heads	
3	Field		
(a)	Employees in Pay Group-I of the rank of	Head of the Department	

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
	Superintending Engineer equivalent and above, other than Head of Department		
(b)	Officers of the rank of Executive Engineer and above but below rank of Superintending Engineer	Superintending Engineer	
(c)	Other employees in Pay Group-I in Circle Office/ Zonal Office	Officer of the rank of Superintending Engineer, equivalent and above	While granting Leave for more than 30 days to employees in Pay Group-I concurrence of the Head of Department shall be obtained
(d)	Employees in Pay Group-II and III in State-wise Seniority in the Field	Officer of the rank of Executive Engineer, equivalent and above	While granting leave for more than 30 days to employees in Pay Group-II concurrence of the concerned Superintending Engineer shall be obtained
(e)	Other employees in Pay Group-III and employees in Pay Group-IV in the Zonal Office/Circle Office	Officer of the rank of Manager (HR)/Manager (F&A), equivalent and above as the case may be.	
(f)	Employees in Pay Group- IV.	Officer of the rank of Manager (HR)/ Manager (F&A) / Deputy Executive Engineer or any Officer not below the rank of the Pay Group-II nominated by the Officer In-charge of Unit	
B	Extra Ordinary Leave without pay in relaxation of limitations in Service Regulation 46(a)	Same as above	

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
<i>Note: Except in A above, cases involving relaxation of limitations prescribed in regulation 46(a), shall be referred to the next Higher Authority.</i>			
C	LEAVE NOT DUE		
1)	Head of Department and above	Director (Operations) / Director (Projects)/ Director (Finance) / Executive Director (HR) as the case may be	
2)	All other staff in all categories	Heads of the Departments	
D	CASUAL LEAVE		
1)	Corporate Office		
a)	Executive Directors	Chairman & Managing Director.	
b)	Heads of Department	Director (Finance)/ Director (Operations)/ Director (Projects)/ Executive Director (HR) as the case may be	
c)	All employee of the rank of Superintending Engineer and above, excluding Heads of Department	Head of the Department	
d)	All employee of the rank of Executive Engineer and above, excluding (c) above	Officers of the rank of Superintending Engineer, equivalent and above	
e)	All other employees in Pay Group-I and II	Officers of the rank of Executive Engineer concerned and above.	
f)	Employees in Pay Group-III and IV	Concerned Pay Group-I Officer	
2)	Field Offices		
a)	Head of Department	Executive Director concerned	
b)	Officer of the rank of Superintending Engineer equivalent and above in charge of Circle	Head of the Department	

Sr. No.	Category of Post	Competent Authority	Remarks
1	2	3	4
	c) Employees in Pay Group-I of the rank of Executive Engineer equivalent and above	Officer of the rank of Superintending Engineer, equivalent and above	
	d) Other employees in Pay Group-I and II	Officers of the rank of Executive Engineer and above	
	e) Employees in Pay Group-III and IV	Concerned Officer of the rank of Pay Group-I or II	
	f) Employees in Pay Group-III and IV attached to Sub Division/ Sub Stations	Junior Engineer concerned	
E	SPECIAL DISABILITY LEAVE.		
	The authorities competent to sanction Leave on Average Pay and Leave on Half Average Pay to various categories of employees shall be competent to grant Special Disability Leave.		
F	STUDY LEAVE (In India)		
	For all employees.	Chairman & Managing Director in consultation with Executive Director (HR), concerned Director & Director (Finance)	
G	Leave, which is applied for by employees, who have been transferred after they have handed over charge of the post but before reporting for duty at new station		
	1) Employees in Pay Group-I/II and employees in Pay Group-III in State-wise Seniority.	Heads of the Departments concerned and in case of transfer from one Department to another, the Head of the Department under whose jurisdiction the said employee is transferred.	
	2) Other employees in Pay Group-III and IV	a) For the inter Divisional Transfers	Superintending Engineer and equivalent.
		b) For inter Circle Transfers	Chief Engineer /Head of the Department concerned.

TENTH SECHEDULE

(See Service Regulations 56 & 72)

Salary Bills, Pay Advance and Competent Authorities to authorise an employee to go on tour, to grant of Travelling Allowance Advance and to approve Travelling Allowance Bills for journey on Tour and Claims on Transfer.

Sr. No.	Category of Post	Competent Authority
1	2	3
1.	Salary Bills	Bill Preparing Officer
	a) Corporate Office	
	All employees in Pay Group-I, II, III and IV	Manager (HR) authorised by the Assistant General Manager (HR) in-charge.
	b) Field	
	All employees in Pay Group-I, II, III and IV	HR Section of the various Offices.
	<i>Note There is no necessity of counter signature. An Officer authorized by the Officer In-charge of the Unit not smaller than a Division will sign the Salary Bills prepared by the HR Section and pass on the bill to Audit Unit for Passing and Payment.</i>	
2.	Pay Advance on Transfer	
	a) All employees in Corporate Office	Chief General Manager(HR)
	b) All employees in Zonal Office	Chief Engineer
	c) All employees in Circle Office	Superintending Engineer
	d) All employees under Division	Executive Engineer
3.	Pay Advance on shifting of Head Quarters of the Office.	
	Pay Group III & IV employees	Chief Engineers in the field within his jurisdiction
	<i>Note: Where the Head quarter of office is shifted from the jurisdiction of one Chief Engineer to that of another then the Chief Engineer from whose jurisdiction the office is shifted shall be the Competent Authority.</i>	

Sr. No.	Category of Post	Competent Authority
1	2	3
4.	Travelling Allowance Bills	
I	For journeys within the State	
	i) Corporate Office	
	1) Heads of the Department	Head of the Department may proceed on tour for exigencies of work within the State without necessity of special sanction
	2) Employees in Pay Group-I of the rank of General Manager	Head of Department.
	3) Other employees in Pay Group-I of the rank of Executive Engineer and above	Immediate Controlling Officer.
	4) Other employees in Pay Group-I and II	Officer of the rank and equivalent of Assistant General Manager (HR)/ Assistant General Manager (F&A) and above
	5) Employees in Pay Group-III and IV	Officer of the rank and equivalent to Senior Manager (HR)/Manager (HR) and above.
	<i>Note: The Immediate Controlling Officer shall mean "Immediate Supervisory Officer"</i>	
	ii) Field	
	1) Chief Engineer	Self
	2) Officer of the rank of Superintending Engineer and above except Chief Engineer	
	a) For travel in their jurisdiction	Officers of the rank of Superintending Engineer equivalent and above as the case may be i.e. Self.
	b) For Tour outside Jurisdiction	Head of the Department
	3) Officer of the rank of Executive Engineer	
	a) For travel in their Jurisdiction	Officer of the rank of Executive Engineer and equivalent.
	b) For tour outside Jurisdiction	Officer of the rank of Superintending Engineer equivalent and above

Sr. No.	Category of Post	Competent Authority
1	2	3

4) Other employees in Pay Group-I, II, III and IV

- | | | |
|----|-----------------------------------|--|
| a) | For Tour within the Jurisdiction | |
| | i) For Officer of Pay Group-I | The Officer of the rank of Executive Engineer equivalent and above |
| | ii) For Others | Officer not below the rank of a Pay Group-I. |
| b) | For Tour outside the Jurisdiction | Officer of the rank of Executive Engineer and above |

II Journeys in India Outside the State

- | | | |
|----|---|--|
| 1) | Head of the Department | Director (Operations)/Director (Projects) / Director (Finance)/ Executive Director (HR) as the case may be |
| 2) | Employees of the rank of Executive Engineer and above, excluding Head of the Department | Head of Department |
| 3) | For all other employees | Immediate Controlling Officer not below the rank of Assistant General Manager (HR) and equivalent. |

III Permission to undertake Foreign Tour

- | | | |
|----|--|---|
| 1) | Employees below the rank of Chief Engineer / Head of Department | Chairman & Managing Director in consultation with Executive Director (HR), Director concerned and Director(Finance) |
| 2) | Employees of the rank of Chief Engineer/Head of the Department, equivalent and above level including Directors | Chairman, MSEB Holding Company Ltd. |
| 3) | Chairman & Managing Director | Government of Maharashtra |

- 5.** To permit recovery of Travelling Allowance Advance in suitable instalments, not exceeding 10, in the event of loss of the amount of Travelling Allowance Advance drawn by an employee due to Theft, Dacoity and Robbery on production of satisfactory evidence thereof.

Sr. No.	Category of Post	Competent Authority
1	2	3
1) For employees in Corporate Office		
(a)	For all employees of the rank of Assistant General Manager (HR) equivalent and below	General Manager concerned/ Chief General Manager (HR)
(b)	For all other employees above the rank of Assistant General Manager (HR) and equivalent	Chief General Manager (HR)
2) Employees in Field		
	All categories of employees	Chief Engineer concerned
6. For condonation of delays in submission of TA Bills beyond “Prescribed Time Limit”		
1)	Head of the Department	i) Director(Operations)/ Director (Projects) /Executive Director concerned for the Heads of Department of their respective wings ii) Director (Finance) for the Heads of the Department of Finance & Accounts side iii) Executive Director (HR) for the Head of Department of Non-Tech/Non-Finance & Accounts side
2)	For all employees in Pay Group-I and II in the Corporate Office and in the Field excluding Heads of the Department	Heads of the Departments
3)	For employees in Pay Group-III and IV in the Corporate Office	Officer of rank of Assistant General Manager (HR)/ Assistant General Manager (F&A) and above
4)	For employees in Pay Group-III and IV in the field	Officer of the rank of Superintending Engineer equivalent and above.
Note 1) A Controlling Officer may not normally pass TA Bills unless previous permission for the tour is obtained except in exceptional cases and except when a general permission is obtained for routine works.		

Sr. No.	Category of Post	Competent Authority
1	2	3
		<p>2) The authorities competent to approve Travelling Allowance Bills shall be competent to grant Advance on tour and transfer.</p> <p>3) Whenever Competent Authorities in Corporate Office to sanction TA Advance are not available, then the next available Officer not below the rank of Pay Group-I officer in the respective Section can grant TA Advance to employees in Corporate Office.</p> <p>4) When Officer of the rank of Superintending Engineer and Executive Engineer are not available being on tour, powers to approve Journey and grant TA Advance can be exercised by the Executive Engineer (office)/Manager (HR)/ Manager (F&A) or the Dy. Executive Engineer/ Deputy Manager (F&A) as the case may be and as applicable.</p> <p>5) The Chairman & Managing Director is authorised to decide all matters relating to the grant of TA Advance including delegations of powers in respect thereof.</p> <p>6) All employees will prepare their own Travelling Allowance Bills and send them to the HR Section duly signed by the Controlling Officer for record in Bill Register. The HR Section will then forward the Bill to the Audit Unit for Passing and Payment.</p> <p>7) No TA Advance shall be granted unless Travelling Allowance Bill for previous advance is submitted.</p> <p>8) Time limit for submission of Travelling Allowance Bill shall be</p> <p>a) Three months from the date of completion of journey where no TA Advance was taken; and</p> <p>b) One month from the date of completion of journey, where TA Advance was taken</p> <p>9) The time limit of one month, as aforesaid, shall be reckoned from the date of actual return from journey;</p> <p>10) In cases where TA Advance is taken and Travelling Allowance Bill is not submitted by the employee within the aforesaid time limit of one month, the entire amount of Advance shall be recovered from his Salary in one Lump sum;</p> <p>11) If on completion of journey, any amount from TA Advance remains in balance, it shall be remitted to the Company at the earliest and number and date of Money Receipt of such remittance shall be mentioned by the employee on his Travelling Allowance Bill</p>

ELEVENTH SCHEDULE

**COMPETENT AUTHORITIES TO ACT UNDER VARIOUS PROVISIONS OF THE
SERVICE REGULATIONS**

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
1.	9(2)(a)	To admit evidence of date of birth for purpose of computing age.	Appointing Authority mentioned in Third Schedule.	
2.	9(2)(c)	To certify age in the case of a person whose year of birth is not known	a) Medical Advisor for Company's Offices situated in Mumbai or such other Authority as the Executive Director (HR) may prescribe. b) Government District Medical Officer (whatever may be his designation)	
3.	9(11)	To fix standard Daily Wage rates	a) Executive Director (HR) for Corporate Office wherever necessary. b) Superintending Engineer in Circles in Field.	
4.	—	To fix rates and conditions of Dearness Allowance	Board.	
5.	9(20)	To declare a holiday	Board.	i) In emergent situation Chairman & Managing Director is Competent to grant a Holiday subject to a report to Board.

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
				ii) Officers not below the rank of Executive Engineers are authorised to declare a Holiday on account of demise of National Leaders and Holidays declared under the Negotiable Instruments Act after obtaining order in this respect from the Collector of District concern and subject to suitable arrangement being made for disposal of urgent work.
6.	9(21)	To fix rates and conditions of House Rent Allowance.	Board	It is decided that Government Rules should be followed in fixing HRA
7.	9(23 & 24)	To grant Leave.	As prescribed in Ninth Schedule.	
8.	9(28)	To classify an employee or a category of employees as coming under Line Staff.	Board.	
9.	9(29)	To fix rates and conditions of Local Compensatory Allowance	Board.	It is decided that Government Rules should be followed in fixing LCA

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
10.	9(31)	To make officiating appointments	As provided in Third Schedule	
11.	9(33)	To confirm a person on satisfactory completion of the Probation period	Authority prescribed in Seventh Schedule	
12.	9(35)	To grant Personal Pay	Board, where not provided in the Service Regulations	
13.	9(36)	To appoint a Probationer	Appointing Authority prescribed in Third Schedule	Under Service Regulation 13(b) all appointments and promotions are to be made on Probation for one year unless the period is extended by Competent Authority
14.	9(37)	To grant Special Pay		
		Technical Posts	Director (Operations)/ Director (Projects)/ Executive Director concerned for their respective wings	
		Finance & Accounts Posts	Director(Finance)	
		Non-Finance & Accouts/ Non-Technical Posts	Executive Director (HR)	
15.	9(38)	To specify Sphere of Duty		
		For purpose of Travelling Allowance		
		1) Corporate Office		
		Categories	Competent Authority	
		(a) Chief Engineer/Chief General Manager (F&A)/ Chief General Manager (HR)	Jurisdiction covers whole State and no Competent Authority is needed to specify sphere of duty	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
		(b) Head of Sections and other staff	Head of the Department	
		2) Field		
		Chief Engineer	Jurisdiction shall be Zone	
		Superintending Engineer/ Executive Engineer and equivalent	Circle or Division of which they hold charge, as the case may be	
		For other staff	Officer In-charge of the Zone, Circle or Division as the case may be	
		3) General		
		(a) For purpose of realignment of Jurisdiction		
		i) For major Jurisdictional changes down to and including Division	Board	
		ii) For Units within Division	Superintending Engineer of Circle	
		iii) For Line Staff	Executive Engineer	
		(b) Realignment in sanctioned patterns of Offices/ Units and deployment of Staff	Head of the Department	
		For Major/Minor changes in the Staff from one Office/Unit to another or for adjustment in the Sanctioned Strength of Office/Unit	Deployment 1) For Staff in Circle-wise Seniority only from one Unit to another:- Chief Engineer of the Zone 2) For the Staff in State-wise Seniority: The concerned Whole Time Director	For a period not exceeding one year

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
16.	9(39)	To grant Subsistence Allowance	As prescribed in Schedule 'C'	
17.	9(40)	To appoint a person as a Temporary employee	As provided in Third Schedule	
18.	9(41)	To create Temporary Post	As provided in First Schedule	
19.	9(42)	(a) To fix a time scale for a post	Board	
		(b) To prescribe any conditions not specifically mentioned in the Service Regulations but made conditional to earning Increments or to merit Promotion	Board	
20.	9(43)	To fix rates and conditions of Travelling Allowance	Board	
21.	9(44)	To appoint persons on Work-Charged establishment	As provided in Third Schedule	
22.	10(a)	To Terminate the services of an employee who is declared insolvent or convicted for any criminal offence inclusive of offences under Untouchability Act	Appointing Authority	
23.	11(a)	To grant permission for appointment to a person who has more than one wife.		
		i) For posts in Pay Group-IV and III	Head of Department concerned	
		ii) For posts in Pay Group-II and I	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director(HR) as the case may be for their respective wings	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
24.	11(b)	To grant permission for contracting another marriage to an employee who has a wife/husband living.		
		i) For posts in Pay Group-IV and III	Head of Department concerned	
		ii) For posts in Pay Group-II and I	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director(HR) as the case may be for their respective wings	
25.	12	To Terminate the services of an employee who was not qualified or eligible for initial recruitment or had furnished false information or produced a false certificate in order to secure appointment	Appointing Authority	
26.	13(a)	To make appointment to various posts	As provided in Second and Third Schedule	
27.	13(b)	To extend Probation Period	Competent Authority as prescribed in Seventh Schedule	
28.	13(d)	To terminate services of a Probationer	Competent Authority as prescribed in Seventh Schedule	
29.	13(g)	To terminate Probation Period after satisfactory completion of Probation Period and to appoint such a person substantively or to ask him to officiate in a Temporary or a Permanent post	Competent Authority as prescribed in Seventh Schedule	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
30.	14(a)	To grant extension of time to produce Physical Fitness Certificate	Appointing Authority as prescribed in Third Schedule	
31.	14(c)	To prescribe any Authority to conduct Medical Examination other than that prescribed in Service Regulation 14	Chairman & Managing Director in consultation with whole time Directors	
32.	15	To transfer an employee within or outside the Sphere of Duty or place of employment or to any place in India.		
		a) Within State limits	As prescribed in Fifth Schedule	
		b) Outside State	Chairman & Managing Director	
33.	16(a)	To permit an employee to quit service after due Notice is given or an amount of Salary in lieu of Notice is paid	Appointing Authority as prescribed in Third Schedule	
34.	Proviso to 16(a)	To relax the condition of Notice and to pay Salary in lieu of Notice	Appointing Authority as prescribed in Third Schedule	
35.	17(d) & 17 (i)	To accept request for Premature retirement on Medical ground/Voluntary.	Appointing Authority as prescribed in Third Schedule	
36.	19(a)	To prescribe categories of employees in whose case non-working day may be any day other than Sunday	Executive Director (HR) at Corporate Office and Officers not below the rank of the Superintending Engineer in the Field Offices	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
37.	19(b)	To grant Compensatory Holiday in case of individual employees who are called for work on a Sunday on account of exigencies of work	Head of Section in Corporate Office and the Officer in-charge of the particular Unit in the Field	
38.	20(a)	To extend the normal period of working hours due to exigencies of work	Officer in-charge of Unit	Except in case of Technical Personnel in Sub Stations and on Lines during emergencies or during work exigencies. Such occasions to detain employees for Overtime work should be few, if any. A non-Technical employee should not normally be asked to work Overtime in excess of concession given to him on occasions to come Late or Leave Office early by the Officer under whom he is working
39.	20(i), (j) & (k)	To decide whether Overtime work is justified and to sanction Overtime Allowance at the prescribed rates.		
		i) 12 Hrs. per month per employee in respect of all employees excluding Vehicle Drivers/ Cleaners and 75 Hrs. per month per employee in respect of Vehicle Drivers/ Cleaners	Officer in-charge of the Unit not below the rank of Executive Engineer and Sectional Head in Corporate Office	
		ii) Beyond 12 Hrs. per month per employee in respect of all employees excluding Vehicle Drivers/ Cleaners and beyond	Head of the Department	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
		75 Hrs. per month per employee in respect of Vehicle Drivers/ Cleaners		
40.	21(a)	To decide whether the Overtime work is justified and to sanction Overtime Allowance at the prescribed rates and above prescribed limits wherever necessary	Chief Engineer concerned in consultation with the Senior most Officer in the Finance & Accounts Cadre in the Zonal Office or in the office of the C.E. concerned	
41.	21(b)(ii)	To reject claim for Overtime payment in the case of employees who were negligent of the work during the schedule working hours	Officer In-charge of the Unit	
42.	23(b)	To decide the deemed date of promotion –		
		i) Technical employees in Pay Group-I and II	Director (Operations)/ Director (Projects)/ Executive Director for their respective wings	
		ii) Employees in pay Group-I and II on Finance & Accounts side	Director (Finance)	
		iii) Employees in Pay Group-I and II of Non-Finance & Accounts / Non-Technical Cadre	Executive Director (HR)	
		iv) Employees in pay Group-III and IV	Heads of the Departments	
43.	24(a)	To terminate the service by giving Notice or by paying Salary in lieu of Notice period	Appointing Authority as prescribed in Third Schedule	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
44.	25	To dismiss or remove from service after following the prescribed procedure	Appointing Authority as prescribed in Third Schedule or the Disciplinary Authority prescribed in Schedule 'C'	
45.	28(b)	To authorize posting of employees in higher grade against the post in lower grade or vice-versa without affecting their existing grade and pay and to fix their pay to protect their total emoluments in their substantive posts.		
		i) For Pay Group I employees	Executive Director (HR)	
		ii) For all other Pay Groups- II, III and IV employees	Chief General Manager (HR)/ General Manager (HR)	
46.	29	To fix pay on promotion to a higher post or on transfer from one post to another overlapping pay scale	Competent Authority prescribed in Eighth Schedule. (Subject to pre-audit)	
47.	30(a)	To release routine increments when due subject to scrutiny and audit	As prescribed in Sixth Schedule	
48.	30(c)(1)(iii)	To regulate date of increment consequent on the operation of rule regarding re-fixation of pay in the revised scale	Authority prescribed in Eighth Schedule	
49.	32(a)	To permit an employee to count period of Extra Ordinary Leave for increment when such leave is granted for reasons of ill-health or for prosecuting higher studies/ training.		
		i) For all Technical employees	Chief Engineer concerned	
		ii) For employees in HR and allied like LIR, Legal, Publicity etc.	Chief General Manager (HR)	
		iii) For all Finance & Accounts Staff	Chief General Manager (F&A)	
		iv) All Stores Staff	Chief Engineer	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
50.	36	To order holding of additional charge with Charge Allowance at 10% of the minimum of scale of pay of the additional post for period exceeding 15 consecutive days.		
		1) For posts in Division-wise Seniority		
		a) Corporate Office	Senior Manager (HR)	
		b) Field		
		i) Zonal Office	Chief Engineer	
		ii) Circle Office	Superintending Engineer	
		iii) Divisions & Sub-Divisions	Executive Engineer	
		2) For the posts in Circle wise Seniority		
		a) Corporate Office	Officer of the rank of Superintending Engineer equivalent and above	
		b) Field	As in (1) (b) above	
		3) For post in State-wise seniority		
		a) Corporate Office	Officers of the rank of Chief General Manager (HR)/General Manager (HR), equivalent and above	
		b) Field		
		i) In case of Pay Group-III	As in (1)(b) above	
		ii) In case of employees in Pay Group-I and II excluding Officer of the rank of Superintending Engineer and above	Chief Engineer/ Superintending Engineer or Officer of equal rank	
		iii) In case of employees of rank of Superintending Engineer and above	Concerned Head of Department	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
		iv) For Heads of Departments and equivalent posts	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director (HR) as the case may be	
51.	38(a)	To grant Leave	As prescribed in Ninth Schedule	
52.	43	To grant Leave under SR 43	As prescribed in Ninth Schedule	
53.	44	To grant Leave under SR 44	As prescribed in Ninth Schedule	
54.	Proviso to 44(b)	To sanction Leave on private affairs exceeding 2 months.		
		1) Heads of the Department	Chairman & Managing Director	
		2) All other employees	Heads of the Department	
55.	45	To grant Leave under SR 45	As prescribed in Ninth Schedule	
56.	Proviso to SR 45	To grant Leave on private affairs in excess of 2 months	Heads of the Department	
57.	46(a)	To relax the restriction against sanctioning of Extra Ordinary Leave without pay to employees for any satisfactory reason	As prescribed in Ninth Schedule	
58.	46(c)	To condone period of over stay of Leave or Joining Time and to permit the period to be counted for increment	Authority competent to grant Leave or Authority competent to order Transfer as the case may be	
59.	46(d)	Continued absence from duty or over stay of sanctioned Leave or Joining Time for a period exceeding 15 days without permission of the sanctioning authority	Disciplinary Authority as prescribed in Schedule 'C'	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
60.	46(e)	Without sufficient satisfactory reason, either over stayed the period of Leave sanctioned or has absented without prior permission or is found to be in the habit of absenting frequently from duty in spite of warning etc.	Disciplinary Authority as prescribed in Schedule 'C'	
61.	50	To Grant Disability Leave	Authorities competent to sanction leave as prescribed in Ninth Schedule.	
62.	51(a)	To grant Casual Leave	As prescribed in Ninth Schedule	
63.	51(b)	To take Disciplinary Action for absence from duty frequently	As prescribed in Schedule 'C'	
64.	53(a)	To grant Maternity Leave	Authority Competent to sanction Leave as specified in the Ninth Schedule	
65.	53(b)	To grant Special Leave to Female employees for adoption of orphan child	Authority Competent to sanction Leave as specified in the Ninth Schedule	
66.	56	To authorise Journey on Tour	As prescribed in Tenth Schedule	
67.	60(a)(ii)	To certify that extended Stay upto 15 days, beyond permissible 15 days was necessary in the interest of Company's work		
		i) Corporate Office		
		Employees in all Pay Groups	Head of the Department	
		ii) Field		
		Employees in all Pay Groups	Superintending Engineer	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
68.	60(a)(iii)	To permit an employee to draw Daily Allowance at the full rate for any period upto 90 days instead of at the 3/4 th rate for any special reasons to be recorded in writing.		
		i) Pay Group-I Officers of rank of Superintending Engineer and above	Chairman & Managing Director	
		ii) All other employees	Head of Departments	
69.	60(b)	To permit an employee to be on tour for a period beyond 120 days.		
		i) In respect of Field Staff	Circle Heads	
		ii) In case of all employees in Corporate Office	Head of Department/ General Manager (HR)	
70.	63(d)	To certify non availability of Company vehicle	Officer In-charge of Unit.	
71.	67(a)	To permit an employee in Pay Group-I and II to travel by Air	Heads of Departments for employees in their respective Departments	
72.	67(c)	To permit an employee in Pay Group-III and IV to travel by Air	Chairman & Managing Director	
73.	68(f)	To sanction extra cost incurred on account of Transport of Records, Taxi Fare paid for extensive movements for visiting various Offices at place like Delhi, Mumbai, Kolkata, Chennai, Bangalore and Hyderabad or any other charges which an employee has to incur over and above the normal expenses that he has to meet within Daily Allowance.		
		i) Heads of Departments	To draw under their own signature	
		ii) Other employees in Pay Group-I of the rank of Executive Engineer and above	Head of the Department	
		iii) Other employees in Pay Group-I, II and III	Officer of the rank of Assistant General Manager (HR)/ Assistant General Manager (F&A) and above	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
74.	70	To grant Permanent Travelling Allowance	Board	
75.	71(b)	To grant Conveyance Allowance for Two Wheelers	As prescribed in Addendum Twenty One	
76.	71(c)	To grant Conveyance Allowance for Local Movements	As prescribed in Addendum Twenty Two	
77.	71(d)	To grant Special Conveyance Allowance to Blind & Orthopaedically Handicapped Employees	As prescribed in Addendum Twenty Three	
78.	74	To curtail or increase Joining Time in individual cases	Competent Transferring Authority as prescribed in Fifth Schedule	
79.	Proviso to SR 77	To grant Transfer Allowance and Joining Time in case of an employee transferred at his own request in special circumstances.		
		i) Pay Group-I Officers of the rank of Executive Engineer and above	Chairman & Managing Director	
		ii) For all other employees	Head of Department	
80.	80(c)	To relax limit of 12 months provided for transport of personal effects or / and conveyance owned by employee from old to new station.		
		i) For Executive Directors	Chairman & Managing Director	
		ii) For Head of Department and all other employees	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director (HR) as the case may be	
81.	82(a)	To see that every claim is carefully scrutinised and to disallow exceptionable claim	As prescribed in Tenth Schedule	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
82.	85(e)	To report the Gift accepted in excess of the limit or to grant permission to accept the Gift in excess of limit.		
		1) Executive Director & the Head of Department	Chairman & Managing Director	
		2) Other employees in Pay Group-I of the rank of Executive Engineer and above	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director (HR) as the case may be	
		3) All other employees in pay Group-I, II, III and IV	Head of Department	
83.	85(h)(1) & (2)	To grant permission to acquire property.		
		i) Head of Departments	Chairman & Managing Director	
		ii) Employees in Pay Group-I of the rank of Executive Engineer and above	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director (HR) for employees of their respective wings	
		iii) All other employees in Pay Group- I, II, III and IV	Head of the Department in Corporate Office/ concerned Chief Engineers in the Field	
84.	85(h) (4)	To require an employee to submit a statement of movable and immovable property held or acquired by an employee or any member of his family.		
		i) Head of Department	Chairman & Managing Director	
		ii) Employees in Pay Group-I of the rank of Executive Engineer and above	Director (Operations)/ Director (Projects)/ Director (Finance)/	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
			Executive Director HR)/ for employees in their respective wings	
		iii) All other Pay Group-I employees and employees in Pay Group-II	Head of the Department in Corporate Office/ concerned Chief Engineers in the Field	
		iv) All employees in Pay Group-III and IV in Corporate Office	Officer of the rank of Assistant General Manager (HR) and above	
		v) All employees in pay Group-III in Field	Concerned Officer of the rank of Superintending Engineer and above	
		vi) Pay Group-IV employees in Field	Concerned Officer of the rank of Executive Engineer and above	
85.	85(j)	To withdraw Liberty of contributing Articles to Press or any magazine or periodical or participate in Radio Broadcast, if found contrary to Public Interest or Interest of Company	Chairman & Managing Director	
86.	85(k)	To authorise an employee to communicate directly or indirectly to any person any Document or Particulars contained therein	Chairman & Managing Director	
87.	85(o)	To permit an employee to apply for any Post or to seek Service outside Company.		
		i) Heads of Departments	Chairman & Managing Director	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
		ii) Employees in Pay Group-I of the rank of Superintending Engineer and above excluding Heads of the Department	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director (HR) as the case may be	
		iii) In respect of all employees in Pay Group-I and II excluding Officers of the rank of Superintending Engineer and above	Head of Department	
		iv) All employee in Pay Group-III and IV in Corporate Office	Officer of the rank of Assistant General Manager (HR) and above	
		v) All employees in Pay Group-III in Field	Superintending Engineer of a Circle	
		vi) Employees in Pay Group-IV in Field	Executive Engineer or Officer of an equivalent rank in-charge of a Division/Major Stores etc.	
		<p>Note While forwarding application of employees for outside posts, due care should be taken to see that the Company's work will not be unduly impaired by their relief and/or that the Company shall not let itself into any financial liability directly or indirectly or incur loss in any kind or in cash by their relief. The Officer concerned will also have the right to refuse to forward the application if the refusal is in the interest of the Company.</p>		
88.	Proviso to SR 85 (p) (1)	<p>Prohibiting an employee to undertake or directing him to discontinue honorary work of Social or Charitable nature or occasional work of a Literary, Artistic or Scientific character.</p> <p>i) For employee above the rank of Executive Engineer</p>		
		Chairman & Managing Director		

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
		ii) Pay Group-I employees of the rank of Executive Engineer and equivalent	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director (HR) as the case may be	
		iii) Other employees	Head of the Department	
89.	85(p) (2)	Report to be made if any member of the employee's Family is engaged in a Trade or Business or owns or manages an Insurance Agency or Commission Agency	As above	
90.	85(p) (3)	Previous sanction to take part in the registration, promotion or management of any Bank or other Company which is required to be registered under the Companies Act 1956 or any other Law for the time being in force or any Co-operative Society for Commercial purpose	As above	
91.	85(p) (4)	Acceptance of any Fee for any work done by an employee for any Public Body or any private person	As above	
92.	85(q)	To whom an employee who is subject of Legal proceeding from insolvency is required to report full facts	Executive Director (HR)	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
93.	85(r)	To permit an employee to have recourse to any Court of Law or to Press for a vindication of an Official act which has been the subject matter of adverse criticism or an attack of the defamatory character.		
		i) Pay Group-I Officers of the rank of Executive Engineer and above	Chairman & Managing Director	
		ii) Other employees	Executive Director (HR)	
94.	Note to SR 86	To decide whether behaviour of an employee can be deemed to be Minor Lapse or Major act of Misconduct and whether departmental proceedings should be taken against him	Disciplinary Authorities as prescribed in Schedule 'C'	
95.	88(a)(xi)(3)	To decide whether Loss caused to the Company in cases, where the orders for dismissal or removal from services are passed by the authority subordinate to Competent Authority or orders passed without giving reasonable opportunity to show cause in respect of such cases.		
		i) Pay Group-I Officers of the rank of Executive Engineer and above	Chairman & Managing Director	
		ii) Other employees	Head of the Department	
96.	88(p)	To sanction the reimbursement of travelling expenses equivalent to TA/DA to employees/ex-NMR Workers on production of certificate from Enquiry Officer stipulating the reason for calling for ex-employees/ ex-NMR Worker during the Departmental Enquiry	Respective Circle Head and authorities equivalent to them	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
97.	88(r)	To sanction the reimbursement of travelling expenses equivalent to TA/DA to ex-Appointing Authority of the erstwhile MSEB /Company, on production of documentary evidence from the Court/ACB authorities when called as a witness by the Court in ACB/ Police/ Criminal Cases filed against Company's employee	Concerned Head of the Department	
98.	103(a)	Grant of advance Increments, Prizes/ Awards to employees for outstanding works	Chairman & Managing Director in Consultation with Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director (HR)	
99.	103(b)	Grant of Cash Rewards for detection of case(s) of Power Theft to employees	Superintending Engineer / Chief Vigilance Officer	
100.	103(c)	Grant of advance Increment on acquiring Post Graduate Qualification.		
		i) For Pay Group-I Officers	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director (HR) as the case may be	
		ii) For other Staff in Corporate Office.	Executive Director (HR)	
		iii) For other Staff in Field	Chief Engineer Concerned	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1	2	3	4	5
101.	103(e)	Grant of advance Increment(s) on acquiring Qualification of ICWA/ICAI (Intermediate/Final)	As above	
102.	103(f)	Grant of advance Increment(s) on acquiring Doctorate (Ph.D.)	As above	
103.	103(g)	Grant of advance Increment to Junior Engineers who acquired Post Graduate Degree in Engineering before their joining the Company	As above	
		i) For employees working in Corporate Office	Executive Director (HR)	
		ii) For employees working in Field	Chief Engineer concerned	

TWELTH SCHEDULE

LINE STAFF

[See Service Regulations 9(28) & 69]

- 1) Technician Grade-I.
- 2) Technician Grade-II.
- 3) Technician Grade-III.
- 4) Technician Grade-IV.
- 5) Vehicle Driver and Cleaner.
- 6) Junior Engineers/Sub-Engineers detained for Line construction work only.
- 7) Mason and other Artisan Group employed and detained for civil works on lines.
- 8) Any Other employees or category of employees who may be classified by Competent Authority from time to time as coming under category of Line Staff.

Note: The Chief Engineer concerned shall be the Competent Authority to decide individual border line cases for eligibility of Daily Allowance as per Line Staff or otherwise to Junior Engineer/ Sub-Engineer detained for line construction work or construction cum O&M work on the merit of each case.

THIRTEENTH SCHEDULE

Competent Authorities to conduct Medical Examination on first appointment
(See Service Regulation 14)

Competent Medical Officer	Categories of Posts
(1) Medical Advisor	For candidates for posts in Pay Group-I, II, III and IV in Corporate Office.
(2) Medical Officer in-charge of Cama and Albless Hospital	For female candidates for appointments to posts in Mumbai
(3) Medical Officer in-charge of Government Hospital/Cottage Hospital	For candidates in respect of posts in Pay Group-I, II, III and IV in field
(4) Medical Officer In-charge of (Government) Civil Hospital /Cottage Hospital /Taluka Head Quarters, Dispensaries of Zilla Parishad having adequate arrangement for examining female candidates for Government posts	For female candidates in Pay Group-III and IV in field

FOURTEENTH SCHEDULE**PHYSICAL FITNESS STANDARDS**

[See Service Regulation 14]

Every employee has to be physically fit throughout his service under the Company in order to be able to perform efficiently the duties for which he is employed and continue in the service of the Company. For this purpose, as required under regulation 14, physical standards are prescribed for the guidance of the Competent Medical Authorities who are called upon to test candidates and employees of the Company for physical fitness.

I. GENERAL STANDARD OF PHYSICAL FITNESS

(a) The general examination as to the physical fitness of candidates for appointment in the service of the Company shall consist of routine examination into the healthy and bodily condition of the candidates with reference to the points noted below:-

- i) General conformation.
- ii) Presence or otherwise of haemorrhoids or fistula.
- iii) Presence or otherwise of hernia, or weakness of the inguinal rings and canals.
- iv) Presence of venereal, hydrocele or other affections of the testicle.
- v) Presence of pyorrhea alveolaris.
- vi) Any evidence of venereal disease.
- vii) Presence of Trachoma.
- viii) Any inveterate skin disease.
- ix) Any tubercular disease.
- x) A neurotic temperament.

(b) In the case of Watchmen who have to grapple and deal with intruders and trespassers, who have to do manual work, higher standard of vision, physique and general conditions of health than those who have to do desk work or those (such as Peons) who have to do light manual work, is necessary.

II. VISUAL TEST

(1) For posts requiring a very high degree of vision acuity glasses and moderate degree without glasses:

- i) Visual acuity :
 - 6/24 each eye without glasses
 - 6/6 each eye with 2.5 Diopter correction.
- ii) Normal colour vision as tested with "Ishihara" test.

iii) No evident signs of infectious conditions of the external eye e.g. Treachama. These posts will normally be in Pay Group-I and II and those employed in Drawing Section and also such of the Technician Groups such as Line Staff, Drawing Staff and such other categories whose nature of duties call for high standard of vision, as may be specified by the Competent Authority.

(2) For posts requiring a high degree of visual acuity with glasses:

Visual acuity.

6/6 each eye \pm 4 OD after correction.

The rest as in (1) above

Watchmen and Machine Worker, employees handling inflammable substances and such other employees as may be specified by the Competent Authority, will come under this category.

(3) For posts where moderate degree of visual acuity is tolerable:

Visual acuity

Better eye 6/6 with \pm 4 OD.

Worse eye 6/24 with glasses

All categories not included in (1) and (2) will come under this head.

III. The examining Medical Officer should note in the certificate of physical fitness the fact of vaccination having or not having been performed and should also take the left-hand thumb impression of candidate thereon. The examining Medical Officers are responsible for this.

IV. The existence of any of the following conditions will also disqualify, viz.

- (a) Any Tubercular disease.
- (b) A neurotic temperament.
- (c) The loss of an eye.
- (d) Any chronic affection of the eyes or ears or any acute affection of these organs until it be cured.
- (e) Considerable varicosity of the veins of either leg.
- (f) Veneral disease.

V. X-ray report of the chest is compulsory in all cases to check up any tubercular infection of the lung of pleura.

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FIFTEENTH SCHEDULE

Pay Groupwise eligibility for claiming transportation charges of his vehicle under its own propulsion shall be as under.
[See Service Regulation 76(b)]

Sr. No.	Pay Group	Vehicle eligible for claiming transportation charges.
1	Pay Group I	Motor Car
2	Pay Group II & III	Motor Cycle, Scooter, Moped / Luna
3	Pay Group IV	Bicycle

SIXTEENTH SCHEDULE

MISCELLANEOUS MATTERS

Sr. No.	Category of Post	Competent Authority
1	2	3
I DEPUTATION		
1) a)	Deputation on Foreign Service (In India)	
	i) Employees in Pay Group-I of the rank of Superintending Engineer equivalent and above in all cadres	Chairman & Managing Director
	ii) Employees in Pay Group-I and II excluding employees as at (i) above	Director(Operations)/ Director (Projects)/ Director (Finance)/ Executive Directors/ Executive Director (HR) for Technical, Finance & Accounts and HR Staff as the case may be
	iii) Employees in Pay Group-III and IV	Executive Director (HR)
b)	Deputation for training or refresher courses for short duration not exceeding 15 days for the courses conducted by Power Engineers Training Society, Nagpur or Training & Research Department of Company. Courses like First Aid, Fire Fighting, Safety Measures, Civil Defence etc. conducted by various organisations in Maharashtra and also AVTs Courses conducted by Director (Technical Education) Government of Maharashtra.	
	i) Employees in Pay Group-I (above the level of Executive Engineer and equivalent)	Concerned Whole time Director / Executive Director or equivalent
	ii) Other Pay Group-I employees not covered under (i) above and all employees in Pay Group-II and III on State-wise Seniority	Head of Department concerned at Corporate Office and in the Field Offices
	iii) Pay Group-III employees not covered under (ii) above and all Pay Group-IV employees	Superintending Engineer or equivalent and above
c)	Deputation to attend Workshops, Seminars, Conferences, etc. in India. Also long term Training Courses duration exceeding 15 days, Induction Courses etc.	
	i) Employees in Pay Group-I and II	Concerned Whole time Director / Executive Director or equivalent
	ii) Employees in Pay Group-III and IV	Heads of the Department

Sr. No.	Category of Post	Competent Authority
1	2	3
	2) Deputation for training /or to attend Seminar/Workshop or for Testing/ Inspection/ attending Works etc. (Outside India) For all employees	Chairman & Managing Director (A report to the Board to be put up for information)
	3) Deputation of services of employees of any State or Central Government or other body on mutually agreed Terms and Conditions	Chairman & Managing Director
II	Grant of Study Leave to all employees and to decide about the Programs/ Courses which are of definite advantages to the Company	Chairman & Managing Director in consultation with Executive Director (HR), concerned Director and Director (Finance)
III	Fixation of instalments for recovery of overpayments to employees.	
	a) For recoveries in not more than 12 instalments	
	1) i) For all Staff below the rank of Assistant General Manager (HR) in Corporate Office	Deputy General Manager (HR)
	ii) For Staff of the rank of Assistant General Manager (HR) and above	Executive Director (HR)/Chief General Manager (HR)/ General Manager (HR)
	2) For Staff of Zonal Offices	Chief Engineer
	3) For Staff in Circles/Divisions/ Major Stores/Sub-divisions/ Sub stations	Superintending Engineer/ In-charge of the Circle
	b) For recoveries in more than 12 instalments on merit of each case	Executive Director (HR)/Director (Finance)/ Director(Operations)/ Director (Projects) as the case may be
IV	Exemption from Medical Examination for reasons to be recorded in writing	Executive Director (HR) or Chief General Manager(HR)
V	Declaring a holiday on account of demise of a National Leader	Chairman & Managing Director and in his absence Executive Director (HR)/ Chief General Manager (HR)

Sr. No.	Category of Post	Competent Authority
1	2	3
VI	To decide cases for grant of Special Leave to the employees who are invited to participate in conference of international repute.	Chairman & Managing Director.
VII	To appoint a suitable person as Medical Adviser of the Company on such terms & conditions and for such duration as may be expedient in the circumstances whenever Honorary Medical Adviser of the Company proceeds on leave or is otherwise not able to attend office.	Chairman & Managing Director.
VIII	To decide matters of organising Workshop, Training courses etc. for Central Electricity Authority, Central Board of Irrigation & Power etc. where the required expenditure would be borne by the original sponsoring authority.	Chairman & Managing Director.
IX	i) To incur expenditure on Seminars, Refresher Courses, Training Courses etc. and to decide Terms and Professional Fees of visiting Lecturers/ outside Agencies for conducting Seminars, Refresher Courses, Training Courses. etc.	Executive Director (HR) shall be competent to incur expenditure on departmental training courses, Refresher courses, Seminars etc. arranged by the Training Department within the budgeted amount.
	ii) Other than Training Department to incur expenditure on concerned Seminars, Refresher Courses, Training Courses, Workshops etc. and to decide Terms and Professional Fees of visiting Lecturer from outside Agencies and for conducting Seminars, Refresher Courses, Training Courses in Corporate Office and Field.	Whole time Director
	iii) To prepare syllabus for different Courses being conducted by Training Department and also make changes in Course contents of various Courses to be conducted by Training Department.	Executive Director (HR) in consultation with Director concerned – Full Powers

Sr. No.	Category of Post	Competent Authority
1	2	3
X	To permit an employee of the Company to attend meetings of the Committee or Commission on which he may be nominated by the Central/State Government or Central Electricity Authority or Central Board of Irrigation & Power or by the Company or any other Officer of the Company authorised in that behalf, etc.	
	i) Directors of the Company and Executive Directors	Chairman & Managing Director
	ii) Technical employees	Director (Operations)/ Director (Projects)/ Executive Director concerned
	iii) Finance & Accounts employees	Director (Finance)
	iv) Employees of HR & allied	Executive Director (HR)
	(The period of absence of such employee/member to such meeting may be treated as on duty and wherever possible such Nomination may be with prior permission of the aforesaid concerned authority. The concerned authority may permit to retain in part or full the remuneration which he might get by virtue of his being a member of Committee/Commission. The aforesaid decision would not apply where any employee/member is Nominated in his official capacity in the Company as in such cases the employee/member is already deemed to be on duty. TA and DA for the above purpose will not be payable by the Company).	
XI	To co-sponsor Seminars/Workshops etc. organised by various Institutes/ Organizations/ Firms etc. and to incur expenditure for co-sponsoring such Seminars/Workshops.	
	a) Where the amount to be paid is upto Rs. 25,000/-	Director (Finance)/ Director (Operations)/ Director (Projects)/ Executive Director (HR) as the case may be
	b) Where the amount to be paid is more than Rs. 25,000/- but upto Rs. 1,00,000/- (One Lakh)	Chairman & Managing Director in consultation with Director (Finance)/ Director (Operations)/ Director (Projects)/ Executive Director(HR)
	c) Where the amount to be paid above Rs. 1,00,000/- (One Lakh)	Board
XII	To permit persons deputed by Government of outside Countries to visit the Transmission Projects of the Company for Study and Training purposes.	
	Chairman & Managing Director in consultation with the Director (Operations)/ Director (Projects) /Executive Director concerned.	

Sr. No.	Category of Post	Competent Authority
1	2	3
XIII	To appoint expert Consultants on Special terms of contract under the provisions of Regulation 6, in the interest of Administration as and when required.	Chairman & Managing Director.
XIV	To accept the change in the Name of employee.	Appointing Authority prescribed under Third Schedule.
XV	Funeral Assistance of an amount equal to one month's salary (means the last basic plus dearness allowance payable to the deceased) to be paid to dependents immediately after the death of employee while in service	Drawing and Disbursing Officer

SEVENTEENTH SCHEDULE

RULES FOR GRANT OF SPECIAL DISABILITY LEAVE TO THE EMPLOYEES WHO MEET WITH ACCIDENT WHILE ON DUTY

[See Service Regulation 50(a)]

A) i) Subject to the conditions herein specified, the Competent Authority may grant special disability leave to the employee, whether permanent or temporary who is disabled by injury intentionally inflicted or caused in, or in consequences of, due to performance of his official duties or in consequence of his official duties.

ii) Such leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice. But the Competent Authority may, if satisfied as to the cause of the disability, permit leave to be granted in case where the disability is manifested itself more than three months after the occurrence of its cause.

iii) The period of leave granted shall be such as it certified by the Civil Surgeon or Government Hospital Authorities or by the Private Registered Medical Practitioner in which case the certificate should be countersigned by the Government Hospital Authorities. It shall not be extended except on the certificate of the appropriate authorities and shall in no case exceed Twenty four months.

iv) Such leave may be combined with the leave of any other kind

v) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than Twenty four months of such leave shall be granted in consequence of any one disability.

vi) Such leave shall be counted as duty for calculating service for pension, gratuity and the Company's share of CPF and shall not except, half the period of leave on half average pay (other than Special Disability Leave) or of Special Disability leave on average pay, be debited against the leave account.

vii) The leave salary during the Special Leave shall be equal to:

- a) for the first four months of any period of Special Leave including a period of such leave granted under clause (v) of this rule to average pay; and
- b) for the remaining period of any such leave on half average pay or at the employee's option for a period not exceeding the period of average pay which should otherwise be admissible to him, to average pay.

viii) In the case of person to whom the Employees' Compensation Act, 1923 and the Employees' State Insurance Act, 1948 apply, the amount payable under these rules shall be reduced by the amount of compensation payable under Section 4(i) (d) of the Employees' Compensation Act and the amount of sickness benefit payable under Section 49 of the Employees' State Insurance Act.

- ix) Provisions of this rule apply to:
- a) the employees disabled in consequences of the service with Military force, if he is discharged as unfit for further Military service but he is not completely and permanently incapacitated for further service; and
 - b) an employee, not so discharged, who suffers a disability which is certified by the Civil Surgeon or Government Hospital Authorities or by Private Registered Medical Practitioner (in which case the certificate should be countersigned by the Civil Surgeon or the Government Medical Authorities) to be directly attributable to his service with a Military force.

But in either case, any period of leave granted to such person under Military Rules in respect of that disability shall be reckoned as leave granted under this rule for the purpose of calculating the period admissible.

B) The Competent Authority may extend application of these rules at (A) referred to above to the employees, whether permanent or temporary who is disabled by injury incidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official post or by illness incurred in performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attached to the post which he holds. The grant of this concession is subject to the further conditions:-

- i) that the disability if due to disease must be certified by the Government Civil Surgeon or by the Government Hospital Authorities or by the Registered Medical Practitioner (in which case the certificate should be countersigned by the Government Medical Authorities) to be directly attributable due to performance of Official duty.
- ii) that if the employee has contracted such disability during the service otherwise than the Military force which must be in the opinion of the Competent Authority exceptional in character.
- iii) that the period of absence should be recommended by the Government Civil Surgeon or by Government Hospital Authorities or by the Registered Medical practitioner (in which case the certificate should be countersigned by the Government Medical Authorities) may be covered in part by leave under this leave and in part by other leave and that the amount of special disability leave granted on average pay may be less than 4 months.

Note: *Special Disability Leave will be admissible under Rule B only where illness or injury sustained as a result of risk which is beyond the ordinary risk attached to the post which an employee holds.*

EIGHTEENTH SCHEDULE

DIRECTIONS FOR DETERMINING THE CORRECT DATE OF BIRTH OF AN EMPLOYEE

[See Instruction (ii) below Service Regulation 9(2)(c)]

- I)** A candidate will usually furnish proof of age in any of the following forms:
- a)** His own statement or that of a parent, guardian, friend, or relative.
 - b)** School Leaving Certificate, SSC Examination/Matriculation Certificate or University Certificate.
 - c)** Extract from a birth or baptismal register.
 - d)** Horoscope.
 - e)** Entry in family records or accounts book.
- P.S.**
- (i)** (a) above should not be accepted as sole proof of candidate's age.
 - (ii)** (b), (d) & (e) separately cannot always be depended as reliable proof of age, while (c) cannot also furnish absolute proof unless the name of the child is registered.
- II)** To ensure, as far as possible, that convincing and conclusive proof of age is forthcoming, all candidates should be asked to produce both an extract from a birth or baptismal register and a school leaving certificate or SSC Examination/ Matriculation Certificate or University Certificate giving the date of birth. An extract or certificate of birth (such as baptismal certificate) where the name of the candidate has been entered in original birth register at the time of birth, should however, be accepted as a sufficient proof.
- III)** If a candidate is unable to produce any of the documents referred to in (II) above, a full explanation should be obtained from him and unless he can adduce satisfactory reasons for not producing them other evidence such as horoscope, family records, accounts books etc. should not be admitted.
- IV)** Oral or written statements or affidavits of candidates or their relatives should not be accepted without the production of supporting evidence save in exceptional cases where the certifying authority is satisfied that for some good reasons as direct evidence is available and that the person concerned is trustworthy and there is no reason to disbelieve him.
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NINETEENTH SCHEDULE

LIST OF HEADS OF THE DEPARTMENTS

[See Service Regulation 9(18)]

- 1) Executive Director (HR)
- 2) Executive Directors (Operations/Projects)
- 3) Chief Engineers in Corporate Office and Field
- 4) Chief General Manager (Finance & Accounts)
- 5) Chief General Manager (HR)
- 6) Chief Security Officer
- 7) Company Secretary

Note: 1) *If designation of any of the above post is changed as a result of rationalisation or for any other reason, the post with new designation should be construed to be the Head of the Department.*

2) *Exercise of powers by Chief Engineers in Corporate Office and Field is confined to the area under their jurisdiction and in respect of employees working under them.*

3) *In matters involving Finance, the exercise of powers by Chief Engineers should be in consultation with the senior most Officer of the Finance & Accounts Cadre attached to them.*

TWENTIETH SCHEDULE**POSTS CLASSIFIED AS PAY GROUP-I**

[See Service Regulation 27]

1) Executive Director	16) Senior Manager (HR)
2) Chief Engineer	17) Senior Manager (F&A)
3) Chief General Manager	18) Dy. Chief Industrial Relations Officer
4) Chief Security Officer	19) Dy. Chief Vigilance Officer
5) Company Secretary	20) Dy. Chief Security Officer
6) General Manager	21) Deputy Head (IT)
7) Deputy General Manager (HR)	22) Revenue Officer
8) Superintending Engineer	23) Dy. Executive Engineer
9) Chief Legal Adviser	24) Team Leader (IT)
10) Chief Industrial Relations Officer	25) Asstt. Chief Vigilance Officer/ Asstt. Chief Security Officer
11) Head System (IT)	26) Manager (HR)
12) Assistant General Manager (HR)	27) Manager (F&A)
13) Assistant General Manager (F&A)	28) Stenographer (Special Grade)
14) Personal Secretary to CMD	29) Programmer (IT)
15) Executive Engineer	

Note :- The Category of posts either which are abolished or rendered surplus or not available in sanction strength but the incumbents are working against such posts as surplus or supernumary are deemed to have been included in the above schedule till the such incumbent ceased to hold the surplus/supernumary post.

TWENTY-FIRST SCHEDULE**POSTS CLASSIFIED AS PAY GROUP-II**

[See Service Regulation 27]

1) Assistant Engineer	8) Dy. Manager (HR)
2) Chief Foreman	9) Dy. Manager (F&A)
3) System Analyst	10) Head Foreman
4) Dy. Security Officer	11) Chief Draftsman
5) Dy. Vigilance Officer	12) Public Relations Officer
6) Junior Engineer	13) Stores Superintendent
7) Assistant System Analyst	

Note :- The Category of posts either which are abolished or rendered surplus or not available in sanction strength but the incumbents are working against such posts as surplus or supernumary are deemed to have been included in the above schedule till the such incumbent ceased to hold the surplus/supernumary post.

TWENTY SECOND SCHEDULE

POSTS CLASSIFIED AS PAY GROUP-III

[See Service Regulation 27]

1) Sub- Engineer	16) Lower Division Clerk
2) Senior Operator	17) Junior Stores Assistant
3) Assistant Security Officer	18) Telephone Operator
4) Senior Draftsman	19) Sub-Overseer Grade I and II
5) Assistant Accountant	20) Surveyor Grade-II
6) Senior Clerk/Head Clerk/Estt. Assistant	21) Technician Grade-II
7) Secretary-cum-Steno (English)/(Marathi)	22) Assistant Operator
8) Stores Assistant	23) Vehicle Driver
9) Technician Grade I	24) Tracer
10) Operator	25) Technician Grade-III
11) Junior Draftsman	26) Artisan 'C' Civil Mistry
12) Upper Division Clerk (F&A)	27) Blue Printer
13) Upper Division Clerk (HR)	28) Office Assistant /LDC
14) Junior Security Officer	29) Typist
15) Steno-Typist (English)/(Marathi)	30) Cable Jointer
	31) Crane Operator

Note :- The Category of posts either which are abolished or rendered surplus or not available in sanction strength but the incumbents are working against such posts as surplus or supernumary are deemed to have been included in the above schedule till the such incumbent ceased to hold the surplus/supernumary post.

TWENTY-THIRD SCHEDULE

POSTS CLASSIFIED AS PAY GROUP-IV

[See Service Regulation 27]

1) Daftary	5) Peon
2) Technician Grade IV	6) Watchman
3) Civil Helper/Civil Mukadam	7) Sweeper
4) Stores Helper	8) Vehicle Cleaner

Note :- The Category of posts either which are abolished or rendered surplus or not available in sanction strength but the incumbents are working against such posts as surplus or supernumary are deemed to have been included in the above schedule till the such incumbent ceased to hold the surplus/supernumary post.

TWENTY-FOURTH SCHEDULE

(See Note 9 of the Second Schedule)

अनुसूचित जमातीच्या उमेदवारांचे जिल्हास्तरावर एकत्रित नांव नोंदणी ठेवणारे “नियंत्रक अधिकारी” नियुक्ती प्राधिकाऱ्याकडे नावे पुरस्कृत करणारे “पुरस्कर्ता अधिकारी” यांची यादी.

अ.क्र.	जिल्हा	नियंत्रक तथा पुरस्कर्ता अधिकारी	
१	२	३	
१.	नाशिक	प्रकल्प अधिकारी, एकात्मिक अदिवासी विकास प्रकल्प	नाशिक
२.	धुळे	प्रकल्प अधिकारी, एकात्मिक अदिवासी विकास प्रकल्प	नंदूरबार
३.	जळगांव	प्रकल्प अधिकारी, एकात्मिक अदिवासी विकास प्रकल्प	यावल
४.	अहमदनगर	प्रकल्प अधिकारी, एकात्मिक अदिवासी विकास प्रकल्प	राजूर
५.	ठाणे	प्रकल्प अधिकारी, एकात्मिक अदिवासी विकास प्रकल्प	शहापूर
६.	रायगड	प्रकल्प अधिकारी, एकात्मिक अदिवासी विकास प्रकल्प	पेण
७.	सिंधुदुर्ग	जिल्हा समाज कल्याण अधिकारी	सिंधुदुर्ग
८.	रत्नागिरी	जिल्हा समाज कल्याण अधिकारी	रत्नागिरी
९.	मुंबई	आदिवासी विकास अधिकारी	गोरेगांव, मुंबई
१०.	पुणे	प्रकल्प अधिकारी, एकात्मिक अदिवासी विकास प्रकल्प	साल ता. आंबेगांव, जिल्हा पुणे.
११.	सांगली	जिल्हा समाज कल्याण अधिकारी	सांगली
१२.	सातारा	जिल्हा समाज कल्याण अधिकारी	सातारा
१३.	सोलापूर	जिल्हा समाज कल्याण अधिकारी	सोलापूर
१४.	कोल्हापूर	जिल्हा समाज कल्याण अधिकारी	कोल्हापूर
१५.	अमरावती	प्रकल्प अधिकारी, एकात्मिक अदिवासी विकास प्रकल्प	धारणी

अ.क्र.	जिल्हा	नियंत्रक तथा पुरस्कर्ता अधिकारी	
१	२	३	
१६.	यवतमाळ	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प	पांढरकवडा
१७.	अकोला	आदिवासी विकास अधिकारी	अकोला
१८.	बुलढाणा	जिल्हा समाज कल्याण अधिकारी	बुलढाणा
१९.	नागपूर	उपसंचालक, आदिवासी विकास, गोंडवन विभाग	नागपूर
२०.	भंडारा	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प	देवरी
२१.	चंद्रपूर	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प	चिमूर
२२.	गडचिरोली	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प	धानोरा
२३.	वर्धा	जिल्हा समाज कल्याण अधिकारी	वर्धा
२४.	नांदेड	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प	किनवट
२५.	औरंगाबाद	आदिवासी विकास अधिकारी	औरंगाबाद
२६.	जालना	जिल्हा समाज कल्याण अधिकारी	जालना
२७.	लातूर	जिल्हा समाज कल्याण अधिकारी	लातूर
२८.	उस्मानाबाद	जिल्हा समाज कल्याण अधिकारी	उस्मानाबाद
२९.	बीड	जिल्हा समाज कल्याण अधिकारी	बीड
३०.	परभणी	जिल्हा समाज कल्याण अधिकारी	परभणी
<ul style="list-style-type: none"> आदिवासी विकास विभाग, शासन परिपत्रक क्रमांक बीसीसी-१०८९/२१८५९/प्र.क्र.८०८/का.-१५, दिनांक १६ सप्टेंबर १९८९, मंडळाचे परिपत्रक क्र. साप्रावि/मावक/३/४१४, दिनांक ०३-०२-१९९० अन्वये. आदिवासी विकास विभाग, शासन परिपत्रक क्रमांक बीसीसी-१०८९/२१८५९/प्र.क्र.८०८/का.-१९, दिनांक १२ डिसेंबर १९९१, मंडळाचे परिपत्रक क्र. साप्रावि/मावक/३/०१५११, दिनांक २७ मे १९९२ अन्वये. 			

TWENTY FIFTH SCHEDULE

STUDY LEAVE (See Service Regulation 49)

1. Conditions for grant of Study Leave

- 1) Subject to the conditions specified, Study Leave may be granted to an employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a Professional or a Technical subject having a direct and close connection with the Sphere of his Duty.
- 2) Study Leave may also be granted-
 - (a) for a course of training or study tour in which an employee may not attend a regular academic or semi-academic course, if the course of training or the study tour is certified to be of definite advantage from the point of view of Company and is related to sphere of duties of the employee; and
 - (b) for the Studies which may not be closely or directly connected with the work of an employee, but which are capable of widening his mind in a manner likely to improve his abilities as an employee of the Company and to equip him better to collaborate with those employed in other branches of the Public Service.
- 3) Study Leave shall not be granted unless-
 - (a) It is certified by the authority competent to grant leave that the proposed course of Study or Training shall be of definite advantage from the point of view of Company's interest. It is for prosecution of studies in subjects other than academic or Literary subjects.
 - (b) The release of Foreign Exchange involved in the grant of Study Leave, if such study is outside India shall be in accordance with the Reserve Bank of India Rules prevailing from time to time.
- 4) The Study Leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.
- 5) Study Leave shall not ordinarily be granted to an employee-
 - (a) Who has rendered less than five years service under the Company;
 - (b) Who is due to retire or has the option to retire, from the Company's service within three years of the date on which he is expected to return to duty after the expiry of the leave.
- 6) Study Leave shall not be granted to employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

Note: Applications for Study Leave shall be considered on merits of each case by the Competent Authority.

2. Maximum amount of Study Leave –

The maximum amount of Study Leave, which may be granted to an employee shall be –

- (a) ordinarily twelve months at any one time, and
- (b) during his entire service, twenty-four months in all (inclusive of similar kind of leave for Study or Training granted under any other rules).

3. Application for Study Leave

- 1) (a) Every application for Study Leave shall be submitted through proper channel to the authority competent to grant leave.
- (b) The Course or Courses of Study contemplated and any Examination, which he proposes to undergo shall be clearly specified in such application.
- 2) Where it is not possible for an employee to give full details in his application, or if, after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of the Department or the authority competent to grant leave, as the case may be and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the Study Leave for the course.

4. Sanction of Study Leave

- 1) The decision of the Competent Authority regarding the admissibility of the Study Leave shall be final.
- 2) Where an employee borne permanently on the cadre of Company's establishment is serving temporarily in another department or establishment, the grant of Study Leave to him shall be subject to the condition that the concurrence of Company is obtained before leave is granted.
- 3) (a) Every employee in permanent employment who has been granted Study Leave or extension of such Study Leave shall be required to execute a Bond in Form I or II as the case may be, before the Study Leave or extension of such Study Leave granted to him commences.
- (b) Every employee not in permanent employment who has been granted Study Leave or extension of such Study Leave shall be required to execute a Bond in Form III or IV as the case may be, before the Study Leave or extension of such Study Leave granted to him commences.

(c) The authority competent to grant leave shall confirm the effect that the employee referred to in clause (a) or (b) has executed the requisite Bond.

- 4) On completion of the course of study, an employee shall submit to the authority which granted him the Study Leave, the certificate of examinations passed or special course of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in-charge of the course of study.

5) Accounting of Study Leave and combination with leave of other kinds-

- (1) Study Leave shall not be debited against the regular leave account (Earned Leave) of the employee.
- (2) Study Leave may be combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave, other than Extra Ordinary Leave involve a total absence of more than twenty-eight months from the regular duties of the employee.

Explanation:

The limit of twenty eight months of absence prescribed in this sub rule includes the period of vacations.

- (3) An employee granted Study Leave in combination with any other kind of leave may, if he so desires undertake or commence a course of study during any other kind of leave.

Provided that the period of such leave coinciding with the course of study shall not count as Study Leave.

6) Regulation of Study Leave extending beyond course of study.

When the course of study falls short of Study Leave granted to an employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the authority competent to grant leave has been obtained to treat the period of short fall as ordinary leave.

7) Leave Salary during Study Leave

- (1) During Study Leave availed outside India, an employee shall draw Leave Salary equal to the Pay (without allowances other than Dearness Allowance) that he drew while on duty immediately before proceeding on such leave.
- (2) (a) During Study Leave availed in India, an employee shall draw Leave Salary equal to the Pay (without allowances other than Dearness Allowance) that the employee drew while on duty immediately before proceeding on such leave.

(b) Payment of leave salary at full rate under clause (a) shall be subject to furnishing of a certificate by the employee to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part time employment.

(c) The amount, if any received by an employee during the period of Study Leave as Scholarship, Stipend or Remuneration in respect of any Part Time employment shall be adjusted against the Leave Salary payable under this sub-rule, subject to the condition that the Leave Salary shall not be reduced to an amount less than that payable as Leave Salary during Half Average Pay Leave.

8) Grant of Study Allowance

No Study Allowance shall be granted in any case.

9) Travelling Allowance during Study Leave

An employee to whom Study Leave has been granted shall not ordinarily be paid Travelling Allowance but the Board may in exceptional circumstances sanction the payment of such allowance

10) Cost of Fees for Study

An employee to whom Study Leave has been granted shall ordinarily be required to meet the cost of Fees paid for the study by himself.

Provided that in no case shall the Cost of Fees be paid to an employee who is in receipt of Scholarship or Stipend from whatever source or who is permitted to receive or retain, in addition to his Leave Salary, any remuneration in respect of Part Time employment.

11) Resignation or Retirement after Study Leave.

1) If an employee resigns or retires from service or otherwise quits service without returning to duty after a period of Study Leave or within a period of five years after such return to duty, he shall be required to refund-

(a) The actual amount of Leave Salary, Cost of Fees, Travelling and other expenses, if any, incurred by the Company, and

(b) The actual amount, if any, of the cost incurred by other Agencies, such as Foreign Governments, Foundations and Trusts in connection with the course of study, together with interest thereon at rates for the time being in force on Government Loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise:

Provided that nothing in this rule shall apply-

(i) to an employee who after return to duty from Study Leave, is permitted to retire from service on medical grounds; or

- (ii) to an employee who after return to duty from Study Leave, is deputed to serve in any Statutory or Autonomous Body or Institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said Statutory or Autonomous Body or Institution in the Public interest.
- 2)
 - (a) The Study Leave availed of by such employee shall be converted in to regular leave standing at his credit on the date on which the Study Leave commenced, any regular leave taken in continuation of Study Leave been suitably adjusted for the purpose and the balance of the period of Study Leave, if any, which cannot be so converted, treated as Extra Ordinary Leave.
 - (b) In addition to the amount to be refunded by the employee under sub rule (1), he shall be required to refund any excess of Leave Salary actually drawn over the Leave Salary admissible on conversion of the Study Leave.
- 3) Notwithstanding anything contained in this rule, the Company may, if it is necessary or expedient to do so, either in the Public interest or Company or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub rule (1) by the employee concerned.
(Encl: Form I to IV)

FORM –I

Bond to be executed by an employee in Permanent employment when proceeding on Study Leave

KNOW ALL MEN BY THESE PRESENTS THAT I, _____
_____ resident of _____ in the District of _____
_____ at present employed as _____ in the Department/Office of _____
_____ do hereby bind myself and my heirs, executors and administrators to pay to the MSETCL (hereinafter called as the Company) on demand the sum of Rs. _____ (Rupees _____
_____ only) together with interest thereon from the date of demand at Government rates for the time being in force on Government Loans or if payment is made in a Country other than India, the equivalent of the said amount in the currency of that Country converted at the official rate of exchange between that Country and India, AND TOGETHER with all costs between Attorney and Client and all charges and expenses that shall or may have been incurred by the Company.

WHEREAS I, _____ am granted Study Leave by the Company;

AND WHEREAS for the better protection of the Company, I have agreed to execute this Bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of Study Leave or at any time within a period of five years after my return to duty I shall forthwith pay to the Company or as may be directed by the Company on demand the said sum of Rs. _____ (Rupees _____

_____ only) together with interest thereon from the date of demand at Government rates for the time being in force on Government Loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the Laws of India, for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

The Company has agreed to bear the Stamp Duty payable on this Bond.

Signed and dated this _____ day of _____ two thousand and _____

Signed and delivered by _____ in the presence of -

1) _____

2) _____

Accepted for and on behalf of the Company by _____

Witnesses:

1) _____

2) _____

FORM –II

Bond to be executed by an employee in permanent employment when granted extension of Study Leave

KNOW ALL MEN BY THESE PRESENTS THAT I, _____
_____ resident of _____ in the District of _____
_____ at present employed as _____ in the Department /Office
of _____ do hereby bind myself and my heirs, executors and administrators to pay
to the MSETCL (hereinafter called as the “ Company”) on demand the sum of Rs. _____
_____ (Rupees _____
only) together with interest thereon from the date of demand at Government rates for the time being
in force on Government Loans or, if payment is made in a Country other than India, the equivalent
of the said amount in the currency of that Country converted at the official rate of exchange between
that Country and India, AND TOGETHER with all costs between Attorney and Client and all
charges and expenses that shall or may have been incurred by the Company.

WHEREAS I, _____ am
granted Study Leave by Company for the period from _____ to _____
in consideration of which I executed a Bond, dated _____ for Rs. _____
(Rupees _____ only) in favour of the
Company.

AND WHEREAS the extension of Study Leave has been granted to me at my request until

AND WHEREAS for the better protection of the Company, I have agreed to execute this
Bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the
event of my failing to resume duty, resigning or retiring or otherwise quitting service without returning
to duty after the expiry or termination of the period of Study Leave or at any time within a period of
five years after my return to duty, I shall forthwith pay to the Company or as may be directed by the
Company on demand the said sum of Rs. _____ (Rupees
_____ only) together with interest
thereon from the date of demand at Government rates for the time being in force on Government
Loans.

AND upon my making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the Laws of India, for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

The Company has agreed to bear the Stamp Duty payable on this Bond.

Signed and dated this _____ day of _____ two thousand and

Signed and delivered by _____ in the presence of -

1) _____

2) _____

Accepted for and on behalf of the Company by _____

Witnesses:

1) _____

2) _____

FORM –III

Bond to be executed by an employee not in permanent employment when proceeding on Study Leave

KNOW ALL MEN BY THESE PRESENTS THAT WE _____
_____ resident of _____
in the District of _____ at present employed as _____
_____ in the Department/Office of _____
(hereinafter called "the obligor") and Shri/Shrimati/Kumari _____
_____ Son/daughter of _____
_____ of _____ and Shri/Shrimati/
Kumari _____ Son/daughter of
_____ of _____ (hereinafter called
the Sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and
administrators to pay to the MSETCL (hereinafter called "the Company") on demand the sum of
Rs. _____ (Rupees _____
_____ only) together with Interest thereon from the date of demand at
Government rates for the time being in force on Government Loans or, if payment is made in a
Country other than India, the equivalent of the said amount in the currency of that Country converted
at the official rate of exchange between that Country and India AND TOGETHER with all costs
between Attorney and Client and all charges and expenses that shall or may have been incurred by
the Company.

WHEREAS the obligor is granted Study Leave by the Company;

AND WHEREAS for the better protection of the Company the obligor has agreed to execute
this Bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the
event of the obligor Shri/Shrimati/Kumari _____
_____ failing to resume duty or resigning from service or otherwise quitting service without
returning to duty after the expiry or termination of the period of Study Leave or at any time, within
a period of five years after his return to duty, the obligor and the Sureties shall forthwith pay to the
Company as may be directed by the Company on demand the said sum of Rs. _____
(Rupees _____ only) together with

interest thereon from the date of demand at Company rates for the time being in force on Government Loans.

AND upon the obligor Shri/Shrimati/Kumari _____ and/or Shri/Shrimati/Kumari _____ and/ or Shri/Shrimati/Kumari _____, the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Company or any person, authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Company to sue the obligor before suing the sureties Shri/Shrimati/Kumari _____ and Shri/Shrimati/Kumari _____ or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the Laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

The Company has agreed to bear the Stamp Duty payable on this Bond.

Signed and dated this _____ day of _____ two thousand and _____

Signed and delivered by the obligor above named Shri/Shrimati/Kumari _____ in the presence of -

Witness : (1) _____

(2) _____

Signed and delivered by the surety above named Shri/Shrimati/Kumari _____ in the presence of -

Witness : (1) _____

(2) _____

Signed and delivered by the surety above named Shri/Shrimati/Kumari _____
_____ in the presence of –

Witness : (1) _____

(2) _____

Accepted for and on behalf of the Company by _____

FORM-IV**Bond to be executed by an employee not in Permanent employment when granted extension of Study Leave**

KNOW ALL MEN BY THESE PRESENTS THAT WE _____
 _____ resident of _____ in the District of _____
 _____ at present employed as _____ in the Department/Office of _____
 _____ (hereinafter called
 “the obligor”) and Shri/Shrimati/Kumari _____ Son/daughter
 of _____ of _____
 _____ and Shri/Shrimati/Kumari _____
 _____ son/daughter of _____ of _____
 _____ hereinafter called the Sureties) do hereby jointly and severally bind ourselves and our
 respective heirs, executors and Administrators to pay to the MSETCL (hereinafter called
 “the Company”) on demand the sum of Rs. _____ (Rupees
 _____ only) together with interest thereon
 from the date of demand at Government rates for the time being in force on Government loans or, if
 payment is made in a Country other than India, the equivalent of the said amount in the currency of
 that Country converted at the official rate of exchange between that Country and India AND
 TOGETHER WITH all costs between Attorney and Client and all charges and expenses that shall
 or may have been incurred by the Company.

WHEREAS the obligor was granted Study Leave by the Company for the period from
 _____ to _____ in consideration of which he executed a
 Bond dated _____ for Rs. _____ (Rupees
 _____ only) in favour of the
 MSETCL.

AND WHEREAS the extension of Study Leave has been granted to the obligor at his
 request until _____

AND WHEREAS for the better protection of the Company the obligor has agreed to execute
 this Bond with such condition as hereunder is written;

AND WHEREAS the said sureties have agreed to execute this Bond as sureties on behalf of the above bounden _____

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri/Shrimati/Kumari _____ failing to resume duty or resigning from service without returning to duty after the expiry or termination of the period of Study Leave so extended or at any time within a period of five years after his return to duty, the obligor and the sureties shall forthwith pay to the Company or as may be directed by the Company on demand the said sum of Rs. _____ (Rupees _____ only) together with interest thereon from the date of demand at Company rates for the time being in force on Company Loans.

AND upon the obligor Shri/Shrimati/Kumari _____ and/or Shri/Shrimati/Kurmari _____ and/or Shri/Shrimati/Kumari _____ the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Company or any person, authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Company to sue the obligor before suing the sureties Shri/Shrimati/Kumari _____ and Shri/Shrimati/Kumari _____ or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the Laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by appropriate courts in India.

The Company has agreed to bear the stamp duty payable on this Bond.

Signed and dated this _____ day of _____ two thousand and _____

Signed and delivered by the obligor above named Shri/Shrimati/Kumari _____
_____ in the presence of -

Witnesses : (1) _____

(2) _____

Signed and delivered by the obligor above named Shri/Shrimati/Kumari _____
_____ in the presence of -

Witnesses : (1) _____

(2) _____

Signed and delivered by the obligor above named Shri/Shrimati/Kumari _____
_____ in the presence of -

Witnesses : (1) _____

(2) _____

Accepted for and on behalf of the Company by _____

APPENDIX 'A'

[See Service Regulation 43]

- (a) Categories of employees working in Technical Cadre in Sub stations and Lines.

Technician Grade-I	Vehicle Driver/Cleaner
Cable Jinter	Senior Operator
Technician Grade-II	Operator
Technician Grade-III	Assistant Operator
Technician Grade-IV	

- (b) Any other category of employee which the Board may add according to the nature of work.

Note: The Board may, in its absolute discretion, transfer any employee or any Class of employees from one Appendix to another.

APPENDIX 'B'

(See Service Regulation 44)

Categories of employees in Administrative Offices, Technical Supervisory Staff in Corporate Office, Zonal Office, Circle Office, Divisional Office and Sub Divisional Offices.

- (a) Service Regulation 44 will be applicable to all the Administrative Staff and Technical Supervisory Staff in the Corporate Office, Zonal Office, Circle Office, Divisional and Sub-Divisional Offices not included in Appendix 'A' and Appendix 'C'
- (b) Any other category of employees which the Board may add to this Appendix from Time to time.

APPENDIX 'C'
(See Service Regulation 45)

Categories of Employees in Pay Group IV Posts in Corporate Office, Zonal Office, Circle Office, Divisional Office and Sub-Divisional Office.

- (a) All Pay Group IV employees in the Corporate Office, Zonal Offices, Circle Offices, Divisional Offices and Sub-Divisional Offices (excluding similar staff employed in Sub Stations/Lines governed either by the Factories Act or mentioned in Appendix 'A').
- (b) Any other category of employees, which may, from time to time, be added to this Appendix by the orders of the Board.

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FORMAT -1
[See Service Regulation 10(b)]
Show Cause Notice

(By RPAD)

Ref. No. _____

Date: _____

To

Sub: Conviction by Court – Show Cause Notice for Termination of Service.

It is noticed that you have been convicted on Criminal charge under Section No. _____ of IPC/ Untouchability Act, by the Court of _____ in the Case No. _____ on _____

Your conduct which led to your conviction is considered as undesirable for your further continuance in the Company's services.

Hence in exercise of the powers delegated to the undersigned under MSETCL. Employees' Service Regulation No. 10(a) read with Third Schedule, I have decided to terminate your services, forthwith.

You are, therefore, hereby directed to state the reasons within seven days from the date of receipt of this Show Cause Notice as to why action as proposed above should not be taken against you. In case you fail to reply within the stipulated period, it will be presumed that you have no cause to show and further action will be taken.

Name, Designation & Signature of
Appointing Authority & Competent Authority

Copies to:

[Having regard to the facts of individual case the form may be suitably modified, if necessary]

FORMAT-2

[See Service Regulation 10(b)]

Service Termination Order

OFFICE ORDER

(By RPAD)

Ref No. _____

Date: _____

1) Whereas Shri _____ has been convicted on a Criminal charge under Section No. _____ of IPC/ Untouchability Act by the Court of _____ on _____ .

2) And whereas it is considered that the conduct of Shri _____ (Designation) _____ which has led to his conviction is such as to render his further continuance in the service of the Company undesirable.

3) And whereas his reply dated _____ to the Show Cause Notice _____ dated _____ is found to be unsatisfactory.

-OR-

3) And whereas he failed to reply to the Show Cause Notice _____ dated _____

4) Now, therefore, in exercise of the powers delegated to the undersigned under the MSETCL Employees' Service Regulation No. 10(a) read with Third Schedule, the undersigned hereby terminates the services of Shri _____ (Designation) _____ with effect from the date of this Service Termination Order.

Name, Designation & Signature of
Appointing Authority & Competent Authority

To
Shri _____
(Through _____)

Copy to:

- 1)
- 2)
- 3)

[Having regard to the facts of individual case the form may be suitably modified, if necessary.]

FORMAT-3
(See Service Regulation 12)

Ref. No. _____

Date: _____

Show Cause Notice

To

Shri _____

_____ (Post)

_____ (Name & Place of the Office)

Through :- _____

1. You had applied for the post of _____ on _____ in the prescribed form. (Xerox copy attached). Against item No. ____ of the said form you have mentioned your caste as _____. You have attached the Caste Certificate showing your caste as _____ with the said application form. You have filled in your application form in your own handwriting after going through the instructions contained in the application form. Accordingly the Instruction No. ____ is as follows:

“If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material / information he will be disqualified and if appointed shall be liable for dismissal from service without any notice.”

2. After going through the above Instruction No. ____ you have furnished the information in the application form. You have given declaration with reference to the information furnished by you as follows duly signed and dated _____

“**Declaration** : I, _____ hereby declare that I have carefully read and understood the instructions to candidates and that all entries made by me above are true to the best of my knowledge and belief.”

3. On the basis of your Caste Certificate and after completing other formalities related to selection to the post of _____ you are appointed against reserved post through Office Order No. _____ dated _____ and your appointment is on temporary basis.

4. On the basis of complaint against your Caste Certificate you were directed through letter No. _____ dated _____ to submit the required Caste Certificate from the Competent Authority (Xerox copy of Letter attached herewith). Accordingly you have submitted the Caste Certificate Review Case No. _____, dated _____ of _____ from the Naib Tahsildar & Executive Magistrate, _____. (Xerox of Caste Certificate attached)

5. The Caste Certificate submitted by you was sent to the Caste Scrutiny Committee, _____ for scrutiny of validity of your Caste Certificate. Accordingly after due scrutiny and on your failure to prove your caste validity by giving you an opportunity, the Scrutiny Committee vide its Order dated _____ (Xerox attached), after holding full inquiry, declared your Caste Certificate of _____ as invalid. You have acknowledged the said order on _____.

6. You are therefore hereby called upon to show cause as to why your services should not be terminated for the aforesaid reasons, within seven (7) days from the date of receipt of this notice. If you fail to do so then it will be presumed that you have nothing to say and orders terminating your services shall be issued accordingly.

7. Please acknowledge the receipt of this letter immediately.

Encl: As above

Name, Designation & Signature
of Competent Authority

Copy Submitted to :

- 1)
- 2)
- 3)

Copy to

- 1)
- 2)
- 3)

(Having regard to the facts of individual case the form may be suitably modified, if necessary)

FORMAT-4
(See Service Regulation 12)

No. _____

Date: _____

Service Termination Order

To
Shri

_____ (Post)

_____ (Name & Place of the Office)

Through :- _____

1. You were appointed to the post of _____ against the reserved post of _____ vide office order No. _____ dated _____ and accordingly you have reported for duties on _____ at Circle Office/Division office _____
2. As per rules, the Caste Certificate submitted at the time of appointment is required to be got validated and till the Validity Certificate obtained, your appointment was on temporary basis. You were also aware that in case your Caste Certificate of _____ is invalidated by the Caste Scrutiny Committee, your services were liable to be terminated.
3. As per the provisions notified vide Administrative Circular No.202 dated 29-11-1996 read with Administrative Circular No.222 dated 27-06-1997 the service of a person who has obtained the appointment on the basis of false Caste Certificate stands void ab initio and liable to be terminated if his Caste Certificate is found invalidated.
4. The Caste Certificate submitted by you was sent to the Caste Scrutiny Committee, _____ for scrutiny of validity of your Caste Certificate. Accordingly after due scrutiny the Caste Scrutiny Committee, _____ vide its Order dated _____, after holding full inquiry, declared your Caste Certificate of _____ as invalid. You have acknowledged the said order on _____.
5. Therefore, you were called upon to show cause as to why your services should not be terminated. However, you failed to submit the reply to Show Cause Notice within the stipulated time despite extension granted to submit the reply as per your request/your reply found unsatisfactory.
6. In view of the above and in exercise of the powers delegated under Third Schedule appended to Employees' Service Regulations the undersigned has come to conclusion that appointment to the post of _____ against the reserved post of _____ given to you on the basis of Caste Certificate of _____ submitted by you stands void ab initio since the Caste Certificate on which basis appointment was given to you does not survive now.

7. In accordance with the provision of SR 24, in lieu of ____ months notice the notice pay amounting to Rs. _____ (Rupees _____ only) is sent to you through enclosed Cheque No. _____ dated _____

8 You are requested to please acknowledge the receipt of this order and the cheque towards notice pay.

Encl: As above

Name, Designation & Signature
of Competent Authority

Copy Submitted to :

- 1)
- 2)
- 3)

Copy to

- 1)
- 2)
- 3)

(Having regard to the facts of individual case the form may be suitably modified, if necessary)

FORMAT-5
[See Service Regulation 16(h)]

Prescribed Proforma for submission of information of Resignation after Audit Scrutiny

1)		Name of Employee in full & CPF A/c No.	:	
2)		Designation	:	
3)		Date of entry in service and the post held at that time	:	Date :- BN/AN :-
4)		Post held at present	:	Temporary/Probation/ Confirmed/Adhoc
5)		Date of submission of Notice of Resignation	:	
6)		Due date of relief as per Notice or Request of employee	:	Date :- BN/AN :-
7)		Due date of acceptance of Resignation	:	Date:- BN/AN :-
8)		Whether the notice is short and if so whether the amount of Salary in lieu of short period of Notice is paid. If so cite the amount and Money Receipt No. with date	:	Yes/No :- Amount :- Receipt No :- Date :-
9)	i)	Are there any dues payable to employee (excluding an amount of C.P.F./Gratuity)	:	
	ii)	Is there any amount payable by the employee	:	
10)	i)	Is the employee facing any Disciplinary Action or ACB/Police Case for Criminal Offence.	:	
	ii)	Whether any such action is under consideration	:	
	iii)	Is he/she undergoing any Punishment. If so give details of punishment and the date when punishment is due to expire	:	
11)		Was he/she deputed for any training and is under obligation to Serve the Company beyond due date of relief indicated at Sr.No. 6 above.	:	
12)	i)	Has he/she executed any Agreement with the Company for specialized Training including Training Abroad, Study Leave etc.	:	

	ii)	If so, what is the present position regarding his/her obligation thereunder.	
13)		Has he/she availed of any Leave Not Due, If so, whether he/she has recouped the same	:
14)		Has he/she availed of any kind of Leave during the Notice period? If so, the nature of Leave and period	:
15)		Has he/she drawn House Building Advance or stood Surety to any other employee for drawal of House Building Advance? If so, whether balance amount paid and/or his/ her Surety is released.	:
16)		Has any other Advance is outstanding against him/she ? If so, furnish details	
		Kind of Advance Outstanding Amount	
	1		
	2		
	3		
	4		
	5		
	6		
		Total :	
17)		Has he/she taken any Books from the Company's Library? If so, whether they are returned in order	:
18)		Has he /she taken any Tools, Equipment or any other Item? If so, whether they are returned in order.	:
19)		Was he/she residing in Company's Quarters? If so, whether quarter has been vacated and given possession to the concerned Authority.	:

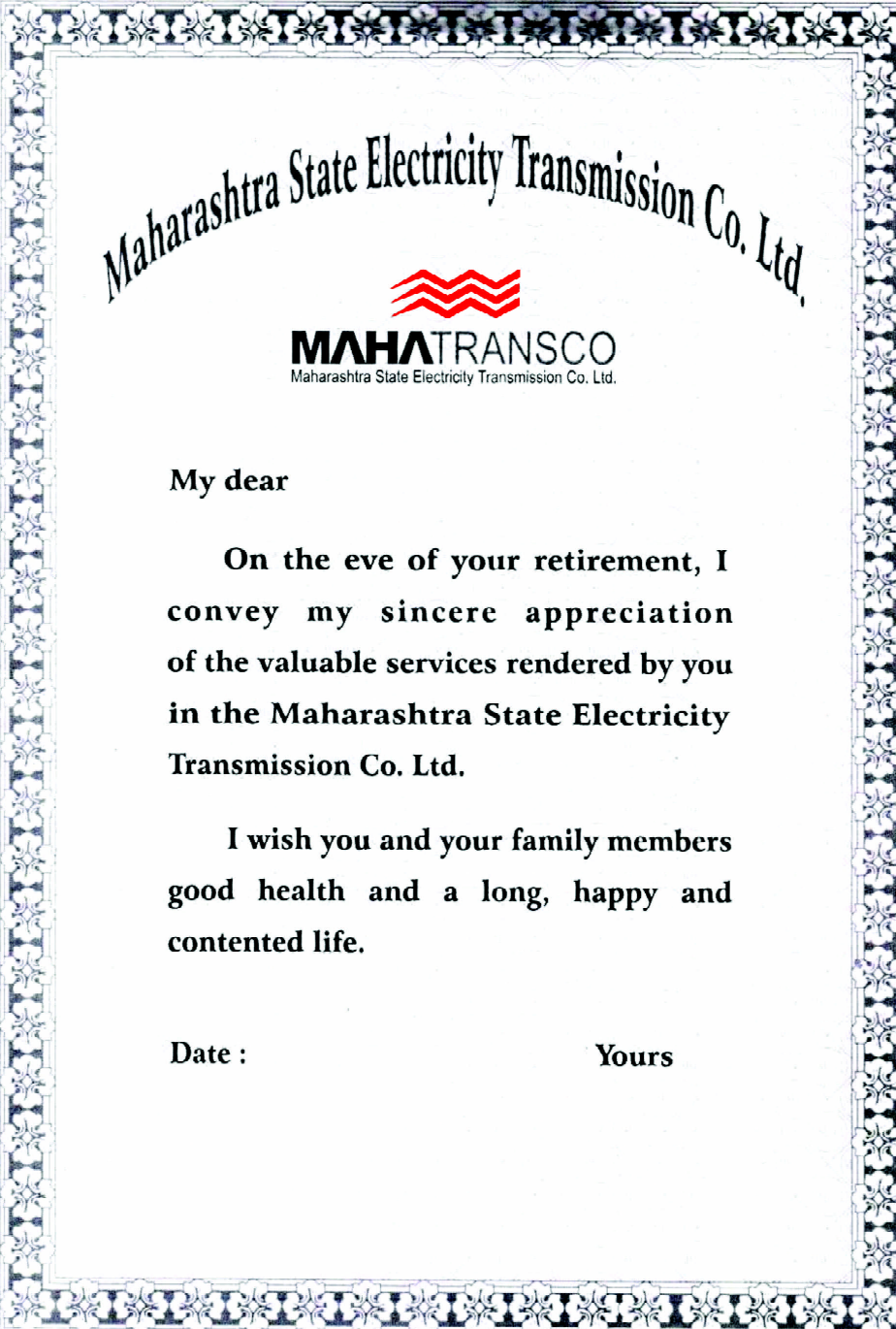
20)	Whether entire Quarter Rent has been recovered. If not, an amount payable by him/her to the Company.	:
21)	Whether entire Energy Bill has been paid/recovered. If not, an amount payable by him/her to the Company.	:
22)	Whether entire Telephone Bill has been paid/recovered. If not, an amount payable by him/her to the Company.	:
23)	Address for Communication given by the employee	:
24)	Mobile Number or any other contact number of the employee	:
25)	e-mail address given by the employee for communication	:
26)	Any other relevant information.	:
27)	Competent Authority to accept resignation	:

Date: _____ **Signature of the Controlling Officer** _____


Place: _____ **Designation & Office Address** _____

FORMAT-6

Letter of Appreciation on Retirement (See para (7) of Addendum Three)



Maharashtra State Electricity Transmission Co. Ltd.



MAHATRANSCO
Maharashtra State Electricity Transmission Co. Ltd.

My dear

On the eve of your retirement, I convey my sincere appreciation of the valuable services rendered by you in the Maharashtra State Electricity Transmission Co. Ltd.

I wish you and your family members good health and a long, happy and contented life.

Date : **Yours**

FORMAT-7

(See para (1) of Addendum Twenty Six)

Information to be submitted to the Competent Authority regarding acquisition of movable and immovable property as required under SR 85(h)

- 1) Name in full :
- 2) Designation :
- 3) C.P.F. A/c No. :
- 4) Present place of posting :
- 5) Date of joining the Company :
- 6) Nature of the property to be purchased.(Movable or immovable with its description) :
- 7) Whether purchased from reputed / authorized dealer. If not on undertaking in the following format should be submitted by an employee :
- 8) Name & address of the owner/society/ contractor/ builder (owner/vendor in case of movable property) from whom the property is proposed to be purchased :
- 9) Location of the property/ total area in Square feet/ Square meters. etc. (In case of immovable property) :
- 10) Total cost including stamp duty, registration charges, legal fees, society charges, electricity and water charges etc. and/or rate per Sq. ft. and total built up area in case of construction of the house. (In case of movable property a copy of the cash memo/Bill/invoice/letter from party/owner should be attached). :
- 11) Source of finance to meet the total cost (details to be given). :

- 12) If any amount exceeding Rs. 10,000/- has been :
borrowed from any person or body other than a
Scheduled Bank or a Registered Financial Institute,
Firm or Company or the MSETCL or the
Government whether permission of the Competent
Authority has been taken as required under
Conduct, Discipline & Appeal Regulations.
- 13) If loan from CPF/House Building Advance/ :
Vehicle Advance/Computer Advance etc. has
been taken and whether the same is sanctioned or
otherwise (order No. & date alongwith
documentary evidence in case of CPF sanction
should be given.).
- 14) Mode of repayment of borrowings and Loans. :
- 15) The employee's Bank balance, Cash, Savings and
other investment at the time of purchase of the
property.
- 16) Any other remarks

Date:

Place:

Signature of the applicant.

Signature and designation
of the forwarding authority.

(Format of undertaking required as per Sr. No. 7 of above format)

Undertaking

I wish to acquired / have acquired property i.e. _____ (Movable/Immovable)
form M/s. _____ / Shri _____ I hereby declare that I neither had
nor have any dealing in the official capacity with the owner/vendor of M/s. _____ /
Shri. _____ from whom I am purchasing / have purchased the above property. I
understand that if this undertaking is found to be false in future, I shall be liable for disciplinary action
for furnishing a wrong/false undertaking.

Date :

Place :

Signature of the employee _____

Name, Designation & place of working _____

FORMAT-8

[See para (3) of Addendum Twenty Six]

(FOR DECLARING INITIAL PROPERTY)

STATEMENT OF MOVABLE PROPERTY HELD ON

- 1) Name of the employee (in full) : _____
 2) CPF No. of employee : _____
 3) Post held at the time of entry in the service : _____
- 4) Cadre on which borne : _____
 5) The post and pay group now held : _____
 6) Present pay : _____
 7) Present place of posting : _____

[illegible]

* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

Signature of _____
the employee
Date: / /

- Note: 1) This return should include-
- (a) All movable assets, such as Cash, all types of Bank Accounts, Recurring Deposit Accounts, Fixed Deposits, Cash Certificates, Public Provident Fund Accounts, Compulsory Deposit (Income Tax payers) Scheme Accounts, Post Office Savings Bank Accounts, Post Office Time Deposits Accounts, National Savings Certificates, Social Security Certificate, Cumulative Time Deposits, deposits with Companies and such other bodies, shares, Debentures, Units in Unit Trust of India, Promissory Notes, Loans etc. showing amount in deposit / value / face values in each case;
 - (b) Life Insurance Policies and Postal Insurance Policies showing assured amount of each policy;
 - (c) Jewellery (Show total value);
 - (d) Silver and other precious metals and precious stones not forming part of jewellery (Show total value); and
 - (e) Other movable properties, including Motor Cars, Scooters / Motor Cycles, Refrigerators, Washing machine (and other home appliances) Air conditioners, Radio / Radiograms / Television sets, VCRs., VCPs, Computers and like or any other articles, the value of which exceeds Rs.2000/- in each case (excluding article of daily use such as clothes, utensil, Books, Crockery etc.) Show each item and its value separately.
- 2) The list of items shown in Note 1 above, is not exhaustive. It gives only an indication of what items are generally to be included in the return.
- 3) In the case of the movable assets referred to at Note (1) (a) above and the Insurance policies referred to at Note (1) (b) above, the description of the item and full particulars (such as name and address of Bank, address of Post Office, address of UTI, Branch name and address of Company / Firm / Loanee etc.) should be mentioned in column No.1.
- 4) In case of articles purchased on hire purchase or installment basis, show total payments made upto the date of return.

FORMAT-9

[See para (3) of Addendum Twenty Six]

(FOR DECLARING INITIAL PROPERTY)

STATEMENT OF IMMOVABLE PROPERTY HELD ON

- 1) Name of the employee (in full) : _____
 2) CPF No. of employee : _____
 3) Post held at the time of entry in the service : _____
 4) Cadre on which borne : _____
 5) The post and pay group now held : _____
 6) Present pay : _____
 7) Present place of posting : _____

[illegible]

The above information is complete, true and correct to the best of my knowledge and belief.

* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

Signature of the employee _____
Date: / /

[See para (3) of Addendum Twenty Six]

Statement of (additional) movable property acquired and / or movable property whole / part disposed during the period ending

- 1) Name of the employee (in full) : _____
- 2) CPF No. of employee : _____
- 3) Present post and Pay Group held : _____
- 4) The cadre on which borne : _____
- 5) Present Pay : _____
- 6) Present place of posting : _____

[illegible]

The above information is complete, true and correct to the best of my knowledge and belief.

* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

Signature of the employee _____
Date: / /

- Note: 1) This return should include-
- (a) All movable assets, such as Cash, all types of Bank Accounts, Recurring Deposit Accounts, Fixed Deposits, Cash Certificates, Public Provident Fund Accounts, Compulsory Deposit (Income Tax payers) Scheme Accounts, Post Office Savings Bank Accounts, Post Office Time Deposits Accounts, National Savings Certificates, Social Security Certificate, Cumulative Time Deposits, deposits with Companies and such other bodies, shares, Debentures, Units in Unit Trust of India, Promissory Notes, Loans etc. showing amount in deposit / value / face values in each case;
 - (b) Life Insurance Policies and Postal Insurance Policies showing assured amount of each policy;
 - (c) Jewellery (Show total value);
 - (d) Silver and other precious metals and precious stones not forming part of jewellery (Show total value); and
 - (e) Other movable properties, including Motor Cars, Scooters / Motor Cycles, Refrigerators, Washing machine (and other home appliances) Air conditioners, Radio / Radiograms / Television sets, VCRs., VCPs, Computers and like or any other articles, the value of which exceeds Rs.2000/- in each case (excluding article of daily use such as clothes, utensil, Books, Crockery etc.) Show each item and its value separately.
- 2) The list of items shown in Note 1 above, is not exhaustive. It gives only an indication of what items are generally to be included in the return.
- 3) In the case of the movable assets referred to at Note (1) (a) above and the Insurance policies referred to at Note (1) (b) above, the description of the item and full particulars (such as name and address of Bank, address of Post Office, address of UTI, Branch name and address of Company / Firm / Loanee etc.) should be mentioned in column No.1.
- 4) In case of articles purchased on hire purchase or installment basis, show total payments made upto the date of return.

[See para (3) of Addendum Twenty Six]

Statement of (additional) immovable property acquired and / or immovable property whole / part disposed during the period ending

- 1) Name of the employee (in full) : _____
- 2) CPF No. of employee : _____
- 3) Present post held : _____
- 4) The cadre on which borne : _____
- 5) Present Pay : _____
- 6) Present place of posting : _____

[illegible]

The above information is complete, true and correct to the best of my knowledge and belief.

Signature of the employee _____
Date: / /

FORMAT-12

[See Service Regulation 88(a)(i)]

Format of Suspension Order
CONFIDENTIAL

To,

Shri _____

(Through)

It has been reported against you as under:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

The acts as above, alleged to have been committed by you, amount to misconduct under Service Regulations i.e. under item _____ of Schedule "B" to Regulation 86 (3) of Maharashtra State Electricity Transmission Company Limited Employees' Service Regulations. Your continuance in the post held by you and in the Office in which you are working, is likely to # (a) vitiate the enquiry # (b) become detrimental to the proceedings # (c) is detrimental to the interests of the Company.

2) In the circumstances, I under the powers delegated to me as per Eleventh Schedule read with Schedule "C" appended to Maharashtra State Electricity Transmission Company Ltd Employees' Service Regulations, hereby order your Suspension with immediate effect pending further proceedings and final orders in the matter.

3) During the period of Suspension, you are held eligible for Subsistence Allowance as per Company's rules.

4) During the period of Suspension, you should not leave your Headquarters without the prior permission of the undersigned.

5) You are also directed to give attendance once _____ at _____ hours to the Office of the _____ during the Suspension period.

Name, Designation & Signature of
Disciplinary Authority

Copy for information to:

- 1.
- 2.
- 3.

Score out whichever is not applicable.

FORMAT-13

[See para (1) of Addendum Twenty Seven]

**The form in which the Competent Authority should submit proposal
for revocation of employees placed under suspension**

1.	Name, Designation & CPF A/c No. of the employee placed under suspension.									
2.	Place of work and exact name of Office of posting at the time of suspension.									
3.	No. & Date of letter/order of suspension (Please enclose copy).									
4.	The place where the Head Quarter is fixed on suspension									
5.	If Head Quarter is changed subsequently, please quote the present place of Head Quarter.									
6.	Actual date on which the suspension is effected									
7.	Whether the suspended employee is reporting at the place of his Head Quarter fixed as per suspension order or as modified later.									
8.	The amount of Subsistence Allowance paid	<table border="1"> <tr> <td>Pay (Percentage__%)</td> <td>Rs.</td> </tr> <tr> <td>D.A.</td> <td>Rs.</td> </tr> <tr> <td>Allowances</td> <td>Rs.</td> </tr> <tr> <td>Total</td> <td>Rs.</td> </tr> </table>	Pay (Percentage__%)	Rs.	D.A.	Rs.	Allowances	Rs.	Total	Rs.
Pay (Percentage__%)	Rs.									
D.A.	Rs.									
Allowances	Rs.									
Total	Rs.									
9.	If the reasons for suspension is ACB case then furnish following details-									
i	Case No.									
ii	Brief Account of the facts & Circumstances of the case leading to the ACB case.									
iii	Date of trap, if trapped									
iv	Date of arrest & period under custody									
v	Date of release on bail									

vi	Amount of bribe			
vii	Is only one employee involved or more than one? If it is a case of common offence, please state the names, designations, etc, of all the employees involved and whether action for review in their cases is taken simultaneously?	Sr. No.	Name of the employee, CPF A/c No. & Designation	Whether action for review taken
viii	Whether the investigation is completed and final report from the ACB is received (Please enclose copy of report/letter, etc)			
ix	Whether sanction for prosecution granted. If yes please indicate the Authority sanctioning prosecution, letter No. and date.			
x	If the sanction for prosecution is refused by the Competent Authority whether the approval from the Government is sought as per Government Resolution No. CDR/199/File No.62/99/XI A dt.03-04-2000.			
xi	Whether the charge-sheet is filed by the ACB in the trial Court. If so, Court Case No. and name of Court (Please enclose copies), if possible.			
xii	Sections under which employee is charged.			
xiii	If the charge-sheet is not filed by the ACB in the Trial Court, the reasons thereof.			
xiv	The reasons for not completing criminal investigation, enquiry trial within six months.			
xv	Steps taken to expedite the criminal investigation or trial as the case may be.			

xvi	If trial is completed whether employee is acquitted or convicted. Please furnish details with copy of judgment.			
10	If the reasons for suspension is Criminal case then furnish following details.			
i	Case No.			
ii	Brief Account of the facts & Circumstances of the case leading to the Criminal case.			
iii	Date of arrest & period under custody			
iv	Date of release on bail			
v	Is only one employee involved or more than one? If it is a case of common offence, please state the names, designations, etc, of all the employees involved and whether action for review in their cases is taken simultaneously?	Sr. No.	Name of the employee, CPF A/c No. & Designation	Whether action for review taken
vi	Whether the investigation is completed and final report of the Criminal case is received (Please enclose copy of report/letter etc.)			
vii	Whether sanction for prosecution granted. If yes please indicate the Authority sanctioning prosecution, letter No. and date.			
viii	If the sanction for prosecution is refused by the Competent Authority whether the approval from the Government is sought as per Government Resolution No.CDR/199/case No.62/99/ XI A dt.03-04-2000.			
ix	Whether the charge-sheet is filed by the Police in the trial Court. If so, Court Case No. and name of Court (Please enclose copies), if possible.			

x	The Act and Sections under which employee is charged.			
xi	If the charge-sheet is not filed by the Police in the Trial Court, the reasons thereof.			
xii	The reasons for not completing criminal investigation, enquiry, trial within six months.			
xiii	Steps taken to expedite the criminal investigation or trial as the case may be.			
xiv	If trial is completed whether employee is acquitted or convicted. Please furnish details with copy of judgment.			
11 (i)	Whether Departmental action initiated against the employee for indulging in other irregularities as per Administrative Circular No. 410 dated 31-01-2004.			
(ii)	If action is taken as per Administrative Circular No. 410 then the present status of the same.			
(iii)	If action is not taken as per Administrative Circular No. 410, the reasons for the same.			
12	Observations of the Competent Authority on the case			
13	If the suspension is proposed to be revoked by the Committee, where does the Competent Authority propose to post the employee and whether there exists a vacancy at that place/ office.			
14	Period of suspension as on the date of submission of proposal	Years	Months	Days
15	Remarks			

Place:

Date:

Signature

Name & Designation of the Officer/
Authority who suspended the employee
or issued the suspension order

FORMAT-14
[See Service Regulation 88(b)]

Format of Charge Sheet

You, Shri _____
working as _____ at _____
are hereby charged with having committed the following irregularities/ offences that you on or about
_____ (mention date)

- 1) _____
- 2) _____
(mention here the definite charges)

You are directed to state whether you admit that you are guilty of the charge/charges mentioned above. If not, you are directed to put in your written statement together with such documents as you propose to rely on, in support of your defence within _____ days from the date of the service of this charge sheet.

You are further directed to state whether you desire to be heard in person and also whether you desire to produce any witnesses in defence in which case, their names and addresses should be furnished with your statement indicating the nature of their evidence which is intended to prove or disprove the case to enable the undersigned to decide whether you should be permitted to produce the witness or witnesses.

In case your written statement as mentioned above is not received within the above mentioned period, ex-parte decision shall be taken.

(A brief statement of the allegation on which the charge or charges is/are based may be given below if considered necessary).

Name, Designation & Signature of
Disciplinary Authority

FORMAT-15

[See Service Regulation 88(t)]

**Format of Show Cause Notice when the Disciplinary Authority
accepts the findings of the Enquiry Officer**

To
Shri _____

(Name and Designation of the accused employee)

Sub: Disciplinary Action.

On the basis of the findings of the Enquiry Officer, Shri _____
_____ who conducted the Departmental Enquiry in your conduct in respect of the charges
mentioned in the charge sheet, I _____
_____ (mention Name and Designation of the Disciplinary Authority) have come to the conclusion
that the charges mentioned in the charge-sheet served on you have been proved against you and I,
therefore, propose to impose the punishment _____ (Specify the
punishment here) on the ground that you have been found guilty of the aforesaid charges.

You are hereby called upon to show cause within 4 days from the date of the receipt of this
notice, why the proposed punishment should not be imposed. On your failure to show cause within
the time allowed to you, it will be presumed that you do not wish to show cause.

A Copy of the findings of the Enquiry Officer is enclosed.

You are requested to acknowledge a receipt of this letter.

Encl.:- As above

Name, Designation & Signature
of Disciplinary Authority

FORMAT-16

[See Service Regulation 88(u)]

Format of Order of Punishment

I, Shri _____
(mention Name and Designation of the Disciplinary Authority) hereby order the following punishment:

(mention the nature of punishment here)

on Shri _____ (mention the Name and
Designation of the accused employee) for the charges proved against him.

This order shall take effect from _____
(mention the date)

Place: _____

(_____)

Name, Designation & Signature of
Disciplinary Authority.

Date: _____

FORMAT-17
(See Service Regulation 90)

Format of Charge-Sheet in Summary Proceeding

You, Shri _____ working
as _____ at _____ are
hereby charged for the following irregularities/offences, that you on or about _____
(mention date)

1) _____

2) _____

(mention here the definite charges)

Questions:

Answers :

(1) Do you admit the charge or charges mentioned above ?

(2) Have you anything to say ?

Name, Designation & Signature of
Disciplinary Authority

Signature of the
Charge sheeted employee.

FORMAT-18
(See Service Regulation 93)

Format for Appointment of Enquiry Officer

Whereas on an examination of the materials available I, Shri _____
_____ (mention name and designation here) am satisfied that a prima facie
case exists for a departmental enquiry against Shri _____
(mention name of the accused employee and designation) in respect of or on charges of _____
_____ (mention the charges here) it is hereby ordered that a
departmental enquiry be held against him in respect of said conduct.

Shri _____ (here mention the
name of the Officer & designation) is appointed to hold the departmental enquiry. He should strictly
follow the regulations of the holding of departmental enquiry.

Name, Designation & Signature of Disciplinary Authority

FORMAT-19

[See para (10) of Addendum Twenty Eight]

Terms & Conditions governing appointment of retired Officers as Enquiry Officer-

1. You will be paid the fees of Rs. 5,000/- (Rupees five thousand only) (inclusive of all incidentals, etc.) per case.
2. The actual expenses wherever required to be incurred on stationery, typing, Xeroxing, postage & fax will be reimbursed on submission vouchers/ certificates.
3. You will have to submit the bill towards fees and other reimbursable amount, if any, along with the Enquiry Report to the Disciplinary Authority for arranging payment to you.
4. You will be paid Travelling Allowance / Daily Allowance on par with Company's equivalent officer for conducting the enquiries whenever you are required to travel, except Air Fare and Air Conditioned First Class Fare. In case own motor car is used for undertaking the journey the actual cost of propulsion shall be reimbursed to you up to the charges that would have been admissible had the journey been performed by rail by the entitled class (except Air conditioned First Class) on the basis of receipts / vouchers of fuel. The Travelling Allowance / Daily Allowance shall be regulated from the place of present residence or a place within the state of Maharashtra from where journey is commenced for conducting the enquiry limited to what would have been payable as for the journey from the place of present residence to the place of enquiry.
5. You will also be entitled for actual reimbursement of Riksha/Taxi charges at the place of visit limited Rs. 50/-(to & fro), per occasion, if the Company Representative could not extend the facility of vehicle.
6. The claim towards Travelling Allowance / Daily Allowance shall be preferred in prescribed form of Travelling Allowance Bill and submitted to the Competent Authority (viz. the authority who has assigned the enquiry to you) separately while submitting bill towards fee. The maximum time limit for submission of Travelling Allowance bill shall be the last working day of the month following the month in which journey is completed. However, the time limit for submission of Travelling Allowance bill may be extended by one more month at the request of the retired officer. You will have to quote PNR/ticket numbers for journey by Rail or State Transport and to produce voucher or Ticket if the journey is undertaken by Travels. Similarly, you will have to produce receipts/ vouchers of fuel, if journey is performed by own vehicle. No Travelling Allowance Advance will be paid under any circumstances.
7. You will have to complete the enquiry and submit findings within one month from the date of receipt of the case. However, the time limit may be extended by one more month in aggregate from the date of assignment of enquiry for which, you will have to seek extension.
8. A writer and other clerical assistance will be provided by the Company Representative for recording proceedings, during the enquiry. The Company Representative may also extend facility of vehicle for local movements wherever it is necessary and feasible.

9. You shall not divulge any information with regard to the affairs of the Company, which you derive by virtue of your assignment as Enquiry Officer, without specific written permission of the Chairman & Managing Director.
10. The Disciplinary Authority, which has assigned the Enquiry, has a right to withdraw the case from you at any stage without assigning any reasons thereof and without payment of any fee, in case of incomplete enquiries or where Enquiry Reports along with findings are not received.
11. The Company has a right to amend, add, alter, delete any of the conditions without assigning any reasons thereof and no claim of compensation or loss, whatsoever may be, shall be entertained by the Company.
12. You will keep us informed of any change in your residential address or telephone number. You are also requested to intimate the Fax number/e-mail ID for communication, if any.

Annexure-1

[See Service Regulation 61(e) & Note below Service Regulation 75(d)]

स्थानिक पूरक भत्ता व घरभाडे भत्ता मंजूर
करण्यासाठी राज्यातील शहरे / गावे यांचे
पुनर्वर्गीकरण.....

महाराष्ट्र शासन**वित्त विभाग**

शासन निर्णय, क्रमांक : घभाभ-१००५/प्र.क्र.१३/सेवा-५,
मंत्रालय, मुंबई-४०० ०३२, दिनांक: १७ जून २००५.

- पहा: (१) शासन निर्णय, वित्त विभाग, क्रमांक : घभाभ-१०९३/७६/सेवा-५, दिनांक ०२ सप्टेंबर, १९९३.
(२) शासन निर्णय, वित्त विभाग, क्रमांक : घभाभ-१०९८/प्र.क्र.८२/९८/सेवा-५, दिनांक ११ डिसेंबर, १९९८.
(३) शासन शुद्धिपत्रक, वित्त विभाग, क्रमांक : घभाभ-१०९८/प्र.क्र.८२/९८/सेवा-५, दिनांक ०५ जानेवारी, १९९९.
(४) शासन निर्णय, वित्त विभाग, क्रमांक : घभाभ-१०९९/प्र.क्र.८१/९९/सेवा-५, दिनांक ०७ सप्टेंबर १९९९.
(५) शासन परिपत्रक, वित्त विभाग, घभाभ-१००३/प्र.क्र.४५/सेवा-५, दिनांक १० नोव्हेंबर, २००३.
(६) केंद्र शासनाच्या वित्त मंत्रालयाच्या व्यय विभागाची क्रमांक : २(२१)/ई.II. (बी)/२००४, दिनांक १८ नोव्हेंबर, २००४ व दिनांक १६ मार्च, २००५ ची जापने.

शासन निर्णय

राज्य शासकीय कर्मचारी व इतरांना स्थानिक पूरक भत्ता व घरभाडे भत्ता मंजूर करण्यासाठी वर (२) येथे नमूद केलेल्या दिनांक ११ डिसेंबर, १९९८ च्या आदेशासोबतच्या “जोडपत्र-एक” आणि “जोडपत्र-दोन” अन्वये राज्यातील शहरांचे / गावांचे वर्गीकरण दर्शविणारी यादी विहित केली आहे. सन २००१ च्या जनगणनेतून प्राप्त झालेल्या लोकसंख्येच्या आधारे केंद्र शासनाने केन्द्रीय कर्मचाऱ्यांना स्थानिक पूरक भत्ता व घरभाडे भत्ता मंजूर करण्यासाठी शहरांचे / गावांचे वरील (६) येथील दिनांक १८-११-२००४ च्या आदेशान्वये पुनर्वर्गीकरण केले आहे. त्या धर्तीवर राज्य शासनाने या प्रयोजनार्थ विहित केलेले वर्गीकरण सुधारण्याचा प्रस्ताव शासनाच्या विचाराधीन होता.

२) याविषयी शासन आता असे आदेश देत आहे की, वर (२) येथे नमूद केलेल्या दिनांक ११ डिसेंबर १९९८ च्या आदेशासोबतची “जोडपत्र-१” व “जोडपत्र-२” रद्द समजण्यात यावीत. त्याऐवजी आता स्थानिक पूरक भत्ता व घरभाडे भत्ता मंजूर करण्यासाठी या आदेशासोबतच्या अनुक्रमे “जोडपत्र-१” व “जोडपत्र-२” अन्वये विहित करण्यात आलेले शहरांचे / गावांचे वर्गीकरण अंमलात आले आहे असे समजण्यात यावे.

३) शासन असेही आदेश देत आहे की, वर (२) येथे नमूद केलेल्या दिनांक ११ डिसेंबर १९९८ च्या आदेशातील परिच्छेद ३ अन्वये विहित केलेल्या तरतूदीचा लाभ आता केवळ कोल्हापूर (ना.स.), नवी मुंबई (सी.टी) या दोन क्षेत्रांना

मिळेल. त्यामुळे, नवी मुंबई (सी.टी.) (म्हणजे नवी मुंबई महानगरपालिका क्षेत्राबाहेरील नवीन मुंबईचा भाग) या क्षेत्राचा स्थानिक पुरक भत्त्यासंदर्भातील या आदेशासोबतच्या वर्गीकरणात समावेश केलेला नसला आणि घरभाडे भत्त्यासंदर्भातील वर्गीकरण “क” वर्ग क्षेत्रात समावेश केला असला तरी तेथे मुंबई (ना.स.) साठी लागू असणाऱ्या दराने स्थानिक पुरक भत्ता व घरभाडेभत्ता मंजूर करण्यात यावा. तसेच, घरभाडे भत्त्याच्या प्रयोजनार्थ कोल्हापूर शहराचे “क” वर्ग शहर हे वर्गीकरण या आदेशासोबतच्या वर्गीकरणातही कायम ठेवण्यात आले असले तरी, त्या शहरास “ब-२” वर्गाच्या शहरासाठी लागू असणाऱ्या दराने घरभाडेभत्ता मंजूर करण्यात यावा.

शासन असेही आदेश देत आहे की, कामठी नागरी समूहातील कामठी (नगरपालिका) आणि कामठी (छावणी) या क्षेत्रासाठी “ब-१” वर्ग शहराच्या दराने स्थानिक पुरक भत्ता आणि घरभाडे भत्ता मंजूर करण्याविषयीची वर (१) येथे नमूद केलेल्या आदेशातील तरतूद यापुढेही चालू राहील.

४) शासनाच्या असे निदर्शनास आले आहे की, ज्या-ज्या वेळेस राज्य शासन राज्यातील नगर परिषदांचे प्रशासनिक सोयीच्या दृष्टीकोनातून पुनर्वर्गीकरण करते, त्या त्या वेळेस असे पुनर्वर्गीकरण करण्यात आलेल्या नगर परिषदांपैकी ज्यांना वरील वर्ग प्राप्त झाला आहे, अशा नगरपरिषदांच्या हद्दीत काम करणाऱ्या कर्मचाऱ्यांकडून नव्या वर्गीकरणानुसार सुधारित दराने घरभाडे भत्त्याची मागणी केली जाते. तसेच तेथील कार्यालयांकडून नव्या वर्गीकरणानुसार वाढीव दराने घरभाडे भत्ता प्रदान करण्याविषयी धारणा व्यक्त करून शासनाचे मार्गदर्शन अपेक्षिते जाते. या विषयी शासनाने वरील (५) येथील आदेशांन्वये स्पष्टीकरणात्मक सूचना निर्गमित केल्या आहेत.

या संदर्भात पुन्हा स्पष्ट करण्यात येते की, घरभाडे भत्ता व स्थानिक पुरकभत्ता मंजूर करण्यासाठी शासनाच्या वित्त विभागाच्या आदेशाद्वारे राज्यातील शहरांचे / गावांचे केलेले वर्गीकरण हे, प्रशासनिक सोयीच्या दृष्टीकोनातून शासनाच्या नगर विकास विभागाच्या आदेशाद्वारे नगर परिषदांच्या केलेल्या वर्गीकरणापासून सर्वस्वी भिन्न आहे. प्रशासनिक सोयीच्या दृष्टीकोनातून नगर परिषदांचे अंमलात असणारे वर्गीकरण बदलले तरी त्या बदलामुळे त्या ठिकाणी कार्यरत असणाऱ्या कर्मचाऱ्यांना मिळणाऱ्या घरभाडे भत्त्याच्या व स्थानिक पुरक भत्त्याच्या दरात कोणताही बदल होत नाही.

५) हे आदेश दिनांक ०१ एप्रिल, २००५ पासून अंमलात आले आहेत असे समजण्यात यावे. शहराच्या / गावांच्या पुनर्वर्गीकरणामुळे स्थानिक पुरक भत्ता व घरभाडे भत्त्यावरील खर्चात वाढ होत असल्यास असा वाढीव खर्च मंजूर अनुदानातून भागवावा.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने

मीना अ. जोशी
शासनाच्या उपसचिव

प्रति,

महालेखापाल-१ (लेखा व अनुज्ञेयता), महाराष्ट्र, मुंबई

महालेखापाल-१ (लेखा व अनुज्ञेयता), महाराष्ट्र, नागपूर

महालेखापाल-१ (लेखापरीक्षा), महाराष्ट्र, मुंबई.

महालेखापाल-१ (लेखापरीक्षा), महाराष्ट्र, नागपूर.

अधिदान व लेखा अधिकारी, मुंबई.

निवासी लेखापरीक्षा अधिकारी, मुंबई.

सिनियर रिसर्च ऑफिसर, पे रिसर्च युनीट, भारत सरकार,
वित्त मंत्रालय (व्यय विभाग), खोली क्र. २६१, नॉर्थ ब्लॉक,
नवी दिल्ली.

राज्यपालांचे सचिव,

मुख्यमंत्र्यांचे अपर मुख्य सचिव.

उप मुख्यमंत्र्यांचे अपर मुख्य सचिव.

सर्व मंत्री आणि राज्यमंत्री यांचे स्वीय सहायक

मंत्रालयीन सर्व विभाग,

सर्व विभागीय आयुक्त

मंत्रालयाच्या सर्व विभागांखालील विभाग प्रमुख व कार्यालय
प्रमुख

* प्रबंधक, उच्च न्यायालय (मूळ शाखा), मुंबई

* प्रबंधक, उच्च न्यायालय (अपील शाखा), मुंबई

* सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई

* सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई

* प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे
कार्यालय, मुंबई

* सहसंचालक, ऑल इंडिया इन्स्टिट्यूट ऑफ लोक सेल्फ
गव्हर्नमेंट, मुंबई

शालेय शिक्षण विभाग, मंत्रालय, मुंबई (२० प्रती)

ग्रामविकास व जलसंधारण विभाग, मंत्रालय, मुंबई (२०
प्रती)

नगरविकास विभाग, युडी-१०, मंत्रालय, मुंबई
(२० प्रती)

कृषि व पशुसंवर्धन, दुग्धव्यवसाय विकास, मत्स्यव्यवसाय
विभाग (२० प्रती)

आदिवासी विकास विभाग, मंत्रालय, मुंबई (२० प्रती)

संचालक, लेखा व कोषागारे, मुंबई.

मुख्य लेखा परीक्षक, स्थानिक निधी हिशेब, मुंबई

उप मुख्य लेखा परीक्षक, स्थानिक निधी हिशेब मुंबई/पुणे/
नागपूर/औरंगाबाद/नाशिक/अमरावती जिल्हा लेखापरीक्षा

संचालक, तांत्रिक प्रशिक्षण, द्वारा-तंत्र शिक्षण संचालक,
मुंबई (२५० प्रती)

सर्व विभागीय शिक्षण उप संचालक (प्रत्येक १० प्रती)

सर्व विभागीय तंत्र शिक्षण उप संचालक (प्रत्येकी १०
प्रती)

सर्व जिल्हा परिषदांचे शिक्षणाधिकारी

आयुक्त, महानगरपालिका, नागपूर

प्रशासकीय अधिकारी, पश्चिम महाराष्ट्रातील नगरपालिका
शिक्षण मंडळे (पुणे/कोल्हापूर/सोलापूर या
महानगरपालिकांची शिक्षण मंडळ यासह)

मुख्य अधिकारी, सर्व नगरपालिका

कार्यकारी अधिकारी, कॅन्टोनमेंट बोर्ड, खडकी/देहूरोड/
देवळाली/अहमदनगर

सर्व जिल्हा कोषागार अधिकारी

संचालक, आदिवासी कल्याण, महाराष्ट्र राज्य, नाशिक
(१० प्रती)

संचालक, समाजकल्याण, महाराष्ट्र राज्य, पुणे (१०
प्रती)

संचालक, आदिवासी संशोधन व शिक्षण संस्था, महाराष्ट्र
राज्य, पुणे.

आदिवासी विकास आयुक्त, नाशिक

सर्व विभागीय समाजकल्याण अधिकारी.

अपर आयुक्त, आदिवासी उपयोजना, नाशिक/नागपूर.

सर्व समाजकल्याण अधिकारी, वर्ग-१

सर्व आदिवासी कल्याण अधिकारी

सर्व प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास
प्रकल्प

कुलसचिव महात्मा फुले कृषि विद्यापीठ, राहुरी, जिल्हा
अहमदनगर.

कुलसचिव, मराठवाडा कृषि विद्यापीठ, परभणी

कुलसचिव, पंजाबराव कृषि विद्यापीठ, अकोला

कुलसचिव, कोकण कृषि विद्यापीठ, दापोली, जि. रत्नागिरी

कुलसचिव, मुंबई विद्यापीठ, मुंबई

कुलसचिव, पुणे विद्यापीठ, पुणे

अधिकारी, स्थानिक निधी हिशेब, महात्मा फुले, कृषी
विद्यापीठ, राहुरी, जिल्हा अहमदनगर
जिल्हा लेखापरीक्षा अधिकारी, स्थानिक निधी हिशेब,
कोकण कृषी विद्यापीठ, दापोली, जिल्हा रत्नागिरी.
जनसंपर्क अधिकारी, मंत्रालय, मुंबई
सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी
सर्व जिल्हा परिषदांचे मुख्य लेखा व वित्त अधिकारी
शिक्षण संचालक, महाराष्ट्र राज्य, पुणे (२५ प्रती)
उच्च शिक्षण संचालक, महाराष्ट्र राज्य, पुणे (२५ प्रती)
कला संचालक, महाराष्ट्र राज्य, मुंबई (४० प्रती)
संचालक, तंत्र शिक्षण, महाराष्ट्र राज्य, मुंबई (१०० प्रती)

कुलसचिव, नागपूर विद्यापीठ, नागपूर
कुलसचिव, डॉ. बाबासाहेब आंबेडकर मराठवाडा
विद्यापीठ, औरंगाबाद
कुलसचिव, शिवाजी विद्यापीठ, कोल्हापूर
कुलसचिव, अमरावती विद्यापीठ, अमरावती
कुलसचिव, श्रीमती नाथीबाई दामोदर ठाकरसी महिला
विद्यापीठ, मुंबई.
कुलसचिव, उत्तर महाराष्ट्र विद्यापीठ, जळगांव.
अधीक्षक, वेंतन पथक, सर्व जिल्हे.
शिक्षण निरीक्षक, बृहन्मुंबई (उत्तर, दक्षिण व पश्चिम
विभाग)
सर्व कन्याशाळा निरीक्षिका
सर्व जिल्ह्यांचे वरिष्ठ लेखा परीक्षक (शिक्षण विभाग)

शिक्षण अधिकारी, बृहन्मुंबई महानगरपालिका
संचालक, नगरपालिका प्रशासन, मुंबई.
सर्व प्रादेशिक संचालक, नगरपालिका प्रशासन
वित्त विभागातील सर्व कार्यासने
निवड फाईल, वित्त विभाग-सेवा-५

शासन निर्णय, वित्त विभाग, क्रमांक:घभाभ-१००५/प्र.क्र.१३/सेवा-५, दिनांक १७ जून, २००५ चे सहपत्र.

जोडपत्र-१

स्थानिक पूरक भत्ता देण्यासाठी वर्ग “अ-१”, “अ”, “ब-१” व “ब-२” शहरे व त्यांच्या नागरी समूह घटक क्षेत्रांची यादी.

शहरांचे वर्गीकरण १	शहरांची/नागरी समूहांची नावे २	नागरी समूह घटक व त्यात येणारे क्षेत्र ३
“अ-१”	मुंबई (ना.स.)	(१) बृहन्मुंबई (महानगरपालिका) (२) मीरा-भाईंदर (महानगरपालिका) (३) ठाणे (महानगरपालिका) (४) नवी मुंबई (महानगरपालिका) (५) कल्याण-डोंबिवली (महानगरपालिका) (६) उल्हासनगर (महानगरपालिका) (७) अंबरनाथ (एम) (८) कुळगाव-बदलापूर (एम)
“अ”	पुणे (ना.स.)	(१) पुणे (महानगरपालिका) (२) पुणे (छावणी) (३) खडकी (छावणी) (४) पिंपरी-चिंचवड (महानगरपालिका) (५) देहू रोड (छावणी) (६) देहू (सी.टी.)
	नागपूर (ना.स.)	(१) नागपूर (महानगरपालिका) (२) डिगडोह (सी.टी.) (३) वाडी (सी.टी.)
“ब-१”	नाशिक (ना.स.)	(१) नाशिक (महानगरपालिका) (२) एकलहरे (सी.टी.) (३) देवळाली (छावणी) (४) भगूर (एम)
“ब-२”	अमरावती (महानगरपालिका)	-
	औरंगाबाद (ना.स.)	(१) औरंगाबाद (महानगरपालिका) (२) औरंगाबाद (छावणी)
	भिवंडी (ना.स.)	(१) भिवंडी-निजामपूर (महानगरपालिका) (२) खोनी (सी.टी.)

शहरांचे वर्गीकरण १	शहरांची/नागरी समूहांची नावे २	नागरी समूह घटक व त्यात येणारे क्षेत्र ३
	सोलापूर महानगरपालिका	-
	कोल्हापूर (ना.स.)	(१) कोल्हापूर (महानगरपालिका) (२) गांधीनगर (सी.टी.)
	ना.स.-नागरी समूह सी.टी.-सेन्सस टाऊन	ओ.जी.-आऊट ग्रेथ एम-नगरपालिका

शासन निर्णय, वित्त विभाग, क्रमांक:घभाभ-१००५/प्र.क्र.१३/सेवा-५, दिनांक १७ जून, २००५ चे सहपत्र.

जोडपत्र-२

घरभाडे भत्ता देण्यासाठी वर्ग "अ-१", "अ", "ब-१", "ब-२" आणि "क" शहरे व त्यांचे नागरी समूह घटक क्षेत्र आणि गावांची यादी.

शहरांचे/गावांचे वर्गीकरण १	शहरांची/नागरी समूहांची नावे २	नागरी समूह घटक व त्यात येणारे क्षेत्र ३
"अ-१"	मुंबई (ना.स.)	(१) बृहन्मुंबई (महानगरपालिका) (२) मीरा-भाईंदर (महानगरपालिका) (३) ठाणे (महानगरपालिका) (४) नवी मुंबई (महानगरपालिका) (५) कल्याण-डोंबिवली (महानगरपालिका) (६) उल्हासनगर (महानगरपालिका) (७) अंबरनाथ (एम) (८) कुळगाव-बदलापूर (एम)
"अ"	पुणे (ना.स.)	(१) पुणे (महानगरपालिका) (२) पुणे (छावणी) (३) खडकी (छावणी) (४) पिंपरी-चिंचवड (महानगरपालिका) (५) देहू रोड (छावणी) (६) देहू (सी.टी.)
	नागपूर (ना.स.)	(१) नागपूर (महानगरपालिका) (२) डिगडोह (सी.टी.) (३) वाडी (सी.टी.)

शहरांचे/गावांचे वर्गीकरण	शहरांची/नागरी समूहांची नावे	नागरी समूह घटक व त्यात येणारे क्षेत्र
१	२	३
“ब-१”	नाशिक (ना.स.)	(१) नाशिक (महानगरपालिका) (२) एकलहरे (सी.टी.) (३) देवळाली (छावणी) (४) भगूर (एम)
“ब-२”	अमरावती (महानगरपालिका)	-
	औरंगाबाद (ना.स.)	(१) औरंगाबाद (महानगरपालिका) (२) औरंगाबाद (छावणी)
	भिवंडी (ना.स.)	(१) भिवंडी-निजामपूर (महानगरपालिका) (२) खोनी (सी.टी.)
	सोलापूर (महानगरपालिका)	(१) -
“क”	भुसावळ (ना.स.)	(१) भुसावळ (एम) (२) कंडारी (सी.टी.)
	कामठी (ना.स.)	(१) कामठी (एम) (२) टेकाड (सी.टी.) (३) कन्हान पिंपरी (सी.टी.) (४) कामठी (छावणी)
	यवतमाळ (ना.स.)	(१) यवतमाळ (एम) (२) उमरसरा (सी.टी.)
	वसई (ना.स.)	(१) वसई (एम) (२) सांडोर (सी.टी.) (३) नवघर-माणिकपूर (एम)
	श्रीरामपूर (ना.स.)	(१) श्रीरामपूर (एम) (२) श्रीरामपूर (ग्रामीण) (सी.टी.)
	अहमदनगर (ना.स.)	(१) अहमदनगर (महानगरपालिका) (२) अहमदनगर (छावणी)
	इचलकरंजी (ना.स.)	(१) इचलकरंजी (एम) (२) कबनूर (सी.टी.)
	कोल्हापूर (ना.स.)	(१) कोल्हापूर (महानगरपालिका) (२) गांधीनगर (सी.टी.)

शहरांचे/गावांचे वर्गीकरण	शहरांची/ नागरी समूहांची नावे	नागरी समूह घटक व त्यात येणारे क्षेत्र
१	२	३
	सांगली (ना.स.)	(१) सांगली मिरज आणि कुपवाड शहर (महानगरपालिका) (२) माधवनगर (सी.टी.)
	नंदूरबार, शिरपूर-वरवाडे, धुळे महानगरपालिका, चोपडा, जळगांव महानगरपालिका, अमळनेर, चाळीसगांव, शेगाव, मलकापूर (जि. बुलढाणा), खामगांव, बुलढाणा, अकोला महानगरपालिका, अकोट, कारंजा (जि.वाशिम), वाशिम, अंजनगांव सुर्जी, अचलपूर, वर्धा, हिंगणघाट, भंडारा, गोंदिया, भद्रावती, चंद्रपूर, बल्लारपूर, पुसद, वणी (जि.यवतमाळ), नांदेड- वाघाळा महानगरपालिका, हिंगोली, बसमतनगर (जि. हिंगोली), परभणी, जालना, मालेगांव महानगरपालिका, मनमाड, पालघर, विरार, नालासोपारा, नवी मुंबई (सी.टी.), खोपोली, लोणावळा, बारामती, संगमनेर, कोपरगांव, बीड, परळी वैजनाथ, अंबेजोगाई, लातूर, उदगीर, बारशी, उस्मानाबाद, पंढरपूर, फलटण, सातारा, कराड, रत्नागिरी, इस्लामपूर (जि. सांगली), गडचिरोली, अलिबाग (जि. रायगड), ओरोस (जि. सिंधुदुर्ग)	
	ना.स.-नागरी समूह सी.टी.-सेन्सस टाऊन	ओ.जी.-आऊट ग्राउथ एम-नगरपालिका

TABLE-1

**Table showing the Old Service Regulation Numbers and New Service Regulation Numbers
(Old Service Regulation Number-wise)**

Sr. No.	Old SR No.	New SR No.	Sr. No.	Old SR No.	New SR No.
1	1(a)	1(a)	42	-	Instruction below 9(21)
2	1(b)	1(b)	43	9 (14)(A)	9(19)
3	2	2	44	9(15)	9(23)
4	3	3(a)	45	9(16)	9(24)
5	-	3(b)	46	-	Instruction below 9(24)
6	4	4	47	-	9(25)
7	5	5(a)	48	9(17)	9(26)
8	Para below Proviso	5(b)	49	-	Instruction below 9(26)
9	6	6	50	-	9(27)
10	7	7	51	9(18)	9(28)
11	8	8	52	-	9(29)
12	9(1)	9(1)	53	9(19)	9(30)
13	9(2)	9(2)	54	Instruction below 9(19)	Clarification below 9(30)
14	9(2)(a)	9(2)(a)	55	9(20)	9(31)
15	9(2)(b)	9(2)(b)	56	9(21)	9(32)
16	9(2)(c)	9(2)(c)	57	9(22)	9(33)
17	Note(i) below 9(2)(c)	Instruction (i) below 9(2)(c)	58	-	Note-1 below 9(33)
18	Note(ii) below 9(2)(c)	Instruction (ii) below 9(2)(c)	59	-	Note-2 below 9(33)
19	Note(iii) below 9(2)(c)	Instruction (iii) below 9(2)(c)	60	9(23)	9(34)
20	Note(iv) below 9(2)(c)	Instruction (iv) below 9(2)(c)	61	9(24)	9(35)
21	9(2)(A)	9(3)	62	9(25)	9(36)
22	9(3)	9(4)	63	9(26)	9(37)
23	9(4)	Deleted	64	9(27)	9(38)
24	-	9(5)	65	9(28)	9(39)
25	-	9(6)	66	-	Instruction below 9(39)
26	9(5)	9(7)	67	9(29)	9(40)
27	-	9(8)	68	9(30)	9(41)
28	9(6)	Deleted	69	9(31)	9(42)
29	9(7)	9(9)	70	9(32)	9(43)
30	9(8)	9(12)	71	9(33)	9(44)
31	9(8)(A)	9(10)	72	10	13(a)
32	9(9)	9(11)	73	-	Note below 13(a)
33	-	9(13)	74	10(a)	10(a)
34	9(10)	9(14)	75	Proviso below 10(a)	Proviso below 10(b)
35	9(11)	9(15)	76	-	10(b)
36	-	9(16)	77	-	Instructions below 10(b)
37	-	9(17)	78	10(b)(i)	11(a)
38	9(12)	9(22)	79	10(b)(ii)	11(b)
39	9(12)(A)	9(18)	80	-	12
40	9(13)	9(20)	81	11(a)	13(b)
41	9(14)	9(21)	82	-	13(c)

Sr. No.	Old SR No.	New SR No.
83	11(b)	13(d)
84	Note-1 below 11(b)	13(e)
85	Note-2 below 11(b)	13(f)
86	11(c)	13(g)
87	11(d)	13(h)
88	Note below 11(d)	13(i)&(j)
89	12	14(a)
90	Note(a) below 12	14(b)
91	Note(b) below 12	14(c)
92	Note(c) below 12	14(d)
93	Note(d)1 below 12	14(e)
94	Note(d)2 below 12	14(f)
95	Note(d)3 below 12	14(g)
96	Note(d)4 below 12	14(h)
97	Note(d)5 below 12	14(i)
98	13	14(j)&(k)
99	Note below 13	14(l)
100	14	14(m)
101	15	15
102	16	16(a)
103	Note-1 below 16	Deleted
104	Note-2 below 16	16(b)
105	-	16(c)to(h)
106	17	17(a)
107	Instruction below 17	17(b)
108	Note-1(i) below 17	17(e)
109	Note-1(ii) below 17	17(f)
110	Note-2 below 17	17(d)
111	Note-2(i) below 17	17(f)(i)
112	Note-2(ii) below 17	17(f)(ii)
113	Note-2(iii) below 17	17(f)(iii)
114	Note-2(iv) below 17	17(f)(iv)
115	Note-3 below 17	17(g)
116	Note-3 (a) to (e) below 17	Deleted
117	Note-4 below 17	17(h)
118	Note-5 below 17	17(c)
119	-	17(i) to (k)
120	18	18
121	Note below 18	Deleted
122	19(a)	19(a)
123	19(b)	19(b)
124	20(1)(a)	20(a)
125	20(1)(a)(I)	20(a)(i)
126	20(1)(a)(II)(a)&(b)	20(a)(ii)

Sr. No.	Old SR No.	New SR No.
127	20(1)(a)(II)(c)	20(b)
128	Note-1 below 20(1)(II)(c)	20(c)
129	Note-2 below 20(1)(II)(c)	20(d)
130	20(1)(b)	20(e)
131	20(1)(c)	20(f)
132	Note-1 below 20(1)(c)	20(g)
133	-	20(h)
134	Note-2(a) below 20(1)(c)	20(i)to(k)
135	Note-2(b) below 20(1)(c)	20(l)
136	Note-2(c) below 20(1)(c)	20(m)
137	20(1)(d)	Deleted
138	20(2)	20(n)
139	20(3)	20(o)
140	20(4)	20(p)
141	21(i)	21(a)
142	21(ii)	21(b)
143	21(ii)(a)	21(b)(i)
144	21(ii)(b)	21(b)(ii)
145	Note-1 below 21(ii)(b)	21(c)
146	Note-2 below 21(ii)(b)	21(d)
147	22	22
148	23	23(a)
149	Note below 23	23(b)
150	24	24(a)
151	Note-1 below 24	24(b)
152	-	24(c)
153	Note-2 below 24	24(d)
154	Note-3 below 24	Deleted
155	Note-4 below 24	24(e)
156	25	25
157	26	26
158	27	27
159	Note below 27	Note below 27
160	28(a)	28(a)
161	Note-1 below 28(a)	28(b)
162	Note-2 below 28(a)	28(c)
163	28(b)	28(d)
164	28(b)(i)(A)	28(d)(1)(i)
165	28(b)(i)(B)	28(d)(1)(ii)
166	Note-1 below 28(b)(i)(B)	28(d)(1)(iii)
167	Note-2 below 28(b)(i)(B)	28(d)(1)(iv)
168	28(b)(ii)	28(d)(2)(i)&(ii)
169	Note below 28(b)(ii)	28(d)(2)(iii)&(iv)
170	28(b)(iii)	28(e)

Table - 1

Sr. No.	Old SR No.	New SR No.
171	28(b)(iv)	28(f)
172	29(a)	29(a)
173	29(b)	29(b)
174	Note-1 below 29(b)	29(c)
175	Note-2 below 29(b)	29(d)
176	Note-3 below 29(b)	29(e)
177	Note-3 (a) below 29(b)	29(e)(i)
178	Note-3 (b) below 29(b)	29(e)(ii)
179	Note-3 (c) below 29(b)	29(e)(iii)
180	-	29(f)
181	30	30(a)
182	Note-1 below 30	30(b)
183	Note-2 below 30	30(c)
184	Note-2 (a) below 30	30(c)(1)
185	Note-2 (b) below 30	30(c)(2)
186	Note-3 below 30	30(d)
187	Note-4 below 30	46(b)
188	31	31
189	32(a)	32(a)
190	32(b)	32(b)
191	Note-1 below 32(b)	32(c)
192	Note-2 below 32(b)	32(e)
193	Note-3 below 32(b)	32(d)
194	Note-4 below 32(b)	33
195	Note-5 below 32(b)	32(f)
196	Instruction below 32(b)	Instruction below 36(g)
197	Note 4 below 33	34(a)
198	Note-4(a) below 33	34(a)(i)
199	Note-4(b) below 33	34(a)(ii)
200	Note-4(c) below 33	34(a)(iii)
201	Note-4(d) below 33	34(a)(iv)
202	Note-4(e) below 33	34(a)(v)
203	Note-4(f) below 33	34(a)(vi)
204	Para of Note 4 below 33	34(b)
205	34(a)	46(c)
206	34(b)	46(d)
207	34(c)	46(e)
208	35	35
209	36	36(a)
210	Note-1 below 36	36(b)
211	Note-2 below 36	36(c)
212	Note-3 below 36	36(d)&36(e)
213	-	36(f)
214	-	36(g)

Sr. No.	Old SR No.	New SR No.
215	37	37
216	38	38(a)
217	Note-1 below 38	38(b)
218	Note-2 below 38	38(c)
219	39(i)	deleted
220	39(a) & 39(a)(ii)	39(a)
221	Note-2 below 39(a)(ii)	39(b)
222	-	39(c)
223	39(b)	39(d)
224	39(c)	39(e)
225	Note-1 below 39(a)(ii)	39(f)
226	40	40
227	41(1)	41(a)
228	41(2)	41(b)
229	42(a)	42(a)
230	42(b)	42(b)
231	43(i)	43(a)
232	43(ii)	43(b)
233	43(iii)	43(c)
234	43(iv)	43(d)
235	43(v)	43(e)
236	44-A	44
237	44-B	Deleted
238	45	45
239	46	46(a)
240	-	46(b) to 46(f)
241	47	47
242	48	48
243	49	49
244	50(a)	50(a)
245	-	50(b)
246	50(b)	50(c)
247	50(c)	53(k)
248	50(d)	53(l)
249	51(1)	51(a)
250	51(1)(a)	51(a) (i)
251	51(1)(b)	51(a) (ii)
252	51(1)(c)	51(a) (iii)
253	51(1)(d)	51(a) (iv)
254	51(2)	51(b)
255	51(3)	Deleted
256	51(4)	51(c)
257	-	51(d)
258	-	51(e)

Sr. No.	Old SR No.	New SR No.
259	52	51(f) & 52(a)
260	Note-1 below 52	Note-1 below 52 (c)
261	Note-2 below 52	52(b)
262	Note-3 below 52	52(c)
263	53(a)(i)&(ii)	53(a)(i)&(ii)
264	53(b)	53(a)(iii)
265	53(c)	53(a)(v)
266	Note-(i) below 53(c)	53(a)(iv)
267	Note(ii) below 53(c)	53(a)(vi)
268	Note(iii) below 53(c)	53(a)(vii)
269	-	53(b)
270	53-A	53(c)
271	-	53(d)
272	-	53(e)
273	-	53(f)
274	-	53(g)
275	-	53(h)
276	-	53(i)
277	-	53(j)
278	-	53(m)
279	-	53(n)
280	-	53(o)
281	-	53(p)
282	54	54
283	55	55
284	56	56
285	57	57
286	-	Note- 1 to 5 below 57
287	Note below 57	Note-6 below 57
288	58	58
289	59	59(a)
290	Note-1 below 59	59(b)
291	Note-2 below 59	59(c)
292	60	60(a)
293	Note-1 below 60	60(b)
294	Note-2 below 60	60(c)
295	61(a)	61(a)
296	61(b)	61(b)
297	Note-1 below 61(b)	61(c)
298	Note-2 below 61(b)	61(d)
299	Note-2(a) below 61(b)	deleted
300	Note-3 below 61(b)	61(e)
301	Note-4 below 61(b)	61(f)
302	Note-5 below 61(b)	61(g)

Sr. No.	Old SR No.	New SR No.
303	-	61(h)
304	62	62
305	63(1)	63(a)
306	63(2)	63(b)
307	Note-1 below 63(2)	63(c)
308	Note-2 below 63(2)	63(d)
309	Note-3(i) below 63(2)	63(e)
310	Note-3(ii) below 63(2)	63(f)
311	64(A)	64(a)
312	64(B)	64(b)
313	Note-1 below 64(B)	64(c)
314	Note-2 below 64(B)	64(d)
315	Note-3 below 64(B)	64(e)
316	64(c)	64(f)
317	65	65
318	66(1)	66(a)
319	66(2)	66(b)
320	67(a)	67(a)
321	Note below 67(a)	67(b)
322	67(b)	67(c)
323	68(a)	68(a)
324	Note-1 below 68(a)	68(b)
325	Note-2 below 68(a)	68(c)
326	Note-3 below 68(a)	68(d)
327	Note-4 below 68(a)	68(e)
328	68(b)	68(f)
329	68(c)	68(g)
330	Note below 68(c)	68(h)
331	69(a)	69(a)
332	69(b)	69(b)
333	70	70
334	71	71
335	Note below 71	Sr. No. 15 of Addendum 21
336	-	71(a)
337	-	71(b)
338	-	71(c)
339	-	71(d)
340	72	Deleted
341	73	72(a)
342	Note below 73	72(b)
343	74	74(a)
344	Note-1 below 74	74(b)
345	Note-2 below 74	73(a)
346	-	73(b)

Table - 1

Sr. No.	Old SR No.	New SR No.
347	Note-2 (2 nd Para) below 74	73(c)
348	Note-3(a) below 74	74(c)
349	Note-3(b) below 74	74(d)
350	Note-4 below 74	74(e)
351	Note-5 below 74	74(f)
352	75 (A) & (B)	Deleted
353	75(C)	75(a)
354	Note below 75(C)	75(b)
355	75(D)(1)	75(c)
356	75(D)(2)	75(d)
357	75(E)	75(e)
358	75(F)	Deleted
359	75(G)	75(f)
360	Note-1to4 below 75(G)	Deleted
361	76(1)	76(a)
362	76(2)	76(b)
363	76(3)	76(c)
364	77	77
365	78(a)	78(a)
366	78(b)	78(b)
367	79	79
368	80(a)	Deleted
369	80(b)(i)	80(a)
370	80(b)(ii)	80(b)
371	Note below 80(b)(ii)	80(c)
372	81	Deleted
373	81(A)	81(a)
374	81(A)(i)	Deleted
375	81(A)(ii)	81(a)(i)
376	81(A)(iii)	81(a)(ii)
377	81(A)(iv)	81(a)(iii)
378	81(A)(v)	81(a)(iv)
379	81(A)(vi)	Deleted
380	82	82(a)
381	Note-1 below 82	82(b)
382	Note-2 below 82	81(b)
383	-	81(c)
384	Note-3 below 82	82(c)
385	-	82(d)
386	83	83
387	84	84
388	85	85
389	85(a)	85(a)
390	85(b)	85(b)

Sr. No.	Old SR No.	New SR No.
391	85(c)	85(c)
392	85(d)	85(d)
393	85(e)(1)	85(e)
394	Explanations below 85(e)(1)	Explanation(i) below 85(e)
395	Note (i) below 85(e)(1)	Explanation(ii) below 85(e)
396	Note (ii) below 85(e)(1)	Explanation(iii) below 85(e)
397	85(e)(2)	Explanation (iv) below 85(e)
398	85(e)(3)	Explanation (v) below 85(e)
399	85(e)(4)	Explanation (vi) below 85(e)
400	85(f)	85(f)
401	85(g)	85(g)
402	85(h)(1)	85(h)(1)
403	85(h)(1)(a)	85(h)(2)
404	85(h)(2) (i)	85(h)(3) (i)
405	85(h)(2)(ii)	85(h)(3)(ii)
406	85 (h) (iii)	deleted
407	85(h)(3)	85(h)(4)
408	Note-(i) below 85(h)(3)	85(h)(5)
409	Note-(ii) below 85(h)(3)	85(h)(6)
410	-	85(h)(7)
411	85(i)	85(i)
412	85(j)	85(j)
413	85(k)	85(k)
414	85(l)	85(l)
415	85(m)	85(m)
416	85(n)	85(n)
417	85(o)	85(o)
418	85(p) (1)	85(p)(1)
419	85(p) (2)	85(p)(2)
420	85(p) (3)	85(p)(3)
421	85(p) (4)	85(p)(4)
422	-	Proviso to 85(p)(4)
423	85(q)	85(q)
424	85(r)	85(r)
425	85(s)	85(s)
426	85(t)	85(t)
427	85(u)	85(u)
428	85(v)	85(v)
429	85(w)	85(w)
430	86(1)	86(a)
431	86(2)	86(b)
432	86(3)	86(c)
433	86(4)	86(d)
434	Note below 86(4)	Note below 86(d)

Sr. No.	Old SR No.	New SR No.	Sr. No.	Old SR No.	New SR No.
435	87(a)	87(a)	479	88(k)	88(u)
436	87(b)(1)to(3)	87(b)	480	88(l)	88(v)
437	Note below 87(b)(3)	Deleted	481	88(m)	88(w)&(x)
438	87(c)	87(c)	482	89	89
439	Note below 87(c)	87(d)	483	90	90
440	88(a)(i)	88(a)(i)	484	91	91(a)
441	88(a)(ii)(a)	88(a)(ii)	485	Note-1 below 91	91(b)
442	88(a)(ii)(b)	88(a)(iii)	486	Note-2 below 91	91(c)
443	-	88(a)(iv)	487	Note-3 below 91	91(d)
444	-	88(a)(v)	488	Note-4 below 91	91(e)
445	88(a)(ii)(c)	88(a)(vi)	489	-	91(f)
446	-	Note-1 below 88(a)(vi)	490	92	92
447	-	Note-2 below 88(a)(vi)	491	92(a)	92(1)
448	-	Note-3 below 88(a)(vi)	492	92(b)	92(2)
449	-	Note-4 below 88(a)(vi)	493	92(c)	92(3)
450	-	Note-5 below 88(a)(vi)	494	92(d)	92(4)
451	-	Note-6 below 88(a)(vi)	495	92(e)	92(5)
452	-	Note-7 below 88(a)(vi)	496	92(f)	92(6)
453	-	Note-8 below 88(a)(vi)	497	92(g)	92(7)
454	-	88(a)(vii)	498	92(h)	92(8)
455	88(a)(iii)	88(a)(viii)	499	92(i)	92(9)
456	Note below 88(a)(iii)	88(a)(ix)	500	92(j)	92(10)
457	-	88(a)(x)	501	92(k)	92(11)
458	88(a)(iv) (a)	88(a) (xi)(1)	502	93	93
459	88(a)(iv) (b)	88(a) (xi)(2)	503	-	Proviso to 93
460	Note below 88(a)(iv)(b)	88(a)(xi)(3)	504	94	94
461	88(a)(v)	88(a)(xii)	505	95	95
462	88(a)(vi)	88(a)(xiii)	506	96	96
463	88(b)	88(b)	507	97(a)	97(a)
464	88(c)	88(c)	508	97(b)	97(b)
465	88(d)	88(d)	509	98	98
466	88(e)	88(e)(i)	510	98(a)	98(1)
467	Note below 88(e)	88(e)(ii)	511	98(b)	98(2)
468	88(f)	88(f)	512	98(c)	98(3)
469	88(g)	88(g)	513	98(d)	98(4)
470	88(h)	88(h)	514	99	99
471	88(h)(i)	88(i)&(j)	515	-	Proviso below 99
472	88(h)(ii)	88(k)to(n)	516	100	100(a)
473	88(h)(iii)	88(o)	517	Note below 100	100(b)
474	Note-1 below 88(h)(iii)	88(p)	518	101	101
475	Note-2 below 88(h)(iii)	88(q)	519	102	102(a)
476	Note-3 below 88(h)(iii)	88(r)	520	-	102(b)
477	88(i)	88(s)	521	102 Para-4	102(c)
478	88(j)	88(t)	522	102 Para-4 (a)	102(c) (1)

Table - 1

Sr. No.	Old SR No.	New SR No.	Sr. No.	Old SR No.	New SR No.
523	102 Para-4 (b)	102(c) (2)	541	103(b)(i)(f)	Deleted
524	102 Para-4 (c)	102(c) (3)	542	103(b)(i)(g)	103(c)(5)
525	102 Para-4 (d)	102(c) (4)	543	103(b)(ii)	103(d)
526	-	102(c) (5)	544	103(b)(iii)	103(e)
527	-	102(c) (6)	545	103(b)(iv)	103(f)
528	-	102(c) (7)	546	-	103(g)
529	-	102(c) (8)	547	-	103(h)
530	Para below 102, Para 4(d)	102(c) (9)	548	-	103(i)
531	-	102(d)	549	104(a)	104(a)
532	-	102(e)	550	Note-1 below 104(a)	104(b)
533	103	103(a)	551	Note-2 below 104(a)	104(c)
534	103(a)	103(b)	552	104(b)	104(d)
535	103(b)(i)	103(c)	553	105	105
536	103(b)(i)(a)	103(c)(1)	554	106	106
537	103(b)(i)(b)	Deleted	555	107	107
538	103(b)(i)(c)	Deleted	556	108	108
539	103(b)(i)(d)	103(c)(2)&(3)	557	109	109
540	103(b)(i)(e)	103(c)(4)			

TABLE-2

Table showing references of GSOs, GOs, Administrative Circulars, Departmental Circulars, Other Circulars and Clarifications issued by erstwhile MSEB of which extracted provisions have been incorporated either partly or wholly in MSETCL Employees Service Regulations (New Service Regulation Number-wise)

Sr. No.	Sr. No.	Reference of GSO/GO/ Administrative Circular/Departmental Circular	The place where extracted provisions incorporated in new SR
1	1(a)	2	3
1		Departmental Circular No. 153 dt.20-10-1975	Instruction of 9 (21)
2		Departmental Circular No. 265 dt 18-07-1981	Instruction of 9(24)
3		Departmental Circular No. 472 dt 05-11-1997	1 st Proviso to Note below 9(26)
4	1 2 3	Departmental Circular No. 88 dt 04-03-1975 Departmental Circular No.265 dt 18-07-1981 Administrative Circular No. 212 dt 28-02-1997	2 nd Proviso to Note below 9(26)
5		Departmental Circular No. 153 dt.20-10-1975	Instruction of 9 (26)
6		Departmental Circular No. 153 dt.20-10-1975	Instruction of 9 (29) with Note
7		Administrative Circular No. 115 dt 09-05-1988	Note -1 of 9 (33)
8	1 2	Administrative Circular No. 221 dt 21-06-1997 Administrative Circular No. 265 dt 21-02-1998	Note - 2 of 9 (33)
9		Circular No. GAD/V/A/DAC/6573 dt 24-11-1992	10(b) with Instructions.
10	1 2	Administrative Circular No. 202 dt 29-11-1996 Administrative Circular No. 222 dt 27-06-1997	12
11		L.No. GAD/Gr-VIII(O&M)/F.No.197/600 dt 19-03-1993	Clarification of 13(b)
12		Departmental Circular No. 9 dated 17-07-1974	13(c)
13	1 2	Correction Slip No. 8 dt 06-07-1979 Correction Slip No. 9 dt 03-12-1981 (to General Standing Order No. 110 dt 23/25-01-1962 & to General Order No.7 dt 03-08-1962)	13(j)
14		L.No. GAD/Gr-VIII(O&M)/Exam/19840 dt 14-11-1986	Clarification of 13(j)
15		Departmental Circular No. 359 dt. 09-03-1987	16(c) with Illustration
16		L.No.GAD/Gr-VIII(O&M)/F.No.147/3189dt 04-10-1997	Clarification of 16(h)
17	1 2	Departmental Circular No. 21 dt 20-08-1974 General Order No. 76 dt 09-09-1975	17(d) with Addendum Two
18		Rule 7 & 8 of General Order No. 76 dt 09-09-1975	17(i)
19		Rule 9 of General Order No. 76 dt 09-09-1975	17(j)
20	1 2 3 4 5 6	Administrative Circular No. 113 dt 26-02-1987 Administrative Circular No. 114 dt 18-11-1987 Administrative Circular No. 117 dt 25-08-1988 Administrative Circular No. 145 dt 28-07-1995 Administrative Circular No. 230 dt 05-08-1997 Administrative Circular No. 336 dt 06-01-2000	17(k) with Addendum Three
21	1 2 3	General Order No. 145 dt 06-05-1997 Administrative Circular No.256 dt 15-01-1998 Departmental Circular No. 371 dt 10-05-1988	20(h) with Addendum Four
22		L.No. GAD/Gr-VIII(O&M)/484/22992 dt 05-06-1980	Clarification of 22

Sr. No.	Sr. No.	Reference of GSO/GO/ Administrative Circular/Departmental Circular	The place where extracted provisions incorporated in new SR
1	1(a)	2	3
23	1 2	Administrative Circular No. 202 dt 29-11-1996 Administrative Circular No. 222 dt 27-06-1997	24(c)
24		L.No. GAD/Gr-VIII(O&M)/F.No.281/5802 dt 15-03-1988	Clarification 1 of 26
25		L.No.GAD/Gr-VIII(O&M)/F.No.147/Vol-III/18343 dt 23-04-1984	Clarification 2 of 26
26		Clause 1(vii) of GO-74(P) dated 30-04-1974	29(f)
27		L.No.GAD/Gr-VIII(O&M)/F.No.147/18161 dt 03-06-1986	Clarification of 30(a)
28		Departmental Circular No. 310 dt 23-11-1983	Clarification of 32(b)
29		Administrative Circular No. 275 dt 16-05-1998	36(f)
30	1 2	Administrative Circular No. 91 dt 12-02-1981 Departmental Circular No. 281 dt 29-03-1982	36(g)
31		Circular No. GAD/III-B/E-2/36881 dt 19-08-1981	Clarification 1 of 36(g)
32		L.No. GAD/Gr-VIII(O&M)/F.No.147/1018 dt 30-03-1992	Clarification 2 of 36(g)
33		Circular No. GAD/III-A/38051 dt 13-10-1992	Clarification 3 of 36(g)
34		L.No. GAD/Gr-VIII(O&M)/F.No.147/641 dt 20-02-1995	Clarification 4 of 36(g)
35		General Order No.114 dt 23-08-1982	39(b) with Addendum Five
36		Correction Slip No.11 dt 28-02-1983 (to General Order 59 dt 27-06-1970)	39(c)
37	1 2 3 4 5 6	General Order No.59 dt 27-06-1970 with its Correction Slips up to No. 11 Departmental Circular No. 51 dt 29-11-1974 Departmental Circular No. 58 dt 23-12-1974 Departmental Circular No. 235 dt 19-03-1980 Administrative Circular No. 394 dt 02-08-2003 Administrative Circular No. 445 dt 12-01-2005	39(f) with Addendum Six
38		Departmental Circular No. 372 dt 07-06-1988	Illustration below 43(b)
39	1 2	General Order No.146 dt 19-06-1997 with its Correction Slip No.1 Administrative Circular No. 403 dt 18-11-2003	43(d), 44(c) & 45(c) with Addendum Seven
40		L.No. GAD/Gr-VIII(O&M)/F.No.147/29150 dt 22-12-1988	Clarification of 43(d)
41		L.No. GAD/Gr-VIII(O&M)/SR/41283 dt 29-09-1980	Clarification 2 of 44(b)
42		L.No. GAD/O&M/Cir/SB/75/1422 dt 10-01-1975	Clarification of 44(c)
43		L.No. GAD/VIII(O&M)/SR/41283 dt 29-09-1980	Clarification 2 of 45 (b)
44		L.No. GAD/O&M/Cir/SB/75/1422 dt 10-01-1975	Clarification of 45 (c)
45		Departmental Circular No. 125 dt 06-06-1975	Clarification 1 below 45(d)
46		Departmental Circular No. 117 dt 23-04-1975	Clarification 2 below 45(d)
47		L.No. GAD/Gr-VIII(O&M)/SR/41283 dt 29-09-1980	Clarification 3 below 45(d)
48	1 2	Departmental Circular No. 13 dt 02-08-1974 Administrative Circular No. 88 dt 07-06-1980	Instruction 1 to 46(b)
49	1 2	Administrative Circular No. 277 dt 11-06-1998 L.No. GAD/O&M(VIII)/36568, dt 17-08-1981	Instruction 2 of 46(b)
50	1 2	Departmental Circular No. 13 dt 02-08-1974 Administrative Circular No. 88 dt 07-06-1980	Instruction 3 of 46(b)
51	1	Departmental Circular No. 13 dt 02-08-1974	Instruction 4 of 46(b)

Sr. No.	Sr. No.	Reference of GSO/GO/ Administrative Circular/Departmental Circular	The place where extracted provisions incorporated in new SR
1	1(a)	2	3
52	2	Administrative Circular No. 88 dt 07-06-1980 General Order No.154 dt 31-03-2001	46(f) with Addendum Eight
53		Administrative Circular No. 93 dt 13-05-1981	50(b)
54	1 2	General Order No.142 dt 14-06-1996 with its Correction Slips up to No.5 Departmental Circular No. 470 dt 30-11-1996	53(c) with Addendum Nine
55	1 2 3	Correction Slip No.03 to General Order 20 dt 17-06-1963 Correction Slip No.28 to General Order 20 dt 17-06-1963 Correction Slip No.39 to General Order 20 dt 17-06-1963	53(d) with Addendum Ten
56	1 2 3	Correction Slip No.48 to General Order 20 dt 17-06-1963 Correction Slip No.57 to General Order 20 dt 17-06-1963 Correction Slip No.70 to General Order 20 dt 17-06-1963	53(e)
57	1 2	Correction Slip No.41 to General Order 20 dt 17-06-1963 Correction Slip No.57 to General Order 20 dt 17-06-1963	53(f) with Addendum Eleven
58		Correction Slip No.05 to General Order 20 dt 17-06-1963	53(g) with Addendum Twelve
59	1 2 3 4	Correction Slip No.51 to General Order 20 dt 17-06-1963 Correction Slip No.57 to General Order 20 dt 17-06-1963 Correction Slip No.58 to General Order 20 dt 17-06-1963 Correction Slip No.70 to General Order 20 dt 17-06-1963	53(h) with Addendum Thirteen
60		Regulation 6(C) of General Order 20 dt 17-06-1963	53(i)
61		Correction Slip No.02 to General Order 132 dt 24-11-1993	53(j) with Addendum Fourteen
62	1 2 3 4	Correction Slip No.8 to General Order 20 dt 17-06-1963 Correction Slip No.23 to General Order 20 dt 17-06-1963 Correction Slip No.73 to General Order 20 dt 17-06-1963 Departmental Circular No. 377 dt 18-11-1988	53(m) with Addendum Fifteen
63	1 2	General Order No.40 dt 10-02-1966 Departmental Circular No. 376 dt 15-10-1988	53(n) with Addendum Sixteen
64		General Order No.115 dt 01-09-1982	53(o)
65		General Order No.132 dt 24-11-1993	53(p) with Addendum Seventeen
66		General Order No.148 dt 08-12-1997	Note-1 below 57
67	1 2 3	Administrative Circular No. 13 dt 19-11-1963 Clause 5.4 of General Standing Order No. 110 dt. 25-01-1962 Clause 5.4 of General Order No. 07 dt. 03-08-1962	Note-2 below 57
68		Administrative Circular No. 106 dt 08-10-1985	Note-3 below 57
69		General Order No. 17 dt 26-04-1963 with its Correction Slip No. 1	Note-4 below 57 with Addendum Eighteen
70	1 2 3 4 5	Administrative Circular No.74 dt 04-09-1978 Administrative Circular No.79 dt 02-04-1979 Administrative Circular No.152 dt 26-09-1995 General Order No.132 dt 24-11-1993 with its Correction Slip No. 1 Administrative Circular No.271 dt 02-04-1998	Note-5 below 57 with Addendum Nineteen
71		L.No. GAD/O&M/TA/Clari/27364 dt 05-07-1980	Clarification of 59(a)
72		General Order No.56 dt 12-09-1969 with its Correction Slip No. 1	61(h)
73		L.No. GAD/VIII(O&M)/F.No.147/15729 dt 20-06-1988	Clarification of 68(c)
74	1	General Order No.124 dt 06-04-1990 with its Correction Slips up to No.3	71(a) with Addendum Twenty

Sr. No.	Sr. No.	Reference of GSO/GO/ Administrative Circular/Departmental Circular	The place where extracted provisions incorporated in new SR
1	1(a)	2	3
	2	Departmental Circular No. 393 dt 22-08-1990	
	3	Administrative Circular No. 294 dt 23-11-1998	
75	1	General Order No.90 dt 31-03-1979 with its Correction Slips up to No. 15	71(b) with Addendum Twenty One
	2	Administrative Circular No. 82 dt 06-08-1979	
	3	Departmental Circular No. 279 dt 15-03-1982	
	4	Departmental Circular No. 317 dt 07-04-1984	
	5	Departmental Circular No. 325 dt 28-05-1984	
	6	Departmental Circular No. 326 dt 20-06-1984	
	7	Departmental Circular No. 335 dt 27-09-1984	
	8	Departmental Circular No. 354 dt 13-10-1986	
	9	Departmental Circular No. 429 dt 01-02-1993	
	10	Departmental Circular No. 430 dt 11-02-1993	
76	1	General Order No.151 dt 31-12-1998	71(c) with Addendum Twenty Two
	2	Administrative Circular No. 356 dt 28-02-2001	
77		General Order No.100 dt 24-09-1980 with its Correction Slips up to No. 2	71(d) with Addendum Twenty Three
78		General Standing Order No.243 dt 09-09-1957	73(b)
79		L.No. GAD/O&M/Cir./22318 dt 16-05-1973	Clarification 1 to 73(c)
80		L.No. GAD/O&M/Cir./SR/8586 dt 24-02-1975	Clarification 2 to 73(c)
81		L.No. GAD/VIII(O&M)/F.No./3292 dt 28-10-1991	Clarification 1 of 81(a)(iv)
82		Departmental Circular No. 253 dt 10-12-1980	Clarification 2 of 81(a)(iv)
83		Administrative Circular No. 459 dt 04-06-2005	81(c) with Addendum Twenty Four
84		L.No. GAD/VIII (O&M)/F.No.147/3438 dt 16-11-1995	Clarification of 82(c)
85	1	General Standing Order No.376 dt 30-08-1958 with its Correction Slip No. 1	82(d) with Addendum Twenty Five
	2	General Order No.64 dt 25-02-1971	
	3	Departmental Circular No. 337 dt 10-12-1984	
	4	Administrative Circular No. 267 dt 12-03-1998	
86	1	General Standing Order No. 311 dt 08-02-1958	85(j)
	2	Departmental Circular No. 380 dt 16-03-1989	
87		Departmental Circular No. 222 dt 26-07-1979	85(p)(1)
88	1	General Standing Order No.292 dt 24-12-1957	Proviso to 85(p)(1)
	2	Administrative Circular No. 29 dt 20-03-1968	
89	1	General Standing Order No.467 dt 23-05-1959 with its Correction Slip No. 1	Proviso to 85(p)(4)
	2	General Standing Order No.562 dt 28-04-1960	
90		Departmental Circular No. 50 dt 29-11-1974	88(a)(v)
91		Departmental Circular No.375 dt 27-09-1988	88(a)(viii)
92		Administrative Circular No. 67 dt 08-07-1977	88(x)
93	1	Administrative Circular No. 202 dt 29-11-1996	91(f)
	2	Administrative Circular No. 222 dt 27-06-1997	
94	1	Administrative Circular No. 313 dt 18-05-1999	Proviso to 93 with Addendum Twenty Eight
	2	Administrative Circular No. 355 dt 20-02-2001	
	3	Administrative Circular No. 455 dt 08-04-2005	

Sr. No.	Sr. No.	Reference of GSO/GO/ Administrative Circular/Departmental Circular	The place where extracted provisions incorporated in new SR
1	1(a)	2	3
95		L.No. GAD/Estt/O&M/Gr.VII/45937 dt 27-09-1979	Clarification of 98(3)
96		General Standing Order No. 383 dated 11-09-1958	Proviso to 99
97		Departmental Circular No. 176 dt 11-05-1976	102(b)
98		General Order No.119 dt 22-02-1988 with its Correction Slip No.1	102(c) (5)
99		General Order No.119 dt 22-02-1988 with its Correction Slip No.1	102(c) (6)
100		General Order No.119 dt 22-02-1988 with its Correction Slip No.1	102(c) (7)
101		General Order No.119 dt 22-02-1988 with its Correction Slip No.1	102(c) (8)
102		L.No.GAD/Estt/Gr.VIII (O&M)/F.No.147/8506 dt 11-02-1985	Clarification below 102(c)(9)
103		Administrative Circular No. 84 dt 24-12-1979	102(d)
104		Administrative Circular No. 118 dt 18-10-1998	102(e)
105		L.No.GAD/Estt/Gr.VIII (O&M)/F.No.147/31744 dt 11-07-1983	Clarification below 102(e)
106	1	General Order No.105 dt 21-07-1981 with its Correction Slips up to No. 2	103 (h) with Addendum Twenty Nine
	2	Administrative Circular No. 381 dt 10-03-2003	
107		General Order No.166 dt 21-07-2005	103 (i) with Addendum Thirty
108		Correction Slip No.82 dated 30-07-1986 to GO-2(S&S) dated 18-02-1965	Note 6 of Schedule 'C'
109		Confidential Circular No. GAD/V/DAC/433 dt 15-02-2005	Clarification below Note 6 of Schedule 'C'
110		Administrative Circular No. 467 dt 06-09-2005	Note 8 of Schedule 'C'
111		Administrative Circular No. 182 dt 22-05-1996	Proviso to General Note-9(b) in Second Schedule
112	1	General Standing Order No. 330 dt 14-04-1958	2nd para of Sr. No.1 in Fourth Schedule
	2	Departmental Circular No. 184 dt 02-09-1976	
113		General Order No.160 dt 24-12-2004	Note-3 in Fourth Schedule
114	1	General Order No.64 dt 25-02-1971 with its Correction Slip No. 1	Sr. No. 3 in Xth Schedule
	2	Correction Slip No.178 dt 01-07-1976 to General Order 18 dt 28-05-1963	
115		General Standing Order No.103 dt 27-12-1961	Sr. No. X in Sixteenth Schedule
116		General Order No.60 dt 14-10-1970 with its Correction Slip No. 1	Sr. No. XV in Sixteenth Schedule

TABLE-3

**Table showing references of Administrative Circulars of MSETCL of which relevant provisions are incorporated in MSETCL Employees Service Regulations, 2012
(New Service Regulation Number-wise)**

Sr. No.	Sr. No.	Reference of Administrative Circulars	The place where provisions are incorporated in new SR
1	1(a)	2	3
1		Administrative Circular No. 164 dt 20-08-2009	Note of 13(a) with Addendum One.
2		Administrative Circular No. 208 dt 26-04-2010	Clause 2 & 3 of Addendum Three
3		Administrative Circular No. 176 dt 05-10-2009	20(a) (i) & (ii)
4	1 2	Administrative Circular No. 08 dt 14-03-2006 Administrative Circular No. 14 dt 29-04-2006	Clause 2 of Addendum Six
5		Administrative Circular No. 96 dt 21-05-2008	Proviso to 43(b), 44(a) & 45(a)
6		Administrative Circular No. 187 dt 31-10-2009	53(a)(iii)
7		Administrative Circular No. 319 dt 20-04-2012	53(a)(iv)
8		Administrative Circular No. 115 dt 28-08-2012	53(b)
9	1 2	Administrative Circular No. 25 dt 27-09-2006 Administrative Circular No. 326 dt 05-05-2012	61(a), (b), (e), (f) & (g)
10		Administrative Circular No. 326 dt 05-05-2012	63(a), (d) & (e)
11		Administrative Circular No. 170 dt 27-08-2009	Para 1 of Addendum Twenty
12		Administrative Circular No. 97 dt 23-05-2008	Para 1, 2 & Note (i) of Addendum Twenty One
13	1 2 3	Administrative Circular No. 214 dt 15-06-2010 Administrative Circular No. 265 dt 03-05-2011 Administrative Circular No. 327 dt 10-05-2012	Note (ii) below para 2 of Addendum Twenty One
14		Administrative Circular No. 97 dt 23-05-2008	Clause 1 & Note (i) of Addendum Twenty Two
15	1 2 3	Administrative Circular No. 214 dt 15-06-2010 Administrative Circular No. 265 dt 03-05-2011 Administrative Circular No. 327 dt 10-05-2012	Note (ii) below clause 1 of Addendum Twenty Two
16	1 2	Administrative Circular No. 26 dt 05-10-2006 Administrative Circular No. 328 dt 10-05-2012	Clause 1 of Addendum Twenty Three
17		Administrative Circular No. 326 dt 05-05-2012	75(d) & 75(f)
18		Administrative Circular No. 326 dt 05-05-2012	76(a)
19		Administrative Circular No. 266 dt 10-05-2011	85(h) (7) with Addendum Twenty Six
20		Administrative Circular No. 06 dt 01-03-2006	88(a)(vi) with Note 7 with Addendum Twenty Seven
21		Administrative Circular No. 55 dt 03-07-2007	88(x)
22		Administrative Circular No. 80 dt 12-03-2008	Addendum Twenty Eight
23		Administrative Circular No. 280 dt 30-07-2011	103(e)
24		Administrative Circular No. 74 dt 01-01-2008	103(g)
25	1 2	Administrative Circular No. 137 dt 29-01-2009 Administrative Circular No. 236 dt 07-10-2010	Sr. No. 4(III) of Tenth Schedule

List of Correction Slips to SR

<u>C.S.No.1</u> 17.04.2013	Nomination of officer belonging to Backward Classes as a member on every selection committee while making selections by way of Direct Recruitment/Departmental Promotion or by any other mode of recruitment.	
<u>C.S.No.2</u> 17.04.2013	Discontinue the provision granting additional increment/s on acquiring higher qualification while in service by the employees	
<u>C.S.No.3</u> 17.01.2013	Discontinue the provision of granting one advance increment to the Jr. Engineers who acquired post graduate degree before their joining the Company.	
<u>C.S.No.4</u> 01.03.2014	Revising the rates of daily allowance [SR 61 (b)]	
<u>C.S.No.5</u> 05.07.2016	महापारेषण कंपनीच्या अधिकारी/कर्मचारी यांनी मत्ता व दायित्वे यांची विवरणे सादर करणेबाबत	
<u>C.S.No.5 - Corrigendum</u> 02.01.2017	<u>Corrigendum</u>	
<u>C.S.No.6</u> 18.07.2016	Revising delegation of powers specified in MSETCL Employees Service Regulations, 2012	
<u>C.S.No.7</u> 26.10.2016	सरोगसी पध्दतीने जन्मलेल्या अपत्याचे संगोपन करण्यासाठी महिला कर्मचा-यांना विशेष रजा मंजूर करणेबाबत	
<u>C.S.No.8</u> 02.11.2016	Modification of Competent Selection Committee	
<u>C.S.No.9</u> 15.11.2016	Honoring the employee/officer of the Company & his/her spouse when he/she retiring from the services of the Co. – Enhancement in the existing limit of amount of gift & gift cheque	
C.S.No.10 00.00.0000	Cancelled - Not Issued	
<u>C.S.No.11</u> 23.05.2017	Appeal/ Representation against the order of suspension	
<u>C.S.No.12</u> 08.06.2017	Empanelment of Retired Officers as an Enquiry Officer to conduct the departmental enquiry	
<u>C.S.No.13</u> 08.11.2017	MSETCL Employees Service Regulations, 2012 - Revising delegation of Powers in Schedule 'C'	
<u>C.S.No.14</u> 04.04.2018	Revising provision of Air Travel - Amendment of MSETCL Employees' Service Regulations, 2012	
<u>C.S.No.15</u> 29.09.2018	प्रसुती रजा संदर्भात सेवा कालावधीची अट वगळण्याबाबत	
<u>C.S.No.16</u> 27.11.2018	Review of Competent Authority for sanctioning any kind of leave in respect of the post of HoDs/CE & equivalent	
<u>C.S.No.17</u> 23.01.2019	MSETCL Employees' Service Regulations, 2012 Revising Delegation of Powers in Schedule 'C'	
<u>C.S.No.18</u> 24.01.2019	कंपनीतील कर्मचारी/अधिका-यांना बाल संगोपन रजा मंजूर करण्याबाबत	

List of Correction Slips to RR:

<u>C.S.No.1</u> 14.11.2005	Addition as Note 6 below Regulation No. 38 of MSEB Classification and Recruitment Regulations, 1961	
<u>C.S.No.2</u> 14.11.2005	Prescribing revised pre-requisites for Technical and Non-Tech posts under direct Recruitment	