

CHAPTER - V

CONTINGENT EXPENDITURE

418. The Regulations prescribed here under shall apply to contingent charges and miscellaneous and other expenses which are not classed as "Contingencies".

A. GENERAL REGULATIONS :

1) Contingent Charges :

The term 'Contingent Charges' or 'Contingencies' means and includes all incidental and other expenses which are incurred for the Management of an office and for the technical working of the Board other than those which under prescribed rules of classification of expenditure fall under some other Head of Expenditure.

2) The powers to be exercised by the Board Officers of different ranks for incurring contingent expenditure and other expenses which are not classed as contingencies are given in the Manual of Delegation of Powers.

3) An order book, containing propoals for purchase of articles or for incurring contingent expenditure and orders passed thereon, shall be maintained in every office.

4) Responsibility :

Every employee of the Board shall exercise the same vigilance in respect of contingent expenses as a person of an ordinary prudence is expected to exercise in spending his/her own money. It is very essential that the expenditure on contingencies and other expenses is strictly kept with in the specified monetary limits. Every item of expenditure should be scrutinised by the Head of the office or by an authorised subordinate officer with a view to eliminate all unnecessary items of expenditure. It should also be seen that items of expenditure are of obvious necessity and are at reasonable rates.

- 5) Telegrams from employees in respect of applications for leave of absence, appointments and other matters of a personal nature shall not be sent at the expense of the Board. In case of extreme urgency for leave necessitating an exchange of telegraphic messages the cost of such messages will be a proper charge on the employee concerned and not on office contingencies.
- 6) A Register of contingent expenditure (in the prescribed form) shall be maintained in every office. As and when a payment is made entries should be made in the contingent register with all the relevant particulars such as particulars relating to the expenses, name of payee, amount, date of payment etc., and attested by the Head of the office or by an authorised subordinate officer.
- 7) All petty payments and certain classes of expenditure may be paid out of office imprest. (Refer Chapter - CASH).

B. SPECIAL REGULATIONS :

REGULATIONS RELATING TO CERTAIN ITEMS OF CONTINGENT EXPENSES AND OTHER EXPENSES NOT CLASSED AS CONTINGENCIES :

1) Advertisement :

- (a) Officers of and above the rank of Divisional Officers have full powers for incurring expenditure on advertisement.
(Refer Manual of Delegation of Powers).
- (b) The Public Relations Officer of the Board will be the authority for issue of all official advertisements and will secure standing contracts for advertisements space in the various News Papers approved by the Board from time to time.
- (c) Officers of the Board desiring to have their official advertisements/ notifications published will send the matter to the Public Relations Officer for arranging publications in the approved News Papers.

(B18/7201/83-84, dt. 19-10-1983)

EXCEPTION: Notifications / Notices relating to power shut down, may be got advertised in the approved News Papers by the Divisional Officers themselves, at ruling tariffs.

- (d) The advertisement bills will be paid by the respective drawing officers, after due scrutiny.

Head of Account

Cost of Advertisements Relating to purchases only	:	76.260 - Advertisement of Tender Notices and other Purchase related advertisement.
Other Advertisements	:	76.155 - Advertisement Expenses.

2) Badges / Identity Cards :

Badges / Identity Cards are provided to certain categories of employees at Board's cost. Divisional Officers / Heads of offices will obtain their requirement from the Chief Engineer, Electy. (MM&P).

3) Boats : (Including Motor Boats and Launches)

- (a) Purchase of Boats (Rowing) Motor Boats or Launches for use at Board's Hydro Power Generating Stations, require sanction of the Board.
- (b) *Superintending Engineers may authorise repairs upto an annual limit of FIVE percent of the Book value in the case of Motor Boats/ Launches.

* (B5/3410/77-78/16.10.1997)

Debit	74.601 -	Vehicles - Repairs & Maintenance
	10.740 -	Other vehicles (Cost of New Boats or Launches)

4) Bicycles :

Purchase of Bicycles for use in Board Offices requires sanction of Board.

[The employees who are entrusted with the duty of delivery of tappal shall be paid/admissible Bicycle allowance at the rates prevailing from time to time, provided such employees maintain bicycles].

5) Binding :

The binding work in each office may be entrusted to any good private agency after obtaining competitive quotations.

(Refer Manual of Delegation of Powers)

Debit 76.109 - Miscellaneous Expenses

6) Books, Acts & Rules, Maps, Topo Sheets, Official Publications, Printing of Leaflets, Hand Books, etc.

(a) Technical / Finance Books, Journals and other Books of reference, Acts & Rules, Dictionaries, Maps, Topo Sheets required for official use may be purchased by the officers to the extent of powers delegated to them.

(Refer Manual of Delegation of Powers)

NOTE : One Dictionary (Kannada/English) may be purchased for use in each office other than Sub-Divisional Office and Sectional Office.

(b) Official Priced Publications :

Secretary / Chief Engineers / Financial Adviser and Chief Accounts Officer may obtain, if necessary, copies of administration reports and the like issued by the Electricity Boards of other states on an exchange basis or by purchasing them. They may also purchase priced publications including official gazettes of the State and Central Governments, if found necessary.

Debit 76.152 -Books, Periodicals and Dailies

- (c) They may also order free supply of any Board's publication, in booklets.

7) Carpets :

Purchase of Woollen Carpets should be allowed only for use in the rooms occupied by the officers of and above the rank of Superintending Engineers.

Debit 10.8 - Furnitures & Fixtures (Furnishings).

8) Clocks / * Time Pieces :

- (a) Chief Engineers / Superintending Engineers / Executive Engineers may accord sanction for the purchase of Clocks / Time Pieces of approved patterns to the extent of power delegated to them.
- (b) Repairs to Clocks / Time Pieces may be authorised by the Heads of Offices to the extent of powers delegated to them.
- (c) It shall be the duty of that employee nominated by the Head of the office to maintain the Clocks / Time Pieces in good working conditions and to attend timely repairs.

Debit Cost of New Clocks 10.8 - Furniture & Fixtures
Repairs to Clocks 74.701 - Repairs and maintenance
to Furniture & Fixtures.

* (B5/3410/77-78/16-10-1997)

9) Contributions :

The grant of contributions require sanction of Board.

Debit 76.157 - Contributions.

10) Conveyance Charges :

- (a) Normally no conveyance charge is payable to an employee who is required to go to a Bank for encashing a cheque or for remittance of Board's money as the concerned employee has to make use of Board's vehicle in the interest of safety.

(Refer Para 231 (6) - NOTE - Chapter - II Vehicles)

- (b) Actual conveyance charges incurred may be paid to an employee for travelling on Board's duty at the discretion of the Head of the office. He should certify that the expenditure actually incurred was unavoidable.

(See Reg. 333A of Board Employees Service Regulations)

Debit 76.131 - Conveyance Expenses.

11) *Wall Calendars :

Chief Engineers / Superintending Engineers / Executive Engineers are empowered to purchase wall calendars for the use of officers and officials to the extent of powers delegated to them in the Manual of Delegation of Powers.

Debit 76.151 - Books, Periodicals & Dailies.

* (B5/3410/77-78/16-10-97)

12) Donations :

The grant of donations for charitable and other purposes requires sanction of Board.

Debit 76.157 - Contributions.

13) Examination Charges :

- (a) The scale of remuneration payable to examiners for setting question papers, examiners / co-examiners for valuing answer papers, Chief Invigilators / Invigilators for the proper conduct of departmental examinations and others drafted for the work connected with such examinations is given in the KEB Examinations.

(See Appendix-III of Board Employees Service Regulations)

- (b) Contingent articles required may be purchased by the Chief Invigilators. Furniture may also be hired, when deemed necessary.

- (c) Remuneration bills shall be sent to the Member Secretary, Departmental Examination Board (Deputy Chief Engineer, Electy). after the announcement of results, for authorising payment.
- (d) The remuneration payable to Chief Invigilators/Invigilators and other members of the staff drafted for the departmental examination work shall be paid by the concerned pay drawing officers, after the examinations are over.

14) Fixtures and their Repairs :

Every new building constructed by the Board will be provided with Fixtures, including, when necessary, Record Racks, Shelves, Ceiling Fans and included in the estimates for buildings. Repairs of these fixtures including replacements should be included in the general estimate of maintenance of buildings :

Debit	Cost of original Fixtures	-	10.8 Furnitures & Fixtures.
	Repairs	-	74.701 Repairs & maintenance to Furnitures and Fixtures.

15) Furniture and Equipment :

- (a) Articles of furniture for a newly created office should in each case receive Board's sanction unless the Board Order sanctioning the creation of the new office permitted this purchase and fixed the allotment for the purpose.
- (b) Officers of and above the rank of *Executive Engineers are empowered to purchase furniture including replacements / additions to furniture for their offices and their subordinate offices, subject to avilability of funds, to the extent of their powers of sanction.

* (B5/3410/77-78/16-10-1997)

- (c) Sanction of Board should be obtained in all cases in which the cost of furniture cannot be met from the sanctioned grant.
- (d) Repairs to the Furniture - Officers of and above the rank of Divisional Officers may authorise repairs to furniture to the extent of their powers of sanction.

Head of Account :

- i) If the cost of any article is Rs. 500/- and less, Debit 77.610 - Small and Low value items written off.
- ii) If the cost of an article exceeds Rs. 500/-, Debit 10.583 - Tools and Tackles.

19) Insurance of Board's Property :

- (a) The normal policy of the Board is not to insure its properties. In case it is desired to cover a certain property of the Board with insurance, Board's sanction should be obtained.
- (b) The above rule is not applicable in the cases of materials to be purchased, as the materials sent by the Manufacturers / Suppliers by any means of transport are to be covered with Insurance in accordance with the terms of purchase orders.
- (c) Board vehicles are to be insured compulsorily.
(See Chapter - II -Vehicles)

Heads of Account :

- 76.104 - Insurance on Fixed Assets.
- 76.105 - Insurance on Stocks.
- 76.106 - Insurance on Assets under Construction.
- 76.230 - Transit Insurance.

20) Law Charges / Legal Expenses :

- (1) No expenditure should be incurred on Law Charges without Board's sanction except where the power to incur such expenditure has been delegated to the officers of the Board.
- (2) Officers who have placed purchase orders for the supply of materials are empowered to file suits for the recovery of money due on account of loss/damages caused or for violating the terms and conditions of the purchase orders. They are also empowered to verify and sign the plaints in all such suits on behalf of the Board.

- (3) O&M Divisional Officers are empowered to file suits for the recovery of Revenue Arrears by engaging Government Pleaders or Advocates on panel.
- (4) Legal action may also be initiated against contractors for breach of contract.
- (5) The fee payable to the Advocates / Govt. Pleaders for various types of cases, are given in Appendix-I.
- (6) The fees and other legal expenses shall be paid in the following manner :-
 - a) Expenses towards Vakalath fee, Court fee, Process fee, Typing charges and other charges which are part of legal expenses should be paid immediately on entrustment of cases.
 - b) FIFTY percent of the prescribed fee should be paid on filing the Plaint / Petition / Objection / Written statement, as the case may be, and
 - c) The balance fifty percent to be paid on final disposal of the case.

(B15/2135/83-84, dt. 19-4-1984)

- (7) Before initiating legal action the concerned officers should ensure that they are in possession of all the relevant records/documents relating to the case. They may obtain legal opinion from the Secretary to the Board (Legal Branch) as and when considered necessary.
- (8) Engaging the services of Advocates :-
 - a) In Bangalore, the services of the Advocates on panel should only to be engaged. Hence, Heads of Offices in Bangalore should refer all legal cases to the Secretary, KEB.
 - b) In other places, the services of Govt. Pleaders may be engaged. Where the interests of the Board come in conflict

with those of Central / State Governments, Government Pleaders should not be engaged and such cases shall be referred to Board.

- c) The services of an advocate should not be engaged when the Board deposits the amount under the workmen's compensation Act with the Commissioner for workmen's compensation.
- d) When the payment of compensation as per the workmen's compensation Act is disputed in full or in part, it would be necessary to engage the services of an advocate to deal with the case before the commissioner for workmen's compensation.
- e) **Appeals :** Whenever an appeal has to be filed before the High Court or other courts against the orders of the lower courts all the relevant papers relating to the case should be sent to the Board promptly to enable the Board to file the appeal petition within the time limit, So the responsibility rests with the officers concerned.

Debit 76.121 - Legal Charges.

21) Land :

The purchase of land for Board's use require sanction of Board.

22) Money Order Commission :

When a remittance by Money Order becomes necessary in Board's interest, the Money Order commission shall be treated as contingent expenditure.

Debit 76.190 - Miscellaneous Expenses.

23) Periodicals, Journals, Newspapers, Magazines, etc. :

Board prescribes from time to time the periodicals, journals, Newspapers, Magazines etc., to be subscribed for by each office.

Heads of Offices may subscribe for one Kannada and one English daily News papers.

NOTE : Sub-Divisional Officers and Sectional Officers are not authorised to subscribe for any news paper.

Debit 76.152 - Books, Periodicals and Dailies.

24) Photographs :

Charges for taking photographs may be incurred by the Officers to the extent of powers delegated to them.

Debit 76-190 - Miscellaneous Expenses.

25) Postal Stamps :

(a) Postal stamps may be purchased as and when required for affixing the required postage on official letters and covers sent by post. Keeping a large reserve of postal stamps should be avoided.

A separate stock account of postal stamps, in the prescribed form should be maintained in every office.

(b) Board letters, covers/packets which are found insufficiently stamped or unstamped may be received on payment of cash. In such cases there is no need to recover that amount from the sender.

(c) In big offices, where there is heavy correspondence Postal Franking machines are in use. The limit is fixed and the franking machine is sealed by the concerned postal authorities. When the limit is about to be reached the Postal Franking machine shall be taken to the concerned post office, where the seals would be broken, the readings taken, then set and then it is sealed. The amount, as per the readings shall be paid to the postal authorities.

(d) The stamp account shall be checked/got checked by a responsible employee at the end of every working day.

Debit 76.113 - Postage.

26) Engaging Post Boxes and their renewal fees :

Heads of offices / Divisional Officers are empowered to engage post boxes and also to pay their Renewal fees.

Debit 76.113 - Postage

27) Printing :

(a) The printing work may be got done by private printing agencies by the Chief Engineers and other officers concerned to the extent of their financial powers by inviting tenders / quotations.

(b) Where the printing work is to be got done at Govt. Press there is no need to obtain quotations.

Debit 76.153 - Printing & Stationery

28) Rents, Rates & Taxes :

(a) RENTS :

i) Officers of and above the Rank of Divisional Officers may engage private buildings for housing offices / stores in exercise of the powers delegated to them.

ii) Chief Engineers are empowered to sanction for leasing of lands at Railway yards, to the extent of their monetary limits of sanction, for a period not exceeding two years in each case at usual rates to avoid demurrage.

iii) The rent payable in respect of private buildings should be got assessed by an *Executive Engineer (Civil) / Assistant Executive Engineer (Civil) either of Board or of PWD.

* (B5/3410/77-78/16.10.97)

iv) The concerned authority is also authorised to extend the initial period by another two year period.

v) The lease charges in respect of the lands and the rents on private buildings occupied for Board's purposes shall be paid by the concerned Divisional Officers.

vi) Petty works, repairs and alterations may be carried out to the hired buildings only if the owner of the building refuses to meet the charges.

vii) Water charges, if payable, shall also be paid.

Debit 76.101 - Rent (including lease rentals)

76.160 - Water charges.

(b) Rates & Taxes :

i) Municipal rates and taxes on non-residential buildings of the Board shall be paid by the concerned divisional officers.

ii) The rates and taxes in respect of residential buildings wherever RENT is recovered from the occupants or occupied RENT FREE shall also be paid by the concerned divisional officers.

iii) Board's sanction is not required for the payment of municipal rates and taxes whatever be their amount, when such rates and taxes have been assessed by the competent authority. If in any case it is considered that such an assessment is excessive an appeal as prescribed in the Bye-Laws of the concerned local body may be preferred by the concerned divisional officer.

Debit 76.102 - Rates & Taxes.

29) Reward :

A sum of Rs. 10,000/- (Rupees Ten thousand only) is earmarked as a Reward to any employee who comes forward with concrete suggestions which would help in improving the efficiency of the Board provided the Board implements such suggestions resulting in a substantial savings to the Board.

(B16/3994/86-87, dt. 20-1-87)

Debit 76.190 - Misc. Expenses (to be specified as reward in the note).

NOTE : Employees, if eligible for any reward, for killing wild animals, from the State Government, may receive such rewards under intimation to their Heads of Offices.

30) Stationery :

- (1) Stationery articles required for use should invariably be obtained from the Chief Engineer, Electy. (MM&P) on indents.
- (2) Officers of and above the rank of Divisional Officers are empowered to purchase such of those stationery articles which are not supplied by the Chief Engineer, Electy, (MM&P) to the extent of powers delegated to them.

Debit 76.153 - Printing & Stationery.

31) Soaps & Towels :

- (1) Soaps and towels required for the personal use of officers, while working in the offices should be supplied by themselves and not at Board's expense.
- (2) Soaps and towels for use in Relay Testing, Meter Testing, Telecommunication and Research Divisions may be purchased at Board's expense.

Debit 76.190 - Miscellaneous Expenses.

32) Secret Service Grant :

- (1) The secret service grant is enhanced to Rs. 30,000/- (Rupees thirty thousand only) per annum. The *Inspector General of Police, Karnataka Electricity Board, Bangalore shall release the secret service grant to the Superintendent of police (vigilance) and the Executive Engineer (EI), Technical Audit cell of the Board as per need basis.

The Inspector General of Police shall intimate to the Board the amount released to the individual officers. At the end of the

accounting year, he shall furnish a statement regarding the amount spent and where utilised and also surrender any unspent amount.

(B16/4010/78-79/Dated 3-12-1991)

(Effective from 1-4-1992)

*(B5/SA/176/91-92/Dated 25-5-1997)

- (2) When in paying rewards to informers or in any other case, it is not desirable to disclose the names of the payees, a certificate in the hand writing of the disbursing officer to the effect that the reward has been duly paid, should be furnished in the recoupment bill, in lieu of the payee's receipt ordinarily required.
- (3) The officer concerned will maintain a register in the prescribed form, in which the date and the amount of each bill will be entered with a note of the progressive expenditure. The concerned officers will draw the amounts allotted in the month of April of every year on proforma bills. Such bills will not be supported by vouchers.
- (4) The general control of expenditure incurred against the allotment will be vested in the officer aforesaid, who will be responsible that the accounts are duly maintained and that payments have been properly made.
- (5) The accounts of secret service grant will not be subjected to scrutiny either by the Internal Audit or by the statutory audit conducted by the Accountant General - Karnataka.

Debit 76.164 - Secret Service Grant.

33) Tea & Refreshments :

- (1) Tea/Coffee/Soft Drinks/Tender Coconuts with biscuits or Cashew Nuts or light refreshments may be served on the occasions of Official Meetings/Advisory Committee Meetings or Conferences in which Officers of the Board Offices of the State/Central Governments, Non-officials may be participating or on occasions

when officers of the State/Central Governments and/or officers of the other State Electricity Boards hold officials discussions with the Board officers.

- (2) The expenditure on that account shall be subject to a limit of Rs. 10/- (Rupees Ten only) per member or at the rate specially sanctioned by the Board, may be incurred by the officers of and above the rank of *Assistant Executive Engineers.

* (B5/3410/77-78/Dt. 16-10-97.)

Debit 76.190 - Miscellaneous Expenses.

- (3) Tea/Coffee/Soft Drinks/Tender Coconuts with or without light refreshments may also be served to VIPs or distiguated visitors, whenever they visit Board Offices. The expenditure on that account shall be subject to the following limits :-

By the	Amount per month
1. Chief Engineer, Electricity (Genl)	} * Rs. 300/-
2. Secretary	
3. Financial Adviser and Chief Accounts Officer	
4. Chief Engineers, Electricity	
5. Chief Controller of Account	
6. Additional Secretary	
7. Superintending Engineers, Electrical	} * Rs. 200/-
8. Controller of Accounts	
9. Deputy Inspector General of Police	
10. Chief Law Officer	
11. Chief Labour Officer	
12. Deputy Chief Engineer, Electrical	
13. Executive Engineers (Including Executive Engineer Ele., Computers)	* Rs. 150/-

* (B5/3410/77-78/9.8.96)

NOTE · Secretary may exceed the limit when Chairman and Functional Members of the Board entertain VIPs/ Distinguished Visitors.

Debit 76.162 Entertainment Expenses.

- (4) Tea/Coffee/Soft Drinks/Tender Coconuts with light refreshments may be provided to the Members of the Recruitment/Selection Committees and to the staff members drafted for attending to the work related there to subject to the following limits :-

On the days of Interviews of candidates and on the day/days of finalisation of selected list.	Rs. 4/- per day per member Rs. 3/- per day per employee.
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Debit 76.190 - Miscellaneous Expenses.

34) Telegrams :

The following principles are prescribed for the guidance of officers while sending Telegrams :-

- (1) A telegram shall not be sent where a letter would serve the purpose equally well;
- (2) Board Message may be classed as 'EXPRESS' or 'ORDINARY' at the discretion of the sender;
- (3) A telegram should as a general rule, be sent as 'ORDINARY';
- (4) Message should be classed as 'EXPRESS' :-
 - (a) Only in cases of emergency ;
 - (b) Only in cases where the sender knows that the line is blocked and considers his message sufficiently important to take precedence of ordinary traffic.
- (5) Telegrams should, except when extreme precision is important, be expressed in as a few words as possible and mere auxiliary or connective words which can obviously be filled in by the receiver of the message, should be omitted.

- (6) The abbreviated telegraphic addresses wherever available only should be used in sending the telegrams.
- (7) Telegram charges shall be paid in cash and the receipt obtained shall be preserved and produced during inspection/internal check.
- (8) A register, in the prescribed form, shall be maintained to record the telegrams sent and the amount paid therefor.

Debit 76.112 - Telegram charges.

35) Telex :

A Telex machine is installed in the office of the Chief Engineer, Electy. (General), urgent messages can be sent through TELEX provided the receiver has the Telex facility. It should be operated by a person who is specially trained as a Telex operator.

Bills for Telex rental and Telex call charges as and when received should be paid by ACCOUNT PAYEE cheques.

A separate register shall be maintained for recording all onward messages and payments towards rental and call charges.

Debit 76.112 - Telex charges.

36) Telephones :

A. Use of Telephones :

- 1) P&T telephones have been provided for both Board Offices and to the residences of important officers. A few telephones have also been provided with S.T.D. facility. These telephones, which are provided in addition to Departmental telephones, are intended for official use only. Officers/Officials should see that the calls made from P&T Telephones do not generally exceed the number of free calls allowed. It should also be seen that the P&T telephones, particularly those with S.T.D. facility are always kept under lock, when not in use.

- 2) Officers, who have been provided with P&T telephones can make S.T.D. calls or Trunk calls (ordinary/urgent/lightning) connected with Board's work at their discretion. They may also permit an employee to make private calls in cases of emergencies.
- 3) S.T.D./Trunk calls made officially and the private calls made shall be recorded in the prescribed register.
- 4) Use of P&T telephone for contacting Board's officers should be resorted only when departmental communication system goes out of order.
- 5) Telephone bills, for Rental, Local Calls, Trunk and S.T.D. calls, should be paid by cash or cheque, promptly.
- 6) Cost of private calls made shall be collected from the employees making those calls and remitted to Board's account.
- 7) Abnormal number of calls should be investigated. Complaints in cases of excess metering shall be lodged with the concerned telephones authorities, without delay.
- (8) Officers of and above the rank of Executive Engineers have full powers with regard to payment of trunk call charges.
Debit 76.112 - Telephones / Rental & Call charges.

B. Shifting of Telephones :

Officers of and above the rank of Divisional Officers are empowered to approve expenditure for shifting telephones from one place to another within the office and in cases where there has been a change in the residence of the officer entitled to telephone connection.

Debit 76.112 - Telephone charges (Shifting)

C. Providing New P&T Telephone connections :

* Zonal Chief Engineers are empowered to approve new P&T telephone connections.

- * a) With STD facility on OYT basis to the Offices / Residences of Executive Engineers of O&M Divisions.

- * b) Without STD facility on NON-OYT basis to the offices of Assistant Executive Engineers of O&M Sub-Divisions / Accounting / Non Accounting Sections / All manned Stations
* (B5/3410/77-78/16.10.97)

D. Retention/Disconnection of Telephones :

- 1) The residential telephone provided to an officer at Board's cost must be disconnected within 24 hours of his relinquishing charge of his office for any of the following causes :
 - a) On leave preparatory to retirement;
 - b) On other leave, training or deputation exceeding three months but not exceeding six months in duration if the officer has not given his option for retention of the phone;
 - c) On transfer to another office in the same station which does not entitle him to a residential phone; and
 - d) On quitting service.
- (2) The initiative for the disconnection must be taken by the officer who has to relinquish charge at least a week in advance. If the date of relinquishing the charge could not be foreseen, this action should be taken at the earliest time practicable. The officer will be held liable for any avoidable rental charges necessitated owing to delay on his part in taking the initiative.
- (3) If an officer provided with a residential telephone goes on leave, training or deputation exceeding THREE, months but not exceeding six months and has opted for the retention of the phone, the residential telephone shall not be disconnected. At the same time as the telephone at the residence will not be used for Board's work the charges paid for that period shall be recovered from the officer.
- (4) The competent authority has discretion to get the residential telephone removed even where the absence of an officer on leave, training or deputation is less than three months, if the telephone is required urgently elsewhere or if the safety of the instrument cannot be ensured during the absence of the officer.

37) Tents :

Sanction of Board is necessary for the purchase of Tents.

38) Typewriters (including Duplicators) :

(1) CEE (MM&P), / *CEE, PFC/ADB/CEE, M.W. Bangalore, can purchase one Typewriter for each post of Typist or Junior Personal Assistant or Senior Personal Assistant sanctioned by the Board. The typewriter shall be in Kannada, they may also purchase typewriters to the extent of TEN PERCENT of the total number of Typewriters as RESERVE.

* (B5/3410/77-78/16-10-1997)

(2) To avoid difficulties as to repairs and to facilitate handling by different typists, it is desirable that the typewriters purchased should be of same standard pattern or patterns found by experience to be strong and serviceable.

(3) CEE (MM&P), may also purchase and supply of duplicators to the offices of the Board, wherever they are needed.

(4) Purchase of Electronic typewriters, copiers, Xerox machines, require sanction of Board.

(5) No recurring expenditure should be incurred by offices for getting the typewriters cleaned at regular intervals by private agency. The typists/Junior and Senior Personal Assistants are responsible to keep their typewriters clean and in good working condition. If they do not do so they are to be held responsible.

(6) The Head of the Office or any other subordinate officer authorised by him should examine the working of the typewriters once in a month and record his opinion in a register kept for the purpose as to whether the same is properly maintained or not.

Debit 10.902 - Typewriters.

 10.904 - Duplicators / Xerox / Copiers.

39) Repairs to Typewriters / Duplicators :

- (1) Heads of Offices are empowered to accord sanctions to repairs to typewriters / duplicators to the extent of the powers delegated to them.
- (2) Typewriting materials other than those supplied by the CEE (MM&P) may be purchased by the Head's of Offices.

Debit 74.801 - Repairs and Maintenance of Office Equipment.

40) Miscellaneous Office Expenses :

These are items which are commonly required for all offices and the charges for such items may be incurred by the concerned officers subject to the limits specified hereunder.

The following items fall under this head :-

Gum Paste, Rat traps, Brooms, Nails, Pins, Gem Clips, Vinegar, Water Pots, Ropes, Matches, Fire wood, Chalk, Glue, Paste, Thread, Needle, Candle, Wax, Tags, Packing/Sealing materials, Cloth etc.

Name of the Office	*Amount per month
1. Chief Engineer, Electy. (General)	: Rs. 300/-
2. Secretary	: Rs. 300/-
3. F.A. & C.A.O.	: Rs. 300/-
4. Other Chief Engineers and Superintending Engineers / Controllers	: Rs. 300/-
5. Divisional Officers	: Rs. 300/-
6. Sub-Divisional Officers	: Rs. 150/-
7. Sectional Officers	: Rs. 100/-

*(B5/3410/77-78/16.10.97)

Deibt 76.190 - Miscellaneous Expenses.

41) Crockery :

Officers of the rank of Superintending Engineers and above are empowered to authorise purchase of Crockery, Vacuum flask and Coffee mats in the case of new Divisional Offices and replacements once in two years at a cost not exceeding Rs. 100/- (Rupees One Hundred only).

Debit 76.190 - Miscellaneous Expenses.

42) Erection of Pendants and Presentation of flowers :

Chief Engineer, Electricity can authorise for incurring expenditure towards erection of pendants and presentation of flowers to Dignitaries on important occasions, upto Rs. 5,000/- (Rupees Five thousand only) per annum.

Debit 76.190 - Miscellaneous Expenses.

43) Floral Wreath :

Whenever an employee dies while in service, floral wreath shall be placed on behalf of the Board on the body of the deceased employee, as a mark of respect.

Heads of offices are authorised to incur the expenditure on this account not exceeding Rs. *50/- in each case.

*(B16/2651/94-95/26-4-94)

Debit 76.190 - Miscellaneous Expenses.

44) Expenditure on the obsequies of Deceased Employees :

(1) When a workman dies while in service the dependents of the deceased shall be paid Rs. *1000/- (Rupees one thousand only) as funeral expenses.

*(B16/2651/94-95/26-4-94)

(2) Heads of offices are empowered to sanction the amount. The amount may be drawn on production of a Death Certificate issued by the competent authority or by the attending Doctor or by the authentication by the Head of the office.

- (3) Payment should be arranged by the concerned officers soon after they come to know about the death of an employee.

45) Presentation of a Memento to a retiring employee :

- (1) An employee retiring from Board service shall be presented with one H.M.T. wrist watch worth *Rs. 1000/- (Rupees one thousand only) as a memento. A service certificate shall also be given.

*(B16/2663/94-95/31-10-94)

- (2) The Divisional Officer/Head of the office should arrange to present the memento to the employee on the day of his/her retirement.
- (3) Chief Engineer, Electricity, (M.M. & P) will arrange to purchase H.M.T. wrist watches in sufficient numbers duly following the prescribed purchase procedures and supply the required number of wrist watches to the concerned Divisional Officers after ascertaining their requirements for the accounting year at the commencement of the particular accounting year.

APPRECIATION LETTER

Shri/Srimathi..... who retired from service on attaining the age of superannuation on has served the Board conscientiously for a period of years in different capacities. KEB with to place on record their appreciation of the unblemished and conscientious work rendered by him/her during the period mentioned above.

Place :

Head of the Office.

Date :

APPENDIX - I

[Para. 418 (20)]

Schedule of fees payable to Advocates

Sl. No.	Details of the case	Amount of Fees Payable
1.	Writ Petition / Writ Appeals filed on behalf of K.E.B.	Rs. 500/- per case of routine nature and Rs. 1,000/- per case in cases involving policy matters and other important matters
2.	Writ Petition / Writ Appeal filed against K.E.B.	(a) Rs. 500/- per case. (b) Rs. 300/- per case where KEB is only a proforma party.
3.	Writ Petition / Writ Appeal for or against and withdrawn subsequently before arguments	50% of the original fees
4.	CRP/RFA/RSA etc. before High Court	Rs. 300/- per case.
5.	Misc. First Appeal filed by the Board in Motor Vehicle accident claim tribunal and any other appeal before the High Court.	Rs. 300/- per case.
6.	Original Civil Suits/Appeals other than money suits involving injunction matters including appeals before Civil Courts.	Between Rs. 100/- and Rs. 250/-
7.	Misc. cases before the Civil Court.	Rs. 50/- per case.
8.	Money suits irrespective of Courts	For 1st Rs. 5,000/- 7% For next Rs. 5,000/- 5% For next Rs. 10,000/- 4% For next Rs. 10,000/- 3% For next Rs. 10,000/- 2% subject to a minimum of Rs. 100/- & maximum of Rs. 2,000/-

Sl. No.	Details of the case	Amount of Fees Payable
9.	Motor Vehicle Accident tribunal cases	Fees prescribed as in money suit on the awarded amount subject to a maximum of Rs. 2,000/- per case.
10.	Execution cases	1/4 of the original fee.
11.	Cases/proceedings before all the tribunals excluding Motor Vehicles Accident tribunal	Rs. 50/- per day subject to a maximum of Rs. 200/- per case. No fees on adjourned days
12.	Caveat petitions before High Courts and any Civil Courts.	Rs. 50/- per Caveat petition
13.	Land acquisition cases before Revenue authorities.	PER CASE Minimum Rs. 50/- Maximum Rs. 1000/-
14.	Arbitration case	PER CASE Minimum Rs. 50/- Maximum Rs. 1000/-
15.	Any other original proceedings	PER CASE Minimum Rs. 50/- Maximum Rs. 1000/-
16.	Misc. Appeal on House Rent Control and appeal	PER CASE Minimum Rs. 50/- Maximum Rs. 1000/-
17.	Contempt of Court case	25% of the original fees paid.
18.	Drafting of Notice	Rs. 50/- per notice
19.	Miscellaneous charges	Rs. 25/- to Rs. 50/- per case:

- NOTE :**
1. The decision as to whether a Writ Petition/Writ Appeal is of routine nature or involves an important policy matter shall be absolutely within the discretion of the Chairman.
 2. In cases involving common drafts / evidence / judgement etc., only one set of fee is payable.
 3. Payment of fees more than the schedule may be considered at the direction of the Chairman under special circumstances.

(B15/2135/83-84/19-4-1994)

*** Revised fees payable to the Board Advocates dealing with Trial Courts and District Consumers Forum cases towards professional services as detailed below :**

Sl. No.	Details of the case	Fee payable by the Board
TRIAL COURTS		
1.	a) In original money suits the fee shall be calculated on of the suit according to the the value or subject matter of the suit according to the following scales;	On the first sum of Rs. 5,000/- at 10%. On the next sum of Rs. 5,000/- at 7.5%. On the next sum of Rs. 30,000/- at 5%. On the next sum of Rs. 60,000/- at 1%. On the balance remaining thereafter at 5 % provided that the fee allowed in any suit shall not be less than Rs. 1,000/- unless the court orders other wise.
	b) Regular Appeal	The fee shall be calculated according to the scales set out in clause (e) above on the value of the amount of the subject matter in disputed appeal provided that the fee allowed in any regular appeal shall not be less than Rs. 1,000 unless the court orders otherwise.
	c) Small cases suit	Fee shall be 5 % of the value of the amount of the claim as set forth in the plaint subject to a minimum of Rs. 25/-.

Sl. No.	Details of the case	Fee payable by the Board
d)	Execution cases	i) On the first application at 50 per cent on the fee calculated at the rate specified in clause (a) above on the amount of money or value of the relief claimed in the application. ii) No fee is payable on any subsequent application unless is contested in which case the fee shall be calculated at 25% of the fee calculated at the rates specified in clause (a) above on the account of money of the relief claimed in the application.
e)	Execution Appeal	One fourth of fee which would have been payable if the appeal were a Regular Appeal.
2)	Land Acquisition Case	Rs. 2,500/- per case; NOTE : If group of cases heard together the minimum shall be Rs. 250/- and maximum Rs. 3,000/- for all of them together and the court may apportion the fee for such case separately.
3)	Declaration and injunction suit	Rs. 1,000/- against the bills/drawing of lines / disconnections etc.
4)	Interlocutory matter	Rs. 150/- per case

Sl. No.	Details of the case	Fee payable by the Board
5)	Arbitration cases	Rs. 1,000/- per case
6)	Case under the Karnataka Rent Control Act	Rs. 1,000/- per case
7)	Any other original proceedings	Rs. 1,000/- per case
8)	Appeals before lower Appellate courts	Rs. 1,000/- per case
9)	Motor Vehicle Accident	As in original money suit above subject to maximum of Rs. 2,500/- per case.
10)	Caveats before Civil Courts	Rs. 150/- per caveat
11)	Contempt of court cases filed before Civil Courts	Rs. 1,000/- per case
12)	Opinions to be furnished by the Advocates on Panel except for the cases conducted by such Advocate	Rs. 200/- per case
13)	Issuance of Notices	Rs. 250/- per notice
14)	Miscellaneous charges, Vakalath Fee, Process Fee, Typing charges etc.	Actuals duly certified by the Board Advocates.
15)	Complaints before the District Consumers Forum;	Rs. 750/- per case

- NOTE :**
1. Amount towards court fee and Misc. fees payable on entrustment at the request of the Advocate when the case is filed by KEB;
 2. Any nature of Civil Court matters not covered in this schedule shall be referred to the Board for approval;
 3. Final fee shall be paid only after receipt of the certified copy.

The above revised schedule of rates shall be applicable to the cases entrusted on or after the date of this order.

* (B15/2135/(A)83-84/10-6-1997)

****Revised fees payable to the Board Advocates dealing with High Courts and State Consumers Forum cases towards professional services as detailed below :**

Sl. No.	Details of the case	Fee payable by the Board
HIGH COURTS		
1.	Writ petition / Writ Appeals filed by the Board	Rs. 2,000/- per case
2.	Writ Petition / Writ Appeals against the Board	Rs. 2,000/- per case
3.	Interlocutory matter	Rs. 250/- per application
4.	Batch of cases involving common question	First writ petition / writ appeals as one and two (1&2) and remaining writ petition Rs. 150/- per petition.
5.	Cases disposed following earlier judgements as covered	Rs. 1,000/-
6.	C.R.P. / R.F.A. / R.S.A. / M.F.A. etc., filed by the Board	Rs. 2,000/- per case
7.	C.R.P. / R.F.A. / R.S.A. / M.F.A. etc., filed against the Board	Rs. 2,000/- per case
8.	Batch of cases involving common question	Same as at Sl. No. 4
9.	Contempt of Court Cases	Rs. 2,000/- per case
10.	Complaints before State Consumer Forum, Bangalore	Rs. 2,000/- per case
11.	Caveats before the High Court	Rs. 250/- per case
12.	Misc. charges, Vakalath Fee, Profession Fee, Typing charges etc.	Actuals subject to production of certificates by Board Advocates.

Sl. No.	Details of the case	Fee payable by the Board
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13.	Opinion to be furnished to the Board by the Advocate on panel but does not include the opinion of the case already conducted by the Board Advocate.	Rs. 250/- per case
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- NOTE :**
1. Amount towards court fee and Miscellaneous Expenses may be paid on entrustment at the request of the Advocate when the case is filed by KEB;
 2. Final fee shall be paid only after receipt of the certified copy.

The above revised schedule of rates shall be applicable to the cases entrusted on or after the date of this order.

** (B15/2135/(B)83-84/10-6-1997)

*****Schedule of fees payable to Advocates for handling cases before Labour Courts, Industrial Tribunals, Workman Compensation Commissioners and for appearing before Conciliation Officers, apart from Retainer Fee to Legal Adviser (Labour) for his services as below.**

1. Professional fee for conducting of cases before Industrial Tribunal	Rs. 2,000/- per case
2. Professional Fee for conducting of cases before Labour Court	Rs. 1,750/- per case
3. Professional Fee for conducting of cases before Commissioner for Workman Compensation	Rs. 1,750/- per case
4. Professional Fee for conducting of cases before Conciliation Officers.	Rs. 1,500/- per case
5. Retainer Fee to Legal Adviser (Labour)	Rs. 1,500/- per month
6. Attending Committees Meetings for consultations etc.	Rs. 150/- each
7. Fee for Attendance of Tribunals/Courts	
a) Per day of progress	Rs. 75/-
b) Hearing adjourned without transactions.	Rs. 25/-
8. Drafting of settlement	To be decided on each occasion. (Minimum Rs. 1000/-)
9. The expenses incurred towards Vakalath, Process Fee, Court Fee, Typing charges, Stationery, Clerikage, Postage, etc. as certified in the Bill	As per actuals

Fifty percent of Professional fee and Miscellaneous expenses in full may be paid as soon as the case is filed in the Court.

The above rates are applicable to cases decided on or after 1-3-1997.

*** (B23/4309/94-95/27-3-1997)

CHAPTER - VI

LOANS AND ADVANCES

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CHAPTER - VI

LOANS AND ADVANCES

419. Regulations regulating the grant of the following loans and advances are laid down in this chapter.

(1) Loans to K.E.B. Employees Co-Operative Societies.

(2) Loans and Advances to Staff - Interest bearing ;

a) Advance for :

- i) House Building;
- ii) House Purchase;
- iii) House Repairs including improvements and enlargements;

b) Advances for purchase of :

- i) Motor Car;
- ii) Motor Cycle / Scooter;
- iii) Moped;
- iv) Bicycle;
- * v) Tricycle;
- *vi) Computer;
- *vii) Solar Cooker.

*(B16/2668/94-95/26-10-95)

c) Motor Car Repair Advance.

d) *Advance for purchase of Solar water heating system - Deleted

* (B14/B3(a)/1202/94-95/13-9-94)

e) Marriage Advance.

(3) Loans and Advances to Staff - Interest free

- (a) Festival Advance ;
- (b) Medical Advance ;