

- (i) The WIDOW (or the eldest surviving one) who is not a minor/
THE WIDOWER ;
 - (ii) If no one is surviving under (i) the eldest surviving major son/
daughter who was dependent on the deceased.
 - (iii) If no one is surviving under (i) and (ii) the legal guardian of the
minor(s) and in the absence of such a guardian, any person,
who in the opinion of the head of the office is entitled to receive
payment on behalf of the minor(s) subject to the execution of
an indemnity bond by him/her.
- (3) The amount may be drawn on establishment travelling allowance
bill by the head of the office under whom the deceased employee
last served. The certificates prescribed for claims of travelling
allowance on transfer of employees regarding class of accomodation
used by railway, dependancy and relationship of the family members,
actual expenses of tranportation of personal effects etc., should be
furnished by the claimant in support of the claim.

(B16/3651/89-90/4.2.90)

- (4) The above provisions shall not apply to the families of :-
- (a) Employees engaged on contract and those who were not in
the whole time employment of the Board;
 - (b) Employees who die while on leave preparatory to retirement;
 - (c) Retired employees who had been re-employed;
 - (d) Temporary employees whose continuous service on the date
of death was less than three years.

502. The grant of advance of travelling allowance in respect of cases
covered under para 501 is subject to the following conditions :-

- (1) The advance may be sanctioned by the authority who would have
been competent to countersign the travelling allowance claim if the
employee were alive.
- (2) The amount of the advance may be limited to the probable amount
of travelling expenses that may be admissible.

- (3) The amount of advance may be paid in the order of precedence indicated in para 501(2)
- (4) Only one advance will be admissible irrespective of the fact that the members of the deceased employee's family travel in separate batches from the same or different stations.
- (5) The account of the advance drawn should be rendered within one month of the completion of the journey if the family travels in one batch. In case the family travels in more than one batch the account may be rendered within one month after the completion of the journey by the last batch. In any case, the journey must be completed before the stipulated period of six months and the account of the advance rendered within one month of the expiry of the stipulated period at the latest. The advance should however, be refunded forthwith if the journey is not completed within the stipulated period.
- (6) The surety of a permanent employee of status comparable to or higher than that of the deceased employee should be obtained in the prescribed form before the advance is sanctioned. The person receiving the advance should also give an undertaking in that prescribed form in writing to the effect that he/she would abide by the provisions contained in clause (5) above. This is necessary in order to enable the sanctioning authority to effect recovery of over-payments resulting from non-performance of the journey within the stipulated period or non-submission of the adjustment bill within the prescribed period.
- (7) The advance will be interest free and will be treated as 'Advance Recoverable'. The adjustment of the advance will be watched by the concerned Pay Drawing Officer.

PAYMENT OF SHIFT ALLOWANCE

See Regulation 71 and Appendix - vi of Board Employees' Service Regulations.

FORM OF SURETY

Know all Men by these presents that we(1)*
(hereinafter called the "Obliger" and (2)#
(hereinafter called the "Surety") are held and fully and firmly bound unto the Secretary, Karnataka Electricity Board, (hereinafter called the "Board") for the sum of §..... to the payment of which amount well and truly to be made, we jointly and severally bind ourselves, our respective heirs, executors, administrators, legal representatives and assigns.

Whereas the Karnataka Electricity Board has paid to the obliger a sum of Rs. §..... (receipt of which the obliger hereby acknowledges) on account of advance of travelling expenses to the family of the late \$..... (hereinafter referred to as the "family") for their journey to + and for the transport of the personal effects of the late \$+

Now the Condition of the above Written Bond is such that if the said obliger shall account to the satisfaction of the Board (and within one month of the completion of the journey to +..... by the family or when the family travels in more than one batch) within one month of the completion of the journey by the last batch or within six months of the date of the receipt of this advance whichever is earlier, for the proper expenditure of the aforesaid advance, than the above written bond shall be void and of no effect, otherwise the bond shall remain in full force and virtue and it is hereby declared that -

-
- * Herein insert the name of the individual to whom the advance is paid.
 - # Herein insert the name of the Surety.
 - § Here specify the amount of advance paid.
 - \$ Insert the name of the deceased employee.
 - + Insert the normal place of residence of the employee a journey to which is admissible under the Regulations.

- (a) any forbearance, extension of time or indulgence on the part of the Board or any officer to obliger whether with or without the knowledge or consent of the surety, shall not in any way release the surety, his heirs, executors, administrators, legal representatives and assigns from his or their liability under the above written bond.
- (b) that the stamp duty on this bond shall be borne by the Board.

Signed and delivered by
 above name obliger in
 the presence of

1.....

2.....

Accepted for and on behalf
 of the Secretary, Karnataka
 Electricity Board in the
 presence of

1.....

2.....

TRANSPORT FACILITIES TO THE EMPLOYEES

- 503. *(1) DELETED
- *(2) DELETED

* (B5/415/84-85(b)/28-10-92)

- (3) The local officers of the Board are authorised to provide Board's vehicle for carrying the body of the employee who meets with fatal accident while on duty, to his native place or to any other place as desired by the dependants of the deceased, for burial or cremation irrespective of the distance.

- (4) Whenever an employee meets with an accident or gets injured, while on duty, such an employee must be taken in a Board's vehicle to the nearest hospital for medical treatment.

The running cost of the vehicle in such cases is to be debited to 76.136 - Vehicles running expenses other than store.

SURRENDER AND ENCASHMENT OF LEAVE

The following Regulations are prescribed for regulating the surrender of earned leave and payment of leave surrendered salary.

504. (1) Employees are permitted to surrender 'Earned Leave' only to the extent of a minimum of THIRTY DAYS and a maximum of SIXTY DAYS in a year, subject to the condition that there shall be a minimum interval of TWELVE months between any two surrenders. The period of twelve months will be reckoned from the day following the last day of the last surrender of leave.
- (2) Surrender of leave has to be always prospective.
- (3) As on the date of surrender, a minimum service of ONE YEAR is necessary.
- (4) Earned leave already availed shall not be commuted to any other kind of leave.
- (5) Leave can be taken between two surrenders; but during the period covered by the leave surrendered, the employee cannot avail any kind of leave except casual leave.
- (6) Sanction accorded for leave surrender shall stand cancelled if on account of some exceptional circumstances the employee avails of leave during the period covered by the leave surrendered by him/her. The leave availed of will be debited to the Earned Leave

account and the employee will be permitted to avail any other kind of leave during this period.

- (7) An application for surrender of leave shall be made in the prescribed form 15 days in advance of the intended date of surrender. The date of surrender shall be specifically indicated in the application.
- (8) Leave surrenders can be accepted by the officer competent to sanction earned leave.
- (9) The acceptance of surrender will be issued in the form of an office order, furnishing the details of leave surrendered and the amount payable to the employee.
- (10) The fact of leave surrendered should be recorded in the Service Register/Service Record of the employee, before payment is made under proper attestation. The number of days of earned leave surrendered should be mentioned against the leave account and the balance of leave should be noted under proper attestation.
- (11) The leave allowances to be paid for the period of surrender of leave will be the Pay, Dearness Allowance, House Rent Allowance and City Compensatory Allowance and Special Pay and any other allowance, if any, payable during leave as per Regulation 164 of Board Employees Service Regulations.

The leave allowances are payable as follows :-

Leave particulars	When Payable
(i) If leave of one month from first day to the last day of the month is surrendered	On the first working day of the following month.
(ii) If leave of one month is surrendered later in the month and the period extends to next month	On the first working day of the month following the last day of the period of leave surrendered.

- | | | |
|-------|--|--|
| (iii) | If the leave surrendered is for more than one month from the first day of a month. | First month's salary on the first working day of the following month. The rest on the first working day of the next following month. |
| (iv) | If leave surrendered is for more than a month from a date later than the first day of a month. | For the first month on the first working day of the month following the expiry of one month from the date of surrender. For the rest on the first working day of the next following month. |
- (12) The leave surrender salary is not liable to deductions on account of Insurance Premia, Advances, House Rent, etc.
- (13) Employees of the Board in Foreign Service are also entitled to surrender of leave subject to the following conditions :-
- (i) The leave surrender shall be accepted by the Chief Engineer, Electy. (General), for all the deputed staff, after ascertaining title to the leave.
 - (ii) The leave salary in respect of the leave surrendered by an employee on deputation will be made by the Financial Adviser and Chief Accounts Officer, after necessary check and noting the fact of leave surrendered in the service register/service record of the employee.
 - (iii) Payment for leave surrender shall be made where the foreign employer is paying both leave and pension contribution. Where no leave contribution is being paid, the entire payment

in respect of the leave surrendered has to be made by the foreign employer.

- (iv) Only the leave pay of the employee shall be paid by the Financial Adviser and Chief Accounts Officer for the leave surrender period. The other allowances, like D.A., H.R.A., C.C.A., etc., shall be paid by the foreign employer, Deputation allowance is not admissible for the period of leave surrender.
 - (v) Payment towards surrender of leave shall be made only if the pension and leave contribution has been received upto the end of the previous quarter.
- (14) NO PAYMENT TOWARDS LEAVE SURRENDER SHOULD BE MADE WITHOUT AN ENTRY IN THE SERVICE REGISTER/ SERVICE RECORD.
- (15) Leave preparatory to retirement cannot be surrendered and the period of leave applied for should not be co-terminus with the date of retirement. Period of leave surrendered should not exceed the period of duty between the date of earned leave and the date of retirement, but should be a few days before the date of retirement.

Explanation : The duty period from the date of leave surrendered should be more than the period of leave surrendered, so as to end in a few days before the date of retirement.

- (16) (i) The employee may at his/her option be given the benefit of encashing the earned leave at his/her credit at the time of superannuation subject to a maximum period of 240 days; the cash payment being the equivalent of the leave salary, the employee would have been entitled to receive and he/she actually been sanctioned the leave for the period as on the date of his/her actual retirement.

- (ii) In the case of an employee who dies while in service, the person, who is entitled to receive the family pension shall be paid cash equivalent of the leave salary calculated on the same lines as indicated above in respect of earned leave at the credit of the employee on the date of his/her death, subject to a maximum of 240 days.

(B5/1087/78-79/17.10.1978,)

(B5/9759/(vi)/86-87/26.10.1987)

- (iii) The benefit at 16(i) above would also be admissible to employees :-

- (a) Voluntarily retiring under Regulation 214(A) of Board Employees Service Regulations.
- (b) Retiring on Invalid Pension;
- (c) Re-employed or given an extension of service on the date of their superannuation,
- (d) Retire on compensation pension under Regulation 195 of Board Employees Service Regulations
- (e) Retire on Extra-ordinary pension - *Repealed

(B5/1087/78-79/17-10-1978)

(B5/1087/78-79/11-5-1979)

*(B24/6663/96-97/13-3-1997)

- (iv) For the purpose of these Regulations, earned leave means earned leave admissible under Regulation 126 of Board Employees Service Regulations.
- (v) The benefit referred to at 16(i) above, would not however apply to those employees who are compulsorily retired or removed or dismissed from service as a measure of penalty & to those who resign from Board service.

- (vi) The option for encashment of earned leave on the date of superannuation should be specified in the application and that the sanction for the payment of leave salary should be issued only after verifying title to leave. In the case of Group A employees title to the leave should be obtained from Financial Adviser and Chief Accounts Officer.
- (vii) In the case of death of an employee while in service the sanctioning authority may accord sanction to the leave after ascertaining title to leave.
- (viii) The authority competent to sanction earned leave is also competent to sanction encashment of leave on the date of superannuation or death while in service.
- (ix) The requirement of surrender of earned leave for a minimum of THIRTY days [vide para 504(1)] is relaxed in the case of encashment of leave on the date of superannuation or death while in service of the employee.
- (x) The leave salary admissible may be paid to the employee in one lump sum on or immediately after the date of retirement. In the event of death of the employee, while in service, such payment should be made to the person entitled to receive the family pension, immediately after the date of death.

(B5/1087/78-79/17-10-1978)

- (17) The earned leave applied for will normally be sanctioned. If for special reasons the leave is refused by the competent authority, the same will be encashable at the option of the employee. Non sanction of leave during the period of unauthorised absence, overstay of leave etc., will not amount to refusal for this purpose.

CLOTHING TO EMPLOYEES

505. (1) The issue of Free Uniforms or Cloth to entitled workmen/women, every year, shall be regulated as follows :-

Category of entitled workmen/women	Type of terrycot or polyster cotton blend cloth	One set of uniform	Length of cloth per pant/shirt in Metres	Foot wear	Head wear
Meter Reader	Khaki suiting White shirting	Pant Shirt with half sleeves	1.3 1.8	Black shoes on pair	
Office Attendant Grade-I	White suiting	Pant & Bush shirt with full sleeves	3.4	Chappals one pair	Caps two
Daftary & Office Attendant Grade-II	White suiting	Pant & Bush shirt with full sleeves	3.2	Chappals one pair	Caps two
*Cook-Cum-Care taker, Butler Maity, Ward Attendants	White suiting	Pant & Bush shirt with full sleeves	3.0	Chappals one pair	Caps two
*(Notification B6/1505/81-82/31-8-1981.)					

Fieldmen, (all grades) Mali, Dhobi, Sanitary Workers	Khaki or Blue Drill	Pant & Bush shirt with full sleeves	3.0	Chap-pals one pair	caps two
Diving staff at Munirabad	Khaki	Half pant & Bush shirt with half sleeves	2.5	-	-
Workshop & Stores Helpers/ Cleaners	Khaki Suiting	Pant & Bush shirt with half sleeves	3.0	Chap-pals one pair	-

Note : 1. * One pair of Heavy duty shoes with nylon socks shall be provided to following Officers/Workmen of Central Work Shop Division, Bangalore at the rate not exceeding Rs. 350/- per pair.

- (1) Executive Engr. (El.)
- (2) Asst. Executive Engr. (El.)
- (3) Asst. Engineer (El.)
- (4) Junior Engineer (El.)
- (5) Store Keeper Gr. II/A.S.K.
- (6) Driver
- (7) Cleaner
- (8) Sanitary Workers
- (9) Watchman
- (10) All Maintenance men covered under Group VIII (Workshop)

* (B14/6820/86-87/17-6-1996)

** (2) One pair of Heavy duty shoes with nylon socks per year shall be provided to the following Officers/Workmen for all the Regional Work Shops situated in Circle Head Quarters and other places at the rate not exceeding Rs. 350/- per pair.

- (1) Asst. Executive Engr. (El.)
- (2) Asst. Engineer (El.)
- (3) Junior Engineer (El.)
- (4) Store Keeper Gr. II/A.S.K.
- (5) Drivers
- (6) Cleaners
- (7) Sanitary Workers
- (8) Watchman
- (9) All Maintenance men covered under Group VIII (Workshop)

** (B14/6820/86-87/28-11-1996)

Drivers - Heavy Vehicles	Khaki suiting	As pre- sribed in M.V. Act.	3.4	Black shoes one pair	'P' cap one
Drivers - Light Vehicles i.e., cars	White suiting	Pant & Bush shirt with full sleeves	3.4	Black shoes one pair	'P' cap one
Asst. Linemen, Line men, Mechanics Wiremen including those	Olive green suiting Olive green shirting	Pant Shirt with full sleeves	1.3	Chap- pals one pair	

working in RT/ MT/TCD, Station Attendants, Sanitary Workers etc.		Shirt with half sleeves			
Head Watchmen, Watchmen, Security Guards, Jamedars	Khaki suiting	Pant & Shirt with full sleeves	3.4	Ammu- nition Boots- one pair	Slouch Hat one
Female Employees, Office Attendants, Ward Ayahs, Sanitary Workers etc.	-	Sari Blouse Petticoat Mill made cotton Sari- light blue with dark blue border. Blouse - Dark blue.	5.5 1.0	Chap- pals one pair	

(CLO/B14/6820/86-87,
24.10.90/26.10.90)

NOTE : 1. The Head Watchmen, Watchmen and Security guards shall be provided with wollen socks, wollen hose tops, Ankle patties, whistle with chain and whistle cord, leather belt with round KEB buckles.

2. All watchmen shall be provided with wollen coats in places where it is required once in TWO years at the discretion of the competent authority.

(B16/4088/84-85/31-1-86)

3. Employees (workmen category) stationed at such lonely places, where bites from snakes and other venomous reptiles are anticipated, shall be provided with GUM BOOTS at the discretion of the competent authority.

(B16/4088/84-85/31-1-1986.)

4. One pair of Heavy type shoes shall be given to the workmen of central workshop Division as a measure of safety

* No. (B4/28/83-84/8-8-84)

*(a) Workmen working in Transmission line maintenance shall be issued one pair of shoes instead of one pair of chappals to protect from reptiles.

*(b) Workmen actually working in stores in releasing and filling of transformer oil and M.T.staff working in transformer repair section shall be issued one pair of PVC moulded shoes once in two years.

*(B16/2651/94-95/26-4-1994)

(Effective from 1-4-1993)

** (c) Two pairs of cotton overall coats per person per year for all engineers and one pair of heavy duty industrial type safety shoes per year per person for all O&M personnel including engineers will be provided for those who are working in Diesel Generation plant, Yelahanka.

** (B14/6820/86-87/1-1-1996)

5. *Reimbursement of the following charges wherever admissible shall be made at the rates mentioned against each-

(a) Sticking charges for two sets of uniforms.	..	Rs. 200/-
(b) Purchase of shoes (one pair)	..	Rs. 200/-
(c) Purchase of chappals(one pair)	..	Rs. 100/-
(d) Purchase of sarees with petty coats & blouse pieces (Two number each) to women employees.	..	Rs. 400/- Plus Rs. 30/- (For sticking charges)

*(B16/2651/94-95/26-4-1994)

(Effective from 1-4-1993)

6. If the employees were to pay higher amount towards stitching charges, buy costlier shoes or chappals, sarees, petti coats, blouse pieces the amount to be re-imbursed will be restricted to the limits indicated in note 5 (supra).

7. Payments towards stitching charges may be made without production of vouchers. However the claimant should certify that the actual charges incurred by him/her is not less than the amount claimed.

(B16/5415/79-80/3-5-80)

(2) The eligible employees will receive the uniforms once in a financial year.

(3) Newly appointed employees, who are eligible for free clothing will get it only from the official year following the year of their appointments.

EXCEPTION : Newly appointed Drivers of Motor Vehicles shall be provided with uniforms, as it is mandatory.

(4) Employees, provided with free uniforms, who are due to retire on or before 31st October, are not eligible for free clothing for that financial year.

(5) Cost of uniforms to police personnel serving Board on deputation basis shall be paid, as per the rates prescribed by the Director General of Police.

(B6/1055/80-81/17-8-1983)

(6) It should be seen that the use of Terelene or Terrycot cloth is avoided, because use of such cloth for uniform may increase the severity of burns in cases of accidental fires/electrical sparks.

(7) All those employees who have been provided with uniforms shall wear them while on duty. Failure to do so, will entail them for disciplinary action.

506. The Chief Engineer can sanction purchase and supply of umbrellas and rain coats with caps as per the scales and conditions mentioned below:-

(i) Umbrellas -	For every divisional / circle / zonal office.	Three
	For every sub-divisional/ sectional office in places where the rains are heavy and continuous and to be replaced, if necessary, once in two years.	One
(ii) Rain coats - with caps	For each Office	One
	For each Generating Station.	Six
	For each 220 KV Receiving Station.	Four
	For each Receiving Station of 110 KV/66KV/11KV.	Three
	For each Service Station.	Five
	For each O&M Unit (one for the supervisor, two for workmen).	Three
	For each Transmissionlines maintenance unit.	Five
	For each Meter Reader.	One
	For Watch & Ward and Security Staff.	To the extent of requirement for workmen of one shift.

NOTE : In the case of watch and ward and security staff the umbrella and rain coats shall be kept in the office/station premises for use by the employee on duty in any shift.

507. All the umbrellas and rain coats shall be accounted in the T&P accounts of the concerned T&P account holders.

EDUCATIONAL FACILITIES

508. (1) The Board maintains one Composite Junior College at Jog and an High School at Sivasamudram.

(2) Annual Grants are given to the following educational institutions to the extent noted against each institution for meeting the several items of expenditures.

Shishuvihars at :-

Amount of Grant

1. Sivasamudram	: Rs. 6,400/-
2. Shimsha	: Rs. 3,600/-
3. Munirabad	: Rs. 3,900/-
4. Gulbarga	: Rs. 2,500/-
5. M.R.S. Colony, Shimoga	: Rs. 3,500/-
	(B4/6557/87-88/8-8-88)
6. S.R.S. Colony, Hubli	: Rs. *18,000/-
	from 96-97 onwards
	(B4/1952/88-89/18-6-90)
7. Sirsi	: Rs. 6,050/-
	(B4/1952/88-89/21-5-90)
8. Jog	: Rs. 12,000/-
	(B4/4388/86-87/24-6-87)
9. Primary and Middle Schools at Shimsha	: Rs. 900/-
10. Primary, Middle and High Schools at	
(a) Sivasamudram	: Rs. 3,000/-
(b) Jog	: * Rs. 10,000/-
	(Effective from 1-4-1995)

*(CLO/SA VII/4335/94-95/7-3-95)

The annual grants may be drawn by the President/Chairman of the Educational Committees. The accounts relating thereto shall be scrutinised by the respective Internal Audit/Concurrent Audit.

The Annual Grants towards	To be accounted under
1. Shishuvihars	: 76.151 Fees & Subscriptions
2. Primary, Middle, High School and Composite College	: 75.730 Education Expenses.

GRANT OF SCHOLARSHIPS :

508 (A). The following scheme in respect of grant of scholarship to low paid employees' children in the Board is implemented.

NOTE : Board will notify the categories of employees, classified as 'Low Paid Employees'.

- (1) Value of the Scholarship :- The value of the scholarship will be Rs. 75/- p.m. payable for 10 months in an academic year.
- (2) Number of Scholarships :- There will be one scholarship per each O&M Circle. The Board Office, the office of the Chief Engineers, Electricity and the Financial Adviser & Chief Accounts Officer will come under Bangalore Circle. On the whole there will be eight scholarships.
- (3) Courses of studies :- The scholarships be given for any of the following courses :-
Technical Courses leading to Degrees/Diplomas in respective branches, (not exceeding five years) Graduate and Post Graduate Courses in Arts, Science and Commerce.
- (4) Eligibility :-
 - (a) The scholarship will be available to the children of the low paid employees.
 - (b) The candidate should have obtained the highest marks among all the eligible employees' children of the circle who have taken the P.U.C. that year, taking the examination as a whole and passing in the first attempt itself.
 - (c) Only students who are eligible for admission to the above courses and also get admission will be eligible for the scholarship.
 - (d) If it is for the Post Graduate Courses like M.A., M.Com., M.Sc., the candidate should have obtained the highest marks among all the eligible employees' children of the circle who have

taken the B.A., B.Sc., B.Com., Examination that year and passing the examination in the first attempt.

- (e) The candidate should continue to secure a minimum of 45% of the marks each year in the University examination/semesters to be eligible to draw the scholarship in the succeeding year. There should be a certificate from the Head of the Institution that the conduct of the candidate during the year has been satisfactory.
- (f) Once a candidate gets the scholarship, he will continue to get it till he finishes the course eventhough the employee gets promotion during the tenure of the scholarship or retires or dies. However, the scholarship will cease the moment the employee is dismissed or resigns.
- (g) The candidate should not be drawing any other Scholarship, Freeship given by any other organisation or Government. In the event the student who gets the next highest marks will become eligible for the scholarship.

(5) Conditions of payment :-

- (a) The scholarship is only meant to supplement the resources of the parents/guardians concenred and not as a source of profit. Therefore, before the payment of the amount, the educational institution where the student is receiving education shall invariably be consulted by the Superitending Engineer, (ElecI), whether the student is not in receipt of any merit scholarship or has been exempted from the payment of tuition fee or in receipt of any other financial assistance from the Central/State Government.
- (b) In some cases the name of the technical course undertaken by the student concerned may not be clearly mentioned in the application. Before making payment in such cases the actual name of the course should be got verified from the institution concerned in clear terms.

- (c) Before the first instalment of scholarship is actually paid, the parent of the student who has been awarded scholarship should give a declaration in a prescribed form which should also be signed by the student and countersigned by the Head of the Educational Institution with his seal as also by the Head of the office.
- (6) General Conditions :-
- (a) These scholarships are awarded on the express condition that should any of the facts given in the application be found to be incorrect at any time the scholarship will be cancelled and the amount already paid, if any, will be recovered. In addition, the official concerned will be liable to disciplinary action and the Board reserves the right to cancel/revise the award of the scholarship to any student without any reason.
- (b) The scholarship will become tenable from the academic year 1972-73.
- (7) The Superintending Engineer, (Elect) will submit recommendations for the grant of scholarship to the Chairman for sanction.
(BPO/116/72-73/11-7-1972)
- (8) Book scholarship of Rs.150/- per annum is granted to each of the student who stands first in SSLC in each circle of the Board among the children of low paid employees and who continue their studies in PUC. The circle will have the same conditions as in the case of grant of scholarships. This Scholarship will also continue during the second year to those who secure not less than 50% of the marks while passing the I year PUC.
(A9/4067/72-73/11-10-1972)

MEDICAL FACILITIES

- 509.** Three well equipped hospitals at Jog, Sivasamudram and Shimshapura are maintained by the Board; and the employees are also entitled to 'Reimbursement of Medical Expenses', in accordance with 'Board Employees' Medical Attendance Rules'.

FREE SUPPLY OF ELECTRICITY TO EMPLOYEES

510. The benefit of Free supply of power to the employees shall be regulated as follows :-

- (1) All employees, irrespective of Groups (except daily rated workmen) shall be entitled to 200 (Two hundred) units of electricity free of charge, per month, for their bonafide use for lighting and heating purposes.

EXCEPTION: * persons appointed for any post against direct recruitment quota are not entitled to Free supply of power under any circumstances with effect from 8.5.1997.

* (B16/4739/80-81(A)/17.4.97)

- (2) The availment of power in excess of 200 units per month shall be charged at the rates indicated below :

	Chargeable at :
SLAB A - Above 200 units and upto 280 units per month.	10 (Ten) paise per unit.
SLAB B - Above 280 units and upto 400 units per month.	20 (Twenty) paise per unit.
From the first metering date on or after 1-4-86 to 1-4-88.	32 (Thirty two) paise per unit. (B14/2299/85-86/1.4.86)
From the first metering date on or after 1-4-88.	38 (Thirty eight) paise per unit. (B14/2299/85-86/10-6-88)
From the first metering date on or after 1-1-94.	61.50 (Sixty one point five) paise per unit. (B14/2299/85-86/7-1-94)
From the first metering date on or after 1-4-96.	90 (Ninety) paise per unit. (B14/2299/85-86/29-3-96)

From the first metering date on or after 1-4-97.

111 (One hundred & eleven) paise per unit.
(B14/2299/85-86/3-4-97)

SLAB C - Above 400 units per month.

At the rates applicable to ALL ELECTRIC HOME INSTALLATIONS.

- (3) Employees availing the benefit of free power supply shall bear electricity tax and any other tax or duty if, payable under any orders of State/Central Government, meter hire shall also be payable, if the Board introduces meter hire at any later date.
- (4) Electricity tax or any other tax/duty payable as per the orders issued by the State / Central Government from time to time for L.T./ AEH tariffs as the case may be shall be applicable for the entire quantum of energy (including the free quota) consumed by the employee.
- (5) Conditions to be satisfied to get the benefit of free supply of power:-
 - (a) The installation shall be in the name of the employee. This conditions shall not apply in the case of an employee residing in Board's quarters or in quarters allotted by any department of Government.
 - (b) The entire premises shall be under occupation by the employee. If a portion is sub-let a separate connection (not a sub meter) shall be arranged and it is only after the installation is bifurcated, the employee becomes eligible for 'Free Supply of Power'.
 - (c) In case, the employee is residing in a rented house, and the installation if not registered in his/her name, shall be got transferred at the expense of the employee, before seeking the grant of this benefit.
- (6) The benefit is available to an employee so long as he/she is in the service of the Board and will cease from the date he/she ceases to be an employee due to retirement or for any other reason.

- (7) An employee intending to avail this benefit shall submit an application in the prescribed form. Sanction will be accorded by the concerned Divisional Officer after verification of eligibility and compliance of the conditions stipulated, and it shall take effect from the first meter reading date on or after the date of sanction.
- (8) An employee can avail the benefit of free supply of power either at the place he/she is actually working or at the place where his/her family is residing subject to the employee furnishing a declaration indicating his/her choice for availment of free supply of power.
- (9) Necessary entries shall be made in the service register/service record of the employee.

511. (1) The Register of Free Lighting/AEH installations in the following form, shall be maintained by each division office.

1. Name of the employee.
2. Designation of the Employee.
3. Date of his/her report.
4. Date on which his/her application for Free Supply of Power was recommended.
5. Date of Sanction -
Order No. & Date.
6. Place at which the employee is availing the benefit of Free Supply of Power.
7. R.R. No. of the installation.
Jurisdictional O&M Sub-Division/Section
8. Date of and Reasons for Cessation of the benefit of Free Supply of Power.
9. Number and date of the letter the Divisional Officer intimating the concerned O&M Sub Division or Section about the need for stoppage of the benefit.
10. Initials of the divisional officer or any other authorised officer.

- (2) The Register shall be kept posted upto date and should be reviewed every month by the Head of the Office/Divisional Officer / Divisional Accounts Officer / Assistant Accounts Officer. Parallel Register should be maintained by the O&M Sub-Division, in which jurisdiction, the benefit of free supply of power is availed and the ledger account is maintained.
- 512.** Bills shall be issued as in the case of other consumers under the spot billing system every month.
- 513.** Whenever an employee is transferred the benefit will continue at the existing place till he/she makes a request. But if the premises is rented out, the benefit will automatically cease and if the occupation by others is not reported, it will be construed as a Fraud and Disciplinary action will be taken accordingly.
- 514.** The maintenance of accounts shall be in the same manner as in the case of other L.T.1/AEH consumers as the case may be entailing disconnection, penalty interest etc., as per the relevant regulations.
- 515.** All installations pertaining to Free supply of power shall be metered.
- 516.** The concerned Divisional Officers should thoroughly check all those installations, where the benefit of Free supply of power is availed to ensure that all such installations have been metered without exception and that the excess energy consumed are correctly billed and the charges collected and to see that there is no misuse.
- 517.** All Revenue ledger accounts, pertaining to Free supply of power to employees' should be brought under one Revenue ledger account in the jurisdictional O&M Sub Division/Section.
- 518.** (1) In case an employee fails to pay the dues including taxes and duties, besides disconnection the amount due shall be recovered from the salary of that employee either in one lumpsum or in monthly instalments at the discretion of the competent authority. A statement of such dues shall be sent by the concerned pay drawing officer once in THREE months, to facilitate recoveries from salaries.

(2) The amount so recovered shall be sent to the concerned O&M Sub Division / Section through Demand Draft without passing through Divisional accounts.

519. If an employee availing the benefit of Free supply of power is found using electricity for any purpose other than domestic use such an employee will not only cease to get the said benefit, but also liable to pay charges and penal charge as per the provisions of KEB Electricity Supply Regulations and be liable for disciplinary action.

520. The benefit of Free supply of power, at the same rates and subject to the same conditions is also extended to :-

(1) Officers and other categories of employees of the State Government / Central Government and the Police personnel from the State Police Department who are serving the Board on Deputation.

(2) Employees working in the KEB Composite College, Jog Falls.

(3) Employees who are appointed on full time basis by the Managing Committee, KEB High School, Sivasamudram.

(B14/5239/82-83/8.5.84)

(B14/5239/82-83/2.11.84)

(B14/5239/82-83/30.11.84)

(B14/6098/84-85/19.6.85)

(B14/6098/84-85/24.12.85)

**Form of application of Free Supply of Power sanctioned
to the K.E.B. Employees.**

To

The Executive Engineer, (Elect),
Karnataka Electricity Board,
.....

I,..... working as
in the office of the request you to give me the benefit
of free electricity to my installation bearing R.R. No
situated at

I hereby certify that -

1. The above installation runs in my name and I am occupying the premises;

OR

I am in occupation of Board/Govt. quarters duly allotted to me from
..... situated at

2. My family is occupying the premises and I am not availing the benefit of free electricity any where else.
3. The above installation is under LT-1/LT-2 tariff.
4. No portion of the above premises is rented out or occupied by any other person or family.
5. The above premises is owned/rented out by me.
6. I shall abide by the conditions prescribed in the Electricity Supply Regulations of Karnataka Electricity Board.

Signature of the employee

CERTIFICATE OF THE SECTION OFFICER

I certify that the information furnished above by the applicant is correct to the best of my knowledge.

Forwarded to the Asst. Ex. Engineer, Elecl., KEB.,

Section officer

.....

Forwarded to the Executive Engineer, Elecl., KEB.,
for necessary action.

Asst. Ex. Engr. Elecl.,

.....

NOTE : Fill up the blanks and strike out whichever is not applicable.

MAINTENANCE OF LAW & ORDER AND PROTECTION

- 521.** (1) The cost of Police Personnel for maintaining Law & Order in the colony and Armed Reserve Guards deployed for the security of the protected areas of MGHE Generating Station at Jog is re-imbursed by the Board; and TEN percent of the total payment made by KPC Ltd., towards security staff is also being paid by the Board.
- (2) The Police out post at Sivasamudram is being maintained by the Police Department. The cost of the Armed Reserve Guards deployed for the security of the protected areas of Sivasamudram and Shimshapura Generating Stations is being reimbursed by the Board.

TROLLEY COLLECTIONS

- 522.** Trolley charges at the following rate is to be collected from the visitors to the Generating Stations.

- | | | |
|--|----|-------------------|
| 1. Adults | .. | Re. 1/- per head |
| 2. Children above 12 years but below 18 years /
Students (School/College) | .. | Rs. 0.50 per head |
| 3. Children above five years of age but below 12 years | .. | Rs. 0.25 per head |
| 4. Children below 5 years of age | .. | No charge |

(B7/1102/84-85, dt.29-8-84)

Distribution of the amount of trolley collections in certain proportions to the various welfare activities has been stopped. The amount of collections shall be handed over to the cashier every day and a receipt shall be drawn.

The amount of collection shall be credited to Account Code 62.917 - Miscellaneous Recoveries.

RECREATIONS

523. For Recreational, Art, Culture and Literary activities, matching grants are given, as detailed hereunder :-

- (1) A matching grant of *Rs. 1,000/- per month to the Gents Club at Jog and a matching grant of Rs. 300/- per month to each Gents Club at Sivasamudram, Shimshapura and Munirabad is granted subject to the condition that one half of the amount of grant be released every month ensuring atleast to that extent the subscriptions are collected by the respective clubs every month.

* (CLO/B14/3794/93-94/24-5-1994)

Final adjustment shall be made at the end of financial year after the accounts are audited by the internal audit before the balance amount of matching grant is released.

(B4/6504/87-88/26-2-1990)

(B4/A9/6450/71-72/16-10-1980)

- (2) A matching grant of Rs. 200/- per month is granted to the Gents Club at Mysore.

(A9/6450/71-72/24-1-74)

- (3) A matching grant of Rs. 100/- per month is granted to each Gents Club situated at other places.

- (4) A matching grant of Rs. 100/- per month is granted to the ladies club of all the divisions, wherever the ladies club is situated.

(B4/6556/87-88/14-1-88)

Note : The matching grant to ladies club Shimoga is revised to Rs. 250/- per month with effect from 1-6-97.

* (CLO B14/1279/92-93/31-5-97.)

SPORTS

- 524.** All employees participating as players, managers and officials in K.E.B. sports organisations, sponsored sports event held within the state or represent the organisation in the state level tournaments / league matches conducted by the State associations be allowed only second class railway fare / bus fare and daily allowance according to their individual eligibility in different places (i.e. as being paid in respect of the journey performed on tour)
- (i) Employees who are selected for participating in sporting events of National / Inter-National importance within India shall be allowed to travel by first class by train.
 - (ii) In the case of International events held outside India employees may be allowed to travel by economy class by air.

(B24/6663/96-97/13-3-97)

ACCIDENT GRANT

- 525.** Whenever an employee meets with an accident of a severe nature while on duty he/she shall be permitted to obtain medical treatment in any of the Hospitals as per the advice of the Authorised Medical Attendant of the Board *and the entire expenditure will be met by the Board.

(B16/3888/89-90/12-4-90)

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

(Effective from 1-4-93)

MEDICAL ADVANCE

526. (1) Whenever a workman meets with an accident and is hospitalised he/she shall be sanctioned an accident grant as follows :-

- (i) *Rs. 500/- (Rupees five hundred only) where the workman is hospitalised for a period up to and inclusive of seven days.
- (ii) *Rs. 800/- (Rupees eight hundred only) in the case of hospitalisation for a period beyond seven days.

*(B16/2651/94-95/26-4-94)
(Effective from 1-4-93)

(2) *Interest free advance amount of two months pay subject to a maximum of Rs. 3000/- only shall be sanctioned to an employee (workman) who meets with an accident while on duty towards the expenditure on Food, Nourishment and other expenses during treatment

*(B16/2651/94-95/7-9-96)

(3) To a daily rated workman the amount of advance, not exceeding two months wages, shall be paid after obtaining the collateral security of a Board employee who has put in not less than Five years of service, in the prescribed form.

(4) The advance so paid shall be recovered in *TEN equal monthly instalments. The recovery of advance shall commence from the month succeeding the month in which the workman reports for duty.

*(B16/2651/94-95/7-9-96)

(5) The Sanctioning Authority of the said advance is Executive Engineer, (EI)/Superintending Engineer, (EI)/Chief Engineer, Electricity, Zone as the case may be.

- (6) The accounts of recoveries of the advance shall be maintained by the concerned divisions.
- (7) Injury leave to the extent of THREE months and SIX months shall be sanctioned by the Executive Engineer, (EI)/Superintending Engineer,(EI) respectively.

(B16/3888/89-90/12-4-90)

PAYMENT OF EXGRATIA FOR FUNERAL EXPENSES

526. (A) When a workman dies while in service, the dependants of the deceased shall be paid *Rs. 1000/- (Rupees one thousand) as funeral expenses and Rs. 50/- (Rupees fifty) shall be sanctioned separately for placing a wreath on dead body.

* (B16/2651/94-95/26-4-1994)

(Effective from : 1-4-1993)

F O R M

FORM OF PERSONAL SECURITY BOND TO BE EXECUTED BY A TTR/
CASUAL LABOURER OF THE KARNATAKA ELECTRICITY BOARD
APPLYING FOR AN ADVANCE OF WAGES ALONG WITH AN EMPLOYEE
AS SURETY UNDER ACCIDENT GRANT SCHEME.

KNOWN ALL MEN BY THESE PRESENTS THAT WE Sri.....
..... and Sri. of
are held and firmly bound up to the Karnataka Electricity Board (hereinafter
called the Board) their successors or assigns or their certain attorney or
attorneys for which payment to be well and truly to be made we bind
ourselves and each of us and each of our heirs, executors, administrators and
legal representatives firmly by these presents.

WHEREAS the above bounden who at present
holds the office of has applied to the Board for
the grant to him of an advance of wages of Rs..... for the
purpose of defraying expenditure on hospitalisation.

AND WEREAS the Board have agreed to sanction the said advance
upon the said and the above bounden
as his surety entering into a bond in the above mentioned sum for the
repayment of the said advance as and when they fall due and for the
observance and performance by the said of the several
conditions as hereunder laid down in the rules relating to the advance issued
in number..... or any modifications thereof relative to the
above said advance.

Now the above written bond is conditioned to be void in either of the
cases following :

1. If the said his heirs, executors, administrators
or legal representatives shall from time to time and at all times
hereinafter well and truly pay or cause to be paid to the Board all such
sums or money as shall from time to time become due and owing to the
Board from the said in respect of the advance above
mentioned and when such sum or sums of money shall respectively
become due and payable.

2. If the said shall at any time or times hereafter make default in payment of any such sum or sums of money as aforesaid, the said of his heirs, executors, administrators and legal representatives shall within the space of one calender month after receiving notice in writing of such default and of the amount thereof from the Board well and truly pay or cause to be paid to the Board the sum of money stated in the said notice to be and being the amount of the said default.

Signed, sealed and delivered by the said (bounden) in the presence of

Witnesses :

Signature of the bounden

1.

2.

Signed, sealed and delivered by the said surety in the presence of

Witnesses :

Signature of the bounden

1.

2.

Signed by (Nameand Designation)

..... action for and on behalf of and by the order and direction of the Karnataka Electricity Board in the presence of

Signature of Witnesses :

Signature and designation
of the Officer on behalf
of the Board.

1.

2.

Name and designation of the Borrower :

EMPLOYEES' FAMILY BENEFIT FUND

527. Board Employees' Family Benefit Fund Scheme has been introduced effective from 1-7-1978. The following Regulations are prescribed for administering the Fund :

(1) The scheme is compulsory to all the employees excepting :

- (i) those re-employed;
- (ii) those appointed on-contract basis;
- (iii) those in the service of Board from State / Central Governments or organisations, on deputation basis and
- (iv) those employed as 'Daily Rated Workmen'.

(2) Employee's Contribution :-

Every employee shall pay the contribution at * Rs. 50/- per month with effect from 1st November 1992 through deductions in the monthly salary upto the month of retirement.

* (CLO/B14/3841/91-92/17-11-92)

- NOTE :**
- (i) Where an employee quits the service before superannuation, deductions shall be made only upto the month for which salary for the full month is drawn.
 - (ii) In the case of an employee under suspension, deductions shall be made from the amount of subsistence allowance.
 - (iii) No deduction shall be made in the event of the employee being on LWA/Extra-Ordinary Leave for more than a month when for such reason no salary is due for the said month.

(3) Board's Contribution :

The Board's contribution shall be at the rate indicated in column 3 of Schedule - II.

(4) Account of Contribution :

A separate column in the Register for pay and allowances shall be opened for recording the amount of contribution deducted.

(5) A statement in the following form shall be sent to the Chief Controller of Accounts every month :

NAME OF THE DIVISION / OFFICE

Month & Year	Number of Employees for whom salary is drawn in the bill	Number of Employees, for whom recovery is made	Total Amount of recovery	Reasons for non-recovery if any
--------------	--	--	--------------------------	---------------------------------

(6) Recoveries and Responsibilities of Drawing Officers :

- (i) In the case of employees whose salaries are drawn in a combined pay bill, the Pay Drawing Officers shall be responsible for regular recoveries of the contributions ;
- (ii) In the case of self-drawing officers, the drawer shall be responsible for deductions of their contribution. Such recoveries shall be watched by the Paying Officers.
- (iii) In the case of employees on deputation on foreign service, the foreign employer will recover and remit the amount of contributions to the Financial Adviser and Chief Accounts Officer, by way of demand drafts drawn in his favour.
- (iv) The concerned employees shall also watch and ensure regular recoveries of the contribution.

- (v) The demand drafts, as and when received shall be credited to Board Funds promptly and incorporated in the accounts of the Financial Adviser and Chief Accounts Officer.

(7) Contribution Cards :

- (i) In the case of employees whose salary is drawn on Establishment Pay Bills, a card in the form prescribed in Schedule-I shall be maintained in duplicate for each employee, indicating the date of commencement of contribution to the fund and the period of Extra-ordinary leave or Leave without allowances during which period contribution towards the fund were not recovered. One copy of the card should be given to the subscriber and the second copy maintained by the Head of Office, after making necessary entries in the service register regarding the opening of the card.
- (ii) In the case of self-drawing officers, one copy of the card should be given to the concerned officer and the other copy will be maintained by the Financial Adviser and Chief Accounts Officer who will note the periods of extra-ordinary leave or leave without allowance for which period contribution to the fund were not made.

(8) Nomination :

Each contributor, on admission to the scheme, shall make a nomination in Form 'A' as soon as possible.

- (i) In the case of employees whose salary is drawn in a combined pay bill, the nomination shall be submitted by the employee to the Head of the office who shall countersign the same and arrange for pasting the same in the service register of the employee concerned and make an entry to that effect in the service register. The same procedure shall be followed in the event of RE-NOMINATIONS also. The nomination details shall also be entered in the contribution cards.
- (ii) In the case of self drawing officers, nominations should be sent to the Financial Adviser & Chief Accounts Officer who will

make an entry in the History of Services to that effect. Nominations shall be in the personal custody of the Financial Adviser & Chief Accounts Officer or with an officer authorised by him in this behalf.

- (iii) It shall be the duty of the Drawing Officer/Financial Adviser & Chief Accounts Officer also to get the nominations and they shall also ensure that all employees furnish their nominations.
- (iv) Nominee shall be wife/husband.
- (v) In the event of there being no Wife/Husband, the nominee shall be in the following order:

In favour of

SONS/DAUGHTERS Unmarried or Widowed including adopted children.

FATHER/MOTHER/BROTHERS below the age of 18 years.

Unmarried/Widowed sisters

Wife & Children of the pre-deceased son

- (vi) If subsequent to nomination the employee gets married he/she shall nominate his wife/her husband and the previous nomination shall become null and void.
 - (vii) The employee can change the nomination whenever so required.
 - (viii) If no nomination is made by the employee, the wife/husband shall be eligible to receive the amount.
 - (ix) If there is no wife/husband, payment shall be made to the legal heirs of the deceased employee in equal proportion and in the case of MINORS to the legal/natural guardian.
- (9) Payment to employees :
- (a) Retiring on superannuation/Demitting Office for any reason :
 - (i) In the case of employees whose pay is drawn on the monthly common salary bill, 80% of the actual amount contributed by the employee and the Board's contribution

at the rate indicated in column (4) in Schedule II shall be paid within one week of their retirement/demitting office by the Drawing Officers.

- (ii) In the case of selfdrawing officers, the Chief Controller of Accounts shall draw 80% of the actual amount contributed by the officer and the Board's contribution at the rate indicated in column (4) of Schedule-II within one week of retirement/demitting office and pay to the concerned officer.
- (iii) The balance 20% in the above cases shall be paid after verifying the period for which contributions have not been made by the employee.
- (iv) In cases where the service of the employee is not in completed years of service and includes a fraction of a year, the Board's portion of contribution indicated in column (3) of schedule-II payable for part of the year shall be calculated by applying the following formula :

$$A = X + \frac{Y}{12} (Z - X)$$

WHERE

A = The amount of Board's contribution payable on retirement;

X = The amount of Board's contribution payable according to column (3) of Schedule-II for the actually completed years from the date of admission to the fund.

Y = The part of the year (in completed months)

Z = The amount of Board's contribution payable according to Schedule-II for the actually completed years plus one year.

NOTE : Calculation shall be made only for completed months. Fraction of a month, irrespective of the number of days to be ignored.

A few illustrations are given below :

Illustration 1 :

For Retirement / Demitting the office after a period of 2 years, 5 months and 12 days from the date of admission to the fund.

Amount of Board's Contribution :

$$A = X + \frac{Y}{12} (Z - X)$$

$$A = 16 + \frac{5}{12} (36-16)$$

$$= 16 + \frac{5}{12} \times 20$$

$$= 16 + 8\frac{1}{3} = \text{Rs. } 24.33$$

Illustration 2 :

For Retirement / Demitting the office after a period of 9 years, 9 months and 29 days from the date of admission to the fund.

$$A = 324 + \frac{9}{12} (400-324)$$

$$= 324 + \frac{3}{4} \times 76$$

$$= 324 + 57 = \text{Rs. } 381/-$$

NOTE : 1. Where the last payment made is for part of a month, no contribution should be recovered. An application may be obtained for record purposes only.

2. * In case of retirement/demittal of office (for reasons other than death) after 1-11-92, total amount payable is calculated as follows ;

a) Amount indicated in Col. 4 of new table given in Annexure - I, depending on total service from 1-11-92 to the date of demittal.

PLUS

b) The total contribution made by the employee at the old rate till the date of his retirement/demittal of office (for reasons other

than death) and Board's contribution at the existing rates (as per old table) depending on total service as on 31-10-92. .

PLUS

- c) Simple interest at Nationalised Commercial Bank rate applicable to S.B. account on 2 (b) above from the month of introduction of modified scheme (1-11-92) upto the month of demitting of Office.

*(CLO/B14/3841/91-92/17-11-92)

(b) Death while in service :-

- (i) For death while in service, the nominee shall be paid *Rs. 50,000/- (Rupees fifty thousand only) in lumpsum within a period of one week from the date of preferring the claim.

*(CLO/B14/3841/91-92/17-11-92)

- (ii) The claims shall be preferred by the claimant in Form 'B'. In the event there is no nomination made by the employee, the claim shall be preferred in Form 'B' by the legal heirs of the deceased employee.

- (c) The head of the office on whose establishment the subscriber was borne / Chief Controller of Accounts in the case of self-drawing officers, shall draw the amount of Rs. *50,000/- (Rupees Fifty thousand only) on receipt of an application in Form 'B' from the claimant and pay the amount to the claimant. The payment of *Rs. 50,000/- shall be made within one week from the date of preferring the claim without waiting for 'NO DUE' certificate nor deducting dues, if any, out of this amount.

*(CLO/B14/3841/91-92/17-11-92)

(10) Sanctioning Authorities :

- (a) In the case of retirement / demitting the office, for any reason.

- (i) Group 'C' & 'D' Head of the office/Division
category employees

(ii) Group 'A' & 'B' category employees, excepting Chief Engineers Chief Controller of Accounts.

(iii) Chief Engineers Board

(b) In the case of death of employees while in service :

(i) Group 'C' & 'D' category employees Head of the Office/Division.

(ii) Group 'A' & 'B' category employees excepting Chief Engineers Next Higher Authority [viz., SE(E) C.E.(E)]

(iii) Chief Engineers Board

(11) Administration and Audit :

(a) The fund shall be administered by a committee consisting of the following members under the supervision and control of the Board and the Accounts shall be audited by the Chief Controller (Internal Audit).

Representatives of the
Management

Representatives of the
Union

1. Chief Engineer, (Electy.)
General

1. President,
K.E.B. Employees'
Union, (Reg. No. 659)

2. Financial Adviser and
Chief Accounts Officer

2. General Secretary,
K.E.B. Employees'
Union, (Reg. No. 659)

3. Secretary, K.E.B.
(Convenor)

(b) The duties of the committee shall be :

- (1) to suggest ways and means of utilising the fund for the welfare of the employees;
- (2) to work out a formula as in Government for paying the accumulated benefit to the employees at the time of retirement.

Head of Account : 75.860 - Family Benefit Fund
Contribution

(CLO/B14/2900/75-76/30-6-1980)

SCHEDULE - I

**KARNATAKA ELECTRICITY BOARD EMPLOYEES'
FAMILY BENEFIT FUND - CONTRIBUTION CARD**

1. Name of the employee :
2. Designation :
3. Division/Office :
4. Date of commencement of contribution :
5. Period of L.W.A. or extraordinary leave during which the contribution was not made.
6. Date of exit :-
by retirement / by death :
7. Name of the nominee and relationship :

(to be attached to the Service Register)

SCHEDULE - II

TABLE

Benefits Payable at the time of Retirement

(Number of completed years to be calculated with reference to the inception of the scheme or the date of entry whichever is later).

Number of years of completed service at the time of retirement	Contribution of the official Rs.	Board contribution Rs.	Total Rs.
1	2	3	4
1 year	120	4	124
2 "	240	16	256
3 "	360	36	396
4 "	480	64	544
5 "	600	100	700
6 "	720	144	864
7 "	840	196	1,036
8 "	960	256	1,216
9 "	1,080	324	1,404
10 "	1,200	400	1,600
11 "	1,320	484	1,804
12 "	1,440	576	2,016
13 "	1,560	676	2,236
14 "	1,680	784	2,464

1	2	3	4	
15	"	1,800	900	2,700
16	"	1,920	1,024	2,944
17	"	2,040	1,156	3,196
18	"	2,160	1,296	3,456
19	"	2,280	1,444	3,724
20	"	2,400	1,600	4,000
21	"	2,520	1,764	4,284
22	"	2,640	1,936	4,576
23	"	2,760	2,116	4,876
24	"	2,880	2,304	5,184
25	"	3,000	2,500	5,500
26	"	3,120	2,704	5,824
27	"	3,240	2,916	6,156
28	"	3,360	3,136	6,496
29	"	3,418	3,364	6,844
30	"	3,600	3,600	7,200

Annexure - I**TABLE**

Benefits payable on Retirement / Demittal of
Office for reasons other than death from 1.11.1992.

Number of years of completed service at the time of retirement	Contribution of the official Rs.	Board contribution Rs.	Total (2+3) Rs.
1	2	3	4
1 year	600	20	620
2 "	1200	80	1280
3 "	1800	180	1980
4 "	2400	320	2720
5 "	3000	500	3500
6 "	3600	720	4320
7 "	4200	980	5180
8 "	4800	1280	6080
9 "	5400	1620	7020
10 "	6000	2000	8000
11 "	6600	2420	9020
12 "	7200	2880	10080
13 "	7800	3380	11180
14 "	8400	3920	12320
15 "	9000	4500	13500
16 "	9600	5120	14720

1	2	3	4
17 "	10200	5780	15980
18 "	10800	6400	17280
19 "	11400	7220	18620
20 "	12000	8000	20000
21 "	12600	8820	21420
22 "	13200	9680	22880
23 "	13800	10580	24380
24 "	14400	11520	25920
25 "	15000	12500	27500
26 "	15600	13520	29120
27 "	16200	14580	30780
28 "	16800	15680	32480
29 "	17400	16820	34220
30 "	18000	18000	36000
31 "	18600	19220	37820
32 "	19200	20480	39680
33 "	19800	21780	41580

NOTE : Number of completed 33 years given in Col. 1 is to be calculated with reference to date of introduction of modified scheme (1-11-92) or the date of entry into service whichever is later.

(CLO/B14/3841/91-92/17-11-92)

FORM 'A'

**Nomination for Karnataka Electricity Board Employees'
Family Benefit Fund**

Name & Address of Nominee	Relationship with the Employee	Date of Birth/ Age of Nominee
------------------------------	--------------------------------------	----------------------------------

Dated this

Day of

Witness to Signature :

Signature of Employee.

1.....

2.....

NOTE : Nomination shall be in favour of his wife/her husband/sons/
un-married and widowed daughters (including adopted
children) Father/Mother/Brothers below the age of 18 years
and unmarried and widowed sisters/wife and children of pre-
deceased son (in that order). If subsequent to nomination the
employee gets married he/she shall invariably nominate his
wife/her husband and the previous nomination shall become
null and void.

F O R M ' B '

**Karnataka Electricity Board Employees'
Family Benefit Fund**

Claim Application Form

Form of application to be filled in by the nominee to receive the payment under Karnataka Electricity Board Employees' Family Benefit Fund Regulations.

NOTE : All answers to be filled in legibly. Answers must be given in words, stroker of the pen or dots or dashes cannot be accepted as replies.

-
1. (a) i) Name of the deceased employee :
ii) Designation :
iii) Name of the office in which
deceased employee was
working at the time of death :
(b) i) Place of death :
ii) Date of death :
iii) Cause of death :
(to be supported by the Death
Certificate issued by the
Registrar of Births & Deaths)
iv) Age at death :

-
2. (a) Name of the calimant :
(b) Age/Date of birth :
(c) Relationship with
the deceased employee :
(d) Occupation :
(e) Address :
-

3. Name/s and age of the surviving relatives of the deceased. (To be supported by the Survivorship certificate issued by the Tahsildar)	Name	Marital status	Age
i) Husband / Wife	(i)		
ii) Sons	(ii)		
iii) Daughter/s M/W/S	(iii)		
iv) Mother	(iv)		
v) Father	(v)		
vi) Brother/s	(vi)		
vii) Sister's M/W/S	(vii)		
viii) Wife and children of predeceased son	(viii)		

4. (a) The nature of title under which the amount is claimed e.g. as nominee or legal heir or executor or administrator. (To be supported by nomination / Legal heirship certificate /succession certificate / award issued by the appropriate authorities as the case may be)	(a)
(b) If the claim is made on behalf of a minor, the name and exact nature of his/her title and now the claimant is preferring a claim on his/her behalf. (To be supported by guardianship certificate issued by competent Court)	(b)

I hereby solemnly declare that the answers to all the above are true to the best of my knowledge and belief.

Signature of the Claimant.

Signature of the competent / sanctioning authority with office seal.

Designation and address.

Documents to be produced

- (1) Death Certificate
- (2) Pre-receipt.

PRESENTATION OF MEMENTO

- 527. (A)** Employees retiring from Board service shall be presented with a memento costing not more than Rs. 1000/- (Rupees one thousand) only.

(B16/2651/94-95/26-4-1994)

(B16/2663/94-95/31-10-1994)

(Effective from : 1-4-1993)

PURCHASE OF DOMESTIC SOLAR WATER HEATER

- 527. (B)** Employees may avail the facility of purchasing domestic solar water heater under HOMEMAKER HIRE PURCHASE scheme introduced by M/S. M.S.I.L. Bangalore allowing deductions of the cost of the solar water heater so purchased in monthly instalments out of wages / salaries and remittance of amount so deducted to the lending agency.

This scheme is introduced with a view to conserve electrical energy and encourage use of non-conventional energy. The Board does not in any way (either expressly or impliedly) guarantee payment of the cost of the article purchased on behalf of the employee.

The Board only permits the Drawing/Disbursing officers to deduct the amount intimated by M/S. M.S.I.L. Bangalore with the consent of the employee.

Obtaining compliance of terms and conditions of purchase shall be the responsibility of M/S. M.S.I.L. Bangalore, only.

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

CHAPTER - VIII

ACCOUNTS

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CHAPTER - VIII

ACCOUNTS

INTRODUCTORY :

"Extract of Section 69(1) of Electricity (Supply) Act 1948 - Accounts and Audit - The Board shall cause proper accounts and other records in relation thereto to be kept including a proper system of Internal check and prepare an annual statement of accounts, including profit and loss account and the balance sheet in such form as the Central Government may, by notification in the Official Gazette, prescribe by Rules made in this behalf in consultation with the Comptroller and Auditor General of India and the State Governments".

The change over from Circle Accounting System to Divisional Accounting system took place on 1-6-1975. Till 1-4-1985, the Divisional Officers rendered Monthly Accounts in the form of an 'Abstract of Revenue Receipts and Expenditure' together with supporting schedules and progress reports of works expenditure. The Annual Statement of Accounts of the Board, as required under Rule number 60 of the KEB (Supply) Rules 1957 (Framed by the State Government) was compiled and rendered in the form prescribed in the Annexure 'C' of the said Rules by the Financial Adviser & Chief Accounts Officer till 31-3-1985.

Effective from 1-4-1985, Commercial Accounting System has been introduced vide B.O. No. B7/1969/81-82 dated 1-4-1985. The accounts of the Board are now maintained and rendered in the revised forms prescribed in 'The Electricity (Supply) Annual Accounts Rules 1985'

(See Accounts Manual Volume-III)

Under the revised system, the Accounting Units will send 'Trial Balance' once in *a month w.e.f. 1-4-1993 to the Chief Controller of Accounts together with the prescribed schedules and statements.

* (CCA/AO (A/cs) / Sn IV/CYS 17/93-94/29-4-93)

The Annual Statements of Accounts of the Board will be compiled and rendered in the prescribed forms by the Chief Controller of Accounts.

Accounts Manual Volume-III, Commercial Accounting System which contains the accounting policies and accounting methods and account code may be referred to.

MAINTENANCE OF ACCOUNTS

528. Every Accounting unit shall maintain the following Books of Accounts, in addition to those listed in the Annexure.

- (1) Journal Entries Book;
- (2) Journal Voucher Analysis Register;
- (3) Cash Analysis Register;
- (4) General Ledgers;
- (5) Receipt Voucher Registers;
- (6) Bill Booking Register;
- (7) Sundry Creditors Ledgers;
- (8) Fuel bill control Register
(only in stores)

529. The cash and stock accounts for a month shall be closed on the last working day of the month

530. All transfer transactions shall be incorporated through journal entries. Every item of Receipt and Payment of cash shall be recorded in the General Cash Book and later incorporated in the relevant ledger accounts/accounting records.

531. The Sectional Officers and Sub-Divisional Officers should send the cash and store accounts to their Divisional Officers on or before the prescribed dates. Demand, Collection and Balance statements of Revenue should also be sent.

532. The Divisional Accounts Officer/Assistant Accounts Officer should examine the accounts of the Sections / Sub-Divisions before incorporating them in the accounts of the division.

- 533.** The Divisional Accounts Officer's / Assistant Accounts Officer's responsibility, as a primary auditor extends to the examination of the initial accounts, the disposal of the money obtained in salary/wage and travelling allowance bills of the establishment, temporary time rolls for labour, the paid vouchers and the disposal of the cheques/bank drafts obtained for delivery to the concerned parties/persons.
- 534.** An equally onerous responsibility rests on the Divisional Accounts Officer / Assistant Accounts Officer in regard to the stores transactions in the divisions. As a major part of expenditure under capital account relates to materials cost the Accounts Officer / Assistant Accounts Officer should review the issue of materials effectively with reference to sanctioned estimates and regulations / orders operative from time to time. Particular attention has to be devoted to stores transactions within the division and with other divisions so as to ensure prompt accounting of materials and materials cost.
- 535.** The Accounts Officer / Assistant Accounts Officer of the division should see that :
- (1) all sums receivable are duly realised and on realisation credited promptly to the appropriate heads of accounts :
 - (2) the charges are covered by sanction and are supported by the completed vouchers set in forth the claims and acknowledgements of the payees legally entitled to receive the sums paid;
 - (3) all the vouchers and accounts are correct ;

NOTE : It is not necessary that the Accounts Officer/Assistant Accounts officer should check personally the arithmetical accuracy of all vouchers and accounts, but he/she is responsible that cent percent check is exercised efficiently under his/her supervision.

- (4) the stock issues are correctly classified; those transactions which are debitable to the personal account of a contractor, an employee or other individual or recoverable from him/her under any regulation or order or rule being recorded as such in the prescribed account;

(5) on the basis of the rates sanctioned by the competent authority and of facts (as to quantities of work done, supplies made or service rendered) as certified by the concerned officers the claims admitted for payment are valid and in order.

536. The Accounts Officer / Assistant Accounts Officer should exercise a similar check from day to day in regard to :

- (i) transactions recorded direct in the cash and stock accounts of the Divisional Office, and
- (ii) bills and vouchers presented to the Divisional Officer for payment; before the bill is passed for payment.

537. Every payment should be so recorded and a receipt for such payment is obtained that a second claim against the Board on the same account becomes impossible; in cases of refunds it should be seen that the refund is legitimately due to the payee.

538. (1) The Accounts Officer / Assistant Accounts Officer should ensure that every order or sanction affecting expenditure to be accounted for in the accounts of the Division is noted in a register or in the relevant accounting record.

(2) It should be seen that the expenditure which is within the competence of the Divisional Officer, to sanction or to regularise, is not incurred as a matter of course by the subordinate officer without his knowledge. Where such case is noticed, it should be brought to the notice of the Divisional Officer and his orders obtained and placed on record.

(3) It should be seen that the expenditure does not exceed the sanctioned estimate or the amount provided in the Annual Financial Statement, without the orders of the competent authority.

(4) When a recovery has been ordered to be made from a contractor or other person, the order should be noted at once in the relevant record and recovery effected promptly.

539. After necessary check every bill or voucher should be en faced with the word 'CHECKED' over the dated initials of the Accounts Officer / Assistant Accounts Officer as well as of the Junior Assistant / Assistant / Senior Assistant who applied the preliminary check. All paid vouchers should be neatly arranged and kept carefully as they are to be made available for Internal Audit / Statutory Audit.
540. Any irregularity noticed in the accounts and vouchers of the sub-division / section should be intimated at once, for rectification.
541. The Accounts Officer should review the ledgers and other accounting records monthly. Action shall be taken for the prompt settlement of all transactions and for the expeditious clearance of all outstanding balances.

NON-OPERATIVE ACCOUNT - RECONCILIATION

542. (1) All moneys (cash and cheques) received shall be accounted and remitted to the Non-Operative Accounts at the specified authorised banks. While remitting the cheques, a statement in triplicate, showing clearly the cheque number and date, amount, R.R. No. should be prepared and enclosed to the challan. The banker will return one copy of the statement duly noting the dates of realisation and dishonour of cheques.
- (2) The Bankers will MAIL TRANSFER the balances twice weekly to the specified main account of the Bank in Bangalore. Amounts exceeding Rs. 25,000/- will be transferred daily by the Bankers. A close watch on all such transfers is very essential to have a control over the Finances of the Board. The Bankers will send Bank statements weekly to the remitting unit offices to facilitate verification of the amounts remitted and amounts transferred by them to the Main Account at Bangalore.
- (3) Every accounting unit shall send a consolidated Bank Remittance Statement along with a reconciliation statement, in the following form, to the Controller (Finance) by 10th of the following month.

Name of the Division / Sub-Division

Name of the Bank

**Reconciliation of Non-Operative Account
for the month of19**

1. Amount deposited to the non-operative bank account during the month	Rs.....
2. ADD	
(i) Opening Balance as per the Bank statement at the beginning of the month	Rs.....
(ii) Cheques remitted to the Bank during the previous months but credited to the Non-Operative Account in the present month	Rs.....
(iii) Erroneous credits by the Bank, if any	Rs.....
TOTAL	Rs.....
TOTAL
3. LESS :	
(i) Cheques remitted during the present month and dishonoured and debited in the Bank account and not credited in cash book	Rs.....
(ii) Cheques remitted to the Bank but not credited to the non-operative account.	Rs.....
(iii) Amount transferred to the main account at Bangalore.	Rs.....
(iv) Erroneous debits by the Bank, if any	Rs.....
TOTAL	Rs.....
TOTAL
4. Balance as per the Bank Statement	Rs.....

**LIST OF ACCOUNTS AND STATEMENTS
OF EXPENDITURE TO BE SENT EVERY MONTH**

543. The following statements of Accounts of a month shall be sent to the Chief Controller of Accounts before 20th of the following month.

	Account Group
(1) Expenditure statement in respect of all the capital works in progress	14
(2) Statement showing the stock balances	22
(3) Loans and Advances	27.1, 27.2, 27.8
(4) Interest on Loans and Advances	62.210, 62.280
(5) Sales Tax recovered on sale of stores / scrap etc.	46.926
(6) Inter Unit Accounts (Monthly Debits & Credits)	31 to 39
(7) Security Deposits from Employees	46.920
(8) Statements of Expenditure	
(i) Repairs & Maintenance	74.1 to 74.9
(ii) Employees costs	75
(iii) Administration & General Expenses	76
(iv) Depreciation & other costs	77
(v) Interest to consumer on Security Deposits.	78.660
(vi) Interest to Suppliers / Contractors on Capital / O&M	78.841 & 78.842
(vii) Interest on Staff Security Deposits from Staff	78.853
(viii) Materials cost variance	79.110
(ix) Bad & Doubtful debts written off	79.4
(x) Miscellaneous losses & write offs	79.5
(9) REVENUE - D.C.B. Statement	
(10) Electricity Tax - B & E Statements	
(11) Consolidated Bank Remittances Statements together with Bank Reconciliation Statements.	
(12) Any other statement that may be required by the Chief Controller of Accounts	

TRIAL BALANCE

- 544.** (1) Trial Balance for *each month from 1-4-1993 shall be sent to Chief Controller of Accounts.
- * (CCA/AO(A/cs)/Sn IV / CYS 17/93-94/29-4-93)
- (2) The Trial Balance for the year ending 31st March and other required statements should be prepared well in time and sent to Chief Controller of Accounts after getting them checked and certified by the Internal Audit, by 15th April. Before closing the accounts it should be seen that all outstanding liabilities are discharged and the balances under suspense accounts are cleared.
- (3) The Trial balance and other statements of Accounts shall be signed by the Accounts Officer of the Division / Deputy Controller of Accounts in respect of the Circle Office accounts. They are responsible and accountable for every process of the compilation in detail and for rendering the accounts on or before the prescribed dates.
- 545.** The Internal Auditor is also equally responsible for the complete scrutiny of the Accounts / General ledgers maintained in the Accounting units well in time. The Internal Auditor should also guide the Divisional Accounts Officer as and when needed.
- 546.** (1) Since the Financial year ends on 31st March transactions taking place after that date can on no account be treated as pertaining to that year. It is however necessary that all the supplemental / adjusting entries are prepared and incorporated in the supplemental trial balance for the year.
- (2) The Accounts Officer / Assistant Accounts Officer should ensure that all the books of accounts maintained are posted upto date and also ensure the correctness of those accounts.
- (3) The supplemental trial balance together with the prescribed statements and schedules should be sent to Chief Controller of Accounts by 15th May.

CORRECTION IN ACCOUNTS.

- 547.** (i) If an item in accounts which properly belongs to a Revenue or Expenditure head is wrongly classified under another Revenue or Expenditure head the error may be corrected at any time before the accounts of the year are closed. No correction can be made after the accounts are closed.
- (ii) Any correction advised by the Chief Controller of Accounts should be carried out in all the relevant accounting records, under proper attestation.

MAINTENANCE OF INVENTORY REGISTERS

- 548.** (A) The buildings and lands belonging to the Board form part of the immovable assets of the Board. A Register should be maintained with a complete inventory of all the buildings and lands in each of the divisions inclusive of those in the sub-divisions and sections.
- (B) The buildings should be grouped under appropriate heads as follows:-
- (1) Generating Stations / Receiving Stations / Transmission / Distribution - all buildings appurtenant there to;
 - (2) Workshop buildings;
 - (3) Offices, Store Houses, Telephone Rooms Schools, Hospitals / Dispensaries / Police Stations / Outposts, Sheds for parking vehicles etc. ;
 - (4) Inspection Bungalows, Rest Houses / Guest Houses, Recreation clubs, Buildings of Housing Co-operative Societies ;
 - (5) Residential quarters of different types.
- (C) Registers showing Reservoirs, Dams and Embankments, Canals & Water ways, Hydraulic Pipe lines, Cooling tanks, Equipments, Roads, Colony Water Supply and Illumination system, Parks and Play grounds and Equipments etc., should also be maintained in the divisions.

- 549.** These registers should contain details relating to the date of construction, the original cost including the cost of the site/land, electricity installation, water supply and sanitary installations and cost of subsequent additions and alterations of a capital nature and other particulars. Site and building plans should also be prepared to scale showing all buildings, lands etc., belonging to the Board and placed on record in the Divisional Office.
- 550.** The Registers of Plant, Machinery, Transmission lines / Distribution lines, Meters, Power Transformers / Distribution transformers and other fixed assets should show the full description of each unit of machinery / equipment, date of its first commissioning and subsequent major repairs/replacements. Similarly registers of office equipment and furniture, vehicles should also be maintained.
- 551.** The last entries in respect of each asset noted in the registers have naturally to indicate the dates of its decommissioning / dismantling, release from service and final disposal.
- 552.** These registers form the basic records for calculating the annual charge for depreciation. Additions and deletions should be recorded promptly.

A N N E X U R E

List of Accounting Records / Registers to be maintained (Not Exhaustive)

CASH

1. General Cash Book
2. Revenue Cash Book
3. Cash Denomination Register
4. Register of Money Orders Received
5. Register of Cheques Received
6. Register of Cheques Dishonoured
7. Register of Remittances to Bank (Cash/Cheques)
8. Register of Cash found at the time of opening the cash chest on each working day
9. Register of Temporary imprest advanced
10. Register of Details of Cash suspense
11. Register of Duplicate keys of the cash chest
12. Register of Acknowledgement for conveying Board's Money
13. Register of Blank Revenue Receipt Books
14. Register of Blank General Receipt Books
15. Register of Cheque Books
16. Register of Cheques Drawn
17. Register of Cheques Issued
18. Register of Cheques remaining undelivered
19. Register of Revenue Receipt Stamps
20. Register of Postal stamps
21. Register of Blank Embossed Agreement Forms
22. Register of Blank Measurement Books
23. Register of used up Measurement Books
24. Register of Securities / Important Documents held in safe custody

LABOUR :

1. Time Books
2. Time Cards
3. Temporary Time Rolls