

JHARKHAND URJA VIKAS NIGAM LIMITED

CIN U40108 JH2013 SGC OO1603

Corporate Office : Engineering Building, H.E.C., Dhurwa, Ranchi-4

(सामान्य प्रशासन विभाग)

संशोधित प्रमाणित स्थायी आदेश

2017



Industrial Employment (Standing Order) Act, 1946

बिहार राज्य विद्युत बोर्ड, पटना

(सामान्य प्रशासन विभाग)

पत्र संख्या—15/स्थाई आदेश/—209/98/247/वि0बोर्ड, दिनांक 21.11.98

प्रेषक,

श्री शिवेन्दु, भा0प्र0से,
सचिव

सेवा में,

महाप्रबन्धक,
पतरातू थर्मल पावर स्टेशन, पतरातू
सभी महाप्रबन्धक—सह—मुख्य अभियन्ता,
बोर्ड मुख्यालय/ क्षेत्रीय विद्युत बोर्ड/ संचरण जोन
बी0 टी0 पी0 एस0/ एम0 टी0 पी0 एस0
सभी मुख्य अभियन्ता
सभी विद्युत अधीक्षण अभियन्ता
परियोजना प्रबंधक सिकिदरी
सभी विद्युत कार्यपालक अभियन्ता

विषय—संशोधित प्रमाणित स्थाई आदेश के कार्यान्वयन के संबंध में।

महाशय,

उपरोक्त विषय के संदर्भ में उच्चतम न्यायालय के आदेश दिनांक 31-1-95 के आलोक में बोर्ड के पत्रांक—153 दिनांक 9-7-97 द्वारा श्रमायुक्त को संशोधित प्रमाणित स्थाई आदेश को प्रमाणीकरण हेतु प्रेषित किया गया था, जो प्रमाणीकरण होकर उनके पत्रांक— 1/52-104-98/149 सी0 दिनांक—17.11.98 द्वारा प्राप्त हुआ है।

बोर्ड के संकल्प संख्या — 7212 के अनुशरण में संबंधित संशोधित प्रमाणित स्थाई आदेश तत्क्षण प्रभाव से लागू करने का निर्णय लिया गया, अतएव श्रमायुक्त, बिहार, पटना के आदेश के आलोक में संशोधित प्रमाणित स्थाई आदेश की प्रति सूचनार्थ एवं आवश्यक कार्रवाई हेतु संलग्न है।

विश्वासभाजन

अनुलग्नक—यथोपरि।

(शिवेन्दु)

सचिव

ज्ञाप संख्या—247/ पटना/ दिनांक 21.11.98

प्रतिलिपि अध्यक्ष के अवर सचिव / सदस्य (संचरण) / (उत्पादन) / वित्त के अवर सचिव / सचिव आप्त सचिव को सूचनार्थ प्रेषित ।

(शिवेन्दु)

सचिव

ज्ञाप संख्या—247/ पटना/ दिनांक 21.11.98

प्रतिलिपि वरीय विधि परामर्शी—सह—अपर सचिव / सभी निदेशक / सभी संयुक्त सचिव / आवासीय अभियंता, नई दिल्ली / आवासीय अभियंता, कलकत्ता / सभी उप कार्मिक निदेशक / सभी अवर सचिव / सभी कार्मिक पदाधिकारी / सभी प्रशासी पदाधिकारी, बिहार राज्य विद्युत बोर्ड को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित ।

(शिवेन्दु)

सचिव

ज्ञाप संख्या—247/ पटना/ दिनांक 21.11.98

प्रतिलिपि सभी कामगार यूनियन को सूचनार्थ प्रेषित ।

(शिवेन्दु)

सचिव

नोट —सर्व साधारण के सूचना के लिए इसकी प्रति नोटिस बोर्ड पर चिपका दी जाय ।



JHARKHAND URJA VIKAS NIGAM LIMITED, RANCHI

STANDING ORDER

Under the

Industrial Employment (Standing Order) Act, 1946

1. The Standing Order will come into force with immediate effect.

2. DEFINITION

- (a) **"Workman"** means a person defined as such in Section 2 (i) of the Industrial Employment (Standing Order) Act, 1946.
- (b) **"Appointing Authority"** means the authority empowered by the Board of Directors from time to time to make appointments to a class, grade or category of workman.
- (c) **"Selection Committee"** means a committee constituted by the Chairman-cum-Managing Director to make recommendations, for the recruitment of workman and for their promotions.
- (d) **"Appropriate Authority"** means the officer incharge of the work not below the rank of an Assistant Engineer.
- (e) **"Members of the family in relation to Nigam's Servants"** means (i) wife/ husbands (ii) child or step child and parents of the Nigam's servant and wholly dependent on him, but does not include a wife or husband legally separated from the JUVNL's servant.
- (f) **"Notice"** means a notice in writing.
- (g) **"Notice Board"** means the notice Board specially maintained in a conspicuous place for the purpose of displaying notices required to be pasted or affixed under the Standing Orders.
- (h) The words importing masculine gender shall be taken to include feminine gender also.
- (i) The words in singular shall include plural and vice-versa.
- (j) **"Nigam"** means the Jharkhand Urja Vikas Nigam Limited.
- (k) **"Chairman-cum-Managing Director"** means the Chairman-cum-Managing Director of the Jharkhand Urja Vikas Nigam Limited.
- (l) **"Normal Wage"** means wages as defined under the Payment of Wages Act.
- (m) **"Management"** means the Chairman of the Jharkhand Urja Vikas Nigam Limited or any other person authorised to act on his behalf of the Jharkhand Urja Vikas Nigam Limited for the proper of any or all of those Standing Orders.
- (n) **"Cadre Authority"** means appointing authority.
- (o) **"Cadre"** means the group of workmen put together for the purpose of common seniority and promotions.

3. CLASSIFICATION OF WORKMEN

- (a) Workmen shall be classified as :
1. Permanent
 2. Probationers
 3. Temporary
 4. Casual
 5. Apparentice
- (b) A "**permanent**" workman is a workman who has been engaged on a permanent basis and includes any person who has satisfactorily completed a probationary period which may ordinarily be of six months, extendable by another six months if the performance during first six months is not upto the mark in the same or another occupation in the establishment, including breaks due to sickness, accident, leave, lock-out strike (not being an illegal strike) or involuntary closure of the establishment.
- (c) A "**probationer**" is a workman who is provisionally employed to fill a permanent vacancy in a post and has not completed satisfactorily the period of probation of six months or, if he is not found upto the mark the period of nother six months, if a permanent employee is employed as probationer in a new post, he may, at any time during the probationary period, be reverted to his old permanent post.
- (d) A "**temporary**" workman is a workman who has been engaged for work which is of an essentially temporary nature likely to be finished within a limited period or who is employed in connection with temporary increase in work.
- (e) A "**Casual workman**" is a workman whose employment is of casual nature.
- (f) "**Apprentice**" means a person who is undergoing apprenticeship training in a designated trade in pursuance of a contract of apprenticeship.

4. RECRUITMENT AND PROCEDURE AFTER APPOINTMENT

- (a) Recruitment of workmen: All vacancies will be notified to the local Employment Exchange and all recruitments be normally made from amongst the candidates sponsored by the Employment Exchange. Other sources of recruitment may be tried only when the local Employment Exchange gives a non-availability certificate.

While making recruitments, preference shall be given as under :--

- (i) Ex-employees with good record;
- (ii) Near relatives of employee: Near relatives means wife, husband dependent son and daughter, widow daughter-in-law of the workman.
- (iii) People of the locality: and
- (iv) People of the state.

The preference in respect of relations will, however be limited to only one near relation of an employee and that too in respect of such employee as have put in sufficiently long term of service in the establishment. Similarly in respect of ex-employees the preference will be restricted to persons with a certain minimum period of total service in the Establishment say about one year.

- (b) Every person, except a casual worker on appointment, will be issued an appointment letter, by the Appointing Authority setting forth the name of the candidate, job and rate of pay etc. The appointment letter will specify whether it is permanent, temporary or otherwise. The candidates for employment must be medically fit and shall have to submit application in writing. In case of new appointments, except that of casual workmen, the appointment shall be subject to the production of a medical certificate of fitness from the medical officer of the Nigam or a Civil Assistant Surgeon attached to any hospital or any block of the State Government.
- (c) Employment of a workman shall be subject to the statements made by him at the time of his employment. If he materially varies any of the particulars subsequently without sufficient cause to the satisfaction of the Appointing Authority or if any time the said authority discovers any material error in the same the services may be terminated after complying with the provisions, if any of these Standing Orders. The acceptance of employment by a candidate includes acceptance of and agreement to abide by the provisions of the Standing Orders including rules and regulations made thereunder.
- (d) The age of every workman other than casual shall be recorded at the time of his employment. The Matriculation

or School Leaving Certificate or Horoscope shall be deemed to be the satisfactory proof of the age of the workman. A workman who is unable to produce documentary evidence of his age or the same having been produced is not admitted by the appointing authority for valid reasons he shall state his age and make a written declaration that the age as stated by him is correct. Such statement shall always be supported by an affidavit. Such workman may be sent by the appointing authority to the Govt. Medical Officer for examination and his

opinion as to the workman's age shall be binding on the workman. In case of dispute in the matter of age or date of birth as recorded in service book at the time of appointment, during the period of service due to overwriting, cutting on it or without sufficient supporting documents as mentioned -- in clause (c) above of Standing Order which should have been in the file, the matter will be referred to Medical Board by the appointing authority on the request of the workman for determination of age and the decision of the Medical Board would be final and binding on the Management as well as workman. This will be applicable only for those employees who do not possess educational qualification i.e. Matric and above.

- (e) In the matter of first appointment in the service of the Nigam, other thing being equal, preference shall be given to (1) ex-employee with good records (2) near relatives of employees i.e. wife, husband, dependent son, daughter and widow daughter-in-law of the workman, (3) people of the locality and (4) people of the State of Jharkhand.

5. TRANSFER

- (a) Every workman other than a Casual worker shall be liable to be transferred from one section to another, from one station to another or from one unit to another unit under the administrative control of the Nigam depending upon the exigencies of work and requirements without affecting his status or normal wage adversely.
- (b) No workman shall be transferred from one cadre to another cadre.
- (c) The posting of an employee at one place shall be ordinarily for a period of three years and in the interest of the Nigam he may be transferred earlier or retained at that place even after the expiry of the period of three years. The Nigam while making such

transfers shall also consider the case of other employees who have been posted at a particular place for three years or more.

(d) **Joining Time**

An employee transferred from one office or establishment of the Nigam to another situated at a different place shall be entitled to a joining time of seven days excluding Sundays, Festival and National Holiday in intervening , or falling at the end of such period. Note: The competent authority for this purpose shall not be authority lower than the appointing authority which has transferred the employee concerned.

6. **SERVICE FOLDER**

- (a) For every workman other than casual workman, an authenticated service

folder will be maintained in which his name and parentage, permanent address, date of first appointment, date of present appointment, present designation, present rate of pay, last regular leave taken, balance of unspent leave, date of increament, signature and stamp of the appropriate authority and such other particular as may be prescribed by the Nigam shall be recorded.

- (b) All entries in the service folders shall be authenticated by the appropriate authority not below the rank of an Assistant Engineer.

- (c) The Service folders will be transferred with the last entry "Transferred to under order of contained in his memo no. and attested copy of which is attached."

- (d) A workman may be supplied on request with a copy of the service folder free of cost provided:

- (i) that for every duplicate copy he will be charged fifty naye paise;
- (ii) that on termination of employment arising out of retrenchment or resignation or other casualties the said copy of the folder or its duplicate will have to be surrendered to the head of office of his employment;
- (iii) that the duplicate copy of the folder will be supplied only on the ground of the loss of the previous copy of the folders;
- (iv) that the duplicate copy of the folder so supplied will be superscribed "duplicate as the original was lost by the workman." "Signature of the officer incharge."

7. Entry, Exit and Search

All employees shall enter and leave work premises only by the gates specified for the purpose by the Management. The specified gates may be kept closed during working hours at the discretion of the Management and employees must not leave the premises during working hours without permission of his immediate superior or any other officer specified by the Management. On entering or leaving the work premises, and at any time during hours of work when special circumstances so warrant in the opinion of the Management or any other person authorised in this behalf in writing, all employees are liable to be detained and searched by the officer so, authorised or by the security staff. Female employees are similarly liable to be detained and searched by a female servant, or by any person authorised in his behalf by the Management, provided that no search shall be made except in the presence of two other persons of the same sex as the employee who is searched.

8. RETIREMENT

A workman other than a casual workman will ordinarily retire on attaining the age of 60 years. But the Nigam may at its sole discretion offer extension of services beyond this age to any workman for a period not exceeding one year at a time until he attains the age of 62 years subject to his being mentally and physically capable of discharging the duties expected of him.

9. TERMINAL BENEFIT

On termination of employment either due to retirement, discharge or on other ground will be paid either according to Gratuity, pension, G.P.F. Scheme or C.P.F. gratuity scheme on the option exercised by the workman after and from the date on which this modified standing order comes into effect.

(A) "On termination of employment either due to retirement, discharge or on other ground of the workmen, who have joined the services of erstwhile Jharkhand State Electricity Board, now Jharkhand Urja Vikas Nigam Limited and its three subsidiary companies, on or after 01.12.2004, the terminal benefit shall be paid as per provisions as contained in "Jharkhand Sarkar, Sarkari Karmachari Anshadayi Pension Yojana, 2004."

10. TICKETS

A casual workman shall be provided with a card bearing his name, parentage, permanent address, category and his signature or thumb impression, Every casual workman may be required to surrender his Ticket to the Appointing Authority at the end of each employment.

11. PUBLICATION OF WORKING TIME

The period of hours of work for all classes of workman and for separate shifts, holidays and pay days shall be exhibited in English and in Hindi on notice Board maintained near the places of work or pay officers.

The wage rates to which he is appointed shall be intimated to the workman concerned when appointed.

12. SHIFT WORKING

In establishments regd. under the Factories Act. 1948 shall be regulated in accordance with the provisions of the said Act. More than one shift may be worked in an establishment at the discretion of the Management. No shift working shall be discontinued in accordance with the law on the subject. If a shift working is restarted, a notice thereof shall be given before hand, and the workman re-employed before hand and the workman re-employed in accordance with the provisions of the said Act and the said rules.

13. STOPPAGE/SHUTDOWN/CLOSURE

The Management shall have the right, subject to the provision of Industrial Dispute Act and Rules made thereunder at any time or time to stop or shutdown wholly or partially for any period or periods, any shift or department or all the shifts or departments due to stoppage or break down of machinery, fire, catastrophe, epidemic, civil commotion, periodical repairs, reconstruction or extension or curtailment of production, want of sufficient orders or coal, other ancillary stores or raw materials, uneconomic working, financial stringency or any other cause whatsoever, whether of a like nature.

- (b) The fact of such stoppage or shut down shall be notified on the Notice Board as soon as practicable.
- (c) If and when a shift or department is to be re-opened after a stoppage or shutdown, the date of resumption of work shall be notified on the Notice Board as soon as practicable.
- (d) The Management, subject to the provisions of industrial Dispute Act 1947, and Rules made thereunder in the event of a strike affecting either wholly or partially any one or more department of the factory, close down wholly or partially such department or departments affected by such strike for any period or periods.
- (e) In the event of closure, stoppage or shut down, the provisions of Industrial Dispute Act, 1947 and Rules made there regarding retrenchment or lay off as the cases may be and compensation for the same shall be followed.

14. FAITHFUL AND LOYAL DISCHARGE OF SERVICE

Every workman shall devote his whole time and energy towards faithful discharge of his duties as may be assigned to him from time to time and shall not do any act prejudicial to the interest of the Nigam; Provided that an act in furtherance of or in connection with genuine and proper trade union activities, according to law, outside working hours shall not be construed as prejudicial to the interest of the Nigam. A workman shall not directly or indirectly engage in any other profession or business or enter the service or be employed in any capacity or for any purpose or for any part of his time by any other person or undertaking without previous sanction of the Chairman-cum-Managing Director or any other person authorised by him in this behalf; Provided that a workman may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character subject to the condition that this does not affect his official duties adversely. He shall not, however, undertake and shall discontinue if already undertaken such work if so directed by the Chairman-cum-Managing Director or any other person authorised by him in this behalf for reasons to be recorded in writing by him. The workman shall have no private or official dealing with the Nigam for the sale or purchase of any material or equipment.

15. BAR AGAINST CERTAIN ACTS OR OMISSIONS

- (a) No workman shall either take from any other employee lower in rank or from any outsider directly or indirectly connected with the affairs of the Nigam, gifts or present of any kind whatsoever at any time.
- (b) Canvassing by workman in support of the business of insurance agency, commission agency, etc., owned or managed by any member of his family shall be deemed to be a misconduct.
- (c) No workman shall, except with the previous sanction of the Nigam, take part in the registration, promotion or management of any company registered under the Indian Companies Act, 1910 or under any other law for the time being in force.

Provided that a workman may take part in the registration, promotion management of a co-operative societies registered under the Co-operative Societies Act, 1912 (II of 1912), or any other law for the time being in force or a literary, scientific or charitable society registered under the society registration Act, 1809 (XXXI of 1809) or any other corresponding law force.

- (d) No workman shall hold a lottery, for the disposal of his property or for any other purpose except with the permission of the Chairman or any other person authorised by him in this behalf.
- (e) No workman shall except with the previous information in writing to the Chairman-cum-Managing Director, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family.
- (f) Every workman shall, on his first appointment to the service of the Nigam, and thereafter at the interval of every twelve months, submit a return in such form as Chairman-cum-Managing Director may prescribe, from time to time, in this behalf of all immovable property owned, acquired or inherited either in his own name or in the name of any member of his family or in the name of any other person.
- (g) A workman who enters into any transaction concerning any movable property exceeding one thousand rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the Chairman-cum-Managing Director.

Provided that no workman shall except with the previous sanction of the Chairman, enter into any such transaction with or through any person other than a registered dealer or agent of standing.

16. FORWARDING OF APPLICATION FOR JOBS ELSEWHERE

No workman other than a casual workman or temporary workman shall apply for jobs elsewhere except through his appointing authority. The appointing authority may in his discretion for reasons to be recorded by him refuse to forward such application informing the applicant of this refusal and the reasons therefor within ten days of the receipt of the application failing which the workman concerned will be entitled to apply direct in cases, where he is applying for a permanent vacancy. While making a request for forwarding an application for jobs elsewhere, the workman shall give a copy of the advertisement and such other details are necessary to be submitted according to the general circular of order issued by the authority concerned in this behalf, if any.

Provided no such application from a permanent workman shall be forwarded unless he has put in three years of service in the Nigam and from a temporary workman unless he has put in one year of service in the Nigam and in both the cases not more than one application shall be forwarded in a year.

Provided further that he will submit his resignation in writing to the authority mentioned above before he joins his post elsewhere.

17. RESPONSIBILITY AND LIABILITY TOWARDS NIGAM'S PROPERTY AND ACCOUNT

- (a) Every workman shall at all time truly and faithfully account for and pay over or deliver to the Nigam as directed all money, stores, goods or other property that may from time to time be entrusted to him or given into his hands or be under his charge and keep and cause to be kept proper entries in the books of Account wherever such entries are to be made by any orders, regulation, circular or rule of the Nigam for the time being in force.
- (b) On transfer, termination, discharge or resignation of service, it shall be the duty of the workman to hand over prompt and correct charge of his post, property including living accommodation, furniture, records, etc that may be under his possession or charge of responsibility,

18. SECRECY

- (a) No workman shall in writing or by spoken words or signs disclose or cause to be disclose at any time during service or after service any information or documents official or otherwise relating to the Nigam except with the approval of the Nigam.
- (b) No workman shall otherwise than in the normal course of his work, give information or advice on matters relating to the activities of the Nigam.
- (c) Except in ordinary course of his duties no workman shall disclose either during service or after leaving the service of the Board any secrets, secret -information or any other information or matter concerning the operation of the Board which is in the nature of a trade or business secret.
- (d) No workman shall be permitted to .carry with him outside the works any papers, books drawings, photographs, instruments or any other property belonging to the Nigam or relating to the Nigam's affairs, provided that this prohibition shall not apply to certain workman specially authorised to take outside works, papers, and documents for the purpose of study or for other purposes.
- (e) No workman shall be permitted to take notice, drawings or sketches for his own use of any plant process or keep copies of official papers with him unless authorised

otherwise.

- (f) Or any books, drawings, sketches, photographs and similar papers containing notes or informations relating to the Nigam's property whether prepared by the workman concerned or otherwise.

19. PUBLICATION OF WRITTEN ARTICLES :

No workman or apprentice shall publish or cause to be published any article except dealing purely with literary and cultural subjects written by him on any matter whatsoever in any local or overseas newspapers, journals or other publication without the written permission of the Chairman-cum-Managing Director.

20. INVENTION/PATENTS :

- (i) A workman or apprentice shall within month of the taking up of his employment furnish to the Nigam through appropriate channel (a) a list of all the patents taken out or applied for by him jointly with any other party or individually in India or abroad, (b) titles and natures of the invention in possession of the workman or the apprentice prior to his taking up the appointment which shall be treated as confidential and regarded as such for the purpose of the Patent Act and particularly section 36 of the Indian Patent and Designs Act, 1911 as amended from time to time.
- (ii) A workman or apprentice shall not, without the previous consent in writing of the Chairman-cum-Managing Director to be communicated within two months from the date of receipt of the application from the workman or apprentice containing suitable particulars regarding any inventions or secret process asking for such permission, apply for any patent exclusive privileges or the like protection in respect of any invention under any enactment or Law of India for the time being in force and applicable thereto. If such invention or secret process has been made or discovered by the workmen during any period of service with the Nigam, using the help of any property of the Nigam, the Nigam shall be entitled to require the workman or apprentice to assign or transfer any such invention or secrets process or (at its option) the patent, exclusive privilege or the like protection obtained by the workmen In respect thereof for its own absolute and exclusive use. Such options as aforesaid shall be exercised at any time between the date of receipt of the applications asking for permission as aforesaid referred to in this sub-clause, and on the expiry of six months thereafter the workmen or apprentice shall

intimate to the Nigam the grant of such patent, Exclusive privilege or the like protection and in the event of such option being exercised, the workman or apprentice shall assign to the Nigam the invention or the secret process of the patent, exclusive privilege or like protection as the case may be and sign all such deeds, assurance, applications, documents and papers as the Nigam shall require to obtain to full benefit of the rights and option vested in the Nigam under this rule.

- (iii) The Nigam shall at all times be entitled (whether it shall exercise any option vested in it by sub-paragraph (ii) or not) to the unqualified right to adopt and use the said invention or secret process without being consideration therefor and further the workman shall not assign charge or in any way transfer such patent, exclusive privilege or the like protection obtained in respect of such unqualified use, free of charge to the Nigam and shall on demand execute in favour of the Nigam such licences, deeds, documents and assurances for the purpose of enabling the Nigam to establish its right to such free use as it may require.

21. POLITICAL ACTIVITIES :

No workman shall be a member of or be otherwise associated with any political party or any communal organisation which takes part in politics or communal activities nor shall he take part in, subscribe or aid or assist in any other manner, any political or communal movement or activities.

NOTE

- (i) A trade union duly registered under the Indian Trade Unions Act, 1926, will not be deemed to be political party and this clause will not be operative in so far it conflicts with the provisions contained in Sec. 20 of the Trade Union Act.
- (ii) If any question arises whether any movement or activity falls within the scope of this clause, the decision of the Nigam thereon shall be final.
- (iii) No workman shall canvass or otherwise interfere or use his influence in connection with or take part in an election to any legislature or local bodies or Gram Panchayats, provided that.
- (a) A workman qualified to vote at such elections may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

EXPLANATION

The display by a workman on his person, vehicle or residence allotted by the Nigam of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-clause.

22. ATTENDANCE AND LATE COMING

Every workman shall be at work at the time fixed and notified. Any workman coming to his work more than fifteen minutes after the fixed and notified time or found absent during working hours from his proper place of work without permission or without sufficient reasons will be treated as absent and deductions will be made in accordance with the Payment of Wages Act, 1936. Any workman coming to his work more than fifteen minutes after the fixed and notified time may be liable to be shut out at the discretion of the management. If he is shut out, his absence may be adjusted against leave due, if any. If he is allowed to join his duties under special orders of the competent authority, deductions from wages will be made in accordance with the Payment of Wages Act, 1936.

23. LEAVE AND HOLIDAYS

Grant of leave to workman shall depend on the exigencies of work of the Nigam and shall be at the discretion of the Management. Leave and holidays to apprentices shall be governed by the terms and conditions of apprenticeship.

(a) Casual leave

A workman other than casual workman may be granted casual leave of absence with pay not exceeding **15 days (for those posted in field offices, where six days weekly duty is in practice)/ 12 days (for those posted in Nigam Headquarter, where five days weekly duty is in practice) in the aggregate in a calendar year.** The maximum period of casual leave shall not exceed seven days at time inclusive of holidays, Sunday or weekly rest days provided that casual leave may be prefixed and suffixed to the Sunday or holidays and if the Sunday and holiday falls in between the period then it will not be treated as a part of the leave. Such leave is intended to meet special circumstances which cannot be foreseen. Ordinarily the previous

permission of the appropriate authority shall be obtained before such leave is taken, but when this is not possible the appropriate authority shall, as soon as may be practicable, be informed in writing of the absence from and of the probable duration of such absence. Casual leave which remains unavailed at the close of a calendar year shall lapse. It cannot also be combined with any other kind of leave. The credit of casual leave at any time during a calendar year shall be in proportion to the period of employment up to that time during the calendar year.

(b) Privilege leave or annual leave with wages

Every workman, other than a casual workman, who has worked for a period of 240 days or more during a calendar year shall be allowed leave with wages for 18 days in the subsequent calendar year. If the service is only for part of the year, leave would be calculated at the rate of 1.5 days for every completed calendar month of service during the year. The above annual leave with wages shall be exclusive of all holidays whether occurring during or at either end of the period of leave. Such leave shall not accumulate in excess of 180 days. A workman will not be entitled to take earned leave for more than three times in a calendar year.

However, limit of earned leave has been extended to maximum 300 days w.e.f. 01.01.2007, in view of which a Workman, other than a casual Workman who has worked for a period of 240 days or more during a calendar year shall be allowed leave with wages for 33 days in the subsequent calendar year, the Workman shall be eligible to earned leave at the rate of 1/11 of the period spent on duty.

(c) Sick Leave

In case of sickness a workman shall be granted sick leave with full pay upto 15 days or 30 days with half pay in one calendar year and will be accumulated upto 120 days on full wage and 240 days on half wage.

(c) (2) Special sick leave

In case of long duration diseases such as T.B., Cancer, Leprosy, Paralysis, Mental and Heart diseases etc. a

maximum period of one year special sick leave will be allowed to all such employees in addition to leave mentioned in Clause 23 (b) (c) or any leave due under the certified standing order on full wage.

(c) (3) Special disability leave

In case of disability due to accident in course of employment, the concerned workman will get full wage till his recovery from the injury or he may not be fit to join his duty.

(d) Quarantine Leave :

A workman other than a casual workman may be ordered by the appropriate authority to absent himself from work upto a maximum of 21 days with full pay and allowances in case any member of his family, who is residing with him, is suffering from an infectious disease like plague, cholera or small pox and such absence shall be sanctioned on the certificate of a Medical officer of the Nigam or the State Govt. In special circumstances the period of such authorised absence may be extended to 30 days by the appropriate authority.

(e) Festival/National Holidays

Notice specifying the days to be observed as Festival/National holidays during a calender year shall be pasted on the Notice Board at the begining of the year. A workman other than a casual workman may have festival holidays not exceeding (16) sixteen days in a year. In addition, the following national holidays shall be allowed to other workman during a calender year.

- | | |
|-----------------------|---------|
| 1. Independence Day | 1 (one) |
| 2. Republic Day | 1 (one) |
| 3. Mahatma Gandhi Day | 1 (one) |

If any workman performs duty beyond normal working hours or on any National/Festival holidays and/or rest days he shall be paid overtime at double the normal rate of wage. If any of the holidays falls on a weekly rest day, an extra day shall be allowed in lieu thereof.

(f) All leave and holidays at the credit of an employee shall, subject to the provisions of the Factories Act, 1948 lapse on the date of

retirement, termination of service, discharge or dismissal.

- (g) Extra-ordinary leave without pay may be granted at the discretion of the management upto a maximum period of six months, when no other leave is admissible at the specific request of the employee in writing.

24. GENERAL CONDITIONS REGARDING LEAVE

No kind of leave can be claimed as a matter of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the exigencies of the Nigam's business. Leave shall be applied for in writing in the prescribed form-addressed to the appropriate authority under whom he is working for the time being within the prescribed time.

- (b) Application for earned leave shall be made seven days prior to the date from which leave is to start, if the leave asked for is for less than three days, and at least 15 days previous to the time from which leave is required if the leave asked for is for more than 3 days. Due consideration will be given to urgent cases on account of unforeseen circumstances.
- (c) All such applications will be made in duplicate during office hours a copy of which will be returned to the workman after the signature of the receiving officer.
- (d) The appropriate authority shall issue order on such applications within a week of their submission or two days prior to the commencement of the leave applied for, whichever is earlier and in urgent cases, caused by unforeseen circumstances, immediately.
- (e) The decision of the appropriate authority shall be recorded in writing on the application and communicated in writing to the workman before the date of the commencement of the leave prayed for.
- (f) Every workman proceeding on leave must record on his application for leave the address at which letters will find him during leave, subsequently change or changes in address during leave, if

any should likewise be intimated to the authority concerned without delay.

- (g) A workman shall resume work on the day his leave expires unless an extension has been applied for and granted by the authority.

(h) Extension of leave

If a workman after proceeding on leave desires an extension thereof, he shall apply to the appropriate authority by a registered letter or telegram in sufficient time for a reply to reach him before the date on which he would have started back to resume his duties. A written reply either of the grant or refusal of extension of leave will be sent to the workman, if his address is available and if such reply is likely to reach him before the expiry of the leave originally granted to him. If however, the workman concerned does not hear any thing in reply to his application for extension of leave by the date on which he ought to start for the place of his duty to resume his work after expiry of the leave originally granted, he should take it that his application has been refused and in that case, he must report himself for duty just on the expiry of his leave originally granted. In all urgent cases intimation should be sent in writing both by the workman and by the Management.

Provided that an application for extension of leave on medical grounds if made on the date of the expiry of leave shall ordinarily be presumed to have been granted by the authority concerned.

25. POWER TO CURTAIL OR REVOKE LEAVE

Discretion to curtail or revoke leave of any description is reserved to the sanctioning authority and the workman already on leave may, therefore, be recalled to resume duty by that authority. In such case, the workman will be treated as on duty from the date on which he starts for the station to which he is ordered, and the balance of leave which could not be enjoyed by him, shall be credited to his account subject to the provisions of this Standing Orders. He will be, when recalled, entitled to claim actual road or railway fare for the return journey.

26. LEAVE TO WORKMAN UNDER SUSPENSION

Leave may be granted to a workman under suspension pending enquiry.

27. RECORD OF LEAVE

A record shall be maintained of all leave of absence sanctioned and of periods of absence without leave.

28. Termination of Employment

- (a) Subject to the provisions of any law, rule or order having the force of law for the time being in force, the services of any permanent workman shall not be terminated unless that workman has been given three months notice in writing by the appointing authority and the period of notice has expired or the workman has been paid in lieu of such notice wages for the period of notice.
- (b) Subject to the provision of any law, rule or order having the force of law for the time being in force, no permanent workman shall leave the employment except after giving three months notice in writing and the period of notice has expired or after paying the employee an amount equal to three months wages in lieu of such notice.
- (c) Subject to the provision of any law, rule or order having the force of law for the time being in force, the services of a temporary workmen shall not be terminated unless the workman has been given 'Seven days' notice by the appointing authority in writing and the period of notice has expired or the workman has been paid in lieu of such notice wages for the period of notice.

Provided that no notice shall be necessary If the services of the temporary workman cease on the expiry of the period of appointment or on completion of the work for which he was employed.

- (d) Subject to the provision of any law, rules or order having the force of law for the time being in force no temporary workmen shall leave the employment except after giving seven days notice in writing and the period of notice has expired or after paying the employer an amount equal to seven days wages in lieu of such notice.

Provided that no such notice will be required if the temporary workman is leaving the employment on the expiry of the period of employment or on completion of the work for which he was employed.

- (e) If a workman wants to be relieved at any time before the expiry of the notice, this may be done provided the Management can conveniently relieve him in which case the advantage of salary upto the date he actually works on duty in all will be given to him.
- (f) When a notice is given by a workman, the appointing authority at its discretion may at-once or at any time before the expiry of the notice period ask him to discontinue attending duties, but the workman shall be entitled to salary for the period he actually works as well as for the unexpired portion of the notice period.
- (g) Services of a workman may also be terminated if he suffers from any incurable disease which is so contagious or infectious as to render it unsafe or undesirable for other workman to work in his company, subject to the provisions of the Employee's State Insurance Act, 1948 wherever applicable.
- (h) If the Nigam receives authentic and reliable report from Government against the character or conduct-past or present of an employee which if known at the time of employment, would have rendered him undesirably for employment, the appointing authority, may terminate the services after giving him opportunity to explain his position and after paying him such dues which he may otherwise be entitled under these orders.

29. DISCIPLINE

(A) Misdemeanours

- (i) Subject to the other provisions of these Standing Orders the following acts or omissions by or on the part of a workman shall be treated as misdemeanour for which he shall be liable to censure or suspension without pay for a period not exceeding seven days :—
 - (a) The collection or canvassing for collection of any money for purpose not authorised by the Nigam.
 - (b) Late attendance for six days in a month.
 - (c) Failure to observe safety rules and instructions.

- (d) Committing nuisance in place other than provided.
 - (e) Neglect of work.
 - (d) Drunkenness while on duty or in the premises.
 - (g) Quarrelling while on duty,
 - (h) Sleeping on duty.
 - (i) Smoking where prohibited.
 - (j) Breach of Standing Orders for which no specific provision exists.
 - (i) Refusal to accept a charge-sheet, order or other communication made under these Standing Orders.
- (ii) The appropriate authority under whom the workman is working will maintain a register in which details of each misdemeanour in respect of which a workman is censured or suspended shall be entered. All orders shall be given in writing copy thereof shall be made over to the workman concerned.
 - (iii) No order of censure or suspension under this clause as mentioned above shall be passed unless the employee concerned has first been given an opportunity to show cause by the appropriate authority for explaining the circumstances alleged against him. On perusal of the explanation so submitted, the appointing authority or such subordinate authority to whom the power has been delegated, may, in writing, if in his opinion the explanation is not satisfactory inflict aforesaid punishment.
 - (iv) The appropriate authority will be competent to issue written warning and record the same in the above register.
 - (v) Any workman aggrieved by any order passed under this Standing Order shall have the right to appear to the next superior authority.

(B) MISCONDUCT

Subject to the other provisions of this Standing Order the following acts, or omissions by a workman shall be deemed to be misconduct for which he shall be liable to dismissal, discharge,

stoppage of promotions for a specified period, reduction in rank or. transfer without T.A.

- (a) Wilful insubordination or disobedience, whether alone or in combination with others, of any lawful or reasonable order of a superior authority.
- (b) Striking work either singly or in combination with other or inviting others to strike work in contravention of the provision of any law or rule having the force of law.
- (c) Theft, fraud or dishonesty in connection with the Nigam's property or business.
- (d) Taking, abetting or giving bribes or any illegal gratification whatsoever.
- (e) Habitual late attendance, absence without leave or without sufficient cause or overstaying after the expiry of leave without sanction or in anticipation of approval.
- (f) Carrying on private moneylending, or any other private business.
- (g) Fighting and riotous or disorderly or indecent behaviour or conduct,
- (h) Habitual drunkenness.
- (i) Habitual slackness or habitual negligence or gross negligence in the performance of duty.
- (j) Habitual indiscipline.
- (k) Smoking while on duty in places where it is prohibited in writing.
- (l) Causing damage to any property of the Nigam wilfully or through negligence.
- (m) Refusal to work on another job which does not affect emoluments and status adversely.
- (n) Gambling.
- (o) Acceptance of gifts from subordinate employees.
- (p) Giving intentionally false information regarding his name, age, father's name, qualification or previous service or any other related matter.
- (q) Conviction in any Court for any offence of moral turpitude,
- (r) Leaving work without permission.

- (s) Habitual breach of rules of the Standing Orders and repeated acts of misdemeanours.
- (t) Resorting to habitual go-slow tactics or habitual delaying of production.
- (u) Refusal to go on transfer or failing to comply with transfer orders.
- (v) Submission of application for "employment else where directly.
- (w) Holding lottery for the disposal of his property.
- (x) Biddings on the occasion of disposal of Nigam's property.
- (y) Maligning superior officer.
- (z) A workman found to be in possession of pecuniary resources or property disproportionate to his known sources of income, for which he cannot satisfactorily account unless the contrary is proved, be presumed to have been guilty of misconduct in the discharge of official duty and shall be dealt with accordingly.

30. Disciplinary action against workman other than casual :

Subject to the provisions of these Standing Order, no orders, of dismissal, stoppage of promotions or withholding of increment whether accumulative or otherwise, reduction of rank and other punishment mentioned above shall be made against a workman unless the following procedure is gone through but the appointing authority may, in its discretion, if it considers immediate suspension necessary, suspend a workman pending enquiry into the allegations made against him. However, workman convicted of an offence involving moral turpitude can be removed from service only after going through the prescribed procedure.

1st stage

- (1) A workman shall be informed in writing of the alleged act or acts of misconduct by an officer not below the rank of an Assistant Engineer, under whom the workman is working for the time being. The workman will be called upon to explain the alleged acts or his misconduct within 7 days from the date of order.

- (2) If the authority mentioned in sub-clause (1) considers that the explanation furnished by the workman is unsatisfactory or if no explanation is submitted within the time allowed or extended, he will forward the necessary papers and the explanation of the workman, if any, along with his own comments, to the appointing authority or such other subordinate authority to whom the power to inflict the punishment has been delegated along with documentary evidence, if any.

2nd stage

On persual of the explanation, if any, of the workman and the comments, if any, of the reporting officer and the documentary evidence, if any; if the competent authority considers that :

- (a) the alleged act of misconduct has not been proved he will vacate the orders of suspension, if any, and reinstate him or otherwise drop the charges and communicate his orders to the reporting authority and the workman concerned.
- (b) The explanation if prima facie, unsatisfactory, he will frame a charge sheet setting out the details of alleged misconduct and shall call upon the workman who shall be supplied with a copy of the charge-sheet to show cause against the cause so framed against him within ten days of the date of service of the order provided that if competent authority decides to inflict a punishment of censure, warning or transfer without T.A. it will be necessary to draw charges as mentioned above.

3rd stage

The competent authority shall proceed to enquire into the charges himself or appoint another officer to enquire into the charges and ask him to furnish a report by specified date, which may be extended by the competent authority for reasons to be recorded in writing.

4th Stage

The competent authority or the enquiring officer, as the case may be shall hold an enquiry after notifying the parties of the date, time and place of enquiry. The parties shall be given opportunity to

lead evidence (both oral and documentary) to cross examine witness and to file written statement, if any. The parties may call such witnesses at their respective expenses as they may be permitted by the competent authority or the enquiring officer to do. In case permission is refused, the competent authority or the enquiring officer shall record his reasons for refusal. The enquiring officer shall submit his report complete with all connected paper and alongwith his recommendations to the competent authority.

Provided that the persons against whom the enquiry is held shall be given copies of the evidence both oral and documentary upon which reliance is proposed to be placed in support of the charges against him and that he shall also be allowed an opportunity if so required by him to take assistance from a member of the executive of the union of which that workman concerned happens to be a member during the course of the enquiry when evidence is led.

5th Stage

- (a) The competent authority shall consider all the materials on record and the report of the enquiring officer and shall pass necessary orders.

Provided that if the competent authority proposes to award a punishment of dismissal, discharge or reduction in rank, he shall serve the workman with a show cause notice together with a copy of the enquiring officer's report as to why the proposed punishment should not be awarded to him. The workman shall submit his show cause reply within 10 days of the date of service of the orders. On perusal of the aforesaid show cause reply of the workman, the competent authority shall pass his final orders.

- (b) (1) When a workman who has been dismissed, removed or suspended, is reinstated, the authority competent to order the reinstatement shall consider and make specific orders.
- (i) regarding the pay and allowance to be paid to the workman for the period of his absence from duty, and

- (ii) whether or not the said period shall be treated as a period spent on duty.
- (2) Where such competent authority holds that the workman has been fully exonerated and therefore his suspension was wholly unjustified the workman shall be given the full pay to which he would have been entitled had he not been dismissed, removed or suspended as the case may be, together with any allowances, etc. which he was in receipt prior to his dismissal, removal or suspension,
- (3) In other cases, the workman shall be given such proportion of pay and allowances as the competent authority concerned may prescribe or order.

Provided that the payment of allowance under clause (2) or clause (3) shall be subject to all other conditions under which such allowances are admissible:

- (4) in a case falling under clause (2) the period or absence from duty shall be treated as a period spent on duty for all purposes.
- (5) In a case falling under clause (3) the period of absence from duty shall not be treated as a period spent on duty unless the competent authority specifically directs that it shall be so treated for any specified purpose.

Note

- (a) All records of the proceedings shall be in the form or order sheet showing (1) the date of the orders (2) texts of orders (3) remarks showing, inter-alia mode of service of the notice.
- (b) The proceeding shall be drawn up with following particulars at the top of first page of the order sheet.
 - (i) Name of the workman, rank, wage and length of the service.
 - (ii) Details of charges.

(c) Defence

If the workman can write he should be permitted to submit his defence in writing duly signed by him which should form a part of the proceedings. In the case of workman being illiterate the competent

authority or the Enquiry officer as the case may be, may himself record the defence and obtain thumb impression of the workman.

(d) Payment of subsistence allowance :

Where any workman is suspended by the employer pending investigation or enquiry into complaints or charges of misconduct against him, the employer shall pay to such workman subsistence allowance :

- (a) at the rate of fifty per cent of the wages which the workman was entitled to immediately preceding the date of such suspension, for the first ninety days of suspension and
- (b) at the rate of seventy five per cent of such wages for the remaining period of suspension if the delay in the completion of disciplinary proceedings against such workman is not directly attributable to the conduct of such workman.
- (c) A receipt shall be granted to a workman for any communication in writing submitted by him.

31. The workman remaining absent beyond the period of leave originally granted or subsequently extended shall be liable for termination of his/her service unless he/she returns within eight days of the expiry of the sanctioned leave, after giving the concerned workman proper show-cause notice & completing departmental proceedings as per rule.

32. Disciplinary action against a casual workman

In the case of a casual workman no departmental proceeding need be drawn. It is enough if he is given an opportunity to submit explanation to the appointing authority or the subordinate authority to whom power has been delegated in his behalf who will dispose of the case.

33. Accident minor, serious or fatal

It shall be the responsibility of all workman to report or cause to be reported to the immediate superior authority, without any avoidable delay, an accident minor, serious or fatal, to the personnel or any dangerous occurrence within the working premises, in the power house or supply lines or an

apparatus or in precincts thereof, whether they are involved in it or happen only to be witness thereof.

In case of accident, compensation as admissible under the provision of the Workman's Compensation Act, 1923 shall be paid in the prescribed manner.

Note :

A dangerous occurrence includes an accident which may not have caused injury to any person or material, but is likely to or is capable of causing such injury to personnel or damage to plant, building, line, etc.

34. Instructions on safety :

- (a) The Nigam's safety rules and instructions as in force from time to time, shall be observed strictly by all the workman, failure to do so will be treated as gross negligence amounting to misconduct on the part of the employee and will be dealt with accordingly.
- (b) Failure to observe strictly the operating instructions and failure to take proper care of machine shall be treated as an act of gross negligence amounting to misconduct and will be dealt with accordingly.
- (c) Except in the fulfilment of their duties workman shall not interfere with installation etc., design points, building, fittings, machinery, tools, implements, stores, materials, etc., in any stage, neither shall they operate or assist to operate without authority machines including switch board other than these in their own charge except under written orders from his superior. Any contravention of the above order will be treated as misconduct and will be dealt with accordingly,
- (d) No unauthorised person shall be allowed by the workman incharge to interfere in any way with the electrical plant or installation. Failure to do so will be an act of negligence amounting to misconduct on his part and shall be dealt with accordingly.

35. A copy of this order in Hindi shall be pasted on the notice board at such place or places as the

management may decide.

36. Complaints :

All complaints arising out of employment including those relating to unfair treatment or wrongful exaction on the part of an employer or agent shall be submitted to the appointing authority or to any other person specified in his behalf who shall hear and decide the complaint in the manner in which he deems fit and proper and shall communicate his decision to the workman within 30 days from the date of receipt of the complaint.

37. All workman shall have the right to appeal against any order of any authority to the next superior officer.
38. A workman shall ordinarily be granted service certificate.
39. Nothing in these Standing orders shall affect any right or privileges to which a workman may be entitled under any law, order, award, agreement, contract, custom or usage applicable to the Nigam in respect of any matter other than those covered by these Standing orders.



झारखण्ड राज्य विद्युत बोर्ड

अभियंत्रण भवन, एच. ई. सी. धुर्वा,
राँची – 834004

संकल्प संख्या – 1029

दिनांक : 14.05.2007

संचिका संख्या – V/ कार्मिक/ नियम – 10112/ 02

विषय: झारखण्ड राज्य विद्युत बोर्ड के पदाधिकारियों/ कर्मचारियों के मातृत्व/ पितृत्व अवकाश की स्वीकृति।

झारखण्ड सरकार के संकल्प संख्या 1361 दिनांक 14.03.2007 द्वारा राज्य सरकार के महिला एवं पुरुष कर्मियों को क्रमशः 135 दिनों का मातृत्व अवकाश एवं 15 दिनों का पितृत्व अवकाश की स्वीकृति दी गई है।

झारखण्ड राज्य विद्युत बोर्ड ने अपने संकल्प संख्या 438/ 07-08 द्वारा राज्य सरकार के कर्मियों को प्रदत्त सशर्त प्रसव अवकाश एवं पितृत्व अवकाश के अनुरूप बोर्ड के महिला एवं पुरुष पदाधिकारियों/ कर्मचारियों को भी क्रमशः 135 दिनों का मातृत्व अवकाश एवं 15 दिनों का पितृत्व अवकाश राज्य सरकार द्वारा निर्धारित शर्तों पर तत्क्षण प्रभाव से स्वीकृत करने का निर्णय लिया है।

मातृत्व अवकाश (Maternity Leave)

पात्रता

महिला कर्मचारियों को प्रसूति अवकाश (Maternity Leave) निम्नानुसार स्थिति में प्रदान की जायगी:

- (क) गर्भावस्था
- (ख) गर्भहानि (Miscarraige) और गर्भपात (Abortion) (जिसमें Induced गर्भपात शामिल है) लेकिन Threatened गर्भपात के लिए यह लाभ नहीं दिया जाता।

अवकाश अवधि

- (क) गर्भावस्था के लिए – 135 दिन।
- (ख) गर्भहानि और गर्भपात के लिए – पूरे सेवाकाल में 45 दिन देय होगी।

शर्तें

- (क) गर्भावस्था में प्रसूति अवकाश के लिए कर्मचारी के जीवित संतान की संख्या दो से कम होना चाहिये।
- (ख) गर्भहानि एवं गर्भपात के लिए प्रसूति अवकाश के मामले में चिकित्सा प्रमाण पत्र प्रस्तुत करना होगा और इसके लिए बच्चों की संख्या के लिए कोई प्रतिबन्ध नहीं है।
- (ग) प्रसूति अवकाश को किसी दूसरे अवकाश के साथ जोड़ा जा सकता है।
- (घ) प्रसूति अवकाश के continuation में किसी भी प्रकार के बची हुई एवं देय अवकाश का लाभ अधिकतम एक वर्ष तक उठाया जा सकता है।
- (ङ) यह किसी भी प्रकार के अवकाश खाते में विकलित नहीं की जायगी।
- (च) इस अवकाश की अवधि की गिनती पेंशन एवं वेतनवृद्धि के लिए भी की जाती है।
- (छ) प्रसूति अवकाश के लिए अवकाश वेतन अवकाश पर जाने से पहले मिले अंतिम वेतन के बराबर होगा।

शिशु को गोद लेने के लिए अवकाश

दो से कम जीवित संतान वाली कर्मचारी शिशु को गोद लेने के लिए किसी प्रकार की देय और स्वीकार्य अवकाश एक वर्ष की अवधि के लिए या बच्चे की उम्र एक वर्ष होने पर, दोनों में जो पहले हो, प्राप्त कर

सकती है। इसके लिए 60 दिनों तक की अदेय अवकाश (Leave not due) और संचित अवकाश (Commuted Leave) बिना चिकित्सा प्रमाण पत्र प्रस्तुत किये प्राप्त की जा सकती है।

पितृत्व अवकाश (Paternity Leave)

- (i) पितृत्व अवकाश पुरुष कर्मचारियों को जिनकी दो से कम जीवित संतान हो, पत्नी के प्रसव काल में (अर्थात् प्रसव की तिथि से 15 दिन पहले तक या छः महीने बाद तक) मिल सकती है। अगर इस अवधि में अवकाश नहीं ली जाती तो इसे व्यापगत (Lapsed) माना जाता है।
- (ii) अवकाश की अवधि 15 दिन।
- (iii) इसे किसी दूसरे प्रकार के अवकाश के साथ जोड़ा जा सकता है।
- (iv) सामान्यतः इसे देने से मना नहीं किया जा सकता।
- (v) किसी अन्य अवकाश खाते से इसे विकलित नहीं किया जायगा।
- (vi) पितृत्व अवकाश के लिए वेतन अवकाश पर जाने से पहले मिले अंतिम वेतन के बराबर होगा।
- (vii) अस्थायी (Casual) श्रमिकों की स्थिति में पितृत्व अवकाश की स्वीकार्य समानुपातिक उपार्जित अवकाश (Pro Rata EL) के साथ जोड़ा जा सकता है।

झारखण्ड राज्य विद्युत बोर्ड सेवा संहिता 1976 उक्त आशय के लिए संशोधित समझा जाय।

झारखण्ड राज्य विद्युत बोर्ड के आदेश से।

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सचिव

ज्ञापांक : 1030

दिनांक : 14.05.2007

प्रतिलिपि अध्यक्ष के तकनीकी सचिव/ सदस्य (राजस्व) के निजी सहायक/ सदस्य (तकनीकी) के तकनीकी सचिव/ आरक्षी महानिरीक्षक (निगरानी एवं सुरक्षा)/ सचिव के निजी सहायक, झारखण्ड राज्य विद्युत बोर्ड को सूचनार्थ प्रेषित।

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सचिव

ज्ञापांक : 1030

दिनांक : 14.05.2007

प्रतिलिपि अपर सचिव/ वरीय विधि परामर्शी/ सभी मुख्य अभियंता/ सभी अधीक्षण अभियंता/ सभी संयुक्त सचिव/ सभी निदेशक/ सभी उप निदेशक/ सभी अवर सचिव/ सभी लेखा पदाधिकारी/ सभी कार्मिक पदाधिकारी/ सभी प्रशासी पदाधिकारी/ सभी प्रशाखा पदाधिकारी, झारखण्ड राज्य विद्युत बोर्ड मुख्यालय, राँची को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

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सचिव

ज्ञापांक : 1030

दिनांक : 14.05.2007

प्रतिलिपि महाप्रबन्धक, पतरातू वाष्प शक्ति प्रतिष्ठान, पतरातू/ सभी महाप्रबन्धक सह मुख्य अभियंता, विद्युत आपूर्ति क्षेत्र/ संचरण प्रक्षेत्र/ सभी अधीक्षण अभियंता, विद्युत आपूर्ति अंचल/ संचरण अंचल/ सभी कार्यपालक अभियंता/ सभी उप निदेशक/ सभी लेखा पदाधिकारी/ सभी कार्मिक पदाधिकारी/ सभी प्रशासी पदाधिकारी/ सभी श्रम कल्याण पदाधिकारी/ सभी प्रशाखा पदाधिकारी, झारखण्ड राज्य विद्युत बोर्ड को सूचनार्थ एवं आवश्यक कार्रवाई हेतु अग्रसारित।

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सचिव

झारखण्ड राज्य विद्युत बोर्ड

अभियंत्रण भवन, एच. झ. सी. धुर्वा,
राँची — 834004

कार्यालय आदेश संख्या—2333/ विद्युत् बोर्ड

दिनांक : 21.11.2008

संचिका संख्या — VI/ कार्मिक/ नियम — 10517/ 03

बोर्ड के कार्यालय आदेश संख्या 752 दिनांक 30.04.2008 के क्रम में 300 दिनों की अर्जित उपार्जित अवकाश तथा सेवानिवृत्त/ मृत कर्मियों को तदनुसार अवकाश नकदीकरण का दिनांक 01.01.2008 के प्रभाव से स्वीकृति प्रदान की गयी थी।

संयुक्त श्रमायुक्त सह प्रमाणीकरण पदाधिकारी, झारखण्ड, राँची के आदेश के अनुपालन में सम्यक् समीक्षोपरान्त लिये गये निर्णय के आलोक में उक्त लाभ दिनांक 01.01.2008 के स्थान पर दिनांक 01.01.2007 से प्रभावी होगा।

2. कार्यालय आदेश संख्या 752 दिनांक 30.04.2008 में निहित अन्य शर्तें यथावत् रहेगी।

झारखण्ड राज्य विद्युत बोर्ड के आदेश से।

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सचिव

ज्ञापांक : 2957

दिनांक: 21.11.2008

प्रतिलिपि अध्यक्ष के तकनीकी सचिव/ सदस्य (तकनीकी) के तकनीकी सचिव/ सदस्य (वितरण) के निजी सहायक/ आरक्षी महानिरीक्षक (निगरानी एवं सुरक्षा) के निजी सहायक/ सचिव के निजी सहायक, झारखण्ड राज्य विद्युत बोर्ड को सूचनार्थ प्रेषित।

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सचिव

ज्ञापांक : 2957

दिनांक: 21.11.2008

प्रतिलिपि अभियंता प्रमुख/ सभी मुख्य अभियंता/ मुख्य अभियंता (असैनिक)/ वरीय विधि परामर्शी सह अपर सचिव/ वित्त नियंत्रक/ लेखा नियंत्रक/ सभी अधीक्षण अभियंता/ सभी निदेशक/ सभी संयुक्त सचिव/ सभी उप निदेशक/ सभी कार्यपालक अभियंता/ सभी लेखा पदाधिकारी/ सभी अवर सचिव/ सभी कार्मिक पदाधिकारी/ सभी प्रशासी पदाधिकारी/ सभी प्रशाखा पदाधिकारी, झारखण्ड राज्य विद्युत बोर्ड मुख्यालय, राँची को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

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सचिव

ज्ञापांक : 2957

दिनांक: 21.11.2008

प्रतिलिपि महाप्रबन्धक, पतरातू वाष्प शक्ति प्रतिष्ठान, पतरातू/ सभी महाप्रबन्धक सह मुख्य अभियंता, विद्युत आपूर्ति क्षेत्र/ संचरण प्रक्षेत्र/ सभी अधीक्षण अभियंता, विद्युत आपूर्ति अंचल/ संचरण अंचल/ सभी कार्यपालक अभियंता, विद्युत आपूर्ति प्रमंडल/ संचरण प्रमंडल/ सभी उप लेखा निदेशक/ सभी लेखा पदाधिकारी/ सभी कार्मिक पदाधिकारी/ सभी श्रम कल्याण पदाधिकारी/ सभी प्रशासी पदाधिकारी/ सभी प्रशाखा पदाधिकारी, झारखण्ड राज्य विद्युत बोर्ड को सूचनार्थ एवं आवश्यक कार्रवाई हेतु अग्रसारित।

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सचिव

ज्ञापांक : 2957

दिनांक: 21.11.2008

प्रतिलिपि संयुक्त श्रमायुक्त सह प्रमाणीकरण पदाधिकारी, झारखण्ड, राँची को सूचनार्थ प्रेषित।

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सचिव



झारखण्ड ऊर्जा विकास निगम लिमिटेड

CIN U40108 JH2013 SGC OO1603

निगम कार्यालय : अभियंत्रण भवन, एच०ई०सी०, धुर्वा, राँची-4
(कार्मिक विभाग)

स्थायी आदेश संख्या : 2868/ निगम मु०, राँची/

दिनांक: 18.10.2016

संचिका संख्या - VI/कार्मिक/कोर्ट केश-8069/2015

झारखण्ड ऊर्जा विकास निगम लिमिटेड, निदेशक पद के संलेख के **Item no. 25-07-09 / 2015-16**, दिनांक 08.09.2016 की 25वीं बैठक में लिये गये निर्णय (**Item no. 25-07-09**) के अनुशरण में बिहार राज्य विद्युत बोर्ड, पटना के स्थायी आदेश संख्या 140 दिनांक 29.03.1965, 253 दिनांक 17.06.1968, 379 दिनांक 23.01.1973, 385 दिनांक 22.03.1969, 285 दिनांक 04.06.1969 एवं 401 दिनांक 05.11.1973, जिसके द्वारा झारखण्ड ऊर्जा विकास निगम लिमिटेड एवं इसके अनुषंगी कम्पनियों में कार्यरत कनीय लेखा लिपिक / विपत्र लिपिक / लिपिकीय वर्ग-IV कर्मियों/ अन्य संवर्ग के कर्मियों को विभागीय परीक्षा उत्तीर्ण होने के फलस्वरूप तीन अग्रिम वार्षिक वेतनवृद्धि तथा लेखा कर्मियों द्वारा लेखा प्रवीण परीक्षा उत्तीर्ण करने के पश्चात देय तीन वार्षिक वेतनवृद्धि देने का प्रावधान है, में आंशिक संशोधन कर निम्न प्रावधान लागू किये जाते हैं:-

- (क) लेखा कर्मियों/लिपिकीय वर्ग-IV कर्मियों/ अन्य संवर्ग के कर्मियों जिन्हें उपरोक्त विभागीय परीक्षा उत्तीर्ण होने के पश्चात् विभागीय परीक्षा के तिथि के अगले तिथि से तीन अग्रिम वार्षिक वेतनवृद्धि/ तीन वार्षिक वेतनवृद्धि के स्थान पर अब मात्र एक अग्रिम वेतनवृद्धि/एक वेतनवृद्धि देय होगी।
- (ख) उक्त एक दिये गये अग्रिम वार्षिक वेतनवृद्धि/ एक वेतनवृद्धि का समायोजन संबंधित कर्मी को अगले देय वार्षिक वेतनवृद्धि से कर लिया जायेगा।
- (ग) यह शर्त, यानि एक वार्षिक वेतनवृद्धि दिये जाने का शर्त, उन्हीं कर्मचारियों पर लागू होगा, जो एक ही परीक्षा (single examination) में सम्मिलित होकर सभी संबंधित पत्र (Paper) उत्तीर्ण कर लेते हैं।
- (घ) बिहार राज्य विद्युत बोर्ड/ झारखण्ड राज्य विद्युत बोर्ड द्वारा लागू पूर्व के आदेश/ नियम उपर्युक्त हद तक संशोधित समझे जायेंगे।
- (ङ) यह आदेश तत्क्षण प्रभाव से लागू होगा।

झारखण्ड ऊर्जा विकास निगम लिमिटेड के आदेश से।

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(राजीव रंजन कुमार)

महाप्रबन्धक (कार्मिक सह सामान्य प्रशासन)

कृपया पृष्ठ उल्टें

ज्ञापांक :2868/ निगम मुख्यालय, राँची

दिनांक: 18.10.2016

प्रतिलिपि: अध्यक्ष-सह-प्रबन्ध निदेशक के तकनीकी सचिव/ प्रबन्ध निदेशक, झारखण्ड ऊर्जा संचरण निगम लिमिटेड के तकनीकी सचिव/प्रबंध निदेशक, झारखण्ड ऊर्जा उत्पादन निगम लिमिटेड के तकनीकी सचिव/ प्रबन्ध निदेशक, झारखण्ड बिजली वितरण निगम लिमिटेड के निजी सहायक/निदेशक (वित्त), झारखण्ड ऊर्जा विकास निगम लिमिटेड/निदेशक (वित्त), झारखण्ड ऊर्जा संचरण निगम लिमिटेड/ निदेशक (प्रोजेक्ट एवं पी.आर.), झारखण्ड ऊर्जा विकास निगम लिमिटेड/ निदेशक (ओ0 एण्ड एम0), झारखण्ड ऊर्जा उत्पादन निगम लिमिटेड/निदेशक (प्रोजेक्ट), झारखण्ड ऊर्जा संचरण निगम लिमिटेड/ अपर पुलिस महानिदेशक (निगरानी एवं सुरक्षा) के निजी सहायक/कम्पनी सचिव (देख-रेख), झारखण्ड ऊर्जा विकास निगम लिमिटेड, राँची को सूचनार्थ प्रेषित ।

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(राजीव रंजन कुमार)

महाप्रबन्धक (कार्मिक सह सामान्य प्रशासन)

ज्ञापांक :2868/ निगम मुख्यालय, राँची

दिनांक: 18.10.2016

प्रतिलिपि महाप्रबन्धक, पतरातू वाष्प शक्ति प्रतिष्ठान, पतरातू/ सभी महाप्रबन्धक सह मुख्य अभियंता, विद्युत आपूर्ति क्षेत्र/ संचरण प्रक्षेत्र/ सभी मुख्य अभियन्ता/ सभी वित्त नियंत्रक/ सभी उप महाप्रबन्धक (वित्त/ लेखा/ कार्मिक/ मानव संसाधन/ जनसम्पर्क)/ सभी विद्युत अधीक्षण अभियंता, विद्युत आपूर्ति अंचल/ संचरण अंचल/ संयुक्त सचिव—III/ सभी विद्युत कार्यपालक अभियंता, विद्युत आपूर्ति प्रमंडल/ संचरण प्रमंडल/ वरीय प्रबन्धक (कार्मिक)/ वरीय प्रबन्धक (वित्त एवं लेखा), विद्युत आपूर्ति क्षेत्र/ परियोजना प्रबन्धक, स्वर्ण रेखा जल विद्युत परियोजना, सिकिदिरी/ सभी अवर सचिव/ सभी लेखा पदाधिकारी/ सभी सहायक अभियन्ता/ सभी कार्मिक पदाधिकारी/ सभी प्रशासी पदाधिकारी/ सभी प्रशाखा पदाधिकारी, झारखण्ड ऊर्जा विकास निगम लिमिटेड एवं अनुषंगी कम्पनियाँ को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित ।

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(राजीव रंजन कुमार)

महाप्रबन्धक (कार्मिक सह सामान्य प्रशासन)

झारखण्ड राज्य विद्युत बोर्ड
अभियंत्रण भवन, एच. इ. सी. धुर्वा, राँची – 834004
(कार्मिक विभाग)

कार्यालय आदेश संख्या: 925 / विद्युत बोर्ड, राँची

दिनांक: 05.07.2011

संचिका संख्या – V/ कार्मिक/ विविध. – 10112/ 2002

बोर्ड के संकल्प संख्या 1029 दिनांक 14.05.2007 द्वारा झारखण्ड राज्य विद्युत बोर्ड के महिला एवं पुरुष कर्मचारियों/ पदाधिकारियों को 135 दिन मातृत्व अवकाश एवं 15 दिनों का पितृत्व अवकाश की स्वीकृति दी गई है।

बोर्ड के संकल्प संख्या 769 द्वारा बोर्ड के महिला कर्मियों को झारखण्ड राज्य सरकार के ज्ञाप संख्या 997/बि. दिनांक 01.07.2010 के अनुरूप 180 दिन मातृत्व अवकाश स्वीकृत करने का निर्णय लिया गया है।

अतएव बोर्ड के संकल्प संख्या 1029 दिनांक 14.05.2007 में संशोधन करते हुए बोर्ड के महिला कर्मियों को 135 दिन से बढ़ाकर 180 दिन मातृत्व अवकाश स्वीकृत किया जाता है।

बोर्ड का संकल्प संख्या 1029 दिनांक 14.05.2007 में निहित शेष शर्तें यथावत रहेंगे।

झारखण्ड राज्य विद्युत बोर्ड के आदेश से।

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(एस. के. सिन्हा)

सचिव

ज्ञापांक : 1690

दिनांक: 05.07.2011

प्रतिलिपि अध्यक्ष के तकनीकी सचिव/ सदस्य (वित्त) के निजी सहायक/ सदस्य (तकनीकी) के तकनीकी सचिव/ सदस्य (वितरण) के तकनीकी सचिव/ सचिव के निजी सहायक, झारखण्ड राज्य विद्युत बोर्ड, राँची को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

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(एस. के. सिन्हा)

सचिव

ज्ञापांक : 1690

दिनांक: 05.07.2011

प्रतिलिपि अभियंता प्रमुख/ सभी मुख्य अभियंता/ मुख्य अभियंता (असैनिक)/ वित्त नियंत्रक/ लेखा नियंत्रक/ वरीय विधि परामर्शी सह अपर सचिव/ सभी अधीक्षण अभियंता/ सभी निदेशक/ सभी संयुक्त सचिव/ सभी उप निदेशक/ सभी कार्यपालक अभियंता/ सभी लेखा पदाधिकारी/ उप विधि परामर्शी/ सभी अवर सचिव/ सभी कार्मिक पदाधिकारी/ सभी विधि पदाधिकारी/ सभी प्रशासी पदाधिकारी/ सभी श्रम कल्याण पदाधिकारी/ सभी प्रशाखा पदाधिकारी, झारखण्ड राज्य विद्युत बोर्ड मुख्यालय, राँची को सूचनार्थ एवं आवश्यक कार्रवाई हेतु अग्रसारित।

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(एस. के. सिन्हा)

सचिव

ज्ञापांक : 1690

दिनांक: 05.07.2011

प्रतिलिपि महाप्रबन्धक, पतरातू वाष्प शक्ति प्रतिष्ठान, पतरातू/ सभी महाप्रबन्धक सह मुख्य अभियंता, विद्युत आपूर्ति क्षेत्र/ संचरण प्रक्षेत्र/ परियोजना प्रबन्धक, सुवर्णरेखा जल विद्युत परियोजना, सिकिदिरी/ तकनीकी सेवा, राँची/ सभी अधीक्षण अभियंता, विद्युत आपूर्ति अंचल/ संचरण अंचल/ लेखा निदेशक, पतरातू वाष्प शक्ति प्रतिष्ठान, पतरातू/ सभी कार्यपालक अभियंता, विद्युत आपूर्ति प्रमंडल/ संचरण प्रमंडल/ सभी उप लेखा निदेशक/ सभी लेखा पदाधिकारी/ सभी विधि पदाधिकारी/ सभी कार्मिक पदाधिकारी/ सभी श्रम कल्याण पदाधिकारी/ सभी प्रशासी पदाधिकारी/ सभी प्रशाखा पदाधिकारी, झारखण्ड राज्य विद्युत बोर्ड को सूचनार्थ एवं आवश्यक कार्रवाई हेतु अग्रसारित।

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(एस. के. सिन्हा)

सचिव



Jharkhand Urja Vikas Nigam Ltd.

CIN U40108 JH2013 SGC OO1603

Corporate Office : Engineering Building, H.E.C, Dhurwa, Ranchi - 834004.

Standing order no. **1690** / Ranchi

Dated **22.09.2015**

File No. X/ कार्मिक/वि० परी० -12901/03 (खण्ड-3)

In partial modification of para no. 3 of Standing order no. 123/GIA-616/61/EB dated 16.03.1962, decision has been taken by the Board of Director vide Item no. 15-08 to reduce the three month's advance notice of date fixed for the "Proficiency-in-Accounts" (लेखा प्रवीण परीक्षा) exam to two months.

By the order of Jharkhand Urja Vikas Nigam Limited

sd/-

(Rajeev Ranjan Kumar)

General Manager (Personnel cum General Admn.)

Memo No. **1410**

Date **22.09.2015**

Copy forwarded to Electrical Superintending Engineer, CMD, Jharkhand Urja Vikas Nigam Limited's Cell/ Electrical Executive Engineer, Managing Director cell, Jharkhand Urja Utpadan Nigam Limited/ Electrical Superintending Engineer, Director (Project & Generation), Jharkhand Urja Utpadan Nigam Limited/ P.A. to Director (Finance), Jharkhand Urja Vikas Nigam Limited/ Assistant Electrical Engineer, Director (Technical) cell, Jharkhand Urja Utpadan Nigam Limited/ P.A to IG (Security and Vigilance)/ P.A to General Manager (Personnel cum General Admin.) Jharkhand Urja Vikas Nigam Limited, Ranchi for information.

sd/-

(Rajeev Ranjan Kumar)

General Manager (Personnel cum General Admn.)

Memo No. **1410**

Date **22.09.2015**

Copy forwarded to Engineer-in-Chief/ All Chief Engineers/ Financial Controller/ Accounts Controller/ Senior Law Advisor- cum- Additional Secretary/ All Directors/ All Superintending Engineers/ All Joint Secretaries/ DGM (HR)/ All Executive Engineers/ All Sr. Manager (F & A)/ Personnel/ All Under Secretaries/ All Accounts Officers/ All Assistant Engineers/ Assistant Engineer (Civil)/ All Personnel Officers/ All Administrative Officers/ All Labour Welfare Officer/ All Section Officers, Corporate Office, Jharkhand Urja Vikas Nigam Limited, Ranchi for information and necessary action.

sd/-

(Rajeev Ranjan Kumar)

General Manager (Personnel cum General Admn.)

Memo No. **1410**

Date **22.09.2015**

Copy forwarded to the General Manager, Patratu Thermal Power Station, Patratu/ All General Manager cum Chief Engineers, Electric Supply Areas/ Transmission Zones/ All Electrical Superintending Engineers, Electric Supply Circles/ Transmission Circles/ All Electrical Executive Engineers, Electric Supply Divisions/ Transmission Divisions/ All Sr. Manager (F & A/ Personnel)/ All Accounts Officers/ All Assistant Engineers/ All Personnel Officers/ All Administrative Officers/ All Labour Welfare Officers/ All Section Officers for information and necessary action.

sd/-

(Rajeev Ranjan Kumar)

General Manager (Personnel cum General Admn.)

JHARKHAND STATE ELECTRICITY BOARD,

Engineering Building, HEC, Dhurwa,
Ranchi. PIN - 834 004

Office Order No. **752/ EB**

Date :**30.04.2008**

FILE No. : VI/ कार्मिक/ नियम — 10517/ 03

Payment of cash equivalent of leave salary in lieu of accumulated unutilized earned leave due on the date of superannuation/ death of the employees of the Board limited to 180 days, whose service conditions are covered by the Certified Standing Orders has been allowed by the Board vide Office Order No. 4065 dated 30.08.1999 on the Terms and Conditions as envisaged in the aforesaid Office Order.

2. After careful consideration it has been decided that payment of cash equivalent to leave salary in lieu of accumulated unutilized earned leave due on the date of superannuation/ death of the employees limited to 300 days with effect from 1st January, 2008, may be allowed to the employees whose service conditions are governed by Revised Certified Standing Order in pursuance of Board's Resolution No. 500.

3. The admissibility of Earned Leave exceeding to 180 days would accrue with effect from 01.01.2008, i.e. the accumulated quantum of unutilized Earned Leave would be limited to 180 days up to 31.12.2007 and Earned Leave accruing thereafter i.e. from 01.01.2008 will be added to it, subject to a total accumulation of 300 days on the date of superannuation/ death of employees.

4. Employees whose service conditions are governed by Revised Certified Standing Order shall be eligible to earned leave at the rate of 1/ 11 of the period spent on duty.

Provided that the period of leave shall be inclusive of all holidays/ Sundays occurring during the period of leave.

5. Section 23 (b) of the Revised Certified Standing Order is modified to the above extent. Other Conditions shall remain the same.

By the order of the Jharkhand State Electricity Board.

Sd/-
Secretary

Memo No: **819**

Date: **30.04.2008**

Copy forwarded to T. S. To Chairman/ T. S. to Member (Technical)/ P. A. to Member (Distribution)/ P. A. to IG (Security and Vigilance)/ P. A. to Secretary, Jharkhand State Electricity Board, Ranchi for kind information.

Sd/-
Secretary

Please Turn Over

Memo No: 819

Date: 30.04.2008

Copy forwarded to Engineer-in-Chief/ Senior Law Advisor cum Additional Secretary/ All Chief Engineer/ Financial Controller – II/ All Directors/ All Superintending Engineers/ All Joint Secretaries/ All Executive Engineers/ All Deputy Directors/ All Under Secretaries, Jharkhand State Electricity Board Headquarter, Ranchi / Registrar, Consumer Grievances Redressal Forum (JSEB), Artisan Hostel, Dhurwa, Ranchi/ All Administrative Officers/ All Personnel Officers/ All Labour Officers/ All Section Officers, Jharkhand State Electricity Board Headquarter, Ranchi for information and necessary action.

Sd/-

Secretary

Memo No: 819

Date: 30.04.2008

Copy forwarded to General Manager, Patratu Thermal Power Station, Patratu/ All General Manager cum Chief Engineer/ All Project Managers/ Directors, Patratu Thermal Power Station, Patratu/ All Superintending Engineers/ All Executive Engineers/ All Deputy Directors/ All Administrative Officers/ All Personnel Officers/ All Labour Welfare Officers/ All Section Officers, Jharkhand State Electricity Board for information and necessary action.

Sd/-

Secretary

Memo No: 819

Date: 30.04.2008

Copy forwarded to the Shri Anjani Kumar, Electrical Superintending Engineer, Liaison Officer, Jharkhand State Electricity Board, Noida (Uttar Pradesh) for information and necessary action.

Sd/-

Secretary



झारखण्ड राज्य विद्युत बोर्ड

अभियंत्रण भवन, एच. ई. सी, धुर्वा, राँची -834004

कार्यालय आदेश संख्या :2394 /विद्युत बोर्ड

दिनांक 16.12.2013

संचिका संख्या-VI / कार्मिक / वेतन पुनरीक्षण / विविध-4090/08 (part-II)

बोर्ड के संकल्प संख्या 1188 के आलोक में वित्त विभाग, झारखण्ड सरकार के पत्रांक 6/एस0-16 (फि0क0)-01/2009 (खण्ड) 1508/वि0, दिनांक 18.06.2013 एवं 6/एस0-4 (वे0पु0)-05/2012/1543/वि0, राँची, दिनांक 20.06.2013, जो यात्रा भत्ता की दरों में संशोधन से संबंधित है, को बोर्ड कर्मियों को समरूप प्रावधान प्रदान करने हेतु अंगीकृत किया जाता है।
अनुलग्नक: तथैव।

ह0/-
(अजय कुमार सिंह)
सचिव

ज्ञापांक:2119

दिनांक :16.12.2013

प्रतिलिपि विद्युत अधीक्षण अभियंता, अध्यक्ष कोषांग/ सदस्य (वित्त) के निजी सहायक/ सदस्य (उत्पादन) के तकनीकी सचिव/ सदस्य (वितरण) के तकनीकी सचिव/ सदस्य (संचरण) के तकनीकी सचिव/ आरक्षी महानिरीक्षक (निगरानी एवं सुरक्षा) के निजी सहायक/ सचिव के निजी सहायक, झारखण्ड राज्य विद्युत बोर्ड, मुख्यालय, राँची को सूचनार्थ एवं आव"यक कार्रवाई हेतु प्रेषित।

ह0/-
(अजय कुमार सिंह)
सचिव

ज्ञापांक:2119

दिनांक :16.12.2013

प्रतिलिपि अभियंता प्रमुख/ सभी मुख्य अभियंता/ सभी वित्त नियंत्रक / अपर विधि पराम"र्षी सह संयुक्त सचिव/ सभी लेखा नियंत्रक/ सभी निदे"क/ सभी अधीक्षण अभियंता/ सभी संयुक्त सचिव/ सभी कार्यपालक अभियंता/ सभी उपलेखा निदे"क/ सभी उप कार्मिक निदे"क/ सभी अवर सचिव/ सभी लेखा निदे"क/ सभी सहायक अभियंता/ सभी कार्मिक पदाधिकारी/ सभी प्र"ासी पदाधिकारी/ सभी प्र"ाखा पदाधिकारी, झारखण्ड राज्य विद्युत बोर्ड, मुख्यालय, राँची को सूचनार्थ एवं आव"यक कार्रवाई हेतु प्रेषित।।

ह0/-
(अजय कुमार सिंह)
सचिव

ज्ञापांक:2119

दिनांक :16.12.2013

प्रतिलिपि महाप्रबन्धक, पतरातू वाष्प शक्ति प्रतिष्ठान, पतरातू/ सभी महाप्रबन्धक सह मुख्य अभियंता, विद्युत आपूर्ति क्षेत्र/ संचरण प्रक्षेत्र/ परियोजना प्रबन्धक, सुवर्णरेखा जल विद्युत परियोजना, सिकिदिरी /तकनीकी सेवाएँ, राँची/आवासीय अभियंता, दिल्ली अतिथिशाला, दिल्ली/ सभी विद्युत अधीक्षण अभियंता, विद्युत आपूर्ति अंचल/ संचरण अंचल/ सभी विद्युत कार्यपालक अभियंता, विद्युत आपूर्ति प्रमण्डल/ संचरण प्रमण्डल/सभी उपलेखा निदेशक/सभी उप कार्मिक निदेशक/सभी लेखा पदाधिकारी/सभी सहायक अभियंता/ सभी कार्मिक पदाधिकारी/ सभी श्रम कल्याण पदाधिकारी/ सभी प्रशासी पदाधिकारी/सभी प्रशाखा पदाधिकारी, झारखण्ड राज्य विद्युत बोर्ड को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह0/-
(अजय कुमार सिंह)
सचिव

झारखण्ड राज्य विद्युत बोर्ड

अभियंत्रण भवन, एच. ई. सी. धुर्वा,
राँची — 834004

कार्यालय आदेश संख्या : 942/ विद्युत बोर्ड

दिनांक : 30.05.2012

संचिका संख्या — X/ कार्मिक/ लेखा प्रवीण परीक्षा — 6337/ 07

झारखण्ड राज्य विद्युत बोर्ड के संकल्प संख्या 902 के अनुपालन में बिहार राज्य विद्युत बोर्ड के स्थायी आदेश संख्या 123 दिनांक 16.03.1962 को झारखण्ड राज्य विद्युत बोर्ड के कार्यालय आदेश संख्या 615 दिनांक 20.04.2012 द्वारा संशोधित करते हुए लेखा प्रवीण परीक्षा के 10 (दस) पेपरवाले सिलेबस को 04 (चार) पेपर में समाहित किया गया।

एतद् संदर्भ में झारखण्ड राज्य विद्युत बोर्ड के संकल्प संख्या 935 के आलोक में निम्नवत् निर्णय लिये जाते हैं :-

- (क) लेखा संवर्ग के कर्मचारियों को लेखा प्रवीण परीक्षा भाग - I एवं भाग - II की परीक्षा में एक साथ भाग लेने की अनुमति होगी।
- (ख) लेखा प्रवीण परीक्षा के प्रत्येक पेपर का उत्तीर्णांक 40% होगा।
- (ग) एक पेपर में 50% या उससे अधिक लाने पर पुनः परीक्षा देने से विमुक्त किया जायेगा।
- (घ) लेखा प्रवीण परीक्षा में उत्तीर्णता हेतु प्रत्येक पेपर में उत्तीर्ण होने के साथ-साथ कुल अंक का 50% अंक प्राप्त करना आवश्यक होगा।

अतएव बोर्ड के स्थायी आदेश संख्या 123 दिनांक 16.मार्च 1962 को उक्त हद तक संशोधित माना जायेगा।

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(भी. के. सिन्हा)

सचिव

ज्ञापांक: 925

दिनांक: 30.05.2012

प्रतिलिपि अध्यक्ष के तकनीकी सचिव/ सदस्य (वित्त) के निजी सहायक/ सदस्य (तकनीकी) के तकनीकी सचिव/ सदस्य (वितरण) के तकनीकी सचिव/ आरक्षी महानिरीक्षक (निगरानी) के निजी सहायक/ सचिव के निजी सहायक, झारखण्ड राज्य विद्युत बोर्ड, राँची को सूचनार्थ प्रेषित।

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(भी. के. सिन्हा)

सचिव

ज्ञापांक: 925

दिनांक: 30.05.2012

प्रतिलिपि अभियंता प्रमुख/ महाप्रबन्धक, पतरातू वाष्प शक्ति प्रतिष्ठान, पतरातू/ सभी महाप्रबन्धक सह मुख्य अभियंता, विद्युत आपूर्ति क्षेत्र/ संचरण प्रक्षेत्र/ सभी मुख्य अभियंता/ सभी वित्त नियंत्रक/ वरीय विधि परामर्शी/ सभी विद्युत अधीक्षण अभियंता, विद्युत आपूर्ति अंचल/ संचरण अंचल/ परियोजना प्रबन्धक, सुवर्णरेखा जल विद्युत परियोजना, सिकिदिरी/ निदेशक, जनसम्पर्क/ सभी लेखा निदेशक/ कार्मिक निदेशक/ सभी संयुक्त सचिव/ सभी अवर सचिव/ सभी उप लेखा निदेशक/ सभी उप कार्मिक निदेशक/ सभी विद्युत कार्यपालक अभियंता, विद्युत आपूर्ति प्रमंडल/ संचरण प्रमंडल/ सभी कार्मिक पदाधिकारी/ सभी सहायक विद्युत अभियंता/ सभी लेखा पदाधिकारी/ सभी प्रशासी पदाधिकारी/ / सभी प्रशाखा पदाधिकारी/ सभी श्रम कल्याण पदाधिकारी, झारखण्ड राज्य विद्युत बोर्ड को सूचनार्थ एवं आवश्यक कार्रवाई हेतु अग्रसारित।

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(भी. के. सिन्हा)

सचिव

झारखण्ड राज्य विद्युत बोर्ड

अभियंत्रण भवन, एच. ई. सी. धुर्वा,
राँची – 834004

कार्यालय आदेश संख्या : 615/ विद्युत बोर्ड

दिनांक : 20.04.2012

संचिका संख्या – X/ कार्मिक/ लेखा प्रवीण परीक्षा – 6337/ 07

बोर्ड में कार्यरत लेखा कर्मियों के लिए लेखा प्रवीण परीक्षा दो भागों में लिये जाने का प्रावधान है। प्रत्येक भाग में पाँच- पाँच पेपरों की परीक्षा ली जाती है। इस प्रकार लेखा प्रवीण परीक्षा or "Proficiency-in-Accounts" Examination में कुल 10 (दस) पेपरों की परीक्षा लिये जाने का प्रावधान है, जो वर्तमान समय में अप्रसंगिक है। अतएव झारखण्ड राज्य विद्युत बोर्ड के संकल्प संख्या 902 द्वारा बिहार राज्य विद्युत बोर्ड के स्थायी आदेश संख्या 123 दिनांक 16.03.1962 को संशोधित करते हुए 04 (चार) पेपरों की परीक्षा लेने का निर्णय लिया गया है, जो निम्नवत है:-

PART-I

PAPER-I

SL. No.	Subject	Marks
1.	Precis and Drafting	20 Marks
2.	(i) Indian Electricity Act. 1910 (ii) Electricity Supply Act. 1948 (iii) Electricity Act. 2003 and its subsequent amendments	15 Marks
3.	Right of Information Act. 2005	5 Marks
4.	JSERC Supply code & its latest amendments	10 Marks
5.	Constitution of India (i) Part V Chapter II & V (ii) Part VI Chapter III, Articles 202-212 (iii) Part XI Chapter I & II (iv) Part XII Chapter I, II & III (v) Part XVII - Emergency Provision Seventh Schedule	10 Marks
6.	General Study of the following in so far applicable to the working of the Board (i) Sales Tax Act and Rules (Central and Jharkhand), Entry Tax, Excise Duty Act (ii) Workman Compensation Acts. (iii) Electricity Duty Act and Rules with latest amendments	15 Marks
7.	Jharkhand Service Code BSEB Service Regulation 1976 adopted by JSEB Jharkhand TA Rules GPF Rules CPF Rules GSS Rules CCS Pension Rules 1972 Jharkhand Pension Rules	25 Marks

PAPER-II

SL. No.	Subject	Marks
1.	Book Keeping and Accountancy (Practical) Books - (Advance Accounts - Batliboi, S M Shukla, Shukla & Grewal) 1. Journal 2. Ledger 3. Trial Balance 4. Trading and Profit & Loss A/C 5. Balance Sheet 6. Depreciation 7. Receipt and Payments 8. Income and Expenditure A/C 9. Companies Accounts 10. BRS (Bank Reconciliation Statement) 11. Schedule VI of Companies Act 1956	75 Marks
2.	Related with above (Theory)	25 Marks

PART-II

PAPER-III

SL. No.	Subject	Marks
1.	Accounts & Finance Code Chapter I to XI (Theoretical with Board's Syllabus) 1. Cash Chapter 2. Stores Rules, Purchase and Accounts Procedures, Contracts, Foreign Exchange, Letter of Credit 3. Revenue Assessment, Collection and Accounting Procedure (Statement No.-I, II, III (A), VIII) 4. Works Accounts, Work Orders, Construction of Accounts, Ledger etc. 5. Compilation of Accounts - Monthly and Annual, Annual Financial Statements, Balance Sheet. 6. Compendium of order and circulars of the Board. 7. Delegation of financial Power 8. Board's Rules & Regulation	100 Marks

PAPER-IV

SL. No.	Subject	Marks
1.	Accounts & Finance Code Chapter I to XI (Practical with Board's Syllabus) 1. Cash Chapter 2. Stores Rules, Purchase and Accounts Procedures, Contracts, Foreign Exchange, Letter of Credit 3. Revenue Assessment, Collection and Accounting Procedure (Statement No.-I, II, III (A), VIII) 4. Works Accounts, Work Orders, Construction of Accounts, Ledger etc. 5. Compilation of Accounts - Monthly and Annual, Annual Financial Statements, Balance Sheet. 6. Compendium of order and circulars of the Board. 7. Delegation of financial Power 8. Board's Rules & Regulation	100 Marks

बिहार राज्य विद्युत बोर्ड, पटना द्वारा निर्गत एवं झारखण्ड राज्य विद्युत बोर्ड द्वारा अंगीकृत स्थायी आदेश संख्या 123 दिनांक 16.03.1962 में निहित अन्य शर्तें/ प्रावधान यथावत रहेंगे।

झारखण्ड राज्य विद्युत बोर्ड के आदेश से

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(भी. के. सिन्हा)

सचिव

ज्ञापांक: 623

दिनांक: 20.04.2012

प्रतिलिपि अध्यक्ष के तकनीकी सचिव/ सदस्य (वित्त) के निजी सहायक/ सदस्य (वितरण एवं संचरण) के तकनीकी सचिव/ आरक्षी महानिरीक्षक (निगरानी एवं सुरक्षा) के निजी सहायक/ सचिव के निजी सहायक, झारखण्ड राज्य विद्युत बोर्ड, राँची को सूचनार्थ प्रेषित।

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(भी. के. सिन्हा)

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