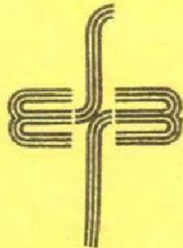


(24)

# PUNJAB STATE ELECTRICITY BOARD



ਪੰਜ ਸਰਕਾਰ ਦੀ ਸੇਵਾ ਵਿੱਚ  
ਪੰਜਾਬ ਸਿ. ਬੀ. ਪਬਲਿਕਾਈਜ਼ੇਸ਼ਨ ਕੋਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ

## MAIN SERVICE REGULATIONS, 1975 VOLUME-1

(Regulations relating to Pay and Allowances,  
Leave and other General Conditions of Service)

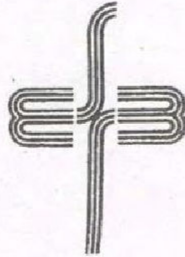
### PART-II

### APPENDICES AND FORMS (Amended upto 31.5.2002)

THE SECRETARY  
PUNJAB STATE ELECTRICITY BOARD  
PATIALA  
2002

Price:

# PUNJAB STATE ELECTRICITY BOARD



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Leave and other General Conditions of Service)

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ਦੁੱਖ ਸਕੱਤਰ (ਪੀ) ਏ ਬਾਨਸ  
ਪੀ ਏ ਐਸ ਐਸ ਪਟਿਆਲਾ

Price:

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## **PUNJAB STATE ELECTRICITY BOARD**

Office Order No. 235/Reg.48

Dated 30-6-1975

In exercise of the Powers conferred by Section 79 (c) of the Indian Electricity (Supply) Act 1948, the Punjab, State Electricity Board is pleased to make the following Regulations for its employees in continuation of P.S.E.B. Main Services Regulations Volume-I, Part I, 1972, namely :-

### **Short Title and Commencement**

1. (1) These Regulations may be called the "P.S.E.B. Main Services Regulations, Vol-I, Part-II, 1975"
- (2) These shall come into force atonce.

### **Extent of Application**

2. These Regulations shall apply to those employees of the Board who are governed by Part-I of P.S.E.B. Main Services Regulations. Vol-I, 1972.
3. Words and expressions used in these regulations but not defined shall have the meaning assigned to them in the P.S.E.B. Main Services Regulations, Volume-I, Part-I, 1972.

**APPENDIX--I**

(Referred to in regulation 1.3)

**EXTRACTS FROM VARIOUS ARTICLES OF THE  
CONSTITUTION OF INDIA**

**Equality of Opportunity in Matters of Public Employment**

16. (1) There shall be equality of opportunity for all citizens in matters relating to employment or appointment to any office under the State.

(2) No citizens shall, on grounds only of religion, race, caste, sex, descent, place of birth, residence or any of them be ineligible for, or discriminated against, in respect of, any employment or office under the State.

(3) Nothing in this Article shall prevent Parliament from making any law prescribing, in regard to class or classes of employment or appointment to an office under the Government or any local or other authority within a State or Union Territory, any requirement as to residence within that State or Union Territory prior to such employment or appointment.

(4) Nothing in this Article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any Backward class of citizens which, in the opinion of the State, is not adequately represented in the Services under the State.

(5) Nothing in this Article shall affect the operation of any law which provides that the incumbent of an office in connection with the affairs of any religions or denominational institution or any member of the governing body thereof shall be a person professing a particular religion or belonging to a particular denomination.

**Recruitment and Conditions of Service of Persons  
Serving the Union or a State**

309. Subject to the provisions of this Constitution. Acts of the appropriate Legislature may regulate the recruitment, and conditions of service of persons appointed, to public services and posts in connection with the affairs of the Union or of any State.

Provided that it shall be competent for the President or such person as he may direct in the case of services and posts in connection with the affairs of the Union, and for the Governor of a State or such person as he may direct in the case of services and posts in connection with the affairs of the State, to make rules regulating the recruitment, and the conditions of service of persons appointed to such services and posts until provision in that behalf is made by or under an Act of the appropriate Legislature under this article, and any rules so made shall have effect subject to the provisions of any such Act.

**Tenure of Office of Persons Serving the Union or a State.**

310. (1) Except as expressly provided by this Constitution, every person who is a member of a defence service or of a Civil service of the Union or of an All-India service or holds any post connected with defence or any civil post under the Union holds office during the pleasure of the president, and every person who is a member of a civil service of a State or holds any civil post under a State holds office during the pleasure of the Governor of the State.

(2) Notwithstanding that a person holding a civil post under the Union or a State holds office during the pleasure of the President or, as the case may be, of the Governor of the State, any contract under which a person, not being a member of a defence service or of an All-India service or a civil service of the Union or a state, is appointed under this Constitution to hold such a post may, if the President or the Governor, as the case may be, deems it necessary in order to secure the services of a person having special qualifications, provide for the payment to him of compensation, if before the expiration of an agreed period that



post is abolished or he is, for reasons not connected with any misconduct on his part, required to vacate that post.

**Dismissal, Removal or Reduction in Rank of persons Employed in civil Capacities Under the Union or a State**

311. (1) No person who is a member of a civil service of the Union or an All-India service or a civil service of a State or holds a civil post under the Union or a State shall be dismissed or removed by an authority subordinate to that by which he was appointed.

(2) No such person as aforesaid shall be dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges and where it is proposed, after such inquiry, to impose on him any such Penalty, until he has been given a reasonable opportunity of making representation on the penalty proposed, but only on the basis of the evidence adduced during such inquiry : Provided that this clause shall not apply:-

- (a) where a person is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge ; or
- (b) where the authority empowered to dismiss or remove a person or to reduce him in rank is satisfied that for some reason, to be recorded by that authority in writing, it is not reasonably practicable to hold such inquiry ; or
- (c) where the President or the Governor, as the case may be, as satisfied that in the interest of the security of the State it is not expedient to hold such inquiry.

(3) If, in respect of any such person as aforesaid, a question arises whether it is reasonably practicable to hold such inquiry as is referred to in clause (2), the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank shall be final.

**APPENDIX--2**

**[(Referred to in regulation 1.4 (iv) ]**

LIST OF BOARD EMPLOYEES EMPLOYED OCCASIONALLY OR WHO ARE LIABLE TO DISCHARGE AT ONE MONTHS NOTICE OR LESS EXCEPT RETRENCHMENT WHICH WILL BE IN ACCORDANCE WITH THE PROVISIONS OF INDUSTRIAL DISPUTE ACT, 1947.

**(1) CONTINGENT ESTABLISHMENT -(Class IV employees whose pay is chargeable to contingencies)**

1. Cook.
2. Kbalasis.
3. Chowkidars.
4. Bhisities.
5. Sweepers.
6. Sweeper-cum-Chowkidars.
7. Malis
8. Dak Runners.
9. Waterman.

**(2) WORK-- CHARGED ESTABLISHMENT**

1. Shift Engineer.
2. Foreman (Electircia/Mechanical/Driller).
3. Cable Jointer.
4. Asstt. Foreman (Electrical/Mechanical ).
5. Chageman (Electrical/Mechanical ).
6. Surveyor.
7. Drivers (Motor, Lory, or Tractor).
8. Mason.

9. Pattern Maker.
10. Asstt. Boiler Operator.
11. Asstt. Turbine Operator
12. Armature Winder.
13. Plumber.
14. Carpenter.
15. Painter.
16. Brick-Layer.
17. Sanitary and Gas Fitter.
18. Well Borer or Rock Driller.
19. Supdt. Water Works

(No recruitment will be made against this post. The present incumbent will continue if required in the scale of Rs. 120-4-160/5-200).

20. Mistries (Earthwork, Electrical).
21. Linesman.
22. Store-Munshi/Store Clerk
23. Turner.
24. Fitters (Mechanical, loco, Crane and Winch and Electrical).
25. Wireman.
26. Mechanical Tool Operator.
27. Blacksmith.
28. Copper and Tinsmith.
29. Moulder (Foundary)
30. Pipe-Jointer.
31. Auxiliary Operator.
32. Welder.
33. Hammer-Man.
34. Electrician.
35. Road Inspector.
36. Asstt. Lineman.
37. Oilman.
38. Asstt.Pump-Driver.

39. Bus Conductor.
40. Work Mistry.
41. Trolleyman Jamadar.
42. Cook.
43. Malis.
44. Head Sweeper.
45. Swastya Sahaik.
46. Cleaners.
47. Tradesman mate.
48. Trolleyman
49. Chowkidar.
50. Coolie.
51. Sweeper.
52. Sweeper-cum-Chowkidar.
53. Beldars.
54. Coalman.
55. Sewerman.
56. Bearer-cum-Chowkidar.

**Appendix--3**

(Referred to in Note 3 to Regulation 5.25)

**List of Board Employees Granted Rent Free Accommodation**

Sr. No.	Designation of Board Employees	Remarks
1	2	3
1.	Medical Officer I/C. Board's Dispensary at Patiala.	Rent free accommodation provided in Power Colony No. 1 at Patiala.
2.	Staff Stationed at Bhatinda engaged on the construction work of Guru Nanak Dev Thermal Power Plant.	Rent free accommodation or 10% House Rent allowance in lieu thereof.
3.	Staff Stationed at Ganguwal and Kotla.	Recovery of House Rent for the accommodation provided is made at the rate of 5% of the emoluments of the employees (both Gazetted and Non-Gazetted ) instead of the usual 10% w.e.f. 1.7.1959.
4.	Employees posted in the Cities/Towns/Villages falling within the 10 miles belt of the inter-National Border in the Distt. of Ferozepur, Amritsar and Gurdaspur irrespective of their population.	Rent free accommodation (unfurnished) or House Rent Allowance at the rate of 7½% of their pay in lieu thereof.

5. All employees employed in Hydel UBDC project including and below the rank of S.E. and other equivalent ranks including the work charged Establishment.

Rent free accommodation or 10% House Rent Allowance in lieu thereof.

6. Class IV employees

Rent free accommodation to the entitled employees at stations where quarters are available.

7. (i) Staff posted in Dispensaries at Shanab & Brot.

Eligible for Board's accommodation of 25% of deduction from their Hill Compensator Allowance.

(ii) Other staff posted at Shanab and Brot except mentioned above.

Recovery of House Rent for the Accommodation provided is made at the rate of 5% of the emoluments.

#### APPENDIX--4

(Referred to in Regulation 6.2 (4), 13.2(i) (a) (3) and  
13.2 (i) (b) (4).

#### REGULATIONS GOVERNING THE GRANT OF TRAVELLING AND OTHER ALLOWANCES TO BOARD EMPLOYEES AND EMPLOYEES HOLDING SPECIAL POSTS, UNDER THE BOARD, WHEN ON DUTY ABROAD.

1. These regulations govern the grant of travelling and other allowances to Board employees when on duty abroad. They do not apply to cases governed by special regulations, for study leave and various schemes etc.

Note : If a board employee, while on leave out of India, is required to attend a Conference or a Congress abroad as an official representative, or as a visitor, his claim to travelling expenses and subsistence allowance shall be governed by these regulations.

#### SECTION--1 : Classification of Board Employees

2. Except as provided in Regulation 4 below, for the purpose of these regulations, Board employees are divided into grades as under :--

**1st Grade:** Board employees in receipt of pay exceeding Rs. 750/- per mensem.

**2nd Grade:** Board employees in receipt of pay exceeding Rs. 200/- per mensem but not exceeding Rs. 750/- per mensem.

**3rd Grade:** All other Board employees (except Class IV Board employees).

Note: The term 'pay' in this regulation means the pay (excluding overseas pay) which the Board employee would draw while on duty in India.

3. A competent authority may for special reasons declare a Board employee to be included in a different grade from that in which he falls under Regulation 2, for the purpose of any or all of these regulations or fix special rate of allowance for him individually.

4. For the purpose of travelling expenses, in Great Britain and Northern Ireland, Board employees shall be classified as follows. :

**1st Grade :** Board employees whose pay while on duty in India (exclusive of overseas pay) is Rs. 1100/- per mensem or over.

**2nd Grade:** All other Board employees.

#### **SECTION--II Compensatory Allowances.**

5. Subject to the provisions of Regulations 6 and 7 Board employees who are sent to the United Kingdom from India on deputation, may be granted a compensatory allowance at the following rates from the date of landing in the United Kingdom, to the date of leaving that country for India :-

(1) 1st Grade 23s. 6d. a day.

(2) 2nd Grade 19s. a day .

(3) 3rd Grade 16s. 6d. a day.

As an alternative to the above rates, the Board employee concerned may elect to be provided with free bed and break-fast at a hotel to be selected by the High Commissioner for India in the United Kingdom and to receive, in addition, an allowance of 15s., 12s., or 10s. 6d. per day respectively. If a Board employee elects the latter alternative intimation should be sent to the High Commissioner for India in sufficient time to enable him to secure accommodation before the arrival of the Board employee in the United Kingdom. Board employees deputed from India to places abroad (other than the U.K.) will draw halting allowance under Section IV for the duration of their deputation.



6. If a Board employee is permitted to take leave during the deputation, or to delay his embarkation for India at the conclusion of his deputation by taking leave, payment of compensatory allowance will cease during the period of leave

7. A Board employee, who is eligible for a compensatory allowance under this section, may be granted halting allowance under Section IV in lieu thereof, if to his advantage, in respect of necessary absences on duty away from headquarters.

8. Board employees, placed on deputation while on leave in the U.K. may be granted a compensatory allowance at the rates prescribed in Regulation 5, if they can show that they are put to extra expense, in the matter of accommodation through being placed on duty. In respect of necessary journeys on duty away from headquarters they will, however, if not entitled to compensatory allowance, draw halting allowance under Section IV.

9. With reference to Regulation 8, if a Board employee's residence is at a distance from his headquarters, and he is committed to its occupation, the High Commissioner for India may, at his discretion sanction the cost of railway travelling (at season ticket rates, if possible) between such residence and headquarters, provided that this course will not cost more to Board than the grant of compensatory allowance under Regulation 8, and that it will not interfere with the Board employee's duty.

Compensatory allowance is intended to compensate for disturbance. It should not without special sanction be granted or continued in case in which it is clear that "disturbance" has not occurred or has ceased e.g. if the Board employee is enjoying Govt./Board hospitality or is known to have no intention of returning to India. It should not be continued beyond 12 months without the special sanction of the High Commissioner for India.

### SECTION--III: Travelling Expenses

10. Travelling expenses when admissible are granted as follows where actually incurred :--

**1st Grade :** First Class Railway or Steamer fare.

**2nd Grae :** Second Class if available otherwise third Class.

**3rd Grade :** Third Class.

Note: Board employees are expected to follow the most economical route and to take advantage of return, cheap day, tourist, week-end or excursion tickets when available and when a saving may be effected thereby. When it is known that daily journeys the same to places will be performed on several occasions, a season ticket should be taken if more economical than daily return tickets.

Delegates to conferences, committees etc. should utilise any rail and steamer fare concessions offered by the conference, committee etc. authorities.

Board employees travelling by private motor-cars, or the like, may be granted mileage allowance at the prescribed rates and conditions.

11. In the case of cross-channel passages Second grade Board employees may travel First Class and Third grade Board employees Second class.

12. Only the cost of return tickets is allowed when such can be taken.

13. (i) A Board employee, unless otherwise instructed, is expected to take-up his head-quarters at his place of work, and will not be refunded the cost of journey (other than the first and last ) between his home or place of residence and his headquarters.

(ii) In case of doubt the High Commissioner for India will decide what is a Board employee's headquarters.

14 Except as provided in Regulation 15, necessary incidental expenses such as taxi or car fares, motor hire etc. may be passed by the Chief Accounts Officer to the High Commissioner, at discretion. The extra cost of sleeping berths or seats in full cars will not be allowed elsewhere than in America without the sanction of the High Commissioner for India.

15. Board employees entitled to second class passages who are deputed to the United Kingdom, receive in respect of journey from port of embarkation to their homes and vice versa, the following allowance in lieu of refund of incidental expenses under Regulation 14, namely:-

- (i) 15s. for each journey, if the Board employee travels alone, and
- (ii) £ 1 for each journey if he is accompanied by his wife or family.

16. A Board employee ordered to travel by the overland route to or from India on duty may be granted in addition to travelling expenses and inclusive sum of £ 1 as travelling allowance for the journey between England and the continental port of embarkation for, or disembarkation from India.

#### **SECTION IV : Halting Allowance**

17 Board employees on deputation from India, travelling on duty may, when away from headquarters, draw in addition to travelling expenses under Section-III halting allowance at the rates prescribed by Govt. of India for their officers of similar status, for those countries. These rates are not intended to meet the whole cost of subsistence when absent from home or headquarters, but only the extra expenses necessarily incurred through such absence.

18. When sleeping car accommodation is provided at Govt./Board expenses, two third only of the appropriate rates prescribed in Regulation 17, will be admissible.

19. The rates prescribed in Regulation 17 for places abroad will not ordinarily be admissible for more than one month in any one place except as provided in Regulation 5. They may be varied in the case of attendance at Commonwealth International Conference etc.

20. No halting allowance can be drawn for any period, during which a board employee is entertained at the expense of the State/Board or where subsistence is otherwise provided, e.g., on boardship.

21. When a Board employee is deputed to attend a Conference or Congress and its connected tour, he will draw in respect of the tour either the allowances and travelling expenses admissible under the above Regulation or the all-in-charge, if any, arranged by the Conference or Congress Authorities for the tour, whichever is less.

## APPENDIX--5

(Referred to in note to Regulation 8.3, Regulation 8.42,  
Note to Regulation 12.1 and Regulation 12.2)

INSTRUCTIONS BASED ON INSTRUCTIONS ISSUED BY THE COMPTROLLER  
AND AUDITOR GENERAL IN ORDER TO SECURE EFFICIENCY AND  
UNIFORMITY OF AUDIT IN RELATION TO LEAVE PROCEDURE (VIDE  
APPENDIX--11 OF P.B. C.S.R. VOL. 1, PART--II)

### CERTIFICATE OF ADMISSIBILITY

1. **Gazetted Board Employees:** Leave should be sanctioned, to a  
Gazetted Board employee only after its admissibility has been certified by the  
Chief Accounts Officer.

2. **Non-Gazetted Board Employees :** Before leave is sanctioned to a  
Non-Gazetted Board employee, the authority sanctioning the leave should either  
consult the leave account, prescribed in part -16 and satisfy himself that the leave  
is admissible, or obtain a certificate to that effect from the officer entrusted with  
the attestation of the entries in the leave account. When the application is for  
study leave or other leave specifically granted for the purpose of study out of  
India, the authority sanctioning the leave should obtain a certificate of admissi-  
bility from the C.A.O. before sanctioning the leave.

3. **Board Employees in Foreign Service :** In the case of a Board em-  
ployee on foreign service leave cannot be sanctioned until the Chief Accounts  
Officer has certified the admissibility of leave except in case of employees whose  
leave account is transferred to the borrowing authority..

### PAYMENT OF LEAVE SALARY IN INDIA

4. **Non-Gazetted Board Employees :** The leave salary of a

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(Referred to in note to Regulation 8.3, Regulation 8.42,  
Note to Regulation 12.1 and Regulation 12.2)

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### PAYMENT OF LEAVE SALARY IN INDIA

**4. Non-Gazetted Board Employees :** The leave salary of a

Non-Gazetted Board employee on leave in India or on leave out of India cannot be drawn in India, except over the signature of the Head of his Office ; and the latter is responsible for any over-charge.

**5. Gazetted Board Employees :** The leave salary of the Gazetted Board employee like other personal claims will be drawn by the Chief Accounts Officer.

Note: An Officiating Gazetted Board employee who holds an active or suspended lien on a Non Gazetted post will retain his Gazetted status for all purposes (e.g. for issue of notifications, drawals of leave salary and allowances grant of extension of leave on Medical certificate, etc.) during the period of leave taken by him including extensions, if any, but before resuming duty as a Non-Gazetted Officer. The authority sanctioning the leave should in such cases intimate the fact to the Head of the Office where the Board employee is permanently borne, sufficiently in advance to enable the latter to make the necessary consequential arrangements.

6. If during leave the Gazetted Board employee desires to change the office at which he receives payment of his leave salary, he must inform the Chief Accounts Officer.

7. A gazetted Board employee must appear in person at the place of payment or furnish a life certificate signed by a responsible officer of the Board or some other well known and trustworthy person. If he draws his leave salary through an authorised agent, the agent, whether he has or has not a power of attorney, must either furnish a life certificate as aforesaid or execute a bond to refund over-payment. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by life certificates.

8. The provisions of paragraphs 5 to 7 above apply also to Gazetted Board employees who spend their leave out of India and who have to draw their leave salary in rupees in India.

Note : A certificate of residence should be obtained from Board employees who draw their leave salary at the rupee rate.

Leave Salary during leave preparatory to retirement, etc.

9. A Gazetted Board employee, on leave preparatory to retirement or refused leave or terminal leave or such other leave on the expiry of which he is not expected to return to duty, should furnish a certificate that during the period for which leave salary is drawn he was not re-employed under the Board /Govt, or local fund or a private employer.

In the case of Non-Gazetted Board employees, similar certificate should be recorded by the Drawing Officers on the bills in which the leave salary is drawn after obtaining declarations regarding non-employment, from them.

#### LEAVE OUT OF INDIA

**10. Memorandum of Information :** A memorandum of information for the guidance of Board employees proceeding on leave out of India should be supplied to each Board employee by the C.A.O., as soon as the grant of leave is notified to him.

**11. (a) Leave Salary Certificate :** A Board employee who proceeds abroad on leave and is entitled or authorised to draw his leave salary abroad should be given a leave salary certificate by the C.A.O. before he proceeded on leave to enable him to draw leave salary from the High Commissioner for India in U.K. or Indian Embassy (Mission etc. in other countries), as the case may be. A copy of the certificate should be furnished to the High Commissioner for India in U.K. or the Indian Embassy., etc. concerned.

(b) Separate leave salary certificate should be issued in respect of period of leave spent in India and abroad.

12. When a Board employee proceeds out of India on leave other than extraordinary leave and he is entitled/authorised to draw his leave salary



abroad, the C.A.O. as soon as the leave is granted or otherwise notified, communicate with the Board employee requiring him to give the necessary information to enable him to prepare the leave salary certificate.

13. Pay and allowances upto the date of relief as well as leave salary for the period of leave spent in India will continue to be paid in arrears through the Disbursing Officer from the Board employee draws his pay and allowances. The leave salary in foreign currency will be payable from the date on which the Board employee leaves India and proceeds to the foreign country. For this purpose the Audit officer or A.G.C.R., as the case may be, will cause the leave salary certificate to be sent to the address specified by the Board employee.

14. **Amended Certificate** : If it becomes necessary to amend a leave salary certificate, the amendment should take the form of a short corrigendum worded so as to show only the particular item or items in which alterations have been made. This corrigendum should be forwarded by the C.A.O. at the earliest possible date to the authority to whom the original leave salary certificate was sent (through the A.G.C.R. where necessary- vide item 11 (a) Every corrected leave salary certificate whether original or duplicate should be marked "Amended Certificate."

15. **Return to Duty** : A Board employee who was on leave abroad must on return to India, send his copy of the L.P.C., obtained from the Mission abroad to the C.A.O.

16. The leave account should be kept in Forms 1-A & 2-A.

#### **RECORD OF SERVICE**

17 Subject to such exemption as may be granted by the Board, a record of service of a Board Employee, which is intended for the recording of all facts in his official career having bearing on pay, promotion, leave, pension, appointment and joining, grant of increment or with-holding of increment, grant of selection grade, crossing of efficiency bar, fixation of pay, grant of leave,

deputation, transfer, suspension or interruption in service alongwith details of the period there-of, re-instatement, resignation, termination of service alongwith its reasons, compulsory or voluntary retirement, removal or dismissal from service, reversion or reduction in rank or pay alongwith the precise reasons thereof, namely, whether reduction is on account of inefficiency or reduction in establishment or abolition of the post held by the employee, retirement on superannuation shall be maintained.

18. In the record of service, the orders sanctioning the transfer to foreign service of a Board employee alongwith the fact of such transfer in regard to leave admissible during the foreign service and such other particulars as may be considered necessary to be recorded, shall be noted. On his re-transfer from foreign service to Board Service, the necessary particulars connected with the foreign service including the fact of recovery of leave and pension contributions shall be noted in the record of service.

## FORM 1

### I--BIO-DATA

Photograph



1. Name in full (in block letters)  
Shri/Smt. Kumari
2. Father's name (in block letters)
3. Husband's Name (in block letters)
4. Nationality (if not a citizen of India,  
No. and date of Eligibility Certificate)
5. Whether a member of Scheduled  
Caste/Tribe.
6. Date of birth by Christian Era and wherever  
possible also in Saka Era (Both in words  
and figures)
7. Educational qualifications  
(a) At the time of first appointment  
(b) Subsequently acquired.
8. Professional and technical qualifications not  
covered by 7.
9. Exact height by measurement (without shoes)
10. Personal mark of identification.
11. Permanent Home Address.
12. Signature or left hand thumb impression  
of the Board employee (with date)
13. Signature and designation of Attesting  
Officer (with date)

\*To be attested by the Head of Office before posting.

Note: Photograph should be renewed after 10 years of service of Board  
employee.

II. CERTIFICATE AND ATTESTATION

Sr. No.	Subject	Certificate	Signature and designation of the Certifying Officer
1	2	3	4
1.	Medical Examination	The employee was medically examined by.....on..... and found fit. The Medical Certificate has been kept in safe custody vide Sr. No..... of Vol. II of Service Book.	
2.	Character and antecedent.	Hid/Her character and antecedent have been verified and the verification report kept in the safe custody, vide Sr.No..... of Vol. II of service Book.	
3.	Allegiance to the Constitution.	He/She has taken the oath of allegiance/ affirmation to the Constitution vide Sr. No..... of Volume II of Service Book.	
4.	Oath of Secrecy.	He/She has read the Indian Official Secrets Act, 1923 and P.S.E.B. Employees (Conduct) Regulations, 1971 and has also taken the Oath of Secrecy vide Sr. No.....of Volume II of Service Book	

1	2	3	4
---	---	---	---

5. Marital Status

He/She has furnished declaration regarding his/her not having contracted bigamous marriage. The relevant declaration has been filed at Sr. No.....of Vol. II of the Service Book.

6. Declaration of Home Town.

He/ She has furnished the declartaion of home town which has been accepted and filed at Serial No.....of Vol. II of the Service Book.

7. Verification of entries in part I.

The correctness of the entries against Sr. No 5-8 of part I Biodata has been verified from original certificates considered as valid documentary evdience for the respective purposes. Attested copies of these certificates have been filed at Sr. No.....of Vol II of Service Book.

8. \*(a) General Provident Fund No.  
 (b) Nomination for G.P.F.-----1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

He/She has filed nomination for General Provident Fund and the folloing related

23

1	2	3	4
---	---	---	---

notices which have been forwarded to the Chief Accounts Officer/ G.P.F. Section on dates shown against them have been filed in Vol.II of Service Book.

9. Family Particulars. He/She has furnished details of the family members which have been filed at Serial No.....of Vol. II of the Service Book.

\*When General Provident Fund number allotted to an official changes, the changed number will be entered here, alongwith the authority for the change.

10. Death-cum retirement gratuity and family pension. He/She has filed nomination for Death-cum-retirement gratuity and family pension and the following related notices which have been filed in Volume II of the Service Book, vide Serial No. shown against them.

- 1.
- 2.
- 3.

### III PREVIOUS QUALIFYING SERVICE AND FOREIGN SERVICE

#### (a) Previous Qualifying Service.

Period		Post held	Purpose for which it qualifies.	Signature and Designation of the certifying officer
From	To			
1	2	3	4	5

#### (b) Foreign Service.

Period		Post held and name of foreign employer	Leave and pension contribution payable by.	Amount of Leave and Pension contribution actually received.
From	To			
1	2	3	4	5

### IV. HISTORY AND VERIFICATION OF SERVICE.

Sr. No.	Period		Post, scales of pay & office (with station)	Pay		Event affecting colms. 4-6 (vide instructions 10)	Signature & Designation of attesting Officer (with date)	Signature & designation of verifying officer (with date)	Signature of Board employee	Remarks
	From	To		Substantive	Officiating					
1	2	3	4	5	6	7	8	9	10	11

## **Instructions for maintenance of Service Book.**

### **Part--I**

1. Entries in this part will be made at the time of first appointment of the Board employee and attested by the Head of office or any other officer duly authorised in this behalf. Additions and alterations in this part will also be similarly attested.

2. Signature or left hand thumb impression of the Board employee concerned will be obtained in the presence of the head of office or authorised officer.

### **Part--II**

3. The first seven certificates will be recorded at the time of initial appointment of the Board employee and the remaining three, at the appropriate stages. In particular before certifying item-4 regarding the oath of secrecy, the head of office will ensure that a copy of each of the Indian official secrets Act, 1923 and P.S.E.B. employees (Conduct) regulations 1971 are made available to board employee concerned for formally noting their contents.

4. The blank space in this part may be utilised for recording other certificates like those concerning exercise of options in service matters and passing of departmental and language tests if and when necessary.

5. The declarations, nominations and related notices, like changes in nomination for General Provident Fund, Death-cum-retirement Gratuity and family pension testimonials and other documents referred to or relied upon in this part will be placed in a folder titled "Volume II of service book of....." To be kept by the head of office in safe custody.

### **Part--III-A**

6. This part will be posted only where no service book is available in respect of the past service which has to be admitted on the basis, say, collateral evidence.



6-A. Entries made in this column should be attested by the head of office or any other Officer duly authorised in this behalf,

6-B. The purpose for which the previous service has been accepted as "Qualifying" should be specified e.g. leave, pay, pension etc.

#### Part--III-B

7. Column 1,3 and 4 will be posted after receipt of an intimation from the foreign employer about the Board employee having reported to him for duty.

8. Column 2 will be filled after the reversion of the Board employee from foreign service.

9. Entry in column 4 will be brief, i.e. "foreign employer" or 'Board employee' as may be appropriate.

#### Part--IV

10. Entries in this part will be made at the time of initial appointment and there after on the occurrence of events involving a change in the post, office, station, scale of pay or nature of appointment. Such events will include appointment, promotion, reversion, deputation, transfer (including transfer on foreign service), increment, leave and suspension.

11. Entries regarding confirmation, quasi permanency and suspension and other forms of interruption in service, will be made in red ink.

12. Column 3 in respect of a particular entry will be posted at the time of making the next entry.

13. Column 4 in respect of second and subsequent entries need be filled only if there is a change in the post, scale of pay, office or station.

14. Columns 5 and 6 will show different components of pay separately, thus "[ $(240+50)$  (S.P.)+80 (P.P.)]"

15. Column 7 concerning an entry will be posted at the time of making the next entry. In the case of leave, this column will also indicate nature of leave.

16. Before putting his signatures in column 8 the attesting officer will ensure that there is no un-explained gap between the date shown in column 2 of the entry he is attesting and column 3 of the preceding entry.

17. At the beginning of the year or at the time of transfer of service documents to another office/CAO, if this event occurs earlier, entries in columns 2-7 will be verified with reference to relevant records in terms of Regulation 12.3 of PSEB M.S.R. 1972, Vol- I, Part-I. While putting his signatures in Column 9, the verifying officer will indicate the Sr. No. of the entries he has verified and the records from which verified. He will also ensure that there is no gap between the Sr. No. of the first entry verified by him in the instant case and that of the last entry certified as having been verified on the last occasion.

18. If for unavoidable reasons, it is not possible to show the Service Book to the Board employee and to obtain his signatures in Column 10, an abstract in the prescribed form will be communicated to him for acknowledgement and return. On receipt back, such acknowledgement will be kept in Volume-II of the Service Book.

19. Events like stoppage of increments, enforcement of efficiency bar which do not affect the entries in Column 1-5 will be briefly noted in Column 11.

**Appendix**

Abstract of service rendered by \_\_\_\_\_  
(Name)  
\_\_\_\_\_ during the year 19 \_\_\_\_\_

(Designation and Office)  
\_\_\_\_\_

Period of qualifying as service for  
purposes of pension/Death-cum  
retirement gratuity.

Period if any, not qualifying as  
service and reasons thereof.

From (Date)	To (Date)	Period	From (Date)	To (Date)	Period	Reasons
1	2	3	4	5	6	7

\_\_\_\_\_  
Signature of Head of Office,

I hereby acknowledge the receipt of abstract of service rendered by me  
during \_\_\_\_\_ and accept it, as correct  
do not accept it for reason \_\_\_\_\_  
indicated below.

\_\_\_\_\_  
Signature of Board employee.

**FORM OF LEAVE**

**FORM 1.-A**

To be governed by P.S.E.B.

Name of Officer \_\_\_\_\_

Date of commencement of \_\_\_\_\_

Father's name \_\_\_\_\_

EARNED LEAVE						HALF PAY					
--------------	--	--	--	--	--	----------	--	--	--	--	--

<u>Duty</u>		<u>Leave</u>	<u>Leave</u>	<u>Leave taken</u>			<u>Balance</u>	<u>Length of Service</u>			
From	to	No. of	earned	at Credit	From	To	No. of	on return	From	To	No. of
days.	(in days)	(in days)	Col. 9+4	Subject	to	the	days.	from	leave	(Col.	years of
				to the	appropriate	limit.			5-8)	Service	
		Col. 9+4				(Col.			5-8)		

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

- NOTE-1 The account of the additional leave admissible to officers of Class I and II.
- NOTE-2 Periods of extraordinary leave taken should be noted in red ink in col. 27.
- NOTE-3 The entries in Col. 10 & 11 should indicate only the beginning & ending of completes another year of service while on half pay leave the extra credit be taken into account when completing column 26.
- NOTE-4 Where-ever transition from one fraction to another takes place the credit at ignored and those of half or more should be reckoned as a day.

**ACCOUNT**

Leave Regulations.

Continuous Service \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of compulsory retirement \_\_\_\_\_

**LEAVE ON PRIVATE AFFAIRS AND ON M.C.**

Credit of leave		Leave taken			Commu-	Leave not	Total	Bala-	Remarks					
Leave earned in days	Leave at credit (Col. 26+13)	Leave on private affairs or M.C.	Commuted leave on full pay Limited to 240 days in entire service	ted leave converted into half pay leave (Twice of Col. 20)	due on M.C. (limited to 360 days in entire service)	half pay leave taken (Col. 17+21+24)	nance on return from leave (col. 14-25)							
From	To	No. of days	From	To	No. of days	From	To	No. of days						
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

Services should be worked out as and when necessary and maintained in subsidiary account for remarks.

Completed years of service at the time of half pay leave commences. In cases where an official should be shown in column 10 to 14 by making suitable additional entries and this should

that stage should be rounded off to the nearest day i.e. fraction below half should be

FORM  
FORM OF LEAVE

Name of employee \_\_\_\_\_

Date of commencement of continuous service \_\_\_\_\_

EARNED LEAVE								HALF PAY			
Duty		Leave	Leave	Leave taken		Balance	Length of Service				
From	To	No. of	earned	at credit	From	To	No. of	on return	From	To	No. of
days.	(in days)	(in days)	Col. 9+4	Subject	days.	from	leave	(Col. 5-8)	years of	Service	
				to the appropriate limit.							
1	2	3	4	5	6	7	8	9	10	11	12

NOTE-1 The account of the additional leave admissible to officers of Class I and II.

NOTE-2 Periods of extraordinary leave taken should be noted in red ink in column

NOTE-3 The entries in Columns 10 & 11 should indicate only the beginning and Board employee completes another year of service while on half pay leave and this should be taken into account when completing Column 26.

NOTE-4 Wherever transition from one fraction to another takes place the credit at and those of half or more should be reckoned as a day.

2-A  
ACCOUNT

Date of birth \_\_\_\_\_

Date of attaining the age of 55/58/60 years \_\_\_\_\_

**LEAVE ON PRIVATE AFFAIRS AND ON M.C.**

Credit of Leave			Leave taken			Total	Bala-	Remarks	REMARKS								
Leave earned (in days)	Leave at credit (Col. 26+13)	Leave on private affairs or on medical certificate	Com-muted leave on medical certificate on full pay subject to pre-scribed limit	Commuted leave converted into half pay (Twice of Col. 20)	Leave not due on medical certificate subject to pre-scribed limit	Half pay taken (Cols. 17 + 21 + 24)	nce on re-turn from leave (Col. 14 - 25)	Extraordi-nary leave without pay or allowance									
From To No. of days		From To No. of days		From To No. of days		From To No. of days											
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Services should be worked out as and when necessary and maintained in subsidiary account 27 to 29.

end of completed years of Service at the time the half pay leave commences. In case where a the extra credit should be shown in column 10 to 14 by making suitable additional entries

that stage should be rounded off to the nearest day i.e. fraction below half should be ignored

**APPENDIX--6**

**(Referred to in Regulation 8.23)**

Authorities empowered to grant leave other than leave on Medical Certificates under Regulation 8.18, leave after the date of compulsory retirement, special disability leave, study leave and extra ordinary leave exceeding three months under Regulation 8.71, subject to the conditions prescribed in Regulation 8.23 of Vol. I, Part-I Special disability leave, study leave and leave after the date of Compulsory Retirement can be sanctioned only with the consent of Finance Section. Before leave preparatory to retirement is refused in any case, the prior concurrence of Finance Section, must be obtained.

Sr. No.	Authority which can grant leave	To Whom	Extent
1	2	3	4
1.	Heads of Departments, Secy./Dy. Secy.	(1) Gazetted Board Employees.  2) Non-Gazetted Board Employees.	Full Powers, without substitute in case of employees working under them.  Full Powers with substitute in case of Employees whom they can appoint.
2.	(i) Heads of offices including S.Es., Xens./R. Es. etc. and Dy CA/Zones	Non-Gazetted Board Employees.	(1) Full Powers, without substitute in case of employees working under them.  (2) Full Powers with substitute in case of employees whom they can appoint.



1	2	3	4
	(ii) Sr. A.Os/A.Os Incharge Audit & Accounts Offices of the Project.	Non-Gazetted Board employees working under them (Except Divisional Accountants and S.A.S. Accountants)	Full powers (Without substitute)

**APPENDIX--7**

(Referred to in Note to Regulation 8.44)

**MODEL TERMS FOR THE GRANT OF LEAVE TO BOARD EMPLOYEES  
ENGAGED ON CONTRACT**

1. Where the contract is for a period not exceeding five years, the leave Regulations contained in Chapter VIII to Vol. I, Part I of these regulations, shall apply to the Board employees as to a Board employee not in permanent employ; provided :

- (a) that no half pay leave shall be admissible to such a Board employee otherwise than on Medical Certificate.
- (b) that no extra- ordinary leave shall be admissible to such Board employee if the contract is for one year or less and if the contract is for more than one year but not more than five years, the total amount of extra-ordinary leave admissible during the entire period of the contract shall be limited to three months.
- (c) that if the contract is for a year or less, no leave shall be granted beyond the date of expiry of the contract even if the board employee has been denied in whole or in part on account of the exigencies of the Public Service, leave which was due to him during the period of the contract.

2. Where the contract is for a longer term than five years or an original contract for five years or less is extended so as to make the total period of contract longer than five years, the leave Regulations contained in Chapter-VIII to Vol. I, part I of these Regulations, shall apply to the Board employee as to Board employee in permanent employ;

Provided that no half pay leave shall be admissible to such a Board employee otherwise than on Medical Certificate and in the matter of extraordinary leave the said regulations shall apply to such a Board employee as to a Board employee not in permanent or quasi-permanent employee.

Note : In the case of extension of a contract for a period longer than five years, the Board employee will be credited with the earned leave that could have been admissible had the contract been initially one of more than five years diminished by any earned leave already taken.

3. Where the contract is for an indefinite period or an original contract for a definite period is extended for an indefinite period, the leave regulations contained in Chapter-VIII to Vol. I, part-I of these regulations, shall apply to the Board employee as to a Board employee in permanent employ.

Note : In the case of extension of a contract for an indefinite period, the Board employee will be credited with earned leave that would have been admissible had the contract been initially one for an indefinite period diminished by any earned leave already taken.

4. For purpose of leave salary, the provision of Regulation 8.54 of Part-I of these Regulations shall apply mutatis mutandis in the case of Board employees governed by the Regulations in this part.

5. A Board employee intially engaged on contract on his being taken into permanent employ will be credited with earned leave that would have been admissible had his previous service been rendered as a Board employee in permanent employ diminished by any earned leave already taken.

He will also be allowed to carry forward any other kind of leave (including half pay leave) at his credit on the date of his appointment to the new post.

Note : A Board employee intially enganed on contract on being appointed to a temporary non-contract post, without any break in his service, will be allowed

to carry forward of entire leave (including half pay leave) at his credit on the date of his appointment to the new post.

6. Unless it is indicated in the contract to which class of service the Board employee belongs, the Finance Section of the Board shall determine such classification for the purpose of the Revised Leave Regulations.

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## APPENDIX--8

(Referred to in Regulation 8.48)

### REGULATIONS FOR THE GRANT OF CASUAL AND QUARANTINE LEAVE

#### 1. CASUAL LEAVE

1. Casual Leave may be granted to Board employees for short periods by the authorities specified in Appendix-6 or by the authorities mentioned in the Annexure to this Appendix, subject to the conditions therein stated, as follows :-

- (1) **Scale--** Casual Leave will be admissible as follows:--
- (i) To employees with 20 years service or less.....15 days.
  - (ii) To employees with over 20 years service .....20 days.
  - (iii) To all women employees, irrespective of their length of service .....20 days.

(2) **How Calculated:** From the date of which an employee completes his 20th years of service, as the case may be, he will be given leave in that year according to the next higher scale. Thus if an employee completes 20th years service on the 30th April, 1972, he will be entitled to 20 days casual leave for the entire year 1972. Length of service will be assessed as in Note 2 below Regulation 8.52 of P.S.E.B. Main Services Regulations Vol. I, Part I.

(3) **Accounting of Casual Leave :** The casual leave account will be maintained annually from the first of January to 31st of December. All casual leave accounts will be closed on the 31st December and new accounts opened on the 1st of January, following, irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December, and the first few days of January. Thus if an official takes casual leave from the 26th December, 1972, to 5th January 1973, the period 26th December to 31st December will

be debited to his leave account for the year 1972 and the period 1st January to the 5th January, 1973, will be debited to his leave account for the year 1973.

(4) **Length of Leave and Combination of Leave** : In taking casual leave, within the limits admissible above, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of the casual leave can be taken in driblets. It may be emphasised that it is desirable, but not compulsory for Board employee to take such a spell, where a Board employee desire to take such a spell permission should not ordinarily be refused although of course the competent authority may adjust the dates on which the spell is taken for administrative convenience.

Note : 1. A Board employee should not leave his Distt. during casual leave without permission.

Note : 2. As exception to the above regulation :--

(a) A Board employee who has been bitten by a rabid animal may be granted casual leave upto 16 days to proceed to a centre or Institute or anti-rabic treatment. If in a special case leave for more than 16 days is necessary and the appointment of a substitute if found necessary, one month additional leave on "average pay" or " Earned Leave" as the case may be, may be granted, which shall not be debited against the leave at the credit of the Board employee. When however, no substitute is engaged, the entire period of one and a half month's leave should be treated as casual leave. Any leave required in excess of one and a half months, may be granted under the ordinary rules applicable to the Board employee concerned.

(b) The concession specified in caluse (a) above be extended to a Board employee without a lien on a permanent post, while officiating in a permanent or temporary post, or holding a temporary post, the pay which he may draw in such a post being taken as the "substantive pay" for this purpose.

Note3: It is not in order to grant casual leave on half pay or without pay as a Board employee on casual leave is not treated as absent from duty and his pay is not intermitted. If in any case, less than full pay is allowed, it would amount to an imposition of a penalty not provided for in the Punishment and Appeal Regulations.

2. Except in cases where previous refrence would cause real inconvenience, a Board employee should not, without previous permission come on casual leave to head quarters, for the purposes of making a representation to the Board. The prohibition does not apply to a Board employee who is on any other kind of leave, or who does not intend to make any such representation.

3. No Board employee may go, on casual leave, to a place beyond 36 hours recall and no executive Engineer or superintending Engineer may go to Kulu or Kashmir, without the express sanction of the Board.

4. If a Board employee overstays his casual leave for any reason whatsoever, for exmple, a breakdown on the road due to flood or landslips the entire periods of absence will be debited to his ordinary leave account, and not only the period by which he has overstayed his casual leave.

5. No Board employee may leave his headquarters, during Gazetted holidays except with the permission of his immediate Departmental superior, who must undertake the responsibility of granting such permission.

6. Casual leave must not be given so as to cause evasion of the regulation regarding :--

- (i) date of reckoning pay and allowances ;
- (ii) Charge of Office ;
- (iii) Commencement and end of leave ;
- (iv) return to duty ;

or so as to extend the term of other kinds of leave beyond the time admissible by regulation.

7. In addition to the permissible limit of casual leave stated above, the Board employees are entitled to :

- (1) (i) Six working days, special casual leave to those who undergo sterilization vesectomy salpingectomy operation, so that they may take necessary rest after the operation.
- (ii) Another six working days, special casual leave to the employees under-goinh resterlization/vesectomy operation for the 2nd time in the event of the first operation being unsuccessful.
- (iii) 14 days special casual leave to female employees for under going tubectomy operation ( in case of non-puerperal sterlization);
- (iv) One day special casual leave to female employees for the day of insertion of loop.

**Note:** The concession at (i) to (iv) above is also admissible to work-charged establishment.

(2) Officials posted in Lahaul and Spiti areas but not belonging to that area be granted normal casual leave as admissible plus 6 journey days on account of local difficulties for journey etc.

(3) -Omitted-

(4) Special casual leave upto a maximum of 10 days in a calender year may be allowed to office bearers of the Service Associations/Trade Unions for participating in executive meetings, conferences and other activities of their respective Associations, subject to the condition that half of the leave enjoyed in this manner will be debited to the ordinary casual leave account of the official concerned and the remaining half to the special casual leave account for the aforesaid purpose. The maximum number of special casual leave allowed in this manner is to be five days in a year.



(5) Special casual leave of 10 days may be granted to Shift Engineers and other Supervisory staff not governed by the provisions of the Indian Factories Act, in lieu of Gazetted and religious holidays which they cannot enjoy on account of their shift duties.

(6) Board employees will be allowed a concession of special casual leave upto 10 days at a time for participation in any of the following cultural events or programmes, subject to the condition that an overall limit of such special casual leave in a year will not exceed 30 days :-

- (i) Republic Day Celebrations at Delhi.
- (ii) Visit of Cultural troupes to border areas.
- (iii) Visit of Cultural troupes to other states during national Celebrations.
- (iv) All India Drama Festivals Organised by the Ministry of Information and Broadcasting.
- (v) Meets/Cultural shows arranged by the State Electricity Boards.

## II. QUARANTINE LEAVE

(1) Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household of a Board employee. Such leave may be granted by the Head of the Office on the certificate of a Medical or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted, when necessary, in continuation of other leave, subject to the above maximum except as provided in the Note below, no substitute be appointed in place of a Board employee absent on quarantine leave.

**Explanation 1.** Quarantine leave is not admissible in the case of a Board employee who himself contracts an infectious disease.

**Explanation 2.** The maximum limits of 21 and 30 days prescribed in this regulation refer to each occasion on which leave is applied for and granted.

Note : 1. Cholera, Small-Pox, Plague, Diphtheria, Typhus Fever and Cerebrospina Meningitis may be considered as infectious diseases for the purpose of the regulation. In the case of chicken-pox, quarantine leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, for example Small-pox, there is a reason for the grant of such leave. In the case of Board employees stationed in areas under the administration of other States, such other diseases; as may have been declared by those Govts. as infectious diseases for the purpose of their quarantine leave may also be considered as infectious diseases for the purpose of the regulation. Such Board employees will, however, be eligible for quarantine leave for any of the diseases mentioned above, even though it has not been declared in orders issued by other States concerned to be an infectious disease.

Note: 2. The authority referred to in paragraph 1 of Section 1 above may Sanction a substitute for an absent who is on quarantine leave and whose duties cannot be arranged for without prejudice to his pay : Provided that the absence does not exceed 30 days.

#### ANNEXURE

(Referred to in paragraph 1 of Appendix-8)

#### AUTHORITIES EMPOWERED TO GRANT CASUAL LEAVE

Sr. No.	Authority empowered to grant Casual Leave	To whom	Extent of Delegation
1	2	3	4
1.	Heads of Deptts., Secy/ Dy secy.	Gazetted and Non-Gazetted Estt. under their control.	Full Powers.

1	2	3	4
2.	Superintending Engineers & Officers of equivalent rank.	Gazetted and Non-Gazetted Estt. under their control.	Full Powers
3.	Executive Engineers, R.Es. & Officers of equivalent rank.	(1) Gazetted Estt. (2) Non-Gazetted Estt.	Upto 10 working days. Full Powers.
4.	Sub-Divisional Officers and Officers of equivalent rank.	Non-Gazetted Estt. working under them.	Upto ten working days.
5.	J.Es. and Line Supdts. Incharge of Sub Offices and internal Auditors.	Non-Gazetted Estt. working under them.	Upto 4 working days.
6.	Sectional Officers in the Head Office and A.Os. in the Field.	Gazetted and Non-Gazetted Estt. working under them.	Full Powers.
7.	Sectional Heads in the H.O. (Gazetted).	Non Gazetted Estt. working under them.	Upto 4 working days.
8.	Sectional Heads in the H.O.(Non-Gazetted).	Non-Gazetted Estt. working under them.	Upto one day leave including Half day leave, short leave and Station leave on Gazetted holidays.

APPENDIX-9

(Referred to in Note to Regulation 8.52 and Note to Regulation 8.59 ).

REGULATIONS FOR THE GRANT OF ADDITIONAL LEAVE TO BOARD EMPLOYEES, FOR THE STUDY OF SCIENTIFIC, TECHNICAL OR SIMILAR PROBLEMS, OR, FOR UNDERTAKING SPECIAL COURSES OF INSTRUCTIONS.

PART-A: STUDY LEAVE REGULATIONS 1975 :

1. Short title, commencement and application :-
  - (1) These Regulations may be called the "Study Leave Regulation, 1975."
  - (2) They shall come into force at once.
2. Definitions:-
  - (1) In these regulations unless the context otherwise requires :
    - (a) 'Audit Officer' means the Chief Accounts Officer, Pb. State Electricity Board.
    - (b) 'Head of 'Mission', means Ambassador, Charge 'D' Affairs Minister, Council General, High Commissioner and any other authority declared as such by the Central Govt. in the country in which the Board Employee undergoes a course of study of training.
  - (2) All other words and expressions used in these regulations but not defined shall have the meanings respectively assigned to them in the P.S.E.B. Main Services Regulations, Vol. I, Part-I.

3. Conditions for grant of study leave:

- (1) Subject to the conditions specified in these regulations, study leave may be granted to a Board employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duty.
- (2) Study leave may also be granted:-
  - (i) for a course of training or study tour in which a Board employee may not attend a regular academic or semi-academic course, if the course of training or the study tour is certified to be of definite advantage to the Board from the point of view of public interest and is related to the sphere of duties of the Board Employee; and
  - (ii) for the purpose of studies connected with the frame work or background of public administration, subject to the conditions that-
    - (a) the particular study or study tour should be approved by the authority competent to sanction study leave; and
    - (b) the Board employee should be required to submit, on his return a full report on the work done by him while on study leave.
    - (c) On completion of the course of study, the Board employee shall submit to the authority which granted him the study leave, the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority incharge of the course of the study.

- (iii) for the studies which may not be closely or directly connected with the work of Board employee but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employees in other branches of the public service.

Note:-- Applications for the study leave in case falling under clause (iii) shall be considered on merits of each case in consultation with the Finance Section.

(3) Study leave shall not be granted, unless :-

- (i) It is certified by the authority competent to sanction leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest;
- (ii) It is for prosecution of studies in subjects other than academic or literary subjects; and
- (iii) The Economic Affairs Department of the Ministry of Finance agrees to the release of foreign exchange involved in the grant of study leave, if such leave is outside India.

(4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the schemes administered by the Economic Affairs Department of the Finance Ministry, the Ministry of Education and the Ministry of Scientific Research and Cultural Affairs.

(5) Study leave shall not ordinarily be granted to a Board employee-

- (i) who has rendered less than five year's service under the Board;  
or
- (ii) Who is due to retire or has the option to retire from the Board Service within three years of the date on which he is expected to return to duty after the expiry of the leave.

- (6) Study leave shall not be granted to a Board Employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

**4. Authorities competent to sanction study leave :**

Study leave may be granted to a Board employee by the Board in consultation with the Finance Section.

**5. Maximum amount of study leave that may be granted at a time during the entire service :**

The maximum amount of study leave which may be granted to a Board employee shall be --

- (i) ordinarily twelve months at any one time, which shall be exceeded save for exceptional reasons, and
- (ii) twenty four months (inclusive of study leave granted under any other regulation) in all during the entire service.

**6. Combination of study leave with leave of other kinds :**

(1) Study leave may be combined with other kinds of leave but in no case shall the grant of this leave in combination with leave other than extraordinary leave involve a total absence of more than twenty eight months from the regular duties of the Board employee.

(2) A Board employee granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study shall not count as study leave.

Note: The limit of twenty-eight months of absence prescribed in sub-regulation(1) includes the period of vacation.

### 7. Regulation of study leave extending beyond course of study :

When the course of study falls short of leave sanctioned, the Board employee shall resume duty on the conclusion of the course of study, unless the previous assent of the authority competent to sanction leave to treat the period of short fall as ordinary leave has been obtained.

### 8. Grant of study allowance:

A study allowance shall be granted for the period spent in prosecution the definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.

### 9. Period for which study allowance may be granted :

The period for which study allowance may be granted shall not exceed twenty four months in all.

### 10. Rates of Study allowance :

(1) The rates of study allowance shall be as follows but may be revised from time to time :

<i>Name of Country</i>	<i>Study allowance per diem</i>
Australia	12 \$ (Sterling)
Continent of Europe	£ 1. (Sterling )
India	Half of the full daily allowance to which the Board employee would have been entitled under regulations regulating his travelling allowance, if he were on tour to the place of study.
New Zealand	12 \$ (Sterling )
United kingdom	16 \$ (Sterling)
United States of America	30 \$ (Sterling )



(2) The rates of study allowance to be granted to a Board employee who takes study leave in other countries shall be such as may specially be determined by the competent authority in each case.

(3) In cases where a Board employee is on study leave at the same place as his place of duty the leave salary, plus the study allowance shall not together exceed the pay that he would have otherwise drawn had he been on duty.

#### **11. Conditions governing grant of the study allowance :**

(1) Study allowance may be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Board employee that he would refund to the Board any overpayment consequent on his failure to produce the required certificate of attendance or otherwise.

(2) A Board employee may be allowed to draw study allowance for the entire period of vacation during the course of study subject to the conditions that :-

- (i) he attends during vacation any special course of study or Practical training under the direction of Board in consultation with the Finance Section ;
- (ii) in the absence of any such direction, he produces satisfactory evidence before the Head of Mission or the authority competent to sanction study leave, as the case may be, that he has continued his studies during the vacation.

(3) No study allowance shall be drawn during vacation falling at the end of course of study except for a maximum period of fourteen days.

**Note :** The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty-four months, for which study allowance is admissible.

(4) Study allowance shall not be granted for any period during which the Board employee interrupts his course of study to suit his own convenience:

Provided that the authority competent to sanction study leave, in a case where the study leave is taken in India or a country where there is no Indian Mission, and the Head of Mission, in other cases, may authorise the grant of study allowance for any period not exceeding fourteen days at a time during which the Board employee is prevented by sickness from pursuing his course of study.

(5) In the case of definite course of study at a recognised Institution, the study allowance shall be payable by the authority competent to sanction study leave if the study leave availed of is in India, in a country where there is no Indian Mission and by the Head of Mission in other cases, on claims submitted by the Board employee from time to time supported by proper certificates of attendance.

(6) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term, if the government employee is undergoing study in an educational institution, or at intervals not exceeding three months, if he is undergoing study at any other institution.

(7) When the programme of study approved does not include or does not consist entirely of such a course of study, the Board employee shall submit to the authority competent to sanction study leave direct or through the Head of Mission a Dairy showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions, obtaining in India. The authority competent to sanction study leave shall decide whether the diary and report show if the time of the Board employee was properly employed and shall determine accordingly for what periods study allowance may be granted.

(8) (i) In the case of a Board employee who holds a Gazetted post, the payment of study allowance at the full rate shall be subject to the production of a certificate to the effect that he is not in receipt of any scholarship/stipend or any other remuneration in

respect of any part-time employment and

- (ii) In the case of a Board employee who does not hold a Gazetted post, to whom study leave has been granted in relaxation of the provisions of clause (ii) of sub-regulation (5) of Regulation 3, such a certificate as is referred to in clause (i) of this sub-regulation shall be obtained from him by the drawing officer and the same shall be enclosed alongwith the bill for the drawal of study allowance.

**12. Grant of Study allowance to Board employee in receipt of scholarship or stipend :**

A Board employee who is granted study leave may be permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Govt. or Non-Govt. source, such a Board employee shall ordinarily not be granted any study allowance; but in cases where the net amount of the scholarship or stipend (arrived at by deducting the cost of fees, paid by the Board employee, if any, from the value of the scholarship or stipend) is less than the study allowance that would be admissible but for the scholarship or stipend the difference between the value of the net scholarship or stipend and the study allowance may be granted by the leave sanctioning authority.

**13. Grant of study allowance to Board employee who accept part-time employment during study leave:**

If a Board employee, who is granted study leave, is permitted to receive and retain, in addition to his leave salary, any remuneration in respect of a part-time employment he shall ordinarily not be granted any study allowance, but in cases, where the net amount of remuneration received in respect of the part-time, employment (arrived at by deducting from remuneration any cost of fee paid by the Board employee) is less than the study allowance that would be admissible but

for the remuneration, the difference between the net remuneration and the study allowance may be granted by the leave sanctioning authority.

**14. Allowance in addition to study allowance :**

No allowance of any kind other than the study allowance or the travelling allowance where specially sanctioned under Regulation 15 shall be admissible to Board employee in respect of the period of study leave granted to him.

**15. Grant of travelling allowance:**

A Board employee shall not ordinarily be paid travelling allowance but the competent authority may in exceptional circumstances sanction the payment of such allowance.

**16. Cost of fees for study:**

A Board employee granted study leave shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases the competent authority may sanction the grant of such fees :

Provided that in no case shall the cost of fees be paid to a Board employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive to retain in addition to his leave salary, any remuneration in respect of part-time employment.

**17. Execution of bond :**

(1) Every Board employee in permanent employ who had been granted study leave or extension of such leave shall be required to execute a bond as given in Appendix 'A' or Appendix A-1, as the case may be annexed to these regulations before the study leave or extension of such leave granted to him commences. If study leave or extension of such leave is granted to a Board employee not in permanent employ, the bond shall be executed as given in Appendix B or Appendix B-1, as the case may be, annexed to these regulations.

(2) The authority competent to sanction study leave shall send to the Audit Officer, a certificate to the effect that the Board employee has executed the requisite bond.

**18. Resignation or retirement after study leave or non-completion of the course of study :**

(1) If a Board employee resigns or retires from service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificate as required under Sub-clause (c) of clause (ii) of sub-regulation (2) of Regulation 3, he shall be required to refund :-

- (i) double the amount of leave salary, study allowance, cost of fees, travelling and other expenses if any, incurred by the Board, and
- (ii) the actual amount, if any of the cost incurred by other agencies, e.g., foreign Governments, Foundations, Trusts etc. in connection with the course of study, together with interest thereon at Government/Board rates for the time being in force on Govt./Board loans from the date of demand before his resignation is accepted or permission to retire is granted.

Provided that, except in the case of employees who fail to complete the course of study, competent authority may order :

- (a) that nothing in this regulation shall apply to a Board employee who on return to duty from study leave is permitted to retire from the service on medical grounds;
- (b) that the amount required to be refunded under this regulation shall, in the case of a Board employee who on return to duty from study leave is permitted to resign from the service and to take-up employment under a statutory or autonomous body or in any institution under the control of the Govt. be

reduced to an amount equal to the expenditure incurred by the Government/Board and the said other agencies, in respect of the leave salary, study allowance, cost of fees, travelling and other expenses sanctioned to him during the period of study leave together with interest thereon.

(2) The study leave availed of by such a Board employee shall be converted in to regular leave at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitable adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave. In addition to the amount to be refunded by the Board employee under sub-regulation (1) he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this regulation, the competent authority may, if it is necessary or expedient so to do, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-regulation (1) by the Board employee concerned or class of Board employees.

#### **19. Leave salary during study leave :**

(1) During study leave, a Board employee shall draw leave salary equal to half average pay as defined in Regulation 2.9 of P.S.E.B. Main Services Regulations Vol. I, Part--I, or the amount admissible during half pay leave under Regulation 8.56 of the P.S.E.B. main Services Regulations, Vol. I, Part--I, as the case may be.

(2) The rate of exchange prescribed by the Board/Govt. for the conversion of leave salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to leave salary during study leave.

**20. Commencement of a course of study during leave other than study leave :**

A Board employee may, subject to the approval of the proper authority being obtained as required under paragraph I of Schedule 'C' annexed to these regulations undertake or commence a course of study during leave on average pay, and subject to Regulations 8 to 15 and 18, draw study allowance in respect thereof.

**21. Counting of study leave for promotion, pension, seniority, leave and increments :**

(1) Study leave shall count as service for promotion, pension and seniority. It shall also count as service for increments as provided in Regulation 4.9 of P.S.E.B. Main Service Regulations, Vol. I, Part--I.

(2) The period spent on study leave shall not count for leave other than half pay leave under Regulation 8.54 of P.S.E.B. Main Services Regulations Vol. I, Part--I.

**22. Debiting of study leave to the leave account:**

Study leave shall be treated as extra leave on half average pay and shall not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Board employee onwards the maximum period admissible.

**23. Procedure for making application for study leave and grant of such leave :-**

The procedure for making application for study leave and grant of such leave shall be as laid-down in the procedural instructions given in Schedule 'C' annexed to these regulations.

**24. Saving:**

Study leave granted before the commencement of these regulations shall be deemed to have been granted under these regulations.

SCHEDULE 'A'  
(Sec Regulation 17)

BOND FOR PERMANENT BOARD EMPLOYEES PROCEEDING ON STUDY LEAVE UNDER THE STUDY LEAVE REGULATIONS CONTAINED IN APPENDIX--9 TO THE P.S.E.B. MAIN SERVICES REGULATIONS, VOLUME--I, PART-II

KNOW ALL MEN BY THESE PRESENTS THAT I.....  
.....resident of .....in the District  
of.....at present employed as .....  
in the office of.....do hereby bind  
myself and my heirs, executors and administrators to pay the Pb. State Electricity Board (hereinafter called "The Board" ) on demand the sum of  
Rs.....(Rupees.....)  
together with interest thereon from the date of demand at Board rates for the time being in force on Board loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India And TOGETHER with all cost between attorney and client and all charges and expenses that shall or may have been incurred by the Board.

Signed and dated this .....  
day of.....one thousand Nine hundred  
and.....

Signature.....

Witness.....

(1).....

(2).....

WHEREAS I.....am granted study leave by  
Board;



AND WHEREAS for the better protection of the Board I have agreed to execute this bond with such condition as hereunder is written :

NOW THE CONDITION OF THE AOBVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of \*..... years after my return to duty or failing to complete the course of study, I shall forthwith pay to the Board or as may be directed by the Board on demand the said sum of Rs..... (Rupees.....) together with interest thereon from the date of demand of Board rates for the time being inforce on Board loans.

AND upon my making such payment the aobve written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Pb. State Electricity Board has agreed to bear the stamp duty payable on this bond.

Signed and delivered by: .....in the presence of witness (1)  
(2)

ACCEPTED

for and on behalf of the board.

\*Note : The period shall determined as below:--

- (1) (a) Basic minimum period shall be applicable in all cases.....one year.
- (b) Add to this twice the period of training e.g.....if the period of training is two years, add four years, if it is six months, add one year.
- (c) Maximum period applicable in all cases.....Five years
- (2) The above period of Service bond is equally applicable in respect of employees :
  - (a) Who proceed for higher studies on leave terms or by taking extraordinary leave in relaxation of rules, and
  - (b) Who proceed for training within India and in whose case the period of training is treated as duty/study leave/extra-ordinary leave.

**APPENDIX A-I**  
(See Regulation 17)

KNOW ALL MEN BY THESE PRESENTS THAT I  
.....  
.....resident of.....in the  
District of.....at present employed as.....  
in the office of.....do hereby bind myself and my  
heirs, executors and administrators to pay to the Pb. State Electricity Board (here-  
inafter called "The Board").

.....on demand the sum of  
Rs.....(Rupees.....)  
together with interest thereon from the date of demand at Board rates for the time  
being in force on Board Loans, or if payment is made in a country other than  
India, the equivalent of the said amount in the currency of that country converted  
at the official rate of exchange between that country and India AND TOGETHER  
with all cost between attorney and client and all charges and expenses that shall  
or may have been incurred by the Board.

Signed and dated this.....day of  
.....One thousand nine hundred and .....

WHEREAS I.....was granted study leave  
by Board for the period from.....to.....in  
consideration of which I executed a bond dated.....for  
Rs.....(Rupees.....) in  
favour of the Board.

AND WHERE AS the extension of study leave has been granted to me  
at my request untill.....

AND WHEREAS for the better protection of the Board, I have agreed to execute this bond with such condition as hereunder is writted :

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry or termination of period of study leave so extended or any time within a period of\*.....years after my return to duty or failing to complete the course of study. I shall forthwith pay to the Board or as may be directed by the Board on demand the said sum of Rs..... (Rupees.....) to- gether with interest thereon from the date of demand at Board rates for the time being in force on Board loans.

AND upon my making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Board has agreed to bear the stamp duty payable on this bond  
*Signed and Delivered* by in the presence of witness :

- (1)
- (2)

ACCEPTED

for and on behalf of the Board.

\*Note : The period shall be determined as below :-

- (1) (a) Basic minimum peiod applicable in all cases.....one years.  
(b) Add to this twice the period of training e.g.....if the period of training is two years, add four years, if it is six months, add one year.  
(c) Maximum period applicable in all cases.....five years.
- (2) The above period of Service bond is equally applicable in respect of employees:
  - (a) Who proceed for higher studies on study leave trms or by taking extra-ordinary leave in relaxation of rules, and
  - (b) Who proceed for training within India and in whose case the period of training is treated as duty/study leave/extra-ordinary leave.

SCHEDULE B'

(See Regulation-17)

BOND FOR TEMPORARY BOARD EMPLOYEES PROCEEDING ON STUDY LEAVE UNDER THE STUDY LEAVE REGULATIONS CONTAINED IN APPENDIX 9 TO P.S.E.B. MAIN SERVICES REGULATIONS, VOLUME I, PART II.

KNOW ALL MEN BY THESE PRESENTS THAT WE.....  
resident of.....in the District of .....  
at present employed as.....in the office  
of.....(hereinafter called the obligor) and  
Shri....., son of.....of.....  
and Shri.....son of.....of.....  
(hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Pb. State Electricity Board (hereinafter called "the Board") on demand the sum of Rs.....(Rupees.....) together with interest thereon from the date of demand at Board rates for the time being in force on Board loans, or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Board.

Signed and dated this.....day of.....  
One thousand None hundred and.....

Signature of the obligor.....

Sureties : (1)  
(2)

Witness : (1)  
(2)

WHEREAS THE obligor is granted study leave by the Board AND WHEREAS for the better protection of the Board the obligor has agreed to execute this bond with such condition as hereunder is written :

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden.....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri.....resigning from service without returning to duty after the expiry or termination of the period of study leave or any time within a period of \*.....years after his return to duty or failing to complete the course of study the obligor and the sureties shall forth with pay to the Board as may be directed by the Board on demand the said sum of Rs.....(Rupees.....) together with interest thereon from the date of demand at Board rates for the time being inforce on Board loans.

AND upon the obligor Shri.....and or Shri.....and, or Shri.....the sureties aforesaid making such payment, the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be imparied or discharged by reason of time being granted or by any forbearance act or omission of the Board or any person authorised by them (whether with or without the consent or knowleldge of the sureties) nor shall it be nencessary for the Board to sue the obligor before suing the sureties Shri .....and Shri..... or any of them or amounts due here under.

The Board has agreed to bear the stamp duty payable on this bond.

Signed and delivered by the obligor,  
above named Shri.....in the.....  
presence of.....

Signed and delivered by the surety  
above named Shri.....in the.....  
presence of.....

Signed and delivered by the surety  
above named Shri.....in the.....  
presence of.....

**ACCEPTED**

**for and on behalf of the Board.**

**\*Note:** The period shall be determined as below :-

(1) (a) Basic minimum period applicable in all cases.....One year.

(b) Add to this twice the period of training e.g.....if the period  
of training is two years, add four years, if it is six months, add  
one year.

(c) Maximum period applicable in all cases.....Five years.

(2) The above period of Service bond is equally applicable in respect of  
employees :

(a) Who proceed for higher studies on study leave terms or by taking  
extra-ordinary leave in relaxation of rules, and

(b) Who proceed for training within India and in whose case the  
period of training is treated as duty/study leave/extra-ordinary  
leave.

**APPENDIX B-I**

(See Regulation 17)

**BOND FOR TEMPORARY BOARD EMPLOYEES GRANTED EXTENSION OF STUDY LEAVE**

**KNOW ALL MEN BY THESE PRESENTS THAT WE.....**

residnet of.....in the District  
.....at present employed as.....in  
the office of.....(hereinafter called " the  
obligor" ) and Shri....., son of.....  
.....of and Shri....., son of.....  
.....of.....(hereinafter  
called the sureties ) do hereby jointly and severally bind overselves and our re-  
spective heirs, executors and administrators to pay to the Pb. State Electricity  
Board (hereinafter called "the Board") on demand the sum of  
Rs.....(Rupees.....) together with  
interest thereon from the date of demand at Board rates for the time being in force  
on Board loans, or, if payment is made in a country other than India, the equiva-  
lent of the said amount in the currency of that country converted at the official  
rate of exchange between that country and India and TOGETHER with all costs  
between attorney and client and all charges and expenses that shall or may have  
been incurred by the Board.

Signed and dated this.....day  
of.....One thousand Nine hundred and.....  
.....

WHEREAS the obligor was granted study leave by the Board for the  
period from.....to.....  
in consideration of which he executed a bond, dated.....  
.....for Rs.....(Rupees.....)  
in favour of the Board.



AND WHEREAS THE EXTENSION OF STUDY leave has been granted to the obligor at his request untill.....

AND WHEREAS FOR the better protection of the Board the obligor has agreed to execute this bond with such condition as hereunder is written.

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden.....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT in the event of the obligor Shri.....resigning from service without returning to duty after the expiry or termination of the period of study leave so extended or at any time within a period\*.....years after his return to duty the obligor and the sureties shall forthwith pay to the Board or as may be directed by the Board on demand the said sum of Rs..... (Rupees.....) together with interest thereon from the date of demand at Board rates for the time being in force on Board loans.

AND upon the obligor Shri.....and, or Shri.....and, or Shri..... the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties here under shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Board or any person authorised by them (whether with or without the consent or knowledge of the sureties ) nor shall it be necessary for the Board to sue the obligor before suing the sureties Shri.....and Shri.....or any of them for amounts due hereunder.

The Board has agreed to bear the stamp duty payable on this bond.



IN WITNESS WHEREOF.....the  
Board employee above named has signed these presents the day month and  
year first above written.

Signed sealed and delivered by.....  
in the presence of : .....

1.

2.

Accepted for and on behalf of the Board by.....

\*Note: The period shall be determined as below :-

(1) (a) Basic minimum period applicable in all cases.....One year.

(b) Add to this twice the period of training e.g.....if the period  
of training is two years, add four years, if it is a six months, add  
one year.

(c) Maximum period applicable in all cases.....Five years.

(2) The above period of Service bond is equally applicable in respect of  
employees :

(a) Who proceed for higher studies on study leave terms or by taking  
extra-ordinary leave in relaxation of rules, and

(b) Who proceed for training within India and in whose case the  
period of training is treated as duty/study leave/extra-ordinary  
leave.

## SCHEDULE 'C'

(See Regulation 23 )

### PROCEDURAL INSTRUCTIONS FOR MAKING APPLICATION FOR STUDY LEAVE AND GRANT OF SUCH LEAVE

1. Except as otherwise provided in these Regulations, all applications for study leave shall be submitted with the Audit officer's certificate, to the authority competent to sanction the study leave through the prescribed channel and the course or courses of study contemplated and any examination which the Board employee proposes to undergo shall be clearly specified therein. If the course of study is out of India, the authority competent to sanction the study leave shall forward, to the Head of Mission, if there is an Indian Mission in that country, a copy of the approved programme of study. In a case where it is not possible for the Board employee to give full details in his original application, or if, after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the head of Mission or the authority competent to sanction the study leave, as the case may be. In such cases he shall not, unless prepared to do so at his own risk, commence the course of study nor incur any expenses in connection therewith until he receives approval of the authority competent to sanction the study leave to the course.

2. On completion of a course of study a certificate in the proper form (which may be obtained from the Head of Mission), together with certificates of examinations passed or special course of study undertaken indicating the dates of commencement and termination of the course with remarks, if any, of the authority incharge of the course of study, shall be forwarded to the Head of Mission concerned. When the study leave has been taken in India or any other

country where there is no Indian Mission, such certificate shall be forwarded to the authority which sanctioned the leave.

**PART-B :** Regulations for the grant of permission to Board employees while on leave to visit Engineering works in the United Kingdom and elsewhere.

1. These regulations, are, applicable to all officers, but no Board employee is entitled to claim any such privilege as a matter of right.
2. Each application for greater facilities than those afforded by these regulations shall be considered on its own merits.
3. An application for permission to visit Engineering works at the public expense should be made to the Board. The applicant should state specifically what particular works he proposes to visit.
4. Such application as may be approved by the Board and sanctioned by the competent authority will be forwarded to the High Commissioner for India, with a request that the necessary arrangements may be made. In the forwarding letter, it will be clearly stated whether or not halting allowance should be granted.
5. After completing his tour of inspection, the Board employee will be required to forward to the High Commissioner for India for transmission to the Board, a report or paper of notes on the works examined, embracing more especially his views as to the applicability to India of works of a similar description.

If the report appears to the High Commissioner satisfactory, the Board employee will be paid his travelling expenses under the regulations given in Appendix 4. For this purpose, the report should be accompanied by full and detailed particulars of expenses incurred in travelling to and from the works visited, supported, if possible, by complete and detailed vouchers for all items of bonafide travelling expenses which will not include hotel bills.

## APPENDIX-10

(Referred to in Note 5 below Regulation 6.2)

### TERMS TO BE GRANTED TO BOARD EMPLOYEES SENT ABROAD FOR TRAINING UNDER THE VARIOUS SCHEMES.

1. When Board employees are sponsored for training abroad under the various training schemes of the United Nations, the Colombo Plan, the Point Four Programme etc., and the schemes operated through non-official channels (Rock Feller Foundation, Ford Foundation, etc. ) the grant of deputation terms will be regulated as follows :-

(i) **Pay :** The entire period of the Board employee's absence from his post in India will be treated as period of deputation on full pay which he would have drawn had he remained on duty in India.

(ii) **Dearness Allowance:** During the entire period of training the Board employee concerned may be allowed to draw dearness allowance at the rate at which he would have drawn it had he not proceeded on deputation abroad. Apart from dearness allowance temporary allowance will also be admissible according to the instructions for the grant of that allowance.

(iii) **Compensatory Allowance :** This allowance would also be admissible at the same rate as he would have drawn in India but for his deputation abroad, during the first six months of absence from his post in India subject to the fulfilment of the conditions laid down in Regulations 5.3 & 5.4 of Main Services Regulations Vol. I, Part-I. No compensatory allowance will be admissible during the training period beyond six months.

(iv) **House-rent Allowance or Recovery of Rent :**

this will be at the same rate as he would have drawn in India but for his deputation abroad, during the entire period of his training subject to the

fulfilment of the conditions laid down in Regulations 5.3 (6) and 5.4 of Main Services Regulations Vol. I, Part I. If the Board employee concerned is allowed to retain Government/Board accommodation during the period of deputation, the rent therefor should continue to be charged at the same rate at which he would have been normally charged had the employee not proceeded on deputation.

2. It should be ensured that the period of deputation of employees sent abroad for training is not longer than absolutely necessary.

3. (i) Further, the training of Board employees abroad under the financially aided schemes and under the schemes operated through non-official channels such as Rock Feller Foundation, Ford Foundation etc., should invariably be at the instance of the Board. In no case should the Board employees themselves approach or negotiate direct with the Foreign Governments or Organisations for Scholarships. Before sponsoring a case for training abroad under the terms mentioned in para-I above, it is necessary to ensure that the services of the Board employee concerned will be available to Board atleast for a reasonable period, say five years, after the completion of training and that the employee should also possess adequate background of the subject or field in which he would be receiving training. The following conditions should, therefore, generally be satisfied for the grant of deputation terms of a Board employee sponsored by the Govt./Board for awards under the training schemes :

- (a) He should have atleast five years to serve after the conclusion of training and is not expected to retire within that period.
- (b) In the case of a Board employee on loan from a Union or State Government or a Quasi-Government body the lending authority should agree to make him available to the Board for a period of not less than five years after the conclusion of training, if required.
- (c) In the case of Board employee in the temporary employ of the Board, there should be reasonable chance of his remaining in

service for a minimum period of five years after the conclusion of the training and he should be required to give an undertaking in writing that he agrees to serve the Board for the like period.

(d) He should have completed a minimum of 5 year's service. The limit may, however, be relaxed in cases where the very nature of the training does not warrant such a restriction e.g. cases where individuals are recruited on the condition that he should undergo training before they are posted to regular duties.

(e) A period of deputation of 18 months at one time should ordinarily be regarded as a suitable maximum in such cases.

(ii) Where a particular scheme provides for any specific conditions to be fulfilled before a person is approved for training, the same should be followed in preference to the general conditions referred to above. For instance, if a scheme prescribes a maximum age limit for the trainees, the same should be adhered to in preference to the general condition of at least five years service after the conclusion of training laid down in para 3 (i) (a) above. Where, however, no specific conditions are laid down by the foreign agency or Govt. of India, administering the scheme, the general conditions referred to above should invariably be enforced before a person is sponsored for training abroad.

4. The permanent and temporary Board employees deputed abroad for training shall be required to execute bonds in Forms D & E appended to these terms. The bond should be got executed in all cases of deputation on training, irrespective of the periods of training and irrespective also of the fact whether the Board employee is allowed deputation terms under para I above or any other terms.

5. The lump sum amount of refund to be specified in the bond should include all moneys paid to the Board employee concerned or expended on his account e.g. pay and allowances, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the foreign Government agency concerned.

6. An undertaking to the effect that they will not be accompanied by their wives, children or dependants shall be obtained from the trainees before they are sponsored.

7. An undertaking to the effect that the trainee shall not, on his own initiative, on arrival or during his stay in the country of training take-up the question of extension or variation of his training with the authorities responsible for his training abroad shall be obtained from him. He may, however, if he thinks it necessary, approach his sponsors for extension for variation of his training abroad who after necessary consultation with the authorities concerned, will decide one way or the other about it. Where the period of training aboard is extended, a supplementary bond as given in Forms D-I & E-I shall be got executed from such Board employees who are granted extension (s) of training. The lump sum amount of refund to be specified in the supplementary bond should include all the money paid to the Board employee concerned or extended on his account during the extended period of training e.g., pay and allowances, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the foreign Govt./Agency concerned.

8. Actual sanctions in individual cases regarding the deputation terms mentioned above shall be issued only in consultation with the Finance Section in accordance with the existing practice.

**FORM--D**

**BOND FOR PERMANENT BOARD EMPLOYEES PROCEEDING  
ABROAD ON DAPUTAION FOR TRAINING**

**KNOW ALL MEN BY THESE PRESENT THAT I** .....  
resident of.....in the District of.....  
at present employed as.....in the office of.....  
.....do hereby bind myself and my heirs, executors and administrators  
to pay to the Punjab State Electricity Board (hereinafter called "the Board") on  
demand the sum of Rs.....(Rupees.....) on  
account of my having been placed on deputation for training connected with\*  
.....for the period from.....to.....  
at.....\*\*.....at the cost of the Board under a foreign aided scheme  
together with interest thereon from the date of demand at Board rates for the time  
being in force on Board loans, or if payment is made in a country other than India,  
the equivalent of the said amount in the currency of that country converted at the  
official rate of exchange between that country and India.

Dated this.....day of.....One thousand Nine hundred  
and.....

WHEREAS THE above bounden.....is placed on deputation by  
the Board.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT  
in the event of the above bounden.....resigning or retiring  
from service without returning to duty after expiry or termination of the period of  
training or at any time within a period of five years after his return to duty or  
leaving service during the period of training he shall forthwith refund to the  
Board or may be directed by the Board to refund on demand the said



sum of Rs.....(Rupees.....) on account of his having been placed on deputation as aforesaid together with the interest thereon from the date of demand at Board rates for the time being in force on Board loans.

AND upon the above bounden.....making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Board has agreed to bear the stamp duty payable on this bond,

Signed and delivered by the above bounden.....  
.....in the presence of.

Witness

1.....

2.....

**ACCEPTED**

**for and on behalf of the Board**

.....+..... +Designation of Officer.  
.....  
.....

\* Particulars of the nature of training.

\*\* Name of Countries.

**FORM--E**

**BOND FOR TEMPORARY BOARD EMPLOYEES PROCEEDING ABROAD  
ON DEPUTATION FOR TRAINING**

**KNOW ALL MEN BY THESE PRRESENT THAT WE.....**

.....resident of.....in the District of  
.....at present employed as ..... in the office  
of.....(hereinafter called "the obligor") and  
Shri.....son of.....and  
Shri.....son of.....  
sureties on his behalf, do hereby jointly and severally bind ourselves and our  
respective heirs, executors and administrators to pay to the Punjab State Electric-  
ity Board (hereinafter called "the Board") on demand the sum of Rs.....  
(Rupees.....) on account of obligor having been placed on  
deputation for training, connected with (particulars of the nature of training )for  
the period from.....to.....  
at (Name of countries).....at the  
cost of the Board under a foreign aided schemes, together with interest thereon  
from the date of demand at Board rates for time being in force on the Board loans,  
or if payment is made in a country other than India, the equivalent of the said  
amount in the currency of that country converted at the official rate of exchange  
between that country and India.

Dated this.....day of.....One thousand  
Nine hundred and.....

WHEREAS the above bounden.....is placed on depu-  
tation by the Board.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT  
in the event of the aobve bounden obligor Shri.....  
resigning from service without returning to duty after the expiry or termination  
of the period of training or at any -time within a period of five years after his

return to duty or leaving service during the period of training, the obligor and the sureties shall forthwith refund to the Board or as may be directed by the Board to refund on demand the said sum of Rs..... (Rupees.....) on account of the obligor having been placed on deputation as aforesaid together with interest thereon from the date of demand at Board rates for the time being in force on Board loans.

AND upon the above bounden obligor Shri..... and/or Shri..... and/or Shri..... the sureties aforesaid, making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS, that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Board or any person authorised by them (whether with or without the consent or knowledge of the sureties ) nor shall it be necessary for the Board to sue the said obligor before suing the above bounden sureties Shri..... and Shri..... or any of them for the amount due hereunder.

The Board has agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden..... in the presence of.....

Signed and delivered by the surety above named..... in the presence of.....

Signed and delivered by the surety above named Shri..... in the presence of.....

**Accepted for and on behalf of the Board.**

Designation of the Officer.

FORM D--I

SUPPLEMENTARY BOND FOR PERMANENT BOARD EMPLOYEES  
GRANTED EXTENSION OF DEPUTATION OF TRAINING

**KNOW ALL MEN BY THESE PRESENTS THAT I**.....  
resident of..... in the district of.....  
at present employed as..... in the  
office of..... do hereby bind myself, and my  
heirs, executors and administrators to pay to the Punjab State Electricity Board  
(hereinafter called "the Board") on demand the sum of Rs.....  
.....(Rupees.....) together with interest thereon from  
the date of demand at Board rates for the time being in force on the Board loans or  
if payment is made in a country other than India, the equivalent of the said amount  
in the currency of that country converted at the official rate of exchange between  
that country and India.

Dated this..... day of.....  
.....One thousand Nine hundred and.....

WHEREAS THE above bounden..... was placed on  
deputation on training by Board for the period from.....  
to..... in consideration of which a bond, dated.....  
for Rs..... was executed by him in favour of the Board.

AND WHEREAS at the request of the above bounden.....  
.....the period of deputation on training is extended from.....  
to..... at.....(Names of  
countries) at the cost of the Board under the Foreign Aided Scheme.

AND WHEREAS in consideration of the Board having agreed to extend the  
period of deputation on training at its cost on the request of the above  
bounden.....the above bounden has

agreed to execute the supplementary bond on the conditions herein after mentioned.

Now the condition of the above written obligation is such that in the event of the above bounden resigning or retiring from service without returning to duty after the expiry or termination of the period of taining so extneded or at any time within a period of five years after his return to duty or in the event of his removal or dismissal from service for any kind of misconduct during the prescribed period, it shall forthwith refund to the Board on demand the said sum of Rs.....(Rupees.....) together with interest thereon from the date of demand at Board rates for the time being in force on Board loans.

AND upon the above bounden.....making such refund the above written obligation shall be void and of no effect, otherwise the same shall be and remain in full force and virtue.

The Board have agreed to bear the stamp duty payable on this bond.

In witness whereof, these presents have been signed by a duly authorised officer on behalf of the Board and by the other person(s) party thereto.

Signed and delivered by the  
above bounden.....  
in the presence of witnesses.

Signature.....  
Date.....  
place.....

1. Signature.....  
Name.....  
Address.....
2. Signature.....  
Name.....  
Address.....

\*Designation of Officer  
Signing the Bond.

For and on behalf of the Board

Signature.....

\*.....

Date.....

FORM E-1

SUPPLEMENTARY BOND FOR TEMPORARY BOARD EMPLOYEES  
GRATED EXTENSION OF DEPUTATION ON TRAINING.

KNOW ALL MEN BY THESE PRESENTS THAT WE.....  
.....'RESIDENT OF.....in the  
District of.....at present employed as.....  
in the Office of.....(hereinafter called "the obligor") and  
Shri....., son of.....  
and Shri....., son of.....sureties on this  
behalf do hereby jointly and severally and bind ourselves and our respective heirs,  
executors and administrators to pay to the Punjab State Electricity Board (herein-  
after called "the Board") on demand the sum of Rs.....  
(Rupees.....) together with interest thereon from the date  
of demand at Board rates for the time being in force on Board Loans or, if pay-  
ment is made in a country other than India, the equivalent of the said amount in  
the currency of that country converted at the official rate of exchange between  
that country and India.

Dated this.....day of.....one thousand Nine  
hundred and.....

WHEREAS THE above bounden.....was placed on  
deputation on training by the Board for the period from.....  
to.....in consideration of which a bond, dated.....  
for Rs.....was executed by him in favour of the Board.

AND WHEREAS at the request of the above bounden.....  
.....the period of deputation on training is extended  
from.....to.....at.....  
(names of countries) at the cost of the Board under the Foreign Aided Scheme.

AND WHEREAS in consideration of the Board having agreed to extend the period of deputation on training at its cost on the request of the above bounden.....the above bounden has agreed to execute the supplementary bond on the conditions hereinafter mentioned.

NOW the condition of the above written obligation is that in the event of the above bounden obligor Shri.....resigning from service without returning to duty after the expiry or termination of the period of training so extended or at any time within a period of five years after his return to duty or in the event of his removal or dismissal from service for any kind of misconduct during the prescribed period, the obligor and the sureties shall forthwith refund to the Board on demand the said sum of Rs..... (Rupees.....) together with interest thereon from the date of demand at Board rates for the time being in force on Board loans.

AND upon the above bounden obligor Shri.....and /or Shri..... and/or Shri..... the sureties aforesaid, making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties here under shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Board or any person authorised by them (whether with or without the consent or knowledge of the sureties ) nor shall it be necessary for the Board to sue the said obligor before suing the above bounden sureties Shri..... and Shri..... or any of them for the amount due hereunder.

The Board have agreed to bear the stamp duty payable on this bond.

In witness whereof, these presents have been signed by a duly authorised officer on behalf of the Board and by the other person(s) party thereto.



Signed and delivered by the above  
bounden.....

in the presence of .....

Signature of Witness.....

Signed and delivered by the surety

Above named Shri.....

in the presence of.....

Signature of witness.....

Surety above named

Shri.....

in the presence of .....

Signature of witness.....

Signature.....

(obligor)

Dated.....

Signature.....

(Surety)

Date.....

Signature.....

(Surety)

Date.....

For and on behalf of the Board

Signature.....

Designation of Officer signing  
the bond.....

Date.....

APPLICATION FOR LEAVE OF SHRI.....

Name of employee and the appointment he holds and name of Office in which employed.	Period & nature of leave applied for and the Article of the Pb. C.S.R./ Board's Main Services Regulations, Vol. I, Part I, under which claimed.	last Leave e n - joyed	Recommendation of the superior Officers with suggestions as to arrangements for absentee's work.
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1	2	3	4
---	---	---	---

.....Leave	.....days
.....days	.....Leave
From.....	From.....
To.....	To.....

with permission to affix holidays on

Address while on leave

.....  
 .....  
 being.....  
 Under Rule.....  
 of Pb. C.S.R. Vol.I,  
 .....  
 of P.S.E.B. Main Services Regulations,  
 Vol. I, Part I,1972.

Purpose of Leave

Signature of Applicant  
 (With date)

APPLICATION FOR LEAVE OF SHRI.....

Name of employee and the appointment he holds and name of Office in which employed.	Period & nature of leave applied for and the Article of the Pb. C.S.R./ Board's Main Services Regulations, Vol. I, Part I, under which claimed.	Last Leave enjoyed	Recommendation of the superior Officers with suggestions as to arrangements for absentee's work.
1	2	3	4

.....Leave .....days  
 .....days  
 From.....  
 To.....  
 with permission to  
 affix holidays on

.....days  
 .....Leave  
 From.....  
 To.....

Address while on leave

.....  
 .....

being.....  
 Under Rule.....  
 of Pb. C.S.R. Vol.I,  
 .....  
 of P.S.E.B. Main  
 Services Regulations,  
 Vol. I, Part I,1972.

Purpose of Leave

Signature of Applicant  
 (With date)

Note: Officers returning from leave out of India should intimate before their departure for India whether they are returning via Bombay or Karachi, and in the event of instruction as to their destination not being received before they sail for India, should follow carefully the directions contained in the official letter sanctioning their leave.

Forwarded to the  
Chief Accounts Officer,  
Pb. State Electricity Board  
PATIALA.

Head of Department [ Signature.....  
Designation.....

BY ORDER OF THE BOARD.

SECRETARY,  
PUNJAB STATE ELECTRICITY BOARD  
PATIALA