Chapter-IV
Existing Human Resource Management Practices in HPSEB
CHAPTER -IV
EXISTING HUMAN RESOURCE MANAGEMENT PRACTICES IN HPSEB

Human resource management is both about how organizations can best maximize the contributions of those at work, and helping individuals to gain satisfaction from where they spend a significant amount of their working time. It is at work that people spend a significant amount of their time and have a greatest opportunity to develop as stakeholders. As employees, they are part of an organization that adopts and develops through internal initiatives and external pressures. They may be well encouraged to develop their own roles beyond the confines of the limited jobs. They are at the interface of all relationship with customers and are expected to co-operate with and support other employees.

Human resource utilization is concerned with the quality of human behaviour and relationships as they influence performance of the individual as well as that of the organization. It is derived from the basic needs of the organization i.e. to develop human resources both for current and anticipated growth of the organization.

4.1 Organization hire and Administration Set up of HPSEB

The head office of this giant organization and some of the field offices are located at Shimla, while rest field offices are located throughout the state. Overall control on different activities is exercised by the board through administrative, technical, Finance and Accounts wings. Organizational set up of the Board is displayed in the organization chart.

4.1.1 Manpower planning of the Board

Manpower planning is concerned with forecasting development and utilization of the labour force. Manpower forecasting estimates the demand of different skills at a future date. Manpower development deals with acquisition of knowledge and skills through education and training and manpower utilization implies the adequate matching of skills with the jobs. It also means the supply of requisite skills in required magnitudes and the required time.
The following points are to be taken by the operational and maintenance unit of the Board while planning the manpower in this organization.

1. Manpower planning generally depends upon the government's policies for the welfare of the public and the assurance given to the public to achieve the target for the specified period. The Board is committed to government and public.

2. Time factor plays a major part in manpower planning. Suppose a period is fixed to achieve a target or to complete a particular scheme, then personnel required to get those targets/scheme executed, are concluded/based with capacity of average performance of the job. The factor cannot be neglected in this sphere.

3. To establish relationship between fixed capital, installed capacity and changing technology on the one hand and total employment or wing wise employment and types of manpower on the other hand, with a view to suggesting guidelines for micro and macro level estimation of demand for different types of technical and non-technical personnel needed by the hydel power stations.

   i. Nature of organization
   ii. Number of size of units
   iii. Age or duration of stations/projects, schemes.
   iv. Technology.

4. Topography, relief, climate of the area where the personnel employed for various works, projects/schemes undertaken by the Board, are to be kept in mind while planning the manpower policy in HPSEB. In the existing complicated environment in individuals average capacity to work has to be calculated.

4.1.2 Powers of the Board

The following classes of cases are referred to the Board for decision.
1) Annual Financial Statement and demand for supplementary additional and excess grants.

2) Unbudgeted expenditure required to be expanded by the Board.

3) Consideration of Annual report required to be submitted to the state government and annual report on the accounts of Board by the comptroller and auditor general of India or his representatives.

4) Proposal relating to Regulations to be made by the Board under section 79 including any proposal or amendments of such regulations.

5) Loans, borrowings, investments and resources.

6) Revision of tariffs and other changes prescribed for different classes of consumers.

7) Consideration and approval of planning schemes.

8) Sanction of project estimates, sanction of budget grants of loans and advances to licenses.

9) Exercise of option to purchase undertaking of licenses.

10) Delegation and modification in the financial powers of the officers of the Board.

11) (a) All important audit and inspection report etc. involving loss / recovery of Rs.5000 and above in which conduct of officers involved and responsibilities for lapses/ losses to be determined.

   (b) Cases involving write off loss (whenever responsibility) cannot be fixed exceeding Rs.50000.

12) Classification of services and pay scales.

13) Proposals for creation, continuance of temporary changes of gazetted posts, changes and delegation there of other then creation of post according to approved yard-stick.

14) Recruitment, promotion rules of gazetted officers and appointment of consulting agencies.
15) The following cases of all gazetted officers shall be submitted to the Board for orders.

(a) Punishment (b) Recommendations to be sent to government regarding punishment, cases with regard to grant of bonus / ADA / Ex-gratia to the employees, creation of posts, units, pasting and transfers, grant of honorarium, cases of withholding increments, deputing officers to training deputation time based claims, renovation of various plants / projects under the Board upto Rs.10000/- are referred to Board.

4.2. Recruitment Procedure in Himachal Pradesh State Electricity Board

Posts in the service shall be filled either by promotions or by direct appointment or by deputation. The provisions for reservations and other concessions are provided for schedule castes and schedule tribes and other special categories of persons in accordance with the orders issued by the government from time to time.

(i) Direct recruitment in HPSEB: As per the recruitment and promotion rules of HPSEB, the vacancies for direct recruitment shall be filled in the following manner.

a) By placing the demand with the employment exchanges in the Pradesh or by circulating the vacancy/vacancies among the different public sector undertakings.

b) By advertising in the Reading News-Papers.

(ii) Recruitment from within (By promotion): Officers of appointment shall be made strictly in accordance with the order in which the candidates are placed at the time of selection by the departmental recruitment committee or the departmental promotion committee.

(iii) Recruitment by deputation in HPSEB: In HPSEB deputation is also another source of recruitment. If the Board wants a specialized personnel in the field of finance, Administration, Architectural side, or in the field of Revenue etc. or where the suitable candidate is not available for a post the recruitment can be made by engaging the
personnel on deputation from the central/state government or other state electricity Boards.

Probation of Employees In HPSEB, the members of the service who are appointed against permanent vacancies either by direct recruitment or by promotion shall on such appointments to any post in the Board, remain on probation of one to three years (differs in various posts) on the completion of the period of probation of any member, the appointing authority may, if permanent vacancy exists and the work and conduct in the opinion of appointing authority been satisfactory, confirm such persons in their appointment.

Personnel may be recruited from various sources. Some of these sources may be used for filling variety of different jobs. Other may be used only for certain types of jobs such as those of executives, professional, technical, clerical and blue-collar personnel. The specific sources utilized by the employee will depend upon its resources and economic conditions. The effectiveness of the different sources used to attract the personnel for present and future job requirements depends upon the strong personnel structure in the organization.

4.2.1 Abstracts from R and P Rules of HPSEB

Recruitment procedure for different posts in HPSEB:

Ministerial Staff:

i. Lower Division Clerk/Meter Reader, 85% of these posts are recruited directly and 15% by promotion from class IV non technical staff after having regular two years service. The qualification for this category is matriculation or equivalent.

ii. Upper Division Clerk: this is hundred % by promotion from among the lower division clerk, meter readers having four years regular service.

iii. Head Clerk/Head Assistant/Assistant/Internal Auditor 100 % by promotion from among the UDCs having four years service.

iv. Circle Scale Superintendent: 100 % by promotion from amongst Head Clerk/Head Assistant/Assistant having five years service.
v. Section Officer: Hundred % by promotion from circle scale superintendents having three years service. This is class II Gazetted post.

vi. Under Secretary: The recruitment of this post is made by hundred % promotion from section officers having three years service. This is class I Gazetted post.

vii. Deputy Secretary: 100% by promotion from under secretaries having 3 years service. This is class one Gazetted post.

viii. Additional Secretary: This post is filed up by 100% promotion from Deputy secretary.

4.2.2 Finance and Accounts Wing

i. Divisional Accountant: By appointment from those who qualify part I of the HPSEB S.A.S Examination.

ii. Superintendent S.A.S. (Non-Gazetted) by appointment from those who will qualify the part II of the HPSEB S.A.S. Examination.

iii. Superintendent Accounts (Gazetted) class II 100 % by promotion from amongst S.A.S. superintendent (Non-Gazetted) having three years service.

iv. Accounts officer/Sr. Accounts officer. Accounts officers are being promoted from amongst the Superintendent (Gazetted) borne on the S.A.S. cadre with three years service.


By:

a) Promotion amongst Sr. Accounts officers or

b) Deputation

c) Direct recruitment

a. Promotion: By promotion from amongst Sr. Accounts officers having minimum eight years service as Accounts officer/senior Accounts officer.
b. Deputation: By deputation from amongst Accounts Audit officer in Indian Audit and Accounts Department, Railway Accounts Department/Defence Accounts Department Civil Accounts Department with three years service.

c. Direct Recruitment:

   i. Educational qualification and Experience charted Accountant with degree in commerce and should have experience in commercial undertakings for at least seven years. Experience in cost Accountancy will be additional qualification.

   vi) Chief Accounts officer.

      By:

         (i) Direct Recruitment

         (ii) Deputation

         (iii) Promotion

Essential

a) (i) Charted Accountant with a degree preferably in commerce/ Economics / Mathematics from a recognized university.

   (ii) Experience in Audit and Accounts for a period not less than 15 years in a Govt. public sector undertaking or in a large commercial / industrial organization of which eight years in a position of responsibility.

   (iii) Preference will be given to those having experience in Electricity Board.

b) Deputations: By deputation of an officer from one of the established accounts services of the Govt. of India (IA and AS / IRAS / IDAS/ ICAS) with about 9 years services.

c) Promotion: By promotion from amongst the Deputy Chief Accounts officer / Dy. Financial Advisor / Dy. Chief Auditor having minimum 3 years service as such.
4.2.3 Store Staff

(1) Store Munshi: The age for this post is between 18 to 45 years, educational qualification middle or equivalent. Two years probation for direct recruits and one year for promoties. 50 % direct recruitment and 50 % by promotion from amongst the store peon / Jamadars having educational qualification.

(2) Assistant Store Keeper: Age as for store munshi. Qualification matriculation or equivalent, probation 2 years for direct recruits, one year for promoties, 80 % recruitment, 20 % by promotion from store munshies. For middle pass there should be five years regular service for matric, three years of regular service in case of promotion.

(3) Store Keeper: The age for this post is between18 to 45. Educational qualification degree from recognized university or its equivalent. Probation two years for direct recruits, one year for promoties, 10 % by direct recruitment, 90% by promotion. Promotion is from amongst matriculate Assistant store Keeper having five years regular service.

(4) Head Store Keeper: 100 % by promotion, one year probation from the store keepers having five years regular service.

(5) Stock Verifier : By promotion from amongst (i) Head store keepers having two years service as Head store keepers or total 7 years service in the grade of store keepers/ Head store keepers. (ii) Store keepers having 7 years service in the grade.

4.2.4 Recruitment Procedure for Engineering Personnel's

1) Junior Engineer (Civil/Mechanical)

   (i) 80% by direct recruitment from amongst those who are matriculates and having Diploma in civil/mechanical or automobile engineering from the recognized institute.

   (ii) 20 % by promotion from amongst surveyors, matriculates and having I.T.I certificate of surveying with 5 years regular service as surveyor.
2) Junior Engineer (Electrical)

(i) 80% by direct recruitment from amongst those who are matriculates having Diploma in electrical Engineering from the recognized institute.

(ii) 20% by promotion from amongst the following categories of posts.

- Surveyors matriculates and having I.T.I. certificate of surveying with five years regular service as surveyor.

- Lineman / Electrician / oil Filtration operator matriculates and having I.T.I. certificate from the recognized institution with seven years regular service as lineman / Electrician / oil filtration operator. They have also 15% quota of promotion.

- Lineman / Electrician / oil filtration system operator (Non-I.T.I.'s) having exceptional merits and aptitude with 12 years regular / adhoc service as lineman / Electrician / OFSO having 5% promotion quota.

3) Assistant Engineer (Electrical) Methods of Recruitment:

(i) By direct recruitment = 54%

(ii) By promotion = 46%

a) JE's (Diploma holders) having 7 years service in the grade the quota of promotion is 28%.

b) (i) JE's (Unqualified) with I.T.I. qualification having 12 years service in the grade, the quota is 8%.

(ii) JE's (Unqualified) matriculates without I.T.I. qualification) having fifteen years service in the grade, the quota is 8%.

c) JE's who passed A and B of AMIE during service period and having one year service in the grade, the quota is 6%.

d) Circle Draughtsman possessing Diploma in Electrical or Mechanical Engineering or Diploma certificate of Draughtsman
ship from a recognized institute having five years service in the grade failing which 10 years service as Draughtsman / Head Draughtsman / Circle Draughtsman and failing both total 15 years service in the grade, quota is four % of the total.

4) Assistant Engineer (civil / mechanical) Method of recruitment
   i) By direct recruitment = 54%
   ii) By promotion = 46%
      a) Junior Engineer’s qualified (Diploma holder) having 7 years service in the grade, the quota is 28 %.
      b) Junior Engineers (unqualified) with I.T.I. diploma having 12 years service in the grade, the quota is eight %.
      (iii) Junior Engineers (Unqualified matriculate without I.T.I. qualification) having fifteen years service in the grade for both categories, the quota for this post is also 8 %.
      c) Junior Engineer who pass section A and B of AMIE during service period and having one year service in the grade, quota is 6 %.
      d) Circle Draughtsman possessing Diploma in civil or mechanical Engineering or Diploma certificate of Draughtsman ship from a recognized institute having five years services in the grade failing which 10 years service as Head Draughtsman / Circle Draughtsman / circle Draughtsman failing both 15 years service in the Draughtsman cadre the quota is four %.

5) Assistant Executive Engineers (civil / mechanical) 100 % by promotion as under:
   i. Assistant Engineers possessing a degree in civil / mechanical engineering or its equivalent from recognized institute having at least four years service in the grade, the quota for this type post is 66 %.
ii. Assistant Engineer possessing Diploma in civil or mechanical engineering or its equivalent from a recognized institute having at least four years of service in the grade, the quota is 22%.

iii. Assistant Engineer (Non-Diploma Holders/Unqualified) possessing minimum qualification of matriculation with or without I.T.I qualification having four year service in the grade, the promotion quota for this category is 8%.

iv. Assistant Engineer possessing Diploma in draughtsmanship from a recognized institute having at least four years service in the grade, the quota for promotion is 4%.

6) Assistant Executive Engineer (Electrical) The recruitment procedure for this post is same as for the post of Assistant Executive Engineer (civil or mechanical) only the word Electrical Engineering will be substitute in place of civil or mechanical engineer.

7) Executive Engineer (Civil / Mechanical / Electrical) Method of recruitment: By promotion. By promotion in the ratio of 3:1 viz. three degree holders and one diploma holder Assistant Executive Engineer / Asstt. Engineer (civil/ mechanical / electrical) holding recognized degree or diploma or its equivalent with at least 7 years service in the grade respectively.

8) Superintending Engineer (Electrical / civil / mech.) Method of recruitment: By promotion failing which by deputation.

i) By promotion from the executive engineer holding recognized degree or diploma in civil / mechanical / Elect. Engg. Or equivalent with at least 7 years service in the grade.

ii) Deputation officer or equivalent grade, qualification and experience under the central Govt./State Govt. or any other state electricity Board, in case of engineers of suitable type are not available through promotion in the Board.

9) Chief Engineer (Civil / Mechanical)

i) By promotion, failing which by deputation.
Promotion from the superintending engineer (civil / mech.) holding recognized degree in civil or mechanical engineering or equivalent with at least five years regular service as superintending engineer (civil / mech.)

ii) By deputation of an officer of equivalent grade, qualification and experience as under: central Govt./ state Govt. or any other electricity Board in case of engineers of suitable type are not available through promotion in the Board.

10) Chief Engineer (Electrical)

By promotion, failing which by deputation.

i) Promotion from the superintending Engineer (Elect.) Holding recognized degree in Electrical Engg. Or equivalent with five year regular service as superintending Engineer (Electrical).

ii) By deputation of an officer of equivalent grade, qualification and experience under central Govt./State Govt. or any other State Electricity Board in case of engineers of suitable type are not available through promotion in the Board.

4.2.5 Recruitment and Promotion Rules for Stenographer

1) Steno-Typist: Steno Typist are recruited on the basis of direct recruitment and their qualification for this post is as under:

Should not be less than 18 years or more than 30 years.

Should have a matriculation or its equivalent from a recognized institute and possess a speed of 30 words and 80 words per minutes in type writing and short hand in Hindi and 40 to 80 words in English respectively.

2) Junior Scale Stenographer: 100 % by promotion from amongst the steno typist having 4 years regular service as such.

3) Senior Scale Stenographer: By promotion from amongst junior scale stenographer having 4 years regular service as such.
4) Personal Assistant: By promotion from amongst senior scale stenographers having three years service.

5) Private Secretary: Class II (Gazetted) by promotion from amongst personal assistant to the head of department having 3 years regular services.

6) Special Assistant: Class I (Gazetted) by promotion form amongst the private secretary having three years regular services.

4.2.6 Methods of Recruitment of Drawing Staff

1) Junior Draughtsman: By direct recruitment, one must be a matriculate having a Diploma in Draughtsman course from I.T.I.

2) Draughtsman:
   (i) 10 % by direct recruitment, provided if suitable candidate are available from amongst the junior Draughtsman to be prompted as Draughtsman, the post shall be filled by promotion against direct recruitment quota.
   (ii) 90 % by promotion from amongst the diploma holders / unqualified Junior Draughtsman having 3 years and 8 years service respectively.

3) Head Draughtsman:
   (i) Ninety Five % from amongst the Draughtsman (Diploma holders) having 5 years service.
   (ii) 5 % from amongst Draughtsman (Non-Diploma holders) having 8 years service.

4) Circle Head Draughtsman: Hundred % by promotion from amongst Head Draughtsman possessing diploma and having five years service.

4.2.7 Methods of Recruitment of Architectural Unit

(1) Junior Architectural Draughtsman: For this post recruitment is made by direct recruitment, failing which by deputation. The qualification for this post, candidates should have passed matriculation or its equivalent from recognized University or Board. Diploma in Architectural
Draughtsman ship or its equivalent with three years experience in Govt./semi Govt. organization or under qualified Architect after qualifying.

(2) Senior Architectural Draughtsman: By promotion from amongst Junior Architect Draughtsman, having diploma in Architect Draughtsman ship with three years regular service in the grade or by deputation from equivalent rank in Govt. / semi Govt. organization.

(3) Architect Assistant (Class II Gazetted) 50 % from direct recruitment, 50 % by promotion failing with by deputation from equivalent rank from Govt. / semi Govt. organization. Direct recruiter must possess a degree in Architecture or its equivalent from a recognized University.

4) Assistant Architect (Class II Gazetted) should be not less than 25 years and more than 35 years. Must possess a degree in Architecture or its equivalent from a recognized University. One year probation, 66 % of posts were filled by direct recruitment and 34 % by promotion. Promotion is made from Architect Assistant with three years regular service in case of degree holder, 8 years regular of both in case of those possessing Diploma in Architecture Draughtsman ship or by deputation from equivalent rank in Govt. / public undertakings.

5) Architect (class 1) He must have a degree in Architecture or its equivalent from a recognized University with 8 years experience in class 2 post in any govt. / semi govt. organization. If the recruitment is made by promotion, it will be from amongst Assistant Architect.

6) (i) Senior Architect (class 1) Senior Architect is appointed by promotion amongst Architect with seven years service in the grade.

(ii) By transfer on deputation from officers with seven years service in the grade of Architect from Central / State Govt. and other State Electricity Board.

4.2.8 Procedure of Recruitment of Labour Welfare-Cum-Industrial Relation Officer is as follows

a) Must possess a degree in any discipline from a recognized University.
b) Has obtained a degree or diploma in social science from recognized institute or possess 3 years experience in Labour-Laws or is a practicing lawyer with three years standing.

c) Has adequate knowledge of the language spoken by the majority of the workers in the Board.

d) Experience of working in hilly area and knowledge of customs, manners and dialects of H.P. and Suitability for appointment in the particular conditions prevailing in the Pradesh. He is appointed directly.

4.2.9 Recruitment and Promotion Regulations for Medical Services of the Board.

These regulations shall apply to:-

i) All employees of the Board deputed to various Organizations or Institutions.

a) These regulations, however, shall not apply to:-

i) Employees who are on deputation to the Board.

2. Definitions:- In these regulations, unless there is anything repugnant in the subject or context:

a) "Board" means the HP State Electricity Board.

b) "Direct recruitment" in relation to any service or post means appointment otherwise than by promotion or transfer from Govt. or other services on deputation, and shall include re-employment of a retired Govt. or Board servant.

c) "Employees of the Board" means a person who holds a post in connection with the affairs of the Board and includes any person whose services are temporarily placed on deputation at the disposal of Government Public / Undertakings / Corporations / Universities etc.

d) "Equivalent qualification" means a qualification notified by the Govt. or the Board to be equivalent to a qualification prescribed
in respect of any post in regulations regulating recruitment / promotion to any service of the Board.

e) “Government” means the H.P. Govt.

f) “Promotion” means the appointment of a Board employees from a post or grade of service to a higher post or grade of service.

g) “The Service” means the HPSEB Medical services.

h) “Selection” means selection in accordance with the provision of these regulations.

i) By selection committee, if any, appointed for the purpose under the directions of the Board or,

ii) By appointing authority where no selection committee has been appointed.

i) “Appendix” means an appendix to these regulations.

j) “Cadre” means the strength of a service or a part of service sanctioned as a separate unit for the Head office and for each Circle Office, of Himachal Pradesh State Electricity Board.

3. Provision for Reservation for vacancies: Reservation for Scheduled Casts/Tribes, Backward classes, and Ex-Servicemen for recruitment/promotion into service shall be the same as are in force in the Govt. from time to time.

4. Age Limits: The age limits of various categories of posts in the Board are given in the appendixes A & B Board/Duly constituted appointing authority shall, however, have full powers to relax the age limits.

5. Procedure for appointment: Subject to the provisions of other clauses of these regulations, appointments to the Board services shall be made:-

i) Direct recruitment: By written or oral or both test in the order of merit, from the list of candidates prepared by the Selection Committee or such other examining body.
ii) Promotions: on the recommendations of a duly constituted Departmental Promotion Committee.

a) In the order of seniority in the Lower grade in a non-selection post.

b) In the order of merit, in the case of selection post.

Provided that the merit list will take into consideration reservation, if any, for scheduled castes / Tribes and other categories. The Departmental promotion Committee shall also be guided by the procedure approved by the Board for selection post.

6. Nationality and other eligibility:

Candidate for a appointment to any service or post must be:

(a) a citizen of India, or

(b) a subject of Nepal

(c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India before the 1st Jan, 1962 with the intention of permanently settling in India, or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri-Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyka & Zanzibar), Zambia, Malwai, Zaire and Ethiopia with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the State Government / Govt. of India.

A candidate in whose favour a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the recruiting authority in HPSEB. But the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Govt. of India / Himachal Pradesh Government.
7. Probation and appointment by Promotion:
   
i) Provisions for probation, where necessary are set forth in the method of recruitment to each service of the Board at Appendixes A&B.
   
ii) It will, however, be at the discretion of the Board to extend the period of probation.

8. Method of recruitment: Recruitment shall be made by conducting written or oral test or both or by promotion.

   Method of recruitment, promotion, minimum qualification period of probation etc., etc., for each of the Board’s service are set forth in the Appendixes I to V.

9. Conditions relating to suitability and certificate of character:

   No person shall be appointed unless the appointing authority is satisfied that the appointee is of good character and is otherwise, suitable for appointment to the Board service. If any doubt arises regarding the suitability of a candidate for appointment to Board service, the decision of the Board shall be final.

10. Verification of character Antecedents: Antecedents of all persons appointed by direct recruitment shall be verified as soon as such person joins the service under the Board.

11. Conditions relating to physical fitness: No candidate selected for appointment in accordance with the provision of clause (1) of Reg. 5 shall be appointed to any post unless he satisfies the appointing authority / Board that he is physically fit to discharge the duties that may be assigned to him. He may also be required to appear for the said purpose before such Medical Authority as the Board may specify and opinion of the medical authority regarding the fitness of the candidate shall be final. Board in exceptional circumstances may relax the standard of physical fitness required of a particular post.
12. Fee: All candidates for recruitment to any service in the Board by tests or selection may be required to pay such fees, if any, as may be prescribed.

   i) In respect of their applications and tests with the consent of the Board or the other authority conducting the tests with the consent of the Board or the other authority conducting the tests or making the selection, and

   ii) In respect of their medical examination by the Board.

13. Relaxation of regulations relating to appointment, Age and reservation of vacancies Notwithstanding anything contained in the regulations of recruitment specifically made in respect of any service of post, the Board may for reasons to be recorded in writing.

   a) Appoint to a post.

   i) An officer holding a post of equivalent grade by transfer on deputation from any other service of the state of Indian Audit and Account Department.

   b) Relax the educational qualifications / Experience at its discretion.

   c) Relax to the extent necessary provision regarding reservation of vacancies in the interest of the Board for reasons of non-availability of adequate number of suitable candidates etc.

14. Seniority:

   (1) Persons appointed in a substantive or officiating capacity to a grade, prior to the application of these regulations, shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the orders applicable to their cases prior to the issuance of this Notification.

   In all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including adhoc one) in the feeder post, all person(s) senior to him in the respective category shall be deemed to be eligible for
consideration and placed above the junior official in the field of consideration.

Provided that all incumbents to be considered for promotion / confirmation should possess the minimum qualified service of at least 3 years or that prescribed in the relevant Recruitment & Promotion Regulations for the post / service whichever is less.

Provided further that where a person becomes ineligible to be considered for promotion / confirmation on account of the requirements prescribed in the proceeding proviso, the persons junior to him shall also be deemed to the in eligible for consideration for such promotion / confirmation.

15. Appointment by direct recruitment or by promotion in certain cases:

Notwithstanding anything contained in these regulations, the Board or the appointing authority may:

a) Appoint by direct recruitment or by deputation to a post reserved to be filled in by promotion when it is satisfied that the person eligible to be considered for appointment by promotion is not fit to be so appointed, or

b) Fill up by promotion or by deputation any vacancy relating to a post which is required to be filled by direct recruitment.

16. Discipline: In respect of discipline, punishment and Appeal, the members of service shall be governed by the provisions contained in the service rules adopted by the Board from time to time.

17. Confirmation: The confirmation of an employee of the Board shall depend on the availability of permanent post and subject to work and conduct having been found satisfactory.

18. Interpretation: If any doubt arises as to the interpretation of any of the provisions of these regulations, the orders of the Board shall be final.

19. Liability to transfer: Every Member of service shall be liable to be transferred under the orders of the competent authority anywhere within the jurisdiction of the respective cadre to which he belongs to.
20. Repeal & Savings: All orders or rules that were previously issued by the erstwhile Department of Multipurpose Projects and Power by the Himachal Pradesh State Electricity Board on the subject from time to time shall cease to be in force. However regular promotions and appointments already made, on the basis of rules in force earlier shall not be set aside or reviewed unless specially considered and decided in a Board meeting.

4.2.10 Formation of Departmental Recruitment Committee/ Departmental Promotion Committee

The Departmental Recruitment Committee and Departmental Promotion Committee for class I Gazetted officers will be as under:

1. Chairman
2. Member (Administration)
3. Member (Finance and Account)
4. Member (Operation)
5. Member (G and T)
6. Member (Projects)

For Class-II Ministerial

1. Member (Administration)
2. Member (Finance and Account)
3. Secretary

For class II Technical Staff.

1. Chairman
2. Member (Administration)
3. Member (F and A)
4. Concerned technical member
4.2.11 Duties of Regular / Daily waged employees in HPSEB covered under minimum wages Act.

There are various kinds of category of employees who covered under minimum wages Act. Some of them are as follows:

1. Foreman (regular): Foreman (regular) will be mainly responsible for construction and maintenance of the electric supply system including EHV sub-stations and lines under his charge. He will be under the control of Junior Engineer in charge of the section. He will also be responsible to get the work done from lineman, ALM, T mates and other helpers. He will instruct and guide his subordinates in performance of their duties. In addition to these he will also responsible to reporting of the serious defects noticed in the distribution transformers to the Junior Engineer. Foreman (daily waged) will assist the regular foreman and work under the instruction and the guidance of the superior. He will not be authorized to hold independent charge of the maintenance and dehydration gang.

2. Lineman (regular): Lineman (regular) will normally be entrusted with the independent work on construction, maintenance and complaints of electric supply system. He will perform the duties of construction of works of local distribution system, EHV, HT, LT, and sub-station. Lineman (daily waged) will assist the regular technical staff in construction and maintenance and complaint of electric supply system in performance of their duties. No. daily waged lineman will be the incharge of complaint centers.

3. Asstt. Lineman (regular): Asstt. Lineman (regular) is basically to help the lineman and foreman in construction and maintenance, operation works of electric supply system. He assist the foreman, lineman in performance of duties in carrying the T&P Ladder wherever required. He reports the missing seals of the meters observed while attending the complaint of consumer premises to his lineman or junior engineer. Asstt. Lineman (daily waged) will assist the regular technical staff in construction and maintenance work including Retralling of lines. He carry material, T&P and ladder etc. and replace the fuses at consumer premises.
4. T. Mate (regular): T. Mate (regular) is basically a ground man to help the lineman, asstt. Lineman in discharging their duties. He also work aloft overhead lines in construction and maintenance work and sub-station whenever authorized in writing by the Gazetted officer (authority to work aloft over head lines shall be given by Gazetted officer, after satisfying himself regarding the capability of the worker). He will also do any other job as specifically assigned or ordered by Junior Engineer, SDO, and any other superior officer. Whereas T. Mate (daily waged) will assist technical staff in construction and maintenance work. He will carry material to the location of work, digging of pits, carrying of poles and laying of conductor, loading and up-loading of material etc. He will also perform the job ordered by the regular technical staff and other superior officers.

5. Electrician (regular): Electrician (regular) is normally deployed for the construction and maintenance of sub-stations, power houses and M&T workshops. His normal duties are maintenance of electrical equipment, machinery in power houses, sub-stations etc. He will also be responsible for independently maintaining and checking of control and protection wiring & power cables, proper maintenance and up keep of measuring and testing instruments kept in sub-stations and power houses. Electrician (daily waged) will not be authorized to perform independently the duties of regular electrician, but will assist the regular technical staff.

6. Beldar (regular): Beldar (regular) is engaged to help the carpenter, mason, Blacksmith etc. in the power houses etc. He is to do only manual labour such as digging of pits, digging of trenches development of sites, Loading / Unloading of material and carriage of material to the site of work. He will also assist the regular line staff in the erection of towers, H.T. lines and sub-stations. Beldar (daily waged) do only manual labour and assist the regular staff. He will work only for one shift in 24 hours.

7. Helper (regular): Helper (regular) assist skilled and semi skilled workers and supervisor in performance of his duties. He will work according to the directions of his supervisor. Helper (daily waged) will assist regular staff in performance of duties satisfactorily and he is not to be authorized to work independently by the Gazetted officer.
4.3 Procedure of Training in Himachal Pradesh State Electricity Board

Wise learn from others experience, while tools learn from wasting. In Himachal Pradesh Electricity Board the training of various jobs, excluding one category of staff namely lineman category, is by wasting efficiency, time and money. There is no regular system through which the personnel on various jobs for which they are employed are prepared. Fresh graduate engineers are recruited as Junior Engineer, any body is posted anywhere luck leads him. By stroke of luck, he may be incharge of heavy operation section or incharge of individual store or in the drawing branch of a division surveying new lines. In planning and design or testing of equivalent or collection of data or a simple post in any office where the clerk would have done better. Due to bad and uncertain start in career, some impressions are formed in the minds of new entrants. In addition to this if one is posted with his boss of supervisor, who is also the product of similar circumstances, it is only to add another inefficient good for nothing.

In Himachal Pradesh State Electricity Board there are two Lineman training institute to cater the needs of training the line staff of the Board. At Solan lineman Training Center there is provision to impart training to 20 to 25 lineman. The duration of training is three months and there are only two instructors. The attendance of deputed staff for training is not encouraging because it is not obligatory to attend the training course. Some times the attendance is as low as 50 % of the total called candidates for the training. The short span of time, inadequate infrastructure and more stress on theory, does not serve the real purpose of training the lineman. To overcome this situation the only solution is to adopt a systematic and well planned training procedures. The ultimate cost of this will be much less that the benefits derived in the form of efficient organization and specialized personnel structure.

4.4 Workers Participation in H.P. State Electricity Board

In Himachal Pradesh State Electricity Board workers participation in management is brought about through works committee and Liaison-Cum-Grievances Committee, which resolves the differences between employees
and management at different level. The constitution and functions of works committee in the Board is as under:

The works committee in the H.P. State Electricity Board is constituted under the Industrial Dispute Act, 1947. It consists of an equal number of representatives of the management and representatives of the employees. The tenure of office of the representatives is two years, and they lose membership, if they fail to attend three consecutive meetings. The committee meets as often as possible but not less than once in three months.

The committee represents various categories, groups and classes of workman engaged in the different divisions of the Board. The chairman of the works committee is the Executive Engineer of the division concerned. The other members of the works committee are as follows:

(i) One Assistant Engineer (Head Quarter) of the division concerned.
(ii) One Assistant Engineer to be nominated by the executive engineer.
(iii) Three representatives of workers to be nominated by the union, from amongst the workers in the division concerned.

The functions of works committee are of advisory nature and no obligation can be imposed on the management to implement the recommendations of the committee. There can be spelt out in the following manner.

(i) To promote measure for recurring and preserving amity and good relations between the employer and workers.
(ii) To comment upon matters of their common interest or and to compose and material difference of opinion in respect of such matters.
(iii) The works committee shall also be responsible for the task of improving operational efficiency of the system and ensuring consumers satisfaction, besides consideration of suggestion that may be made by individual or group of workmen with a view of their adoption.
(iv) The committees constituted at the generation stations will be responsible for proper operation and maintenance of equipment and availability of spares etc.
The committee constituted at the project level will be responsible for reviewing the progress of work. If the workers committees feel that the decision / solution to any of the problem is not possible at its level it may recommend or refer the case to circle level “Liaison-Cum-Grievances Committee” for consideration and suitable solution and decision.

The meetings of the works committees will be held once in a month in the second week of every month. The chairman of the committee will fix suitable date and time for the meeting in the second week and inform every member well in time. The minutes of the meeting should invariably be drawn and sent for suitable action by the various concerned with a copy to superintending Engineer / chief engineer and the secretary of the Board.

4.4.1 Liaison-Cum-Grievances Committee

These committees will be formed to settle various grievances and to maintain a liaison between the employers and the employees at the level of (a) Superintending Engineer (all staff of circle), (b) chief Engineer (for the staff working in chief engineer and P &D’s offices) and (c) Head office (for the staff of all offices forming part of head office viz. Accounts, purchase and Administrative wing.)

4.4.2 Constitution of Liaison-Cum-Grievances Committee.

(a) Circle Level.

1. Superintending Engineer Chairman
2. Attached officer Member
3. Executive Engineer (HQ) Member
4. One Executive Engineer is to be nominated by the SE. Member
5. Four representatives of staff to be nominated by the union. Member
(b) Chief Engineer's Level.

1. Chief Engineer Chairman
2. One Superintending Engineer (P&D) Member
3. Executive Engineer (works) Member
4. Establishment officer Member
5. Four representatives of the staff to be nominated by the union. Member

(c) Head office Level.

1. Secretary Chairman
2. Chief Purchase officer Member
3. Dy. Chief Accounts officer Member
4. Asstt. Secretary (Establishment) Member
5. Four members of the staff to be nominated by the union Member

4.4.3 Functions of the Committee

(i) To promote and secure amity and good relations between management and employees.

(ii) To enable workers to take an active interest in the implementation of programmes and the realization of the economic objective of increasing production and raising productivity (collection of electricity tariff, construction of projects etc.)

(iii) Any matter not settled in the works committees meeting referred to the Liaison-Cum-Grievances committees (only in case of circle level).

(iv) To maintain an efficient line of communication between the management and the establishments.

(v) The Liaison-Cum-Grievances Committees shall advise the Board at different levels of administration on all matters which are relating to
welfare of the employees and which are likely to promote and secure amity between the management and the employees.

(vi) To provide for a forum for consultations on all matters hearing in conditions of work and redressal of general grievances and ensure welfare to the employees.

4.5 Employer-Employees Relations in Himachal Pradesh State Electricity Board

As a matter of fact, the commissioning of a large number of new projects by the Himachal Pradesh State Electricity Board has led to the multiplicity of the working force and corresponding increase in the employee problems, in the Board. Therefore, in order to protect the rights and interests of employee, the Board has set up a separate administrative machinery to look after the welfare of the employee. The administrative structure has been discussed as below:

1) **Labour Welfare cum Industrial Relations Unit:**

   The Board has set up a separate unit in the Board to protect the rights and interests of the working class. This unit is known as the Labour Welfare-Cum-Industrial Relation Unit. The main function of this unit is to render advice on various Labour problems and to maintain industrial harmony and cordial relations between the employees and the management of the Board. This unit has been organized into the following manner:

   a) Member (Administration), HPSEB
   b) Secretary, HPSEB
   c) Labour Welfare-Cum-Industrial Relations officer.
   d) Labour Welfare inspector
   e) Other staff, the other staff at the disposal of Labour Welfare-Cum-Industrial Relations unit is Assistant, clerks, peons, drivers etc.

   A brief description of these functionaries is as below:
A) Member (Administration): The member Administration look after all the administrative matters of the Board. He is senior officer from the Indian administrative service. Besides administrative matters, the member (Admn.) also look after the matters pertaining to labour welfare.

B) Secretary: The secretary is the overall incharge of the Board’s secretariat and administrative matters. He also acts as the chief executive officer of the Board. Generally the secretary of the Board is a senior officer of the Himachal Pradesh Administrative services. The secretary also acts as a link of the Board with the chief engineers and other Heads of the Department in respect of the personnel matter. He also control the work of Labour Welfare-Cum-Industrial Relation.

C) Labour Welfare-Cum-Industrial Relations officer: The Labour Welfare-Cum-Industrial Relations officer is the head of Labour Welfare-Cum-Industrial Relations Unit. This functionary generally possesses a graduate degree in Laws alongwith a post-graduate Diploma in Labour Welfare and Industrial Relations. The main function of this functionary is to bring to the notice of the HPSEB management the grievance of workers, with a view to securing their expeditions redress. He also acts as Liaison officer between the management and the labour.

D) Labour Welfare Inspector: This functionary works under the Labour Welfare-Cum-Industrial Relations officer. The Labour Welfare Inspector also possesses a graduate degree in laws alongwith a post graduate diploma in labour welfare and industrial relations. The main function of this functionary is to attend the Labour court cases, industrial tribunal cases and to put up appearance before the above adjudicatory authorities in important industrial disputes. Another important function of the Labour Welfare Inspector is to undertake extensive tours and inspect the Board’s works covered under Labour Laws.

4.5.1 Functions of Labour Welfare-Cum-Industrial Relations Unit

The Labour Welfare-Cum-Industrial Relations wing of the Board has the following functions to perform.
1) To study and understand the point of view of labour in order to help the Board management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand.

2) To watch industrial relations with a view to using its influence in the event of a dispute arising between the Boards management and workers and to help to bring about a settlement by persuasive efforts.

3) To bring to the notice to the Board management, the grievances of workers, individual as well as collective with a view to securing their expeditions redress.

4) a) To advice on fulfillment by the concerned wing of the Board on obligations, statutory or otherwise, concerning the applications of provisions of the act and rules made there under.

   b) To established liaison with the factory inspector and the medical services concerning:
   
   i. Medical examination of employees.

   ii. Health records.

   iii. Supervision of Hazardous jobs.

   iv. Accidents.

   v. Systematic plant inspection.

   vi. Prevention of accidents and supervision of safety committee.

   vii. Investigation of accidents.

   viii. Safety education.

   ix. Maternity benefits.

   x. Workman's compensation.

5) To promote relations between the concerned wings of the Board and the workers which will bring about productive efficiency as well as amelioration in the working conditions and to help workers to adjust and adapt themselves to their working environment.
6) To advise the Board's management on provisions of welfare facilities such as:

i. Canteens
ii. Drinking water
iii. Shelter for rest, crèches
iv. Adequate latrine facilities
v. Payment of pension and superannuation funds.
vi. Gratuity payments
vii. Legal advice to workers
viii. Social and recreational facilities
ix. Sickness and benevolent scheme
x. Granting loans
xi. Advice on individual personnel problems and education of children.

4.5.2 Benefits provided by the Board to its employees

On the advice of the labour Welfare-Cum-Industrial Relations Unit, the Board sanctioned the following benefits to the workers of the HPSEB.

(a) Decision involving financial benefit by way of Enhancement in allowances including DA:

i) Introducing of voluntary retirement scheme for employees of HPSEB (No.3824-4025 dated 12-04-2005)


iii) Amendments in R&P Regulations to the post of AE (Elect.) in column no.7 (No.11888-12088 dated 05-05-2005)

iv) Amendments in R&P Regulations to the post of JE (E) in column No.8 (No.15802-16002 dated 12-05-2005)
v) Merger of 50% DA with basic pay to Boards Employees (No.32000-200 dated 05-06-2005)

vi) Orders issued with regard to withdrawal of Conveyance Allowance granted to JEs in deviation to PSEB (No.35785-985 dated 04-07-05)

vii) Instructions regarding transfer of officers / officials and relieving thereof (No.52536-756 dated 11-08-2005)

viii) Restored the benefit of advance promotional increment on completion of 23 years service (No.66325-525 dated 07-05-2005) to JEs / AAEs.

ix) Notification No.5167-367 dated 10-08-05 regarding abolishing of 8% quota to Un-qualified JEs for promotions as AE held in abeyance (No.59089-289 dated 25-08-2005)

x) Merger of 50% Dearness Relief with Basic Pension/Family Pension to Boards pensioners (No.68071-272 dated 14-09-2005)

xi) Decided that Competent authority for sanctioning of Over-stayal allowance will be Secretary, HPSEB, in respect of all categories of employees instead of Appointing Authority (No.63574-774 dated 05-09-05)

xii) Issued Clarification with regard to charging of license fee to the Officers/Officials worked on various HEP (No.63775-975 dated 05-09-05)

xiii) Decided that appointment to the kith and kin of the deceased Boards employees shall be made on Daily wages henceforth (No.80271-461 dated 06-10-2005)


xv) Ordered the enhancement of Dearness Allowance payable to the employees of the Board from existing rate 11% to 14% of pay w.e.f. 1st July. 2004 and further from 14% to 17% w.e.f. 01-01-2005 (O/O No. 80 dated 18-11-2005)
xvi) Ordered the withdrawal of Tax levied under Himachal Pradesh Tax on professional Trades Callings and Employment Act, 2005 from 1\textsuperscript{st} November 2005 onwards. \{No.96048-96267 dated 19-11-2005\}

xvii) Ordered the enhancement of Dearness Allowance to the pensioner / family pensioner of the Board from the existing rate of 11\% to 14\% of pension w.e.f. 1\textsuperscript{st} July, 2004 and further from 14\% to 17\% w.e.f. 01-01-2005 \& No.100573-773 dated 03-12-2005}

xviii) Adoption of instructions with regard to payment of Travelling Allowance etc. to HPSEB Employees. \{No.107224-444 dated 23-12-2005\}

xix) Restoration of Home Town LTC facilities for Boards Employees. \{O/O No.8 dated 19-01-2006\}

xx) Post of Librarian has been re-designated as Chief Librarian and amendment in R&P Rules of Librarian \{No.131391-97 dated 23-02-2006 \& 2534-2734 dated 12-04-2006.\}

xxi) Regarding the enhancement of Dearness Allowance payable to the employees of the Board from existing rate from 17\% to 21\% w.e.f. 01-07-2005. \{O/O No.16 25-03-2006\}.

(b) Facilities provided by way of adopting HP Govt. instructions with regards to medical treatment etc.:

i) H.P. Govt. instructions regarding recognition to Forties Heart Institute and Multi Specialty Hospital Mohali (Pb.) for Medical reimbursement to HPSEB employees \& their Dependents / Pensioners / their Spouses for a further period of one year w.e.f. 20-12-2004 (O/O No.50 dated 10-05-2005)

ii) Decided to adopt H.P. Govt. instructions as contained in H.P. Govt. O.M. No. HPW-B(A)2-1/2004 part-1 dated 27-07-2005. regarding recognition of Siriram Hospital, 18-D, Lane-4, Sector-1, New Shimla (No.75658-878 dated 30-09-2005)

4.6 Unions and Associations in H.P. State Electricity Board

Himachal Pradesh State Electricity Board was constituted on 1\textsuperscript{st} September, 1971 and it was endowed with responsibility of promoting the
coordinated development of power potential. For the exploitation of huge hydel power potential numbers of projects have been started by the board which resulted in multiplicity of working force and corresponding increase in employee problems. The employees of the Board have also been subjected to exploitation by the H.P. State Electricity Board's management. Thus in order to fight against the repressive attitude of management the employees of the Board have organized themselves through unions and associations. As per the annual administrative report of the Board for the year 31-03-2006 union / associations had been functioning in the Board to watch the interests of the class represented by each of them.

UNIONS/ASSOCIATIONS

During the period under report, 12 Unions/Associations named as under had been functioning in the Board to watch the interests of the class of the Board’s Employees represented by them. Out of total of 253 demands of these Associations 107 nos. demands were settled during the year under report and the balance are under the consideration of the Board.

Sr. No. Name of Union/Association
1. HPSEB Employees Union
2. HPSEB JEs Association
3. Himachal Power Engineers Association
4. HPSEB Project Engineers Association
5. H.P. Diploma Engineers Association
6. HPSEB Engineers Association
7. HPSEB Drivers & Auto workers Association
8. HPSEB Stenographers Association
9. HPSEB Draughtsmans Association
10. HPSEB Technical Employees Union
11. HPSEB Ministerial Service Association
12. HPSEB Supervisory Accounts Service Union
4.7 Transfer Policy of H.P. State Electricity Board

(i) Officers of the rank of Chief Engineer should not be posted in their home zone.

(ii) The superintending Engineers should not be posted in their home circles.

(iii) The Sr. Executive Engineer should not be posted in their home Circle / Division except in Design / Generation / Projects Wing.

(iv) The Assistant Engineers / Assistant Ex. Engineer should not be posted in their home division / sub-division except Designs.

(v) The Junior Engineers / Additional Assistant Engineer should not be posted in their home sub-divisions / sections.

(vi) All other class-I and II officers be also not posted in the Sub-Divisions / Divisions / Circles / Chief Engineers office situated with in a Tehsil of concerned officer except in Designs and in Board’s Head Quarter.

(vii) The officer / Officials if any already posted in their Home Zone / Circle / Division / Sub-Division / Section / Tehsil as the case may be transferred out of the said station in a phased manner within a period of 5 months from the date of issue of this policy;

(viii) On direct recruitment, Assistant Engineers will have to work in Design Units for a period of 3 years, but the above conditions of posting in Home sub-Divisions etc. will not be applicable while working as Assistant Engineer (Designs) in this case.

(ix) As far as possible it should be ensured that Officer / Official on fresh appointment should be posted in tribal area at least 2 winters and 3 summers on completing required period in tribal area, Officer / official will give 5 stations of his choice and he / she should be posted in any one station of his / her choice. The Officers / Officials who have already served in tribal area should not be posted there time and again.

(x) The Officer/Official belonging to tribal areas be not oftenly disturbed, as far as possible, even after the completion of their normal tenure;
However, the employees born on Circle/ Division level cadre in tribal areas will not be entitled to over stayed allow-once after completion of normal tenure. Such employee, if any, who request for transfer from tribal area, his/her request can be considered, if he/ she undertakes to forego his / her seniority in his parent Division / Circle.

The employee crossing the age of 50 should not normally be posted in tribal area. However, the case of employees willing for transfer in tribal areas even after the age of 50 years can be considered.

As far as possible, posting of couples in Board Organization be made on same station or one nearest distance.

However, the Officers may be posted on the station of his / her choice, in case, the period for retirement remains 2 years or less;

Un-married women employee and widows may be posted on the station of their convenience as far as possible.

The Class-IV (Tech.) / Non-Tech.) employees may be posted near to their home as far as possible.

The handicapped Officers / Officials which include blind / one handed / having one leg may be posted on the station nearest to their home as far as possible.

The Officer / Official, if any, who can not be posted out of any specific office of the Board, he / she should be changed with in a office after completing 5 years;


Every Officer / Official will have to relinquish charge / be relieved as the case may be within 15 days from the date of issue of transfer orders.
failing which suitable disciplinary action will be initiated against the
defaulter employee / Controlling Officer.

(xxii) The Officer/Official transferred to tribal area should be relieved of
his/her duties immediately by his controlling officers or should
relinquish the charge of present office at once in case the transferee is
a Gazetted Officer. But, the Officer/Official transferred from tribal area
should not relinquish charge or should not be relieved of his/ her duties
until and unless his/her substitute does not report for duties. The
disciplinary action may be ensured promptly in case, Office/Official,
who so ever, try to evade transfer orders to or from tribal area.

(xxiii) It is also prescribed that Officer / Official while under transfer from one
station to another station be not allowed to avail leave even on medical
grounds until and unless the concerned employee does not produce a
certificate in from Chief Medical Officer of the District concerned in
proof of his / her illness. In such cases, the period of absence, if any,
be treated as dies- non.

Normally an Officer / Official should not be transferred from a station
until and unless he / she completes minimum 3 years of service.
However, this condition will not apply where transfer are required on
administrative or on request of an employee on medical grounds or in
cases of mutual transfers.

4.7.1 Labour Welfare Cum Industrial Relation Unit

The main functions of this unit is to render advice on various labour
problems and to maintain industrial harmony and cordial relations between
the employees and management of the Board. Under section 3 of the
industrial Dispute Act, 1947, the Board has constituted works committees at
Divisional level; Liaison-cum-Grievances Committees at CEs'/Circles & Head
Office levels where equal representation has been give to the employees to
settle all disputes/grievances of the staff amicably.

Benevolent Fund Scheme

The benefits under this scheme are available to those employees who
are members of the scheme for which an annual subscription of Rs. 180/- is
deducted from pay @ Rs. 90/- in the month of June & December. During the year an amount of Rs. 9102250/- as annual subscription including interest and matching grant was received from the subscription/Board. The interest accrued on funds invested in various banks was credited to the fund and out of this a sum of Rs. 1,38,14,850/- has been disbursed as relief.

Health Care Facilities in HPSEB

A Dispensary is established in HPSEB’s headquarter at Vidyut Bhawan under HPSEB, where two Doctors, one Pharmacist, one Lab Technician and one Female Health Worker are working. In addition to diagnosis and general check up of patients, the following facilities are available in the Dispensary:

1) First Aid.
2) All type of injections & medicine distribution.
3) Dressings.

In addition to above, a well equipped laboratory is also there wherein facilities of all blood tests, urine test and ECG are available. Similar health care is being provided through well equipped Dispensaries at Bassi, Bhaba and Giri power Hources.

Library

H.P. State Electricity Board (Sectt.) has its own Library functioning at Vidyut Bhavan Complex. Library has miscellaneous books on subjects such as Technical/Civil/Mechanical/General rules and Regulations, Autobiographies etc. Arrangement to accommodate at least ten readers has also been made to consult reference books and go through the news papers / magazine in the library.

Canteen Facility

A canteen is also operational on no profit no loss basis to meet the requirements of staff posted at Vidyut Bhawan as well as others who visit this place during working hours. Lunch is also served here in addition to tea, sweets, snacks etc. on demand lunch for official meetings is also served. The overall supervision of Canteen is with under Secretary (General) who is also the chairman, canteen committee and canteen purchase committee.
Accidents

During the period under report 36 cases of fatal / Non fatal accidents under Workmen’s Compensation Act, 1923 have been decided and a sum of Rs.66,93,952/- was awarded/paid as compensation.

General Provident Fund

During the year 2005-2006 a sum of Rs.1,62,11,12806/- including interest accrued has been contributed / credited against GPF contribution. On the contribution so made an interest of 8 % has been allowed to the subscribers in accordance with the rates as applicable to employees of H.P. Government. From this fund a sum of Rs.1,16,68,93,545/- has been released as final payments non refundable and temporary advances and 90 new members have been enrolled thus raising the total membership of this fund to 38680 as on 31-03-2006.

Deposit Linked Insurance

This scheme is applicable to those deceased employees who had put in 5 years of minimum service. 154 cases were settled under this scheme and a sum of Rs.45,51,950/- was paid on this account to the legal heirs of the deceased employees during the year under report.

Pensionary Benefits

In accordance with the CCS pension Rules,1972 all the employees (Regular as well as Work-charged) except for those who are the subscribers to CPF are entitled to avail this facility. During the year 2005-2006 the following cases were settled.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>No. of cases settled</th>
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<tbody>
<tr>
<td>1.</td>
<td>Superannuation Pension/Family Pension</td>
<td>941 Cases</td>
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<tr>
<td>2.</td>
<td>DCRG and retirement gratuity</td>
<td>1128 Cases</td>
</tr>
<tr>
<td>3.</td>
<td>Ex-gratia</td>
<td>134 Cases</td>
</tr>
<tr>
<td>4.</td>
<td>Commutation of pension</td>
<td>889 Cases</td>
</tr>
<tr>
<td>5.</td>
<td>Revision of Pension/Family pension case</td>
<td>632 Cases</td>
</tr>
<tr>
<td>6.</td>
<td>PPO transferred to Bank</td>
<td>682 Cases</td>
</tr>
<tr>
<td>7.</td>
<td>Restoration of full pension cases</td>
<td>74 Cases</td>
</tr>
<tr>
<td>8.</td>
<td>Leave salary/Pension Contribution Bills raised to outside Organisation for Rs.2.80 Cr.</td>
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