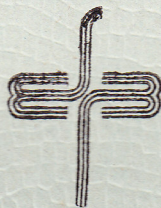


# **PUNJAB STATE ELECTRICITY BOARD**

**Regulations of Conduct of Meetings, 1959**



*Published by :*

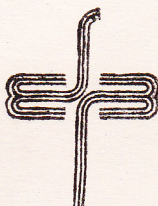
**Punjab State Electricity Board**  
**PATIALA**

**Price**



# **PUNJAB STATE ELECTRICITY BOARD**

**Regulations of Conduct of Meetings, 1959**



*Published by :*

**Punjab State Electricity Board  
PATIALA**



## INDEX

Regulation No.	Particulars	Page No.
1	Short Title and Commencement	1
2	Definitions	1-4
3.1	Holding of Meetings	4
3.2	Who may call a Meeting of the Board	4
4	Date, Time and Place of Meeting	4
5.1	Quorum	4-5
5.2	When, if Quorum not present, Meeting to be Dissolved And when to be Adjourned	5-6
5.3	Power to Adjourn Meeting	6
5.4	Powers of A Meeting at which Quorum is present	6
6.1	Who shall Preside at the Meeting of the Board	6-7
6.2	Presiding Authority's Duties for Conducting the Meetings	7-8
7.1	Inclusion of Item in the Agenda	8
7.2	Agenda for Meetings	8-9
7.3	Order of Transacting Business	9
8.1	Notice for the Meeting	9-10
8.2	Non-Delivery of Notice OR Agenda	10
8.3	—do—	10-11
9.1	Changes in the Time and Date of Meeting	11
9.2	—do—	11
10	Constitution of Committees, Etc.	11
11	Resolution	11-12



(ii)

12	Matters to be decided by the Board	12—13
13.1	Participation of Non-Members in the Deliberations of the Board	13
13.2	—do—	13
14	Aggrieved Persons to be Heard in Person	13
15.1	Recording and Confirmation of Minutes	13—14
15.2	—do—	14
15.3	—do—	14
15.4	—do—	14—15
15.5	—do—	15
15.6	—do—	15
15.7	—do—	15
16.1	Right of vote	15
16.2	—do—	16
17.1	Miscellaneous	16
17.2	—do—	16



## **PUNJAB STATE ELECTRICITY BOARD**

No. 268/PSEB

Dated : 21.8.1959

Regulations for the summoning and holding of Meetings of the Board. The time and places at which such meetings shall be held, the conduct of business thereat and the number of Members necessary to constitute a Quorum.

---

In exercise of the Powers conferred by Section 79(b) of the Electricity (Supply) Act, 1948, the Punjab State Electricity Board is pleased to prescribe the following regulations for the conduct of the meetings of the Board :—

1. These regulations shall be called the "Punjab State Electricity Board (conduct of meetings) Regulations, 1959".

### **2. DEFINITIONS :**

- (i) In these regulations, unless there is anything repugnant in the subject or context :—
  - (a) 'Act' means the Electricity (Supply) Act, 1948 (LIV of 1948) and shall include any statutory amendment or modification or re-enactment thereof.
  - (b) 'Adjournment' means the postponing or deferring of the proceedings of a meeting to another day



or to another hour of the same day.

- (c) 'Agenda' means the items of business proposed to be transacted at a meeting.
- (d) 'Amendment' means an alteration addition, deletions, substitution or modification in the terms of a motion or a resolution.
- (e) 'Board' means the Punjab State Electricity Board constituted under Section 5 of the Act.
- (f) 'Chairman' means the Chairman of the Board duly appointed under Sub Section 5 of Section 5 of the Act and includes the officiating Chairman appointed under Section 11 of the Act.
- (g) 'Chief Executive Officer' means the Secretary of the Board.
- (h) 'Member' means a member of the Board duly appointed under Sub Section 2 of Section 5 of the Act and includes the officiating member appointed under Section 11 of the Act.
- (i) 'Meeting' means a meeting of the Board whether ordinary or emergent.
- (j) 'Minutes' means the record, in a summary form, covering the proceedings at a meeting of the Board.
- (k) 'Motion' means a proposal moved at a meeting or circulated amongst the members of the Board,
- (l) 'Prescribed' means prescribed by the Act or by

any rules framed by Government under the Act or by these Regulations.



- (m) 'Presiding Authority' means the Chairman, or, in his absence, the member nominated or elected to preside over a particular meeting, as provided in Regulation 6.1.
- (n) 'Quorum' means the minimum number of members of the Board, whose presence is essential for the proper or valid transaction of business at a meeting.
- (o) 'Requisition' means a written demand made by the prescribed number of members for calling a meeting of the Board.
- (p) 'Resolution' means a motion initiated by the Chariman or any member of the Board on his initiative or on a proposal by any of the Head of department which has been carried at a meeting of the Board duly convened or by circulation amongst the members of the Board.
- (q) 'Secretary' means Secretary of the Board appointed under Section 15 of the Act, and includes any other officer, so authorised by the Chairman to perform the duty of the Secretary in the absence of the Secretary for a short period.
- (r) 'Head of Deptt.' Means Secretary, Chief Engineers, Chief Accounts Officer, Chief Auditor and DIG (V & S) of the Board or any other authority specially appointed by the Board to exercise the Power of Head of Department.
- (ii) Other expressions shall have the meanings respectively assigned to them under the Indian Electricity Act, 1910 (Act IX of 1910), Indian



Electricity Rules, 1956, the Electricity (Supply) Act, 1948 (Act LIV of 1948), as amended from time to time, and the rules framed thereunder.

### 3.1 HOLDING OF MEETINGS :

The Board may hold a meeting for the transaction of business, adjourn and/or otherwise regulate it and its proceedings, as deemed fit, provided, however, that a meeting shall be held at least once in every calender month.

### 3.2 WHO MAY CALL A MEETING OF THE BOARD

The Chairman may at any time, and shall, on receipt of a requisition in writing by not less than the number of members required to constitute a quorum as prescribed in these Regulations convene a meeting of the Board.

## 4. DATE, TIME AND PLACE OF MEETINGS

The meetings of the Board shall normally be held at the Head Office of the Board during office hours. The exact date, time and place of each meeting shall be fixed by the Secretary, with the prior approval of the Chairman.

### 5.1 QUORUM :

The quorum of the meeting shall be two, as long as the number of members appointed under Sub Section 2 of Section 5 of the Act is three; and shall be



increased by one for every addition of two members, provided that when there is a vacancy in the Board or one or more members are absent on leave or for any other reason and no arrangement is made to fill up the vacancy under Section 11 of the Act, the quorum shall be reduced by one for every reduction of two members.

**5.2 WHEN, IF QUORUM NOT PRESENT, MEETING TO BE DISSOLVED AND WHEN TO BE ADJOURNED :**

- (i) If within half an hour from the time appointed for the meeting, there is no quorum, the meeting, if convened upon a requisition of Members, as laid down under Regulation No. 3.2, shall be dissolved. In other cases, it shall stand adjourned to any future day or to any hour of the same day as the Presiding Authority may determine and in case it is adjourned to any future day beyond 48 hours then the notice to that effect shall be sent to all the Members in writing. If at such an adjourned meeting, there is no quorum again within half an hour from the time appointed, those Members who are present shall proceed with the business for which the meeting was called, provided their number is not less than two.
- (ii) When a quorum has once been constituted and the business of the meeting properly started, it shall continue unless it comes to the notice of the Presiding Authority that there is absence of quorum. In the case of continued absence of quorum within the next thirty minutes, he shall



adjourn the meeting to any future day or to any hour of the same day, as he may determine ;

Provided that when a meeting is adjourned beyond 40 hours a notice to that effect in writing shall be sent to all the Members. The procedure thereafter shall be as prescribed in Regulation No. 5.2 (i).

### 5.3 POWER TO ADJOURN MEETING :

The Presiding Authority, may, if he thinks it necessary or expedient, and shall, if so directed by the meeting, adjourn the same from time to time and from place to place, but no business shall be transacted at the adjourned meeting, other than the business left unfinished at the meeting which had adjourned. When an adjourned meeting is to be held within 48 hours, it shall not be necessary to give a fresh notice. A notice shall be sent to all members in the case of a longer adjournment.

### 5.4 POWERS OF A MEETING AT WHICH QUORUM IS PRESENT :

A meeting duly held under these rules shall be competent to exercise all or any of the authorities, powers and directions vested in or exercisable by the Board.

### 6.1 WHO SHALL PRESIDE AT THE MEETING OF THE BOARD :

The Chairman shall preside at every meeting but in



case he is unable to attend any meeting, he may nominate any other member to preside over that meeting.

Provided that in cases where the Chairman is unable to appoint his nominee before absenting himself from the meeting or where the member so appointed is absent, the members present shall elect one of them to preside over the meeting, and in that case the member so nominated or elected shall perform the duties of the Chairman for that meeting.

## 6.2 PRESIDING AUTHORITY'S DUTIES FOR CONDUCTING THE MEETINGS

It shall be the duty of the Presiding Authority to conduct the meetings, in accordance with these Regulations and, in particular :—

1. to ensure that the meeting is properly convened and constituted, that is, a proper notice is served on the Members and there is a quorum.
2. to see that all the statutory requirements are duly observed at the meeting.
3. to give due and sufficient opportunity to those members who wish to speak on the subject under debate or discussion.
4. to allow no discussion, unless there is some motion before the meeting and to prevent irrelevant discussions.
5. to give his ruling/s on points of procedure and to decide all points of order and priority of speakers,



6. to take the sense of the meeting by putting the motions and amendments to vote, where necessary, and
7. generally to so conduct the meeting that the business thereof is facilitated and the results and decisions are well defined.

#### 7.1 INCLUSION OF ITEM IN THE AGENDA :

Any Member who desires to get any proposal included in the Agenda, shall send a notice of such proposal together with a brief explanatory note, to the Secretary. A proposal, the notice of which has not been received by the Secretary within a period less than seven days before the scheduled date of meeting, shall not be included in the Agenda;

Provided that the Chairman or the majority of the members present in the meeting may allow a proposal which was not previously notified in the agenda to be taken up in that meeting.

#### 7.2 AGENDA FOR MEETINGS :

The agenda for each meeting of the Board shall be prepared by the Secretary, on the basis of the proposals received from the Chairman, the Members and the Head of the Department of the Board. As soon as a proposal for inclusion in the agenda is received by the Secretary from the Chairman or the Member or the Heads of Sections, as the case may be, the Secretary, after obtaining the comments of the Officers/ Sections concerned, where necessary, shall immediately proceed to scrutinise the same so as to ensure that it is complete



in all respects. After this is done, a brief note on each item of the agenda will be prepared by the Secretary as far as possible and approval of the Member concerned obtained. The Secretary will then obtain the approval of the Chairman to the proposed agenda. If approval of the Board is required on any item by circulation, approval of the Member concerned and the Chairman shall be obtained by the Secretary before circulating that item.

### 7.3 ORDER OF TRANSACTING BUSINESS :

The order in which items of business are to be transacted or taken up for consideration at any meeting will be in the order as set out in the agenda papers, as far as possible, provided that the Presiding Authority or the majority of the members present in that meeting may change the order as set out in the agenda for that meeting.

### 8.1 NOTICE FOR THE MEETING :

At least seven day's notice in writing of a meeting of the Board shall be given to each member by the secretary. A copy of the agenda for the meeting and a brief note, if any, on each item of the agenda shall also be sent to the members, either with the notice or as soon thereafter as possible, but atleast three days before the meeting. Provided that :—

- (i) the period of such notice may be reduced upto one day and the period for the supply of agenda and notes, if any, also reduced to one day as may be considered expedient by the Chairman, when



a meeting is convened for transacting any emergent business.

(ii) the day of meeting shall be counted in reckoning the period of notice, but not the day of issue of notice.

(iii) if any member is out of India or is otherwise not in a position to attend the meeting, the service of notice on such a member may be dispensed with by the Secretary, with the prior approval of the Chairman. Provided further that if all the members are present without notice and desire to consider a particular resolution forthwith and none objects to the holding of a meeting for considering that resolution without issue of notice or agenda, want of notice and agenda shall be excused and the proceedings of such a meeting cannot afterwards be challenged on that ground.

## 8.2 NON-DELIVERY OF NOTICE OR AGENDA :

No proceedings of the Board shall be challenged by reason merely of a vacancy or vacancies existing in the Board or by reason of non-receipt of the agenda, or the notice by any member or members.

8.3 (i) A notice shall be deemed to be duly served if it is sent within the prescribed time limit to the member personally by hand or by registered post at the registered address communicated by the member in writing to the Board.

(ii) Where a notice is sent by post, service of the



notice shall be deemed to have been effected by properly addressing, pre-paying and posting a letter containing the notice. Such service shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of post.

#### 9.1 CHANGES IN THE TIME & DATE OF MEETING :

Any member may, after receipt of a notice of a meeting under regulation (8.1), intimate to the Secretary suggesting another date or time, therefore, if the date and/or time fixed be not suitable to him, but such intimation should reach the office of the Secretary atleast four clear days before the date already fixed for the meeting.

- 9.2 The Secretary shall place such communication forthwith for the orders of the Chairman, who may, in consultation with the other members, if possible, fix another suitable date and/or time for the meeting.

#### 10. CONSTITUTION OF COMMITTEES, ETC :

The Board may, from time to time, appoint Committees or sub-committees consisting of such member or members as it thinks fit to advise the Board on such matters as may be specified and subject to such directions as the Board may give.

#### 11. RESOLUTION :

A resolution shall ordinarily be discussed and passed at a meeting of the Board,



Provided a resolution shall be as valid and effectual as if it had been passed at a meeting of the Board duly called and constituted, if the motion is circulated in draft, together with the necessary papers, if any, to all the members then in India (not being less in number than the quorum fixed for meeting) and has been approved by a majority of such members;

Provided further that such motion shall be made in urgent cases and circulated by the Secretary to the Members with the prior approval of the Chairman.

## 12. MATTERS TO BE DECIDED BY THE BOARD :

The Board shall consider and decide :—

- (a) Any matter required to be considered by the Board under any specific provision of the Act and the rules framed thereunder or under any other law or any general or specific direction of Government or of the Board,
- (b) Any matter required to be considered by the Board under Service Regulations or other Regulations or subsidiary Regulations, where powers are not delegated,
- (c) Any other matter specially required by the Chairman to be laid before the Board, in view of its importance ;

Provided that items for which specific delegations have been given to the members/officers of the Board, by the Chairman, while distributing duties, or by the Board, shall not be included in the agenda, unless the



member concerned so desires.

### **13.1 PARTICIPATION OF NON-MEMBERS IN THE DELIBERATIONS OF THE BOARD.**

The Chairman shall have power to invite any person's for a specific purpose to attend the meeting/s of the Board and to take part in the deliberations of the meeting. The person so invited may participate in the discussions, on the item/items concerning him, but shall not be allowed to vote.

13.2 The Secretary and any other officer of the Board permitted by the Chairman shall ordinarily attend all meetings and shall furnish any information which may be asked for by the Board. The Secretary will participate in discussions, as and when required, but shall not vote.

### **14. AGGRIEVED PERSONS TO BE HEARD IN PERSON**

The Board may hear at its discretion, any representations or appeals from aggrieved persons or parties in person, provided such representations and appeals are made in accordance with the prescribed procedure of the Board. The persons and parties so called, for hearing, may address and answer any questions arising therefrom, but shall withdraw from the meeting as and when directed by the Presiding Authority.

### **15.1 RECORDING & CONFIRMATION OF MINUTES :**

The Board shall cause minutes of the meeting of the Board and of the resolutions passed by circulation, to be duly entered in the books provided for the purpose, which shall be kept under the superintendence of the Secretary, and in his absence by any other officer



nominated by the Chairman to deputize for him and every such minute/resolution shall be signed by the Presiding Authority and the minute/resolution so signed or an extract from the Minute Book, shall be received as evidence in all courts and before all Judges, Justices & (other) Authorities-Judicial, Quasi-Judicial or Executive and such minutes/resolutions or entries therefrom shall be taken as conclusive proof of their having been duly passed by the Board and shall be proved either on the production of the original minute book or copy thereof duly attested by the Secretary of the Board.

15.2 The minutes shall be recorded either during the meeting or as soon thereafter as possible and shall contain :—

- (i) the names of all the members present at each meeting of the Board including persons present by special invitation.
- (ii) names of members voting for or against each resolution, where a division is called; and
- (iii) the minutes of the meeting, giving briefly the decisions taken against each item of the agenda.

15.3 The minutes shall be so recorded as to leave no blank space between one recorded decision and the other so that no scope is left for any interpolation at a later stage. The Presiding Authority shall sign the Minutes Book as soon as possible, after the meeting and attest the interpolations, erasures and substitutions, if any.

15.4 The proceedings of each meeting shall be prepared



by the Secretary and approved by the Presiding Authority. After approval and signatures of the Presiding Authority the proceedings shall be duly kept by the Secretary or any other Officer authorised by the Board.

15.5 A copy of the proceedings of each meeting shall be supplied to the Chairman and all the members, whether present at the meeting or not, and got confirmed in the next meeting.

15.6 The Minutes Book shall be carefully indexed and, when not in actual use, shall be kept in a fire proof safe.

15.7 All acts done by any meeting of the Board or by any person acting as a member shall, notwithstanding that it may be afterwards discovered that there was some defect in the appointment of any one or more members acting as aforesaid or that they or any of them were disqualified be as valid as if every such member had been duly appointed and was qualified to be a member of the Board provided that nothing in this Regulations shall be deemed to give validity to acts done by a member acting as aforesaid, after his appointment has been declared to be invalid.

#### 16.1 RIGHT OF VOTE :

All the members, including the Chairman, shall have a right to vote and decisions taken by the majority of the members present at the meeting shall be deemed to be the decisions of the Board, provided that in case of an equality of votes, the Presiding Authority shall have the right of a casting vote.



16.2 Any proposal/resolution/amedment duly put up in the meeting and pressed to a division shall first be reduced to writing in the final form, in which it is decided to put it for vote. It shall be recorded in full in the proceedings, together with number and names of the members voting for and against it, as laid down under regulation (15 2).

**17.1 MISCELLANEOUS :**

The business of the Board shall be transacted in English or such other language or languages, as the Board may decide from time to time.

17.2 If any doubt arises as to the interpretation of these Regulations, the decision of the Chairman/Presiding Authority thereon, as the case may be, shall be final and binding on all concerned.

Sd/-

SECRETARY,

PUNJAB STATE ELECTRICITY BOARD,  
PATIALA.



93

PUNJAB STATE ELECY. BOARD  
(MEETING SECTION)

OFFICE ORDER NO. 4607 /PSEB

DATED: 21.9.95 /

\*\*\*\*

In exercise of the powers conferred under Section-79  
(b) of the Electricity Supply Act-1948, the Punjab State  
Electricity Board is pleased to make the following amendment in  
the 'PSEB Regulations of Conduct of Meetings-1959' namely :-  
Regulation-12( Page-12)

Another proviso below the existing proviso under  
Regulation -12 shall be inserted to read as under :-

" Provided further that the Board, if it  
considers it expedient to do so, in any of  
the matters to be placed before it for  
consideration and decision, except those as  
indicated in sub-para(a) of this Regulation,  
may after due consideration authorise/direct  
any member(s) of the Board to take decision  
in light of its discussions, guidelines or  
directions as the case may be."

*[Signature]*  
Dy. Secretary/Meetings,  
for Secretary, PSEB, Patiala.

Indst.No. 139912/140072

Dt. 21-9-95

A copy of the above is forwarded to the following  
for information & necessary action :-

1. All Er-in-Chiefs/General Managers/Chief Engineers, PSEB.
2. O.SD.(T) to Chairman, PSEB, Patiala.
3. A.D.G.P./V&S, PSEB, Patiala.
4. Chief Accounts Officer, PSEB, Patiala.
5. Chief Accounts Officer/Revenue, PSEB, Patiala.
6. Chief Controller/Finance, PSEB, Patiala.
7. Chief Auditor, PSEB, Patiala.
8. Cost Controller, PSEB, Patiala.
9. All Superintending Engineers/Directors.



Endst.No. 140073/140398/

Dt. 21.9.95

A copy of the above is forwarded to the following for information & necy. action :-

1. Director/Personnel, PSEB, Patiala.
2. Legal Advisor, PSEB, Patiala.
3. SE (T) to Member/Transmission, PSEB, Patiala.
4. Director/Industrial Relations, PSEB, Patiala.
5. SE (T) I & II to Member/Operations, PSEB, Patiala.
6. Director/Public Relations, PSEB, Patiala.
7. All Deputy Secretaries/Under Secretaries, PSEB.
8. S.A (T) to Administrative Member, PSEB, Patiala.
9. S.A Accounts to Member/F&A, PSEB, Patiala.
10. All Sectional Officers/Heads of Sections, PSEB, Patiala.

Dy. Secretary/Meetings,  
for Secretary, PSEB, Patiala.

CC:

1. Dy. Secy. to Chairman, PSEB, Patiala.
2. Sr. PSs to Members/Secretary, PSEB, Patiala.

\*SATIS