

Paper-I (Engg. Officer)-Model Solution
(WORKS ACCOUNTS)

Ans. of Q.No.1

- (i) The value adjustment of discard vehicles, Furniture & fixtures and office equipment is as under:-
- (A) Original value of asset (Estimated if original not known) should be credited to A/C 10.7, 10.8 or 10.9 as applicable.
 - (B) Accumulated Depreciation debited to A/C 12.7, 12.8 or 12.9 as applicable.
 - (C) Written down value of the asset debited to A/C 16.1 or 16.2.
 - (D) Sale proceeds when realized shall be credited to A/C 16.1/16.2
 - (E) In case there is a loss in the value of asset, it should be debited to A/C 77.7 & A/C 16 cleared.
 - (F) If however there is some gain, it should be credited to A/C 62.4 up to the amount of depreciation provided and excess beyond that to A/C 56.2 Capital Reserve.
- (ii) **Supplementary Estimate:** As per Para 9.4 of chapter of IX of Manual on Capital Expenditure and Fixed assets-When an execution of work becomes necessary when the project is in progress but was not included in the original estimate of the project. The estimate prepared to get it approved from the competent authority is called Supplementary estimate.
- Revised Estimate:** As per Para 9.5 of chapter of IX of Manual on Capital Expenditure and Fixed assets-When the sanctioned estimate is likely to be exceeded by more than 5% due to increase in rates or any other cause, except when supplementary estimate is required, the revised estimate is prepared to get such excess sanctioned from the competent authority.
- (iii) As per Para 37.7 of chapter of XXXVII of Manual on Capital Expenditure and Fixed asset-All payments are based on entries recorded in M.B. while preparing abstract of cost of work done, the original measurements are to be crossed by a single red ink diagonal across the page & while making payment

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the abstract of cost is also crossed with an endst indicating Bill paid vide Vr. No./date, cheque no./date. Thus there would be no question of double payment. In case crossing of original measurement & the abstract is not done it may lead to double payment.

Again note of payment is also recorded on the PO/Work Order or Contract & posting of contractors Bill is also made in the Contractor's ledger which service as deterrent against double payment.

- (iv) As per para 15 of chapter- 03 of IUT Manual- In case of loss of U-Cheque in transit reported by the Accounting Unit in whose favour it is issued, a certificate in the following form will be issued by the Issuing Accounting Unit:
- “ Certifiedthat U-Cheque No.....date.....amounting to Rs.....was issued in favour of.....(Name of AU with Location Code) in settlement of IUT Bill No.... date.....”

On the basis of above certificate receiving AU will pass the necessary entries in his account (U-Cheque Cash Book).

- (v) Repair: An expenditure incurred on an asset to restoring the efficiency performance up to the level when it was first put to use is called repair.
- Maintenance: An expenditure on maintaining the asset up to the level of efficiency when it was first put to use is called maintenance.
1. Periodical: Which are matter of regulation and carried out periodically e.g. painting, white washing etc.
 2. Non Periodical: Which are not done as a matter of regulation periodically but normally carried out at the time of periodical repairs.
 3. Occasional: These are special occasional repairs becomes necessary from time to time and may be carried out between the periodical repairs.

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(WORKS ACCOUNTS)

Ans. of Q.No.2(a)

- (i) The Tenders which are found valid at the time of opening of Part-II of the Tender enquiry shall be studied and compared with the requirements of the Notice Inviting Tender/Tenders Specifications for assessing their suitability. Clarification regarding deviations/ missing documents etc. shall be sought from the bidders, if required. The price bid of all the eligible bidders shall be opened subsequently (as applicable).
- ii) The Price Bids of the tenders of all the eligible bidders shall be opened at the pre-notified date and time. Thereafter, the Reverse Auction process (for online tenders) shall start on the e-tendering portal of PSPCL as per the procedure laid down in the Clause No. 31 of Schedule-E of these Regulations.
- Reverse bidding will be introduced wherever it is required with the approval of director in-charge.
- iii) A comparative statement shall be prepared showing the quoted and equated prices as per NIT/Tender Specifications
- iv) The scrutiny of Tender shall be carried out by officers/officials as mentioned below and comparative statements shall be prepared and signed by them:-

Company Secretariat	Superintendent
Central Purchase Organization/Design Offices	Addl. SE / Sr. Executive Engineer/Assistant Executive Engineer/ Assistant Engineer
(a) Zonal offices	Addl. SE/ Sr. Executive Engineer (tech)/ AEE (tech) / AE (tech) / Circle Head Draftsman / Divisional Head Draftsman / AAE/ JE
(b) Circles	Addl. SE/ Sr. Executive Engineer (tech)/ AEE (tech)/ AE (tech) / Circle Head Draftsman/ AAE/ JE
(c) Divisions	Addl. SE/ Sr. Executive Engineer/ Assistant Executive Engineer/ Assistant Engineer/ Divisional Head Draftsman (DHD)/ AAE/ JE
(d) Sub-divisions	Additional Assistant Engineer/Junior Engineer.

- v)** The Comparative statements and proposals for acceptance of Tender shall be made as per guidelines, approved by the PSPCL from time to time.
- vi)** The Comparative statement shall be checked by another officer/official of a rank higher than the officer/ official who has prepared the comparative statement/proposal and countersigned by him in token of such checking. In case of CPC/ PPC/ PPC (General), offices under Projects/Power Plants/ Distribution offices, the comparative statements shall also be checked/pre-audited by an officer of Accounts Organization and duly signed by him as a token of check/pre-audit.
- vii)** The proposals for acceptance of Tenders shall be processed in noting sheets in single file system. Where the Competent Authority is a Committee, the file shall be seen by the committee members in circulation and the case shall be decided in a meeting. In urgent cases decision may be taken in circulation as well.
- viii)** Where Competent Authority is the BoD/Whole-time-Directors, a detailed agenda relating to purchase proposals / purchase orders/ contracts shall be submitted by the Concerned EIC/Chief Engineer/HOD and the same shall be scrutinized by the concerned Purchase Committee before putting the same to the BoD/WTDs.
- ix)** The Director In-charge is required to approve the Purchase Proposal and give his/her specific views/ recommendations to be submitted to the committee of WTDs/ BoDs of PSPCL for consideration and decision.
- x)** The lowest rate of technically acceptable Tenderer shall be compared with the rate against previous Tender enquiry updated to the base date of the instant Tender enquiry. In case the lowest acceptable equated rate is higher than the updated rate then the case should be thoroughly probed to ascertain that no pooling has been done and in such an event negotiations should be held with the lowest bidder, if felt necessary.

Ans. of Q.No.2(b)

	<u>Opening Balance</u>	<u>Amt. in Rs.</u>
i)	Currency notes and coins	1,350/-
ii)	Torn note not included in above	100/-
iii)	Revenue Stamps	30/-
iv)	Self Cheque	5,000/-
v)	Unpaid Salary	<u>6,631/-</u>
	TOTAL	<u>13,111/-</u>

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Ans. of Q.No.2(C)

Correct Accounts Codes are as under:-

i)	Land under full title.	10.101
ii)	Surplus Assets.	16.3
iii)	Deposit received under burnt meters.	47.601
iv)	General Provident Fund.	57.120
v)	Revenue from sale of power-Monthly Minimum Charged-Domestic.	61.205

Paper-I-(Engineer Officers)-Model Solution

(Works Accounts)

Ans. of Q.No.3

(i) Calculation of Rate per KM for ^{Corporation} Transco's works:-

i)	Employees Cost	Rs. 45,000
ii)	Repair and minor replacement of Vehicle	Rs. 15,000
iii)	Maintenance and repair of vehicle Shed	Rs. 3,000
iv)	Fuel and Lubricant (Supplied from Stores)	Rs. 87,000
v)	Depreciation (6,48,000 x 0.90/8)	Rs. 72,900
Total Expenditure (i) to (v)		Rs. 2,22,900
Rate for Corporation's works: $2,22,900/30000 = \text{Rs. 7.43 per KM}$		

(ii) Calculation of Rate per KM for other than Corporation's works or for Private use:-

i)	127.50% of Employees Cost + Repair and minor replacement of Vehicle + Maintenance and repair of garage i.e. 127.50% of (45,000+15,000+3,000)	Rs. 80,325
ii)	110% of Fuel and Lubricant (Supplied from Stores) i.e. 110% of Rs.87,000/-	Rs. 95,700
iii)	Depreciation as above (v)	Rs. 72,900
iv)	Interest @ 13.50% on (Capital value of vehicle/2 + Value of Garage i.e. 13.50% on (6,48,000/2+30,000)	Rs. 47,790
Total Expenditure (i) to (iv)		Rs. 2,96,715
Rate for other than Corporation's works or for Private use: $2,96,715/30000 = \text{Rs. 9.89 per KM}$		

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(Works Accounts)

Ans. of Q.No.4(a)

The Canons of Financial Propriety are as below:-

1. Every Employee is expected to exercise the same vigilance in respect of expenditure incurred from Board's money as a person of ordinary prudence would exercise in respect of the expenditure of his own money
2. The expenditure not be prima facie more than the occasion demands
3. Money borrowed on the security of allocated revenues should be expended on those objects only for which is borrowed
4. No authority should exercise its power of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage
5. Board's revenue should not utilised for the benefit of a particular person or section of the community unless:
 - (a) The amount of expenditure involved is insignificant, or
 - (b) A claim for the amount could be enforced in a court of law, or
 - (c) The expenditure is in pursuance of a recognised policy or custom.
6. No authority should sanction any expenditure which is likely to involve, at a later date, expenditure beyond its own powers of sanction
7. The amount of allowances, such as travelling allowance, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole the sources of profit to the recipients.

Ans. of Q.No.4(b)

Followings are the basic principles of effective management:-

1. Planning: it is the step for achieving a set goal of management. Well through and effective planning is necessary for successful manager.

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2. Organisation: To organise resources is second major step for effective and result oriented management.
3. Leadership: To lead the people towards the set objective results in achievement.
4. Co-ordination: Efforts of the team need to be effectively coordinated for better management.
5. Communication: There should effective communication among the various people involved in achieving the goal as lack of the results in wastage of resources.
6. Delegation of Authority & Responsibility
These needs to be defined in clear cut terms and there shall be no overlapping.

Ans. of Q.No.4(C)

Transformer covered under warranty period when damaged is required to be repaired by the firm from whom it was purchased. When such a transfer gets damaged during warranty period, intimation is sent by SDO/DS concerned to his Sr.Xen/CE-MM with full details of damaged transformer. On receipt of intimation from his SDO, Sr.Xen/Ds shall send the letter to SE/TRW and CE/MM for repair of the transformer by the supplier of the transformer. SE/TRW as well as CE/MM shall direct the supplier of the transformer to get it repaired by his technicians. In case the supplier fails to get the transformer repaired within stipulated period, the concerned SDO will send the damaged transformer to COS for its repairs. After repair of damaged T/F covered under warranty period, cost of repair to be recovered from the concerned supplier, will be intimated to CE/MM for recovery from the bills of the firm. The cost to be recovered from the supplier includes cost of material, spares, labour charges, other departmental charges etc. etc.

Paper-I-(Engineer Officers)-Model Solution

(Works Accounts)

Ans. of Q.No.5(a)

The Chief Engineer or Superintending Engineer whosoever is competent to sanction the estimate for the work proposed to be taken in hand anticipation of a sanctioned estimate or provision of funds is the authority to decide as to whether the urgency of any case warrants the commencement of work. No work whatsoever should be commenced in the absence of a sanctioned estimate, without the previous approval in writing of Chief Engineer/Superintending Engineer, which will be accorded only in cases of real urgency. Even if such an approval has been accorded, the expenditure incurred is in no way regularized, until an estimate is sanctioned by competent authority. The Divisional Officer concerned should, therefore, take immediate steps to have estimate (final or tentative) sanctioned for such works. In the case of estimates sanctioned by the Divisional Officer, advice should be submitted to the CE and CAO, through the Superintending Engineer of the particulars of sanctioned estimates.

Ans. of Q.No.5(b)

In case of purchase/ acquisition of a building, the building costs shall include the following items:-

1. Purchase price.
2. Compensation for acquisition of Building.
3. Payments to tenants to cancel their tenancy rights.
4. Expenses such as legal charges, stamp duty etc. incurred for securing an title.
5. Repairs, alteration and improvements to put the building in useable condition.
6. Architects fees or remodelling, alternations, improvements before the building is first put to use.

Cost of constructed building shall include the following items:-

1. Cost of construction comprising of materials, labour, contractor charges and depreciation on construction machinery.
2. Surveying
3. Cost of obtaining permits sanctioned plans occupation certificates from Municipal or other Bodies.
4. Architectural fees.
5. Insurance on in completed structure.
6. Cost of excavation.

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Engineer Officers Departmental Accounts Examination
PAPER-I1 (Service Rules and Regulations) SESSION 05/2018

ANSWER: 1

- (i) As per provision contained in Regulation 5.41 as M S R Vol-1 Part-1 the following amount is required to be deposited with the board:

Tuition fees received from an evening college for = $Rs.15000 * 1/3 = Rs.5000$ teaching after office hours.

- (ii) No amount is required to be deposited in term of regulations 5.41 notes 6.
(iii) No amount is required to be deposited in term of regulations 2.21.

(ii)

Years	Month	day	Remarks
24	01		
01	06		EOL from 1-10-10 to 31-03-12
22	07		

Net Qualifying Service = 22 Years 7 Months.

Model Sol. of EO/S-5/18/P-2

(2)

iii) Er. AB Singh

Director/Distribution

PSPCL, The Mall, Patiala

Phone : 222222222

Fax: 3333333

D.O No _____

Dated _____

Subject: High T&D losses in Border Zone

My Dear Er. CC Singh

With respect to the subject cited matter, it may be informed that your zone has high T&D losses of 25% which is a matter of great concern. Please prepare a report mentioning the reason for such a high percentage of losses along with the proposals to reduce them. It may be mentioned that losses of all other zones are below 20%. So you should make all efforts and bring down the losses of your zone to lower levels. Guidelines issued by Government of India (GOI) stipulate that T&D losses in each State not be more than 16%. Every 1% reduction in the T&D loss levels is equivalent to additional revenues of about Rs.120 crore to the corporation. As you know management has already decided to take strict action against those officers who fail to reduce the T&D losses in their respective areas. So you should also warn the officer under you that strict action could be taken against them if they are unable to meet their stipulated targets.

Please treat this matter as very urgent.

Yours Sincerely

(Er. AB Singh)

Er. CC Singh
Chief Engineer/Border Zone
PSPCL Amritsar

MODEL SOLUTION
Engineer Officers Departmental Accounts Examination
PAPER-II (Service Rules and Regulations) SESSION 05/2018

ANSWER 2)

- i) As per Finance circular No. 4/2009 unmarried daughters beyond 25 years of age are also eligible for family pension.
- ii) (MSR 7.4) Leave may not be granted to PSPCL employee under suspension. No casual leave is granted/allowed to the persons under suspension. However in very exceptional circumstances, like illness etc. leave of absence could be granted. However this period of absence while under suspension is treated as continued suspension and the employee will be paid for this period of absence on the same basis as his other period of suspension is treated under the orders of competent authority. It will be incorrect to call this absence as casual leave.
- iii) As per FC No. 45/91 dated 25.6.91, House Rent Allowance will be paid for first 180 days of total earned leave. So, it was wrong to pay HRA for leave period of 300 days
- iv) As per FC No. 16/2004 dt. 29.7.2004, officer who is performing the journey should bear himself the cost of toll tax paid by him, these charges cannot be reimbursed.

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ANSWER 3)

- i) When an officer submitted his resignation he can withdraw the same within 90 days from the date of resignation but he must submit his request 30 days before the completion of 90 days period in this case he has submitted his request after 75 days, he is not allowed to withdraw his resignation but competent authority can consider his request for withdrawal of resignation on the basis of merit of case.
- ii) As per Secretary Regulation circular 3/96 memo no. 25406 dt. 8.2.1996, PSEB allowed maternity leave for miscarriage to women employee but the duration was restricted to 45 days during her entire service. In this case since the official has applied for maternity leave w.e.f. 1.6.2017 to 31.7.2017 i.e. 61 days which is exceeding the limit of 45 days. Therefore, the action of sanctioning authority is correct and justified.
- iii) As per sr. no 7 of explanatory notes of D.O.P. Head of the departments can re-delegate the powers delegated to them to any officer subordinate to them at their headquarters at their own responsibility. But these re-delegated powers cannot be further delegated to any officer in any circumstances. Hence the action of Dy.CAO/Hq is wrong.
- iv) The PSPCL employees entitled to draw TA at tour rates to appear for an obligatory department examination as per Regulation 36 of MSR Vol III of PSPCL. But since the examination has been cancelled and he did not appear, therefore he will not be allowed any TA. He will be allowed TA only on appearing the exams which will be allowed maximum two times.

MODEL SOLUTION
Engineer Officers Departmental Accounts Examination
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ANSWER 4)

i) GPF Statement and calculation of Interest for the Year 2017-18

Sr. No	Month	Regular Subscription (in Rs.)	No of Months	Product (in Rs.)
1	Op. Balance as on 1.4.2017	2718870	6	16313220
2	April	12500	5	62500
3	May	12500	4	50000
4	June	12500	3	37500
5	July	12500	2	25000
6	Aug.	12500	1	12500
7	Sep.	12500	0	
8	Cl. Bal. as on 30.9.2017	2793870		16500720

Interest 1.4.2017 to 30.9.2017:

$$16500720 \times 7.9/100 \times 1/12 = \text{Rs. } 108630$$

Sr. No	Month	Regular Subscription (in Rs.)	No of Months	Product (in Rs.)
1	Op. Balance as on 01.10.2017	2793870	3	8381610
2	Oct.	12500	2	25000
3	Nov.	12500	1	12500
4	Dec.	12500	0	
5	Cl. Bal. as on 31.12.2017	2831370		8419110

Interest 1.10.2017 to 31.12.2017:

$$8419100 \times 7.8/100 \times 1/12 = \text{Rs. } 54724$$

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Sr. No	Month	Regular Subscription (in Rs.)	No of Months	Product (in Rs.)
1	Op. Balance as on 01.01.2018	2831370	3	8494110
2	Jan.	12500	2	25000
3	Feb.	12500	1	12500
4	Mar.	12500	0	
5	Cl. Bal. as on 31.03.2018	2868870		8531610

Interest 01.01.2018 to 31.03.2018:

$$8531610 \times 7.6/100 \times 1/12 = \text{Rs. } 54034$$

Total Interest for the Year 2017-18 = Rs. 108630 + Rs. 54724 + Rs. 54034 = Rs. 217388

- ii) Neither refundable nor non-refundable is admissible for this purpose under provident Fund Regulations-2010.
- iii) In order to enroll for NPS Tier-1 account is a mandatory account, whereas Tier-2 is an optional. All the tax benefits available in NPS are associated to Tier-1 account only. No tax benefit is available to Tier-2. Tier-2 functions as a mutual fund as the withdrawal option is unlimited, whereas in Tier-1 withdrawal options are limited. Minimum contribution for Tier-1 is Rs. 6000/- and Tier-2 is Rs. 2000/- per financial year.

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PAPER-I1 (Service Rules and Regulations) SESSION 05/2018

ANSWER 5)

- i) As per Note 1-C below Reg. 13 of PSPCL Provident Fund Regulations, 2010 when a subscriber is reported as missing the interest shall be allowed after one year of declaration of missing i.e registration of FIR up to the end of the month preceding that in which payment is made or up to the end of the six months after one year of registration of FIR, whichever of these periods be less.
- ii) As per O/O no. 20/BD 526 dated 24.02.2011 the EOL more than two years duration can be sanctioned by Director (HR) with the concurrence of finance so the CE is not competent to sanction EOL from 1.6.2004 to 16.7.2006. Therefore the action of audit is justified.
- ii) Third non-refundable advance could not be sanctioned to an employee as required difference between two advances is 5 years and advance is admissible for addition & alteration and not for repairs. Regulation 18(3)
- iv) As per condition laid down in regulation circular no. 3/2006 dt. 21.6.2006 issued by Punjab State Elec. Board the maximum paternity leave can be sanctioned to 15 days after commuting his 30 days half pay leave during the confinement of his wife. Since the applicant applied for 30 days leave for which the same cannot be allowed therefore the action of administration for not admitting the claim is correct.

Model Solution of EO/S-5/18
Paper-III
Revenue Accounts)

①

Ans 1 (a) No, As per ESIM 3.3.15 (c) In order to promote the diversification of agriculture the connections of Dairy farming, Fish farming (exclusive), Goat farming and Pig farming categories, which are covered under relevant schedule of Industrial Tariff shall be billed to the consumer under AP metered tariff subject to payment of advance monthly subsidy (*difference of Industrial tariff and AP metered supply tariff*) by the State Government. This aspect shall be taken care by the office of Financial Advisor, SE/ Dy.CE /Billing as well as EIC/CE/ARR&TR of the PSPCL and they shall ensure that requisite subsidy is timely claimed from the Government of Punjab as per directive of Hon'ble PSERC

Ans 1 (b) As per ESIM 17.1 The Demand Notice shall specify:

- (a) Service Connection Charges or Security (works) and/or balance Security (consumption), if any, required to be deposited by the applicant as per Regulation 9 and 14 of Supply Code-2014 regulations;
- (b) the details of works including service line to be undertaken by the Distribution Licensee for providing electricity connection;
- (c) other terms required to be accepted by the applicant under Regulation 8.8 of Supply Code-2014 regulations;
- (d) submission of NOC by the applicant, as per statutory requirements, wherever applicable;
- (e) submission of Electrical Contractor's Test Report by the applicant; and
- (f) any other compliance to be made by the applicant.

Time line for Issue of Demand Notice as per ESIM 17.2 The Demand Notice shall be issued by the PSPCL within:

- a) 7 working days of receipt of application in case of LT supply.
- b) 15 days of receipt of application in case of HT supply up to 11 kV.
- c) 30 days of receipt of application in case of HT/EHT (33 kV and above) supply.
- d) 10 working days of receipt of Commission's approval in a case covered under Regulation 8.1(c) of the Supply Code-2014.

Ans 1 (c) As per ESIM 18.2.2 for Pump set Efficiency, AP consumers are required to comply with the following guidelines:-

- a. Delivery pipe should not be more than two feet above the ground level/water channel except for the consumers having an underground irrigation system.
- b. Bend used in the delivery pipe should not be sharp but of suitable curvature.
- c. Pump set should be installed on a levelled/cemented foundation in case of mono block or belt driven pump sets

Consumers not complying with these standards are liable to pay surcharge as per General Conditions of Tariff.

Ans 2(a) As per ESIM 25.2 Custody Of A&A forms:

1 All the completed consumer cases together with the original documents shall be kept in steel almirahs in the sub-office, sub-divisional office, divisional office, SE (DS) concerned and EIC/CE/DS in the safe custody by various officers/officials as follows:-

- a) RA/ARA : Domestic, Non Residential and AP connections
- b) AE/AEE/ XEN : All categories of connections except DS /NRS/ AP connections.
- c) Sr.Xen/ ASE (DS) : Large Industrial, Railway Traction, Street Light, single point supply connections and all other categories for loads exceeding 100 kW/kVA.
- d) SE/Dy.CE (DS) : Copies of A&A form of load/demand exceeding 1 MVA and upto 2 MVA and street lighting
- e) EIC/CE/D S : One copy of the A&A form relating to LS, RT and BS connections with connected load/ demand exceeding 2 MVA/ Power Intensive loads

2. Due arrangement should be made to ensure that the agreement and the documents are not allowed to be tampered or pilfered.

3 Documents and agreements relating to DS/NRS (LT) and AP connections up to 20 kW may be kept in lots of 50 duly indexed in separate files.

4. Documents and agreements for SP, MS/BS and DS//NRS (21-100kW/kVA) connections may be kept in lots of 25 duly indexed in separate files.

5 . Documents and agreements for all loads exceeding 100 kW/kVA be kept in separate files.

Ans 2 (b) As per ESIM 25.6 Stock Taking: In order to ensure that all the consumer cases as well as the agreement and allied documents are available, stocktaking shall be carried out periodically.

- 1 Stock taking of consumer cases/agreements for DS, NRS and AP Connections shall be carried out once in two years (50% each year) preferably in the month of October.
- 2 Stock taking of consumer cases/agreement for the rest of the consumers should be carried out annually preferably in the month of September.
- 3 If as a result of Stocktaking any of the agreement/consumer case is found missing, report shall be made to the Sr.Xen/ ASE (DS). For cases pertaining to LS/MS / BS / RT and Street Lighting report shall also be made to the Dy.CE/ SE(DS) or EIC/CE(DS) i.e. authority competent to sanction the load. Besides fixing responsibility and proceeding against the delinquent official/officer all out efforts should be made to reconstruct the consumer case and also to get fresh A&A form signed from the concerned consumer within a period of three months.
- 4 In order to check and enforce this provision, Sr.XEN/ASE (DS) shall particularly see during his routine tours and also during annual inspection that these instructions are meticulously followed. Any breach in the observance of these instructions should be reviewed seriously and suitable steps be taken to avoid its recurrence



Ans 3(a) As per ESIM no.33 Guidelines/ Instructions regarding maintain of Connected Load Register in form PCL-CLR (Annexure-25) in the sub division are as follows:

1. Balancing the load on feeders / phases.
2. Anticipating the necessity for augmenting the capacities of feeders, switches, transformers etc.
3. Compilation of connection / connected load data.
4. Recording Entries: Connected Load Registers will be maintained by J.E. and entries will be made therein in accordance with the following instructions.

The opening entry in the register should be made on 1st April from the connection return for the month of March. If the registers have already been put into force, the totals of the registers up to 31st March shall be verified with the actual load and then carried over to 1st April of the next year.

A separate register should be used for each sub-station. For Sub-stations of smaller capacity only one register may be used by allotting a portion of it for each sub-station. Capacity of the transformer should be written at the top.

For the purposes of controlling the balancing of load on various feeders and different phases in a feeder, the connected load of each 3-phase consumer should be proportioned amongst the three phases in a feeder.

Recording of Connection/Disconnection: In order to keep the connected load registers up to date, entry of connected load shall be made in this register before any SCO/DCO is signed by AE/AEE/XEN (DS) or R.A. It will be obligatory on the part of RA/AE/AEE/ XEN (DS) to check the cross entry of connected load on the SCO or DCO by indicating the page No. of the connected load register where the details of connected load have been entered before any SCO or DCO is signed for issue.

The exact particulars of each consumer (connected or disconnected) should be entered in relevant columns.

Connections will be entered in blue ink and disconnections in red ink.

Month-wise Totals: The entries of each register shall be totaled on the last working day of the month and the connection / connected load return prepared from this register. The register shall be initialed by the J.E. daily in token of the correctness of that day's entries and signed monthly by the AE/AEE/XEN (DS) after the totals have been entered.

1. Whenever meter is reported burnt/defective by any domestic consumer direct supply shall be allowed by the Lineman on duty at the complaint centre. After restoration of supply, the lineman shall issue 'Direct Supply' order for which a bound Order book having copies in triplicate shall be made available at all the complaint centres by the Divisional Office. The order book shall be issued direct to the lineman and its record maintained in the Divisional Office.
2. The Lineman on duty will record day and time of giving direct supply alongwith other information and will also simultaneously get consent of the consumer on the 'Direct Supply' order that he will deposit necessary charges which may be debited to his account by the PSPCL through his electricity bill. The lineman shall hand over first copy of the 'Direct Supply' order to the consumer immediately thereafter. The 2nd and 3rd copy of the order book shall be handed over to the JE Incharge of the area on the very next day for submission of his complete report. The JE shall check the meter thoroughly and give his complete report regarding reasons of burning of damage to the meter. The 2nd and 3rd copy of the order book duly filled in shall be handed over by the JE to the SDO/RA on the next working day for further action in the matter to replace the meter.
3. The JE shall get the meter replaced immediately and shall also record total time on the MCO for which supply of the consumer remained direct. After effecting the MCO, the same shall be returned to the RA for debiting the required charges to the consumer's account through SC&A register. After making all the entries in the 2nd and 3rd copy of direct supply order, the 2nd copy shall be pasted in the Sundry Register and cross entry made on the MCO. The 3rd copy shall be returned back to JE for pasting in the job order book for reference and record.
4. It shall be the sole responsibility of the lineman to keep 'Direct Supply' order; book intact/ complete. In the event of completion of a order book, the same shall be deposited with the Divisional Office and new book got issued by the Lineman. It shall also be sole responsibility of the lineman to ensure availability of the direct supply order book at the complaint centre. In the event of transfer of a lineman from one complaint centre to another he shall hand over his order book to his successor. A handing over note shall, however, be recorded in the order book duly countersigned by the JE Incharge.
5. The order book shall be got printed by the Sr.XEN/Addl.SE/DS as per format (Appendix-II/Annexure-32). Each book shall carry Sr.No. having 100 leaves in triplicate. Each leaf of the book shall carry machined No. The complete record regarding issue/ receipt of Order book to/from lineman shall be maintained in the Divisional Office.

Ans 4 As per ESIM no. 51.3 Regulations on Installation and Operation of Meters: Regulations have been framed in accordance with Sub-section (1) of Section 55 and clause (e) of Section 73 read with sub-section (2) of section 177 of EA-2003 and have been notified by CEA vide No.502/70/CEA/DP&D dated 17th March 2006 for installation & operation of meters.

The notification provides for installation and operation of meters including the meters at PSPCL's/Consumer's premises in addition to interface meters and energy accounting & audit meters. The meters complying with these regulations shall be provided replacing the existing meters as per regulations or directions of the Commission or pursuant to the reforms programme of the State Govt.,

Salient features of these regulations are as under:-

- i. Interface meter, consumer meter & energy accounting meter shall be static type.
- ii. Meters not complying with these regulations shall be replaced by the PSPCL on its own or on the request of the Consumer.
- iii. All meters have to comply with BIS, BS, IEC or any other equivalent standard.
- iv. All interface meters installed at the points of inter section with ISTS (Inter-State - Transmission-System) for electricity accounting & Billing to be owned by CTU (Central Transmission Utility)
- v. All interface meters installed at points of intersection with intra-state transmission system shall be owned by STU (State-Transmission-Utility).
- vi. All other interface meters shall be owned by respective PSPCL.
- vii. Consumers' meters shall generally be owned by PSPCL. If any consumer elects to purchase a meter, the meter purchased by the consumer shall be tested, installed and sealed by the PSPCL.
- viii. Energy accounting & audit meters shall be owned by generating company or PSPCL.
- ix. Main meter, check meter and standby meters are to be installed as prescribed for generating station, transmission & Distribution system, interconnecting transformer etc.
- x. The consumer meter shall be installed by the PSPCL either at consumer premises or outside the premises:
Provided that where the PSPCL installs the meter outside the premises of the consumer, then the PSPCL shall provide real time display unit at the consumer premises for his information to indicate the electricity consumed by the Consumer. Provided further that for billing purpose, reading of consumer meter and not the display unit shall be taken into account.

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xi. Generating company or PSPCL shall examine, test & regulate all meters before installation and only correct meters shall be installed at location, which are easily accessible. (7)

xii. In case of single phase meters, the consumer shall ensure that there is no common neutral or phase or looping of neutral or phase of two or more consumers on consumers side wiring. If such common neutral or phase or looping of neutral or phase comes to the notice of the PSPCL, it shall suitably inform the consumer through installation report or regular electricity bill or meter test report.

xiii. Consumer shall install the earth leakage protective device (ELPD) in accordance with the provisions of the rules or regulations in this regard.

xiv. If the earth leakage indication is displayed in the meter, the PSPCL shall suitably inform the consumer through installation report or regular electricity bills or meter test report as applicable.

xv. In case CTs & VTs form part of the meter, the meter shall be installed as near the instrument transformer as possible to reduce the potential drop in the secondary loads.

xvi. Sealing of Meters: All meters shall be sealed by the manufacturer at its works. In addition to the seal provided by the manufacturer at its works, the sealing of all meters shall be done as under:-

a. Sealing of interface meter shall also be done by both the supplier & the Buyer.

b. Sealing of consumer meter shall be done by the PSPCL.

c. Sealing of energy accounting and audit meters shall be done by the PSPCL or the generating company.

xvii. A tracking & recording software for all new seals shall be provided by the manufacturer of the meter so as to track total movement of seals starting from manufacturing, procurement, storage, record keeping, installation, service of inspection, removal and disposal.

xviii. Only the patented seal with unique logo of utility shall be used. The material of the seals shall now be POLYCARBONATE or ACRYLIC SEALS OR PLASTIC SEALS OR HOLOGRAPHIC SEALS OR any other superior seal shall be used.

xix. PSPCL shall be responsible for the safety of the meter located outside the premises of the consumer and the consumer shall be responsible for the safety of the real time display unit installed by the PSPCL in consumer premises.

xx. For removal of seal, due notice to the concerned consumer shall be given for witnessing the removal of seals & resealing. Breaking of seals and resealing of meters shall be recorded with dates in a register by the party who carried out the work.

No consumer shall tamper with, break or remove the seal under any circumstances. Any tampering or removing the seal from the meter shall be dealt with as per relevant provision of the Act. Seals on consumer meters and energy accounting and audit meters shall be removed only by generating company or the PSPCL who owns the meter.

xxi. Supplier or Buyer in whose premises the interface meters are installed shall be responsible for their safety. The consumer shall take precaution for the safety of the meter installed in his premises. PSPCL shall be responsible for the safety of the consumer meter located outside the premises of the consumer and the consumer shall be responsible for the safety of the real time display unit installed by the PSPCL in the consumer/premises. For energy accounting and audit meter, the generating company or the PSPCL who owns the meter shall be responsible for safety of the meter.

xxii. For interface meters, appropriate transmission utility or the PSPCL shall take down the meter reading and record metered data, maintain data base & verify the correctness of the metered data & furnish the same to various agencies as per procedure laid down by SRC(State Regulatory Commission i.e. PSERC).

For consumer meters, PSPCL shall record the metered data, maintain database of all the information associated with the consumer meters and verify correctness of the metered data. For energy accounting & audit meters, the generating company, or PSPCL shall record the metered data, maintain data- base. They shall also prepare quarterly, half yearly & yearly energy account of the system.

xxiii. Billing for the failure period of meters shall be done as per Reg-21 of the Supply Code-2014 notified by Commission.

xxiv. The meters shall be provided with such anti-tampering features as per the standards on installation and operation of meter given in the schedule appended to Regulations of CEA.

xxv. The PSPCL shall set up accredited testing laboratories or utilize the services of other testing laboratories accredited by the National Accreditation Board for Testing and Calibration Laboratories (NABL) as per directions of Commission. The PSPCL shall take immediate steps to get the accreditation of the existing ME laboratories from NABL.

xxvi. All interface meters shall be tested atleast once in five years. Testing and calibrations of interface meters may be carried out in the presence of the supplier & buyer. Consumer meters shall be tested as per provisions of Reg-21.3.5 of Supply Code-2014.

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- xxvii. Energy accounting and audit meters shall also be tested once in five years.
- xxviii. PSPCL can install, additional meter for ascertaining & regulating either the quantity of electricity supplied or the number of hours during which the supply is given.
- In order to comply with the above regulations, action shall be taken as under:-
- a) EIC/CE/Metering shall procure interface meters, consumer meters and energy accounting meters of the type and standards given in these Regulations.
 - b) EIC/CE of the Thermal Stations, EIC/CE / Transmission & EIC/ CE / (DS) shall ensure that location of the meter is correct and the meters are installed strictly as per Regulations.
 - c) The polycarbonate seals or plastic seals or holographic seals or any other superior seals are procured and made available by EIC/CE/Metering and or EIC/CE/MM who shall keep track record software for all new seals provided by the manufacturer of the meters so as to track movement of seals starting from manufacturing, procurement, storage, record keeping installation, series of inspections, removal & disposal. Only patented seals i.e. the seals from the manufactures who has official right to manufacturer seals shall be used.
 - d) EIC/CE/ (DS) will ensure that the real time display unit (RTDU) is installed in the premises of the consumer wherever the meters are installed or are to be installed outside the premises of the consumer. An action plan to provide the same on the existing meters installed outside the premises shall be prepared by each EIC/CE/(DS) and implemented in a time bound manner.
 - e) EIC/CE/Metering shall ensure that meters are provided with anti-tampering features and that meters of quality are procured & are got tested from accredited testing laboratories. He shall also take action to get the PSPCL ME Laboratories accredited from NABL (National Accreditation Board for testing and calibration Laboratories).
 - f) EIC/CE/ (DS) shall ensure periodical inspection/testing of all meters as per provisions of Reg-21.3.5 of the Supply Code-2014.
 - g) EIC/CE/Metering will prepare action plan for adoption of new technologies like pre-paid meters, Time of day meter (TOD), automatic remote meter reading system through appropriate communication system with the approval of Commission.

Ans 5(a)

i) As per ESIM No.74 INFRASTRUCTURE DEVELOPMENT FEE: Infrastructure Development fee at the rate of rupees five for every hundred rupees shall be levied on the value of electricity consumed excluding any other levies or duties, as the case may be provided that the aforesaid fee, shall not be levied in those cases, which are exempted from the payment of electricity duty.

The ID fee will be deposited in the following account of PIDB which will be monitored by the Financial Advisor, PSPCL Patiala

Beneficiary : Punjab Infrastructure Dev. Board (Elec.)
 Bank Name : HDFC Bank Sector-8C, Chandigarh
 Account No : 50100074016182
 IFSC Code : HDFC0000107
 Branch Code : 107

Ans 5(a) ii) As per ESIM. ANNEXURE TO SECTION-IV, GENERAL CONDITIONS OF TARIFF, Point of Supply for tariff unless otherwise approved by the Commission, the tariffs shall be applicable to supply at single point and at voltage specified in the Supply Code 2014. Supply at other points and/or other voltages shall be billed separately, if otherwise permissible

Ans 5(a) iii) As per ESIM. ANNEXURE TO SECTION-IV, GENERAL CONDITIONS OF TARIFF, Rounding-off Energy Bill Consumption charges i.e. both demand and energy charges including surcharges, rebates, octroi (if applicable), meter/MCB rentals, electricity duty as well as total energy bill (net as well as gross) shall be rounded-off individually to the nearest rupee by ignoring 1 to 49 paise and taking 50 to 99 paise as one rupee. Thus the amount mentioned in the bill shall be in whole rupee. The net amount payable in all electricity bills shall be rounded-off to the nearest 10/- (Rupees ten) and difference due to rounding-off shall be adjusted in subsequent bills.

Ans 5(b)

S.No	Months	Timings of Peak Load Restrictions for Consumers falling under All the Op. Zones except Central Zone.	Timings of Peak Load, Restrictions for Consumers falling under Central Zone only.
1.	Feb., March, Sept. & October	18.00 Hrs. to 21.00 hrs	18.30 hrs to 21.30 hrs
2.	April, May	18.30 hrs to 21.30 hrs	19.00 hrs. to 22.00 hrs
3.	June, July & August	18.30 hrs to 21.30 hrs	19.00 hrs. to 22.00 hrs
4.	November, December & January	18.00 hrs to 21.00 hrs	18.30 hrs to 21.30 hrs

The Factories Act, 1948 makes detailed provisions in regard to various matters relating to welfare requirements. Welfare measures means such services, facilities and amenities as may be established in or in the vicinity of undertakings to enable the persons employed in them to perform their work in healthy, congenial surroundings and to provide them with amenities conducive to good health and high morale. After the independence, the Government of India makes strict rules and regulations to safeguard the interest of the workers in the factories. The term 'Labour Welfare' refers to the facilities provided to workers in and outside the factory premises such as canteens, rest and recreation facilities, housing and all other services that contribute to the wellbeing of workers. Welfare measures are concerned with general wellbeing and efficiency of workers.

The welfare measures involve three major aspects which are - occupational health care, suitable working time and appropriate salary. It refers to the physical, mental, moral, and emotional well-being of an individual. The safe work environment provides the basis for the person to enjoy working. The work should not pose a health hazard for the person. The welfare measures aim at integrating the socio-psychological needs of employees, the unique requirements of a particular technology, the structure and processes of the organization and the existing socio-cultural environment. It creates a culture of work commitment in organizations and society which ensure higher productivity and greater job satisfaction to the employees.

WELFARE PROVISIONS UNDER THE FACTORIES ACT, 1948

The Factories Act, 1948 is one of the major central legislation designed to regulate the working conditions in the factories. It lays down all essential provisions relating to cleanliness, ventilation, lighting, sanitary arrangements, health, safety & welfare of the workers in the factories.

(i) Washing facilities -

The Factories Act provides for -

- adequate and suitable facilities for washing for the use of workers in the factories. The workers who live in crowded areas have inadequate facilities for washing at their homes, and bathing facilities add to their comfort, health and efficiency.
- Separate and adequately screened washing facilities for the use of male and female workers.
- Such facilities being conveniently accessible, and being kept clean.

(ii) Facilities for storing and drying clothes -

A suitable place for keeping clothes not worn during working hours shall be provided in every factory. Facilities shall also be provided for the drying of wet clothes.

(iii) Facilities for sitting -

For workers who are to work in a standing position, suitable arrangement for sitting shall be provided in the factories. This is to enable workers to take advantage of any opportunity for rest which may occur in the course of their work.

(iv) First-aid appliances -

First-aid boxes or cupboards equipped with the required contents should be provided for workers in every factory. This should be readily accessible to them during all working hours. The number of such first aid boxes shall not be less than one for every 150 workers employed in the factory.

Such first-aid box shall be kept in the charge of a responsible person who is trained in first-aid treatment and who shall be available during the working hours of the factory.

In factories employing more than 500 workers, there shall be an ambulance room. It should contain the prescribed equipment's, and be in the charge of such medical and nursing staff as may be prescribed.

(v) Canteens -

In factories employing more than 250 workers, there shall be a canteen for the use of workers. The government may prescribe the rules in respect of the —

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(2)

- Food stuff to be served in the canteen;
- Charges to be made;
- Constitution of a managing committee for the canteen; and
- Representation of the workers in the management of the canteen.

(vi) Shelters, restrooms and lunch rooms –

Adequate and suitable shelters, rest rooms, and lunch rooms with drinking water facility shall be made in factories employing 150 workers or more. Workers can eat meals brought by them in such rooms. Rest and lunch rooms shall be sufficiently lighted and ventilated. It shall be maintained in cool and clean conditions.

(vii) Creches –

In every factory, where more than 50 women workers are employed, provision shall be made for suitable and adequate room for the use of children under the age of six years of such women. Such a room shall be adequately lighted and ventilated.

It shall be maintained in clean and sanitary conditions under the charge of a woman trained in the care of children and infants.

(viii) Welfare Officer –

The factories Act also provides for employment of welfare officers with prescribed qualification to look into the implementation of various facilities provided for. Such a provision exists in every factory employing more than 500 workers.

CONCLUSION:

There is a close relationship between welfare measures and the efficiency of workers i.e. if the proper welfare measures are taken then the productivity of the employees will increase and ultimately the profit of the organization will increase. Due to the welfare measures, the employees feel that the management is interested in taking care of the employees that result in the sincerity, commitment and loyalty of the employees towards the organization. The employees work with full enthusiasm and energetic behavior which results in the increase in production and ultimately the increased profit. It has been found that the workers, the executives and the management are all responsible for the proper implementation of the welfare measures in the organization.

Que 1b

Section 2(m) in The Factories Act, 1948

(m) "factory" means any premises including the precincts thereof—

(i) whereon ten or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on with the aid of power, or is ordinarily so carried on, or

(ii) whereon twenty or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on without the aid of power, or is ordinarily so carried on,— but does not include a mine subject to the operation of [the Mines Act, 1952 (35 of 1952)], or [a mobile unit belonging to the armed forces of the Union, railway running shed or a hotel, restaurant or eating place].

Section 2(n) in The Factories Act, 1948

(n) "occupier" of a factory means the person who has ultimate control over the affairs of the factory provided that,

(i) in the case of a firm or other association of individuals, any one of the individual partners or members thereof shall be deemed to be the occupier;

(ii) in the case of a company, any one of the directors shall be deemed to be the occupier

(iii) in the case of a factory owned or controlled by the Central Government or any State Government, or any local authority, the person or persons appointed to manage the affairs of the factory by the Central Government, the State Government or the local authority, as the case may be, shall be deemed to be the occupier:] [Provided further that] in the case of a ship which is being repaired, or on which maintenance work is being carried out, in a dry dock which is available for hire,—

(1) the owner of the dock shall be deemed to be the occupier

(2) the owner of the ship or his agent or master or other officer-in-charge of the ship or any person who contracts with such owner, agent or master or other officer-in-charge

Que. 2a

Before Electricity Act, 2003, the Indian electricity sector was guided by The Indian Electricity Act, 1910 and The Electricity (Supply) Act, 1948. The generation, distribution and transmission were carried out mainly by the State Electricity Boards in various States. Due to politico-economic situation, the cross-subsidies reached at an unsustainable level. For the purpose of distancing state governments from tariff determination, The Electricity Regulatory Commissions Act was enacted in 1998. So as to reform electricity sector further by participation of private sector and to bring in competition, Electricity Act was enacted in 2003. With effect from 2nd June, 2003 India has adopted a new legislation called the Electricity Act 2003, to replace some age-old existing legislation operating in the country. The act has attempted to address certain issues that have slowed down the reform process in the country and consequently has generated new hopes for the electricity industry. This is an act to consolidate the laws relating to generation, transmission, distribution, trading and use of electricity for taking measures conducive to development of electricity industry, promoting competition therein, protecting interest of consumers and supply of electricity to all areas, rationalisation of electricity tariff, ensuring transparent policies regarding subsidies, promotion of efficient and environmentally benign policies, constitution of Central Electricity Authority Regulatory Commissions and establishments of Appellate Tribunal for matters therewith or incident thereto.

The Electricity Supply Code The State Commission specifies an electricity supply code to provide for recovery of electricity charges, intervals for billing of electricity charges, disconnection of supply of electricity for non-payment thereof, restoration of supply of electricity, measures for preventing tampering, distress or damage to electrical plant or electrical line or meter, entry of distribution licensee or any person acting on his behalf for disconnecting supply and removing the meter, entry for replacing, altering or maintaining electric lines or electrical plants or meter and such other matters.

Que 2b

The Central Government has by notification, established an Appellate Tribunal, which is known as the **Appellate Tribunal for Electricity** to hear appeals against the orders of the adjudicating officer or the Appropriate Commission under Electricity Act 2003.

The State Commission discharge the following roles:--

- (a) determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State;
- (b) regulate electricity purchase and procurement process of distribution licensees including the price at which electricity shall be procured from the generating companies or licensees or from other sources through agreements for purchase of power for distribution and supply within the State;
- (c) facilitate intra-State transmission and wheeling of electricity;
- (d) issue licences to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State;
- (e) promote cogeneration and generation of electricity from renewable sources of energy by providing suitable measures for connectivity with the grid and sale of electricity to any person, and also specify, for purchase of electricity from such sources, a percentage of the total consumption of electricity in the area of a distribution licensee;
- (f) adjudicate upon the disputes between the licensees and generating companies and to refer any dispute for arbitration;
- (g) levy fee for the purposes of this Act;
- (h) specify State Grid Code consistent with the Grid Code specified under clause (h) of sub-section (1) of section 79;
- (i) specify or enforce standards with respect to quality, continuity and reliability of service by licensees;
- (j) fix the trading margin in the intra-State trading of electricity, if considered, necessary;
- (k) discharge such other functions as may be assigned to it under this Act.

Que 2c

Within 120 days from receipt of application of ARR, accompanied by the requisite fee and after considering all suggestions and objections, SERC issues the tariff order, with all such modifications and conditions, as are specified in the order. SERC may call for any clarifications on the ARR and it may even reject the application for reasons to be recorded in writing and giving a reasonable opportunity of being heard. The tariff order, unless amended or revoked, remains in operation for the period specified in tariff order, which usually is one financial year.

Que. 3a

The chapter V of the Act deals with provisions relating to Late Payments to Micro and Small Enterprises, which are:

i) Liability of buyer to make payment.-

Where any supplier, supplies any goods or renders any services to any buyer, the buyer shall make payment therefore on or before the date agreed upon between him and the supplier in writing or, where there is no agreement in this behalf, before the appointed day: Provided that in no case the period agreed upon between the supplier and the buyer in writing shall exceed forty-five days from the day of acceptance or the day of deemed acceptance.

ii) Date from which and rate at which interest is payable.-

Where any buyer fails to make payment of the amount to the supplier, as required under section 15, the buyer shall, notwithstanding anything contained in any agreement between the buyer and the supplier or in any law for the time being in force, be liable to pay compound interest with monthly rests to the supplier on that amount from the appointed day or, as the case may be, from the date immediately following the date agreed upon, at three times of the bank rate notified by the Reserve Bank.

iii) Recovery of amount due.-

For any goods supplied or services rendered by the supplier, the buyer shall be liable to pay the amount with interest thereon as provided under section 16 (point ii above).

Yes, these issues impact PSPCL also and PSPCL has to pay huge amount of interest as per Act to the MSME suppliers, where some delay in payment as per contract/purchase order has happened, due to the reasons including liquidity crunch.

Micro, Small and Medium sized enterprises in both the manufacturing and service sector can obtain MSME Registration under the MSME Act. Benefits such as rate of interest charged would be very less, tax subsidies, capital investment subsidies and much other support from the government sector, interest on delayed payments, recovery of amount due etc are available.

Que 3b

Once the type of injury has been identified, to be entitled to compensation, a worker must show that it 'arose out of or in the course of employment'.

An injury can arise out of or in the course of employment if it occurs at the normal place of employment, an alternative place of employment, travelling for work or working from home.

This phrase 'arising out of or in the course of employment' has two distinct parts.

The phrase 'arising out of employment' is restrictive.

Something about the employment must have caused the injury, for example, the:

- tasks, equipment, surroundings.

The phrase 'in the course of employment' is much wider and is said to require only a temporal (time) relationship with employment.

The phrase is intended to cover those injuries which:

- are not directly caused by the nature of duties for which a worker is employed
- happen at the time the worker was working either by:
 - o an accident in the workplace (such as a falling object)
 - o doing some incidental task or duty that the worker could be reasonably expected or authorised to do.

Que 3c

The objective of the Workmen Compensation Act, 1923 are:

- (1) To compensate a workman incapacitated by an injury from accident.
- (2) To make efforts on prevention of accidents, giving workmen greater freedom from anxiety and rendering industry more attractive.
- (3) Protection of workmen, as far as possible, from hardship arising from accidents.
- (4) The main object of the Act is to impose legal obligation on the employers to pay compensation to workmen involved in accidents while working in the premises.

The Act provided a mediator between the employee and the employer for resolution of employment-related disputes arising due to accidents in the workplace.

Que. 4a

Right To Information is derived from our fundamental right of freedom of speech and expression under Article 19 of the Constitution. In recent years, there has been an almost unstoppable global trend towards recognition of the right to information by countries, intergovernmental organizations, civil society and the people. The more restrictions that are placed on access, the greater will be the feelings of 'powerlessness' and 'alienation'. Without information, people cannot adequately exercise their rights as citizens or make informed choices. The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed. The Act is a big step towards making the citizens informed about the activities of the Government.

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be. In case of information about allegations of corruption or human right violation in respect of organisations, which have been exempted, the time frame is 30 days and 45 days resp. Even part information may also be furnished, as per application.

An Application may be rejected under RTI Act if it:

- (i) is incomplete in any respect,
- (ii) seeks information, disclosure of which prejudicially affects the sovereignty and integrity of the country, the security, strategic, scientific or economic interest of the State, relation with foreign State or lead to incitement of an offence,
- (iii) seeks information which has been forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court,
- (iv) seeks information the disclosure of which would cause a breach of privilege of Parliament or State Legislature,
- (v) calls for information involving commercial confidence, trade secret or intellectual property, the disclosure of which would harm the competitive position of a third party,
- (vi) wants information available to a person in his fiduciary relationship,
- (vii) seeks information received in confidence from foreign govt.
- (viii) calls for information the disclosure of which would endanger the life or physical safety of any person, or information given in confidence for law enforcement or security purposes,
- (ix) seeks information which would impede the process of investigation or apprehension or prosecution of offender,
- (x) relates to Cabinet papers including record of deliberations of the Council of Ministers, Secretaries and other officers unless the material on basis of which the decision were taken have been made public and the matter is complete or over, and provided the matters do not fall within the categories of exemption mention in Section 8 of that,
- (xi) seeks information relating to personal information, the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual, provided the information which cannot be denied to the Parliament or State Legislature shall not denied to any person,
- (xii) seeks information in respect of an occurrence, event or matter which took place, occurred or happened more than 20 years before the date of request for information,
- (xiii) calls for information which involves an infringement of copyright subsisting in a person other than the State,

Que 4b

The right to information is not absolute. Not all information that the Government generates will or should be given out to the public. Everywhere there are some pieces of information, which are so sensitive that if they were released to the public, they might actually cause serious harm to more important interests.

The key issue is that information can legitimately be kept secret in some circumstances, but only where disclosure would be likely to cause serious harm to specific, important public interests. All right to information

Laws include provisions that allow certain types of information to be withheld from the public. These provisions are commonly called "exemption provisions" or "exclusion clauses".
In Act, section 8(1) lists all of the exemptions. Section 8 Exemption from disclosure of information in The Right To Information Act, 2005

(1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—

(a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;

(b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;

(c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

(d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;

(e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;

(f) information received in confidence from foreign government;

(g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;

(h) information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers: Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or

over: Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(j) information which relates to personal information the disclosure of which has not relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information: Provided that the information, which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

(2) Notwithstanding anything in the Official Secrets Act, 1923 (19 of 1923) nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section: Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

Que 5a

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Consumer means any person who -

i. A. buys any goods for a consideration which has been paid or promised or partly paid and partly promised, or under any system of deferred payment and includes any user of such goods other than the person who buys such goods for consideration paid or promised or partly paid or partly promised, or under any system of deferred payment when such use is made with the approval of such person, but does not include a person who obtains such goods for resale or for any commercial purpose; or

B. hires or avails of any services for a consideration which has been paid or promised or partly paid and partly promised, or under any system of deferred payment and includes any beneficiary of such services other than the person who hires or avails of the services for consideration paid or promised, or partly paid and partly promised, or under any system of deferred payment, when such services are availed of with the approval of the first mentioned person.

ii. **Jurisdiction of the State Commission**

Subject to the other provisions of this Act, the State Commission shall have jurisdiction -

(a) to entertain -

(i) complaints where the value of the goods or services and compensation, if any, claimed exceeds rupees twenty lakhs but does not exceed rupees one crore; and

(ii) appeals against the orders of any District Forum within the State; and

(b) to call for the records and pass appropriate orders in any consumer dispute which is pending before or has been decided by any District Forum within the State where it appears to the State Commission that such District Forum has exercised a jurisdiction not vested in it by law, or has failed to exercise a jurisdiction so vested or has acted in exercise of its jurisdiction illegally or with material irregularity.

Que 5b

Consumer protection is essential for a healthy economy. The main objective of the Consumer Protection Act, 1986 is to protect the interest and safeguard the rights of the consumers. Yes, it is applicable on goods and services, where:

- Right to be protected against the marketing of goods and services which are hazardous to life and property
- Right to be informed about the quality, quantity, potency, purity, standard and price of goods or services so as to protect the consumer against unfair trade practices
- Right to be assured, wherever possible, access to a variety of goods and services at competitive prices

This Act is not applicable to direct electricity theft cases and meter tampered cases, in view of Electricity Act, 2003.

Que 5c

Section 24A in the Consumer Protection Act, 1986 defines Limitation Period

(1) The District Forum, the State Commission or the National Commission shall not admit a complaint unless it is filed within two years from the date on which the cause of action has arisen.

(2) Notwithstanding anything contained in sub-section (1), a complaint may be entertained after the period specified in sub-section (1), if the complainant satisfies the District Forum, the State Commission or the National Commission, as the case may be, that he had sufficient cause for not filing the complaint within such period: Provided that no such complaint shall be entertained unless the National Commission, the State Commission or the District Forum, as the case may be, records its reasons for condoning such delay.