

- Q.1 State competent authority in respect of the following alongwith amount :
- To convey administrative approval for works expenditure for domestic, commercial & industrial connections.
  - To convey administrative approval for works expenditure for a group of T/well connections.
  - To convey technical sanction to detailed estimates for augmentation of substations & Transmission lines including Mains & Sub-Mains
  - To convey technical sanction to detailed estimates for Domestic, Commercial & Industrial Service connections.

ਪ੍ਰਸ਼ਨ:1)ਹੇਠ ਲਿਖੇ ਕੇਸਾਂ ਵਿਚ ਰਕਮ ਸਹਿਤ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਦਸੋ:

ੳ) ਘਰੇਲੂ, ਵਪਾਰਕ ਅਤੇ ਉਦਯੋਗਿਕ ਕੁਨੈਕਸ਼ਨਾਂ ਲਈ ਖਰਚਾ ਕਰਨ ਦੀ ਪ੍ਰਬੰਧਕੀ ਮੰਨਜ਼ੂਰੀ ਦੇਣਾ:

ਅ) ਟਿਊਬਵੈਲ ਕੁਨੈਕਸ਼ਨਾਂ ਦੇ ਗਰੁਪ ਕਾਰਜਾਂ ਲਈ ਖਰਚਾ ਕਰਨ ਦੀ ਪ੍ਰਬੰਧਕੀ ਪ੍ਰਵਾਨਗੀ ਦੇਣਾ

ੲ) ਸਬਸਟੇਸ਼ਨ, ਟਰਾਂਸਮਿਸ਼ਨ ਲਾਈਨਾਂ, ਮੇਨ ਅਤੇ ਸਬ ਮੇਨਜ਼ ਦੀ ਸਮਰਥਾ ਵਧਾਉਣ ਲਈ ਵਿਸਥਾਰ ਤਖਮੀਨੇ ਦੀ ਤਕਨੀਕੀ ਮੰਨਜ਼ੂਰੀ ਦੇਣਾ

ਸ) ਘਰੇਲੂ ਵਪਾਰਕ ਅਤੇ ਉਦਯੋਗਿਕ ਕੁਨੈਕਸ਼ਨਾਂ ਦੇ ਵਿਸਥਾਰ ਤਖਮੀਨੇ ਦੀ ਤਕਨੀਕੀ ਮੰਨਜ਼ੂਰੀ ਦੇਣਾ

Ans.i) Xens/R.Es Full Powers  
AEs/AEEs(I/C of S/Divns) Rs.40,000

ii) Xens/R.Es Full Powers

iii) C.Es Full Powers  
S.Es. Rs.10 Lacs  
Xens/R.Es Rs.4 Lacs  
AEs/AEEs I/c of S/Divns.Rs.30,000

iv) Xens/R.Es Full Powers  
AEs/AEEs 1 Lac  
JEs I/c Sub offices Rs.20,000

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- Q.2 a) Discuss regarding various measurement Books used in the Board.  
b) Under what circumstances measurements can be dispensed with.

ਪ੍ਰ:2 ਓ) ਬੋਰਡ ਵਿਚ ਵਰਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਮਾਪ ਪੁਸਤਕਾਂ ਬਾਰੇ ਵਿਸਥਾਰ ਵਿਚ ਲਿਖੋ।  
ਅ) ਕਿਹੜੇ ਕਿਹੜੇ ਹਾਲਾਤਾਂ ਵਿਚ ਮਿਣਤੀ ਦੀ ਛੋਟ ਹੈ।

Ans: There are five kinds of measurement books, the detail of which are as follows:-

1) Small Measurement Book(S.M.B)

It is maintained by JE for recording the entries of all petty purchase exceeding Rs.50/-, work done departmentally, work done through contractor and material received against works are entered in this book.

2) Goods Receipt note book(G.R.Note)

It is written by the JE for all material received from the supplier, Disment~~ed~~ from works, manufacture from Board workshop, transfer of material from other Divn. is entered in this book by the JE if the cost of material is upto Rs.10,000/-. If the cost of material is more than Rs. 10,000/- then its entry will be recorded by the SDO in the G.R.Note.

3) Electrical measurement book(EMB)

It is maintained by the J.E. for all works casting less than Rs.1 lac Column No.7 of this book is filled by J.E. for the receipt of material and column No.8 is filled by the AAE/SDO against each item. Shortage/Surplus is worked out by the SDO by comparing the entries of column No.7 with Column No.8 and filled in column no.9.

4) Standard measurement book

It is maintained in the Civil Works divisions by the J.E. for all buildings under his control. Their standard measurement is recorded in this book which helps us in the preparation of annual maintenance estimates of buildings and making payment on the basis of these measurements to the contractor for white washing coloring etc.

5) Lump sum contract measurement book

It is maintained by J.E. for making payment to the contractor for the work done on the Lump sum contract basis.

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Ans-2 (b) Every payment should be made after the measurement are made in the MB by the competent authority .But entries in the MB are not necessary in below noted cases..

- (i) In case advance payment is made to a contractor.
- (ii) In case of petty expenses such as Octroi, Elec. Bills, Railway Freight Municipal Taxes, washing charges etc.
- (iii) In case the work is got done through lump sum contract .In such cases it is certified by the concerned SDO that the work done is not less than the payment being made.
- (iv) Payment of wages to work-charged staff.
- (v) When entries are made in the Initial works Register.
- (vi) In case it is certified by the SDO that the measurement is not possible in certain repair works.
- (vii) In case of petty purchase up to Rs.50/-

Ans:3) The following returns are required to be submitted by a Sub-Divn. Office to Divn Office alongwith monthly Account.

- 1) Copy of cash Book alongwith cash vouchers.
- 2) Cash Balance report.
- 3) Demand collection report.
- 4) Statement of Revenue assessed & realised.
- 5) Statement of ED.
- 6) Remittance into Bank Statement.
- 7) Cheque Drawn Statement
- 8) Statement of Octroi.
- 9) Statement of TDCO/PDCO.
- 10) Statement of MCO.
- 11) Statement of Theft Cases.
- 12) Bank Reconciliation Statement.
- 13) Application & connection return.
- 14) Statement of Fatal & non-Fatal accidents.
- 15) Court Cases Statement.
- 16) Units Sold Statement.
- 17) Stock receipt/stock issued Statement.
- 18) Connection released & connected load Statement.
- 19) Statement of Damaged Transformers.
- 20) Statement of Meters received from ME Divn.

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Ans:4

$$\text{Direct Expenses} = 50,000 + 10,000 + 6,000 + 1,00,000 = 1,66,000/-$$

$$\text{Depreciation} = 70,000/-$$

$$\text{Interest} = \left( \frac{6,00,000}{2} + 40,000 \right) \times \frac{13.5}{100} = 3,40,000 \times \frac{13.5}{100} = 45,900/-$$

$$\text{Supervision Charges} = 1,00,000 \times 10\% = 10,000/-$$

$$\text{Departmental Charges} = 50,000 + 10,000 + 6,000 = 66,000 \times 27.5 = 18,150/-$$

$$\text{Rate for Board's work} = \frac{1,66,000 + 70,000}{60,000} = \text{Rs. 3.93 Per KM}$$

$$\text{Rate for Private Use} = \frac{1,66,000 + 70,000 + 45,900 + 10,000 + 18,150}{60,000} = \text{Rs. 5.17 Per KM}$$



ES/S-3/2011/P.T

Question No.5) Write a short note on the following

- i) Fuse Replacement Order.
- ii) Connected Load Register.
- iii) Equipment & Maintenance Register.
- iv) Dismantlement Register.
- v) Permit to work.

ਪ੍ਰਸ਼ਨ ਹੇਠ ਲਿਖਿਆਂ ਤੇ ਨੋਟ ਲਿਖੋ।  
 ਓ) ਫਿਊਜ਼ ਰਿਪਲੇਸਮੈਂਟ ਆਰਡਰ  
 ਅ) ਕਨੈਕਟਡ ਲੋਡ ਰਜਿਸਟਰ  
 ਏ) ਇਕੁਪਮੈਂਟ ਐਂਡ ਮੇਟੀਨੈਂਸ ਰਜਿਸਟਰ  
 ਸ) ਡਿਸਮੈਂਟਲਮੈਂਟ ਰਜਿਸਟਰ  
 ਹ) ਪਰਮਿਟ ਟੂ ਵਰਕ

Ans. (i) Fuse Replacement Order.

(i) An energy meter is installed at the premises of the consumer. Body of the Meter is sealed by the M.E Lab. The terminal block is sealed by the J.E. In case there is complaint from the consumer for power failure, the maintenance staff inspects premises. Outside defects are rectified by the line maintenance staff. If there is some fault in the terminal block or in the Meter/C.T/P.T unit the seals are broken by the authorized employee of the Board & an F.R.O is prepared. On the basis of F.R.O the JE/S.D.O visits the site & fixes the seals. Entry of fixing seals are also recorded in the Meter Sealing Record.

(ii) Connected Load Register.

Connected Load Register is maintained in every operation Sub office/Sub Divn. Connected Load Register is maintained for balancing the load on feeders by phases and anticipating the necessity for augmenting the capacities of feeders switches & transformers.

Following entries are recorded in the Register :

- a) Increase in load by grant of new connections/allowing extension load.
- b) Decrease in load by permanent disconnection.
- c) Decrease in load by allowing reduction in load.
- d) At the end of the month total connected load is worked out. Statement of connected load is prepared from this Register & sent to Divn. Office.

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iii) Equipment and Maintenance Register.

This Register is maintained by the JE/Operation JE/Sub-Stn. In respect of operation offices result of checking done by JE relating to Distribution Transformers.i.e position of thimbles cables L.T switch I.R value oil top up-earthing resistance is recorded in this Register .The defects rectified are also recorded in this Register with date. Defects in each& every item of equipment which are not of urgent nature are to be noted so that these are attended at the next maintenance shutdown.

(iv) Dismantlement Register.

Some material is usually retrieved when

- i) Permanent work is dismantled.
- ii ) a work is augmented or
- iii) work is replaced.

So immediately after dismantlement an inventory of material dismantled should be prepared .The same should be entered in the Register of Dismantlement.

The inventory should be verified by the S.D.O.& entry in Register attested.

Serviceable material & scrap should be returned to Stores through Store Return Warrant(S.R.W)Unserviceable material shall be returned to store as scrap.

(v) Permit to work

Some time a fault appears on lines& cannot be removed without taking a shutdown.The S.D.O approaches the S.S.E of the Sub-Station for cutting off supply to the particular feeder.The S.S.E or Incharge of the sub-station after examining the feasibility,issues permit to the operation staff indicating that supply to the feeder shall remain cut off for a particular period & they are permitted to work on the H.T.line.This is done to avoid fatal/non-fatal accidents.

**Q:1 a) Distinguish between imprest and temporary advance ?**

**Ans:-** Imprest is a standing advance allowed to a subordinate to meet with day to day expenditure on petty items. The imprest holder occasionally, monthly or earlier when he needs the money, renders the account of expenditure incurred, in form C&B-9, gets the expenditure approved & secures recoupment of the money spent. The maximum amount of imprest can be upto Rs. 2000. On the other hand a temporary advance is allowed to a subordinate to make payment against vouchers already passed & for making payment to labour at the site of work. After making payment the account of advance is rendered like imprest but the expenditure is not recouped, it is adjusted & account closed.

**b) Detail the procedure for issuing, adjustment and closing of Imprest/temporary advance.**

**Ans:-** Whenever an Imprest or temporary Advance is required to be issued a cash or bank payment voucher (CPV/BPV) is prepared, got checked from Divisional Accounts Section & approved by the Sr. Xen. The Divl. Supdt. Makes the payment by cash or cheque. After the Imprest holder renders the account (in form C&B-9) it is again checked by Divl. Supdt. (Accounts) approved by the Sr. Xen & payment made to Imprest holder by the Divl. Supdt. (HC) by cash or by cheque as required. The entry of recoupment is recorded in cash book while making payment. If the account is to be adjusted/closed a J.V. (T.E.O.) is required to adjust the account. Entry in Cash Book should not be made.

In cash of temporary Advance- the account of expenditure after its approval is adjusted by journal voucher without recording any entry in the Cash Book. Entry in Cash Book is required only if the advance holder has to return some unspent balance in which case entry is for the balance returned



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& not for the expenditure incurred which is adjusted by J.V. only. A receipt in BA-16 should be issued while accepting unspent balance by the cashier.

Account of the Imprest should be closed as early as possible when the amount is not required but the account must be closed on transfer of the Imprest/advance holder & in all cases before the close of the financial year i.e. by 31<sup>st</sup> March.

**C) No work should be carried out until a detailed technical estimate has been sanctioned. Is there any exception to the general rule ?**

**Ans:-** 1. In case of urgency the CE concerned may authorize the commencement of periodical repairs in anticipation of formal sanction to the detailed estimate subject to allocation of funds.

2. Construction works in progress on 31<sup>st</sup> March preceding may be continued pending allocation of funds.

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**Q:2 Write Short Notes:-**

Ans:-i) **Average consumption of Vehicle:-** In order to exercise proper control over the consumption of Petrol, Mobil Oil, Grease & other expenses in running the vehicle, a detailed daily account is maintained in the Lorry Maintenance Register for each vehicle. Total K.M. Run by the vehicle during the month is divided by total consumption of petrol/diesel. This gives the average consumption of the vehicle.

ii) **Out-turn Register:-** Where vehicles are run in Construction Divisions or on projects, the expenditure on running of the vehicle is charged to the work/project on which it is used. Similarly for running of vehicles for transportation of stores under C.O.S. the expenditure on running is charged to the relevant head.

For carrying out adjustment an abstract of journeys is prepared showing No. of K.M. run for each work/job. A rate per KM is got sanctioned from the competent authority. Charging of the cost of running to particular work (s) is through this register.

iii) **Lorry Log Book:-** In order to keep proper control on running of a vehicle a Lorry Log Book is maintained for each vehicle. Detail of all journeys undertaken daily are recorded in it showing date/time & milometer reading at commencement & end of the journey-total K.M. run-purpose of journey- (official/private). These entries are authenticated by the Officer Incharge of the vehicle. At the end of the month an abstract of the journeys is prepared. When the expenditure is to be booked to works/other Divns. adjustment is carried out by J.V. For private journeys & unauthorized journeys the adjustment is made by debit to Misc. Advance Account.

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iv) Store Return Warrant:- Surplus material lying at site of work is returned to stores by this document. It gives the name of work/Estimate no. from which the material is returned. Name of material, material Code, quantity of material returned from work & that accepted by store is also recorded in the SRW. SR No. & date vide which the material was originally issued from store is also shown in the S.R.W. When material is accepted by store-its entry is recorded the Goods Receipt Note & stock card.



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**Q:3a) What do you understand by Store Incidental Expenses? Indicate where these are leviable and where not.**

**Ans:-** Cost of material purchased upto destination station is treated as procurement cost & is taken into account in fixing Issue Rate. Expenses have to be incurred for transport of material from Railways to our Godown, on handling and watch & ward of store, Mtc. of store godowns or rent of hired building used for stores etc. These expenses constitute Store Incidental Expenses previously known as Storage Charges.

Following expenses are debited to S.I.E. account

An estimate is prepared at the beginning of the year to assess the incidental charges likely to be incurred & total value of materials likely to be issued to works. A percentage rate is got approved for levying on various issues out of stock to cover these expenses.

S.I.E. shall be added at %age rate to the value of material:-

1. Issued to capital works
2. Issued sale to BBMB/HSEB/HPSEB etc.
3. Issued to contractors
4. Issued of materials for deposit works
5. Issued of materials to contributory works

These charges are not levied in the following cases:

- (i) Inter store transfers.
- (ii) Issue of material for O&M works.

**Q:3 b) How the control over Repair & Maintenance expenses of Vehicles is exercised ?**

**Ans:-** In order to exercise proper control over the daily consumption of petrol, mobiloil, grease etc. and other expensese in running a vehicle, The officer inchrge maintain a detailed daily account in the Lorry Log Book and the Lorry Maintenance Register. From the daily accounts, prepare an

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abstract showing recoveries made from individuals which should always be made in advance or on the completion of the journey, the amount debitable to various works/estimates, total KM run, petrol consumed etc and submit to SDO/Officer incharge. SDO/Officer incharge Scrutinize the abstract to see that petrol consumption per KM is as per approved norm/estimate, mileometer is in order etc. and sign the abstract. Submit it to the Division/Controlling Officer. In the Division, the Divnl. Acctt. Scrutinize the abstracts with reference to Log Book and Maintenance Register and prepare journal entries for debiting the amount of various works, persons using vehicles for private purposes etc. and incorporate this in monthly account after getting these approved from Divisional Officer. Vehicle incharge prepare a summary of vehicle maintenance expenditure for each vehicle half yearly and compare the summary with sanctioned estimate and determine the variance, if any. Enter the reasons for variances, on the summary & forwarded to Divnl. office. Divnl. Acctt. scrutinize the summary report with Lorry Log Book /Maintenance Register Put up to the Divisional Officer/Officer Incharge. The Divnl. officer Review the summary report and Pass orders on variances if any. Issue orders for revision of rate and on estimate, where considered necessary in consultation with the SE/Controlling Officer. The Divnl. Acctt. Initiate action on the orders passed by the Divisional Officer on the variances in the summary report.

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Q: 4 Distinguish between the following:-

Ans:-i) **Dismantlement Register & Scrap Register:-** In the dismantlement Register details of all materials (whether serviceable or not) dismantled from a work are recorded for. The serviceable material may be used on the work or returned to stores. It is accepted and taken on stock. The unserviceable material is also returned to store but it is not taken on stock. It is taken on scrap register. This scrap is accounted for without value in form MAT-55. From time to time Xen/SDO Stores notifies the quantity of scrap to Disposal Cell. CE Disposal arranges disposal of scrap through auction. Entry of receipt & disposal of scrap is recorded in the Register of scrap maintained in stores.

ii) **Office Contingency and Work Contingency:-** Misc. expenses of the office are treated as office contingency like postage and telegram, telephone bills, electricity bills, cost of news papers, printing & stationery.

On the other hand any expense of Misc. nature which have not been specifically provided in the estimates of the work is treated as works contingency such as legal cost for civil suit relating to work/compensation if any payable.

iii) **Small Measurement Book and Standard measurement Book:-** Small Measurement Book is used to record detailed accounts of actual measurements of work done by daily labour or by contractor or a materials received for use on work. For large works separate M.B. may be set apart. After recording measurement, an abstract should be prepared to show total quantities of each item of work. Each measurement for work done by contractor should indicate reference to last set of measurements also.

Standard Measurement Book is used for measurement of building work which is subject to renewal. This M.B. facilitates the preparation of annual estimates for periodical repairs of buildings.

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Standard M.B. forms the basis of payments to:-

1. Contractor for work done and
2. Annual repairs

The measurement should be recorded by the Sr.Xen. When this is done by S.D.O. these should be checked by Sr.Xen & approved.

Standard M.B. should be kept upto date by taking into account additions & alterations.

iv) **Deposit work and Contributory Work:-** Deposit works which are executed at the cost of other parties are of two types:-

1. When after completion, these works shall be the property of the agency that met its cost-these shall be treated as Deposit Works.
2. Which after completion become the property of the Corporation, are treated as Contributory Works. These are not treated as deposit works even though the cost of these works is borne by the consumers/other agencies for example:

- (a) Laying of independent feeders for giving supply to the new consumers
- (b) Where consumers pay the cost of works by way of General and Service Connection Charges.
- (c) Where consumers opt for connections from urban feeder instead of nearest rural feeder.
- (d) Cost of link lines borne by the consumers.

3. While departmental charges @ 27.5% are levied on the expenditure on deposit works-only, 16% charges are recoverable on contribution works.

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**Q:-5 a) What is the procedure to settle Inter Unit Transactions (IUT Bills) ? in a case a "U" cheque is lost in transit, what procedure is followed for accounting of the transactions ?**

**Ans:-** An I.U.T. Bill repaid /settled by issuing a "U" cheque. "U" cheques issued and received by a Division will be accounted for under account Code 37.000. When store are issued from stock to works of other Divns, it is classified to A. Code 31 & an IUT will raised against the receiving Division. After the IUT bill is received, it is verified by the JE/SDO with ref. to record available in their office & IUT bill sent to the Divn. The Divn. Would debit the exp. to the appropriate head of account & convey acceptance of IUT bill by issuing a "U" cheque. The Divn. issued the store, on receipt of "U" cheque enters the "U" cheque in "U" cheque book and clear the IUT Bill raised by it IUT Bill will be settled in full, Part settlement is strictly prohibited.

In case of loss of U-cheque in transit reported by the AU in whose favour it is issued, a prescribed certificate will be issued by the issuing AU. On the basis of this certificate the receiving AU will pass necessary entries in "U" cheque Cash Book.

**Q:-5 b) Under what circumstances the supplementary/revised estimates are required to be prepared ?**

**Ans:-** It is a fundamental principle that the sanction to an estimate must on all times be looked upon as strictly limited by the precise object for which the estimate was intended to provide.

It may happen that while a project is in progress, the execution of a particular work not envisaged/provided in the original estimate, may become necessary. A supplementary estimate will be necessary in such cases.

On the other hand when it is known that the cost of a work in hand ( under execution) is likely to exceed by more than five percent of its Estimated cost owing to increase in rate or any other cause, a revised estimate may be prepared.

A Revised estimate shall also be necessary when either before commencement of work or during its execution it is found that the original estimate is excessive.



Q-1-Solution: Adjusted readings, as the multiplying factor is 100 for both KWH and KVAH meters:-

$$\text{Kwh} = 34000 - 24000 = 10000 \times 100 = 1000000 \text{ kwh}$$

$$\text{Kvah} = 37000 - 25000 = 12000 \times 100 = 1200000 \text{ kvah}$$

A. Energy Charges  $= 1000000 \times \text{Rs. } 4.58 = \text{Rs. } 45,80,000$

B. MMC  $= 2500 \times \text{Rs. } 133 = \text{Rs. } 3,32,500$

1. Applicable Amount (A or B whichever is higher)  $= \text{Rs. } 45,80,000$

2. Power Factor Surcharge  $= \frac{\text{KWH} \times 100}{\text{KVAH}}$

$$= \frac{1000000}{1200000} = 83\% = 7\% = 7\% \times 4580000 = \text{Rs. } 320600$$

3. Demand surcharge  $= 2600 - 2500 = 100 \times \text{Rs. } 750 = \text{Rs. } 75000$

4. Meter Rental  $= \text{Rs. } 467$

5. Service charges  $= \text{Rs. } 450$

6. ED @ 13% of  $(4580000 + 320600) = 4900600 \times 13\% = \text{Rs. } 637078$

7. Octroi @ 10 paise per unit  $= 1000000 \times 10/100 = \text{Rs. } 100000$

8. Net Amount  $(4580000 + 320600 + 75000 + 467 + 450 + 637078 + 100000) = \text{Rs. } 5713595$

9. Late payment Surcharge:

For 7 days delay:  $4976517 \times 5\% = \text{Rs. } 248826/-$

After 7 days delay:  $4976517 \times 10\% = \text{Rs. } 497652/-$

B) What is the competency for revival of cancelled AP applications?

ANS. As per ESR 22.10 and commercial circular Number 25/2010 & 37/2010 the competency for revival of cancelled AP applications is as under:-

1.	AE/AEE/XEN DS	Up to two years from the expiry of original demand notice
2.	Add.SE/Sr.Xen( DS)	Up to four years from the expiry of original demand notice
3.	Dy.CE/SE(DS)	Up to six years from the expiry of original demand notice
4.	EIC/CE(DS)	Up to 10 years from the expiry of original demand notice
5.	CMD,PSPCL	After Ten years from the expiry of original demand notice

While allowing the revival of cancelled AP application it will be ensured by the op Officers that the revival is done in the name of original applicant or his legal heirs and the connection will be released on the same site for which the original application was given. Fees for the revival of cancelled AP application will also be got deposited as per instructions

C)

No load surcharge is levied for the extra load connected by the LS consumer exceeding sanctioned load provided the sanctioned contract demand is not exceeded during the month.

In the present case the connected load is 500kw and sanctioned contract demand is 400kva. As the load detected is 570kw but the MDI for the month 380kva is well within sanctioned CD of 400kva so no load surcharge is leviable in this case.

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Q-2(a)

How billing is done for mixed type of load industries comprising load of seasonal industry and General industry.

Ans.

1. For Mixed type of load industries, comprising load of seasonal industry and general industry, billing shall be done/Monthly Minimum Charges levied on full sanctioned load / demand for the period seasonal industry runs. MMC on full sanctioned load as applicable to riceshellers/cotton ginning/rice bran stabilization units shall be applicable during the seasonal period, subject to minimum of 4 ½ months.

2. For the remaining period when seasonal load is disconnected, MMC on the basis of general industrial load / demand actually being utilized by the consumer (not less than 100 kVA in case of LS consumers) shall be leviable in case of SP / MS consumers. Industries found running seasonal load after having got disconnected the same and intimation having been given to AE/AEE/XEN (DS) shall be liable to pay Monthly Minimum Charges as applicable to rice shellers/ cotton ginning/rice bran stabilization units for full period of 12 months.

3. If the load actually being utilized during off seasonal period is found to have exceeded the load fixed for off seasonal period, the load surcharge shall be leviable. For LS consumers if the actual demand recorded during off seasonal period exceeds the prorata demand fixed for off-seasonal period, demand surcharge shall be leviable as applicable but no load surcharge is leviable in their case.

b)

What is the responsibility of 'DS' staff to check 'theft of energy'?

Ans.

i) DS Officer/Officials who are required to check and seal the metering equipment shall take due care while affixing seal to the meter/metering equipment. If the seals affixed by them are found to be intact by Enforcement Staff./Inspecting Officer(s) and the consumer is found to be indulging in theft of energy or meter is found to be recording lower consumption due to wrong connections, it shall be taken as intentional connivance of such an officer/official and he will be held fully responsible for the consequences thereof. Disciplinary action, as permissible under rules, shall be taken against the said officers/officials.

ii) The following officers/officials will be held responsible with respect to the Specified category of connections as detailed below:-

a) All Single phase connections and metered AP connections	Meter reader /Meter Inspector /LM responsible for attending the complaint/ JE /AAE
b) Three phase DS/NRS/SP connections without CTs/PT, connections of PSPCL's employees and street lighting connections.	Meter reader/Meter Inspector/LM responsible for attending the complaint and AE/JE/AEE / AEE / XEN (DS)
c) DS/NRS with CTs/PTs, MS connections (with or without CTs/PTs) and LS/RS connections up to 500KW/KVA.	JE/AEE/AE./ AEE /XEN(DS).
d) LS/BS/RT connections above 500KW/KVA	In addition to officers/officials under (c) above, Sr.XEN/ASE(DS) Enf. & MMTS.

- c) How many times compounding of offence of Theft of energy can be allowed to a consumer/person? What are the rates of compounding charges?

Ans.

Rates of compounding charges in case of theft of energy under section 152 of EA-2003:-

Industrial Services (SP & MS)	= Rs.10,000/- per KW or part thereof of sanctioned load.
LS (Gen. & Power Intensive)	= Rs.10,000/- per KW or part thereof of sanctioned load. or Rs.10,000/- per KVA of Contract Demand whichever is higher.
Commercial/NRS	= Rs.5,000/- per KW or part thereof of sanctioned load.
Agriculture	= Rs.2,000/- per BHP or part thereof of sanctioned load.
Other Services (DS & Bulk Supply)	= Rs.3,000/- per KW or part thereof of sanctioned load.

Compounding of an offence of theft of electricity shall be allowed only once to any consumer/person



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Q-3

a) Total Load of the NRS consumer shall be as under:  
Ans.

i)	Fans	= 40x60watt	=2400watt	=2.400KW
ii)	Lamps/Bulbs	=60x40watt	=2400watt	=2.400kw
iii)	ACs(5KW each)	=6x5kw	=30000watt	=30.00kw
iv)	Wall sockets	=25/3 x 60watt	=540watt	=0.540kw
v)	3 phase power sockets	=10/2 x 6kw	=30000watt	=30.00kw
vi)	Gysers	=2x5kw	=0	=0
	(installed through power sockets)			
	TOTAL LOAD			=65.340 KW

Note:-

1. Gysers not to be taken into account as these have been installed through sockets

b) Discuss instructions regarding 'Annual Minimum Charges' for street light consumers.

Ans. Annual Minimum Charges:

If the total number of units consumed in the whole year (calendar year) are less than those which would have been consumed if the lamps had been lit on an average of 8 hours per night over the whole year, the PSPCL shall charge for the difference between the stipulated units and units actually consumed at tariff rates. The units which would have been consumed in a calendar year shall be calculated on the basis of sanctioned load or connected load detected whichever is higher. The annual minimum charges shall be exclusive of line maintenance and lamp renewal charges.

c) What documents are required to be got deposited for an application by a partnership firm or a limited company or an institution?

Ans. Following documents are also required to be got deposited for an Application by a Partnership firm or a Ltd. Company or an Institution:-

a) If the applicant is a partnership concern, an attested copy of the partnership deed and certificate of registration issued by Registrar of Firms shall be supplied. Any of the partners may sign A&A form or authorize a signatory through Special Power of Attorney duly notarized.

b) In the event of applicant being a Private or a Public Ltd. Company, it shall supply copy of the Memorandum & Articles of Association, a copy of certificate of incorporation along with a certified copy of extract of resolution of the Board of Directors in favour of the authorized signatory for execution of 'A&A' form and other documents. Certification will be made by the Chartered Accountant of the company.

c) If the application is on behalf of an institution or a society, the applicant shall submit copy of the constitution of the trust, society or institution and its bye laws, a certified copy of the registration, certified copy of extract of resolution in favour of the authorized signatory for execution of 'A&A' forms and other documents

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Q-4

a) Competency of sanction of load

Competency of various officers to sanction loads (whether permanent or temporary) shall be as under:-

AE/AEE/XEN(DS) : Loads up to 100 kW at LT & HT Supply voltage

Sr.XEN/Add.SE(DS) : Loads exceeding 100 KW and up to 1000 KVA at HT Supply voltage

SE / Dy.CE(DS) : Exceeding 1000 KVA & up to 2 MVA at HT Supply Voltage except for power intensive industries.

EIC/CE(DS) : For loads above 2MVA (including power intensive industries) at HT & EHT Supply Voltage or consumers having a separate source of electricity at their premises.

b) Direct Supply in case of LS consumer

If an energy meter is reported to be dead stop, damaged, or burnt, the AE/AEE/Xen(DS) of sub division Will inspect the site in respect of LS consumers. Direct Supply in case of Large Supply consumers can be allowed only in dire exigencies by SE/DS for only 3 days and if circumstances still persist, direct supply can be given beyond 3 days & that too with the written approval of respective CE/DS.

c) PEAK LOAD EXEMPTION CHARGES

Industrial supply consumers are required to observe Peak Load Hours Restrictions as per present instructions. During these restrictions these consumers are not allowed to run their industry. Those consumers, who wants to run their Load during peak Load Hours, they are required to Deposit some charges which are called Peak Load Exemption Charges. By depositing Peak load exemption charges consumer can run his industry even during peak load restrictions. These peak load exemption charges are as under:-

1. Peak load exemption to MS consumers is granted by SE/Dy.CE/Op for a minimum period of 6 months. Consumer will pay Rs.120/- per KW per month for the exemption allowed (100 KW- Eligible exemptions). These Exemption Charges are over and above the normal Energy Bill.
2. Peak Load Exemption above 100KW can be granted to LS consumers by CE/PP&R up to extent of Sanctioned Contract Demand of the consumer. Consumer is required to pay Peak Load Exemption Charges as per following Slab:
  - (a) Rs.1.80 per KW per hour for the exemption up to 65% of sanctioned CD
  - (b) Rs.2.70 per KW per hour for the exemption above 65% of sanctioned CD

d) Appeal by consumer against failure of test report

If any applicant or a consumer is dissatisfied with the rejection of the test report, he has the right to appeal to the Chief Electrical Inspector to test the installation under rule 52 of the Indian Electricity Rules, 1956 or Regulations notified by CEA under Section 53 of the Act. The decision of the said Inspector will be binding on the consumer as well as the PSPCL. While intimating the defects to the consumer under relevant rules, he should also be informed of his right to appeal so that if he so desires, he may exercise the same. The charges incidental to such testing will be borne by the consumer himself.

e) Beat Mapping

In case of Spot Billing of DS and NRS consumers by spot billing machines and collection thereof from consumers, the beat mapping of the consumers in each division is done by the Outsourced Agency and stickers are fixed on the MCB/meter indicating the consumer name, account no, address. The soft copy and hard copy of the beat mapping is handed over by the Outsourced Agency to PSPCL. The AE/AEE/XEN(Op) verified the correctness of the beat mapping. The Outsourced Agency also carry out the completeness of address with land mark if any. They point out corrections in feeders/transformer/ledgers if found actually not correct. Operation subdivisions provide the necessary support for this and also carry out the necessary corrections in the master record of the consumers based on the same.



Q-5

a) What are latest instructions regarding LT surcharge/HT or EHT rebate?

Ans. LT Surcharge/HT or EHT Rebate:

1. For LS consumers of general category where supply is given at 400volts against base supply voltage of 11 KV, LT surcharge @ 20% is leviable on the consumption charges including demand charges, if any, or monthly minimum charges.
2. LS consumers with contract demand exceeding 2500 KVA and upto 4000KVA catered at 11 KV are liable to pay a surcharge @ 10% on consumption charges including demand charges, if any, or monthly minimum charges as compensation for transformation losses, incremental line losses etc.
3. All Arc furnace consumers irrespective of the quantum of contract demand and other Large Supply consumers having contract demand exceeding 4000 KVA catered at 11KV shall be levied a surcharge @ 17.5% on the consumption charges including demand charges, if any, or monthly minimum charges.
4. All voltage rebates has been discontinued w.e.f. 01.04.2010. PSPCL will release all new connections or additional load / demand only at the specified voltages. Further, more PSPCL will take steps to ensure that existing consumers getting supply at voltage lower than the specified voltages will be provided supply at the specified supply voltages within a period of 18 months. During this period applicable surcharge will continued to be levied as specified in the general conditions of tariff. In case, there are constraints in release the new connection and / or additional load / demand at the prescribed voltages or in converting the supply voltage of an existing consumer, the supply may be given / continued to be given at a lower voltage on the condition of payment of surcharge specified in the General Condition of Tariff.
5. The existing consumers getting supply at a higher voltage than that specified in Conditions of Supply will for the present be entitled to a rebate in Tariff at the prevailing rates specified in the General Conditions of Tariff.

b) What procedure is to be followed in finally disconnecting the consumers connection at his request?

Ans. As soon as a consumer puts an application for disconnection, a disconnection order should be prepared and the JE should visit the consumer's premises at the earliest possible if no particular date has been mentioned in the application. If, on the other hand, the consumer specifies any particular date and time, efforts should be made to comply with his wishes. Meters of LS/MS connections are to be got checked from MMTS/Enforcement before their removal from the site. On reaching consumer's premises JE should take the readings, disconnect the premises and remove the meter in order to ensure that no more energy is consumed. The JE should on getting back to the office, hand over DCO duly completed to ARA/RA who will get the final bill of the consumer prepared and get it signed from AAE/AE/AEE/XEN(Ops) and present it to the consumer for payment within seven days of presentation of bill. Where payment is not received within due date, late payment surcharge is levied as the case may be.



- (c) What are the instructions regarding deposit/maintenance & Security (consumption) by different categories of consumers?

Supply Code - Reg.15 Security (Consumption)

- 15.1 Different categories of consumers will maintain Security(consumption) as below:-
- 15.1.1 Consumers other than Large Supply Industrial consumers will maintain as security with the Licensee an amount equivalent to consumption charges (i.e.fixed and variable charges as applicable) for two and a half months where bi-monthly billing is applicable and one and a half months in case of monthly billing, during the period of agreement for supply of electricity.
- 15.1.2 Large supply Industrial consumers will have the following two options.

Option 1

Security (consumption) will be equivalent to consumption charges for one and a half months and payment of bills will be effected within 10 days of the issue of the bills.

Option II

Security(consumption) will be equivalent to consumption,charges for one month but payment of bills will be effected in the following manner.

- i) For the first month a hundred percent payment of the bill (Say P) will be made within five days of delivery of the bill.
- ii) Another fifty percent of the bill amount(P/2) will be paid as advance within twenty days of the date of delivery of the bill.
- iii) The next bill(Say Q) less amount paid as advance (P/2) will be payable within five days of its delivery.
- iv) Another fifty percent of the bill amount (Q/2) will be payable as advance within twenty days of delivery of the bill and so on.

In case of any default in payment, the consumer will be liable to pay late payment surcharge on each occasion as specified in the General Conditions of Tariff.