

Andhra Pradesh State Electricity Board



A.P.S.E.B. Employees

Revised Conduct Regulations

AND

Discipline & Appeal Regulations



ANDHRA PRADESH STATE ELECTRICITY BOARD

**A.P.S.E.B. EMPLOYEES
REVISED CONDUCT REGULATIONS**



ANDHRA PRADESH STATE ELECTRICITY BOARD

CONDUCT RULES

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Regulations – Andhra Pradesh State Electricity Board (Revised) Conduct Regulations – Issued.

B.P. Ms. No.: 697

(MANAGEMENT SERVICE)

Dated : 10-7-1978

Read the following :

1. B.P. Ms. No.: 534, dated 16-8-1967.

* * *

PROCEEDINGS :

In supersession of the existing Andhra Pradesh State Electricity Board Conduct Regulations approved in the B.P. cited and published at pages 1-21 of the Andhra Pradesh Gazette Supplement to Part-II, date 28-3-1968 and in exercise of the Powers conferred under Section 79 (c) of the Electricity (Supply) Act, 1948 the Andhra Pradesh State Electricity Board hereby makes the Andhra Pradesh State Electricity Board (Revised) Conduct Regulations annexed to this B.P.

2. These regulations shall come into force with effect from the date of publication in the Andhra Pradesh Gazette.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE ELECTRICITY BOARD)

E.A.S. SARM.

Secretary

To

All the Chief Engineers.

All the Superintending Engineers.

The Financial Advisor & Chief Controller of Accounts.

Copy to Pay Officer.

Copy to Internal Audit Officer.

Copy to Accountant General/Andhra Pradesh.

Copy to Chief Accountant/C.P.R. Section.

Copy to Manager (Personnel Services)

Copy to Manager (General Services).

Copy to Director of Printing and Stationery & Stores, Purchase (Printing Wing) at G.C.P. (Gazette Section),
Hyderabad - 500 036, for Publication in Andhra Pradesh Gazette.

Copy to Standing Legal Adviser.

Copy to P.A. to Secretary.

Copy to P.A. to Member Accounts/Technical Member-I/Technical Member-II/Chairman.

Copy to All Officers under Manager (General Services) and Manager (Personnel Services).

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Copy to Deputy Secretary (Board Meetings). Copy to Central Records Section.

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THE ANDHRA PRADESH STATE ELECTRICITY BOARD EMPLOYEES CONDUCT REGULATIONS

1. Short title and extent of application

These Regulations shall be called the Andhra Pradesh State Electricity Board Employees' Conduct Regulations and shall apply to all the employees of the Board, including the employees serving it on deputation, except employees belonging to :

1. I.A.S.
2. Persons engaged under special contracts.

2. Commencement

These regulations shall come into force from the date of issue of Notification in Andhra Pradesh Gazette.

3. General

All employees are expected;

1. To perform their duties with devotion, integrity and impartiality.
2. To maintain discipline and act in a disciplined manner towards subordinates as well as their superiors
3. To extend full cooperation to their superiors in carrying out the various official functions of the Board entrusted to them and to enlist cooperation in the same manner from their subordinates.

4. Misconduct

The following acts or deeds shall be treated as 'Misconduct' on the part of the employees:-

- i. (a) to join or continue to be a member of any Association or Union, the objects of which are prejudicial to the interests of the Country, Board or to the public.
(b) to join or continue to be a member of any Association or Union belonging to contract workers, private agencies workers any other Union or Association not connected with/to the employees of the Board.
- ii. to make representation direct to Ministers of State or Central Government or any Member of any Legislature or to the members of the Board except through proper channel.
- iii. to accept or permit any member of his family to receive from any person any gift or favour or service which will keep him under official obligation or embarrassment.
- iv. to receive any public address or accept any felicitation or entertainment in his honour.
- v. to enjoy the hospitality or receive any gift from any person or company having business dealings with the Board.
- vi. to ask for or accept or in any way participate in the raising of any subscriptions or pecuniary assistance in pursuance of any object whatsoever without the prior permission of his superior officer.
- vii. to engage himself or through others in the business of money lending or lend or borrow money which will place him under any kind of obligation to any person or cause official embarrassment to him except in the following cases :
 - (a). any transaction with a registered cooperative society or institution
 - (b). while acting as an executor, administrator or trustee without profit or advantage to himself



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- viii. to contract debts habitually (in case an employee is involved in any legal proceedings for insolvency, he shall report the fact to the Board forthwith with full facts of the case).
- ix. except with the previous sanction of the competent authority, to engage himself directly or indirectly in any trade or business or undertake any employment for remuneration. Honorary work of social or charitable nature, work of literary, artistic or scientific character can be taken up provided it does not interfere with his official duties.
- x. to publish any book which is not purely of literary artistic or scientific character except with the previous approval of the competent authority.
- xi. to communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorised to communicate such document or information.
- xii. to own, either entirely or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.
- xiii. to utter, write or do otherwise, discuss or criticise in public or at a meeting or any association or body any policy pursued or action taken by the Board or a State or Central Government.
- xiv. except with the previous sanction of the competent authority, to give evidence in connection with any enquiry conducted by any person, committee or authority except in the following cases:
 - a. In an enquiry conducted by an authority appointed by the Board or State or Central Government.
 - b. In any judicial enquiry; or
 - c. departmental enquiry.
- xv. to take part or associate with any political party or organisation including canvassing.
- xvi. to participate or in any manner assist any measure or activity calculated to directly or indirectly affect the interests of the Board or State.
- xvii. to have recourse to any court or to the press for the vindication of his official acts which have been the subject matter of adverse criticism or an attack of defamatory character in public and which do not involve his private character or an act done in his private capacity.
- xviii. to deal or exert pressure in his official capacity with any matter or on any issue which directly or indirectly concern himself or any of his relatives, dependents or friends.
- xix. to bring or to attempt to bring any political or other outside influence or through a Member of the Board to bear upon any superior authority to further his interests in respect of the matter pertaining to his service in the Board.
- xx. to deliver or broadcast a speech or talk on any subject without the prior sanction of the Board except on those of literary, artistic or scientific character.
- xxi. "No employee who has a spouse living and whose marriage is subsisting shall contract another marriage not withstanding that such subsequent marriage is permissible under the personal law for the time being applicable to the employee, provided the Board may in its discretion permit such marriage if such marriage is permissible under the personal law of the employee"
- xxii. to take intoxication drinks or drugs or be under the influence of such drinks or drugs while on duty, or appear in a public place in a state of intoxication.

or

use such drinks or drugs to excess.
- xxiii. to participate in any strike or other concerted action or incitement thereto intended to hold up the work or put pressure on the management.
- xxiv. to indulge in any activities of the following :



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- (a). absence from duty or work without permission.
 - (b). deliberate neglect of duty with the object of compelling any superior authority or the Board to take or withdraw any official action or decision .
 - (c). to go on fast or a hunger strike with a view to force a superior authority or the Board to take or withdraw any official action or decision.
 - (d). to participate in a concerted or organised refusal to receive emoluments.
- xxv. to participate in any demonstration which is against the sovereignty and integrity of the Nation or against public order.
- xxvi. to commit theft, fraud or act dishonestly in regard to the Board's business or property.
- xxvii. habitual late attendance or absenteeism without leave or sufficient reason.
- xxviii. to fight, riot or to behave disorderly or indecently in the premises of the establishment.
- xxix. to chit-chat or loiter in the premises during working hours.
- xxx. to neglect work.
- xxxi. to smoke within the premises of the establishment in places where it is prohibited.
- xxxii. to cause wilful damage to work-in-progress or to any property of the Board.
- xxxiii. to display, exhibit, or use in the premises or workspot any news-papers, hand bills, pamphlets, etc. or loud speakers without prior permission of the management.
- xxxiv. holding meetings without prior permission of the concerned authority.
- xxxv. gambling within the premises or conducting or participating in or promoting any unauthorised raffle, lottery, benefit performance.
- xxxvi. sleeping while on duty in the office or workspot.
- xxxvii. spreading rumours about the Board or its employees.
- xxxviii. conviction in any Court of law for any Criminal offence involving moral turpitude.
- xxxix. giving false information pertaining to himself.
- xL. i. giving, or taking or abetting the giving or taking of dowry.
- OR
- ii. demanding directly or indirectly from the parents or the guardian of a bride or bridegroom, as the case may be, any dowry.
- xLi. breach of rules and regulations of the Board.
- xLii. failure to exercise efficient control and supervision on the subordinate staff resulting in general inefficiency.
- xLiii. failure to exercise the powers delegated.
- xLiv. any other act or omission which may be considered for any reason an unbecoming act or omission on the part of an employee.
- xLv. Leaving the country for any reason whatsoever without obtaining specific permission or staying in other country for more days than the days permitted by the Board, in the "No objection certificate" and being employed in other country without permission of the Board.
- [B.P. (F & G - Per) Ms. No. 95, Dated 25-5-92]

5. Possession of properties.

An employee shall not acquire, alienate, or otherwise deal with movable/immovable property of a value exceeding Rs 20,000/-by way of purchase, sale, gift, lease, mortgage, pledge, change, exchange etc., in his own name or in the name of any member of his family without prior information to the Board or the competent



authority as the case may be. In the case of a joint family a junior member shall not be required to obtain sanction if such property is acquired by the managing member on behalf of the family unless it is shown that it is really intended to be self acquired property of the employee. For the purpose of this regulation, the expression 'Movable Property' includes, Jewellery, Shares, Security, Debentures, Loans advanced by an employee whether secured or not, motor cars, motor cycles or any other means of conveyance etc. Every employee shall on his first appointment and annually thereafter submit a return as in Annexure to these regulations in respect of the movable and immovable properties acquired or disposed off by him. Failure to furnish the correct information or furnishing incorrect or misleading information shall be deemed to be misconduct.

6. Intimation regarding Kith & Kin.

An employee drawing Rs. 750/- or above shall inform his immediate superior :

- i. of any reasons why he should not be posted in a particular place owing to the existence of close relatives in that particular place.
- ii. where an employee closely related to him is posted to work under him.
- iii. when his son or daughter accept employment in a concern with which the officer has official dealings.

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ANDHRA PRADESH STATE ELECTRICITY BOARD

STATEMENT SHOWING MOVABLE AND IMMOVABLE PROPERTIES AND INTERESTS IN MOVABLE AND IMMOVABLE PROPERTIES HELD BY BOARD'S EMPLOYEES

Name of employee	Date of entry in the Government/ Board Service	Office in which he is employed	District and division in which property is situated	Particulars regarding property				When acquired inherited etc.	By what means & for what purpose acquire	Nature of interest possessed by the employee concerned in such property	Remarks
				Nature of property	Extent	Assessment	in whose name registered				
1	2	3	4	5	6	7	8	9	10	11	12



ANDHRA PRADESH STATE ELECTRICITY BOARD

**A.P.S.E.B. EMPLOYEES
DISCIPLINE AND APPEAL REGULATIONS**



ANDHRA PRADESH STATE ELECTRICITY BOARD EMPLOYEES DISCIPLINE AND APPEAL REGULATIONS

1. (a) **Short title :**

These regulations may be called the Andhra Pradesh State Electricity Board Employees' Discipline and Appeal Regulations.

(b) **Enforcement :** They shall come into force with effect from 27.1.1970.

2. **Applicability :**

Subject to such exceptions and deviations as the Board may, from time to time, deem necessary to make from the generality of these regulations in specific cases or in the case of any class or classes of employees, these regulations shall apply to all the employees of the Board either temporary or permanent including the employees of the Government of Andhra Pradesh who have opted for service under the Board. These shall not apply to those employed only occasionally or subject to discharge at less than one month's notice.

Provided that nothing in these regulations shall operate to deprive any employee of any right or privilege to which he is entitled to by or under any law for the time being in force.

Provided further that in the case of employees appointed on contract or serving the Board on deputation, they shall except in so far as they are not governed by the terms of the contract or of deputation, as the case may be, be regulated by the provisions of these regulations.

3. **Removal of doubts:** If any doubt arises

- (a) as to whether these regulations apply to any employee; and
- (b) in regard to the applicability or otherwise of any of the provisions in these regulations, the matter shall be referred to the Board, whose decision shall be final.

4. **Definition**

The terms used in this regulation shall be deemed to have the same meaning attached to them as these in the Andhra Pradesh State Electricity Board Employee's Service Regulations.

5. **Penalties**

The following penalties, may, for good and sufficient reasons or for any misconduct specified in regulation 6 and as hereinafter provided, be imposed upon the employees of the Board, namely :

- (i) Censure
 - (ii) Fine, (to be imposed only in the case of employees in Class- IV service)
- Note :* The penalty shall be subject to the provisions of the Payment of Wages, Act in respect of those to whom that Act applies.
- (iii) Withholding of increments or promotion.
 - (iv) Reduction to a lower rank in the seniority list or to a lower post or time scale not being lower than that to which he was directly recruited, whether in the same class of service, or in another class of service, or to a lower stage in a time scale.
 - (v) (a) Recovery from pay of an employee of the whole or any part of the pecuniary loss caused to the Board by reason of the negligence, misconduct, or disobedience to lawful orders, of an employee in the discharge of his duties.
 - (b) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld, where such an order cannot be given effect to.
 - (c) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of reduction to a lower stage in time scale ordered, where such order cannot be given effect.



Explanation :-

- (i) If one increment is ordered to be postponed without cumulative effect, the amount to be ordered to be withheld is $1 \times 12 \times \text{Rs.} 100/-$ where the rate of increment is Rs.100/-. This will get multiplied depending on the number of increments ordered to be withheld as indicated below :
- | | | | |
|---------------|--------------------------|---|-------------|
| 1) Increment | $1 \times 12 \times 100$ | = | Rs. 1200.00 |
| 2) Increments | $2 \times 12 \times 100$ | = | Rs. 2400.00 |
| 3) Increments | $3 \times 12 \times 100$ | = | Rs. 3600.00 |
- (ii) If one increment is ordered to be postponed with cumulative effect, the amount to be ordered to be withheld will become $1 \times 3 \times 12 \times \text{Rs.} 100/-$ where the rate of increment is Rs.100/-. This will get multiplied depending on the number of increments ordered to be withheld as indicated below :
- | | | | |
|---------------|-----------------------------------|---|--------------|
| 1) Increment | $1 \times 3 \times 12 \times 100$ | = | Rs. 3600.00 |
| 2) Increments | $2 \times 3 \times 12 \times 100$ | = | Rs. 7200.00 |
| 3) Increments | $3 \times 3 \times 12 \times 100$ | = | Rs. 10800.00 |
- (iii) In case the punishment of postponing of increment is ordered, can be implemented only partially, the increments may be postponed to the extent possible and for the remaining portion of the punishment, recovery may be ordered as indicated in paragraphs (i) and (ii) above.
- (vi) Compulsory retirement otherwise than the retirement of an employee as provided in the Board's Pension Regulations.
- (vii) Removal from service.
- (viii) Dismissal from service
- (ix) Suspension, where a person has already been suspended under Regulation 11 to the extent consider necessary by the authority imposing the penalty.

Explanation : (1) The discharge -

- (a) of a person appointed on probation before the expiry or at the end of the prescribed or extended period of probation; or
- (b) of a person engaged under contract, in accordance with the terms of his contract; or
- (c) of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this regulation.
- (2) The removal of an employee from the service of the Board shall not disqualify him for future employment but the dismissal of an employee from the service of the Board shall ordinarily disqualify him for future employment under the Board.
- (3) The seniority on re-promotion of an employee reduced to a lower post on time scale shall be determined by the date of such re-promotion. He shall not be restored to his original position unless this is specifically laid down at the time the order of punishment is passed or revised on appeal.
- (4) An employee on whom the penalty referred to in item (iv) above was imposed will, on re-promotion count his previous service in the higher grade under regulation 30 (d) of the Andhra Pradesh State Electricity Board Service Regulations, Part I unless the order of punishment or the order passed in appeal directs otherwise.
- (5) The stoppage or postponement of increment on account of extension of probation under Regulation 27 of the Andhra Pradesh State Electricity Board Service Regulations, Part-II does not amount to withholding of increments within the meaning of this regulation.
- (6) Non-promotion, whether in a substantive or officiating capacity, of a member of the service after consideration of his case on merits to a higher post in the same service to which he is eligible does not amount to withholding of promotion under this regulation.



6. Acts and Omissions constituting misconduct :

The following acts and omissions shall be treated as misconduct :-

- (i) Wilful insubordination or disobedience, whether alone, or in combination with another or others, of any lawful and reasonable order of a superior.
- (ii) Striking work or deliberate slowing down of work either singly or along with another or others in contravention of any lawful and reasonable order of a superior.
- (iii) Striking work or deliberate slowing down of work or inciting other employees to strike work or slow down work in contravention of orders of any statute, law, enactment or rule for the time being in force or as applied from time to time.
- (iv) Concerted or organised refusal on the part of employees to receive their pay.
- (v) Theft, fraud or dishonesty in connection with the Board's property or business.
- (vi) Taking or giving bribes or any illegal gratification whatsoever.
- (vii) Collection or canvassing for collection without the written permission of the Management of any money.
- (viii) Habitual late attendance, and habitual absence without leave or without sufficient cause.
- (ix) Carrying on money-lending or any other private business without the permission of the Management.
- (x) Drunkenness, fighting riotous or disorderly or indecent behaviour in the premises of the establishment.
- (xi) Chit-chatting or loitering in the work premises, Habitual negligence or neglect of work.
- (xii) Habitual Indiscipline.
- (xiii) Smoking within the premises of the establishment in places where it is prohibited.
- (xiv) Causing wilful damage to work in progress or to any property in the establishment.
- (xv) Distribution, exhibition, display or use within boundaries of workspot or premises of any News papers, handbills, pamphlets or posters, flags, or loud speakers without previous sanction of Management.
- (xvi) Refusal on the part of an employee to work on a job or a machine other than the job or machine on which is usually engaged without adversely affecting his service conditions.
- (xvii) Holding meetings within the boundaries of the Establishment or in any of the premises owned by the Andhra Pradesh State Electricity Board without the previous sanction of the Management.
- (xviii) Gambling within the premises of the establishment.
- (xix) Sleeping while on duty.
- (xx) Malingering or slowing down of work.
- (xxi) Unauthorised use of Board's quarters or land or vehicles.
- (xxii) Acceptance of gifts from subordinate employees.
- (xxiii) Lending or borrowing money to or from subordinate employees.
- (xxiv) Insolvency.
- (xxv) Writing of anonymous or pseudonymous letters criticising the Board or any of its employees.
- (xxvi) Spreading false rumour, or (giving false information, which tend to bring into disrepute the Board) or its employees or spreading panic among them.
- (xxvii) Conviction in any court of law for any criminal offence involving moral turpitude.
- (xxviii) Theft of employee's property inside the premises of the establishment.
- (xxix) Continuous absence without permission and without satisfactory cause for more than five days.
- (xxx) Giving false information regarding name, father's name, qualification, age, or previous service or any other information connected with employment, at the time of employment or any other time during service.



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- (xood) Any breach of any rules.
 - (xooii) Abetment of or attempt to commit any of the above acts of misconduct.
 - (xooiii) Habitual breach of any rules or instructions for the maintenance and cleanliness of work places.
 - (xooiv) Wilful disobedience of any order expressly given or any rule expressly framed for the purpose of securing safety or wilful removal or disregard of or interference with any safety guard or other device provided for securing safety.
 - (xooiv) Accepting service in any establishment other than that belonging to Board or private employment from any person in the Board's service.
 - (xoovi) Leaving one's post without handing over charge or without permission or abandoning or deserting one's post.
 - (xoovii) Conducting or participating in or promoting any unauthorised raffle, lottery or benefit performance.
 - (xooviii) Enrolling as member in any political party.
 - (xooix) Engaging in demonstrations to coerce or force the management to concede any demand or demands.
 - (xLi) Failure to exercise efficient control and supervision on the subordinate Staff resulting in general inefficiency of the Branch or Unit.
 - (xLj) Unauthorised divulgence of an official information or document.
 - (xLk) Bidding or tendering for supply to the Board or for purchasing any property of the Board either in person or through any agent, personally or in partnership with others.
 - (xLl) Unauthorisedly making any statement in the press or contributing any articles to the press or any magazine or giving a talk on the radio without prior approval of the appropriate authority or ventilating grievances through the press or leaflets, etc.
 - (xLIV) Save in accordance with the provisions of any law for the time being in force, becoming a member or appearing as a representative of any Association or Union representing or purported to represent the employees or any classes of employees of the Board unless such association or union has been recognised by the Board.
 - (xLv) Any other act or omission which may be declared by the Board to be misconduct.
 - (xLvi) Leaving the country for any reason, whatsoever without obtaining specific permission or staying in other country for more days than the days permitted by the Board, in the 'No Objection Certificate' and being employed in other country without permission of the Board.
- (B.P. (P&g.Per) Ms.No.94 dt. 25.5.92)

7. (a) **Competent and appellate disciplinary authorities :**

The authorities which may impose any of the penalties mentioned in regulation 5 and the appropriate Authorities to whom appeal lies shall be as specified against each of the categories in Schedule.

(b) **Competency of authorities superior to disciplinary authority :**

Where in any case a higher authority has imposed or declined to impose a penalty under this regulation, a lower authority shall have no jurisdiction to proceed under this regulation in respect of the same case.

(c) **Where in any case a lower authority has imposed penalty or exonerated a member it shall not debar a higher authority from exercising his power under this regulation in respect of the same case. The order of such higher authority shall supersede any order passed by a lower authority in respect of the same case.**

Provided that in cases where a case is sought to be reopened after one year, the authority concerned (the reopening authority) should obtain the permission of the next higher authority or the Board as the case may be.



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- (d) The fact that a lower authority has dropped a charge against a person as not proved shall not debar a higher authority from exercising it.
- (e) Powers vested in an authority may be exercised by a superior authority in its discretion.

8. (1) **Disciplinary authority in certain cases :**

Where on promotion or transfer, a member of a service in a class, category or grade is holding an appointment in another class, category or grade thereof or in another service no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of the service in the latter class, category, grade or service, as the case may be. This provision shall apply also to cases of transfer or promotion of a person from a post under the jurisdiction of one authority to that another authority within the same class, category or grade.

- (2) Where a person has been reverted or reduced from service to another or from one class, category or grade of a service to another class, category or grade thereof no penalty shall be imposed upon him in respect of his work or conduct while he was a member of the service, class, category or grade, as the case may be, from which he was reverted or reduced, except by an authority competent to impose the penalty upon a member of such service, class, category or grade.

9. **Disciplinary action in respect of employees of State/Central Government or outside bodies :**

- (a) If any employee to be proceeded against is an employee of the State or Central Government or of any other outside body and is on deputation to the Board, no punishment shall be imposed on him without the concurrence of the authority who lent his services to the Board. If it is considered that the penalty of compulsory retirement, reduction in rank, removal or dismissal is to be imposed the competent authority shall complete the enquiry in accordance with the provisions of sub-regulation (2) of regulation 10 and revert the employee concerned to the State or the Central Government or other employer, as the case may be and also forward the record of enquiry for such action as is considered necessary.
- (b) If a Board's employee is on foreign service, the employer shall not impose any punishment on him without the concurrence of the Board. If one of the major punishments of reduction, compulsory retirement, removal or dismissal is to be imposed, the foreign employer shall conduct the necessary enquiry, send the complete papers to the Board and also revert the employee concerned to the Board's service for such action as is considered necessary by the Board against him.
- (c) In case an employee referred to in clause (a) or (b) has to be suspended pending enquiry the foreign employer shall place him under suspension, but shall report forthwith to the lending authority the circumstances leading to the suspension.

10. **Procedure for imposing penalties :**

- (1) No order imposing on a member of a service a penalty specified in items (i), (ii) and (iii) (v) or (ix) of regulation 5 shall be passed except after.
 - (a) The member of the service is informed in writing by the authority competent to impose the penalty of the proposal to take action in regard to him and of the allegations on which the action is proposed to be taken, and is given an opportunity to make any representations he may wish to make to such authority; and
 - (b) Such representation, if any, is taken into consideration by the authority competent to impose the penalty.
- (2) (a) In every case where it is proposed to impose on a member of a service any of the penalties specified in items (iv), (vi), (vii) and (viii) in Regulation 5, the authority competent to impose the penalty shall appoint an enquiry Officer, who shall be superior in rank to the person on whom it is proposed to impose the penalty, or shall itself hold an enquiry either SUO-MOTU or on a direction from a higher authority. In every such case the grounds on which it is proposed



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to take action shall be reduced to the form of definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case. He shall be required, within a reasonable time, to file a written statement of his defence and to state whether he desires an oral enquiry or to be heard in person or both. The person charged may, for the purpose of preparing his defence be permitted to inspect and take extracts from such official records as he may specify, provided that the enquiry officer may, for reasons to be recorded in writing refuse such permission, if, in his opinion, such records are not relevant for the purpose or it is against public interest to allow access thereto. On receipt of the statement of defence within the specified time or such further time as may have been given, an oral enquiry shall be held if such an enquiry is desired by the person charged or is decided upon by the enquiry officer or is directed by the competent authority. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted and the persons charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called as he may wish, provided that the enquiry officer may, for special and sufficient reason to be recorded in writing, refuse to file, call a witness. After the oral enquiry is completed, the person charged shall be entitled to file, if he so desires, any further written statement of his defence. If no oral enquiry is held and the person charged desires to be heard in person, a personal hearing shall be given to him. The enquiry officer shall, on completion of the enquiry or the personal hearing of the person charged or both, forward the proceedings of the enquiry to the authority competent to impose the penalty unless he is himself such an officer. The proceedings shall contain the charges framed against the person charged along with the grounds of charge, written statement filed in defence, if any, a sufficient record of the evidence adduced during the oral enquiry, a memorandum of the point urged by the person charged during the personal hearing, if any, a statement of the findings of the enquiry officer on the different charges and the grounds therefor.

Provided that the penalties specified in items (iv) and (vi) to (viii) in Regulation (5) shall be imposed by the competent authority with the concurrence of the Committees constituted as follows :

Sl. No.	Category of Employees	Disciplinary Authority.	Reconstituted Committee Members
1.	2.	3.	4.
I. CLASS-I OFFICERS :			
1.	Secretary	Board	No Committee is necessary where the Board is authority to award major penalties to Class I Employees. Where the Chairman, APSEB is the authority to award the major penalties, he shall impose those penalties with the concurrence of the Board.
2.	Director Personnel	Board	
3.	Dy. Secretary/ Manager.	Board	
4.	Dy. Manager	Chairman	
5.	Chief Engineer	Board	
6.	Superintending Engineer.	Board	
7.	D.Es/E.Es	Board	
8.	F.A. & C.C.A.	Board	
9.	Dy. C.C.A.	Board	
10.	S.A.O.	Board	
11.	Civil Surgeon	Board	
12.	Chief of Vigilance & Security Organisation	Board	
13.	Supdt. of Police/ Security Officer.	Chairman	
14.	Dy. S.P./Asst. Security Officer.	Chairman	



1.	2.	3.	4.
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II. CLASS-II OFFICERS :

1. L.W.O.	Secretary	
2. P.R.O.	Secretary	Member (R.E. & D.)
3. Personnel Officer	Secretary	Member (Transmission)
4. A.D.Es/A.E.Es.	Chairman	Member (Accounts)
5. A.Es.	Secretary	
6. Chief Head Draughtsman.	Secretary	
7. Chief Chemist	Board	
8. Senior Chemist	Chairman	
9. Accounts Officer	Chairman	
10. A.A.O.	Secretary	
11. Asst. Civil Surgeon	Chairman	
12. Vigilance Inspector	Chairman	

III. CLASS-III OFFICERS :

1. Superintendants, Assistants/Junior Assistants, Typists etc.,	Director Personnel	} DS/Estt BP Ms No:457 Dt-9-12-93
2. Engineering Staff : (i) Chemist (ii) A.A.E. (iii) Other than chemist & 2, A.A.Es. (like Draughtsman, Tracers, Transport overseers etc.,	Secretary Chief Engineer.	
3. Accounts Service : Accountants/UDCs/LDCs/ Typists/Steno Typists etc.,	Appointing Authority	} DS/Estt BP No: 457 Dt-9-12-93
4. Medical Service --	Appointing Authority	
5. Vigilance & Security Staff :-- (i) Security Inspector/ Sub-Inspector. (ii) Security Head Guards, Naik Security Guard, Lance Naik Security Guard, Security Guard.	Chief of Vigilance & Security Organisation Supdt. of Police Security-Officer.	



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1.	2.	3.	4.
6.	Fire Fighting Staff :		
(i)	Station fire officer	Appointing Authority.	}
(ii)	Leading fireman etc.,	Appointing Authority.	

- (b) Except under every special circumstances to be recorded in writing by the enquiry officer or any officer to whom an appeal may be preferred no pleader or agent shall appear either on behalf of the Board or on behalf of the person charged before the enquiry officer :
Provided that when a request is made by the person charged for engaging a counsel on the ground that he is not acquainted with the language in which the enquiry is conducted the inquiry officer to whom the appeal has been preferred shall allow the person charged to be represented by a counsel.
- (c) After the authority competent to impose the penalty mentioned in clause (a) has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiry officer and be given a reasonable opportunity of making representation, within a reasonable time not ordinarily exceeding one month, on the penalty proposed. Any representation made in this behalf by the person charged shall be duly taken into consideration by the competent authority before final orders are passed.
Provided that such representation shall be based only on the evidence adduced during the enquiry referred to in clause (a).
- 3 (a) The authority imposing any penalty under these regulations shall maintain a record showing :
- (i) the allegations upon which action was taken against the person punished;
 - (ii) The charges framed, if any;
 - (iii) the person's representation, if any, and the evidence taken if any; and
 - (iv) the findings and the grounds thereof, if any.
- (b) Every order imposing the penalty shall state the grounds on which it is passed and shall be communicated in writing to the person concerned.
- 4 (a). The competent authority or the Enquiry Officer, as the case may be may in its discretion give an opportunity to the accused employee to inspect any document connected with the enquiry but excluding any confidential papers which in its opinion shall not be disseminated but such request for inspection may, for good and sufficient reasons (which need not be recorded nor communicated) be refused partially or wholly.
- (b) The competent authority may authorise any officer in Class I or Class II Service superior in rank to the employee to initiate departmental proceedings and to hold enquiry against the employee. On the findings of that Officer, the competent authority may award punishment or otherwise give a decision.
5. (a). The provisions of sub-regulations (1) and (2) shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in regulation 5 on the ground of conduct which has led to his conviction on a criminal charge or where the authority competent to impose the penalty is satisfied that for reasons to be recorded by that authority in writing. It is not reasonably practicable to hold such inquiry or give such opportunity.



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- (b) The provisions of sub-regulation (2) shall not apply where the Chairman is satisfied that in the interests of the security of the State it is not expedient to hold such inquiry or give such opportunity.
- 6 (a) All or any of the provisions of sub-regulations (1) and (2) may, in exceptional cases and for special and sufficient reasons to be recorded by the competent authority in writing, be waived where there is a difficulty in observing fully the requirements of these sub-regulations and those requirements can be waived without causing any injustice to the person charged.
- (b) If, in respect of any person charged, a question arises whether it is reasonably practicable to hold such inquiry or give such opportunity as is referred to in sub-regulation (2), the decision thereon of the authority competent to impose the penalty shall be final.
- 7 (a) Where two or more members of the same service or different services are concerned in any case, the Board or any other authority competent to impose the penalty of dismissal from service on all such members may make an order directing that disciplinary action against all of them may be taken in a common proceeding.
- Provided that if the authorities competent to impose the penalty of dismissal on such members are different, such authorities not being the Board, an order for holding such enquiry in a common proceeding may be made by the highest of such authorities with the consent of the other authorities competent to impose the said penalty on others.
- (b) Subject to the other provisions of these rules, every such order shall specify the authority that may impose any of the penalties specified in regulation 5 on all the members concerned in the common proceeding and whether the procedure laid down in the sub-regulation (1) or sub-regulation (2) shall be followed in the proceeding.

11. Suspension :

- (a) A member of a class of service may be placed under suspension from service, Where :-
- (i) an enquiry into grave charges against him is contemplated, or is pending, or
- (ii) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the Board's interest.
- Provided that where a member of a service has been suspended by an authority other than the Board and the investigation has not been completed and the action proposed to be taken in regard to him has not been completed within a period of six months from the date of suspension, the fact shall be reported to the Board for passing such orders as it may deem fit;
- (b) An employee who is detained in police custody whether on a criminal charge or otherwise, for a period longer than forty-eight hours shall be deemed to have been suspended under this regulation.
- (c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside on appeal or on review under these regulations and the case is remitted for further inquiry or action or with any other directions, this order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee of the Board is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case decides to hold a further inquiry against him on the allegations on which the penalty of dismissal/removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the



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original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

- (e) An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

12. Suspension Pending Enquiry :

The authority which may impose, suspension pending investigation or enquiry into grave charges, under regulation 11 on Board employees shall be the authority mentioned in column (9) of the table in Schedule.

13. Appeal

Every employee of the Board shall be entitled to appeal to the appellate authority specified in column (10) of the table in Schedule as hereinafter provided from an order passed by an authority.

- (a) imposing upon him any of the Penalties in regulation 5;
 - (b) discharging him in accordance with the terms of his contract, if he has been engaged on a contract for a fixed or for an indefinite period and has rendered under either form of contract, continuous service for a period exceeding five years at the time when his services are so discharged.
 - (c) reducing or withholding the maximum pension, including an additional pension and death-cum retirement gratuity, admissible to him under the rules governing pension; and
 - (d) placing him under suspension under regulation 11.
14. (a) Every employee belonging to Class-I and II Service shall be entitled to appeal to the Board against any order passed by the Chairman or to the Chairman against any order passed by the Chief Engineer or a subordinate authority which interprets to his disadvantage the provisions of any service regulations or contract of service whereby his conditions of service, pay, allowance or pension are regulated.
- (b) Every employee belonging to Class-III and IV Service shall be entitled to appeal as indicated below against any order of the kind mentioned in clause (a) above :-

Authorities passing order	Appellate authority
1. Orders passed by an officer of the rank of a Divisional Electrical Engineer or any other subordinate authority.	Superintending Engineer concerned.
2. Orders passed by an officer of the rank of Superintending Engineer/Project Engineer.	Chief Engineer
3. Orders passed by the Chief Engineer.	Chairman of the Board
4. Orders passed by the Secretary/Assistant Secretary to the Board.	Chairman/Secretary of the Board as the case may be.



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- (c) The appellate authority shall after considering the appeal pass such orders as appears to it just and equitable having regard to all the circumstances of the case.

14. (A) Powers of revision/ review :

- (i) An authority superior to the authority having powers of appellate jurisdiction as provided in regulation 13 and 14 above may, SUOMOTU or on application call for the records relating to any order passed or proceedings recorded by a subordinate authority examine its legality, regularity or propriety and pass such orders as it deems fit confirming, setting aside, modifying or revising the order or proceedings under consideration; where the competent authority is satisfied that the order passed is :-

- (a) due to inadvertence; or
(b) on account of false representation of facts before the concerned authority; or
(c) without hearing the party affected.

- (ii) The Andhra Pradesh State Electricity Board may SUO MOTU at any time or on application call for the records relating to any order passed or proceedings recorded by the Chairman, Secretary or other officer of the Board, examine its legality regularity or propriety and pass such orders as it deems fit confirming, setting aside, modifying or revising the order or proceedings under consideration; where the Board is satisfied that the order passed earlier is;

- (a) due to inadvertence; or
(b) on account of false representation of facts before it; or
(c) without hearing the party affected.

- (iii) The Andhra Pradesh State Electricity Board may for just and adequate reasons review any order passed by it in respect of any matter, where the Board is satisfied that the order passed earlier is;

- (a) due to inadvertence; or
(b) on account of false representation of facts before it; or
(c) without hearing the party affected.

15. (1) In the case of an appeal from an order imposing any penalty specified in regulation 5, the appellate authority, shall consider.

- (a) whether the facts on which the order was based have been established;
(b) whether the facts established afford sufficient ground for taking action; and
(c) whether the penalty is excessive, adequate or inadequate; and after such consideration, shall pass such order as it thinks proper;

Provided that--

- (i) no order enhancing the penalty shall be passed unless the appellant is given an opportunity of making representation on the enhanced penalty proposed; and
(ii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv), (vi) to (viii) in regulation 5, and an inquiry under regulation 10 has not already been held in the case, the appellate authority shall, subject to the provisions of the regulation, hold such an inquiry or direct that such inquiry be held and, thereafter, on consideration of the proceeding of such inquiry and after giving the appellant an opportunity of making representation on the penalty proposed, pass such orders as it may deem fit.
- (2) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these regulations before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty may be disregarded by the



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appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.

16. Every person preferring an appeal shall do so separately and in his own name
17. Every appeal preferred under these regulations shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the head of the office to which the appellant belong and through the authority from whose order the appeal is preferred;
Provided that an advance copy of the appeal may be submitted direct to the appellate authority simultaneously with the original which is submitted through the usual official channel.
- (2) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these regulations before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.
18. No appeal preferred under these rules shall be entertained unless such appeal is preferred within three months from the date on which a copy of the order appealed against is delivered to the appellant.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

19. Powers of an appellate authority

An appellate authority or the Board may call for any appeal admissible under these regulations and may pass such orders thereon as it considers fit.

20. Review of orders in disciplinary cases :

Any orders issued by an authority imposing any of the penalties specified in regulation 5 cannot be reviewed, revised or altered by that authority for any reason whatsoever.

21. Nothing in these regulations shall operate to deprive any person of any right of appeal, which he would have had if these regulations had not been made, in respect of any order passed before they came into force. An appeal pending at the time when, or preferred after, these regulations came into force shall be deemed to be an appeal under these regulations and regulation 15 shall apply as if the appeal were against an order appealable under these regulations.

SCHEDULE

[Referred to in Regulation 7 (a)]

COMPETENT AUTHORITIES WHICH MAY IMPOSE PENALTIES

Categories of Employees.	Censure	Minor Penalties				Major Penalties			
		Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion	Reduction to a lower rank in seniority/ lower post lower time scale/ lower stage in a time scale	Compulsory retirement/ Removal/ Dismissal.	Suspension.	Appellate Authority.
1	2	3	4	5	6	7	8	9	10

**I. PERSONNEL & GENERAL SERVICES
CLASS-I.**

(i) Secretary					BOARD					
(ii) Director (Personnel)	Chairman					BOARD				
(iii) Dy. Secretary/ Manager	Chairman.	Chairman.	Chairman.	Chairman.	Board	Board	Board	Board	—do—	
(iv) Dy. Manager.	Director	Secretary	SECRETARY	Secretary	Chairman	CHAIRMAN	Chairman	Chairman	Chairman over the orders of	

1	2	3	4	5	6	7	8	9	10
									Director Personnel and Secretary. Board over the orders of Chairman.
CLASS-II									
(i) Labour Welfare Officer.	SE.	SE.	SE.	SE.	Secy.	Secy.	Secy.	Secy.	Chief Engineer over the orders of S.E. and Chairman over the orders of Chief Engineer & Secretary
(ii) Public Relations Officer.	DP.	DP.	D.P.	DP.	Secy.	Secy.	Secy.	DIRECTOR. PERSONNEL	Chairman over the orders of D.P. and Secretary.
(iii) Personnel Officer	SE/DP	SE/DP	SE/DP	SE/DP	SECY	SECY	SECY	DP/CE	Chief Engineer over the orders of S.E. Chairman over the orders of D.P. and Secretary.
CLASS-III		Dy. Manager, Incharge of Disciplinary cases.			DP.	DP.	DP.	DP	Director Personnel over the orders of Dy. Manager in-charge of disciplinary cases. Chairman on the orders of Director Personnel.
CLASS-IV		Personnel Officer, incharge of Disciplinary cases			DP	DP	DP	DP	Director Personnel on the orders of Personnel Officer incharge of disciplinary cases. Chairman over the orders of Director Personnel.

	1	2	3	4	5	6	7	8	9	10
(v) Senior Chemist		Superintending Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chairman	Chairman	Chairman	Chief Engineer	C.E. over the order of S.E. Chairman on the orders of C.E. Board on the orders of Chairman.
CLASS-III										
(i) Chemist		Superintending Engineer	Superintending Engineer	Superintending Engineer	Chief Engineer	Secretary	Secretary	Secretary	Superintending Engineer	C.E. on the orders of S.E. Chairman on the orders of C.E. and Secretary.
(ii) Addl. Assistant Engineer.		Divil. Engineer/ Executive Engineer	Superintending Engineer	Superintending Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Superintending Engineer	S.E. on the orders of D.E. C.E. on the orders of S.E. Chairman on the orders of Chief Engineer.
Other than Chemist and A.A.E.		-----Next above immediate superior officer in Class-II or Class-I-----				-----Appointing Authority or Higher Authority-----			-----Next higher authority. Chairman on the orders of Chief Engineer.	

III. ACCOUNTS SERVICE
CLASS-I

(i) Financial Adviser & Chief Controller of Accounts.	Chairman-----	-----BOARD-----							Board over the orders of Chairman.	
(ii) Dy. Chief Controller of Accounts.	Chairman-----	-----BOARD-----							—do—	
(iii) Senior Accounts Officer.	Chief Engineer	Chairman	Chairman	Chairman	Chairman	Board	Board	Board	Chairman	Chairman on the orders of C.E. Board on the orders of Chairman.

1 2 3 4 5 6 7 8 9 10

CLASS-II.

(i) Accounts Officer	Super-Intending Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chairman	Chairman	Chairman	Chief Engineer	Chief Engineer on the orders of S.E. Chairman on the orders of Chief Engineer; Board on the orders of Chairman.
(ii) Asst.Accounts Officer.	Divl. Engineer/ Executive Engineer	Super-intending Engineer	Super-intending Engineer	Chief Engineer	Secretary	Secretary	Secretary	Super-intending Engineer.	S.E. on the orders of Divnl. Engineer; Chief Engineer on the orders of S.E.; Chairman on the orders of C.E. and Secretary.

CLASS-III AND CLASS-IV

Next above immediate superior officer in Class II and Class I in the Division. Superintending Engineer in the Circle Office; Chief Engineer in the Zonal Office & Headquarters. Asst. Accounts Officer in respect of staff working in E.R.O.

Appointing Authority OR Higher Authority

Appointing Authority/D.E./A.A.O. in respect of E.R.O. staff. Next higher authority. Chairman on the orders of Chief Engineer.

IV. MEDICAL SERVICES :

CLASS-I

Civil Surgeon	Chief Engineer.	Chairman	Chairman	Chairman	Board	Board	Board	Chairman	Chairman on the orders of Chief Engineer; Board on the orders of Chairman.
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CLASS-II

Asst. Civil Surgeon.	Superintending Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chairman	Chairman	Chairman	Chief-Engineer	Chief Engineer on the orders of S.E., Chairman on the orders of Chief Engineer and Board on the orders of Chairman.
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	1	2	3	4	5	6	7	8	9	10	
CLASS-III AND CLASS-IV	----- Immediate Superior Officer ----- In Class-II or I					----- Appointing Authority -----				Next higher authority; Chairman on the orders of Chief Engineer.	
V. O & M CONSTRUCTION STAFF											
(i) Category of staff for whom C.E. is the appointing authority.	----- Divisional Engineer -----					CE.	CE.	CE.	DE.	S.E. on the orders of D.E. C.E. on the orders of S.E.; Chairman on the order of C.E.	
(ii) Category of staff for whom S.E. is the appointing authority.	Asst. Engineer	Divnl. Engineer	Divnl. Engineer	Divnl. Engineer	Superintending Engineer	Superintending Engineer	Superintending Engineer	Divnl. Engineer.	Divnl. Engineer on the orders of A.D.E. S.E. on the orders of D.E.; C.E. on the orders of S.E.		
(iii) Category of staff for whom D.E. is the appointing authority.	----- Asst. Divisional Engineer -----					DE -----				D.E. on the orders of Asst. D.E.; S.E. on the orders of D.E.	
VI. Contingent Staff.	----- HEAD OF THE OFFICE NOT LOWER IN RANK OF ADE, AAO IN RESPECT OF THE STAFF IN E.R.O. -----					DE	DE	DE	DE	Next higher authority	
VII. Fire fighting staff. (Station Fire Officer, Leading Fireman, Driver-Operator, Fireman).	----- Immediate Superior Officer ----- in Class-II or Class-I.					----- Appointing Authority -----				Next higher authority	

	1	2	3	4	5	6	7	8	9	10
(ii) Security Head-Guard Naik Security Guard Lance Naik Security Guard, Security Guard.			Asst. Security Officer/Dy.Supt. of Police	Superintendent of Police/ Security Officer.		Superintendent of Police/ Security Officer.			Asst. Security Officer	Next higher Authority.

- NOTE :**
- (1) Powers vested in an authority may be exercised by a superior authority in its discretion vide Regulation 7(e), of A.P.S.E. Board Employees Discipline Appeal Regulations.
 - (2) Only one appeal is permissible as mentioned in the Schedule.
 - (3) The powers of C.Es at Headquarters shall be exercised by the Director Personnel/ Chief Engineer incharge of personnel management.
 - (4) Chief Engineer includes Chief Engineers (Zones), Chief Engineers incharge of power stations and Projects.

B.V. RAMA RAO
MEMBER SECRETARY.

// FORWARDED BY ORDER //

Sd/-
PERSONNEL OFFICER.