

SALES MANUAL

PART I

(third edition)

(Revised upto 31.1.1995)

Preface to the Third Edition

The second edition of HPSEB Sales Manual containing the various instructions relating to Commercial and Sales matters was brought out in 1982. Subsequently, the Schedule of Tariff, General & Service Charge and Abridged Conditions of Supply have been revised through various notifications issued by the Board. Besides, a few amendments necessitated certain changes in some of the instructions of the Sales Manual and accordingly these changes have been incorporated in the present volume

The general layout of the Manual has not been disturbed and the Manual remains divided into 10-sections. Each section deals with one particular subject. Cross references have been given wherever necessary. Some of the appendices have also been revised suitably.

It is compilation of Board's instructions and orders but nothing contained in it, should be taken to supersede the actual instructions or orders in case of conflict between them and this manual.

It is mainly intended for internal use and guidance of Board's employees and the instructions contained in it are meant to be followed carefully and judiciously. Suggestions for the improvement in this manual will be welcome and should be sent to the Chief Engineer (Commercial), HPSEB, Shimla through the concerned Chief Engineer (Operation)/ Chief Accounts Officer.

R.N. THAKUR
Member (Operation)

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SECTION-I
GRANT OF ELECTRIC CONNECTION

HIMACHAL PRADESH STATE ELECTRICITY BOARD
“SALES MANUAL”

SECTION-I
Grant of Electric connection
INSTRUCTION NO.1

Receipt of Application and Acknowledgement.

1. All the prospective consumers have to enter into an agreement with the Board on the Board's standard Application and Agreement Form. Time application for electric connection should be made on the Prescribed form [Form C.S.-1 (a) for Domestic/Non-Residential connections and C.S.I. (b) for other categories] obtainable on payment of the prescribed cost from the local office of the Board. The Application duly completed by the prospective consumer accompanying requisite documents should be presented in the local office.

Note:-- Game Panchayats may also be allowed to purchase A & A forms, at their option, from the concerned Sub-Divisions of the Board advance payment of usual cost, for further sale to the prospective consumers. These forms should be duly stamped and signed by the field units at the time of sale thereof to Gram Panchyats. The Prospective consumer shall thus have the option to purchase these forms from the Gram Panchayats or directly from the concerned Sub-Divisional Offices of the Board, at their convenience.

2. (i) The Application and Agreement form shall be presented by prospective consumer to the cashier of the local office of the Board and requisite Advance Consumption Deposit as applicable vide 'Schedule of General and Service Charges' shall be obtained.

(ii) The Cashier on receipt of such application and the amount of Advance Consumption Deposit should issue to the applicant a receipt in form HB (CAO-37) under the signatures of the official authorized by the Board, in token of having received the said amount and append a note on the Application to the effect that the Advance Consumption Deposit has been received vide receipt No-----dated----- . The Application shall be presented by the prospective consumer to the consumer Clerk to get acknowledgement thereof.

3. (a) As soon as an application on the prescribed form is received from a prospective consumer in the Board's local office it will be scrutinized by the consumer clerk and any shortcoming noticed therein, should be immediately got rectified from the applicant. The receiving clerk should see that all the columns mentioned in the application are properly filled in and the items which are not applicable are scored out to avoid confusion. The surety Bond, indemnity Bond and clearance certificate from the H.P. State Pollution Control Board where applicable, should also be obtained alongwith the Application form and scrutinized at the time of receipt of Application.

(b) Stamping of Agreement between the Board and the Consumer

As it is obligatory to stamp all the agreements between the Board and the consumer under the Indian Stamp Act, all the prospective consumers, except single phase Domestic and Non-Residential consumers, should be asked to furnish the non-judicial stamp paper worth Rs. 3/- and the same should be attached with A & A form duly crossed, so as to form a part of Agreement. The stamp paper should be duly crossed and words 'Agreement for Supply of Electric power Attached' inscribed under the signatures of the prospective consumer.

The Govt. Departments are exempted from the levy of stamp duty vide Section 3 of the Indian Stamp Act. Accordingly the Govt. Departments, including Railways are not required to stamp the Agreement or any other documents for supply of power. The local bodies, Municipal Committees and panchayats etc. have however

not been granted any such exemption and they are, therefore, required to execute all the agreements on the Non-judicial stamp paper worth Rs. 3/-.

(c) Surety Bonds

As per clause 1 (iii) and clause 9 of HPSEB form CS-1 (b) 'Application and Agreement form for supply of electricity to Industrial/agricultural/bulk and Public lighting consumers' surety bond is to be obtained from the prospective consumer. A proforma of surety bond, CS-1(c), which has been finalized in consultation with legal section of HPSEB, is annexed in sales Manual part-II for the guidance of field units. The amount of surety bond should be equal to twice the amount of Advance Consumption Deposit at the prevalent rates.

In case of prospective consumers who are unable to arrange the sureties, the condition of sureties in their case may be waived off, but the case Advance Consumption Deposit in their cases will be 1.5 times of the normal rates of Advance Consumption Deposits.

(d) Indemnity Bonds

An Indemnity Bond should be got executed on a Stamp paper of the value of Rs. 15/- from the prospective consumer in case he is unable to obtain the consent of his land lord. However, stamping of Indemnity Bond need not be insisted upon in case of applications for single phase Domestic or single phase Non-Residential connection. For further details in this regard, instruction No. 23 may be referred to.

(e) Additional Conditions for providing Connection to Air and Water Pollution Industries.

The Additional conditions relating to Air and Water Polluting Industries, which have come into force w.e.f. 30.9.86 have been included as per Cl. 6 (d) in the Abridged Conditions of Supply. These should also be followed strictly.

(f) Advance Consumption Deposits.

Since the rates of Advance Consumption Deposit made applicable for Medium and Large Industrial supply consumers have been linked with the No. of shifts an Industrial consumer is to normally run his Industry, an undertaking to this effect shall be obtained from the prospective consumer on the Application and Agreement form itself.

In case where the applicant fails to take the connection for any reason whatsoever, an amount Rs. 20/- per KW of the connected load shall be fore-feited to the Board out of the amount deposited by him on account of Advance Consumption Deposit. The expenditure incurred by the Board, if any, inclusive of erection, dismantlement, depreciation, losses, rentals, M.C.G. etc. as applicable shall however also be recovered from the Applicant in addition to the above said amount of Rs. 20/- per K.W. For further details in this regard Instruction No.21 may also be referred to.

(g) Additional Documents to be obtained in case of Applications if the name of companies etc.

In case of companies or firms in partnership, names with full permanent address of the Managers and partners should be obtained and kept in the file along with the application form.

Note : "It would be advisable to obtain an attested copy of the partnership deed alongwith a letter of attorney signed by all the partners in the name of person

exceeding the agreement and signing other allied documents on behalf of a “Partnership Firm”. It however the firm is registered one, no letter of attorney is required if the agreement is signed by one of the partners, as the liability of a partner in this case would both be joint and several (individual) but if the signatory is other than the partner (say the manager) letter of attorney should be obtained.

In case of Private Limited concern, a duly attested copy of the resolution passed by the Directors of the Company authorizing the signatory to sign the A&A form etc. on behalf of the Company should be obtained.

4. The full particulars of the application should then be entered in the Service Register (Form CS-2) in ink except the load applied for. Which should be entered in pencil.

5. The consumer clerk will then enter the Application No. and date of receipt as per entry in the service register on the application form in the space prescribed for it and acknowledge the receipt of the same to the applicant. This acknowledgement shall form the basis of all future correspondence between the Board and the applicant till the connection is actually released.

Note:-- (i) The procedure mentioned above will also be applicable to grant of connection for temporary structures e.g. wooden stalls, khokhas, Booths, etc, provided that the construction

(ii) No stamp duty need to be charged from Single phase Domestic and Non-Residential consumers.

INSTRUCTION NO. 2

Posting of Application in Service Register and Maintaining Separate Seniority Lists:

1. The applications for General, Industrial, Bulk, Public Lighting Supply etc., whether for permanent or temporary connections, should be entered in the same Service Register in the order in which these are received. In other words, separate Service Registers (or sections of the same Register) should not be maintained for above classes of consumers or the different groups of consumers (i.e. groups classified according to the particular sub-station to which consumer may be respectively connected.)

2. Following symbols should be used to distinguish between the various categories of applicants:--

Domestic Supply Applications.	‘D’
Non-Residential Supply Applications.	‘NR’
Industrial Supply Applications.	‘I’
Agriculture Supply Applications.	‘A’
Water & Irrigation Pumping	‘WIP’
Public Lighting (Street Lighting)	‘SL’
Bulk Supply	‘B’
Temporary.	‘T’

3. If the temporary connection is applied for by an existing permanent consumer, it should be treated as a separate application and be entered as such in the Service Register.

4. With a view to ensure that the grant of connections to various categories of consumers is rational and compatible with the available budget grant, separate seniority lists (on the basis of the entries made in the Service Register) should be maintained for grant of (i) Domestic (ii) Non-Residential (iii) Agricultural (iv) Small Power Supply (v) Medium Power Supply (vi) Large Power Supply connections.

INSTRUCTION NO. 3

Verification of Connected Load :

1. The actual requirements of the load of prospective consumer should be carefully estimated through the Personal visit of the J.E. on the day of the receipt of the application in the local office (or if this is not possible, at the very earliest possible date thereafter) to the premises where the electric connection is required. The visit to site should also cover the requirements of instruction No. 4 regarding preparation of inventory for the material required for each service connection. In determining the actual requirement of load the definition of the connected load at given in the Abridged conditions of supply must be borne in mind.

2. It should be ensured that the entries of the load in the application for supply of electricity are based on the actual requirement and are not exaggerated so as to make the case look financially justifiable. In case of any discrepancy necessary corrections should be made by adopting the actual rating of the energy consuming device to be actually used. If, however, the actual rating of any of the following energy consuming apparatus is not known, the load for purpose of working out financial justification may be assessed on the following standard wattages as adopted for load surveys for Domestic and Non-Residential supply consumers and general load of other categories of consumers.

	DOMESTIC SUPPLY	NON-RESIDENTIAL SUPPLY
Light Points	60 Watts each	80 Watts each
Fan Points (Ceiling)	80 Watts each	100 Watts each
Radiators (Small)	1000 Watts each	1000 Watts each
Radiators (Large)	2000 Watts each	2000 Watts each
Wall Sockets for		
Light & Fans	60 Watts each	80 Watts each
Power Socket	1000 Watts each	2000 Watts each

3. If the J.E.'s estimate of the connected load does not tally with the load shown in the application form (and entered in pencil in the Service Register) the service should be designed and estimated on the basis of the load estimated by the J.E. and not on the basis of the load shown in the application form.

4. The particular sub-station to which the premises will be connected should be determined and the letter denoting it noted on the application in the space provided against the connection No. This is very important, as the sub-station symbol (A,B etc.) denote the groups in to which consumers are divided for technical and commercial purpose, e.g. to facilitate the balancing of the load among different feeders and to simplify and expedite the work of billing, metering, receiving cash and issuing receipts. Eventually, therefore, a consumer will be denoted by the symbol

composting his connection No. AD/239, FNR/45 etc. (where A & F denote the S/Stn. & 'D' and 'NR' denote Domestic and Non-Residential category respectively) as the case may be.

INSTRUCTION NO. 4

Preparation and Sanction of Estimates :

(A) Domestic & Non-Residential Connections

All the applications received in the sub-division/sub-office after being completed would be passed on to the J.E. for visiting the sites and preparing an inventory of the material required for each service line and the mains/sud-mains. He would also prepare an estimate along with a sketch showing the various mains/sub-mains and service lines and work out the financial justification (From C.S.--4) in accordance with Sales Manual Instruction No. 5. These would be submitted by him to the S.D.O. (AE/AEE) with in a week. The estimate would be sanctioned by the SDO (AE/AEE), immediately if found financially justified. The cases falling beyond the competency of SDO (AE/AEE) shall be forwarded by him to Xen for sanction/expediting sanction by the competent authority.

It the estimate is found financially unjustified the applicants would be required to pay the unjustified portion of the estimated cost of service lines in such cases before undertaking the work.

2. In all cases, the following information's will be prepared and properly scrutinized before sanction of the estimate by the competent authority.

- (a) A map or tracing in pencil showing and giving the following information
 - (i) Location, name and demand of the consumer.
 - (ii) Size and capacities of the nearest sub-station, high tension and low tension mains.
 - (iii) Calculations showing the size of proposed service lines and of extension (if any) to H.T. and L.T. mains.
 - (iv) Report giving proposals to feed the consumer in which careful reference would be made to the existing load on the system and effect of adding thereto the load requirement of the prospective consumer, both as regards capacity and as regards voltage regulation : and
 - (v) Calculations showing the maximum voltage variation anticipated on the consumer's bus-bars.
- (b) Justification slip.
- (c) Assessed cost of service (including equipment) and of extensions to mains, if any.
- (d) Statement showing the calculation of monthly meter and service rentals.
- (e) Statement showing the M.C.G. calculations, if applicable.
- (f) Statement showing the cost of unjustified portion of service line, if any, which is recoverable from the applicant in case the estimate is found to be unjustified.

(B) All other Categories of Applicants i.e. Industrial, Agricultural, Street lighting, Bulk Supply etc.

In all such cases, the estimates will generally be prepared on individual S.O.P. basis and got sanctioned from the competent authority. While forwarding the estimate for sanction, information required under para. 2 of Sub clause (A) of this instruction should also be submitted along with the application and the estimate.

However, for those Industrial/Agriculture consumers, where the estimate is not justified on individual basis, S.O.P. estimates covering a number of applications may be prepared and got sanctioned from the competent authority. In all such cases, the estimate should be sanctioned only if they are justified or if unjustified, the applicants undertake to deposit the unjustified cost.

The competency of various officers for sanctioning of detailed estimates for supply of power in all such cases including tube-well applications are as under :--

Sr. No.	Nature of Powers	To whom delegated	Extent of delegation	Remarks
1.	To-convey administrative approval for works expenditure of Domestic, Non-residential and Industrial service connections.	CEs S.Es Xens/REs AEEs/AEs	Full Power 1 lac Rs. 50,000/- Rs. 5,000/-	Provided that the works are of productive nature and financially justified or cost of Unjustified portion is recovered in full and expenditure met from within budget provision under the Major/Minor head concerned.
2.	To convey Administrative approval for the works expenditure for group of tube-well connections.	CEs SEs. Xens/REs AEEs/AEs	Full Power Rs. 1 lac Rs. 50,000/- Rs. 5,000/-	Provided that :--- (i) The works are of productive nature and financially justified on the basis of average cost of tube well worked out for the group. (ii) Expenditure is met from within the budget provision under the Major/Minor head concerned.

3.	To convey technical sanction to detailed estimate for domestic, Non-residential and Industrial service connections.	CEs SEs Xens/REs AEEs/AEs	Full Power Rs. 10 lac Rs. 1 lac Rs. 10,000/-	Provided that :-- (i) The works are of productive nature and financially justified or cost of unjustified portion is recovered in full. (ii) Expenditure is met from within the budget provision under the concerned Major/Minor head.
4.	To convey technical sanction to detailed estimates for a group of tube-well connections.	CEs SEs Xens/REs AEEs/AEs	Full Power Rs. 10 Lacs Rs. 1 Lac Rs. 10,000/-	Provided that :-- (i) The works are of productive nature & Financially justified on the basis of average cost of tube-well worked out for the group. (ii) Expenditure is met from within the budget provision under the concerned Major/Minor head.
5.	To Convey technical Sanction for deposit works to be executed on behalf of other agencies.	CEs SEs XENs/REs	Full Powers Rs. 10 Lacs Rs. 1 Lacs	--

INSTRUCTION NO. 5

Financial Justification :

1. Being run on commercial lines, the Electricity Board cannot afford to incur expenditure on giving connections indiscriminately without being satisfied that the investment will yield a reasonable return, especially when it does not insist on the payment of cost of the service line by the consumers, although under the provisions of the India Electricity Act, it can do so.

2. Financial justification of different categories of connections is worked out as under :

For all categories of consumers excluding temporary connection the expenditure on a connection is considered to be financially justified if the annual probable revenue from sale of energy alone equals or exceeds 18% of the cost involved in giving the connection. Any expenditure involved over and above this will be considered to be unjustified.

The probable revenue from energy charges is based upon the estimated consumption of energy at current rates of tariff for the particular class of consumer. The probable monthly consumption is worked out as per following formula:--

$$\text{PROBABLE MONTHLY CONSUMPTION} = \text{LOAD IN KW} \times \text{DEMAND FACTOR} \times \text{LOAD FACTOR} \times \text{NO. OF HOURS IN A MONTH}$$

Taking an example of 5 BHP (3.73 KW) motor for industrial connection (S.P.) probable monthly consumption will work out to $3.37 \times 80\% \times 20\% \times 720$ i.e. 430 units. The monthly probable revenue @ 90 paise per unit (say) would come to Rs. 387/-

Note:-- The Demand Factor and Load Factor shall vary for different types of Industries as per Appendix I.

***Demand Factor:---** Usually all the energy consuming apparatus which builds up the total connected load are not worked simultaneously. Also, even the full rated capacity of some of the equipment e.g. motors is not utilized fully with the result that the maximum demand of the consumer is generally less than the total connected load. The ratio of the simultaneous maximum demand of all the appliances and the total connected load is called Demand Factor.

****Load Factor:--** May be said to be the average utilization of electrical load or working of an apparatus and indicates percentage of time for which the load is utilized. For example, if a tubewell works for, on the average, 3 hours a day, its load factor would be $\frac{3}{24}$ or 12.5%.

(iii) For working out the financial justification, the cost of the metering equipment, for which fixed monthly rentals are recoverable from consumers should not be included in the estimated amount. Neither the meter rentals nor service rentals are to be included in the estimated revenue for working out financial justification.

(iv) Some-times when a few persons in the same locality apply for connections (for example irrigation pumping load situated in rural area) it may not be possible for individual loads to justify the heavy expenditure necessitated owing to the long mains, sub-mains and sub-stations involved in giving supply. In order to overcome this difficulty, a joint estimate for giving supply to all of them should be framed and the "Financial Justification" of the total load of all the consumers be worked out with reference to the total expenditure. In such a case justification for the individual loads need not be worked. However, if the case is unjustified the applicants will have to pay the cost of unjustified portion in proportion to their applied loads.

Service rentals will be based on the individual lengths of lines for each consumer (leaving 100 feet or 30.48 meters in each case.)

(v) No separate justification is required for the general service connections covered under R.E.C. schemes. As regards the general service connections covered under R.E. Schemes/ O.B.B., we are adopting 8½% financial justification criteria for group of houses (i.e. the expenditure incurred on L.T. extension and service connection shall give a minimum return of 8½%). Once the estimate for the electrification of a group of houses has been financially justified, no separate justification for giving the individual service connections under the group will be required to be worked out.

(vi) Cases of L.T. extension for service connections are covered by Sr. No. 6 and 8 of delegation of financial powers and concerned SDs(AEs/AEEs)/EEs can accord administrative approval to the estimate within their powers subject to the financial justification and availability of funds etc.

(vii) As clarified in the preceding paras 8½% justification criteria is not for the cost of an individual service connection, but for a group of a connections, which may also involve erection of some L.T. lines etc.

(viii) Departmental charges are also leviable on the works connection with laying of service lines to consumer's premises, where the consumer is willing to pay either a monthly rental or the estimated cost of service line and equipment, and the service line remains the property of the Board. The amount recoverable from the consumer on account of unjustified portion will however, be calculated on the same lines as given under instruction No. 8 of Sales Manual, provided that justified amount will be calculated by taking 8½% as the justification criteria for a group.

3. Financial justification for temporary supply

(a) If the monthly estimated return consisting of the charges for probable monthly energy consumption, rentals for service line and service equipment from the temporary connection equals or exceeds 5% of the total estimated cost of giving supply then the expenditure on the temporary connection should be deemed to be financially justified.

(b) It should be noted that estimated return on the capital cost should be worked out on the total estimated expenditure which should include the cost of all the materials used plus the cost of erection and dismantlement charges of service connection. The probable monthly revenue from sale of power and rentals from a temporary connection whether required for a period of more or less than one month, should be calculated for a period of full month as in the case of permanent connection because the minimum return which is a fixed percentage of the capital cost has been reckoned for a period of one month. It may also be mentioned that the schedule of relevant "Temporary tariff" and "Schedule of General and Service Charges" for temporary supply should be applied while working out probable monthly revenue.

4. Financial Justification for street lighting Estimates

(a) Monthly estimated revenue will comprise of the charges for supply of probable energy per month plus the monthly rentals for service line and equipment.

(b) It will not be correct to include the total amount of line maintenance and lamp renewal charges as laid down in the schedule of Street lighting Tariff towards the monthly Services line-rentals as the lamp renewal charges are not a source of revenue to the Board and only cover the recurring cost of the lamps which are replaced from time to time. In order therefore, to follow the correct procedure the line/service rentals at a flat rate of Rs. 1.00 per point per month, irrespective of the capacity of the lamps, should be included in the probable monthly revenue.

(c) However, such cases where the expenditure is found to be financially unjustified the local body should be advised to undertake to defray the unjustified cost before the estimate is submitted to the competent authority for sanction.

INSTRUCTION NO. 6

Service Rentals and Service Equipment charges statement:

In accordance with clause 12 of the Abridged Conditions of Supply a consumer has the option either to pay the cost of service line (leaving 100 ft or 30.48 meters free) and service equipment (for chargeable part of justified portion only) other than the meter in lumpsum or to pay monthly service rental as per schedule of service charges. It is, there-fore, very necessary to prepare a statement showing the chargeable cost of the service line and the monthly service rentals so that it could be enclosed with the estimate for approval by the competent authority. The detailed procedure for working out the service rentals is given under the relevant instructions in Section-III of the Sales Manual.

INSTRUCTION NO. 7

Monthly Meter Rental :

A statement showing the monthly meter hire charge if the same is provided and installed by the Board, should be prepared on the basis of the rates given in the schedule of General and Service charges and attached with the estimate for approval by the competent authority i.e. authority sanctioning the estimate.

INSTRUCTION NO. 8

Procedure for working out unjustified amount when a substation is to be erected for giving L.T. Supply :

If a L.T. service entails the erection of a sub-station, the financial justification will be worked out for the entire expenditure including the cost of the transformer, expanded metal frame-work, the H.T. switch-gear and the lighting arrester, if the estimate is found to be financially justified the consumer shall be given an option to pay either the chargeable part of the Justified portion (as laid down in Section III of the Manual) in lump sum or monthly service rentals. If, however, it is found to be unjustified, the procedure for working out the chargeable cost will be as explained in the example given below :----

Example :

Suppose the cost of service connection as per (i) & (ii) below :=Rs. 45,000

- | | |
|--|------------------|
| (i) Cost of Service line (HT & LT both including HT/LT Switch at T-Off, and lightning arrestors etc, on the line). | =Rs. 21,000 |
| (ii) Cost of H.T. Switchgear & Transformer etc. | =Rs. 24,000 |
| Suppose Justified Expenditure | = Rs. 32,500 |
| Total unjustified expenditure | =Rs. 12,500 |
| | (45,000-32,5000) |

Proportionate unjustified cost of the service line :

$$\frac{12,500}{45,000} \times \frac{21,000}{1} = Rs.5833.00(Approx)$$

The consumer will, therefore, be required to pay only Rs. 5,833/- for the cost of the line, being the unjustified expenditure. Monthly service rentals will continue to be levied on the justified portion of the service line (leaving 100 feet or 30.48 metres free), in case the same is not paid by the consumer in lump sum.

INSTRUCTION NO. 9

Calculation of M.C.G. :

A statement showing the amount of annual Minimum Consumption Guarantee (worked out on the terms and conditions embodied in the instructions under section II Dealing with M.C.G.) chargeable from the prospective consumers be prepared and attached with the estimate so that it is also scrutinized at the time of sanction of the estimate. The prescribed rates are applicable for such connections which are found to be financially justified. For such cases which may be found to be unjustified, the cost of unjustified portion of the service line should be got deposited from the applications and M.C.G. at standard rates would be applicable on the basis of the balance amount.

INSTRUCTION NO. 10

Sanction of Load : 8.7.97.

(a) As in some of the cases the authorities competent to sanction the load and the estimate may be different, steps should, therefore, be simultaneously taken to get the load sanctioned from the competent authority well in time. Normally the application and the estimate should be submitted to the competent authorities for sanction simultaneously. In cases where any delay in framing of an estimate is anticipated, the application form accompanied by the requisite load sheet containing the loading conditions of the system from where the load is proposed to be fed together with specific recommendations, would be processed immediately and the load should be got sanctioned from the competent authority, and the estimate should follow without any undue delay.

The various officers are competent to sanction loads for all categories of consumers whether permanent or temporary) upto the following extent :--

1. SDO (AE) ---Upto 30 KW at low/medium Voltage.
2. SDO (AEE) ---Upto 50 KW at low/medium voltage.
3. Executive Engineer ---(i) From 31 KW to 100 KW at low/
Medium voltage in respect of sub
-division headed by AEE.
4. Superintending Engineer ---From 101 KW to 500 KW at 11-22 kv
5. Chief Engineer ----From 501 to 2000 KW at 11-22 kv.
6. Board. ----All loads exceeding 2000 KW.

Note : (i) In cases of extension of load the above limits shall apply for additional load only and not for the total connected load. However, if, as per the regulations governing normal supply voltage the total load inclusive of additional load needs to be released at a voltage higher than the voltage at which the connection has already been given, the case shall be sent to the authority competent to sanction the total connected load.

(ii) Irrespective of the quantum of connected load, the powers to sanction loads containing electric furnace (s) of 100 KW and above and of loads containing steel rolling, re-rolling mills shall be vested in the 'Board' only.

(iii) All connections with connected load exceeding 100 KW shall be given supply at H.T. only. However, in case of extension of load for an existing consumer, who is taking supply at 400 volts and in whose case total load exceeds 100 KW as a result of extension, he may be allowed extension at 400 volts, provided the total connected load does not exceed 150 KW and no substation augmentation is involved.

In this connection the following clarifications are also issued for the guidance of the field units :--

In cases of Govt. connections for Irrigation and water pumping where the cost of transformer and L.T. lines has been paid for by the consumer and it is felt appropriate that the connections should be given on L.T. keeping in view inter alia the prospects for release of other L.T. connection by the Board through the same transformer, the loads upto 500 KW may be sanctioned for such Government connections even at L.T. with the approval of the connected S.E. (OP). In cases where the connected load of such Govt. connections exceeds 500 KW and the connections is sought to be released on L.T. , the matter should be referred to Chief Engineer (Commercial).

In all such cases where the load is sanctioned at L.T, the transformer and the other equipments/system beyond the point of commencement of supply shall have to be carried out by the consumer.

In other cases where the load falls between 100 KW and 150 KW and is to be sanctioned at L.T. in view of the above reproduced provision, the power to sanction such loads upto 150 KW at L.T. shall vest with SEs (OP). This would however not be applicable in case of loads containing electric furnace (s) of 100 KW and above and of loads containing Steel Rolling Re-rolling Mills for which the load Sanctioning powers are vested in Board only.

(iv) Demand notice to the applicant for electric connection, intimating acceptance of his application shall, apart from the information regarding service connection charges, rentals, wiring contractor's test report etc., also suitably contain the following conditions. These conditions shall also be suitably specified by the competent authority while conveying load sanctions :--

- (a) Maximum demand drawn by the consumer shall not exceed the sanctioned connection load.
- (b) The consumer will run his factory w.e.f.-----to ----- and -----to----- only (For Seasonal Industries only).
- (c) The applicants for industrial and Agricultural connections will have to install shun capacitors of adequate rating as specified by the 'Board' before release of connection. The consumer shall also not allow the power factor of his installation to go down below 0.90 while consuming power. In case any capacitor is found to be disconnected, defective or under-rated at any stage after the release of connection, power factor surcharge as specified in HPSEB Schedule of tariff in force from time to time shall be levied. This surcharge will continue to be levied till such time the capacitors of adequate rating bearing ISI mark are installed. In case the power factor falls below 0.85 apart from the levy of power factor surcharge, the consumer will take steps, within 6 months from the date of receipt of notice from HPSEB, to bring it upto 0.90 falling which the HPSEB would have the right to disconnect the supply to the premises, without any further notice.
- (d) All applicants for industrial connections (excluding non polluting Industries like Atta Chakkis, Saw Mills, Kohlus, Cotton Ginning, Rice Husking and Hullers, Threshers, Agriculture pumps etc.) will have to produce clearance certificates from the H.P. State Pollution Control Board before releases of connection.
- (e) The applicants seeking supply at high and extra high voltages will have to obtain the approval of the Electrical Inspector in writing as required under the Indian Electricity Rules, 1956.
- (f) The Applicant will submit the Wiring Contractor's Test Report on form CS-10, a copy of which can be obtained from Sub-Divisional Office on payment of prescribed charges. In cases any defects are pointed out as a result of inspection of the installation, the same shall have to be rectified by the applicant to the satisfaction of the supplier before release of connection. The applicant shall also be liable to pay the prescribed testing charges in case where re-inspection of consumer's installation is involved.
- (g) The applicant will adhere strictly to and shall be bound by the various statutory provisions and the provisions of Indian Electricity Rules, the Supplier's Abridged conditions of supply and tariff schedule as may be fixed from the and/or any order as may be issued by the supplier under these provisions.
- (h) The applicant will complete the installation of all the power consuming appliances/Machinery at his premises and obtain the connection for full connected load applied for by him, within a period of three months from the date of intimation regarding Board's readiness to supply power. In the event of any delay by the Applicant in completing the prerequisite conditions for release of connection or in taking the connection or in building up full connected load, load retention charges shall be levied as per the rates and conditions as may be prescribed from time to time . The load not connected even after the expiry of the period of 9 (nine) months from Board's readiness to give supply shall be fore-feinted and the Board shall have full powers to allot this unutilized load to any other prospective/existing consumer at its option without any obligations to the Applicant.

- (i) In case where the application is with-drawn or revised by the applicant with the objective of reduction in connected load, the amount deposited by the prospective consumer on account of Advance Consumption Deposit/Advance Security and/or the cost of connection shall be forfeited as per the provisions of Abridged conditions of supply as may be revised from time to time, in such cases the entire amount spent by the Board in making the arrangements for supply of power to the concerned prospective consumer shall also be recovered from the him.
- (j) Amount of Minimum Consumption Guarantee shall be payable by the Applicant as per Board's conditions/Rules applicable from time to time.
- (k) The consumer shall strictly abide by the peak load or such other restrictions as may be enforced by the Board from time to time. The duration of peak load hours during which no supply shall be available for Industrial loads are as under:-
 - (i) Summer (April to October) ---6 PM to 9 PM
 - (ii) Winter (November to March) ----5 PM to 9 PM.
- (l) The supply of power is likely to be restricted during the winter period from November to March.
- (m) The Board will have the right to impose any restrictions on consumer's premises, regarding the use of electricity as it may deem fit to manage its functions in an efficient way. The Board will not be responsible for any loss suffered by the consumer due to the imposition of any such restrictions.
- (n) A minimum of one shut down in a month may be availed by the Board for general maintenance works on Board's Transmission and Distribution system.
- (o) The Board will not be responsible for any loss to the consumer as a result of any shut down, break down and/or restrictions of power supply, variation or fluctuations in supply voltage due to reasons beyond the control of the Board.
- (p) The cost of equipment or any other property of the Board damaged due to non observance of the supply conditions by the consumer will be recoverable from the consumer.
- (q) (Any other special conditions as may be prescribed by the load sanctioning authority).

B. Normal Supply Voltage Regulations

The voltage of supply for sanctioning Industrial loads in different areas shall be as under :--

S.No	Sub-Stn. Voltage.	Type of Industry.	Connected load	Normal Supply Voltage.
1.	33-11 KV	(a) General Industries Including Induction Furnace/Cement Factory.	(i) Upto 2 MW (ii) Above 2 MW	11 KV 33 KV
		(b) Rolling & Re-rolling mills.	(i) Upto 250 KW (ii)Above250 KW	11KV 33KV

2.	66-11 KV Such as Parwanoo Sansarpur, Totu etc.	(a) General Industries Including Induction Furnace/Cement Factory.	(i) Upto 3 MW (ii) Above 3 MW	11KV 66KV
		(b) Rolling & Re-rolling mills.	(i) Upto 250 KW (ii) Above 250 KW	11KV 66KV
		(c) Arc Furnaces.	All loads	66KV
3.	66-33-11KV Such as Nalagarh, Rakkar, Bijni etc.	(a) General Industries Including induction Furnace/Cement Factory	(i) Upto 2 MW (ii) Above 2 MW but upto 5 MW (iii) Above 5MW	11 KV 33 KV 66 KV
		(b) Rolling & Re-rolling mills.	(i) Upto 250 KW (ii) Above 250KW but Upto 2 MW (iii) Above 2 MW	11 KV 33 KV 66 KV
		(c) Arc Furnaces.	All loads	66 KV
4.	132-11 KV Such as Solan etc.	(a) General Industries Including Induction Furnace/Cement factory	(i) Upto 4 MW (ii) Above 4 MW	11 KV 132 KV
		(b) Rolling & Re-rolling mills	(i) Upto 250 KW (ii) Above 250KW	11 KV 132 KV
		(c) Arc Furnaces.	All loads	132 KV
5.	132-33-11 KV Such as Kangra, Bassi, Hamirpur Badripur etc.	(a) General Industries Including induction Furnace/Cement Factory.	(i) Upto 2 MW (ii) Above 2MW but upto 5 MW (iii) Above 5MW	11 KV 33 KV 132 KV
		(b) Rolling & Rerolling Mills.	(i) Upto 250KW (ii) Above 250KW But Upto 2 MW (iii) Above 2MW	11 KV 33 KV 132 KV
		(c) Arc Furnaces.	All loads	132 KV
6.	132-33KV Such as Bathri, Gaggle	(a) General Industries (b) General Induction Furnace/Cement factory.	(i) Upto 5 MW (ii) Above 5 MW	33 KV 132 KV
		(b) Rolling & Rerolling mills.	(i) Upto 2 MW (ii) Above 2 MW	33 KV 132 KV
		(c) Arc Furnaces.	All loads	132 KV
7.	220-132-33KV Such as Jassore, Kunihar etc.	(a) General industries Including induction Furnace/Cement Factory	(i) Upto 2 MW (ii) Above 2 MW but upto 5 MW (iii) Above 5 MW but upto 20 MW (iv) Above 20 MW	11 KV 33 KV 132 KV 220 KV

(b) Rolling & Re-rolling Mills.	(i) Upto 250 KW	11 KV
	(ii) Above 250 KW But upto 2 MW	33 KV
	(iii) Above 2 MW	132 KV
(c) Arc Furnaces.	(i) Upto 20 MW	132 KV
	(ii) Above 20 MW	220 KV

- Note :**
- (i) The above limits are further subject to voltage regulation limits on the associated transmission lines and other technical aspects such as availability of load on local bus bars, availability of space for bays, lines etc.
 - (ii) Connected loads upto 100 KW will be released at low medium voltage.
 - (iii) In areas where 22 KV sub-transmission system exists the normal supply voltage of 11 KV indicated above shall be read as 22 KV.
 - (iv) The limit of 250 KW connected load for Rolling and Re-rolling mills pertains to the capacity of the Rolling Mill alone and not that of the total factory. Thus a Rolling Mill with total connected load of 400 KW with rolling mill rating of 250 KW can be released total load at 11 KV. Similarly in a general industry located in an area fed from a 33/11 KV Sub station having total connected load of 1.5 MW but having Rolling mill of 300 KW rating, the supply voltage shall be 33 KV.
 - (v) The supply voltage indicated above shall be decided keeping in view the existing as well as the additional applied load. If for any reason the voltage indicated above for the total load of a particular consumer can not be adhered to, detailed reasons thereof shall be indicated and case submitted to the 'Board' for relaxation.

(C) Power to make load commitments

- I. Various officers are competent to commit loads other than Mini Steel mills and Rolling/Re-rolling mills, to the following extent :-
1. For connected loads upto 100 KW at low/medium volts Er. XEn/ASE
 2. For connected loads from 101 KW to 500 KW at 11-22-KV SE/Dy.CE
 3. For connected loads from 501 KW to 2000 KW at 11-22-KV CE
 4. For Connected loads from 2001 KW to 5000 K.W. Committee consisting of;
 1. Chairman.
 2. Member (Operation).
 3. Chief Engineer (Comm.)
 4. Chief Engineer (System Planning).
 5. Director (S.O)-Secretary.

Amended vide No (---no 9/2000) 7136-7436 Dt. 24-7-2000

II. Committee consisting of following Members will be competent to commit loads for all Mini Steel Mills and Rolling/Re-rolling Mills irrespective of load requirements and for requirement of more than 5000 KW in other cases :--

1. Chairman
2. Member (Operation)
3. Member (Tech.)
4. Member (Admn.)
5. Member (F&A)
6. Member (Projects)
7. Chief Engineer (Comm.)
8. Chief Engineer (System Planning)
9. Director (System Operation)- Secretary

Formal power availability certificate to the entrepreneurs shall be issued by Chief Engineer (Commercial)/ Director (System Operation) on behalf of the Board after the deposit of Non-Refundable Advance.

INSTRUCTION NO. 11

Disposal of Unjustified Application :

If, in any case, the Industrial/Agricultural load offered by the applicant, particularly in the rural area does not apparently appear to be sufficient to justify the cost of a long service line and/or a provision of a substation and distribution mains, a rough estimate should first be made on the basis of rough sketch. Detailed fair estimate shall be prepared only if the expenditure on rough calculations is found to be justified. Otherwise the applicant should be informed by the local office in which the application was registered, that the load applied for by him does not justify the expenditure.

2. The prospective consumer should also be intimated the total cost of the service line (leaving 100 feet or 30.48 meters free) and the unjustified amount to enable him to exercise the following two options :--

- (i) Either to agree to pay the entire cost of the service line (leaving 100 feet free) and thus escape the payment of monthly service rentals ; or
- (ii) To pay the cost of unjustified portion of the service line and to enter into an agreement to pay M.C.G., if applicable, and rentals (leaving 100 ft or 30.48 meters free) on the justified portion of the service line.

Note :-- The applicant should be clearly told that the estimated expenditure and unjustified portion of the cost being intimated to him are only tentative and the correct amount would be intimated after the consumer has indicated that he is ready to pay the cost of unjustified portion.

3. If the applicant is prepared to elect any of the above two alternatives, a detailed and accurate estimate may be prepared and an additional statement showing the unjustified cost which is recoverable from the prospective consumer should also be attached therewith so that the amount is got approved from the authority competent to sanction the estimate.

4. For the benefit of such applicants, who are not in a position to opt for any of the above two alternatives, the additional load (preferably together with the No. of applicants) which should develop within the neighborhood (say within a radius of 0.40 Km) so as to make the case justified, should also be intimated to the prospective consumer so that he could canvass among his neighbours to apply for electric connection. Such an action will particularly be helpful to tubewell consumers in rural areas as such should be followed in such cases.

Note:- The procedure for working out unjustified amount when a Sub-Station is to be erected for giving L.T. Supply as contained in instruction No. 8 should be kept in mind.

INSTRUCTION NO. 12

Intimation of Acceptance of Application, Issuing of Demand Notice & Execution of Agreement.

1. After the load applied for by the prospective consumer and the estimate have been got sanctioned from the competent authority, suitable entry should be made in the service register. The applicant should also be immediately informed about the

conditions of supply as per note (iv) under Instruction No. 10 (Applicable to all consumers other than Domestic & Non-Residential category), about the sanction of load on “Form CS-5 Intimation of acceptance of Application & Demand Notice”, which also requires the acceptance or submission by the consumer of the following :-

- (i) To execute an agreement with the Board.
- (ii) To agree to pay the chargeable cost of service line or monthly service rentals and equipment charges in lieu there-of for all categories.
- (iii) To agree to pay meter rentals.
- (iv) To execute a special agreement of M.C.G.. “Additional Conditions of Supply”. If applicable.
- (v) To submit Wiring Contractor’s “Test Report”.

- Note :** (a) The monthly service rentals are applicable only on the “Justified” cost of the service line. In case of any “Unjustified” service line, the consumer is required to pay either the full cost of the service line (leaving 30.48 meters free), or to pay the cost of unjustified portion of service line, and in addition, to pay monthly rentals on the “justified portion”.
- (b) In the Demand Notice the period for which the offer in the Demand Notice will remain valid is also required to be intimated to the applicant. The normal validity period is 2 Months for general supply i.e., Domestic & Non-Residential and 3 months for industrial categories, agricultural, bulk supply and G.S. Distributing Licences.

2. Chargeable Cost of Service Line

(a) Under clause 12 of the Abridged Conditions of supply, a prospective consumer is given the option to pay the cost of the service line and service equipment (for chargeable part of justified portion only) other than the meter or to pay a monthly rental as prescribed in the schedule of General and Service charges.

In order to enable the applicant to exercise his option, the cost of service line (leaving 100 Feet or 30.48 metres free) and equipment payable by him in lump sum and also the monthly service rentals and equipment charges to be paid in lieu of the cost of the service line and equipment should be clearly mentioned in the Demand Notice.

(b) The consumer is expected to signify his consent in writing in the second portion of Form “CS-5” which is meant for obtaining applicant’s replies. It should be specifically seen that the applicant has signified his acceptance and has filled in all the columns of the “Demand Notice”. After the Form “CS-5” has been duly filled in and signed by the applicant it should be received back from him and should form a part of the consumer’s case.

(c) No agreement for supply of power shall be executed with a minor, unless the same is signed by natural/legal guardian of the minor on behalf of the minor. (d) All applicants for electric connection be asked to produce an affidavit stating their age duly attested by oath Commissioner / Municipal Commissioner/Panchayat Pradhan/ President of M.C.

3. Monthly Meter Rentals

The prospective consumer should also be informed of monthly rentals payable by him, as the Schedule of General and Service Charges in force. It should, however be made clear in the demand notice itself that the rates enforced by the Board from time to time shall be applicable to him also.

4. (a) Advance Consumption Deposit

The prospective consumer should deposit Advance Consumption Deposit with the cashier of the Board as may be indicated in the Demand Notice Form CS-5 in accordance with the prescribed schedule of charges. The cashier on receipt of the amount of Advance Consumption Deposit and other charges as per demand notice should issue to the applicant a receipt in Form HP (CAO-37) (under signatures of the official authorized by the Board) in token of having received the amount and append a note on it to the effect that Advance Consumption Deposit/ cost of the service charges/lines etc. as per details below has been received by him vide Receipt No----- dated -----.

(b) Meter/Equipment Security

In addition to the Advance Consumption Deposit the prospective consumers are also required to lodge with the Board, Meter/equipment security for the value of the Meter (s) and/ or other apparatus belonging to the Board and installed / to be installed for metering of energy supplied to the consumer at the rates as may be prescribed in the schedule of General and Service charges from time to time.

NOTE :

1. The Govt. Departments (Which term means Govt. Educational Institutions as well) including Railways are exempted from the Advance Consumption Deposit and Meter/equipment Security but all the Corporations and Semi Govt. bodies such as Panchayats, Municipal Committees, Notified Area Committee, Universities, Collages and Life Insurance Corporation are required to deposit Advance Consumption Deposit and Meter/equipment security.
2. No interest shall be paid by the Board on the Advance Consumption Deposits.
3. Interest @ 6% per annum shall be payable on Meter/equipment security of Rs. 100/- and above, but no interest shall be payable if a connection is disconnected within a year after giving supply.
4. The rate of Advance Consumption Deposit and Meter/equipment security for temporary connections shall be four times of the rates for permanent connections. The ACD received at the time of receipt of application shall be suitably adjusted in accordance with the provision of clause 22 of Abridged Conditions of Supply.
5. All the seasonal industries shall be required to pay Advance Consumption Deposit at Double the rates for different categories of industrial consumers.

5. Amount of MCG and the Period of Applicability

In accordance with provision 4 of the Abridged Conditions of Supply, the consumer should be informed of the amount M.C.G. in case it is applicable and the period for which it would remain in force. The prospective consumer should be asked to sign the additional conditions of Supply Form "CS-3" which after duly filled in, forms a part of the consumer case and should be kept under lock and key as it is an important legal document.

6. Period for which the offer remains valid

(a) The period after which the offer to supply energy will stand expired, may also be intimated to the prospective consumer. In case no response is received within the specified period his application will be cancelled. In case which Advance Consumption Deposit has been deposited by the prospective consumer, the same should be adjusted in accordance with the provisions of Abridged Conditions of Supply.

(b) In case any applicant requests for an extension in the time limit of the Demand Notice due to some genuine reasons, the same may be granted. The following officers are authorized to extend the time limit of the Demand Notices upto the periods specified against each :--

- | | | | |
|------|-------------|------|---|
| I. | A.E./A.E.E. | (i) | One year from the date of issue of demand Notice for loads upto 30KW/50KW respectively. |
| | | (ii) | One month from the date of expiry of demand notice in other cases. |
| II. | Xen | (i) | One year from the date of issue of demand notice for loads upto 100 KW. |
| | | (ii) | Two months from the date of expiry of demand notice in other cases. |
| III. | S.E | (i) | One year from the date of issue of demand notice for loads upto 500 KW (Upto 11 KV). |
| | | (ii) | Three months from the date of expiry of demand notice in other cases. |
| IV. | C.E. | (i) | One year from the date of issue of demand notice for all cases. |

7. Revival of Cancelled Applications

Applications of all categories of connections which have been cancelled as a result of non-compliance of the demand notices by the prospective consumers may be revived on their request on payment of revival fee by them as under :--

Fee	Category	Revival
	1. L.S./G.S.Power Consumers	Rs. 100/-
	2. M.S. Power Consumers	Rs. 75/-
	3. S.P. Consumers cottage Industry/Agricultural Supply/ Bulk Supply	Rs. 50/-
	4. NRS/D.S. Consumers.	Rs. 20/-

Applications of these categories can be revived within a period of one year from the date of issue of the demand notice. Thereafter no application for revival should be entertained. Seniority of these applications may be fixed from the date on which the applicant deposits the revival fee. Applications shall be revived only after checking up the availability of load required by the consumer.

INSTRUCTION NO. 13

Issue of Demand Notice vis-à-vis Shortage of Funds/Materials etc:

I. In case at any time a difficult situation arises on account of paucity of funds and materials etc, following points with regard to issuing of Demand notices should be kept in view :

- (i) When the S.D.O. (AEE/AE) finds that (because of shortage of funds, materials, or any such cases) it will not be possible for him to give any new connection after meeting the existing commitments (i.e. demands of the consumers who have complied with the demand notices already issued) he should stop issuing further demand notices.
- (ii) There should normally be no necessity to resort to with-holding of demand notices in the case of domestic and Non-Residential supplies, because funds required for giving general connections are usually available throughout the year.
- (iii) All such applicants to whom demand notices cannot be issued due to paucity of funds and materials etc, should invariably be informed of the position of their cases and in all such cases, the consumer will be intimated that the connection can be released even out of turn in case he is ready to deposit the full cost of the connection (excluding 100 feet or 30.48 metres service line.)
- (iv) In all such causes where the issue of demand notices have been stopped in accordance with the above instruction, a report should immediately be sent by the S.D.O. (AEE/AE) to the Xen concerned under intimation to the S.E. & C.E.

2. It should, however, be realized that withholding of demand notices should not be resorted to as a matter of routine. The Executive/Superintending Engineers should ensure that adequate funds, materials and all other facilities generally required for grant of connections are provided to all the Sub-Divisions/Divisions under their control well in time so that the work of grant of connections goes on unhampered.

3. The Executive/ Superintending Engineers should keep in touch with the charges under their control so that issuing of demand notices is not stopped merely because of local shortage of funds or materials etc. In such eventualities, the obstacle should be overcome by re-appropriating the available budget grant or by suitably distributing the available materials. The endeavour, in brief, should be to avoid, as far as possible, a situation in which demand notices have to be stopped in a particular area while connections are freely given in the others. However, for such difficulties, which may be found to be insurmountable at the circle level, the matter should immediately be taken up with the Chief Engineer concerned for further necessary action so as to curtail the avoidable delay in the issuing of demand notices.

4. No material should, however, be accepted from the consumer by any of the officials without the written approval of the S.D.O./J.E. In charge, who should also invariably keep a copy of such approval with him, so that at the time of taking the measurement of the works connected with the grant of connection or while adjusting the accounts thereof, it could be ensured that the material has been actually utilized and properly accounted for. Such material as contributed by the consumer should be routed through stock (without value).

5. While fixing the amount of monthly service rentals recoverable from the consumer, the concession should be allowed to him for the amount of money paid or the material provided by him. As the service rentals are based on the cost of the service line, the value of such materials which has been contributed by the consumer should not be taken into account for working out the service rentals. The value of materials contributed should be assessed at the stock issue rates.

II. OWN YOUR CONNECTION SCHEME

The Board is normally required to ensure availability of sufficient funds throughout the year so that the work of grant of connections goes on unhampered. In certain cases due to paucity of funds under various schemes it may not be possible to grant connections to the prospective consumer in time till such time sufficient funds are available with the Board. To overcome this difficulty where the funds are not available for the release of connection, the following procedure should be adopted :--

1. Immediately on receipt of the application and agreement for grant of connection from the prospective consumer, his consent may be obtained whether in view of the non-availability of funds he would like to get the connection under "OWN YOUR CONNECTION SCHEME", where in he is required to deposit the full cost of service connection in the first instance, refundable through his monthly energy bills/rentals etc. or wait till such time sufficient funds are available with the Board.
2. In case the consumer opts for the own your connection scheme, a detailed estimate may be framed as per provision contained in instructions No. 5 and 8 of the Sales Manual. The M.C.G. and service rentals may be worked out as per instruction No. 51 and 71 of, States Manual, Simultaneously details of justified and unjustified amounts may also be worked out in accordance with Instruction No. 5.
3. Entire unjustified cost shall be borne by the consumer as at present.
4. In respect of the justified expenditure, the consumer shall be given an option either to pay the full cost of service connection including 100 ft. and meter or wait for his turn to come when sufficient funds are available with the Board for giving service connection. The consumer will further be required to indicate whether he would like to take connection on rental basis or bear the cost of justified portion beyond 100 feet.
5. In case the consumer opts to pay the justified cost, no rentals shall be levied and the Board share of expenditure (i.e., upto 100 ft. including meter) deposited by the consumer shall be refunded to him through his monthly energy bills.
6. In case the consumer opts to take the connection on rentals (i.e. justified portion is to be borne by the Board), the entire amount deposited by him (except unjustified expenditure) shall be refunded through energy bills and the rentals, if any. However, the rentals shall continue to be levied till the connection lasts.
7. The amount of M.C.G. and rentals etc. payable by the consumer shall be determined on the basis of the amount to be borne by the Board ultimately as provided for in the rules considering as if the same has been initially spent by the Board itself.
8. Where such a consumer decides to get his connection disconnected before the refundable amount is adjusted the balance amount shall be refunded, after adjustment of balance of M.C.G./Rentals and any other dues payable by the

- consumer. The amount shall be refunded only after the accounts have been audited.
9. No interest shall be paid to the consumer on account of money deposited by the consumer with the Board.
 10. The consumer who opts for this shall be given connection out of turn, but in the turn of such consumers who have opted for this scheme, subject to the availability of power and material. A separate seniority of such consumers shall be maintained.
 11. To watch the clearance of this head a register will be maintained in the Sub Division.
 12. Every month a transfer entry is to be prepared debiting the monthly consumption including rentals of the consumers to the Block Head 770 (Now 1205-02) & credited to the respective Revenue Head.”

III. Release of connection to other consumers from the sub-station installed for/owned by a particular consumer.

In accordance with clause 5 of the Abridged Conditions of Supply the Board reserves the right to give connections to other consumers, in cases where the transformer/Sub-Stations etc. is installed at the cost of existing consumer and is being maintained by the Board or by the consumer provided that by doing so supply to the original consumers is not adversely affected.

The following procedure for release of connection, in such cases, shall be adopted :

1. Where the existing H.T. consumer has installed his own transformer and has no objection in giving the connection to another consumer in his vicinity, such an arrangement should be allowed, provided that the transformer is capable of taking the additional load.
2. A separate L.T. meter should be installed for the new consumer.
3. For billing purposes, the existing consumer should be billed for the difference of total reading recorded by the H.T. Meter installed at this premises and consumption recorded by L.T. meter provided for the new consumer. The original consumer shall thus bear entire transformation losses. The new consumer shall be billed for the consumption recorded by L.T. meter installed for him. If the consumption of original consumer is recorded by L.T. side due to non-availability of H.T. metering equipment, both consumer should be billed as per consumption shown by their respective L.T. Meters by adding 5% transformation losses.
4. In case of damage of the transformer the same shall be replaced by the consumers themselves and no claim for stoppage of supply for duration the supply remain interrupted shall lie with the Board. Further in such an eventuality none of the consumers shall be entitled to L.T. supply. Likewise no claim shall lie with the Board in case supply to either consumer is affected by shutdown or interruption of supply on their transformer for any reasons.
5. In case the original consumer having H.T. connection, defaults in making payment, the supply to both the consumers shall be disconnected.

6. Before releasing the connection to the new consumer, however, both the parties should be asked to execute an formal agreement in writing incorporating various conditions, about billing, maintenance, shut down/replacement etc. of transformer and other relevant matters on judicial papers of Rs. 15/-.
7. Where the transformer is originally installed at the cost of consumer and maintained by the Board there need not be any difficulty in releasing the connection to another consumer in the vicinity. In such cases, however, the provisions of clause 12 (iii)of the 'Abridged Conditions of Supply' should be made clear to the consumers at the time of release of connection.
A copy of the agreement executed as above should be obtained and kept in safe custody till such arrangement lasts.

INSTRUCTION NO. 14

Disposal of Unaccepted Requisitions :

Such requisitions as are not feasible of acceptance either due to shortage of generation capacity or due to the fact that supply lines of the Board are not existing in the area where the supply is required and are not likely to be erected there within a reasonable time, may be disposed off by writing the words 'Not accepted' in the Service Register in the column concerned (in red ink). The reason for non-acceptance should also be written (in red ink) in continuation of the words "not accepted" across the ensuing column and the applicant informed accordingly.

INSTRUCTION NO. 15

Special Clause to be Introduced in Demand Notice where Joint Estimate is Framed for a Number of Consumers :

It may often occur that an applicant out of a group of applicants for which a joint estimate has been framed and to whom intimation of acceptance of the application and Demand Notice in the Form 'CS-5' has been issued, complies with the Demand Notice and insists upon getting the connection irrespective of the fact whether other applicants of the group are ready to take supply or not. It is so because there is no clause in the Demand Notice 'Form CS-5' stipulating that the work of giving supply of Power will be taken in hand only if all the Applicants in the group have shown their readiness to take the connection by complying with all the requisite formalities regarding grant of connection.

2. In order to safeguard the interest of the Board, it is necessary to add an additional clause in the Demand Notice 'Form CS-5' for only those applicants for which a joint estimate is framed, so that all the applicants in the group are informed that the work will be taken in hand only after all the applicants have shown their readiness to take the supply. This is important because the financial justification of joint estimate may turn out to be financially unjustified on the load of the remaining applicants. Accordingly, the following additional clause in Demand Notice form should be inserted in future before issuing the same to the prospective consumers.

“On account of long and unjustifiable distances of your site from the nearest mains/sub mains, your case has been grouped together with other applicants of the area in a joint estimate. The work of giving connection to you will commence after all the applicants of your group

for which a joint estimate has been framed, have shown their readiness to take supply and all of them have complied with the formalities of the Demand Notice alongwith you. In case any of the applicants fails to comply with the Demand Notice and consequently drops out, your joint estimate will be subject to revision and you will be required to pay unjustified cost, if any, and also to pay revised rentals before the work of laying the service line is executed. It is, therefore, in your interest to persuade the other applicants, whose names are given below, to complete the formalities for getting the connection”.

INSTRUCTION NO. 16

Receipt of Agreement Form And Test Report etc.

As soon as the consumer complies with the Demand Notice the following procedure may be adopted :--

- (a) It should be ensured that the Demand Notice form after being duly filled in and signed by the consumer is received back. It will be the specific duty of the Accounts Clerk/Consumer clerk to clerk up whether the option in respect of paying the cost of service line or monthly service rentals in lieu thereof has been exercised by the consumer on the demand notice.
- (b) The A & A form and the accompanying stamp paper crossed should be thoroughly checked by the consumer clerk. After ensuring its correctness it should be processed got being accepted by the competent authority as under :--
 - (i) SDO (A.E.) Upto 30 KW at low/medium voltage
 - (ii) SDO (A.E.E) For load upto 50 KW at low/medium Voltage
 - (iii) Executive Engineer
 - (i) From 31 to 100 KW at low/medium Voltage in respect of Sub-Division headed by A.E.
 - (ii) From 51 to 100 KW at low/medium voltage in respect of Sub-Division headed by A.E.E.
 - (iv) Superintending Engineer From 101 to 500 KW at 11-22 KV.
 - (v) Chief Engineer From 501 to 2000 KW at 11-22 KV.
 - (vi) Board All loads exceeding 2000 KW.
- (c) From “C.S-3”containing the Additional conditions of supply in respect of M.C.G. etc., should be thoroughly scrutinized by the consumer(s) clerk/ A-clerk and the S.D.O. in respect of the following points so as to ensure that it has been properly filled in by the prospective consumer :
 - (i) The blanks in the M.C.G. forms for the rate and period of M.C.G. etc. should be properly filled in before it is got signed from the prospective consumer.

- (ii) The prospective consumer should clearly sign the undertaking and in cases he is illiterate, he should put his left hand thumb impression on the undertaking. No documents for supply of Power or additional condition of supply shall be signed by a minor unless the same is signed by natural or legal guardian of the minor on behalf of the minor.
- (iii) The signature/thumb impression of the consumer should be attested by two witnesses. The witnesses should also clearly append their signature with proper addresses.
- (iv) All corrections, interpolations etc. should be initialed by both parties i.e. the prospective consumer and the S.D.O. (A.E./A.E.E.)
- (v) On behalf of the Board, the SDO (A.E./A.E.E.) should also attest the undertaking under his office seal.

Note:-- In case of Atta Chakkies where the MCG is adjusted after 6 months, necessary amendment in the MCG Form should be made under attestation by the consumer.

2. The M.C.G. form should be got executed in duplicate. The original copy of each under taking should be sent to the Divisional Office where it will be kept in safe custody by the Head Clerk. The second copy should be retained in the Sub-Divisional Office and should be kept by the U.D.C. in his personal custody.

3. In case of companies or firms in partnership, names with full permanent addresses of the Managers and partners should be obtained and kept in the file alongwith the application form.

Note :- It would be advisable to obtain an attested copy of the Partner ship deed alongwith a letter of Attorney signed by all the partners in the name of the person executing the agreement and signing other allied documents on behalf of a 'Partneship Firm'. If, however, the firm is a registered one, no letter of attorney is required if the agreement is signed by one of the partners, as the liability of a partner in this case would both be joint and several (individual) but if the signatory is other than the partner (say the manager), letter of attorney should be obtained.

In case of Private Limited concern, a duly attested copy of the resolution passed by the Directors of the Company authorizing the signatory to sign the A & A form etc. on behalf of the Company should be obtained.

4. (a) As soon as wiring contractor's test report 'Form CS-10' has been received the same should be verified in respect of various categories of consumers. The officers authorized to accept the test reports should visit the premises of the consumers and conduct necessary tests and fill the results, in the test report. In addition, the connected load of the consumer should also be verified and in case there is any disparity between the sanctioned and connected load, necessary correction should be made in the Application and Agreement form and got initialed from the consumer. It would also be desireable to verify the length of service line which may be required in giving the connection. This would be helpful in removing the discrepancy in the original estimated length, if any. The following officers are authorized to verify and accept test reports in case of the categories of consumers indicated against each :--

- | | |
|----------------------|---|
| 1. Junior Engineer. | Domestic and Non-Residential consumers. |
| 2. SDO (A.E./A.E.E.) | Agricultural, W.I.P, Small/Medium |

3. Executive Engineer Industrial and Bulk Supply consumers (getting supply at L.T.)
Large/Medium Industrial, W.I.P and Bulk Supply consumers (getting supply at H.T.)

Note:-- To avoid unauthorized extensions of load by Agricultural Industrial and Bulk Supply consumers the accepting authority as indicated above must ensure that the connected load in respect of the consumers falling under their power as stated above is checked at least once a year.

(b) In case the electrical installation of the consumer does not conform to the specifications of the Board or the relevant provisions of the Indian Electricity Rules or is likely to constitute danger, the consumer should be informed in writing of the shortcomings and to deposit the requisite re-inspection fee. As soon as the consumer intimates the removal of defects and deposits the re-inspection fee the installation should be retested and the procedure repeated until the defects are removed.

Note :- No connection should be given on false test reports or where the installation has not been carried out. Any official/officer responsible for this breach of Instructions would be liable for disciplinary action.

(c) If any applicant or a consumer is dissatisfied with the rejection of the test report, he has the right to appeal to the Electrical Inspector to test the installation under Rule 52 of the Indian Electricity Rules, 1956 and the decision of the said Inspector will be binding on the consumer as well as the Board. 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 do so. The charges incidental to such testing will be borne by the consumer himself.

(d) It should, however, be ensured that no Test Report is rejected on flimsy grounds. Whenever a test report is rejected by the J.E. an intimation should be given by him to SDO (A.E./A.E.E.) immediately, giving detailed reasons for the rejection. In exceptional cases if SDO (A.E./A.E.E.) is satisfied that the Test Report has been rejected without valid reasons, he may order that the connection to the applicant should be given before any other connection is taken up. The giving of the next connection should not, however, normally be stopped. Where J.E. points out defects even in the Second Test report, the SDO (A.E./A.E.E.) should personally verify the fact to ensure that the test report is not being repeatedly rejected merely to harass the applicant..

(e) It should also be seen that no undated test reports are accepted. It is very essential to fill in the entries regarding the date on which the actual test is carried out so that periodical testing of consumer's installation as enjoined under Rule 46 of the Indian Electricity Rules, 1956 could be conducted after requisite intervals.

(f) Time limit for verification of Test Reports

The following time-limits have been fixed for verification of Test Reports of various categories of consumers :--

- (i) Industrial & Agriculture supply consumers. Within 3 weeks of receipt of Test Report.
- (ii) Domestic and Non-Residential Consumers. Within 2 weeks of receipt of Test Report.

It may, however, be pointed out here that the period specified above is the maximum and that normally it should be possible to verify the test reports in much shorter period.

5. There should be no undue delay on the part of the J.E. in returning the verified Test Report. On the receipt of the same in the Sub-Division Office, the SDO (A.E./A.E.E.) will issue a service connection order (Form No. CS-12); reference to the service connection order (No. and date) being entered off the bottom of the Board's installation Test Order.

6. It should be ensured that only one Service Connection Order Book is used at a time for all categories of connections at One Local Distribution Centre.

INSTRUCTION NO. 17

Alloting Account No.,

As soon as a service connection order has been made out and authorized but before it is actually issued, the consumer's name should be entered in the Consumer's Ledger and a new Account No. should be allotted to it. The new account number besides being entered in the Service Register, should also be mentioned in the Service Connection Order.

2. To avoid any omission, it will be the personal responsibility of U.D.C./Consumer Clerk or other official incharge of the maintenance of Service Register to see and verify that the formalities of the S.C.Os are properly completed. They should sign the S.C.Os in token of having checked the same and also write the words "A/C No..... entered in ledger" on the top of the S.C.O. The SDO (A.E./A.E.E.)/J.E. incharge of sub-division/sub-office should also see that procedure as laid down above is followed rigidly. The S.C.O. must not be signed unless the above entries are made by the U.D.C./Ledger Clerk on it. They should also, off and on, make a check of a few entries to see that the Account Nos. are actually opened in the ledgers by the Ledger Clerk/UDC.

INSTRUCTION NO. 18

Measurement of Service lines :

On receipt of the J.E.'s Report that the connection has been installed, the SDO (Assistant Engineer/Assistant Executive Engineer) should personally examine and take measurements of the service line installed and record a certificate to that effect on the reverse of the Service Connection Order.

2. The measurement of the Service Lines should be taken in accordance with the following rules :---

(i) *Sub Divisions upto 6000 connections (including connections in Sub Offices).*

The SDO (A.E./A.E.E) should check all entries relating to industrial connections and also where mains and sub mains have been laid. In respect of Non-Residential/domestic connections, he should check 10% of service lines, including all the service lines having lengths more than 30 meters.

(ii) *Sub Division having more than 6000 connections and where Junion Engineer is attached Jr. Engineer will perform the percentage check as under item (i) above. The (A.E./A.E.E) will however, still check 100%*

of the entries relating to industrial connections and main/sub mains. The check would also include the connections in sub-offices under the charge of J.E.

(iii) *Sub Office under the Charge of Jr. Engineer.*

The J.E. will perform 100% check of all the service connections.

INSTRUCTION NO. 19

Recording of Consumer Cases :

A personal file will be maintained for each applicant/consumer and all documents relating to him including those mentioned below be recorded therein.

1. Application & Agreement form together with the stamp paper duly accepted by the competent authority (Form CS-1 (a) or CS-1 (b), as the case may be.
2. Indemnity Bond where applicable.
3. Surety Bond [in case of Industrial]/Agricultural/Bulk Supply and Public Lighting consumers form (CS-1 (c))

4. Clearance certificate from H.P. State Pollution Control Board (where applicable).
5. Service estimate (Form CS-7).
6. Justification slip (Form CS-4) and other statements accompanying the estimate.
7. Intimation of acceptance of application and Demand notice (Form CS-5)
8. Wiring contractor test report and Board's installation test order (Form CS-10.)
9. Duplicate copy of Additional conditions of supply i.e. MCG form duly completed.
10. Service connection order (Form CS-12)
11. Any correspondence between the consumer and SDO (A.E./A.E.E.) and between the SDO (A.E./A.E.E.) and the higher offices in respect of that connection.
12. Any other connected paper.
The file should be headed as follows :--
 1. Name of the consumer.
 2. Application No.
 3. Account No.
 - 4.

INSTRUCTION NO. 20

Custody of Consumer Cases :

All the completed agreements with the consumers for supply of energy are required to be finally recorded in the Sub-divisional office concerned in the safe custody by various officials as follows :--

1. All consumer cases should be kept by the U.D.C./M.L.C. in his personal custody.
2. In the case of Sub Officers, all consumer cases excepting those of M.S. and L.S. consumers should be kept in safe custody by the U.D.C. in the sub office. The accepted A & A forms and documents of M.S. and L.S. consumers should be sent to the Sub Division concerned for safe custody with the UDC/MLC.

Note:--(i) All the consumer cases be serially numbered categorywise and entered in a register (as per Form CS-2) giving full particulars of the documents relating to the consumer's case.

(ii) At every change of charge, a clear certificate of handing and taking over charge of these documents should be prepared and kept in the Sub Divisional Office for record. Simultaneously entries be made in the register referred in note (i) above. A copy of the certificate of transfer of charge be also submitted to the Divisional Office to facilitate fixing of responsibility in case of nay missing documents.

(iii) The original copy of the accepted A & A form and other connected papers should be retained and properly recorded in the office where the application has been accepted as per instruction No. 16 and the remaining copies sent to other offices for record. Accordingly if any application has been accepted in the office of Chief Engineer (OP) as per aforesaid instruction, original copy of A & A form and other documents shall be the Circle Office, Divisional Office as well as Sub-Divisional Office.

3. In order to check and enforce this provision, the Xens should particularly see during their routine tours and also during annual Inspections that these Instructions are meticulously followed. Any breach in the observance of these Instructions should be viewed very seriously and suitable steps taken to avoid its recurrence.

INSTRUCTION NO. 21

Time limit for availing of connection after Board's readiness to give supply-levy of load retention charges-Procedure for dealingwith cases where full sanctioned load is not availed by the consumer initially :

In accordance with the Sales Manual Instruction No. 10, the prospective consumers are required to complete the Installation of all the power consuming appliances/Machinery at their premises and obtain the connection for full connected load applied for by them within a period of three months from the date of intimation regarding Board's readiness to supply power.

1. This procedure shall be applicable in case of H.T. supply for Medium and large supply Industrial connections.

2. The date by which the prospective consumer shall be ready to take the connection should be intimated by him at the time of submission of A&A form.

3. As soon as the Board completes the works required to be executed for supply of power to the prospective consumer and is ready to supply power to the consumer, the concerned SDO (A.E./A.E.E.) shall intimate the consumer in writing about Board's readiness to give the supply. Such intimation shall however, in no case be sent before the date intimated by the consumer at the time of submission of A&A form for availing the connection.

4. While intimating the Board's readiness to the consumer, the applicant will also be asked to complete the installation testing etc. of all the power consuming appliances / Machinery at his premises and obtain the connection for full connected load applied for by him, within a period of three months from the date of intimation regulated as under :---

I. In case the applicant neither takes takes the connection within 3 months from the intimation to him about the Board's readiness to give supply nor requests for any extension of time within this period of three months.

The application should be treated as cancelled on the expiry of three months period and the case regarding refund of Advance Consumption Deposit made by him should be regulated as per para (c) of clause-22 of Abridged Conditions of Supply.

II. Where the applicant requests for extension of time within a period of three months from the date of intimation regarding Board's readiness to give supply.

The extension may be allowed for a maximum period of six months from the expiry of above mentioned three months period against payment of non refundable load retention charges @ Rs. 20/- per KW for every period of three months or part thereof. In case the connection is not availed even within the extended period, the matter regarding refund of Advance Consumption Deposit should be regulated as per para (c) of clause 22 of Abridged Conditions of Supply.

III. Where the Applicants avail connection for a part of load and request for permission to build up balance sanctioned load in phases.

Permission to build up the load in maximum period of six months from the date of connection may be allowed against payment of non refundable load retention charges @ Rs. 20/- per KW of such inbuilt load for every three months or part thereof. The load not built up on the expiry of the extension period of six months from release of connection should be treated as cancelled. During the period for which connection remains in force, the consumer shall not be entitled to any refund on account of Advance Consumption Deposit corresponding to load not built up. During the period of building up of load billing should be done on the basis of load connected from time to time. In cases where the applicant has paid the load retention charges as per II above the load retention charges under this para shall be reckoned w.e.f. the expiry of three months period for which such charges have already been recovered. In other cases, these charges will be w.e.f. the date of connection.

The concerned Xens (OP) shall be competent to allow the extensions in times limits against payment of non-refundable load retention charges in above manner upto a maximum period of six months on the above lines. Genuine cases for extension of this beyond the above mentioned period of six months may be considered by the load sanctioning Authorities against payment of non refundable load retention charges at the above rates.

In case of other connections not covered by above, a similar procedure shall be followed for setting such cases but no load retention charges shall be levied in case of such connections.

The following provisions shall also be applicable in such cases where the consumers does not avail the full sanctioned load initially at once, due to one reason or the other but increase the load gradually.

- (a) **Justification---** If an industrial consumer is not ready to connect the total load applied for at the time of commencement of supply but offers to build up the load to the extent sanctioned to him within six months from the date of connection then fresh justification based on the load to be actually availed at the time of taking the connection should be worked out and the M.C.G. undertaking got signed, if applicable, on the reduced load offered by him before the work for laying the service line for him is taken in hand. The original justification which was worked out on the basis of the applied load should be treated as cancelled as it is only the quantum of load actually connected which should form the basis of justification.
- (ii) In case the reduced load offered by him justifies the estimated cost of giving supply, the work should be taken in hand without waiting for sanction of revised estimate by the competent authority. If it does not justify the estimated cost, then the consumer should be asked to pay in cash the unjustified portion of the estimated cost based on the reduced load which amount should be placed under Misc. Deposits and work be taken in hand. If, however, the consumer builds up the full or part of the full load sanctioned within a period of six months from the date of connection and the load actually connected at the time of the expiry of the said period justifies the cost of the service connection, then the cost of the unjustified portion recovered in the first instance should be refunded back to the consumer by the S.D.O. (A.E./A.E.E.) with the approval of Executive Engineer.
- (b) **Undertaking for building up the load---**An undertaking from all such industrial consumers who are allowed to build up the load gradually should be taken in the following form to avoid unnecessary blocking up of load and consequent loss of revenue.
“I undertake to build up the load to the extent of the load sanctioned within a period of six months from the date of connection failing which, or in the event of any part of the load being disconnected later, the application may be deemed to have been duly modified for the load actually connected at the time of expiry of said period, and also undertake to pay the load retention charges as per the rates/conditions applicable from time to time.”
- (c) **Recovery of Cost---** There may be some consumers who may pay the entire cost of service connection and who may not connect the full load applied for by them or sanctioned by the competent authority in the very outset. They will be exempted from the levy of service rentals and M.C.G., but to avoid the unnecessary blocking up of load and consequent loss of revenue to the Board, the necessary undertaking for building up the load within six months as mentioned above should be taken from the also.
- (ii) If from any Industrial consumer a part of the cost has been recovered as unjustified expenditure, rentals will be charged on the ‘justified’ portion. In case the full cost of the service line is deposited by the consumer the levy of rentals will be stopped from that date. M.C.G. in such cases will also be applicable which will be stopped only when the entire cost of the service connection as distinct from the service line is paid.
- (d) **Billing during the period of the Building up of Load---**If the consumer is to be charged on the maximum demand basis, where permissible under the tariff, non difficulty should be experienced in fixing the tariff as that would depend upon the monthly maximum demand of the consumer. With

regard to a consumer who is to be charged on the basis of connected load, the rate on which he should be charged, should be based from month to month according to the load actually connected. The demand charges/ M.M.C. where applicable shall also be charged on the basis of load actually connected from time to time as per the provision of the tariff and not on the sanctioned load.

- (e) **M.C.G.**—In the case of a ‘L.S.’ or ‘M.S.’ consumer who fails to build up the load, M.C.G. will remain the same as originally fixed as it is based on a fixed percentage (15% per annum) of estimated cost of giving supply. But in the case of ‘S.P.’ or ‘A.P.’ consumer, whose M.C.G. is calculated at flat rate of Rs. 60/- per BHP per year, it should be based on the load actually connected at the expiry of the period of six months and made applicable right from the date of readiness to give supply or from the date of connection as the case may be.
- (ii) If at the end of the period of six months the consumer builds up the load, partly or wholly and the M.C.G. becomes not leviable on the basis of final connected load, then M.C.G. already got signed under para (a) above should not hold good.
- (f) **Service Rental and Meter Hire**—The service line of an industrial consumer who is allowed to build up the load is designed to cater for the sanctioned load of the consumer, and therefore, service rentals in such cases should continue to be charged as calculated on the basis of original sanctioned load and need not be revised if the consumer fails to build up the load. However the charges for meter hire should be levied according to the capacity of the meter installed which should correspond to the load connected from time to time and meter rent revised when the meter is to be replaced by higher capacity meter.
- (g) **Load remaining unconnected at the expiry of six months**—It should be noted that industrial consumer who fails to build up the load should not be permitted to connect any load after expiry of the period of six months. If additional load is required by him after the said period such request should be treated as a new application for extension of load and be processed accordingly. Genuine cases of hardship where the consumer might not have been able to procure the additional machinery for building up the balance load due to circumstances beyond his control, may be considered by the authority competent to sanction the load (including load of extension)

INSTRUCTION NO. 22

Procedure to be followed when one of the consumers out of the joint estimate drops out and does not avail the connection :

(A) Industrial Connections

1. The original sanctioned estimate should be revised for the remaining applicants of the group and in case the revised estimate turns out to be financially justified, then the work may be taken in hand immediately without waiting for the sanction of the revised estimate. If, however, the revised estimate turns out to be financially unjustified, the prospective consumers should be informed of the cost of unjustified portion. They should be given the following options :--

- (a) **‘S.P.’ Consumers**
- (i) To pay the entire cost of connection in lump sum, in which case no M.C.G. and service rentals will be charged.
- OR
- (ii) To pay the cost of unjustified portion of service line in lump sum and rentals on the justified cost, and M.C.G. at the standard rate of Rs. 60/- per BHP per annum (if applicable on balance cost.)
- (b) **‘L.S.’ and ‘M.S.’ Consumers**
- (i) To pay entire cost of connection in lump sum, when no M.C.G. and service rentals will be charged.
- OR
- (ii) To pay the cost of unjustified portion in lumpsum and rentals on the justified cost and M.C.G. at the prevailing rate on the balance expenditure to be borne by the Board as per estimate.

2. The applicants should also be intimated about the revised service rentals through Demand Notice (See Instruction No. 12). Work should only be taken in hand after the applicants have exercised their option and deposited the requisite amount and have returned the Demand Notices duly filled in respect of rentals etc.

(B) Agricultural Tubewell connections

(a) Applications covered under group estimates

In the event of certain applicants not taking the connection and thus dropping out of the group estimate, the estimate may be revised and financial justification re-examined. In case the revised group estimate turns out to be financially justified, then the same may be sanctioned by the competent authority. However, action should simultaneously be taken to recover the M.C.G. amount as per M.C.G. agreement, as per Sales Manual Instruction No. 53 from those applicants, who drop out of the group estimates.

All those cases of group estimates, where the revised estimates are found to be unjustified as a result of dropping out of certain applicants after the erection of mains and sub-action should also be taken to recover the M.C.G. amount from applicants who drop out in the manner described above.

(b) Applications not covered under group estimates

In the case of applications processed individually, action as described above for small industrial power consumers should be taken.

INSTRUCTION NO. 23

Grant of Electric Connection in the absence of consent from the Landlord :

The application and agreement form stipulates that if it has not been possible for a lawful occupier of the premises to obtain consent of the landlord, he should agree to keep the supplier indemnified and harmless against all claims made and action and proceeding taken by the landlord or any person claiming through or under him by reasons of giving of the electric connection by the supplier. Accordingly, an indemnity bond should be got executed on a stamp paper of the value of Rs. 15/- from the prospective consumers in case they are unable to obtain the consent of their landlords. However, stamping of indemnity bond need not be insisted upon from a single phase Domestic and Non-Residential consumer.

The following guidelines are given, in which it would be appropriate to extend connections to the occupiers without detailed enquiry :--

1. Tenants in whose name rent bill stand.

2. Joint tenants, provided all join in signing the requisition Form.
3. Tenants who produce rent bills which are not recent, provided in case rent bills older than six months are produced, inquiry should be made whether ejectment application is filed against them.
4. Tenants who have been served with a notice to quit by the landlord. These cases may be quite numerous as landlords serve tenants with notices to quit for certain technical advantages they derive. However, such tenants continue to be statutory tenants even though their contractual tenancy has been determined.
5. Tenants against whom ejectment applications have been filed, but whose cases are pending.
6. Tenants against whom decrees or orders in ejectment have been passed, but in whose case the time given to them to vacate has not expired.
7. Tenants who are in arrears of rent, but against whom no action has been taken by the landlord.
8. Persons who occupy premises on lease and licence terms. This category is quite numerous. These are lawful occupiers so long as half lease and licence have not been revoked.
9. Heirs of deceased tenants, provided all co-occupiers join in the requisition.

The following occupiers should not be given connections :--

1. Tenants against whom a decree in ejectment has been passed and the time to vacate granted therein has expired.
2. Obstructionist, who claims to be in possession at the time when the landlord seeks to execute a decree of order in ejectment against his tenant.
3. Licensee who continues to occupy the premises after the period of his license has expired, or whose license the licensor claims to have revoked either before or after the period of his license.
4. Heirs of the deceased tenants, if there is a dispute between them as to in whose single name the tenancy would stand.
5. In all cases of occupiers, where reasonable doubt exists as to whether they are 'Lawful Occupiers'.
It is also added that it would be desirable to give connections to consumer/applicants executing indemnity bonds in case where there is any dispute between the owner and occupiers or doubt about the applicant being an occupier. While doing so, the solvency of the Indemnifiers be kept in view.

INSTRUCTION NO. 24

Grant of connections-procedure for fixing priority :

All the applications for supply of electric connection should immediately, on their receipt in the local office be entered in the Service register and processed in the chronological order so that the law of natural justice i.e. 'first come first served' could be observed. Procedure laid down below should generally be followed for the disposal of applications for electric connections.

- (a) Separate seniority lists made out from the service connection register should be maintained for different categories of applicants viz., (i) Domestic (ii) Non-Residential (iii) Agricultural (iv) Large Supply Industrial (v) Medium Supply Industrial (vi) Small Power Industrial Connections.
- (b) All the applications, as far as possible, be dealt within the order of seniority. This would comprise preparation of estimates and submission of the cases to the S.D.O. (A.E./A.E.E.) for scrutiny and sanction.
 - (i) The S.D.O. (A.E./A.E.E) should accord sanction to all such cases which may be within his competence and forward the rest to the Executive Engineer.
 - (ii) The Xen should accord sanction to the cases according to the powers vested with him and return the same to the S.D.O (A.E./A.E.E.) . The remaining applications and estimates should be forwarded by him to the S.E.
- (iv) The S.E. will in his own turn sanction such cases which fall within his competence and forward the rest to the Chief Engineer, While sanctioning the cases it should be ensured, as far as possible, that the original seniority is maintained.
- (d) On receipt of the sanctioned cases in the Sub Division/Sub Office, issue of demand notices will again be as per original seniority.
- (e) The seniority for the purpose of issue of Service Connection Order should be reckoned from the date the applicant complies with the demand notice. The seniority of such consumers who complete the formalities on the same day, should be determined on the basis of original seniority of their applications.

3. It may not, however, be always possible to follow the procedure laid down above strictly in all cases and, accordingly, the same is to be taken as general guide. In actual practice there may be certain other factors, technical or financial, which may necessitate deviation from the procedure outlined above. For instance, there may be case in which augmentation or erection of mains and/or sub-station is involved or where some special material required for the erection of sub-station. H.T. or L.T. lines may not be available. In such cases, other applications or cases waiting till the applications referred to above are connected first. The main consideration is

that all the connections should be given expeditiously and no discrimination should be made between the applicants under the same circumstances.

INSTRUCTION NO. 52

Time limit for grant of connection :

The connection to various categories of prospective consumers after the compliance of demand notice and receipt of Test Report/Advance Consumption Deposit whichever is later should be given within the time specified below :-

- | | | |
|-------|--|--------------------------------------|
| (i) | Medium Industrial supply connections on L.T. | 3 Months. |
| (ii) | Small Industrial Power Supply connections/Agricultural. | 2 Months. |
| (iii) | Domestic and Non-Residential Supply connection. | 1 Month. |
| (v) | Agricultural Consumers : | |
| | (a) Applications covered under ordinary group estimates. | 4 Months. |
| | (b) Applications covered under individual S.O.P. | 2 Months. |
| (v) | Medium/Large Industrial Supply (H.T. connections) | |
| | And others not covered under (i) to (iv) above. | As may be
Decided by
CE(OP) in |

view of
quantum of
work involved
in each case.

2. It may, however, be pointed out that the period out that the period specified at Sr.No. (i) to (iv) above is maximum and that normally it should be possible to give connections in very much shorter period.

3. In view of the time limits specified above, it should be ensured that the demand notices are issued carefully taking all the circumstances viz. availability of funds and material etc. into consideration. In case of non-availability of funds/material the matter should be taken up with higher authorities well in time.

4. Information regarding the number of Industrial connections pending in the field, after completion of formalities by the prospective applicant is required to be compiled on monthly basis at circle level and sent to Chief Engineer (Commercial).

INSTRUCTION NO. 26

Grant of Priority to Applications for Electric Supply :

Applications of the following categories may be dealt with on priority basis.

(A) Domestic Supply

- (i) Employees of the Board posted to a place on transfer or against a new post or on shifting their residence from one locality to another in the same town;
- (ii) Cases recommended by Civil Surgeon on grounds of illness and found to be genuine by the Executive Engineer.
- (iii) For the families of the Army personnel whether occupying the house or when posted at non-family station.
- (iv) Families covered under Antyodaya/RDP Programme.
- (v) Schools, Colleges and religious places.

(B) Non-Residential Supply

- (i) Government and Local Body Offices.
- (ii) Hospitals, Posts and Telegraph buildings.
- (iii) Families covered under Antyodaya/RDP Programme.

(C) Industrial Consumers

- (i) All State Government /Central Government /Corporation undertakings/Co-operative processing societies for handling any process e.g. Milk Chilling and Cold Storage etc.
- (ii) Panchayats.
- (iii) Allottees of Industrial Estates.
- (iv) Retired Board Employees.
- (v) Focal Growth points.
- (vi) Engineering Graduates.
- (vii) Defence personnel disabled in action or dependents of those who have been killed in action in any conflict or are missing in action.
- (viii) Members of scheduled castes who are advanced loans by Scheduled Castes Loan Development and Finance Corporation.

(D) Agricultural Connections

1. For tubewell connections which require single pole service/cable service connection only up to the dates specified by the Board from time to time.

Note---Separate seniority lists for single pole/cable service connections should be maintained and connections given to them on priority

basis in preference to all other priorities except those covered in Note at the end of this instruction.

2. For lift irrigation etc. those applicants whose lands are acquired/submerged for (i) Power Projects or (ii) the common works in the case of multipurpose projects such as dams etc.

3. To employees of the Board including retired Board's employees and also including those who were serving the Board on deputation provided the application is in his (employee's) name or in the name of his father, mother, wife or dependent children and the applicant has interest in the land commanded by the tubewell pumping sets.

Note---To avoid misuse of above relaxation, it is made clear that priority to Board's employees, who have taken land on 'Patta' etc. on lease, should not be granted.

4. Defence personnel on active service including Border Security Force as well as those killed or disabled in action, for irrigation pumping, provided the application is in his name or in the name of his father, mother, wife or dependent children and the applicant has interest in the land commanded by the pumping set or tubewell.

Note Active service means service in combat capacity and not in civilian capacity.
The Station of posting is not, however, to be considered.

5. Whenever landed property is partitioned permanently as a result of death of owner or dissolution of Hindu Joint family, such of the share holders who are denied the use of tubewell already installed on the joint land, should be given connection for tubewell on priority basis after obtaining necessary documentary evidence.

6. For tubewell connections situated in an area within 20 KM of H.P.--- Punjab Border, H.P.—Haryana Board and H.P. – U.P. Border.

7. For tubewell connections to :

- (a) Co-operative farming societies and Co-operative processing societies.
- (b) State tubewells installed for irrigation purposes.
- (c) Panchayats.
- (d) Co-operative Rice Mills.
- (e) Improved type Khandsari and Rice Shellers in Co-operative sections.

8. Extension to A.P. (Agricultural Pumping)

All applications for grant of extension of tubewell/pumping set connections, where no augmentation etc. is required should be entertained and such extensions allowed out of turn after due completion of all formalities.

10. Families covered under Antyodaya Programme.

In case of all categories of priority consumers under A to D, after verification of the Test Report when submitted by them, service connection orders should be issued immediately but the connections to such priority applicants should be given as and when their turn comes strictly in the order in which the S.C.Os, have been issued i.e. to say that the priority is to be given only upto the issue of S.O.Os.

Note Consumers who opt to pay the full cost of the service connection (excluding 100 feet free) will be connected on priority basis in preference to all other priorities.

INSTRUCTION NO. 27

Procedure to deal with an applicant who does not avail connection after executing the M.C.G. Bond :

Sometimes a consumer, who has signed the Additional Conditions of supply i.e. is governed by M.C.G. does not avail the connection and does not even seem to prepare himself for taking supply, after his works have been completed and he is informed of the date and time of Board's readiness to give him the said supply. In such cases, the following procedure should be adopted.

He should after a reasonable time be served with a registered A.D. Notice that in case he does not take supply, the line so erected for him shall be dismantled and all expenses and losses incurred for erection and dismantlement, including MCG and rentals upto the date of dismantlement, will be recovered from the applicant. In case the applicant does not respond to this notice within a reasonable time (which should be specified), say a month, a further notice of one week should be served upon him and still if there is no response, the line should be dismantled under orders of the competent authority and appropriate steps taken to recover the dues of the Board.

INSTRUCTION NO. 28

Temporary Additional Supply to Permanent Consumers :

If a consumer having permanent connection demands 'temporary additional' load for ceremonial or other purposes, the following procedure should be adopted :--

- (i) If in the opinion of the S.D.O. (AEE/AE) existing service line and the meter can take up the additional load offered by the consumer, the supply should be made and billed at the standard tariff applicable to the consumer and no additional charges should be recovered.
- (ii) When the existing meter cannot take up the additional load but service line is of adequate capacity, the consumer should be asked to deposit the meter changing charges as prescribed in the schedule of General and Service Charges. The replacement of the high capacity meter with the meter of lower capacity after the disconnection of the temporary load will however be done at the cost of the Board and no fee will be charged from the consumer on this account. On receipt of the meter changing fee, the existing meter should be temporarily replaced by one of higher capacity. The consumption should be billed at the standard tariff applicable to the permanent supply.

- (iii) In case the service line is incapable of carrying the total load applied for, then separate temporary connection should be given and consumption billed on the temporary supply Tariff.

INSTRUCTION NO. 29

Supply of Power to Local Bodies for Public Lighting :

(A) Receipt and Disposal of Requisition

1. A requisition for supply of power from a Local Body e.g. Municipal Corporation/Committee or Village Panchayat for public Lighting needs to be accompanied an attested copy of Resolution passed by the elected representatives sanctioning the installation of street light points, however, in the absence of any elected body, the Administrator should sign the requisition. In addition, the Local Body should also forward an attested copy of the resolution authorizing its representatives (by name) to sign the agreement on its behalf along with their specimen signatures duly attested.
2. For village panchayats, in order to avoid financial complications a certificate from the District Panchayat Officer to the effect that (i) annual income of the Panchayat is Rs. 500/- or more and (ii) the draft agreement has been approved by him, should also accompany the resolution and the requisition. The agreement for Public Lighting will, in this case, be signed by the Sarpanch and a Panch after they have been authorized for the purpose by the village Panchayat through a resolution. An attested copy of the resolution should also accompany this requisition.
3. As soon as a requisition together with an attested copy of the resolution passed by the local body is received in the Local Office of the Board the necessary estimate, justification slip and other necessary documents should be prepared at once. The local body should be informed within 15 days from the receipt of the requisition whether the estimated cost is justified or not. In case the estimate is not justified (as per Inst. No. 5), the amount of unjustified portion should be intimated to the Local Body, which should be asked whether it is prepared to pay the said amount. The local body should be clearly told that the estimated expenditure and unjustified portion of the cost, if any, is only tentative and is subject to the final approval of the competent authority.
4. In case the estimated expenditure is financially justified the Street Lighting Agreement should be got signed from the authorized representatives of the local Body. If the expenditure is financially unjustified, the agreement should only be got signed if the local body agrees to pay the unjustified cost.
5. The signed agreement in quadruplicate together with other documents should then be forwarded to Superintending Engineer concerned, through the Xen for acceptance. Steps should simultaneously be taken to submit the estimate to the competent authority for sanction.
6. The estimate/ Agreement will be dealt with by the authorities concerned returned to the Local Office duly sanctioned/accepted in due course, but the work of providing street light points should not be delayed for want of execution of Agreement on the part of the Superintending Engineer which may take some time. However, in case the expenditure is unjustified the work should only be taken in hand after the unjustified portion of the cost is deposited by the Local Body.

(B) Execution of Principal & Supplementary Street Lighting Agreement

The Agreement for street lighting by the Local Body is to be executed on the model form for Public Lighting Agreement, as approved by the Board. In this connection, following points need special attention :

- (i) There should be no over-writing in the Agreement.
- (ii) Corrections and interpolations, if any, should be initialed by all the executants of the Agreement i.e. by the President and the Secretary or by the Executive Officer (as the case may be) in the case of Municipal Committees; and Sarpanch and a Panch in case of Village Panchayats and by Superintending Engineers on behalf of the Board.
- (iii) Mere manuscript filling in the blanks in the Agreement Forms need not be attested by the executants.
- (iv) The date of execution of an agreement (i.e. the date to be filled in the first line of the agreement), should always be written in words such as 'Forth day of April, one thousand nine hundred and ninty five.'
- (v) The number of lamps, their wattages, length of lines in kilometers etc. should also be written both in figures and words in the agreement e.g. 20 (twenty) Lamps, 40 (Forty watts and 4.136 (four decimal one three six) KM.
- (vi) Each page of the agreement should be initialed and the four schedules signed in full by the representative of the Local Body.

Note 1 The space meant for filling the date of execution of an agreement is not to be filled in by the Divisional or Sub Divisional Officers. The date of execution of an agreement should be the date on which the agreement is last signed by any party thereto.

Note 2 While filling Schedule I of the Street Light Agreement, it should be kept in view that at least the requirements of the next five years are taken into consideration so that the necessity of entering into supplementary agreement every now and then is obviated. In the column meant for minimum No. of lamps, the immediate requirements should be entered, whereas in the column meant for 'Maximum No. of Lamps' the probable No. of Lamps, which would be required by the end of 5 years, should be mentioned.

2. As the public lighting Agreement is an important document just as a contract Agreement, the codal rules/instructions on the subject should be followed in preparing the same, whenever applicable.

3. The agreement thus completed in quadruplicate alongwith the various schedules should then be forwarded to Superintending Engineer concerned through Executive Engineer for acceptance on behalf of the Board. Original copy of the Agreement should be retained in S.E.'s Office and the Duplicate one forwarded to the S.D.O. (A.E./A.E.E.) for onward transmission to the Local Body. The 3rd and the fourth copy of the agreement should be made available to the Executive Engineer and the S.D.O. (A.E./A.E.E.) for reference and record.

(C) Disposal Of An Application For Extension In Street Light Points

If the extension in Public Lighting points is covered by the Maximum No. of bulbs in Schedule I of the Principal Agreement, the following procedure should be adopted :

- (i) As soon as a requisition together with a Resolution of the Local Body for extension in Street Light Points is received, Junior Engineer should be asked

to frame the estimate and prepare four copies of Schedule IV which should be got signed from the authorized representatives of the Local Body. If the estimate is found to be financially justified or in the case of its being unjustified the local body undertakes to pay the unjustified cost of the case of its being unjustified the local body competent Authority for sanction whereas Schedule IV in quadruplicate should be sent to the Superintending Engineer through the Executive Engineer. In unjustified cases the work should, of course, be taken in hand after the unjustified cost has been recovered. The original copy of Schedule IV should be kept in record by Superintending Engineer, while the duplicate should be returned to the Local Body. The 3rd and 4th copy of the Schedule IV should be supplied to the S.D.O. (A.E/A.E.E.) and Xen by the S.E.'s Office for record and reference.

- (ii) In such cases where the extension in Public Lighting points is not covered by the Maximum No. of bulbs set forth in Schedule I of the Principal Agreement or wherever some change the wattages of bulbs which is not covered by the Principal Agreement is required, a supplementary agreement in quadruplicate should be got signed from the authorized representatives of the Local Body. The procedure with regard to the execution of the supplementary agreement would be the same as for the principal agreement already described. A regular estimate should be framed to cover the expenditure involved and work should be taken in hand in accordance with the procedure mentioned above.

It should, however, be borne in mind that if the necessity of executing a Supplementary Public Lighting Agreement arises on account of the change in the wattages of lamps or type of fitting, then sub-para (4) should be scored out under the initials of the parties of the agreement.

INSTRUCTION NO. 30

Keeping Applicants Informed about the whereabouts of the Application :

1. All enquiries from the prospective consumers in respect of the disposal of their applications for grant of electric connections should be promptly responded. The consumer should be informed of the action taken on his application as well as its present whereabouts viz. the name of the office to which it has been forwarded and the date on which it has been dispatched.

2. Whenever application is received in an office other than the one to which it relates, it should be forwarded to the concerned office under intimation to the consumer so that he may know where his application is being dealt with.

INSTRUCTION NO. 31

Splitting up of Industrial / Agricultural Loads :

1. **Competence of Approval** – According to the Abridged Conditions of Supply, the consumer shall not without previous consent in writing of the Board, assign, transfer or part with the benefit of his agreement with the Board, nor shall the consumer in any manner part with or create any partial or separate interest there under. As such, a consumer can split up the load only with prior approval of the Board. The authority competent to sanction/accept the original application should authorise splitting up of the load.

The Tubewell consumers may be allowed to split up their load at their own cost i.e. splitting up may be permitted provided the expenditure required to be incurred for splitting of load is borne by the consumer himself.

2. **Service Rental**—It after splitting, the new connections remain at the same place or in the same building or a part of the load is transferred to another

premises and a part remains at the original place, the rentals for the original service line will continue as before and the rentals for the new service line will be according to the standard schedule, provided the expenditure is justified.

3. M.C.G.—Wherever the original connection was governed by M.C.G., it shall have to be ensured that the original amount of M.C.G. is distributed over all the consumers created as a result or splitting up, in the ratio of their loads, if the connections are split at the same place or in the same building. If, however, after splitting, a part of the load is transferred to another place or building, the M.C.G. of the new consumer shall be calculated from the original amount of M.C.G. in the ratio of the load and the consumer will be required to pay M.C.G. so calculated or that at the standard rate of Rs. 60/- per B.H.P. per year whichever is higher. In such a case the M.C.G. of the connection, which remains at the original place, will be reduced in the ratio of the load. In either case the revised M.C.G. on the connection, after splitting, will remain in force for the balance of the period for which the M.C.G. was required to be paid by the original site and the new site, will not be entitled for any benefit of the excess of revenue of the original consumer over the amount of M.C.G.

INSTRUCTION NO. 32

Change of the Site of Connection :

If a consumer wants to shift a connection from one place to another, the same may be allowed by the SDO (A.E./A.E.E.) Xens / S.Es within their jurisdiction subject to loading conditions, provided the consumer :-

- (i) Pays the entire cost of dismantling the existing service, its re-erection at the new site alongwith the cost of any additional material required at the new site and its erection.
- (ii) Agrees to continue to be governed by the M.C.G. already fixed (if any). Such applications for shifting should be given top position in the queue of pending applications for new connections.

The following minimum charges shall be recovered for the shifting of Industrial and Agricultural connections :-

- | | | |
|-------|---|---------------------------|
| (i) | Industrial and Agricultural connection with connected load upto 20 KW. | Rs. 100/- per connection. |
| (ii) | Industrial and Agricultural connection with connected load above 20 KW and upto 100 KW. | Rs. 250/- per connection |
| (iii) | Industrial and Agricultural connections with connected load above 100 KW. | Rs. 500/-per connection. |

Note Whenever a consumer applies for shifting of connection from one place to another, he should be asked to deposit the Minimum Shifting Charges, after which the application should be processed for charge of site.

INSTRUCTION NO. 33

Change of Name :

1. Normally a consumer, in accordance with clause 27 of the Abridged Conditions of supply, shall not, without previous consent in writing of the Board assign, transfer or part with the benefit of his agreement with the Board. However, in case a consumer wants to transfer his connection in the name of somebody else, a request on Board's standard application form by the person in whose name the connection is sought to be transferred, should be made to the local officer of the Board accompanied by the consent of the existing consumer for change of name.

2. As soon as, such a requisition is received, the Jr. Engineer should be directed to visit the premises of the consumer for re-rating the installation so that the new consumer is not held responsible for any alteration in the connected load which may have been effected by existing consumer without the authority of Board. In addition to this the J.E. should check up that all the material of the Board installed at the premises of the consumer is intact and has not been tampered with. He should also find out whether the change in name is motivated by genuine requirements and not for evading payment of any dues. He may also record the probable period since when the new applicant has been in occupation of the premises.

3. In case the J.E.'s report is satisfactory and there is no change in connected load (or where there is a slight change but the existing service line can take up the load) the new consumer should be served with demand notice. It should, however, be kept in view that the issuance of the demand notice should not be delayed for more than 2/3 days of the receipt of the application so that all the formalities in respect of change of name are observed within 7 days particularly where the old consumer has served a notice of 7 days upon the Board for disconnection or change in name, as the old consumer cannot be held responsible to pay the energy charges in terms of clause 19 of the Abridged Conditions of Supply according to which a consumer desiring to release, vacate or leave his premises is required to give to the Board 7 days notice in writing of his intention together with the opportunity for disconnecting the said premises and/or reading the meter or meters.

4. After the new consumer complies with the Demand Notice, immediate action should be taken to take the meter reading so that final bill for the old consumer could be made out and a new Account No. for a new consumer allotted and his account opened in the ledger for issuing him monthly/bimonthly bills. So far as the old consumer is concerned, the amount of the final bill or any other charges due from him should be immediately recovered.

5. Although no physical disconnection or reconnection may be involved in the process of change of name yet a disconnection order in form 'CS-16' in respect of old consumer and a service connection order in form 'CS-12' in the name of the new consumer should be made in the account books. Steps should simultaneously be taken to forward the agreement to the competent authority for acceptance.

6. In such cases where the new applicant is found to be sharing the electric connection with the old consumer or alternatively the old consumer is related to him or would continue to benefit from the supply of energy, an undertaking from the new consumer should be obtained as an additional safeguard. If the application for the change of name is received from such a person who after taking possession of the premises has been utilizing the electric connection held in the name of the old occupant, the change of name should only be effected after he pays the old outstanding dues or at least a reasonable part thereof in proportion to the period he has been occupying the premises.

7. Wherever it is not possible to affect the change of name with in stipulated period 7 days and the old consumer has already served the Board a notice of 7 days, the connection should be disconnected with due notice to the outgoing consumer unless he applies in writing to the S.D.O. (A.E/A.E.E.) to continue supply till the new consumer completes all the formalities.

8. In case of a consumer governed by M.C.G., the limit of seven days will not be applicable in view of para 4 of the Additional condition of supply signed by him, according to which he is responsible for paying MCG plus service rentals for 5 years form the date of commencement of supply even if he applied for disconnection earlier. In such cases the charge of name should be affected only when the new consumer in whose name the connection is proposed to be transferred, duly binds himself to all the responsibilities and liabilities of the original consumer.

Note New consumer shall have to deposit fresh ACD/meter security at latest rates as may be prescribed in the Schedule of General and Service Charges.

INSTRUCTION NO. 34

Reconnection of a Service Line :

The problem of reconnection of service will arise only under the following three situations :

- (i) When the connection had been disconnected for any default or the breach of conditions of supply on the part of the consumer and after the default has been removed, the reconnection is sought to be affected by the original consumer.
- (ii) Where the disconnection was affected on the request of the consumer himself on temporary basis.
- (iii) Where the disconnection is desired by a person other than the original consumer.

2. In the first two cases the reconnection will be effected after the consumer has deposited the reconnection fee as per schedule of General and Service Charges. Reconnection order in form CS-17 will be issued to carry out the job. Normally the supply would be restored on the same terms and conditions as existed before disconnection. However, in case where the period of disconnection has been more than 6 months and the loading conditions have undergone any material change during this period, necessary restrictions as warranted by the new loading conditions may be imposed.

3. In the third situation where the applicant is a person other than the original consumer, the application should be treated as one for a new connection and dealt with accordingly. Reconnection should be effected through CS-12 i.e. service connection order and not CS-17 (Reconnection order) even though service line and the MCB etc. still exist on the premises. However, necessary remarks may be added on the connection order stating that the service line exists which is being reconnected. The old Account No. and the previous consumer's name should also be mentioned. The new consumer will have to pay the monthly service rentals worked out on the basis of the Schedule of Service rentals even if no new expenditure in giving supply is involved or even if the cost of the service line had been paid by the old consumer.

Note-- In the case of reconnection after temporary or permanent disconnection, the original agreement of the consumer should be reviewed and such restrictions may be imposed upon the consumer as the latest loading conditions and other circumstances may warrant and a fresh agreement may be got signed where necessary. Fresh A & A forms may be obtained for applications of reconnection after permanent disconnection.

4. (a) In such a case where reconnection is allowed after a period of six months a fresh test report should be obtained from the consumer, before connecting the premises to Board's supply system.

(b) However, in the case of consumers at Hill Stations where quite often the premises are occupied only for a few months during summer season and for the remaining period they are got disconnected by the occupants before leaving the stations, the submission of Test Reports may not be insisted upon where the reconnection is effected within a period of one year but instead the testing and inspection as enjoined under Rule 47 of the Indian Electricity Rules, 1956, should be carried out by the J.E. who should maintain the record of such tests and instructions in the form of Test Report.

5 (a) When a reconnection to a premises which has been disconnected for non-payment of Board's dues is applied for by a member of the same family or a person jointly occupying the premises with the defaulting consumer and using electricity from his connections, it should not be allowed till the Board's dues including reconnection fee have been paid in full.

(b) However, in genuine cases where the applicant jointly occupying the premises will the defaulting consumer is not related to him and the reconnection will not benefit the old consumer, the reconnection may be allowed after the applicant pays at least a reasonable part of the defaulting amount in proportion to the period he has been occupying the premises and probable energy consumed by him. It should not be difficult for the local staff, who generally come into contact with the consumers, to verify the facts by virtue of the nature of their duties. If, however, the defaulting consumer has vacated the premises and a new applicant applies for re-connection the same should be sanctioned and efforts made to recover the outstanding dues from the former consumer by suitable means.

INSTRUCTION NO. 35

Change of Industry or Addition thereto :

1. Sometimes it may happen that an industrial consumer may like to change or install machinery for some additional industry through spare pulleys and driving shaft on the original motor. Such an arrangement should not be objected to. The Electricity Board as Supplier of energy have no power to prescribe any special machinery or apparatus to be installed by the consumer for the use of energy by him. However, the following may be kept in view :

(i) The sanctioned load or contract demand of the consumer is not exceeded.

(ii) In other cases, the consumer should give an undertaking to pay demand charges/minimum charges on the increased connected load and to restrict his power requirements to the sanctioned load till the sanction of the additional load by the competent authority.

(iii) The use of the new appliances/apparatus to the supply system of the Board and does not in any way interfere with the efficient supply of energy to other consumers.

2. The installation of additional industry within the existing load result in an improved load factor and accordingly, the installation of additional industry within the sanctioned should be welcomed.

INSTRUCTION NO. 36

Disposal of Pending Applications :

At the close of each month an abstract in the Service Register should be prepared by SDO/J.E. incharge of the Sub-Division/Sub Office. The abstract should show clearly the number of pending applications and applications received during the month. The pending applications (especially for tubewell and industrial loads) should be further scrutinized by the SDO (A.E./A.E.E.) personally and necessary action taken to see that (i) arrangements are made to make supply of power available to all genuine demands and (ii) that all non-genuine applications are cancelled after observing necessary formalities and the applicants informed suitably.

INSTRUCTION NO. 37

Connected Load Register (Form 'CS 24')-Directions for Use of :

In every Sub-Division and Sub-office, a connected load register in Form 'CS-24' is intended to be maintained for the following purposes :

- (a) Balancing the load on feeders by phases.
- (b) Anticipating the necessity for augmenting the capacities of feeders, switches, transformers etc.
- (c) Compilation of connection returns.

These registers will be maintained by J.Es and entries made therein in accordance with following instructions :

- (i) The opening entry in the register should be made on 1st January from the connection return for the month of December. If the registers have already been put into force, the totals of the registers up to 31st December should be verified with the actual load and then carried over to 1st January of the next year.
- (ii) A separate register should be used for each sub station.
(For sub stations of smaller capacity only one register may be used allotting portion of it for each sub station).
- (iii) Capacity of the transformer should be written on sheet No. I at the top. Capacity of the switch and cable/conductor should be written against the items provided for this purpose. These particulars need not be repeated on the subsequent sheet unless any change takes place.
- (iv) Capacity of each feeder should be filled in and marked as (a), capacity of the feeder switch should also be filled in and marked as (b). Feeder No. and its capacity should be written as under :--

Capacity K.W.

- (a) 200
- (b) 100

- (v) Capacity of each phase in each feeder should be calculated in KW and entered under the columns headed 'R', 'Y' and 'B' respectively. If desired, the capacity of each phase may also be worked out in amperes and entered below the letter 'R', 'Y' and 'B'
- (vi) The particulars referred to in sub division and (v) should be repeated on each sheet.
- (vii) In the case of 3 phase consumer of each consumer should be shown in column 19 but for the purposes of balancing of the load on various feeders and different phases in a feeder, the connected load of each 3 phase consumer should be proportioned amongst the three phases in a feeder.
- (viii) As soon as a connection or a disconnection is made it should be recorded on the same day in the register, from the Board's installation test report or the disconnection order (as the case may be) and the words 'Entered in CS-24 Page.....' should be recorded on the Board's installation test report or the disconnection order under dated initials of the officials responsible for keeping the register.
- (ix) The exact particulars of each consumer connected or disconnected should be entered in columns 2 to 14 and 16 to 19. In case of columns 20 to 37 progressive totals should be shown only under the columns affected and the figures in other columns need not be repeated.
- (x) Connections will be entered in blue ink and disconnections in red ink.
- (xi) Each Register should be totaled on the last working day of the month and the connection return prepared from this register.
- (xii) The register shall be initialed by the J.E. daily in token of the correctness of that day's entries and signed monthly by the SDO (A.E./A.E.E.)
- (xiii)

INSTRUCTION NO. 38

30.6.97 Supply of Power for Loads exceeding 100 KW :

(a) Supply Voltage

- (i) For deciding the supply voltage for loads exceeding 100 K.W. provisions contained under instruction No. 10 may be referred to.
- (ii) Electrical equipments and Pole 11 switchgears such as Distribution transformer, OCB's etc. may be sold to the prospective consumers, only if these are available as surplus in the stores of the Board.

(b) Starting work in anticipation of receipt of Test Report

Generally the work to provide a connection is taken in hand after the submission of the test report by the consumer in compliance to the Demand Notice issued to him. In case of very large loads, the time taken in arranging material and executing the work for supplying power may be quite long. This may result into the machinery and plant (which might have been installed at a substantial cost) of the consumer remaining idle for a long time. In order, therefore, to curtail the time lag in

the case of large loads between the submission of Test Report, by the consumer and actual release of power to him, the application should be taken out of normal seniority and the work may be started in anticipation of the submission of the Test Report, if the consumer so requires, provided all other formalities including the signing of the M.C.G. undertaking have been completed by the consumer and also provided that the requisite Advance Consumption Deposit has been deposited by the consumer.

The M.C.G. period will start from the date of connection (if the consumer is ready to)

Take the connection by the time Board's work a or from the date of Board's readiness to give supply (for which a notice should be the consumer).

IIINSTRUCTION NO. 39

30.6.97 Reduction of load by consumers :

In some cases the consumers may apply for reduction of loads due to one reason or other and they may also request for refund of Advance Consumption Deposits. Following guidelines are issued to deal with such cases :

1. Consumers who apply for reduction of load may be permitted to do so on production of revised test report.
2. Sanction for reduction of load may be accorded by the authority competent to sanction the total load existing before reduction.
3. Advance Consumption Deposit already obtained from the consumers shall not be refunded. The monthly bills will however, be regulated by the prevalent tariff based on the reduced load.
4. On receipt of revised test report from the consumer the same may be verified immediately in order to check the revised load and to avoid any dispute about the date of reduction of load to such cases.
5. The consumers seeking reduction of load should be asked to give a notice of atleast one month to the Board to process the case.
6. Cases covered by M.C.G. should be governed by Sales Manual (Section -II) in addition to above provisions.
7. No reduction in load should be allowed during the first year w.e.f. the date of release of connection.

SECTION-II
MINIMUM CONSUMPTION GUARANTEE

SECTION II
Minimum Consumption Guarantee
INSTRUCTION NO. 51

M.C.G.—Short Title, Application and Assessment Thereof :

1. Short Title

The M.C.G. (Minimum Consumption Guarantee), as the name implies, is meant to ensure a certain minimum return on the capital investment made by the supplier in giving electric supply to a consumer. It has been observed that sometimes people go in for electric connections without studying in detail the prospects of the trade. When after having been in the trade for some time, they find that it is not a paying proposition, they remove their machinery and ask for disconnection. The lines and equipment provided by the Board thus becomes useless and have to be dismantled involving unnecessary loss to the Board. To guard against such losses, the consumers are required to guarantee a certain minimum consumption so that the investment of the Board does not become in fructuous.

3. Application

The M.C.G. is applicable to all Industrial and Agricultural consumers connected after 1-10-1971 and to such consumers who have entered into a commitment for payment of M.C.G. prior to 1-10-1971. The applicability of M.C.G. to various categories of consumers is further governed as under :---

- (i) In case of Small Industrial Supply, Cottage Industrial and Agricultural Supply consumers, M.C.G. is applicable if the capital cost per KW of the connected load exceeds Rs. 250/- or the total capital cost of the connection exceeds Rs. 4000/-.
- (ii) In case of Medium and Large Industrial supply consumer, M.C.G. is leviable if the capital cost per KW of connected load exceeds Rs. 100/-.
- (iii) All Atta Chakkies, Rice Husking Machine and Saw Mill connection irrespective of the cost involved in giving supply. A composite unit used for any of these three purposes shall also be covered under this category. M.C.G. shall however, not be applicable for such connections in case the consumer pays the entire cost of the service connection in accordance with the Sub-Clauses (iv) below.
- (iv) M.C.G. is not applicable if (a) the consumer, pays the entire cost of service connection (i.e. cost of service line excluding 100 feet free portion) as distinct from the cost of service line or (b) after the consumer has paid the total cost of service line or the unjustified portion of the service line, the balance expenditure to be borne by the Board falls below the limits of applicability of M.C.G. (clause (i) and (ii) above).
Note--- For definition of 'Service Line' please refer to Instruction No. 76.
- (vi) M.C.G. is to be calculated on the basis of the estimated cost of the service connection or a group of service connections. Every possible care should be taken to prepare the estimate correctly.

- (vii) In case of Industrial tubewell consumers covered under a group estimate, M.C.G. is applicable to all of them irrespective of cost involved in giving them individual connections. As such, M.C.G. agreements should be got executed from all such prospective consumers. In the case of backing out of any such applicant (s) to take connection, the M.C.G. amount as per the M.C.G. agreement may be recovered from him/them after giving due notice from the date of Board's readiness to give supply as per Sales Manual Instruction No. 53.

Note—The cost of meter should be included in the estimate cost of service connection for the purpose of calculating the applicability of M.C.G. but the meter rental shall not be included in the amount of revenue for adjustment towards M.C.G.

3. Rates

- (i) The M.C.G. in case of Large and Medium Industrial Supply consumers shall be fixed at 15% per annum of the capital expenditure involved in giving the supply.
- (ii) The M.C.G. in the case of Agricultural and Small Industrial consumers shall be levied at a flat rate of Rs. 60/- per B.H.P. per annum (or Rs. 75/- per K.W. per annum where the load is non motive type).
- (iii) In case of Atta Chakki/Rice Husking/Saw Mill connection, M.C.G. is applicable @ 15% P.A. of the capital cost subject to a minimum of Rs. 60/- per B.H.P.

Note—Above rates are applicable only if the connection is financially justified. In case the connection is financially unjustified the prospective consumer will have to pay the cost of unjustified portion of service line and the M.C.G. at the above rates will be applicable if the remaining cost falls outside the exemption limits as mentioned in sub para 2 above.

4. Period

- (i) The Period of M.C.G. will be five years in all cases, commencing from the date of Board's readiness to give supply or from the date of actual connection. The date of Board's readiness to give supply to the consumer should be intimated to him through a registered A.D. letter and M.C.G. period shall commence from the date of Board's readiness to give supply irrespective of the fact whether the consumer is in a position to avail supply from that date or not.
- (ii) If the total amount of M.C.G. fixed for five years is paid by the consumer in the form of revenue earlier than the expiry of M.C.G. period, the charging of M.C.G. shall cease from that date.
- (iii) In case of seasonal Industries, the period of sixty months will be reckoned according to the actual working months. For example if a seasonal Industrial consumer remains connected for six months in one year, 5 months in the next and so on, the period of MCG will expire when his total working period totals sixty months.

5. Assessment

- (i) The assessment of MCG shall be subject to annual adjustment. However, in case of Atta Chakkies, Rice Husking Machines and Saw

Mills the adjustment would be on half yearly basis. In case of seasonal Industries the assessment will be made at the expiry of working season, during the year, or six-monthly basis if the working season is more than six months.

- (ii) Revenue assessed from sale of power both from industrial and general loads (installed for bonafide factory lighting and irrespective of whether the consumption is within or above 5% of industrial consumption) would be taken into account for adjustment towards M.C.G.
- (iii) Service and meter rentals shall not be included in the amount of revenue for adjustment towards M.C.G.
- (iv) If the annual revenue assessment exceeds the amount of M.C.G. fixed per year for a consumer, than the excess amount of revenue over the amount of guarantee to be paid by the consumer in a year should be carried forward for adjustment during the following year (s), if the revenue assessed during the subsequent year(s) falls short of the amount of M.C.G. However, no retrospective benefit is to be allowed for adjustment in the preceding years on account of the consumption in excess of the M.C.G. amount in subsequent years.
- (v) Surcharge should be levied on the unpaid amount of M.C.G. at the prescribed rates.

INSTRUCTION NO. 52

Restricted Hours Supply :

Rates for the fixation of M.C.G. for restricted hours supply are the same as for unrestricted hours supply. However, no M.C.G. is leviable when supply is given during night hours only, i.e. 10 p.m. to 6 a.m. next day but is leviable when unrestricted off-peak load hours supply is allowed. If a consumer wants to avail of the exemption from levy of M.C.G. during restricted hours supply period(s), the periods of M.C.G. shall then be calculated as the sum total of periods during which unrestricted (or off peak hours) supply has been made available to him. The total time of the agreement in such cases will be extended by the period(s) during which supply is made available on restricted hours basis (excepting off-peak hours). For example, if restricted hours supply is given to a consumer from 1st October 1974 for two years after which the restrictions are removed the consumer will pay M.C.G. for five years i.e. from 1st October 1976 to 30th September 1984. For short or broken periods, M.C.G. may be calculated on pro-rata basis for the period for which unrestricted (including off-peak hours supply) was allowed.

In case, however, the charges for the restricted consumption exceed the amount of M.C.G., the period of M.C.G. shall not be extended.

- 2. Working hours of any consumer governed by M.C.G. are changed, a due notice must be given to the consumer in each case and date of unrestricted supply be entered in the M.C.G. Form as well as M.C.G. Register so that the period of M.C.G. is calculated correctly.

INSTRUCTION NO. 53

Recovery of M.C.G. Amount :

1. When connection is not availed initially – If an applicant, who has signed the M.C.G. Form and has been notified by the local office about the date of readiness to give him supply, does not seem to prepare himself for taking supply, he should after a reasonable time be served with a Registered A.D. Notice that in case he does not take supply the line erected for him by the Board shall be dismantled and all expenses and losses incurred in erection and dismantlement including M.C.G. and rentals upto the date of dismantlement will be recoverable from him and also in the event of dismantlement of the line a fresh application from him shall not be entertained. If the applicant does not respond to this notice within a reasonable time (which should be specified), say a month a further notice of one week should be served upon him and still if there is no response, the line should be dismantled under orders of the competent authority and appropriate steps taken to recover the dues of the Board.

2. Disconnection before date of expiry of M.C.G. period

- (a) Whenever a consumer governed by M.C.G. wants permanent disconnection of his electric connection before the expiry of M.C.G. period, he may be given the following options :-
- (i) To pay M.C.G. and rentals for the remaining period of M.C.G. from the date of disconnection till the expiry of the period of M.C.G., including arrears, if any ; or
- (ii) to pay M.C.G. and rentals up till the date of disconnection plus all expenses and losses incurred on erection and dismantlement of his service line.
- (b) A case may arise where an industrial consumer governed by M.C.G., may opt for alternative (ii) above, but at the time of disconnection, the service line originally erected for him is found to be tapped off and used for some other consumer(s) with the result that the common portion of the service line becomes a sub main and cannot, therefore, be dismantled. In such cases, it has been decided that it will be quite fair that the consumer should in such cases, it has been decided that it will be quite fair that the consumer should in addition to the paying of M.C.G. and rentals upto the date of disconnection, pay only the cost of erection charges of his original service line plus the dismantlement charges and losses, if any, for that portion which is actually to be dismantled.
- (c) The accounts of the consumer governed by M.C.G. shall be adjusted in accordance with the above provision in these cases also, permanent dis-connection is effected due to non-payment of the Board's dues by the consumer.

INSTRUCTION NO. 54

Reduction Or Extension In Load – M.C.G.

1. M.C.G. before Start of Works

It the prospective consumer applies for reduction or extension in load before the works for providing the connection are taken in hand, the estimate should immediately be recast. In case the revised expenditure is found to be financially justified on the revised load, fresh M.C.G. should be calculated as per instructions on the subject and prospective consumer asked to sign additional conditions of supply afresh. In case the expenditure is found to be unjustified, action may be taken as in the case of new unjustified load.

2. M.C.G. after completion of Works-Extension of Load

If, however, the request from the prospective consumer regarding increases in load is received after the works for catering his originally applied load have been completed, it would be desirable to find out if the laid out works are suitable for the new load or not. In case of extension of load if these are found to be suitable, the amount of M.C.G. should be enhanced in proportion to the newly applied load in respect of 'AP' & 'SP' supply but no change will take place in case of 'MS' and 'LS' consumers, (because in the case of 'M.S.' and 'L.S.' consumers M.C.S. is proportional to the cost of the works which remains unaltered). In case of works already laid are not found to be suitable and the additional expenditure is justified to meet the extra load, the annual rate of M.C.G. should be enhanced in proportion to the additional load or expenditure to be additionally incurred as the case may be, if the additional expenditure is unjustified, the unjustified portion of the cost may be recovered and annual rate of M.C.G. should be enhanced on the basis of load or justified expenditure.

3. M.C.G. on Reduction of Load

In the case of reduction in load, an estimate of expenses for catering the reduced load may be prepared and compared. If the difference is nominal say upto 5% , the M.C.G. should be reduced and a new agreement from the consumer be got signed. If, however, the works installed are found to be substantially more expensive than actually required for the reduced load, than the consumer may be given the following options:-

- (i) to pay in lumpsum the difference between the existing cost of works and the works actually required for reduced load, in which case MCG on reduced load/cost will be leviable; or
- (ii) pay the cost of erection, dismantlement of original work and the losses involved in modifying the works and pay only reduced M.C.G. or
- (iii) paying the M.C.G. at the original rates for the balance period of M.C.G.

4. Example illustrated below should be followed when an A.P./S.P. consumer applies for extension in load and the resultant load becomes more than 20 KW.

Example	(i)	Load originally connected=20 BHP (14.8 KW)	
	(ii)	Date of connection	=1.7.72
	(iii)	M.C.G.fixed per annum for five years	=Rs. 1200/-
	(iv)	Additional load applied for	=10 BHP
	(v)	Additional cost incurred in providing extension in load	=Rs. 3500/-
	(vi)	Amount of M.C.G. on additional load	$= \frac{3500 \times 15}{100}$ =525/-
	(vii)	Total M.C.G.	=1200+525 =Rs. 1725/-
	(viii)	Date of connection of additional load	=1.8.74.

M.C.G. @ Rs. 1200/- per annum will be recoverable upto 31-7-74. Thereafter upto 30-6-77 M.C.G. would be recoverable @ Rs.1725/- per annum, from 1-7-77 to 30-7-79 the rate M.C.G. would be Rs. 525/- per annum and shall be adjusted against the pro-rata revenue from the additional load.

5. Extension in load where M.C.G. is not leviable on Original Load :

There may be certain cases of extension in load, where M.C.G. is not leviable on original load, but the same becomes applicable on the additional load, because the estimated expenditure to provide it is found to fall beyond the exemption limits for applicability of M.C.G. (or the load is for a Atta Chakkie, rice-Hosking Machine/Saw Mill). Normally in such cases only a single meter is provided to record the consumption of the whole industrial load. The adjustment of annual M.C.G. in a case of this type should be regulated as per following example :

Suppose the original load (on which MCG is not leviable) is	=5 BHP
Additional load on which MCG is leviable	=15 BHP
Total yearly revenue (excluding rentals) of the entire load:	=Rs.800/-
Pro-rata revenue for 15 BHP load on which MCG is leviable	$= \frac{800 \times 15}{20}$
	=Rs. 600/-
Annual M.C.G. for 15 BHP load @ Rs. 60/- per BHP per annum	=Rs. 900/-
Amount of MCG recoverable	=900-600
	=Rs. 300/-

M.C.G. in the above manner would be leviable for a period of 5 years from the date of release of additional load.

Note--- In case the original load of 5 BHP is also utilized for Atta Chakkie etc.,

The M.C.G. shall be worked out on 20 BHP in the usual manner.

INSTRUCTION NO. 55

Change of Name :

The change of name in case of M.C.G. consumers should be affected only when the new consumer in whose name the connection is proposed to be transferred, duly binds himself to all responsibilities and liabilities of original consumer and sign additional conditions of supply regarding M.C.G. for a period which falls short of five years from the date of enforcement of M.C.G.

INSTRUCTION NO. 56

Splitting up of Industrial Load :

1. The splitting up to load of a consumer governed by MCG should be permitted only if all the consumers as a result of splitting up of load agree to and bind themselves to pay the M.C.G. for the balance period.

2. If the connection after being split up remains in the same premises, the amount of M.C.G. fixed for the original consumer should be distributed in the ratio of the load among all the consumers created as a result of splitting. If, however, after splitting up a part of the load is transferred to another building or place the M.C.G. of

the new consumer shall be calculated from the original amount of MCG in the ratio of the load and the consumer will be required to pay M.C.G. so calculated or that at the standard rate of Rs. 60/- Per BHP per year whichever is higher in such a case the M.C.G. of the connection which remains at the original place will be reduced in the ration of the load.

3. The revised M.C.G. on the connections, created as a result of splitting up will remain inforce for the balance period falling short of 5 years from commencement of guarantee in the case of original consumer. The new consumers after splitting up of load will not be entitled to any benefit of the excess of revenue paid by the original consumer over the amount of M.C.G.

INSTRUCTION NO. 57

Levy of MCG when Service Line is Tapped :

Some of the industrial consumers having long service lines and paying heavy service rentals sometimes resort to the practice of getting another 3 phase connection just near the old connection, in his own name or in the name of some other member of the family or some relative with the sole intention of escaping the payment of heavy service rentals. As the second connection is just near the old connection, the cost involved in giving the connection normally works out to be less than Rs. 250/- per K.W. or Rs. 4000/- per connection in case of 'A.P.' and 'S.P.' consumers and Rs. 1000/- per KW in case of 'M.S.' and 'L.S.' consumers and as such, no M.C.G. is leviable. In order, therefore, to safeguard the interests of the Board, not with standing the cost involved in giving the connection, M.C.G. should be levied on the new connection @ Rs. 60/- per BHP or at the prescribed rates for various categories, which-ever is higher, for a period of 5 years.

INSTRUCTION NO. 58

Atta Chakkie/Rice Husking Machine/ Saw Mill Load-Application of MCG :

Various types of Atta Chakkie/Rice Husking Machine/Saw Mill Load applications should be dealt with as under :_

- (a) Where the existing load is for Atta Chakkies/Rice Husking Machine/Saw Mill.**
 - (i) Extension of Load—In case where the original connection is governed by M.C.G. the M.C.G. should be levied on the additional load @ Rs. 60/- per BHP per annum for five years, irrespective of the fact whether any additional expenditure is involved or not.
 - (ii) Change of name—In such cases, M.C.G. should not be applied if the original connection was not governed by M.C.G.
 - (iii) Change of Atta Chakkie/Rice Husking/Saw Mill connection to another Industry—In this case, M.C.G. will not be applicable from the date of change of Industry, unless of course, total cost of connection exceeds the minimum limit for applicability of M.C.G.
 - (iv) Addition of other Industrial load on the existing load of Atta Chakkie/Rice Husking/Saw Mill on the same Motor—M.C.G. should be levied in such cases in proportion to the 'total load' after addition.

- (b) **Where the existing load is for other Industry and application is for Atta Chakkie/Rice Husking/Saw Mill**
- (i) Extension of Load—M.C.G. may be applied on additional load of Atta Chakkie @ Rs. 60/- per BHP per annum for a period of 5 years irrespective of the cost involved in granting such extension.
 - (ii) Change from some other initially declared industry to Atta Chakkie/Rice Husking Machine/Saw Mill—M.C.G. @ Rs. 60/- per BHP per annum should be levied for a period of 5 years on these consumers from the date the change is effected.
 - (iii) Addition of Atta Chakkie to the Existing load of some other industry on the same motor—same as per b(ii) above.
- (c) **Reconnection of Idle Service**
Where the application, where reconnection of idle service is involved, is for Atta Chakkie/Rice Husking/Saw Mill Load, then M.C.G. will be applicable on the applied load @ Rs. 60/- per BHP per annum for a period of five years.

INSTRUCTION NO. 59

Revision of Amount of M.C.G. :

Whenever a consumer represents that he has been unnecessarily hard hit because of the overestimation by the staff of Board and there is a variation of more than 5% in the actual and the estimated costs, the estimate should be revised as per actuals and the amount of M.C.G. should be refixed. Before giving any relief it should, however, be ensured that the difference in cost is either due to the excessive rates charged in the estimate or due to some change in design etc. which entailed the use of lesser material in providing the connection. No benefit should, however, be allowed where the decrease in cost of work is on account of reduced rate of dismantled or old materials.

INSTRUCTION NO. 60

Power to waive off or to shift the period of M.C.G. :

Following officers are authorized to shift the period of M.C.G. or waive it off completely where the Agricultural/Industrial connection cannot work efficiently due to natural causes beyond the control of consumers :

- | | | | |
|----|-------------------------|---|----------------|
| 1. | Chief Engineer | : | Full Powers. |
| 2. | Superintending Engineer | : | Upto Rs. 200/- |

INSTRUCTION NO. 61

Seasonal Industries :

Atta Chakkie/Rice Husking Machine/Saw Mills and any other industries which run during certain period of the year by virtue of their nature of production will be treated as seasonal industries.

It will be imperative on all such consumers to inform at the beginning of the each year to the local SDO (A.E./A.E.E.) the months in which he intends to run his industry.

The local SDO (A.E./A.E.E.) will get the M.C.G. agreement executed from such consumers in accordance with instruction No. 51 (4) (iii) in view i.e. instead of 5 years, M.C.G. shall be applicable for 60 working months.

Note---- The term Atta Chakkies will include Chakkies crushing all sorts of grains irrespective of the quality of the products obtained.

SECTION-III
SERVICE LINE AND SERVICE RENTALS

SECTION III

Service Line and Service Rentals

INSTRUCTION NO. 76

Definition and Elements of Service Line :

The term 'Service Line' means an electric supply line through which energy is, or is intended to be supplied to a consumer either from Board's distributing mains, sub mains or immediately from the substation. For the purpose of levy of rentals, it includes every thing necessary for supply of energy upto the meter. The leading-in-case from the bracket to the meter should also be included in the length of service.

2. The service line (for which a consumer has to pay either in lumpsum or in the form of rentals) may comprise of the following elements :

A. If an H.T. service

- (a) Length of H.T. line (measured from the nearest pole on Board's mains upto meter) which is required exclusively for the consumer and does not form part of the Board's system.
- (b) H.T. Switchgear.
- (c) Lightning Arrestors.

B. If an L.T. Service

- (a) Length of H.T. line (if any), which is required exclusively for the consumer and does not form part of the Board's system (measured from the nearest existing pole on Board's mains).
- (b) Length of L.T. service line which is required exclusively for the consumer (measured from the nearest existing pole on Board's mains upto the meter).
- (c) L.T. Switch including L.T. cables from the switch (or from the transformer) if such is installed by the Board.
- (d) Cut-out.

Note—(i) While calculating service rentals in the case of an L.T. service line, cost of transformer, expanded metal frame work, H.T. Switchgear and lightning arrestors would not be included in L.T. service but if an L.T. switch on the L.T. side of the transformer is to be installed, it should be included.

- (ii) Cost of such items of equipment on which the monthly meter and equipment rentals are levied in accordance with the item No. 4 of the Schedule of General and Service Charges shall, not be included while working out the cost of service line for the purpose of levy of service rentals to avoid duplicate levy.

INSTRUCTION NO. 77

Service Rentals-Method of Calculation :

1. Monthly Service Rentals are calculated at the rates specified in the Schedule of General and Service Charges. In order that the rentals are worked out

correctly, it is very essential to prepare the estimates as accurately as possible on the basis of new material so as to ensure that the difference between the estimated and the actual cost does not exceed 5 %.

2. Wherever on representation from the consumer the difference is found to exceed 5% but provided the reduction in cost is not due to the use of any depreciated or old material at a lesser rate than the rate of new material of the same specifications, the estimate should be revised and the rentals worked out again and got approved from the authority, who had approved the previous rentals.

3. Service rental shall not be leviable on the 1st 100 ft.(or 30.48 meters) of the service line. The method of working out the rentals is as under :-

Supposing cost of 304.8 metre long service line.	=Rs. 20,000/-
Cost of service line excluding	
	=Rs. $\frac{20,000 \times 274.32}{303.80}$
30.48 metre long service line (length of free service line)	=Rs. 18,000
Monthly Line rentals @ 1.5 paise per	=Rs. $\frac{18000 \times 1.5}{100}$
Rupee of the estimated cost.	=Rs. 270/-

4. The new service rentals to be charged after augmentation of a service line for purposes of releasing additional supply should be worked as under :-

(i) Suppose the monthly service rentals (based on the length of line in a particular case)	=Rs. 112.70
(ii) Cost of augmentation in providing an additional load (in respect of service line)	=Rs. 11500.00
(iii) Additional Monthly Service Rentals :	= $\frac{11500 \times 1.5}{100}$ =Rs. 172.50
Therefore, Total Monthly Service Rentals :	=Rs. 112.70+172.50 =Rs. 285.20

INSTRUCTION NO. 78

Option of paying either the monthly rentals or entire cost of service line :

1. In accordance with Instruction No. 12, a consumer has the option either to pay the cost of service line and equipment other than the meter in lumpsum or to pay monthly service rentals as per schedule of General and Service Charges.

2. Should, however, a consumer who in the first instance elects to pay the monthly rentals, afterwards desires to pay in lumpsum the cost of the service line, no refund is to be allowed to the consumer for the rentals previously paid by him and the entire cost of the service line (leaving 100ft. or 30.48 metre free) as originally estimated by the Board should be recovered from the consumer. The levy of monthly service rentals should cease from the date, the entire cost of service line is paid by the consumer.

INSTRUCTION NO. 79

Cable connection from a distant Sub-Station :

If in any case, in the interest of the Board, a cable connection is given from a distant sub-station where an aerial line from the nearest pole would have served the

purpose from the point of view of the consumer, the consumer should be charged on the estimated cost of the service from the nearest pole, rather than on the cost incurred by the Board in laying the service from the nearest pole, rather than on the cost incurred by the Board in laying the service from the sub-station. This fact shall, however, be considered by the authority competent to sanction the estimate and approval accorded in this respect.

INSTRUCTION NO. 80

Reduction or Extension in Load-Effect on Service Rentals :

- (a) If the service is not augmented and no additional expenditure is incurred by the Board to supply the additional load, the same rentals should continue to be charged.
- (b) If, however, the service line is augmented for the additional load, the revised rentals should be calculated on the cost of the augmented service as illustrated in Instruction No. 77.
- (c) In case of reduction in load, service rentals shall not be revised.

INSTRUCTION NO. 81

Charging of Rentals on permanent or Temporary Disconnection :

No service rentals are recoverable from the consumers when they are disconnected permanently. In the case of consumer governed by M.C.G. desiring permanent disconnection before the expiry of M.C.G. period, the rentals will be recoverable from him along with the M.C.G. from the date of disconnection till the expiry of the period M<G, if he opts for alternative (i) under Sub Clause 2 (a) of the Sales Manual Instruction No. 53.

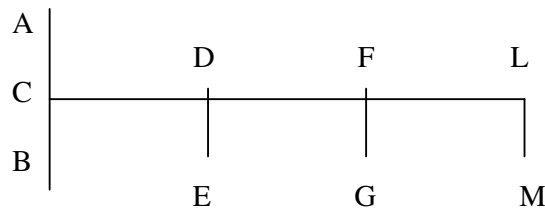
In the case of temporary disconnection, service rental will be recoverable from the consumer as per the Schedule of General and Service charges as the Board cannot dismantle the service lines in such a case. On reconnection, the consumer will however, again be governed by schedule of General and Service Charges.

Note—The above instructions shall also apply in the case of seasonal industries.

INSTRUCTION NO. 82

Apportionment of service charges when a new service is tapped off from an existing service :

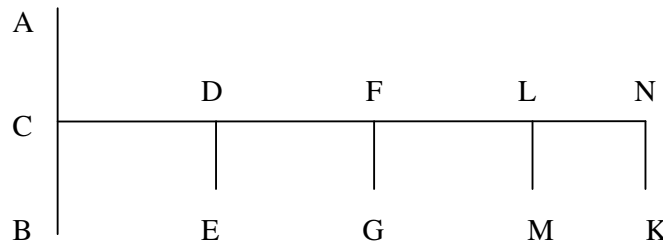
1. (a) Single Phase Services—When a consumer applies for a single phase connection (generally Domestic or Non Residential connections) and the same can be given to him direct from the Board’s main without laying an extension or submain, then provided the connection is financially justifiable, he shall be charged according to Schedule of General and Service Charges. If subsequently, at locality apply for single phase connections then the original service may be augmented upto the point of take off of the second service from the Board’s mains, and provided the connection is commercially justifiable, the consumer should be charged as under :--



Let AB be the Board's main and C point of tapping off from the Board's main. When there is only one consumer E, he will be charged service rental for the portion CDE. If subsequently another consumer G comes, the portion CD becomes a submain and consumer E is charged for the portion DE and consumer G for the portion DFG.

(b) If later on another single phase consumer M comes up the portion CF becomes a submain and consumer E is charged for portion DE, consumer G for the portion FG and the consumer M for the FLM and so on.

2. (a) If a (single phase) connection is given from the Board's main and subsequently a consumer applies for a three-phase (industrial or general) connection, then the original service should be augmented provided the connection is financially justifiable, the consumer should be charged as under :-



Let AB be the Board's main and C the point of tapping off, DE a single phase service and FG a 3 phase service. When there is only the single phase consumer E connected to the Board's mains, he will be charged for the portion CDE, but if later on a three phase consumer G comes on, consumer E will be charged for the portion DE and consumer G for the portion CDFG. If later on a another three phase consumer M comes, then consumer G will be charged for FG and consumer M for the portion FLM. If, however, another single phase consumer K comes after the three phase consumer M, then the consumer K will be charged for the portion LNK and the three phase consumer G&M continue to pay as before for the portion FG and FLM respectively and so on.

(b) Sub-main or any subsequent augmentation there of being an extension of the Board's mains in the above cases, should be estimated for separately (under the minor head 'Mains') and the necessary sanction obtained from the proper authority. The justification slip must take into account the cost of the submain as well as that of the service.

3. (a) **Three phase Service**—If a three-phase service is required off the Board's mains at certain point, and if at the same or a subsequent time one or more other three phase services are required by consumers, in the same vicinity, then if it is not considered an economical proposition to give separate services from the Board's mains to new consumers, the original service (if already laid) may, if found necessary, be augmented, upto the point of take off of the second consumer farthest from the Board's mains (or, if no service has already been laid, a sub-main may be laid upto that point) and the common portion of the service or submain) upto that point may be considered as an extension of the Board's mains and referred to as a submain, provided the combined loads of the new consumers show financial justification for the cost of said submain as well as the service taken off therefrom.

- (b) The lengths of these services would, then, be as measured from the point of tapping off from the submain and consumers would be charged according to the schedule of General and Service charges.
- (c) The treatment of the submain would be as described in the last clause of paragraph 2 above.
4. If, however, any three phase service line is tapped for a 3 phase supply or extended on all the phases for giving single phase connections to some new consumers, the line upto that particular consumer's premises becomes a common submain on all the three phases and as such the consumer deserves the remission of rentals.

INSTRUCTION NO. 83

Revision of rentals :

The following officers are competent to approve the reduction in Service Rentals of an existing consumer when his service line is tapped off for giving supply to some other consumers :

SDO (A.E./A.E.E.)	In all cases where the cost of Originally sanctioned estimate Does not exceed Rs. 5000/-.
Executive Engineer	All cases which fall beyond the Competence of S.D.O. (AEE/AE)

2. The requisite relief in respect of reduction of rentals should normally be afforded within a maximum period of one month from the date, the new connection has been allowed. The whole process should be automatic and the case need not be kept pending till a request is received from the consumer.

3. The revision of service rentals should be carried out as under :-

Suppose the length of service line is	=430.48 Metre
Length of service line for which rentals Are being charged (excluding 30.48 Mtrs free)	=400 Mtrs.
Monthly service rental being charged	=say Rs. 240/-

Suppose the above service line is tapped off for providing some new connection at a distance of 100 mtrs from its point of Tee-off, the rentals, if admissible under instruction No. 83

shall be reduced to
$$= \frac{240 \times \text{New Chargeable length}}{\text{Original Chargeable length}}$$

Or, Rs.
$$= \frac{240(330.48 - 30.48)}{(430.48 - 30.48)}$$

=Rs. 180/--only.

INSTRUCTION NO. 84

Service Equipment Charges :

As separate monthly equipment rentals are recoverable under item 4 of schedule of General and Service Charges in respect of service equipment, it is very essential to ensure that the cost of the various items of equipment are not included in the cost of service line while working out the rate of monthly service rentals. Accordingly, the following items, normally used in providing an L.T. service connection, should be excluded from the list of expenditure on which service rentals are leviable :-

- (i) Iron clad switch/york-shire or kit-kat fuses installed at the point of tee-off the service line.
- (ii) Kit-kat fuses and the neutral link provided at the commencement of supply or in the M.C.B.
- (iii) Cost of M.C.B. and the fixing rag-screw bolts.

2. However, in the cases where the capacity of the L.T. energy meter is more than 50 Amp. Or in case of H.T. meter i.e. in cases falling under item 4 (iv) of the schedule of General and Service Charges, all such costs which have been included while working out the monthly meter and equipment rentals (which are to be levied in addition to the service rentals) shall be excluded from the cost of service line for the purpose of working out the service rentals to avoid any duplicate levy.

3. The various item of equipment in the case of a H.T. Service would normally consist of the following :-

- (i) H.T. O.C.B./G.O. Switch together with the fuse unit at the point of tee-off of the service.
- (ii) Lightning Arrestor.
- (iii) Circuit Breaking arrangement and fuses at the point of commencement of supply.
- (iv) Meter-Cup-Board and the supporting for meter etc.
In case of H.T. Supply, also, rentals may be worked out as per the provisions in para 2 above.

SECTION - IV
METERING AND METER RENTALS

SECTION IV

Metering And Meter Rentals

INSTRUCTION NO. 101

Providing an Energy Meter :

A correct energy meter of suitable capacity is installed at each of commencement of supply on the premises of the consumer for measuring the energy supplied to him in term of Section 26 of the Indian Electricity Act, 1910, which interalia states "In the absence of an agreement to the contrary the amount of energy supplied to a consumer or the electrical quantity contained in the supply shall be ascertained by means of a correct meter and the licensee shall, if required by the consumer, cause the consumer to be supplied with such a meter."

2. The consumer may, if he so elects, cause his own-meter duly tested at the Board's Laboratory or tested by Chief Electrical Inspector to H.P. Government to be installed which will be sealed by the Board.

3. Only four digital energy meters (reading upto 9999) shall be used for general consumers in urban areas covered by Municipal Committees, Corporation and Notified Area. Committees irrespective of the connected load and in rural areas with connected load exceeding 0.5 KW. Three digital energy meter (reading upto 999) may be used only in case of rural consumers having connected load less than 0.5 kw, after due testing and recalibration in the M&T laboratories.

INSTRUCTION NO. 102

Site for Installation of Meter :

In accordance with clause 14 of the 'Abridge Conditions of Supply' the Board reserves to itself the right to fix the position of the meter.

2. The energy meter should be installed at the commencement of supply, as far as possible just near the entrance of the premises, so that it is easily accessible to the Board's employees for reading and testing etc.

3. It should be installed at a dry place. If any doubt exists that the location selected for the meter might not be dry under all conditions of weather, it should be installed in a water-proof case. Where meters are installed in very dusty places such as in Rice Mills, Flour-Mills or Saw Mills, Surkhi or Lime Stone Mills, it must be installed in dust tight boxes and inspected and cleared at intervals not exceeding 3 months.

4. The site of the meter should be selected with due regard to consideration of economy as well as the convenience of the Board employees in the discharge of their duties. As far as possible, the meter should be installed at a place where entry into purdah or religious places is not involved for reading, checking or testing etc.

INSTRUCTION NO. 103

12.6.97 Meter Sealing :

After the meter has been tested in the M & T laboratory and found to be working within the limits of accuracy, the cover of the meter, which encloses the vital mechanism for the measurement and the recording of the energy consumed, lest

it should be tampered with by any unauthorized person, will be sealed by the M & T Organization. The meter cover seals originally affixed by M & T unit should not be tampered with by other employees of the Board. This meter terminal and M.C.B. seals will be affixed by the Board Officials in accordance with the following instructions :-

- A. Domestic/Non-Residential Connections.
 - (a) Sealing of Meter Terminal cover and Meter portion of M.C.B. is to be done by the Junior Engineer.
 - (b) Sealing of cutout and cut out portion of M.C.B.
 - (i) Urban areas ----By J.E.
 - (ii) Rural Areas ----By The authorized line staff.
- B. Sealing of Meters in Respect of Board's Employees
 - (i) Meter Terminal and Meter portion of M.C.B ----By SDO (A.E./A.E.E)
 - (ii) Cutout and cutout portion of M.C.B. --- By J.E
- C. Agriculture/Small Power and Medium Supply Consumers.
Same as in case of Board's employees (at B.)
- D. Large Supply Metering, where CTs./P.Ts. are involved.

The Executive Engineer incharge of the Division will seal all the secondary metering equipment. The M.D.I. knobs should be sealed by the SDO (A.E./A.E.E.) as he is required to take monthly readings. The connections can initially be given by the SDO (A.E./A.E.E.) but the Executive Engineer should check the connection and affix his seal on meter terminal covers and other secondary metering equipment with 15 days.

- Note:-**
1. In cases where the meter cup boards of single compartment type have been installed and there are no separate compartments for housing meters and cutouts, the meter cup boards should be sealed by the same officials/officers who are required to seal the cutout portions of the meter cup boards in respect of the various categories of consumers as per the aforesaid instructions.
 2. All such meters through which power is consumed by the employees of the Board have to be sealed by the concerned SDO(AE/AEE) irrespective of the fact whether the connection is in the name of the employee or any other private individual.
 3. At the time of release of connections, consumers signatures should be obtained for M & T seals besides Meter Terminal seals being intact.

INSTRUCTION NO. 104

Resealing of Energy Meters :

Meter Terminal Cover, Meter Cup-Board and Cut-out Seals

It should be ensured that seals affixed by the Board on the metering equipment always remain intact. Whenever breakage of seal comes to notice, the same should be replaced by the authority who had originally affixed it without any undue delay. In such cases where it is established that the seals were not broken by the Board employees but were affixed at the time of providing the connection, the

necessary charges for re-sealing as provided in the Schedule of General & Service Charges should be recovered. Before resealing the meter terminal cover it should be ensured that the *terminal connections of the meter including connection of C.Ts & P. Ts* are in order. Further, the record of monthly consumption of such a consumer should also be seen to verify if his consumption in the last few months has not been abnormally low. In such a case depending on its merits and if there is strong suspicion of some foul play, the account of the consumer may be adjusted for a period not exceeding 6 months retrospectively.

2. Meter Cover (M & T) Seals

In addition to recovering the resealing charges, as provided in the schedule of General and Service Charges, it has further to be ensured that the seal has not been broken by the consumer intentionally with a view to indulge in theft of energy by tampering with the internal mechanism of the meter. In order, therefore, to plug this potential source of leakage of revenue, the following procedure should be adopted whenever any cases of the breakage of M & T or Meter cover seal comes to notice.

- (i) Meter Inspector/J.E. should immediately be deputed to visit the premises to find out by actually testing the meter at site (by putting on some load of known wattage and counting the revolutions of the disc for known period to be determined with the help of a stop watch) whether the meter is working within the permissible limits of error. In such cases where the meter as a result of such testing is found to be running slow, say by more than 10% the consumer should be asked to give an undertaking in writing before meter is replaced that he will pay the additional charges if the meter is found to be running slow through actual testing by XEN, M&T. However, in such a case where the meter is found to be inoperative or is suspected to have been tampered-with, the consumer should be asked to deposit the cost of the meter which should be kept under P.W. deposits adjustable on receipt of the report of Executive Engineer, M & T. As for billing the consumer for the period the meter remained inoperative or inaccurate, the procedure adopted in case of inoperative meter should be followed.
- (ii) After removing the old meter a new meter should be installed after charging meter changing fee in addition to resealing charges as per Schedule of General & Service Charges. The meter on removal should be sent to the M & T laboratory within a maximum period of 15 days & the account of the consumer should be adjusted immediately on the receipt of the test results from XEN, M & T, whose report shall be got expedited within a month.

INSTRUCTION NO. 105

Installation of separate meters for segregating large and small loads at Industrial Premises:

Normally, all the energy meters tested and calibrated in accordance with the Indian Electricity Rules, 1856, would function accurately upto 1/10th of full load. As such the possibility of an error creeping in the recording of consumption would take place if a load with a rating below 1/10 capacity of the meter is run

individually. In order to safeguard the financial interest of the Board and to plug the leakage of revenue, it is very essential to separate meter. Whereas it may not be expedient to resort to separate metering in all cases its necessity becomes acute in cases where there is a marked difference between the ratings of various motor(s), for example in the case of Steel Rolling Mills where the load generally consist of one (or two) big motor(s) of capacity (say 200 H.P.) for rolling mill and a few motor(s) of a comparatively very small capacity (say 5 to 10 HP) for doing small repair jobs and water pumps. In such a case, the consumer should be asked to separate out his circuits in such a way that the consumption of 200 HP motor(s) is measured by an energy meter of required capacity and a separate meter is installed for measuring the energy consumed by small loads. However, in a case like that of Weaving or Spinning Mill or a workshop where the total load (of say 500 H.P.) constitutes of a large number of small motors working simultaneously, there is no need of installing separate meters.

2. Whereas it may not be possible to lay down any hard and fast rule to determine the necessity of installing a Separate meter, yet by keeping in mind the main underlying idea of ensuring maximum possible effective metering and by properly studying the loading pattern, the ratings and capacities of the energy meters and consumers energy consuming apparatus, it should not be difficult to decide whether the installation of a separate meter for small load is required or not.

3. It may, however, be pointed out that installation of an additional meter will not constitute a separate connection but should be treated as one connection for the purpose of billing. The rentals for the additional meter should, however be recovered. So far as the method of billing is concerned, the M.D.I. should be installed alongwith the big capacity meter and no M.D.I. need to be installed for meter of lower capacity. *At first, the bill on the basis of the Demand Charges and energy charges recorded by the higher capacity meter may be prepared and average rate per unit be calculated. The charges for the energy consumption recorded by the small capacity meter should then be calculated by applying this average rate, and added to amount already arrived at to complete the total billing for supply of industrial power.*

INSTRUCTION NO. 106

12.6.92 Security to be Deposited if Meter is Supplied by the Board :

If the prospective consumer desires the Supplier to supply and install the meter on monthly rental basis he will have to deposit the meter equipment security at the rates as may be prescribed in the schedule of General and Service Charges, while applying for connection, in addition to the Advance Consumption Deposit.

INSTRUCTION NO. 107

12.6.97 Meter Hire if the Meter is Supplied by the Board :

In addition to paying the meter/equipment security a consumer will have to pay the monthly meter rentals in accordance with Schedule of General & Service Charges, if the meter is supplied by the Board.

INSTRUCTION NO. 108

Responsibility of the consumer in respect of loss or damage :

As per Clause 16 of the Abridged Conditions of Supply the consumer would be solely responsible for any loss or damage to the meter whether caused maliciously or through culpable negligence or default on the part of the consumer or any of his employees, and shall be responsible for paying the cost of repairs, or of the

meter itself if the same is declared to be irreparable by the Xen, M & T , in accordance with the following procedure :-

- (1) Repairable Meters : Actual cost of repairs as intimated by XEN, M & T.
- (2) *When Meter has been fully Burnt/Damaged* : Cost of new meter i.e. Stock issue rate plus Storage charges or the market rate whichever is higher, plus supervision and departmental charges.

INSTRUCTION NO. 109

Procedure to be followed when a meter is reported to be damaged or burnt:

1. In order to avoid consumer's complains and to safeguard the interest of the Board as well as that of the consumer it is necessary that a thorough and detailed enquiry be made whenever a meter on the consumer's premises is reported dead stop, damaged or burnt. Before the meter is replaced the site should be inspected by SDO (A.E./A.E.E.)/J.E. in each case. However, ordinary cases of general meters reported dead stop by meter Clerks and Meter inspectors/(J.E.-Installation) may be inspected by the J.E. The SDO (A.E./A.E.E.)/J.E. should carry out investigation and record his report on the following lines to determine as to what extent the damage to meter is due to the default/negligence on the part of consumer, as per provision laid down in clause 16 to the Abridged Conditions of Supply.

- (i) Whether the seal of M.C.B, meter terminal cover/meter cover (and of P.T. and C.T. fuses, if installed) are intact.
- (ii) Whether there are any unauthorized extensions.
- (iii) Any outward and physical sings of damage.
- (iv) Any leakage of rain water in to the equipment or meter.
- (v) Any lightning effect.
- (vi) Any sign of spark-over at the terminals.
- (vii) Any other causes.

2. The first report of the J.E. (on the proforma) above indicating various conditions and weather report etc., along with the specific comments/recommendations as to whether the cost of repair/ replacement of the meter should be recovered from the consumer or not, shall be submitted by the concerned J.E. to SDO (A.E./A.E.E.). In case where the SDO (A.E./A.E.E.) is satisfied that the damage to the meter is due to lighting or any other reason beyond the reasonable control of the consumer, he shall after recording the reasons of the damage in writing order the meter to be replaced. In such cases the cost of the meter shall not be recovered from the consumer. All such cases where the replacement of the burnt/damaged meter without charging any cost from the consumer is authorized by the SDO (A.E./A.E.E.) shall be got countersigned subsequently by the Executive Engineer concerned, before sending these damage/burnt meters to M & T Laboratory for repair.

3. In order cases where the SDO (A.E./A.E.E.) is of the opinion that the damage is due to the reasons other than lighting or beyond the reasonable control of the consumer, the damaged/ burnt meter shall be replaced after charging the cost of the meter from the consumer. The damaged meter shall then be sent as soon as possible to M & T Laboratory through a separate forwarding memo alongwith the report on the proforma to intimate the details of damage alongwith the probable

reasons of the damage and the estimated cost of repair of the meter. On receipt of the requisite report from M & T Laboratory SDO (A.E./A.E.E.) shall, keeping in view the report of SDO (A.E./A.E.E.)/Xen, M & T, recommend to the Xen of as to whether any part of the cost of the meter earlier recovered from the consumer should be refunded to the consumer. Executive Engineer shall then pass the necessary orders as to what portion of the cost of the meter should be refunded/adjusted and the amount got deposited from the consumer shall then be adjusted in accordance with the orders passed by the Executive Engineer.

INSTRUCTION NO. 110

12.6.97 Inaccurate or Inoperative Meters :

Section 26 (2) of the Indian Electricity Act lays down that where a consumer hires a meter for installation on his premises, the licensee shall keep the meter correct.

2. In accordance with clause 14 (a) of the Abridged Conditions of Supply a correct meter shall be installed, sealed and maintained by the Board at each point of supply on premises of the consumer. As the responsibility of installing a correct meter and maintaining it correct is that of the Board, SDO (A.E./A.E.E) should take particular care to see that every meter before it is installed has been tested by the Executive Engineer, M & T and M & T seal on the meter cover is in-tact, and that it continues to operate correctly. *If, however, a meter becomes inoperative, of inaccurate no rentals should be recovered from the consumer for the period the meter remains inoperative or inaccurate.*

INSTRUCTION NO. 111

Checking the Accuracy of Energy Meters :

Following steps should be taken for routine checking of the energy meters:

- (i) In order to ascertain whether the meter is working or not, Meter Readers should be instructed to switch on one or two lights for a few seconds before taking monthly meter readings and watch that the disc of the meter revolves in the correct direction.
- (ii) Meter Inspectors and Jr. Engineers should conduct the accuracy test at site the help of a stop watch for a short period by putting on a small load of known wattage and counting the number of revolutions within a specific period to be determined with the help of a stop watch.

2. Whenever a meter is found to be inoperative or inaccurate by any employee of the Board, the matter should be brought to the notice of SDO (A.E./A.E.E.) in writing so that immediate steps could be taken to replace it.

INSTRUCTION NO. 112

Accuracy of the Energy Meter :

According to Rule 57 of the Indian Electricity Rules, 1956, any meter or a maximum demand indicator or other apparatus placed upon a consumer's premises in accordance with section 26 of the Indian Electricity Act shall be of appropriate capacity and shall be deemed to be correct if its limits of error are within

the limits specified in the Indian Standard Specification and where no such specification exists, the limits of error do not exceed 3% above or below absolute accuracy at all loads in excess of one-tenth of full load and upto full load.

2. No meter shall register at no load.

INSTRUCTION NO. 113

Procedure to be Followed when a Meter is Challenged :

When a complaint regarding the faulty behaviour of an energy meter (belonging to the Board) is received from the consumer, the Meter Inspector or the J.E. should be asked to visit the premises and test the meter at site with the help of a stop watch. If on testing the complaint of the consumer is found to be correct, the meter should immediately be replaced without charging anything from the consumer but in such a case it is not necessary to adjust the accounts of the consumer. If however, any loss to Board is suspected, the dismantled meter should immediately be got tested from Xen, M & T and the accounts of the consumer overhauled on the basis of the results intimated by Xen, M & T.

2. In case the complaint of the consumer is not corroborated by the test carried out by the Meter Inspector or J.E., the consumer should be informed accordingly. If the consumer does not feel satisfied, he may be advised to formally challenge the accuracy of the meter and deposit the prescribed charges as per the schedule of General and Service Charges.

3. After the consumer has paid the meter challenge fee, a check meter should be installed in series with the challenged meter. Exact reading (upto the last place of decimal) of both the meters should be taken at the time of installation. Then, after about a week the readings of both the meters should be taken at the time of installation. Then, after about a week the readings of both the meters should again be taken upto the last place of decimal. The consumption of the two meters should be compared and consumer's acceptance obtained in writing. If the variation in consumption is within the permissible limits specified in Rules 57, the old meter should be allowed to continue at site and "Challenge fee" forfeited. If the variation is beyond the permissible limits, the challenged meter should be removed and consumer's account should be adjusted in accordance with clause 14 (e) of the Abridged Conditions of Supply Viz. with retrospective effect for a period not exceeding 6 months immediately preceding the date of such test or the date of removal of such a meter for purpose of test, as the case may be.

4. The period for which the refund is to be allowed, should be determined on the merits of each case. Normally, the period may not exceed three months. If, however, the circumstantial evidence of the variation in consumption warrants the adjustment for a longer period, the refund may be allowed upto a maximum period of six months.

5. In case the consumer does not accept the reading of the check meter or insists in the very beginning to send the challenged meter to M & T laboratory, it must be ensured that the meter reaches the laboratory within a maximum period of *Fifteen* days from the date of removal of the meter from the consumer's premises. After the meter is received in the laboratory, it should be promptly tested and test result intimated to the SDO (A.E./A.E.E.) concerned by XEN, M & T within a maximum period of *Seven* days from the date of receipt of the meter in the laboratory. The SDO (A.E./A.E.E.), will then immediately intimate the result to the consumer and

after getting his acceptance adjust the accounts accordingly. The whole process should, in no case take more than a month.

INSTRUCTION NO. 114

Adjustment of accounts of Challenged Meters :

The account of a consumer who has challenged a meter and whose meter is got tested from M & T laboratory should be adjusted as under :-

On receipt of the test result from Xen, M & T it should be verified whether the meter is correct or not in terms of Rule 57 of the Indian, Electricity Rules. In case the inaccuracy of the meter exceeds $\pm 3\%$ at any load, even though the average inaccuracy may be less than $\pm 3\%$ the necessary adjustment should be carried out in consumer's accounts after striking out the average of percentage errors at different loads. The following example will illustrate the procedure to be adopted :

Supposing the errors determined by test are :-----

At	10% Full Load	-2.5%
	25% Full Load	-0.5%
	50% Full Load	+1.5%
	75% Full Load	+3%
	100% Full Load	+3.5%

(+ means fast, --Means slow)

$$\begin{aligned} \text{Average error} &= \frac{-2.5 - 0.5 + 1.5 + 3 + 3.5}{5} \\ &= +1\% \end{aligned}$$

2. If the recorded monthly consumption as shown by the meter is (say) 400 units, the chargeable consumption would be : $-\frac{100}{101} \times \frac{400}{1} = 396.04$

3. Necessary refund should be given to the consumer for 3.96 units (400-396.04), for that month by finding out the difference between the bills for 400 units and 396.04 units. Similar calculations should be made for each month of the period for which the adjustment is required to be made for each month of the period for which the adjustment is required to be made.

INSTRUCTION NO. 115

15.9.97 Adjustment of Consumer's Account if meter is found defective by a Board Employee :

Following procedure should be adopted whenever an energy meter on the premises of a consumer is found to be defective by Board's Employee :

(a) Dead Stop or Burnt Meter

On receipt of a report regarding a meter becoming dead stop or burnt, it should be immediately replaced and necessary enquiry conducted on the lines indicted under Instruction No. 109 para (1). The meter alongwith the report should be forwarded to Xen, M & T for further action. So far as charging the consumer for the period, the meter remained inoperative is concerned, some adhoc charges based on the average consumption of the last 3 or 6 months or the average of the same months of

the preceding year, whichever seems to be reasonable, should be levied. It may be worthwhile if the field staff ensure through personal enquiries from the neighbours etc. that there was no special occasion like marriage etc. for the consumers to exceed the normal consumption during the period. In such an eventuality the consumer should also be billed for such probable consumption as determined by the field staff.

- (b) (i) *Inaccurate Meters* : In case of single-phase meters, where the accuracy of the meter is doubtful or the meter is found creeping forward, no adjustment in accounts may be carried out but the meter should be replaced.
- (ii) In such cases where the inaccuracy of the single phase meter is pronounced or in case of three phase meters, which may be suspected/found to be incorrect, the consumer should immediately be informed in writing that the meter already installed at his premises is incorrect (or has been tampered with by the consumer as the case may be) and a check meter for determining the % age inaccuracy is being installed in series with the old meter and also that his accounts would be adjusted as per the test results in terms of clause 14 of the "Abridged Conditions of Supply" , appended to the Agreement executed by him. As far as possible, the existing metering equipment should not be disturbed or tampered with so that it remains in the 'as found' condition. The check meter as well as the old metering equipment in 'as found' condition should be sealed and consumer's signatures in token of this fact obtained in Meter Sealing Record so that the consumer is unable to tamper with the arrangement.
- (iii) Readings of the old and the check meter should be got initialed from the consumer both at the time of commencement and expiry of the test period (which may last upto 7 days or more) so that he may not be able to contest it at a later stage. In case the original meter is found to be incorrect as compared to the check meter, the accounts of the consumer should be adjusted as provided in clause 14(f) of the Abridged Conditions of Supply.
- (iv) If, however, the consumer is unwilling to pay the charges as determined above, he has the option to refer the matter to the Electrical Inspector (as provided in the ibid conditions) whose decision would be binding on both the parties. In such an eventuality the disputed inaccurate meter should not be removed. As a matter of fact both the old as well as the check meter should remain in position until the Electrical Inspector has made the requisite investigation. The consumer should be billed on the basis of the check meter in the intervening period. In case the consumer is nether prepared to refer the matter to the Electrical inspector nor comes forward to pay the amount worked out, he should be served with a disconnection notice of 7 days and premises disconnected on the expiry of the notice period.

INSTRUCTION NO. 116

18.6.97 Difference or dispute over the Accuracy :

Where any difference or dispute arises as to whether any meter is or is not correct the matter should be decided, upon the application by either party, by the Electrical Inspector under Section 26 (6) of the Indian Electricity Act, 1910, as amended from time to time, and if in his opinion, the meter is not correct, the

Electrical Inspector shall estimate the amount of adjustment to be carried out in the consumer's account for a period not exceeding six months preceding the date of test.

Provided that before the Board or a consumer applies to Chief Electrical Inspector, he shall give to the other party not less than 7 days notice of his intention to do so.

INSTRUCTION NO. 117

Changing the Position of a Meter :

On receiving a request from the consumer for the change of site of the meter, Jr. Engineer should visit the site and assess the expenditure involved in such a change. If no material is involved in the job, a fee as laid down in Schedule of General and Service Charges may be recovered, but if some material is required a deposit estimate may be framed and the estimated cost together with departmental charges should be got deposited before under-taking the job.

2. If, however, the change in the position of the meter is necessitated due to floods, natural causes beyond the control of the consumer, no charges of the changing/shifting may be recovered.

3. No meter changing fee would be recoverable if a consumer wants to get his own meter re-installed after it has been got tested from the Board's laboratory as a result of periodical checking or on being found defective.

INSTRUCTION NO. 118

Installation and Maintenance of Meter supplied by the Consumer :

Under Section 26 of the Indian Electricity Act, 1910, the consumer has the option to install his own meter. Whenever any consumer desires to exercise this option, the following facts should be brought to his notice :-

- (i) As enjoyed under Section 26 (3) of the Indian Electricity Act, the expense and onus of keeping the meter correct falls upon the consumer, and in default of his doing so the Board may, after giving him 7 days notice, for so long as the default continues, cease to supply energy through the meter.
- (ii) If at any time the accuracy of the consumer's meter were challenged by the Board, the meter would need to be tested by the Chief Electrical Inspector to H.P. Govt. or by the M & T laboratory and that the test result is satisfactory.

2. If the meter proves to be correct, the consumer would be entitled to get back the above charges. Before, however, a meter from the consumer is accepted for installation, it should be ensured that it has been duly tested and sealed from either the Chief Electrical Inspector or from the Board's M & T laboratories and that the test result is satisfactory.

INSTRUCTION NO. 119

Purchase of meter by the consumer :

In the event of the consumer desiring to install his own meter, the meter may be supplied by the Board. The selling price of the meter would be :

- (1) Stock issue rate plus storage charges, or the market rate, whichever is higher plus
- (2) Supervision charges.

In addition to this, the consumer will have to pay the installation and the departmental charges.

INSTRUCTION NO. 120

Testing charges if the meter is got tested from Board Laboratories :

Charges as prescribed in the Schedule of General & Service Charges shall be recovered from the consumer.

INSTRUCTION NO. 121

Meter-Reading of Consumers :

I. The meter reading of different categories of consumers are required to be recorded by the following officials :-

- | | |
|--|--------------------|
| 1. General consumers (Domestic Supply/NRS) | Meter Reader. |
| 2. Small Industrial, Agricultural, WIP, Street Lighting
And the employees of the Board residing in
Colonies. (sales circle No. 4/97) | Junior Engineer |
| 3. Medium Industrial, Bulk and Grid
Supply consumers. | Sub-Divisional |
| 4. Large Industrial consumer (LS-1+LS-2) | Executive Engineer |

The Executive Engineer (Flying Squad), on his surprise inspection of different areas shall in addition to his normal duties also regularly check that the above procedure of meter readings is following in full by the SDO (A.E./A.E.E.) /J.E. All the Industrial/Agricultural/WIP connections have been provided with meter cards. The non-availability of meter cards with signature of Sub-Divisional Officer/ Junior Engineer, during the months of reading shall be considered sufficient proof of non-observation of the above instructions by these officials. The Executive Engineer (Flying Squad) will indicate the names of such erring officials in his inspection report and suitable disciplinary action shall be taken by the concerned Executive Engineer, under intimation to Chief Engineer (Commercial). The Executive Engineers are required to further ensure frequent checking of this point on their routine visits to various Sub-Divisions. Installation Inspectors are also authorized to check this particular point.

II. Taking Reading of M.D.Is'.

There have been frequent cases in which the M.D.Is installed at the consumer's premises have been found defective on the reading date of the month. This may leave the Board without any indication as to what the maximum demand of the consumer might have been during the month. In all such cases where M.D.I. becomes defective immediate steps should be taken to get the same repaired/tested at the earliest. The billing for such period during which M.D.I. remained defective should however, be done as per the provisions under HPSEB, schedule of tariff.

INSTRUCTION NO. 122

Compliance of Meter Change Orders :

(a) The Junior Engineer should immediately return the meter change order after compliance to the Sub-Divisional Office within 15 days of the issue of M.C.O. In case the change of meter is not possible within the time stipulated due to non-availability of meter or any other reasons, the Junior Engineers should return the M.C.O. to the Sub-Divisional Office concerned on the expiry of 15 days period as above, who would then record reasons for non-compliance of the M.C.O under his signatures. The SDO (A.E./A.E.E.) should also send a report of such un-complied M.C.Os' to the Executive Engineer concerned after every month who would take

suitable steps for making the Meters available to the SDO (A.E./A.E.E.) / consumer at the earliest.

(b) A monthly review of cases shall also be done by the Executive Engineers concerned and they should send a quarterly report about the number of cases where the change of defective/dead stop meters is delayed due to non-availability of meters, to the Superintending Engineer and Chief Engineer (Commercial).

INSTRUCTION NO. 123

Replacement of defective and dead stop meters at consumer's Premises --- Utilization procedure for new meters, old T&P meters and repaired T&P meters :

In order to facilitate optimum utilization of meters, following procedure for the replacement of defective/dead stop meters at consumer's premises vis-à-vis utilization of new meters, old T&P meters and repaired T&P meters for granting new connections, reconnections etc. will be adopted :

(a) Defective and dead stop energy meters at consumer premises shall be replaced as per the following arrangement :-

- (i) By Utilizing the available old T&P meters and repaired T&P meters.
- (ii) In case sufficient old T&P meters or repaired T&P meters are not available, by installing new meters by charging the same to the REC scheme of the area and in case the area is not covered by any REC Scheme, by charging the same to the funds available under "OBB-Other Business of the Board"

(b) New connections / reconnections shall be given by utilizing the energy meters as per the following arrangements:--

- (i) By utilizing the available old T&P meters and repaired T&P meters in all areas including REC Scheme areas even if such meters were originally charged to schemes other than REC schemes.
- (ii) In case old T&P meters or repaired T&P meters are not available, by installing new meters by charging the same to the REC scheme of the area and in case the area is not covered by any REC scheme, by charging the same to the funds available under "OBB-Other Business of the Board".

SECTION – V
TARIFF

SECTION V

Tariff

INSTRUCTION NO. 126

Charges for Supply :

Supply of electric energy to various categories of consumers is chargeable at the relevant schedule of Electricity Tariffs. The particular schedule which will be applicable for a new consumer is usually determined before the connection is actually given and is intimated to the prospective consumer at the time of issue of Demand Notice. This rate is, however, subject to review on the basis of the nature and the quantum of load actually connected. In accordance with clause 29 of the Abridged Conditions of Supply, the Board further reserves the right at any time to amend or to alter any of the schedule of tariffs.

Explanation of tariff rate for Industrial Loads

The tariff rate in the case of Industrial consumers should be based on the total connected load i.e. total of Industrial connected load and that for Bonafide Factory lighting and not on the Industrial connected loads only. Further, fraction of half and above of a Kilowatt should be taken as one kilowatt, and fraction below half should be neglected. For example, if the total connected load is 20.4 KW it should be taken as 20 KW and Charged under schedule 'S.P'.

INSTRUCTION NO. 127

Interpretation of schedule of tariffs :

The general conditions of tariff for supply of electricity to various categories of consumers have been indicated in the schedule of tariff itself and in case any clarification is required, the matter can be referred to Chief Engineer (Commercial).

I. Method Of Billing For Large Industrial Power Supply

(a) The following example is given to illustrate the method of billing for large Industrial Power Supply as per tariff in force form 1.6.1994:

Example :--

- | | |
|----------------------------|--|
| 1. Suppose connected load | = 41638.2 KW
= 48986.11 KVA
= (Taking power factor of 0.85 as per tariff). |
| 2. Kind of industrial load | Cement factory . |
| 3. Tariff applicable | 'F' Schedule L.S.-2. |
| 4. Supply voltage. | 132 KV. |
| 5. KWh consumption. | 1,56,28,320 |
| 6. Add 5% extra if H.T. | |

Consumer had metering on L.T.	N.A
7. Rebate on account of Line Losses (if any).	N.A.
8. Factory lighting consumption if Metered separately.	N.A.
9. Total KWH consumption.	1,56,28,320
10. KVAH consumption.	1,83,86,258
11. Power Factor.	0.85.
12. Maximum Demand during the month.	35,576 KVA.
13. 75% of the connected load	36739.59 KVA.
14. The monthly demand charges are to be based on the actual maximum demand during the month or 75% of the connected load, whichever of the two is higher. Other details of demand assessment are stipulate, in the schedule of tariff. The assessed demand in this example is 36740 KVA (fraction rounded off as provisions of tariff).	

15. Charges.

(A) Demand charges @ Rs. 70/- per KVA on item 14	Rs. 25,71,800.00
(B) Energy consumption charges on item No. 9@ 105 paise per unit.	Rs. 1,64,09,736.00
(C) Demand charges +Energy charges (item No. A+B)	Rs. 1,89,81,536.00
(D) Overall rate on item No. 9 @ 127 paise Per unit.	Rs. 1,98,47,966/-
(E) Lower out of C & D	Rs. 1,89,81,536.00
(F) Higher Voltage rebate @ 2.5% (as per tariff) on item No. E	Rs. 4,74,538.40
(G) Applicable amount (item E-F)	Rs. 1,85, 6,997.60
(H) Monthly Minimum Charges @ Rs. 70/- per KVA on item No 14	Rs. 25,71,800.00
(I) Net applicable amount (Higher out of G & h)	Rs. 1,85,06,997.60
(J) Power factor surcharge (@ 10% on item No. G)	Nit
(K) Current bill amount excluding rentals and arrears	Rs. 1,85,06,997.60

(b) Method of Billing for Large Industrial Power Supply for Mini Steel Mills etc.

The following example is given to illustrate the method of billing for large industrial supply for mini steel mills etc. as per tariff inforce from 1.6.1994:

Example :--

1. Suppose connected load	= 1538.5KW
	= 1810 KVA
	(Taking power factor of 0.85 as per tariff)

2. Kind of industrial load.	Induction furnace.
3. Tariff applicable	'E' Schedule LS—1.
4. Supply voltage.	11 KV
5. KWh consumption.	4,70,160
6. Add 5% extra if H.T. consumer has metering on L.T.	N.A.
7. Rebate on account of line losses (if any).	NA.
8. Factory lighting consumption If metered separately	N.A.
9. Total Kwh consumption	4,70,160
10. KV Ah consumption	6,35,680
11. Power Factor.	$\frac{Kwhconsumption}{Kvahconsumption} = 0.74$
12. Maximum demand during the month.	1584 KVA.
13. 75% of connected load:-	1357 KVA.

14. Demand Assessed :-

Demand charges are to be based on the actual maximum demand during the month or 75% of connected load, whichever of the two is higher. Other details of demand assessed are stipulated in the schedule of tariff.

The assessed demand in this example is 1584 KVA as maximum demand is more than 75% of connected load.

15. Charges

(A) Demand charges @ Rs. 70/- Per KVA (on item No. 14)	Rs. 1,10,880.00
(B) Energy charges on item No. 9 @ 110 paise per unit.	Rs. 5,17,176.00
(C) Demand charges +Energy Charges (item No. A+B)	Rs. 6,28,056.00
(D) Overall rate on item No. 9 @ 132 paise Per unit.	Rs. 620,611.20
(E) Lower put of C. and D.	Rs. 6,20,611.20
(F) Monthly Minimum charges @ Rs. 115 on item No. 1.	Rs. 2,08,150.00
(G) Net applicable amount (Higher out of E. and F)	Rs. 6,20,611.20
(H) Power factor surcharge @ 10% on Item No. E (because power Factor in less than 0.85)	Rs. 62,061.10
(I) Current bill amount excluding rentals and arrears. (item No. G and H.)	Rs. 6,82,672.30

II. Method of billing for Medium Industrial Power Supply

The following example is given to illustrate the Method of billing for Medium Industrial Power Supply consumers as per tariff inforce from 1.6.1994 :

Example :

1. Suppose connected load	128 KW.
2. Tariff applicable	'D' Schedule M.S.
3. Supply Voltage	11 K.V.
4. Metering voltage	440 Volts
5. KWh consumption	15960
6. Add 5% extra if H.T. consumer has metering on L.T.	798
7. Factory Lighting consumption if metered separately .	N.A.
8. Total Kwh consumption	16,758
9. KVAH consumption	19,950
10. Power Factor	0.84
11. Charges :	
(A) Energy charges @ Rs. 115 paise on item 8)	Rs. 19,271.70
(B) Monthly minimum charges @ Rs. 55/- per KW on item 1)	Rs. 7,040.00
(C) Applicable amount (Higher out of A and B).	Rs. 19,271.70
(D) 5% surcharge on a/c of L.T. Supply To Steel Rolling and Re-rolling Mills (on item A).	N.A.
(E) Power factor surcharge @ 10% on Item A). as the power factor is Below 0.85.	Rs. 1,927.15
(F) Current bill amount excluding rentals And arrear amount. C+D+E.	Rs. 21,198.85

INSTRUCTION NO. 128

Compounding in Schedule D.S. and NRS :

(a) Compounding In Schedule D.S.

Resale and sub metering to tenants, other flats, adjoining houses, other parties etc. is strictly prohibited under schedule D.S, except, with the permission of supplier in which case the first and second block of tariffs shall be compounded. Accordingly, if more than one family be residing in one premises "D.S" Tariff shall be compounded by multiplying various slabs of consumption (units) by the number of families.

(b) Combined Domestic and Non Residential supply

Sometimes a certain premises, fed through a single meter, is used partly for residential purposes and partly for business purposes. In such a case the entire consumption shall be charged under schedule "N.R.S."

Similarly in the case of single shop-cum-flat occupied by one and the same person, the entire consumption shall be charged under "N.R.S." Tariff for the period separate meters are not provided. Endeavour should, however, be made to provide separate meters for recording Domestic and Non-Residential consumption separately at the earliest possible.

(c) Joint family system

For so long as a common Kitchen is run by a joint family "D.S." tariff should not be Compounded but if separate kitchen are run, "D.S" tariff should be compounded as under (a) above.

(d) Supply to Cinema

If shops, stalls, restaurants etc. in a Cinema building are run by parties other than the Cinema management, after being let out on hire/lease by the cinema management "N.R.S." Tariff shall be compounded as under (b) above.

INSTRUCTION NO. 129

Non-Residential Supply/Domestic Supply Tariff vis-à-vis Motive Power Loads :

The clause relating to availability of Non Residential supply, due to the diverse nature of loads being covered under it, needs some elaboration to facilitate the application of correct tariff in all the cases. Non Residential supply is available for lights, fans, appliances and small motors to all non-residential premises e.g. business houses, cinemas, clubs, public offices, hospitals and hotels etc.

2. Usually the loads of most of the premises mentioned are mixed and unlike the industrial premises, the quantum of the general loads as compared to power load is fairly substantial. In view of the heavy expenditure involved in providing separate circuits for the general and the power loads the consumers usually prefer to take supply at one point and pay at the Non Residential supply tariff. However where the consumer is desirous of availing of the industrial supply tariff and can provide separate circuit for the general and motive loads, two separate connections are allowed. Schedule NRS is applied to the general consumption and the relevant industrial tariff to the industrial consumption.

3. Accordingly, if a consumer having mixed loads and charged under schedule 'NRS' wants a separate connection for the "Power" load including pumping set/central air conditioning plant/lift/X-rays plant and provides a separate circuit for

such an installation, relevant industrial tariff (depending upon quantum of load) may be applied. It may, however, be noted that small air conditioners meant for individual rooms, or any appliance viz. refrigerators, mixers, bottle coolers, deep freezers and heaters, etc. should be billed under schedule 'NRS' and not the industrial tariff as such loads form part of the major commercial loads.

4. Small power loads (including fractional Horse Power) 3 phase or single phase, which involve any manufacturing process or help carrying repair jobs, may also be charged under the relevant industrial schedule of tariff, provided, a separate circuit for measuring the consumption of the appliances has been provided. Such loads would generally include welding set, small lathe, electric drill, heater utilized for purely industrial processes, battery charger, embroidery machine, printing press, Ice Candy, Dry cleaning machine including power presses and Poultry farming equipment etc. However, in certain cases the small power loads installed by the consumers are used for repair jobs only and accordingly such consumers are not able to regulate the consumption to bring the energy charges at par with the monthly minimum charges which may be prescribed under Schedule 'S.P.' of tariff. The average rate per unit for such loads accordingly comes to be too high if they are charged the monthly minimum charges as per Schedule 'SP' Schedule 'NRS' should be made applicable in all such cases unless the consumer, at its option, provides a separate circuit for the small power loads and requests the Board for such consumption to be charged at the industrial tariff.

5. However, such separate industrial connection will be governed by all the conditions of industrial supply viz, M.C.G. etc. As far as possible such connections should not be given through open plugs to obviate the possibility of their misuse.

6. As most of the loads mentioned above do not constitute any principal industry and normally no lights and fans etc. are attendant upon such loads, the Factory lighting clause provided in the various industrial tariff schedules will not be applicable. However, in genuine cases and where a separate 3rd meter for bonafide factory lighting, which is incidental to the maintenance and operation of the industrial load, is installed, the benefit admissible under 'Factory lighting' clause may be allowed to the consumption recorded by that meter.

7. Whenever load is sanctioned for workshop etc., set up for imparting training in industrial processes in the Industrial Training Institutions, Colleges and Technical Institutions, and no further distribution of power is undertaken by them, it should be governed under schedule 'DS' irrespective of the amount of connected load involved. However, where further distribution of power is made by these institutions after taking the supply at one point, schedule "Bulk Supply" will be applicable.

- Note:** (i) If a separate connection is applied for by a consumer for a domestic water pumping set it may be charged under schedule 'SP'
- (ii) The supply to a Poultry Farm including lighting in the Poultry Sheds shall be covered under relevant Industrial Tariff.

INSTRUCTION NO. 130

Supply of power to M.E.S. and Railways etc--- Clarification of Bulk Supply Tariff :

For supply of power to M.E.S. and Railways, the tariff should be applied as follows :_

Where supply is taken by M.E.S. and Railways at one point for purely general or mixed loads not exceeding 20 KW (Where distribution of supply to various buildings is also involved).Schedule NRS

(ii) Where supply is taken by M.E.S. and Railways at one point for purely general or mixed loads exceeding 20 KW (where no further distribution of supply to various buildings is involved).
.....Schedule NRS

(iii) Where supply is taken by M.E.S for general or mixed loads exceeding 20 KW for further distribution to a number of buildings.
Schedule B.S(Bulk Supply)

(iii) Where supply is taken by Railways for general or mixed load exceeding 20 KW for further distribution to a number of buildings:

(a) Where separate metering is not being done Schedule 'B.S.'

- | | |
|--|--|
| (b) Where separate metering/Submetering for general and motive loads is being done. | (i) Relevant industrial Tariff i.e. L.S. or M.S. or S.P. for motive power consumption .
(ii) For Balance general Load, colony supply/ Factory lighting rates Under relevant Schedule will be applicable |
| (v) Where supply is taken by M.E.S. and Railways for domestic, Non-Residential and Industrial supply individually. | Domestic/Non-Residential Relevant Industrial tariff would be applicable. |

While applying the tariff in the case of Railways as per item No. iv (b) above (where separate metering/submetering is being done), the following procedure should be adopted :--

Where-ever separate circuits exist for industrial and general consumption, meter (s) of suitable capacity should be installed on the motive power load (Instead of usual method of placing a meter on the colony feeder) and the arrangement for measuring the total supply at one point be also made and tariff applied as under :--

(a) Large Supply

The difference between the consumption of main meter (H.T. Meter) and the sub meter (on the power feeder) should be taken as general consumption on which the additional charges at the rate specified in the tariff would be leviable. All general consumption Including yard lighting within the Industrial premises would be supplied from the power feeder and the same will not be subject to this additional charges. However, all the general consumption of the main Railway stations, goods sheds, residential quarters,

road lighting, resale purpose etc. would be subject to the additional charges as above.

(b) Medium and Small Power Supply

Where separate "Power Feeder" exists, a separate meter be provided on the power feeder and the difference between the main meter and sub meter (on the power feeder) should be taken as the general consumption.

To give the benefit of factory lighting clause under 'M.S.' and 'L.S.' tariff to the Railways, another sub meter for measuring the bonafide general consumption attendant upon the operation of the motive load should be installed and charged at the relevant rate.

INSTRUCTION NO. 131

Levy of Late payment surcharge :

Following procedure should be adopted for levying surcharge in case the payment by any Industrial, Agricultural, Bulk Supply, Street Lighting, Water & Irrigation Pumping of Grid Supply consumer is not made within the due date :--

- (i) The surcharge will be levied on unpaid dues of the Board viz. Supply charges, monthly minimum charges, M.C.G., line maintenance and lamp renewal charges etc. at the rate applicable from time to time as per Schedule of Tariffs on the defaulting consumers, disconnected temporarily or not disconnected, in the event of the monthly bill not having been paid in full within the period specified in the bill. Surcharge shall however, not be levied on the meter/service rentals and electricity duty.
- (ii) In the case of domestic and Non-Residential consumers, surcharge shall be levied at the rate in force from time to time on units billed during the month, in case payment is not made in full within the period specified in the bill.

Note: The surcharge shall be levied only in case of consumers disconnected temporarily. The levy of surcharge should be stopped with effect from the date of issue of permanent disconnection.

INSTRUCTION NO. 132

Procedure for adjustment of levy of surcharge in case of Part-payment :

If a consumer makes part payment of the bill the amount received should be first credited towards the Board's dues and the balance towards the electricity duty. Also, the amount of part payment so received should normally be adjusted first toward the non-surchargeable item (excepting electricity duty) of the bill such as rentals etc. and then towards the surchargeable items such as energy charges, M.C.G. charges, lamp renewal and line maintenance charges etc. The balance, if any, may then be adjusted towards the electricity duty.

The amount of subsequent payment made by the consumer should be adjusted first against the balance brought forward from previous month including electricity duty, then towards amount billed on account of non-surchargeable items and electricity duty respectively for the current month.

INSTRUCTION NO. 133

Industrial consumers-levy or surcharge to compensate the effect of low Power Factor:

Under clause 9 to the Abridged Conditions of Supply a consumer is expected to maintain a minimum power factor of 0.85. But in actual practice, it would be seen that quite a number of consumers fail to discharge this obligation. In this connection, it may be mentioned that low Power Factor is not only undesirable from technical consideration, but also results into financial loss to the Board particularly if the demand charges, are based on Maximum demand in Kilowatts. Additionally, in such a case the consumer does not get any incentive to improve the power factor and the supplier goes on incurring loss unnecessarily. The following procedure may be adopted in the case of such consumers whose demand charges are calculated on K.W. or KVA basis :

- (i) The Power Factor of the installation should be checked periodically at least once half yearly. A record of the check exercised should be kept in a Register maintained for the purpose. While preparing the monthly energy bill of the consumer, a note in the Register should be added stating that consumer's Power Factor has been taken into account and that additional charges on account of p.f. surcharge where leviable added in the bill. In case where the Power Factor is found to be less than 0.8, a notice of disconnection should be served on the consumer for breach of clause 9 of the Abridged conditions of Supply and also informing him that his premises will be disconnected after 3 months if he fails to improve his power factor by that time.

It should emphatically be made clear in the notice that in case of his (consumer's) failure to install the proper capacity of static capacitor, within the notice period (i.e. 3 months) supply of power to him shall be liable to disconnection and if disconnected, the supply shall not be restored till he reports compliance with regard to the installation of the required capacitor apart from payment on account of reconnection fees as may be required under rules. Proper acknowledgement of these notices should be obtained from consumers and kept in record. P.F. surcharge will however be continued to be levied as per the existing schedule of tariff.

INSTRUCTION NO. 134

Monthly minimum payment clause for various categories of consumers :

The following procedure may be adopted for applying the "Minimum Payment" of the tariff :--

1. In case of nil/low consumption or locked premises, the consumption should be billed in accordance with "Monthly Minimum Payment clause" of relevant tariff. In case of locked premises, on reading the meters subsequently, the consumption should be divided, on pro-rata basis, for the purpose of applying the tariff and the amount already charged in the earlier month (s) on the basis of "Monthly Minimum Payment clause" should be adjusted, where necessary.
2. Monthly Minimum Payment clause under schedule 'D.S.' if applicable will not be operative in the case of "Free concessional supply for domestic purpose to Board's employees posted at the Power House etc."
3. Monthly minimum payment clause is applicable in the case of consumers whose premises remain disconnected temporarily for one reason or the other except cases, which may be covered under Force Majeure Clause. The competency of various officers for settlement of

the cases covered under the Force Majeure clause, as appearing under Part-I-General of the schedule of tariff applicable, is as under :--

S. No.	Category of Consumers	To Whom powers delegated
1.	All consumers covered under schedule 'D.S.' & 'NRS'.	Xen (OP) concerned.
2.	All consumers covered under Schedule 'S.P', 'M.S' and 'A.P'.	S.Es (OP) concerned.
3.	Consumers covered under Schedule 'L.S'. All other cases of Consumers covered under Schedule 'B.S.—Bulk supply', 'WIP—Water & Irrigation pumping supply', 'G.S---Grid Supply' and 'S.L.—Street lighting supply' shall be referred to the Board through the Chief Engineer (OP).	Chief Engineer (OP)

Note:- Levy of Monthly Minimum Charges should be stopped immediately after effecting the permanent disconnection. Similar procedure should also be adopted in case of consumers governed by M.C.G. and their accounts adjusted in accordance with the provisions contained under Instruction No. 53 (2). In case where it is not possible to remove the meter from the premises of the consumer, only meter rent/ equipment charges shall be levied till the meter is removed and M.M.C should not be levied from the date supply is disconnected from the pole.

INSTRUCTION NO. 135

Seasonal Industries and Demand Charges :

An Industry will be considered as seasonal, if it can run for not more than a continuous period of 7½ months, during the year by virtue of its nature of production.

2. The following industries are to be treated as seasonal, if they work continuously during maximum period of seven and a half month in a year :--

- (i) Sugar Industry.
- (ii) Cotton Ginning, Pressing and Bailing Plants.
- (iii) Rice husking/hullers and Atta Chakkies.
- (iv) Cane Crushers.
- (v) Thrashing and Winnowing Plants.
- (vi) Tea factories.
- (vii) Oil crushing Plants.
- (viii) Saw Mills.
- (ix) Agricultural pumping.
- (c) Ice factory/Ice candy plants and such other factories as may be approved by the Board from time to time.

3. Seasonal Industries shall be governed under the following conditions :

- (i) The consumer shall intimate in writing one month in advance, the months or the period of off season during which he will close down his plants, to the concerned Sub-Divisional Office of the Board failing which Demand Charges/Monthly Minimum charges will be levied for whole of the year. In case of consumers where the running of pumps

depends upon the rainfall, which can-not be forecast, the consumer should indicate the period of running of pumps initially in accordance with the provisions of the tariff, but in case the pumps are not run during the scheduled month, the consumer may be allowed to revise the seasonal period by application in writing to the S.D.O. concerned before the billing for the seasonal month, as originally intimated by him, is done. Other conditions in case of such consumers shall, however, remain unchanged.

- (ii) The minimum period for a seasonal Industry shall be taken as 4 months for the purpose of levy of M.C.G.
- (iii) During the off season, the entire energy and the power utilized for maintenance and overhauling of the plant and the factory lighting will be charged at 'NRS' Tariff. In the case of Industries running beyond the declared period of 7½ months, demand charges as per monthly minimum payment clause of the tariff should be levied for the full year.

4. Consumers running seasonal industries alongwith some other kinds of continuous non seasonal industries on the same connection, should be given the benefit for seasonal loads during the off season i.e. Demand Charges or minimum charges during the period when seasonal load is not working should be based on remaining (Non Seasonal) load only.

To safeguard against the misuse of the benefit by the consumers the following measures should be adopted :-

- (i) The consumers should provide two distinct and separate circuits for both type of loads so that the circuits for the loads during the off season may be sealed by Board or also the seasonal load is got dismantled and removed to the complete satisfaction of an officer not below the rank of S.D.O. (A.E./AEE).
- (ii) An undertaking from the consumer may be obtained that he will serve a prior notice on the Board about the date and period of closing of his seasonal load. Similarly at the time of resuming his work at the start of the season he will intimate the same to the Board's local office.
- (iii) An undertaking should be obtained from the consumer that he will not run his seasonal installations (load) during the off season, and in case he is found running the same, then demand charges for entire load for the full year will become payable by him.
- (iv) All the seasonal industries shall be required to pay Advance Consumption Deposit at double the rates for different categories of Industrial consumers.

SECTION – VI
PREPARATION AND DELIVERY OF BILLS

SECTION---VI

Preparation and Delivery of Bills

INSTRUCTION NO. 151

Issue, Presentation and due date of a bill :

The Board is required to render to the consumer each month or after two months, for Domestic and Non-Residential supply, a bill for the energy and other charges incidental to the supply of electric energy to him. These charges are payable within the specified date or the due date as mentioned on the Bill, failing which the consumer is liable to be disconnected after a seven days notice without prejudice to other rights of the Board to recover the amount of the bill by suit.

2. Date of Issue: Is the date on which the bills are issued. This date should appear on the bills. All the bills should be dispatched or handed over to the bill distributor on the date of issue.

The bills are expected to be delivered to the consumers within 2 days through the peon or by dak, where necessary. Every effort must be made to see that the delivery of bills does not take more than 2 days. The consumers are required to be given 15 clear days for making the payment after the date of presentation.

3. (a) Date of Presentation : means the second day after the date of any bill rendered by the Board to the consumer.

(b) Date of Presentation in case of Spot-Billing: In cases of spot billing, where it is not possible to do the spot billing on the same day in respect of all the consumers, under a particular sub-station/group where the number of consumers under that particular sub-station/group is considerably large, in that case the due date of payment in respect to the last scheduled day of billing(which shall also be deemed as the date of presentation of bills for reckoning the due date for payment).

However, in other cases where spot billing of all the consumers falling under a particular sub-station/group is done on the same day, the date of spot-billing shall be deemed as the date of presentation.

4. Grace Period : The normal period of 15 days allowed to the consumers to pay off their bills is called the 'Grace Period'. The period of grace starts from the next day of the date of presentation so that 15 clear days are available to the consumer for making the payment. All such consumers who liquidate their bills within the period have only to pay the "Net Amount as shown on the bill".

5. Due date : is the date on which the period of grace expires and by which day the consumers are required to pay their bills at net rate. Thus, if the date of issue of a bill is 11th September, the 15 days of grace would commence from the date after 13th September, and the due date would be 28th September. If while fixing a due on the bill, it is known that on that date there would be a holiday, the next working day should be fixed as the due date. If a consumer fails to make the payment by the due date a surcharge as well as cheque payments of energy bills, fixed after the expiry of grace period of 15 or 30 days as the case as the case may be.

6. As against the normal period of 15 days of grace, the following categories of consumers should be allowed a grace period of 30 days :-

- (i) Govt. Departments.
- (ii) Street Lighting.
- (iii) Railways.
- (iv) M.E.S.
- (v) Inter-State Supplies.
- (vi) Corporate Bodies.
- (viii) Grid Supply consumers.

INSTRUCTION NO. 152

Procedure to be followed when issue of bill is delayed :

In order to ensure that all the consumers are afforded the full period of grace, the bill clerk should see while preparing the bill that the date given to that bill should be the date on which it is intended to be issued so that it should be presented to the consumer on the correct date.

2. The date of every consumer's bill in the same group should normally be the same every month during the period he remains connected to the Board's supply system so that he knows his due date without reference to each month's bill. The bill should be rendered regularly and punctually to each consumer on the same date as far as possible. Normally no change should be made in the meter reading or billing programme.

3. Should for unavoidable reasons a bill is issued on a date later than that actually given on it, the date of the bill and the due date must be corrected as illustrated below before issuing it and the consumer asks for such a correction or makes the payment on a date which falls within the corrected due date, the request of the consumer should be acceded if his complaint about late delivery of the bill is corroborated by the peon book or the stamp register. The correction in the date of the bill should be made under date initials of the Cashier which should be countersigned on the receipt voucher by the SDO (A.E./A.E.E.) Concerned.

Example--Date of bill (Say) : 9.9.74 (date actually appearing on the bill)
Due date : 26.9.74
Actual date of the issue of bill : 12.9.74
Correct due date which should have been quoted in the bill: 29.9.74

INSTRUCTION NO. 153

Delivery of Bills to Consumer :

It may some times happen that the peon/bill distributor is unable to deliver the Board's bill [Form CA-43 (a)] to a consumer for any of the following reasons :-

- (i) Premises are found locked and no body is present to take the delivery of the bill.
- (ii) Consumer is not present and none of his representatives is ready to take delivery of the bill.

(iii) Consumer is present but arises to take delivery of the bill.

2. The following procedure may be adopted in case any of the above contingencies arises :-

As soon as it is reported by the Peon/Bill distributor that he has been unable to deliver the bill to a certain consumer, a notice (Form CS 25) "Bill for the month offor Rs....." should be prepared and sent through Board's peon to the consumer and the peon should obtain the initials of the consumer in the Peon Book in token of his having received the notice. If, however, the consumer refuses to take the Bill or he is not available, the notice should be sent under Postal Certificate. If the notice is returned undelivered or the SDO (A.E./A.E.E.) concerned has reason to believe that the consumer is deliberately refusing to accept the notice, then it should be sent under Registered Acknowledgment Due letter.

3. If the letter is received back undelivered, efforts should be made to find out the whereabouts of the consumer through some of the officials or from the neighbourer so that the Registered A.D. letter should be re-directed at the new address. The expenditure incurred in sending such notice should be debited to office contingency.

INSTRUCTION NO. 154

Sending of Bills to Consumers by Post-recovery of postage charges :

As Postage charges in respect of rendering bills to consumers are recoverable as in accordance with the Abridged Conditions of Supply, it is the duty of the Board to render bills to consumers monthly and the rate on which the bills are based, already include postage and other contingent charges.

INSTRUCTION NO. 155

Bills of consumers whose premises are found locked at the time of meter reading :

As soon as it is reported by the Meter Reader that the premises of a certain consumer is found locked and the meter reading for rendering the bill to the consumer could not be taken, a notice in form CS—26 "Access to consumer premises" should be prepared and sent to the consumer through Board's peon who shall obtain the initials of the consumer in Peon Book in token of his having received the notice. In the notice, it should be pointed out that for the period the premises remains locked, the consumer, in accordance with the provisions of A-bridged Conditions of Supply will be charged meter hire and service rentals etc. whether or not any energy is consumed during that period.

2. If however, the peon is unable to locate the consumer, the notice should be sent under Postal Certificate. If the notice is returned undelivered or the S.D.O. (A.E./A.E.E.) concerned has the reason to believe that the consumer is deliberately refusing receipt of the notice, then as a last resort the notice should be sent under Registered letter Acknowledgement due. If the Registered letter is also received back undelivered, efforts should be made to discover (say from his neighbourers) the whereabouts of the consumer and Registered Acknowledgement Due letter sent at his new address. The expenditure incurred in sending such notices should be debited to the office contingency and not to consumer in question.

3. After the expiry of the notice period if no reply is received from the consumer some official, say Junior Engineer or Meter Reader, May be deputed to visit the premises and verify the facts on the spot. If all the efforts to get access to the

meter fail, the premises should be disconnected from the nearest “tee” or “pole”, ensuring that other consumers from service main are not affected.

Note:- In case of M.E.S. , Railways. All Government & Corporate Bodies, Grid Supply and Street Lighting connections, the period of grace allowed in respect of ‘final bill’ shall be 15 days.

INSTRUCTION NO. 157

Billing procedure for part period of a month :

1. The Board’s standard Schedule of Tariffs are applicable when the billing is done for a full month. However, cases often arise where a bill is required to be prepared for part period of a meter reading month i.e.

- (i) When the 1st meter reading date become due before a normal period of 30 days after giving a new connection, or when a disconnection takes place before the next meter reading date is due or
 - (ii) When there is a change in the meter reading programme etc.
2. Following procedure should be adopted while rendering bills for periods other than the full period of a month :--

(a) New Connection/reconnection or disconnection at consumer’s request

- (i) In case the billing period is 15 days or less, the consumption slabs of Tariff should be reduced to 50% and if the period is in excess of 15 days but less than a month, the billing should be done on the normal tariff slabs. For period greater than a month, the consumption slabs should be increased accordingly as above. For example a period of 40 days shall be treated as one month and 15 days, and the normal tariff slabs multiplied by 1.5 times in working out the energy charges. Similarly a period of 50 days shall be treated as two months and tariff slabs multiplied by 2.
- (ii) If the connection and take place in the same month, the charges should be recovered on the basis of normal tariff.

In the case of a two part tariff, the Demand Charges for a period less than 15 days shall be worked out for 15 days period or in other words the monthly rate of Demand Charges shall be reduced to half. Similarly for a period more than 15 days, the Demand Charges on monthly basis shall be made applicable. For period more than a month procedure as narrated above shall be followed.

(b) Disconnection as a result of violation of the “Conditions of Supply” and reconnection thereafter

If the disconnection/reconnection take place in different months, the billing for the month in which disconnection has taken place should be done on normal tariff but for the period after reconnection, it should be done in accordance with the procedure outlined against item (a) (i) above. If, however, the disconnection/reconnection takes place in the same month the charges should be recovered on the basis of normal tariff.

(c) Change of Meter Reading Programme

If the acceleration/retardation in dates is upto four days, the normal tariff is applicable. If it is in excess of four days the procedure as outlined against item (a) (i) above should be followed in all categories of tariff i.e. the Demand Charge and/or consumption slabs be decreased/increased proportionately.

(d) Temporary connection :

In the case of temporary general connections, the schedule is very clear and no difficulty is likely to be experienced in applying the tariff for part period of a month. However, in the case of temporary industrial connection the procedure prescribed for permanent industrial connection should be followed.

INSTRUCTION NO. 158

Payment of an Incorrect Bill :

In accordance with direction (1) printed on the bills presented by the Board, the consumer is liable to make payment of the bill received by him within the due date not with standing any difference, or dispute which may arise as to its accuracy. In the event of the error in the bill being admitted, the excess amount charged, is adjustable by the Local Offices in the next monthly bills rendered to the consumer.

2. However, there may be certain consumers who may insist upon getting an incorrect bill rectified before they make the payment. The following procedure should be following in such a case :

- (i) Every consumer who challenges the accuracy of his bill may be asked to deposit the charges as prescribed in the schedule of General and Service Charges.
- (ii) In case his bill is found to be incorrect (as alleged by him) the bill may be corrected and the fee amount deposited by him refunded to him. If, however, the bill is found to be correct, the consumer would forfeit the fee deposited by him.
- (iii) After it is established that the original bill is incorrect, the difference between the amount of the original bill and corrected bill may be entered in the Sundry Charges and Allowance Register under column "Allowances". This amount may be transferred to the Ledger in the next month under the same column to off set the excess amount already debited.
- (iv) If the bill is found to be incorrect, the grace period allowed to the consumer may be extended by the period intervening between the date on which fee is deposited and the date on which the consumer is rendered the correct bill. No extension in time to be allowed if the bill is found to be correct.
- (v) If the consumer, where bill has been found to be incorrect, pays the amount of the corrected bill within the extended grace period, the balance at the net rate may be carried forward which will off set the entry made in the column "Allowances" of the next month as per item (iii) above.

- (vi) If however, the payment is not made within the extended grace period, the consumer shall have to pay the surcharge shown in the bill and the balance at the gross rates should be carried forward.

INSTRUCTION NO.159

Accounting procedure of charges of issuing duplicate bills :

In case a bill is lost by the consumer a duplicate bill may be prepared and rendered to him after he has deposited the charges as prescribed in the schedule of General and Service Charges. The charges on this account are to be credited to the Revenue of the Board.

“After the written request of the consumer for the issue of duplicate copy of the bill has been accepted by the incharge of the office, a sundry job order should be prepared for the issue of the duplicate copy of the bill and the duplicate bill issued.”

INSTRUCTION NO. 160

28.6.97 Billing of consumers on connected load basis when a maximum demand Indicator is not available for Installation on their premises :

Cases have arisen in which it has not been possible to install Maximum Demand Indicators at the premises of the Industrial consumers who have to be charged on maximum demand basis, due to the non availability of maximum demand indicators. In such cases, the demand charges should be assessed at 75% of the connected load in accordance with the provisions of tariff, till such time a maximum demand indicator is installed on the premises for recording the maximum Demand. An undertaking to this effect should also be obtained from the prospective consumer.

INSTRUCTION NO. 161

Unauthorized extension in Loads—Overhauling consumer accounts :

1. In order to arrest the tendency on the part of the consumer who indulge in unauthorized extension of load, which in addition to producing adverse effects on the supply system, also lead to loss in revenue to the Board in certain cases, it is very essential to conduct periodical checking especially in the cases of those consumer whose connected load form the basis of demand assessment. Such a check must be exercised atleast twice a year by an official not below the rank of a J.E. On detecting an unauthorized extension, it should either be regularized by obtaining an application from the consumer for extension in load and completing the formalities within the shortest possible period (if it is technically feasible to allow the load from the exiting day-out) or to get it disconnected after serving due notice.

2. At the same time, the account of such consumers who are being billed on two part tariff should be overhauled with retrospective effect on the basis of extended load, irrespective of the fact whether the extension have been regularized or disconnected. So far as determination of the date of extension is concerned the consumer should be asked to intimate the date of installing the additional machinery and substantiate it by producing documentary proof, if any. If the date intimated by the consumer is fairly comparable to the date of purchase of machinery represented by the bill/cash memo or the octroi receipt, the same may be taken as authentic. But if there is a marked disparity or no consumption of the consumer, as any abrupt rise in consumption in a month can be construed to be the result of the extension in load and the date/month may be adopted for overhauling the accounts.

3. It, is, however, not possible to lay down any precise formula for finding out the date of extension. It is felt that the field Officers by virtue of their being on the spot, should be in a position to make a fair judgement. However, where it is possible to come to any logical conclusion, the better course would be to adopt either the date intimated by the consumer or a date six months prior to the date of detection whichever is earlier.

4. In cases, where it is considered to regularize the unauthorized loads, the same may be allowed after obtaining the following documents/charges.

- i) Revised Application & Agreement form.
- ii) Revised Test Report and other relevant documents.
- iii) The additional amount of Advance Consumption Deposit on the basis of the prevalent rates for the full connected load.
- iv) Load Regularisation Charges worked out at the following rates for unauthorized loads.
 - (i) First 10 KW Nil
 - (ii) Next 15 KW Rs. 100/- per KW.
 - (iii) Next 25 KW Rs. 200/- per KW.
 - (iv) Next 50 KW Rs. 300/- per KW.
 - (v) Next 100 KW Rs. 400/- per KW.
 - (vi) All above 200 KW Rs. 500/- per KW.

INSTRUCTION NO. 162

Billing & Accounting Procedure for various Categories of Consumers :

A. Billing Scheme

B.

Under this scheme following procedure in case of billing of General consumers in Urban and Rural areas shall be adopted :-

(I) Billing of General Consumers

(a) In Rural Areas

- (i) Bills as at present shall be sent of bi-monthly basis.
- (ii) On alternative occasion i.e. after four months the reading shall be taken, bills prepared at spot by the M.L.C./Meter Reader and delivered to the consumer. Once in between the bill shall be rendered without reading the meters on the basis of consumption of previous bill, these bills shall be prepared in the Sub-Division and delivered to the consumer through the bill-Distributor. Any adjustment for over/under reading shall be made at the time of reading and rendering the bills.

(b) For Urban Areas

- (i) Bills shall be sent every month positively.

- (ii) Reading of the consumers premises shall be taken after every two months and once in between the bill shall be rendered to the consumer without reading the meter, on the basis of consumption recorded during previous month. These bills shall be prepared in the Sub-Divisional office and delivered to the consumers through Bill Distributor. Any adjustment for over/under reading shall be made at the time of reading and rendering the bill next month.

Note :

- (i) Since the rates given in the schedule of tariff are based on monthly basis, hence due to bi-monthly billing system, the slab of tariff and M.M.C, if so required, should be suitably doubled.
- (ii) Existing connections should be divided into two parts in accordance with ledger groups and their locations. The bills should be issued to the consumers covered in one part in the first month and to those in the other part in the second month and vice-versa.
- (iv) No detailed audit shall be conducted for the commercial accounts of the general consumers-billed as above for the month during which the bills are sent on average basis. However, in some cases random checks on the amount billed shall be carried out.

II. Billing of other categories of consumers

In case of Industrial/Agricultural and all other categories of consumers bills be sent every month on the basis of actual meter reading taken by the Junior Engineer/SDO (A.E./A.E.E.) etc.

B. Detailed accounting procedure in respect of General Consumers

Following detailed procedure shall be adopted for billing and up keep of consumer ledgers/meter reading books etc.

(a) Urban Areas

1. Suppose one Meter Ledger Clerk, is handling approximately 800 consumers in one month. These consumers may be divided into two group say A and B of 400 consumers each.
2. The Meter Ledger Clerk shall spot bill 400 consumers of group A in a particular month. The other 400 consumers of group B shall be billed on average basis.
3. Next month the procedure shall be reversed i.e. consumers of groups A shall be billed on average basis and those of group B on the basis of actual meter reading.
4. During the month when billing of group A is done on actual reading basis all the columns No. 1-32 in consumer ledger are to be filled in as at present. The advance in meter reading is to be shown in the column No. 8. During the next month when billing is done on average basis a note "By average" is to be given on the top of the page of the ledger. The amount of the bill (based on the bill for previous month) is required to be shown and all columns from 9 to 32 in this respect are to be completed including column No. 4 and 5, in case there are any arrears from previous month. No consumption in column 6 to 8 is to be shown when billing is done on average basis. Next month when the billing

is done on actual reading basis, the arrears received I the previous month is to be brought forward and shown as minus figure in column 4 and 5, thereby off setting the amount bill during previous month on average basis and work out the net payable amount. In case no payment is made by the consumer nothing is required to be brought forward.

5. Whenever amount is billed on actual reading basis after two months the tariff and electricity duty should be suitably compounded and meter rent also levied for two months.
6. The Meter Ledger Clerk/Meter Reader before proceeding for spot billing shall prepare bills for those consumers who are to be billed on average basis in the beginning of every month and Bill Distributor shall be deputed to distribute the bills immediately.
7. When the bills are to be given on average basis, the words 'By Average' should be written and no advance of meter reading should be shown on the BILLS.

(b) Rural Areas:

In rural areas where billing is to be done every 2 months alliteratively by recording the meter and on average basis, the consumers with one Meter Ledger Clerk/Meter Reader are to be divided into groups approximately 250 consumers each, say, group A,B,C and D. These groups should be billed on following lines in different months :

Month	January	Feb.	March,	April.	May	June	July
Actual reading	A	B	C	D	A	B	C
Average basis	C	D	A	B	C	D	A

Detailed procedure for maintaining consumer ledgers etc. in case of rural areas shall also be same as in case of Urban Areas.

INSTRUCTION NO. 163

Spot Billing System

The instructions issued from time to time shall be applicable in case of Domestic and Non-Residential consumers in whose case spot billing system has been introduced. In such cases the instruction contained in this section shall apply mutatis-mutandis.

INSTRUCTION NO. 164

Receiving Advance Payment against Energy bills :

In certain cases, due to one reason or the other the consumer may be willing to make advance payments to be adjusted against their future bills. In such cases, wherever any category of consumer wants to make advance payment to any extent in any areas under the HPSEB, this should be accepted. There should be no difficulty in

receiving advance payment. However, no interest shall be paid to the consumer for making such advance payment.

INSTRUCTION NO. 165

Whenever any Meter Readers/Meter Ledger Clerks are appointed afresh, such officials may be imparted training for meter reading for about a week by deputing them alongwith other experienced officials for meter reading. The training should be imparted immediately after the joining of concerned officials and before they are deputed for taking the meter readings independently.

INSTRUCTION NO. 166

Rounding Off Meter readings :

The meter readings of different categories of consumers shall be rounded off as under :--

(a) Domestic and Non-Residential Supply consumers.

The meter reading/consumption in respect of Domestic and Non-Residential Supply consumers shall be rounded off to the nearest multiple of 5 upto the consumption of 100 units while above 100 units it should be rounded off to the nearest multiple of 10, for example as under :-

Actual meter reading/ Consumption	To be rounded off to
58	60
93	95
114	110
135	130
186	190

(b) Industrial/Agricultural and all other categories

The meter reading/consumption in respect of above categories shall be rounded off to the nearest multiple of 10, for the purpose of billing as under :_

Actual meter reading/ Consumption	To be rounded off to
4	Nil
217	220
1303	1300
1529	1530
1204	1200

INSTRUCTION NO. 167

12.6.97 Centralised Billing System :

Centralized billing system for the purpose of billing in respect of consumers with connected load of 100 KW and above excluding Bulk Supply and WIP consumers shall be effected from the office of the Chief Engineer (Commercial). The following procedure has been laid down for billing the consumers under this system :

1. After the release of new connection in such cases, phot-copy of the consumer file shall be sent to the office of the Chief Engineer (Commercial) by the concerned Sub-Division and initial meter reading and other details shall be sent on the prescribed Proforma.

2. Concerned Sub-Division shall open a separate ledger for these consumers for easy and expeditious preparation of commercial data, for day to day checking and reconciliation of the outstanding amount etc., in respect of these consumers.

3. Meter reading of above category of consumers shall be sent through special messenger to the office of the Chief Engineer (Commercial).

4. The bills of the consumers are prepared in triplicate signed on the bottom of left hand side by the Asstt. Executive Engineer /Asstt. Engineer, Central Billing Cell and two copies are sent to the concerned Sub-Division. The A.E.E./A.E. in the field, on receipt of the bills in duplicate tallies the reading/consumption shown on duplicate copy of the bill with the date sheet earlier submitted by him and should sign the bill on right hand bottom side in token of his check of correctness of reading consumption data sent earlier by him. Original copy of the bill, thereafter, is presented to the consumer through special messenger and duplicate copy is to be used for posting in consumer ledger, the field officer can only correct the bill in case there is a mistake of arithmetical nature. However, where application of tariff or difference in reading and charging of a consumer on average consumption is involved, no change is to be made in the Sub-Division. Such consumer should be directed to get dispute settled by referring the case to the office of the Chief Engineer (Commercial).

The collection of bill is to be done through special messenger by the concerned Sub-Division, so as to avoid any postal delay or misplacement.

5. Details of Sundry Charges alongwith its calculation and corresponding period for which these are leviable are to be intimated along with energy data. In case of Sundry Charges due to past liability pointed out by the Audit, complete details of the same as well as the reply submitted by the A.E.E./A.E. concerned is required to be sent along with the data sheet.

6. Energy data to be sent to the office of Chief Engineer (Commercial) should be thoroughly checked by the A.E.E./A.E. concerned personally before submission. Any error or omission therein shall be the personal responsibility of the concerned officer.

7. Revenue realization is the responsibility of field units.

8. In case the consumer fails to make the payment of his energy bill within 7 days of the expiry of due date, his premises should be disconnected temporarily under intimation to the Chief Engineer (Commercial). P.D.C.O should, however be issued and effected only after obtaining approval from the Chief Engineer (Commercial), action for which is to be initiated well in time as per provisions contained in Instruction No. 179. Copies of TDCO, PDCO, MCO and RCO should invariably be sent to the Chief Engineer (Commercial).

9. Returns pertaining to revenue assessed, revenue realization, pending applications etc. should be sent to quarters concerned as usual by the Sub-Divisions in case of these consumers also, with copy of out standing arrears return pertaining to the above consumers to Chief Engineer (Commercial) for reconciliation.

10. Audit of the Central Billing Cell is to be carried out once a year by RAO party. However, the billing and realization is to be regularly audited in the Sub-Divisional office by the Internal Auditors as the postings of these bills also exists in the Sub-Divisional ledgers.

INSTRUCTION NO. 168

Dispute Settlement Committees :

The following dispute settlement committees have been constituted to settle the disputes arising out of consumer complaints regarding wrong billing. Only such disputed bills are to be referred to these committees whose amount is not accepted by the consumer.

A Circle Level Committee

The Committee consists of the following members :-

1. Superintending Engineer (Op) of the concerned Circle.
2. Executive Engineer (OP) of the concerned Division.
3. Executive Engineer (Flying Squad) or Xen (CBC) as the case may be.
4. Accounts Office (Commercial).

This Committee is empowered to decide the cases of the disputed bills upto Rs. 30,000/-.

B. Zonal Level Committee

Zonal Level Committee consists of the following Members :-

1. Chief Engineer (OP) concerned.
2. Director (System Operation).
3. Chief Auditor.

This committee is empowered to decide cases having disputed bills upto Rs. 10 lacs.

C. Board level Committee

This Committee consists of the following Members :-

1. Member (Operation).
2. Member (F & A)
3. Chief Engineer (Commercial).

This committee is empowered to decide the cases of disputed bills of more than Rs. 10 lacs.

SECTION – VII
RECOVERY OF UNPAID DUES FROM
DEFAULTING CONSUMERS

SECTION –VII

Recovery of Unpaid Dues From Defaulting Consumers

INSTRUCTION NO. 176

Disconnection for non-payment of electricity charges :

1. As a commercial organization, the Board can ill afford to allow accumulation of dues from the consumers. It is, therefore, imperative that every effort is made by the field offices to see that the consumers make the payment of their energy bills as soon as these become due for payment. Necessary steps should be taken by the staff concerned so that dues do not accumulate and the arrear do not become bad debts.

2. Every consumer is expected to make the payment of his dues by the 'due date'. In case, he fails to discharge the liability, his premises will be liable for disconnection as per the Abridged Conditions of Supply.

3. The following powers are delegated to various officers in the matter of disconnecting premises of different categories of defaulting consumers :-

- | | |
|--|---|
| (i) Sub-Divisional Officer (A.E./A.E.E.) | (i) General Consumers irrespective of load.
(ii) Industrial/Agricultural connections upto 500 KW connected load.
(iii) Temporary connections irrespective of load. |
| (ii) Executive Engineer | (i) MES, Railways, Hospitals, Educational Institutions, Govt. Department connections, Colonies, Bulk Supply connections.
(ii) All Industrial Connections with connected load 501 to 1000 KW. |
| (iii) Superintending Engineer | (i) All Industrial connections with connected load above 1000 KW.
(ii) Govt. water supply and Street lighting connections. |
| (iv) Chief Engineer (OP) | (i) Grid supply consumers, partner states and other state Governments. |

Note:-

(i) As far as the connection in the name of public representatives e.g. M.P., M.L.A. are concerned a reference should be made by the S.D.O. (A.E./A.E.E.) to the Executive Engineer, who should send the case direct to the Chief Engineer (OP) for making further references to the Secretary, Vidhan Sabha/Parliament and disconnection in such cases should be made only after permission from Chief Engineer (OP) is received.

(ii) The essential services like LWSS, Hospital and Street Light etc., may not be disconnected on account of arrears of revenue. Details of such consumers alongwith their outstanding arrears may be sent to concerned Chief Engineer (OP) for obtaining of the Board regarding disconnection etc.

(iii) The disconnection order on account of non-payment should however not be issued in case where the outstanding amount is nominal and no arrears are likely to accrue to the Board beyond the amount of Advance Consumption Deposit (security) in case the disconnection is delayed.

4. In the reference made by the S.D.O. (A.E./A.E.E.) to his Xen or by the Xen to the SE or direct to the Chief Engineer as the case may be, the consumers load should be given and particular mention should invariably be made in detail as to the attitude of the defaulting consumer in the past in the matter of liquidation of Board's electric bills.

The Executive Engineer / Superintending Engineer should see that reference made by S.D.O. (A.E./A.E.E.)/Xen in this respect are dealt with promptly in the office and instructions to disconnect the consumer if so desired, are issued to S.D.O. (A.E./A.E.E.) Xen within a week from the date of receipt of a reference from the subordinate office.

INSTRUCTION NO. 177

Disconnection of Consumer's Governed by M.C.G. :

A consumer governed by M.C.G. will also be disconnected in case of the default to make the payment of the Board's dues in the same manner as an ordinary consumer. He cannot claim any relief with regard to M.C.G. for the period of disconnection as the same was necessitated due to the default on his part.

INSTRUCTION NO. 178

Disconnection when Consumer's Premises are found Locked :

If the consumer's premises are found locked by the Meter Reader or the Bill Distributor and no response is received even after serving 'Access to consumer's premises' notice, some official say J.E. or Meter Inspector may be deputed to visit the premises of the consumer to verify the facts on spot. On their report, if there are no early prospects of the meter being read or Board's dues being paid, the premises should be disconnected from the tee or pole.

Note:- The powers of various officers for disconnecting a consumer premises on account of any default other than non-payment of dues or any breach of conditions of supply are the same as per non payment of dues. However, in such cases, i.e. others than of non-payment of dues, only notice is required to be given to the consumer as laid down in the Abridged Conditions of Supply.

INSTRUCTION NO. 179

Recovery of Arrears From Defaulting Consumers :-

Discontinuance of supply of electric energy to a consumer who defaults in liquidating the electric energy bill is not an end in itself but is only the first step towards not only arresting further accumulation of arrears but even forcing him to

make the payment. However, all out efforts should be made to recover the amount, and such efforts should not be relaxed as long as the recovery is not actually effected.

2. Normally in the first instance the disconnection should be made on temporary basis i.e. the energy meter should be allowed to remain in position, but if the consumer does not care to get his premises reconnected within a reasonable time, say 30 days, by paying off the dues of the Board or if there is any apprehension of theft of energy, or there are strong reasons to believe that the reconnection would not be sought for, the disconnection should be effected permanently.

3. The SDO (A.E./A.E.E.)/J.E. should go on pressing (say by issuing weekly reminders to be delivered through peon or if necessary, to be sent by Registered post and by personal demand through bonafide representatives of the Board) to the defaulting consumer for payment of the outstanding sum of the Advance Consumption Deposit should be re-appropriated towards the amount of arrears. The balance dues, if any, should be transferred to any other connection which may be held in the name of the same consumer. The other connection/connections may likewise be disconnected after observing the necessary formalities.

4. In the meantime after the expiry of one month, the matter should be intimated to the Executive Engineer concerned with a detailed report indicating the action taken or proposed to be taken. If there are no prospects of the recovery of the dues through some other connection held by the defaulting consumer, the matter should be taken up at XEN's level who should, at his earliest convenience. Write to the defaulting consumer requesting early settlement of the account. If it is found out that the consumer has left the station or does not have a connection at the local station, but is getting supply from H.P.S.E.B. at some other station, the concerned Executive Engineer should be asked to debit the charges to him against the connection held by him under his (XEN's) charge. The XEN should whenever he makes a reference to the consumer, endorse a copy to the SDO (A.E./A.E.E.) for his information so that the SDO (A.E./A.E.E.) should not issue any further written reminder to the defaulter, but who at the same time, should not slacken his efforts, in effecting the recovery through bonafide representatives of the Board. The amount should, however be carried forward in the Consumer's ledger from month to month and surcharge should continue to be levied as required.

5. The XEN should follow his letter by issuing the reminders at fortnightly intervals. In case the payment of the bill is not received within a fortnight from the date of issue of the last reminder, the case, if the amount involved is more than Rs. 100/- together with the consumer file should be referred to the Chief Engineer (Operation) giving a complete precise of the case with particular references to the following points :-

- (i) Full address and whereabouts of the consumer.
- (ii) Whether all other connections standing in the name of the consumer have been disconnected or not.
- (iii) Period to which the outstanding amount relates.
- (iv) The break-up of the outstanding amount i.e. (a) amount of actual energy charges (b) meter and service rentals (c) any other amount.
- (v) Date of first default.

- (vi) Date and the amount of last payment. If the payment is part-payment, the total amount of the bill against which the part payment is made.
- (vii) The efforts already made at the sub-division and divisional level.
- (viii) Prospects of recovery of outstanding in the near future.
- (ix) The cause which led to the consumer becoming defaulter.

- (x) Financial position of the defaulting consumer with particular reference to his immovable property so as to ascertain the scope of recovery through legal action.

6. Simultaneously, the matter should be reported to the Superintending Engineer with necessary details and comments so that he could fix the responsibility in case requisite formalities have not been observed. The Superintending Engineer, on receipt of the case from the XEN recovery to the Chief Engineer (Operation) within a month. Cases upto Rs. 100/- should be referred to Superintending Engineer for disposal.

7. The case, after being received in the Chief Engineer's office should be scrutinized so as to arrive at any further line of action. In collaboration with the Legal Section of the Board, the desirability of launching legal proceedings should be assessed so that the necessary action could be taken well before the expiry of the period of limitation, which is only three years from the expiry of the due date. Nevertheless, during all this period, the field officers should continue to pursue the matter vigorously with the consumer as well as the higher authorities to whom the case is referred.

8. If ultimately the amount is found to be irrecoverable either due to the failure of the legal proceedings, or the exhaustion of all efforts and where no legal remedy is sought, the case for writing off the arrears, so that the books could be cleared, should be framed and submitted to the competent authority. The authority competent to write off the arrears of Electricity dues is as under :- Amended vide sales circular No. 235/96 dated 26.12.96

(1)	Executive Engineer	Rs. 25/- in each case	200/-
(2)	Superintending Engineer	Rs. 100/- in each case	500/-
(3)	Chief Engineer	Rs. 200/- in each case	2000/-
(4)	Head office level committee comprising of :		
	(i) Chief Engineer (OP)	Chairman	
	(ii) Director (Commercial)	Member	
	(iii) Dy. Financial Advisor	Member	
	(iv) Executive Engineer (works)	Member Secretary	
	Officer of the C.E. (OP)		
(a)	For arrears of S.O.P.	Rs. 1000/- in each case	Rs. 5000/-
(b)	For arrears of M.C.G.	Rs.5000/- in each case	Rs. 10,000/-

9. Cases involving amount more than above limits should be referred to the Board through *Chief Engineer (Operation)* for decision.

10. However, in case of following consumers the action indicated above should only be taken if the procedure outlined below fails to yield fruitful results.

- (a) **Government Departments** : So far as the question of recovery of outstanding dues from Government Departments is concerned the

matter may be referred to the Head of the Department for early liquidation of arrears, simultaneously endorsing copies to the offices concerned for doing the needful immediately. Progress should be watched and reviewed fortnightly.

- (b) **Government Employees :** In such cases Heads of the Offices/Departments under whom the consumer is working should be addressed to recover the outstanding amount from the person concerned and remit to the Board. In case where the employees have been transferred to other stations, their address should be found out and the Heads of their offices be asked likewise.
- (c) **Board Employees :** The arrears should be recovered promptly from the employees of the Board. In case the employees have been transferred to other stations, reference should be made to his SDO (A.E./A.E.E.)/XEN/S.E concerned to effect recovery from the pay bills of the official officer and remit it to the office concerned.

INSTRUCTION NO. 180

Payment of Arrears not originally billed :

1. There may be certain cases where a consumer is billed for some of the dues relating to previous months/years, which were not included in the bills for the relevant period either due to the negligence of the Board employees or due to some defect in metering equipment or due to application of wrong tariffs etc. Similarly, there may be cases where the Board is unable to do the monthly billing due to certain reason and the bills are sent for 2 or 3 months consumption or more and the consumer is unable to pay the bill in lumpsum. In all such cases the following officers are competent to allow the amount to be paid in monthly installments (to the extent mentioned here under) without the levy of surcharge :

- 1. SDO (A.E./A.E.E.) upto 3 installments.
- 2. Executive Engineer upto 6 installments.
- 3. Superintending Engineer Upto 12 installments.

The total surcharge, where applicable should be divided in equal installments and in case, the consumer does not make the payment of that installment by the due, then surcharge levied for that installment only.

2. The benefit of payment in installments is to be allowed on the express request of the consumer if the amount of arrears is heavy as compared to the normal monthly bill. The No. of installments should be decided on the merit of the case.

3. Monthly installment of the old arrears will be in addition to the current monthly energy charges. In order to take action against the official/officers due to whose fault the arrears accumulated, the cases shall be forwarded and decided by the authority next higher to the one which decides the payment by installments.

II. Some of the sick units are seeking restoration of power reconnection and requesting the Board to allow them to make payments of their outstanding arrears in installments. Member (Operation), HPSEB is empowered to accord approval for payment of outstanding arrears in installments in such cases. The maximum number of installments as admissible in such cases are five which are further subject to the fulfillment of the following conditions.

1. that the reconnection to such unit will be effected only after the firm deposits Advance Consumption Deposit at the prevailing rates.

2. that such unit will have to deposit the first installment of arrears before the connection is restored by the competent authority, whereas the balance installments will be paid with the subsequent energy bills.

3. that in case of default in making payment by such unit, disconnection of supply will be effected as per instructions, in force in the Board.

In view of above, cases in respect of sick industrial units seeking restoration of power connections and allowing them payments of arrears in installments should be referred to the office of Chief Engineer (Commercial) for obtaining necessary approval.

Power to Waive off Surchage.

The following officers are competent to waive off the recovery of the amount of surcharge levied in respect of payment of energy bills provided the same is not due to the fault on the part of the consumer :-

SDO (A.E./A.E.E.)	Upto Rs. 10/- in each case.
Executive Engineer	Upto Rs. 50/- in each case.
Superintending Engineer	Upto Rs. 200/- in each case.
Chief Engineer.	Upto Rs. 500/- in each case.

Note:- “In such cases where the consumer is not likely to have a re-connection and offers to clear the original principal amount or the same with a part of the amount on account of surcharge, the Executive Engineers are empowered to temporarily freeze the amount of surcharge which the consumer does not pay and realize the principal amount alongwith the surcharge which can be recovered from the consumer. Simultaneously the Executive Engineer concerned shall move the case for waiver-off the balance surcharge to the next competent authority and under such circumstances also, the authorities as indicated above are further authorized to waive—off surcharge upto the monetary limits indicated therein. For higher amount the case shall be referred to the Board. The Executive Engineer Concerned shall however be expected to settle the case as per his best judgement without the loss of the original principal amount and he should certify that the consumer is not likely to get the permanently disconnected connection reconnected, before waiving off the surcharge himself or forwarding the case to the competent authority to waive off the surcharge himself or forwarding the case to the competent authority to waive off the surcharge. Cases where the consumer does not even offer to pay the original principal amount shall however, be dealt with under other relevant provisions.”

SECTION – VIII
THEFT OF ENERGY

SECTION – VIII

Theft of Energy

INSTRUCTION NO.201

12.6.97,1.7.97 Theft of Energy-Remedial Measures :

Section 39 of the Indian Electricity Act, 1910 provides as under :

“Theft of Energy---Whoever dishonestly abstracts, consumes or uses any energy shall be punishable with imprisonment for a term which may extend to three years or with fine which shall not be less than one thousand rupees, or with both; and if it is proved that any artificial means or means not authorized by the licensee exist for the abstraction, consumption or use of energy by the consumer, it shall be presumed, until the contrary is proved, that any abstraction, consumption or use of energy has been dishonestly caused by such consumer. ”

2. For the guidance of the field staff, the various methods, which are usually adopted by the unscrupulous consumers for effecting theft of energy, are given below so that they may easily detect cases of theft and bring the defaulters to book.

- (i) *Direct Supply*—Energy is stolen by the consumer by connecting a lead from the Board’s incoming side of the cut-out (if the same is installed before the meter) to his own cut-out on the main board thereby short circuiting the energy meter. As the cut out on the supply side is provided inside the meter cup board duly sealed by the Board, this, therefore, involves breaking open the M.C.B. seal before making these illegal changes.
- (ii) *By making earth connection as a return for current instead of neutral:* This is one of the most common methods of stealing energy in case of single phase meters, as it is not easily detectable. The connection of neutral and phase wire are interchanged. The phase thus goes direct to the consumer’s board without passing through the current coil of the meter (as the neutral point of the load and Board supply are connected directly under the meter terminal cover). A Local earth is taken would not thus record any consumption. To misguide the Board’s staff, one or two lights installed near the meter are usually worked by using the actual neutral wire as return. These lights when put on will take supply through the meter. The interchanging is done either from M.C.B. cutout if it is installed before the meter (Involving breaking open of M.C.B. seals) or from the pole. Interchanging cannot be easily detected unless tested with the help of a phase tester, or unless the working of meter is seen by putting on all the various energy consuming apparatus in the premises.
- (iii) *By removing the meter Pressure Link :* Instances have come to notice where energy is stolen by removing or loosening of the pressure coil links under the meter terminal cover, thereby cutting off the pressure coil, meter thus becoming in-operative. This necessitates breaking open the M.C.B. and meter terminal seals.
- (iv) *By reversing the meter terminal connection :* Sometimes the meter terminal connections are reversed by interchanging the ‘main supply lead’ with ‘load side’ lead. The meter disc starts rotating in the reverse

direction. This will also involve breaking open the seal of M.C.B. and meter terminal box.

3. Remedial Measures

Some of the remedial measures for the prevention of theft of energy are enumerated below. These should be rigidly followed :

- (i) The cut-out should be provided after the meter instead of before the meter. In other words, the service line should be connected direct to the meter and the cut-out should be provided on the load side i.e., after the meter.
- (ii) Wherever P.Ts are installed for H.T. Supply metering, no. P.T. fuses should be provided on the secondary side of the supply to Kwh./M.D.I. meters. In the case of existing connections, arrangements should be made to remove the P.T. fuses immediately.
- (iv) A proper control should be exercised on the work of Meter Inspectors who should submit their reports to the SDO (A.E./A.E.E.). Any points raised by the Meter Inspectors should be immediately attended to by the SDO (A.E./A.E.E.), who is responsible for immediate compliance within 24 hours for case of serious nature, particularly those involving theft. However, the Meter Inspector should bring serious and suspicious cases to the notice of Xen also.
- (v) The Installation Inspector is authorized to seal all such meters, where seals are found broken, during the inspection of meters, provided a copy of the complete records of the meter sealing shall be submitted by them to the SDO (A.E./A.E.E.), after his return from inspection. These seals shall however, subsequently be replaced by the concerned officers/officials authorized to seal the meters etc., as per the prevailing instructions on the subject.
- (vii) Meter Readers and Inspectors during their routine visit to the consumer's premises shall not only content themselves with meter reading or test checking the reading but should also verify that :-
 - (a) the meter is operative by actually putting on some load;
 - (b) the consumption compares favorably with the previous month;
 - (c) the seals of M.C.B. and meter terminal cover are in order;
 - (d) there are no small pieces of wire in the M.C.B connecting M.C.B. cut-out to the consumer's board if M.C.B. is open.
 - (e) that the phase and neutral wires in the M.C.B. have not been changed to interchange the connections.
- (viii) Whenever any theft of energy is doubted in any locality or at the premises of any consumer, check meter should be installed on such doubted feeders, or at the point of tee-off of the service line leading to the consumer's premises. In notorious areas where theft of energy is

apprehended help of police and other civil authorities may be sought for.

- (ix) If any Board employee is found stealing energy or is an accomplice in any theft case, and the charge of theft of energy is successfully established against him, the minimum punishment in that case shall be “dismissal from service”.
- (x) Some of the Construction Gangs in the field are in the habit of using un-metered supply and tap the Board’s supply lines without any meter. Strict instructions should be issued that Construction Gangs must not tap the lines. In case any power is actually required by the construction Gangs, the supply should be taken with the permission of the A.E./A.E.E. and through a meter with a proper A/c. No., the number of units recorded by the meter should be shown as used on the concerned works.
In case, any Construction Gangs are found using energy without proper meter, it should be considered as theft of energy and proper action taken against the culprits.
- (xi) Variation registers should be maintained properly and the Meter Clerks/Meter Inspectors should mention therein the cases of such consumers where there has been marked variation of consumption in particular month with respect to the normal consumption. Executive Engineers and SDOs (A.E./A.E.E.) must check these registers on tour to the Sub offices.
- (xii) Bills should be issued as per the billing cycle specified. It should be ensured that the meter readings are actually taken regularly in time and the Meter Readers do not record fictitious readings.
- (xiii) Revenue charts should be hung in the room of every Jr. Engineer Incharge of Sub Officer SDO (A.E./A.E.E.)/Xen, which should give figures of monthly revenue total and category-wise (the categories should consist of only general consumers, industrial consumers, tubewell consumers and bulk licensees etc.) Any fall in revenue in any category should be properly investigated and explained to the next higher authority.
- (xiv) SDO(A.E./A.E.E) should make surprise checks of connections/ meters more frequently to detect theft of energy etc. and a proper record of these checks should be maintained.
- (xv) Terminals of all Industrial/Agricultural/Bulk/WIP supply meters be sealed by SDOs (A.E./A.E.E)/Xen themselves, as the case may be.
- (xvi) The Meter cup Board/ Meter terminal seals be checked frequently especially in the case of Industrial/Agricultural supply meters and Maximum Demand indicators.
- (xvii) The cases of premises ‘locked’ and ‘nil’ consumption be investigated by SDOs (A.Es/A.E.Es).
- (xviii) In doubtful cases a Test check meter duly sealed by Xen, M&T Division be installed at the pole from which an A.P. Industrial Supply main emanates so as to compare the energy received by the consumer after accounting for the line loss, with the energy passed through the test check meter.

- (xix) SDO (A.E./A.E.E) incharge of operation Sub-Divisions, should also exercise proper check on the installations of consumers. The results of such checks should be maintain on the attached proforma (INSPECTION CARD), which will be inspected by the inspecting officers viz. Executive Engineers and Superintending Engineers.
- (xx) SDO (A.E./A.E.E) incharge of the Operation Sub-Division, will on receipt of advice from the Flying Squad/Field Officers not below the rank of an Executive Engineer should issue temporary disconnection order for the installation, where the motors of higher capacity than that sanctioned, are found. Simultaneously, charges at double the flat rate tariff on the capacity of the motors so defected, from the date of its installation or date of connection, or from the date of enforcement of flat rate, whichever is late should be assessed and billed to the consumer.

INSTRUCTION NO. 202

Additional Precautions in respect of Board Employees :

The Officer Incharge of substations and colonies has a special responsibility in the matter. He will be personally responsible for any case of theft of energy specially if the report is received from other sources.

2. In the Board's colonies, a separate feeder for residences should be run and a KWH meter should be installed on the same. A monthly comparison be made between the readings of the KWH meter with the consumption figure of the Board's employees residing in the quarters.

3. The following check on the meters of the employees should be exercised by the various officers/officials :

- (i) The initial sealing of meter terminal cover may be done by J.E. who will be held personally responsible and very severely dealt with, in case of any wrong connections.
- (ii) Meter Inspector should check the meters of all the employees residing in the towns, at least once in two months and ensure that they are in working order, seals are intact and no means are being employed for stealing energy.
- (iii) The Meter Inspector will keep the readings taken by him for the Board employees separately in the Check Register and put for scrutiny to the A.E./A.E.E., who will compare them with the normal consumption expected from the employees corresponding to one's status. In case of large discrepancy, matter should be investigated thoroughly and C.E. (Operation) (under intimation to Xen/S.E) apprised of the whole position for further action.

INSTRUCTION NO. 203

Procedure for dealing with theft of energy cases :

All the Sub-Divisional Officers, Executive Engineers, Superintending Engineers and Chief Engineers are authorized to lodge first information Report to the police and launch necessary prosecution on behalf of the Board, under section 50 of the Indian Electricity Act, 1910, in cases falling within their respective jurisdiction, concerning an offence constituting theft of energy as described under section 39 of the Act, where artificial means for abstraction of energy physically exist. Where no artificial means for such abstraction of energy are detected, the decision to launch a prosecution shall be taken by the respective Executive Engineer who will be required

to consult the legal section of the Board before taking a decision. In this connection following actions may immediately be taken at field level in view of the amended provisions of the Act.

1. The field officers are to promptly launch prosecutions against the consumers caught in the act of theft of energy as per the provisions of the amended act, in case the consumer fails to deposit the amount assessed by the field officer as per instruction no. 206.
2. The provisions for immediate disconnection of premises on the detection of theft and of restoration only after the receipt of 50% of the assessment etc. as per instruction No.206 shall continue to be followed in addition to the provision of the amended act.

INSTRUCTION NO. 204

Reconnection of Supply to the Consumer Caught Stealing Energy :

Premises of such consumers who have been caught stealing energy, either by the field officers of the Board or Eying Squads and whose cases are handed over to the Police for investigation and prosecution in a Court of Law, where insisted upon by them may be reconnected after observing the following formalities :

- (i) Those parts of the Board's/consumer's installations which are required to be removed for evidence by the Police, may be removed and their substitutes provided by the respective owner (Board or consumer) to whom these parts belong.
- (ii) An undertaking be obtained from the consumer that the reconnection of his premises would be without prejudice to his case with the Police and subsequent trail in the Court of Law.
- (iii) The Advance Consumption Deposit is enhanced to four times the normal rates.
- (iv) The consumer pays the amount provisionally assessed for pilferage of energy as per Instruction No. 206 and furnishes the undertakings specified therein.

INSTRUCTION NO. 205

Maintenance of Register for checking and detecting theft of Energy Cases :

A Register on the prescribed form 'Narrative Report on Theft of Energy Cases' should be maintained in all Sub-Offices, Sub-Division and Divisional Offices for checking and detecting theft of energy cases, wherein the details of theft of energy cases checked and investigated should be recorded, Printed Registers are available for this purpose.

INSTRUCTION NO. 206

12.6.97 Assessment and Charging for Energy Pilferaged : (w.e.f. 2.12.94)

The premises of consumer, who dishonestly abstracts, consumer or uses energy shall be disconnected immediately without any notice to the consumer. Proof of existence of any artificial mean or means not authorized by the Board for the abstraction, consumption or used of energy by the consumers, shall be sufficient proof to presume that such consumer has abstracted, consumed or used energy dishonestly until the contrary is proved. The quantity of energy consumed during the period of theft shall be determined as under :-

$\text{Connected load} \times \text{demand factor} \times \text{load factor} \times \text{No. of working hours}$
per month.

The demand factor, load factor and number of working hours per month for different categories of consumers shall be as under :-

Sr. No.	Category of Consumers.	D.F.	L.F.	No of working hours.	No. of days in the month.
1	2	3	4	5	6
1	Domestic	50%	40%	24	30
2.	Non-Residential	90%	90%	10	25
3.	Industrial unit	100%	80%	8,16 or 24 depending upon No. of shifts being 1,2 or 3.	25
4.	Agriculture	100%	40%	10	20
5.	Public Lighting	100%	100%	12	30

The Assistant Engineer incharge shall personally verify the actual connected load of the consumer concerned and should record a certificate to this effect. Further the consumer accounts should be overhauled from the month from which there is a sudden suspicious fall in his consumption and for the entire period during which pilferage has taken place and can be clearly taken as the period of preceding 6 months from the date on which theft is detected.

1. Provisional Assessment

After working out the quantity of energy dishonestly abstracted, consumed or used, a provisional assessment notice as per prescribed pro forma in case of malpractice/theft shall be sent by the Asstt. Engineer incharge within 24 hours of the detection of the energy dishonestly abstracted, consumed or used requiring the consumer to pay 50% of the amount assessed at 4 times the normal supply rates for different categories of consumers for the energy dishonestly abstracted, consumed or used provisionally, pending further enquiry into the matter. After the consumer has been informed about the provisional assessment and he deposits 50% of the amount assessed, his premises should be reconnected after recovering Advance Consumption Deposit at four times the normal rate. Before restoration of power supply, resealing and reconnection charges as per Schedule of General and Service Charges shall also be recovered and in addition following undertakings should also be obtained :-

- (i) that he would not indulge in such practice in future.
- (ii) that he would furnish surety to indemnify the Board for the loss which it may suffer in future by indulgence in such a practice.
- (iii) the reconnection to his premises would be without prejudice to charging additional amount, if any.

Notice as per the prescribed pro forma shall be served upon the consumer for recovery of the dues. In case he fails to deposit the amount, action should be taken as per the provisions contained in Instruction No. 203. The consumer's premises should remain disconnected in case he fails to comply with above requirement. The consumer may simultaneously be advised to file, his representation if any, within a week.

2. Final Assessment

Thereafter final assessment shall be made. Any other factor that comes to light after observing his case file, or after making personal inquiries from the

neighbour of the consumer regarding special occasion like marriages or any other such eventuality which could directly have a bearing on the consumption should be taken into consideration in case these occasions are known to have occurred during the period theft of energy, is supposed to have taken place.

The Assistant Engineer, concerned shall prepare complete case within one week of reconnection and thereafter the authorities as indicated below shall after taking into account all relevant factor and circumstances decide whether the consumer indulged in malpractice or pilferage of energy and shall to the best of his judgement, decide the loss sustained by the Board on account of such malpractice by the consumer. The final assessment authority shall, thereafter, pass an order setting out his conclusion and reasons thereof and communicate a copy of the final assessment notice in the prescribed pro forma to the consumer and demand the amount if any due from the consumer on the basis of this assessment after giving credit for the amount already deposited by him. The consumer shall pay to the Board within one week of the receipt of the final assessment notice, the amount demanded.

The whole process of detection of theft and communicating final assessment to the consumer shall not take more than 30 days.

In case of consumers who do not take care to get their premises reconnected, action should be taken as per existing provisions to realize the amount due from them. Further, in case of mixed loads the tariff applicable at the highest rate should be adopted.

3. Authorities competent to decide final Assessment

The following officers shall be empowered to decide final assessment in case of different categories of consumers :-

1. A.E./A.E.E. For all domestic and Non-Residential consumers irrespective of load.
2. Executive Engineer For Small Industrial Power Supply and Agricultural pumping supply loads upto 20 KW.
3. Superintending Engineer. For all Medium/Large Industrial Power Supply. Irrigation and Street Lighting Supply loads above 20 KW.

4. Tariff Chargeable for Pilferaged Energy

The quantity of energy dishonestly abstracted, consumed or used shall be charged at four times the normal supply rates of the Schedule of Tariff applicable to the consumers. The consumption of energy recorded by the meter during this period shall be subtracted from the total quantity assessed.

PROVISIONAL ASSESSMENT NOTICE

No. HPSEB/

From :

Dated :

Asstt. Executive Engineer/Asstt. Engineer,
Electrical Sub-Division, H.P.S.E.B.....

To:

.....
(Name of Consumer)

On.....at hours.....your service bearing Account No.....Door
No.....was inspected byit was then noticed that :

- (i)
- (ii) **MEANS ADOPTED BY THE CONSUMER FOR THE**
- (iii) **THEFT/PILFETAGE OF**
- (iv) **ENERGY TO BE INDICATED HERE.**

The above facts indicate that you are guilty of malpractice. An enquiry will be made into the matter by the Superintending Engineer/Executive Engineer/Assistant Engineer, operation Circle/Elect. Division/Elect. Sub-Division.....who will fix the amount of loss sustained by the Board. You may make appropriate representation to him in this regard.

I have provisionally estimated the value of energy misused by you at Rs.....If you are desirous of obtaining restoration of supply, pending enquiry you may pay Rs.....(being half the estimated value of energy charges) plus Rs.....for resealing, reconnection charges and enhanced Advance Consumption Deposit immediately, failing which your connection charges and enhanced Advance Consumption Deposit immediately, failing which your connection shall not be reconnected and appropriate steps shall be taken to realize the amount by other lawful means.

Assistant Engineer/Asstt.Ex.Engineer,
Elect. Sub-Division, HPSEB,
.....,Distt.....(HP)

Copy to:-

1. The Superintending Engineer, Operation Circle, HPSEB,.....
2. The Executive Engineer, Elect. Division, HPSEB,.....
3. Executive Engineer, Flying Squad, HPSEB, Shimla-171004.

Assistant Engineer/Asstt.Ex.Engineer,
Elect. Sub-Division,
HPSEB,Distt.....(HP)

FINAL ASSESSMENT NOTICE

No. HPSEB/
From :

Dated :

.....
(Authority Competent)
.....

To :

.....
(Consumer's Name)
.....

Please refer to the provisional assessment notice No.....dated.....served on you by the Asstt. Executive Engineer/Assistant (Elect.) Sub Division, HPSEB.....(HP)this Office.

Keeping in view all the relevant factors and circumstances of your case, I have finally assessed the amount of loss sustained by the Board worth Rs.....After crediting the of Rs.....already deposited by you on account of energy charges, an amount of Rs.....is debited/credited to your Account No.....

- (a) You are advised to deposit an amount of Rs.....within seven days of the receipt of this notice, in case you are desirous of having continued electric supply to your premises, failing which, supply to your premises shall be disconnected permanently without any further notice and suitable steps shall be taken to realize the outstanding amount.

OR

- (b) An amount of Rs.....credited to your account No.....shall be adjusted in further energy bills.

(Authority Competent)

C.C.to :

1. Superintending Engineer/Executive Engineer/Assistant Executive Engineer/Assistant Engineer (as the case may be).
2. Executive Engineer. (F.S.), HPSEB, Shimla-171004.

(Authority Competent)

INSTRUCTION NO. 207

Operation of Flying Squad :

The concerned field officers are required to follow the following points strictly in connection with the surprise inspection of electric connections by the Executive Engineer (Flying Squad):

- (a) Whenever the Executive Engineer (Flying Squad) pays surprise check/visit to area, it will be the responsibility of Executive Engineer/SDO (A.E/A.E.E.) (Electrical) of the area to accompany/assist him in such a visit/check, whenever required by the Executive Engineer, Flying Squad Unit.
- (b) The required staff as may be requisitioned by the Executive Engineer, Flying Squad Unit shall be placed at his disposal immediately on his demand.
- (c) On receipt of the Inspection report of the Executive Engineer (Flying Squad Unit) Executive Engineer/Assistant Executive Engineer/Assistant Engineer concerned shall be responsible to recover the amount and take such action as may be called for in the report.
- (d) In case of employees of the Board, if found guilty of any offence, connected with the theft of energy or the prima facie case exist against an employee immediately, on receipt of inspection report from the Executive Engineer (Flying Squad)/Director (Commercial), the concerned Executive Engineer/Superintending Engineer will place such officer(s)/official(s) under suspension immediately in case he is competent to do Officers telephonic approval of Head of the Department shall be obtained. The charge sheet etc. will be framed by the competent authority on receipt of the Inspection report from the Executive Engineer, Flying Squad Unit.
- (e) Where it is found that fictitious readings are recorded by the Meter Reader, he should, on receipt of inspection report/order from Executive Engineer (Flying Squad)/Chief Engineer (Commercial), be placed under suspension by the concerned Executive Engineer.
- (f) All the Board's employees energy meters as per Instruction No. 103 of Sales Manual be sealed by the concerned Assistant Engineer/Assistant Executive Engineer with his own Sealing Plier, after satisfying himself that the phase and neutral connections of the energy meters are in order. In case later on, if the P & N connections of energy meters are found in reverse order, the official should be held responsible for it and suitable action taken against him.
- (g) It may also be made obligatory that after release of connections to Board's employees, meters must be sealed within 15 days by the Assistant Engineer/Assistant Executive Engineer.
- (h) In the case of the other consumers, action as required under shall be taken by the Executive Engineers/Assistant Engineers/Assistant Executive Engineers Immediately. In no case they should wait for the Inspection Report.
- (i) The reports of the Installation Inspectors, whenever desired by the Executive Engineer (Flying Squad) alongwith assessment as prepared by them, will be placed at his disposal also.

- (j) As per Instructions issued, proper accounting in ledger for the connections of Board Officers/Complaint Officers/Sub-Stations/Work-shops etc. should be ensured and in case it is found that such connections are unauthorized, these shall also be treated as theft cases and official/officer incharge shall be held responsible for such direct connections.
- (k) For enquiring into theft of energy cases, the job shall be entrusted only to the technical Officers.

INSTRUCTION NO. 208

Sales circular 224/96 Supersedes by letter HPSEB/CE (Comm.)SS-II/7-1/96-268 dt. 10.4.96.

Grant of Incentives to the persons for giving information Regarding theft of energy:

In order to detect the cases of theft/pilferage of energy and to minimize the transmission and distribution losses, the Board has decided to give Rs. 50/- as cash award for such person(s) who will report and can get such cases established. For implementing this decision the procedure to be followed is given below :-

1. Such person(s) will inform the theft/pilferage of energy cases to the concerned Assistant Engineer/Assistant Executive Engineer (Electrical) of the area. He/they can also intimate to the concerned Executive Engineer (Electrical), Executive Engineer (Flying Squad) and Chief Engineer (Commercial) directly.
2. The Assistant Engineer/Assistant Executive Engineer (Electrical) of the area immediately on receipt of the information will conduct the inspection and verify the report.
3. In case theft of energy is established, Rs. 50/- will be given in cash to him. The expenditure so incurred will be charged to office contingencies.
4. Assistant Engineer Assistant Executive Engineer (Electrical) will assess and charge the defaulting consumer(s) according to Instruction No. 204 and 206. He will also supply a copy of the assessment to the Executive Engineer, concerned, and Executive Engineer (Flying Squad)/Chief Engineer (Commercial), HPSEB, through confidential letters.
5. Assistant Engineer/Assistant Executive Engineer (Electrical) of the area will inform his Executive Engineer and also to the Executive Engineer (Flying Squad)/Chief Engineer (Commercial), immediately on receipt of the information regarding theft of energy.
6. As far as possible the name(s) of the persons who will report such theft of energy cases be kept secret and in no case be leaked out.
7. The Board employees are also eligible to get the award under these instructions. However, no award shall be given for the cases which are reported by the employee(s) within the scope of his normal official duty and within his jurisdiction.

INSTRUCTION NO. 209

12.6.97 Issue of Identity cards to Flying Squad unit and Meter Inspectors :

Our Inspection Officers may some-time find it difficult to enter the premises of a consumer for checking our equipments as they are not known to the consumers. In view of the nature of their duty the officers are some-time put in very awkward situation as they cannot carryout their duties for fear of prosecution or trespassing etc.

Keeping in view the above difficulty, the identity cards should be issued by the respective Controlling Officers to the Executive Engineers (Flying Squad) their staff, the Meter Inspectors and other officer assigned the duty of inspection of consumer premises, bearing the name/designation and photograph of the Inspecting officers and suitable notice authorizing the officer/official to access to the consumers premises in accordance with section 20 of Indian Electricity Act, 1910. The specimen copy of the identity card is given :

Himachal Pradesh State Electricity Board :	
	Space for passport size photograph
by	Er.....is hereby authorized
premises or	H.P.State Electricity Board to enter any
Act,	And under section 20 of the Indian Electricity
Act,	1910 and section 24 of the Electricity supply
energy	1948 for doing inspection, checking of the
the	meters, examining or investigation, incidental to
	exercise of the powers or the performance of the
	duties by the Himachal Pradesh State Electricity
	Board, under this act.
Name.....	
Designation.....	
Address.....	
	Controlling Officer
Controlling Officer	

INSTRUCTION NO. 210

12.6.97 Duties and Function of Flying Squad Units :

The Board has prescribed the following duties and functions to Executive Engineer, Flying Squad units :

(a) Vigilance

The Activity has the following aspects :

- (a) To keep an eye on the activities of consumers for possible prejudicial use of supply/equipment.
- (b) To watch for Public Satisfaction so that the good image of the organization is maintained.

To implement the above aspects :-

- (i) The Executive Engineer, Flying Squads are to check energy meters of consumers premises, energy bills and other records in the Sub-Divisions.
- (ii) To investigate the complaints received in the Board's office concerning to pilferage of energy etc.¹

(b) Intelligence

To detect the involvement of Board's officials/officers, in giving undue favours to consumers by improper billing, wrong readings and in committing theft of energy. Acts of omissions on the part of officials/officers due to negligence of consumer service or non-recovery of Board's dues are also to be gone into.

(c) Enforcement

Section 20 of Indian Electricity Act confers on the Board's officers the right to enter the premises of the consumer to keep an eye as to whether the provisions of relevant Acts, Rules and Agreements/Conditions of Supply are adhered to.

All irregularities noticed are to be brought out to the notice of all concerned officers of Operation Wing to ensure removal of such irregularities and recovery of dues and penalties as per rules.

(d) In addition to above, the following specific duties are also to be performed by the Flying Squad units:-

- (i) Detection of un-authorized extensions of load at the premises of all categories of consumers.
- (ii) Detection of inaccurate registration of energy by meters/ metering equipment due to wrong/incomplete connections.
- (iii) Detection of all other reasons leading to leakage of revenue.
- (iv) Checking of peak load running of industries (cases of violations of restrictions imposed for industries).
- (v) Investigation of complaints with respect to superseesion of seniority in grant of connections, demand of illegal gratification etc.
- (vi) Each Flying Squad unit is to check at least 1200 Nos connections of all categories during a year.

INSTRUCTION NO. 211

Responsibility of Field Staff to Check “Theft of Energy” :

(1) The field officers/officials who are required to check and seal the meter equipment should take due care while affixing seal to the meter/metering equipment.

2. The checking of following number of minimum connections in a year

	Large supply with connected load.	Medium supply with C.L.	Small power Agriculture W.I.P.with C.L.	Bulk Supply Connections	Genl. Cons- umers
	Above 500KW	101 to 500KW	21 to 100 KW	Upto 20KW	
XENS	50%	25%	10%	10%	50%
AE/AEEs	100%	50%	25%	25%	100%

by the A.Es/A.Es/Xens incharge of the Sub Division has been made obligatory by the Board. Compliance reports for the same shall be sent to the next higher authority every quarter with a copy to the Chief Engineer (Commercial).

Note---The inspection works shall be so planned so as to spread it evenly over all the four quarters of the year. Further, it may also be ensured that all 11 KV and above connections are checked by the Executive Engineer at least once in three months.

SECTION – IX
SUPPLY OF ELECTRICITY TO BOARD
EMPLOYEES AND WORKS

INSTRUCTION NO. 228

Advance Consumption Deposit from Board Employees :

No A.C.D. shall be obtained from the Board employees in case where the connection is in the name of an employee. This concession shall be available to him only at the place of his duty/posting. In such cases the following certificate shall be recorded by an officer not below the rank of an SDO (A.E./A.E.E.)/Assistant Secretary/Head of Office.

“Certified that Shri.....is working as.....in office of the Board at”.

In cases where an employee goes on transfer from one place to another, the above concession shall be further subject to the furnishing of the following certificate to be obtained by the employee from the Junior Engineer, incharge Sub-Office/SDO (A.E./A.E.E.) from whom he was getting supply prior to transfer.

“Certified that Shri.....previously working in this office ofhas cleared his electricity dues against Account No.....at the time of disconnection of his electric connection on”

In case where the previous connection was not in the name of employee, he shall himself certify the fact at the time of applying for connection at the new place of posting.

INSTRUCTION NO. 229

Charging of Service and Meter Rentals and other General Charges :

(a) If the Employee is residing in the Board's Quarter/Govt. Residence

No service rentals shall be recoverable from a Board's employee occupying a residence belonging to the Board/Government, while meter rent will be payable by such an occupant. This will have no concern with emoluments of an employee.

(b) If the employee is residing in the Private Quarter

Like an ordinary consumer he should pay service rentals in accordance with schedule of General and Service Charges.

(c) Meter Hire

Meter hire at the rate prescribed under Schedule of General and Service Charges will be recoverable from Board's employee irrespective of the fact whether they occupy Board's or private quarters.

(d) Other General charges

These charges are recoverable from the Board employees in accordance with the Schedule of General and Service Charges in the same manner as applicable to other consumers.

INSTRUCTION NO. 230

Concession of free electricity for the Board's Employees Who are not posted in Power Houses :

All the employees of the Board (including work-charged staff having at least one year's continuous service) are entitled for the free electricity to the extent as noted against each category w.e.f. 1-9-94.

Sr.No.	Pay Range	Limit per month
1.	Drawing pay upto Rs. 2000/-	65 Units P.M
2.	Drawing pay above 2000/- but not exceeding Rs.3500/-	80 Units P.M.
3.	Drawing pay exceeding Rs. 3500/-	100 Units P.M.

Note----(1) Consumption of electricity over and above the limits shall be charged at the relevant slab in the tariff applicable to them.

(2) Electricity duty shall be continue to be charged from the employees as here-to-fore unless its levy is exempted by the State Government.

This concession of free electricity supply is also admissible to the employees of the Board who are posted in non-electrified areas or those who do not have electric meters, in cash equivalent to the slab of free units, without insistence of a certificate, to be calculated on H.P. State Electricity Board current tariff for domestic supply, excluding electricity duty (to be borne by H.P. State electricity Board employees) as under :-

Sr. No.	Category of Post	Amount Payment
1.	Employees entitled to 65 Units	Rs. 34.00 P.M.
2.	Employees entitled to 80 Units	Rs. 43.00 P.M.
3.	Employees entitled to 100 Units	Rs. 55.00 P.M.

The concession is not admissible to those employees who are working in the Power Houses to whom the concession of free electricity is available under the separate orders of the Board. Also the above concession is not admissible to the contingent paid staff and the staff employed on daily wages.

The following procedure shall be followed for allowing the concession of free electricity :

- (i) The name of the official/officer will be underlined in the ledger with red ink to distinguish it from the other consumers. The words 'Board Employee' shall also be written in red ink in column 1 of the Ledger. The total units actually consumed will be recorded in the ledger (Col. 8 of ledger).
- (ii) The energy charges at net rates/gross rates shall be worked out in the usual manner for the total consumption.
- (iii) Electricity Duty shall also be levied on the total consumption.
- (iv) Energy charges for the 'free electricity' as per the limit to which the official is entitled or as per the actual monthly consumption, whichever is less, shall be worked out as per the tariff in force and the amount shown in Col. 16 'Electricity Allowance' in the ledger.
- (v) The entries in the energy bills shall also be made accordingly from the columns of the ledger.
- (vi) An abstract of actual Electricity allowance afforded to the Board's employees during the month shall be made for each ledger and finally for the sub-division as a whole in a separate register. The transfer entry

for the gross amount of Electricity Allowance afforded during the month shall be prepared alongwith the monthly account by giving credit to the 'Revenue Head' and debit to the appropriate 'Pay and Allowance' head and a certificate to this effect recorded in the aforesaid register.

- (vii) In case where the premises are found locked the allowance in not to be given while rendering the bill for the meter rent only. However, the allowance shall be given for this period retrospectively whenever the bill for the consumption is rendered.

Whenever any official/officer is transferred he has to comply with the aforesaid formalities at the new place of posting. Also in such cases it is to be certified by him that the electricity connection at the previous place of posting has been got disconnected from the date (to be specified) or the concession is not being availed by him through the energy bills at his previous place of posting w.e.f. the date (to be specified).

Note—The limits of free electricity and the other instructions on the subject are subject to revision in accordance with the Board's Orders, as may be issued from time to time.

INSTRUCTION NO. 231

Grant of free electricity for the employees posted in Power Houses :

Concession of free electricity to the employees posted in the various power houses shall be allowed in accordance with the Board's Orders issued from time to time.

The officers/staff eligible for the aforesaid concession would be divided into two categories i.e. the first category comprising those who have got electricity meters in their names and the second category who do not have any electricity meters, in their names at their place of posting.

A Instructions relating to Officers/Staff who do not have electricity meters in their names under the HPSEB supply system at their place of posting

1. Such officer/staff shall certify to the drawing and disbursing authority that he does not have any electricity meter in his name and that concession of free electricity is not being availed through the energy bills and that the cash equivalent of free electricity as admissible may be allowed to him alongwith the monthly pay. This certificate shall be forwarded by their controlling officers who may keep a record for the same in an appropriate register.
2. The amount of free electricity concession so granted by the drawing and disbursing officer shall be charged under the relevant sub head 'Pay and Allowances'.

B Instructions relating to staff/officers who have got Electricity Meters in their names under the HPSEB Supply System

1. The officer/official concerned shall certify that the concession of free electricity is not being availed by him in the shape of cash equivalent alongwith his monthly pay. He shall also furnish the following information to the local SDO (AEE/AE) concerned. The certificate alongwith other information shall be sent through the Controlling Officer who shall maintain the record of the official availing the concession in this manner.
 - (a) Name of the official (as appearing in the energy bills).
 - (b) Account No.

- (c) Meter No.
- (d) Place of Residence.
- (e) Pay

INSTRUCTION NO. 232

Grant of Electy. Allowance in cases where Husband and wife both are Board Employees :

In cases where both husband and wife are Board's employees, the electricity allowance shall be allowed as under :

1. To both husband and wife if they are posted at different stations.
2. Either of them in case they are posted at the same station and are getting supply through single meter.
3. Where both are posted at one station and non of them has electric meter in his/her name, cash equivalent should be given to either of them.
4. The couples in such cases will be required to furnish a certificate indicating the name of either of them, who would like to get the electricity allowance.

SECTION – X
MISCELLANEOUS INSTRUCTIONS

SECTION X

Miscellaneous Instructions

INSTRUCTION NO. 251

Payment of Bills :

1. **Hours of receiving Cash---**Hours of receiving cash from the consumers in respect of payment of Board's Bill etc., are fixed to give the cashier ample time to close his cash book daily and tally the amount of total realization during the day with the total of entries made in the Consumer Cash Receipt Book. Normally the hours of receiving cash may be from 10:00 A.M. to 1:00 P.M.

2. A notice, for the information of the consumers, giving the timings of receiving cash should be hung on the notice board in each office where the cash is collected. The notice should also show the dates on which the office receiving cash is to remain closed on account of Holidays in every month.

INSTRUCTION NO. 252

Procedure to be following in the submission of a copy of the Judgement of a Court to Head Office :

In order that the interests of the Board are not jeopardized by any delay in procuring a copy of the judgement of a court, the following procedure should be adopted :-

1. Normally a copy of the judgement should be obtained and submitted to the Head Office by the Officer of the Board, who is responsible for the conduct of the case, within two weeks from the date of pronouncement of the judgement.
2. Where the judgement is against the Board it must be ensured that a copy of the judgement reaches the Head Office within a week without fail so that necessary action be taken to file an appeal or a revised application as the case may be.

INSTRUCTION NO. 253

Intimation of Shut down of Supply :

Whenever it is found necessary to shut down either a section or the whole of the supply system timely intimation on prescribed Form CS-27 should invariably be given to the consumers, particularly the important localities or a number of town/villages. A prior intimation should also be sent to the Secretary of the Board for getting the same broadcast over the A.I.R. and published in the news papers for the information of public.

Note---It should, however, be made known to the consumers that the intimation is sent to them just to avoid inconvenience to them but the Board is not bound to issue it and is, therefore not responsible in the event of any omissions to do so or in the event of non-receipt of such intimation by them.

INSTRUCTION NO. 254

Load Surveys :

When making load surveys of the general supply required by potential consumers, the following rules are hereby laid down for guidance in assessing the load in the absence of definite particulars thereof :-

Supply	Domestic Supply		Non-Residential	
1. Light Points	60	Watts each	80	Watts each
2. Fan Points (Ceiling)	80	-do-	100	-do-
3. Radiators (Small)	1000	-do-	1000	-do-
4. Radiators (Large)	2000	-do-	2000	-do-
5. Wall Sockets for lights and fans (1/4 of total number to be taken into account, fraction of a socket being reckoned as one socket).	60	-do-	80	-do-
6. Power Socket	1000	-do-	2000	-do-
7. Other appliances according to actual rating.				

INSTRUCTION NO. 255

Prejudicial use of supply---Unauthorized Extensions

(i) Whenever any consumer is found retailing a portion of the supply taken by him from the Board to his neighbour or any other person by means of an extension to his existing installation without approval of the local office of the Board he contravenes Clause No. 10 of the Abridged Conditions of Supply appended to the agreement signed by him. In such a case the consumer should be served in writing with a disconnection notice of 24 hours and in case the default continues, the disconnection may be effected after obtaining the sanction of the competent authority.

(ii) Unauthorized Extensions---Change over switches

It has been noticed that some of the Industrial consumers install the change over switches without any information/approval of the field officers after the connection is released to them. Since, it is not possible in such cases to exercise proper check on lead to unauthorized extension of load thereby overloading the system. As such the changeover switches are not desirable and may be allowed in very emergent cases, on temporary basis only with the prior approval of the Board Authorities. Superintending Engineer's (OP) may exercise this

authority to decide such cases. Connections of the consumers who install change over switches in contravention to the above instruction, be disconnected after serving usual notice.

INSTRUCTION NO. 256

23.6.97 Overcoming shortage of Three Phase Meters :

Some-times the shortage of poly-phase energy meters, prove to be a bottleneck in the expeditious grant of power connections. To tide over the difficulty three single-phases energy meters of suitable capacity may be installed for all 3 phases connections except welding sets and the consumer billed by adding the consumption of these meters. Generally the maximum capacity upto which single phase meters are available in Board Stores is only 40 amperes. It should, thus, be possible to follow these instructions for load upto about 20 K.W.

Note---(i) Three phase connections should be given only for three phase loads, or in such other cases (Single phase loads) where quantum of power required is of such a nature that it is likely to result in considerable unbalancing on other phases, if connection is released on single phase e.g. offices etc.

- (ii) No connection for 3 phase welding set shall be released without installing 3 phase energy meter.

INSTRUCTION NO. 257

23.6.97 Installing meters for General & Industrial Supply :

Meters installed for recording the industrial and general consumption of an Industrial/Agricultural consumers should be housed in two independent meter-cup-boards, so that the seal of meter cup board installed for industrial consumer is not unnecessarily broken in the event of any fault in the general supply meter. Such a step is necessary for minimizing the chances of access by any unscrupulous consumer to the industrial meter and/or M.D.I.

It should also be ensured that in case of industrial meters connected through C.T.s/P.T.s. and or having M.D.Is., the seal of the meter cup board and meter terminal cover etc., whenever these are broken for attending to some fault in the supply or the meter or for some other reasons, should be affixed by the SDO (A.E./A.E.E.) without delay so that the consumer is not in a position to meddle with the metering equipment . In case the SDO (A.E./A.E.E.) is absent from the headquarter the J.E. should affix the seal which should invariably be replaced by S.D.O./XEN immediately on his return when the matter is brought to his notice. The cases of consumers in the sub-offices should also be dealt with like-wise and the SDO/XEN must see to the sealing works of these consumers on his next visit to the sub-office which should be arranged at an early date. In case of ordinary industrial consumers the seal of the meter-cup-board may in the first instance be fixed by the J.E. concerned but the SDO (A.E./A.E.E.) should replace it during his periodical inspection. However, if the seal relates to meter-terminal cover, it should be replaced by the S.D.O. at the earliest. In this connection instructions relating to sealing (covered under section IV) should also be referred to.

Note--- (i) For Domestic and Non-Residential Consumers the meter should be installed on a wooden Board of suitable size. No MCB should be installed unless the consumer himself asks for it, in which case the cost of the MCB shall be paid for by him.

- (ii) In case of 3 phase supply to all types of consumers like Domestic/Non-Residential, Industrial and Agricultural etc. etc., the meter is to be installed in MCDs only and the cost of it is to be received from the

consumer. Further the meter and MDIs having CTs and PTs shall be housed in cubicals standardized by HPSEB and sealed by the officer incharge/concerned in such a manner so as to eliminate the chances of tampering and meddling with the equipment by the consumer.

INSTRUCTION NO. 258

Temporary Supply :

1. DURATION

- (a) Temporary connections are required to be given for temporary needs only. Allowing temporary connection to a consumer merely to bridge the gap till his turn for permanent connection comes, would only mean circumventing the rules and giving undue benefit to him. Normally, therefore, the temporary connection should not be allowed for more than 3 months but if the nature of the load or the job for which it is required so warrants, it may be given for a longer period. Further, while granting temporary connections, monthly meter readings are taken and regular monthly energy bills rendered for payment.
- (b) As there is no clause in the agreement form stipulating a minimum period for which supply should be taken, the consumer may apply for a permanent connection to avoid higher charges in case of temporary supply. In order, therefore, to safeguard the interest of the Board, the SDO (A.E./A.E.E.) in doubtful cases, should ascertain through his outdoor staff and the wiring contractor whether the application for permanent connection is genuine and the consumer will not ordinarily get the supply disconnected after a short period. In such cases the wiring contractor whether the application for permanent connection is genuine and the consumer will not ordinarily get the supply disconnected after a short period. In such cases the wiring contractor should be required to state in his report whether the wiring of the installation in question has been designed for a permanent connection or for a temporary one only. Should there be sufficient grounds to suspect that an application for a permanent connection is a case of evading higher rates for temporary supply the applicant should be asked to sign a separate declaration stating the approximate minimum period for which supply is required.

2. Periodical Checking

In cases when a temporary connection is given for more than 3 months, it would be desirable to conduct periodical checking of the installation, not exceeding 3 months, so as to ensure that temporary nature of the installation does not constitute any danger. The defects, if any, should be got removed.

3. Advance Consumption Deposit

Advance Consumption Deposit of each consumer may be enhanced in case the amount of the monthly bill is found to be more than originally anticipated while fixing the amount of ACD earlier. In fact, it must always be ensured, particularly in case of temporary connections, that the amount of ACD is quite sufficient to cover the charges which may become due from the consumer in case he does not make the payment.

4. Temporary connection required by Public Relation Department

- (i) The concerned official/officer of the Public Relation Department shall apply for the temporary connection/extension indicating the load requirement and duration/time for which the connection/extension is required.

- (ii) Consent of the consumer from whose meter extension is taken shall also be obtained and furnished by the official/officer of the Public Relation Department.
- (iii) While allowing such extension the provision of Instruction No. 28 of the Sales Manual shall be kept in view. Extension shall normally be authorized by SDO (A.E./A.E.E.) or in his absence by the J.E. concerned.
- (vi) No Advance Consumption Deposit shall be obtained from the Public Relation Department/consumer from whose connection an extension is taken.
- (v) The consumption for the screening of the films shall be billed/paid by the consumers concerned at the same schedule of tariff as applicable for the connection, in case of such extensions.

The exemption required from the Government in such cases under Section 30 of the Indian Electricity Act, 1910, shall however be the responsibility of the Public Relation Department.

Note—The above procedure shall also be applicable in respect of Govt. offices for official purposes such as National functions, State level programmes etc.

INSTRUCTION NO. 259

Shifting/Removal of Electric Lines/Poles necessitated by the Construction of buildings in their vicinity :

1. In cases where the over-head electric supply lines were/are placed by the erstwhile P.W.D. Electricity Branch/MPP and Power (Now H.P. State Electricity Board) under the powers conferred/assumed, under the Indian Telegraph Act, 1885/Electricity Supply Act, 1948 and these lines pass through or are on any property, the owner thereof is, in the circumstances mentioned in Section 17 of the Indian Telegraph Act, 1885, entitled to apply for their removal. This will, however, be subject to the conditions laid down in Section 17 of the Indian Telegraph Act, 1885 viz. (if compensation has been paid to him previously under Section 10 Clause(d) of the said act, he shall, when making the request for their removal, be liable to tender to the Board the amount requisite to defray the expenses of their removal or one half of the amount paid as compensation whichever is less. It would therefore, follow that if no compensation has been paid to the owner at the time of the erection of the lines, he will not be liable to pay any compensation to Government/Board for removal of these lines and the department will have to bear the cost of their removal. In the event of the Board's failure to do so the owner has a remedy under Sub-Section (iii) of Section 17 of the Indian Telegraph Act, 1885.

2. In cases, however, where the over-head lines have been erected otherwise than under the powers conferred/assumed by Government/Board, then the provisions, of the Rule 82 of the Indian Electricity Rules, 1956, would be applicable and any person who proposes to erect a new building or structure in the vicinity thereof will have to give notice to the department for the removal of these lines and the department will be entitled to charge from him in accordance with the provisions of Rule 82(2) of the said rules instead of charges being levied by the Board in accordance with the existing procedure. This will mean that the Board, instead of charging the requisitioner as at present will charge for the cost of only the additional materials that might be required for shifting and making the requisite changes in the existing lines to comply with the demand of the requisitioner, irrespective of the actual procedure that might be followed at site in the interest of maintaining the continuity of supply with a few interruptions as might be possible. Of course, the

charges for the additional materials will include the usual storage charges of the same in addition to the wages of labour employed in effecting the alteration etc., plus supervision charges at the prescribed rates having due regard to the expenditure that might be incurred in complying with the requirements of the section 16 of the Indian Electricity Act, 1910.

3. What applies to over-head lines would equally apply to the underground lines also.

4. **Explanatory Memo---**In a general way the cases, where removal/shifting of lines is asked for, normally fall under any of the following categories :

- (i) Where lines pass through or over any land/property.
- (ii) Where lines and/or their supports are fixed against any building/property e.g. fixed against the wall etc.
- (iii) Where the line does not pass through or over or directly against any property, but is in so close proximity that it hinders any work/construction on the building etc.

5. The case under (i) and (ii) above, are covered under the provisions of Section 17 of the Indian Telegraph Act, 1885, as explained in paragraph 1 above and hence shifting in such cases will have to be carried at Board's expenses (Provided of course no compensation has been paid to the owner). For detailed instructions reference may be made to para 3.33 (sub para 1 to 11) of the HPSEB, Manual of orders. It is, however, important and must be noted carefully that where the cost of shifting is too high, steps should be taken by the field offices, as advised in sub para 9 of para 3.33 of the HPSEB Manual of Orders, to make requisite arrangements for the acquisition of land.

6. The cases under (iii) for permanent removal/shifting are covered under provisions of rule 82 of the Indian Electricity Rules, 1956, as explained in paragraph 2 above. Shifting in such cases will therefore, be carried out at the cost of the applicant. However, cases of temporary shifting may be dealt with as per sub para 10 of 3.33 of the HPSEB Manual of Orders, wherein it is laid down that where the Board's cables have been fixed to a building and the owner of that building desires to demolish or rebuild it, the removal of the cables may be adopted without charge, subject, of course, to the provisions of Section 17 (1) of the Telegraph Act, 1885 which lays down that if compensation has already been paid to the requisitioner at the time of initial execution of the line, he will have to defray the expenses of removal or alteration, or half the amount paid as compensation whichever is less.

INSTRUCTION NO. 260

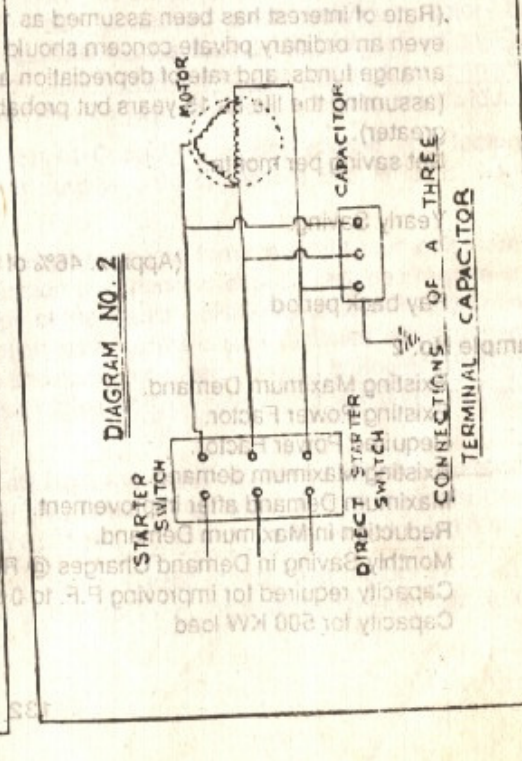
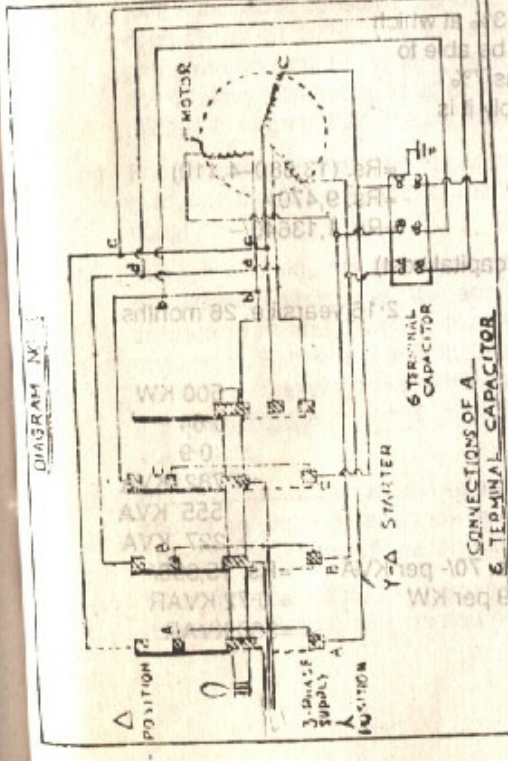
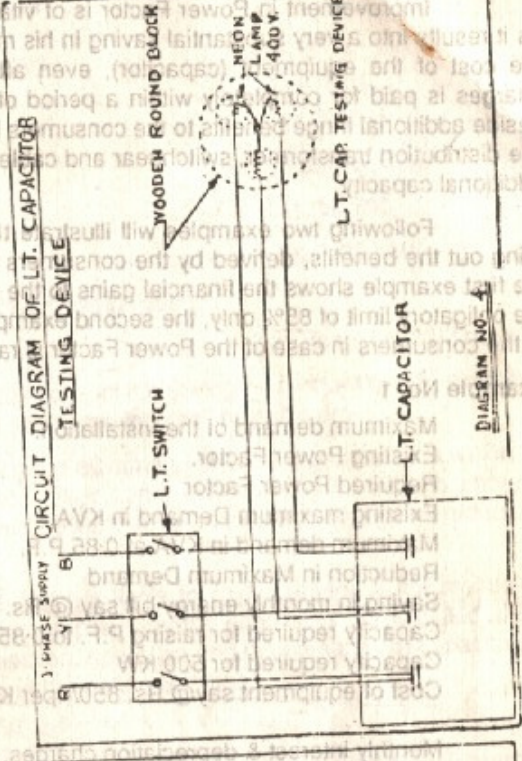
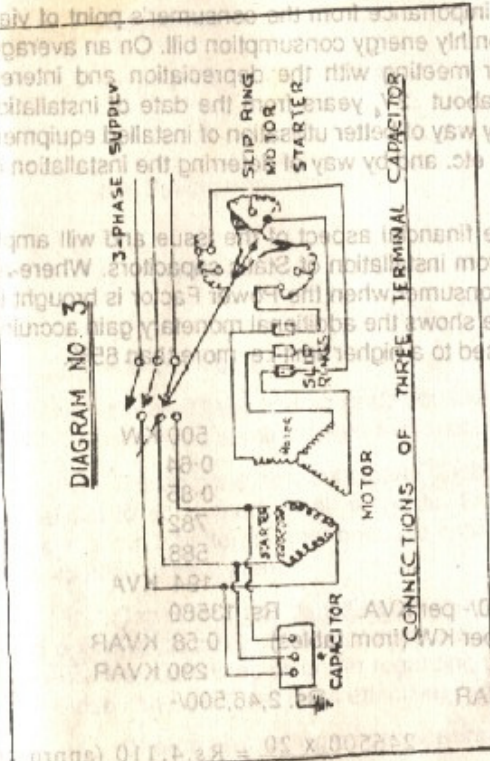
Improvement of Power Factor :

I. Clause 9 of the Abridged Conditions of Supply states that the power factor at any point of Industrial Supply must not be less than 90 percent, and in the event of the said power factor being found to be less than 90 percent, the consumer shall be liable to pay p.f. surcharge as per the Schedule of Tariff and in case of the p.f. being found to be less than 0.85 he is liable to have his installation disconnected from the Board's supply system. It is, therefore, obligatory on the part of all the industrial consumers to ensure a minimum Power Factor of 90% so that the supply system of the Board is not adversely affected and the Supplier is saved of the unnecessary financial loss. Static Shunt capacitor by virtue of being most convenient in handling and operation is the most suitable and simple device for achieving this objective. Improvement in Power Factor not only discharges the legal obligation of the consumer but also has a handful of benefit both to shunt capacitors, other industrial

loads like synchronous motors and resistance furnaces etc, which otherwise maintain high power factor are not covered under these instructions.

II. Benefits and Economics of Capacitors :

In addition to ensuring a better supply voltage and reduced fluctuations at consumer's end, Power Factor improvement would also help the Board in relaxing much of the restrictions on working hours of the connections and grant of new connections from the available plant capacity resulting into enhanced production.



Improvement in Power Factor is of vital importance from the consumer's point of view as it results into a very substantial saving in his monthly energy consumption bill. On an average, the cost of the equipment (capacitor), even after meeting with the depreciation and interest charges is paid for completely within a period of about 2¼ years from the date of installation beside additional fringe benefits to the consumers by way of better utilization of installed equipment like distribution transformer, switchgear and cables etc. and by way of deferring the installation of additional capacity.

Following two examples will illustrate the financial aspect of the issue and will amply bring out the benefits, derived by the consumers from installation of Static capacitors. Where as the first example shows the financial gains to the consumer when the Power Factor is brought to the obligatory limit of 85% only, the second example shows the additional monetary gain accruing to the consumers in case of the Power Factor is raised to a higher limit i.e. more than 85%.

16.6.97 Example No. 1

Maximum demand of the Installation.	500KW
Existing Power Factor.	0.64
Required power Factor	0.85
Existing maximum Demand in KVA.	782
Maximum demand in KVA at 0.85 P.F.	588
Reduction in Maximum Demand	.194 KV
Saving in monthly energy bill say @ Rs. 70/-perKVA.	Rs. 13580
Capacity required for raising P.F. to 0.85 per KW (from talbes)	0.58KVAR
Capacity required for 500 KW	290 KVAR
Cost of equipment say @ Rs. 850/-per KVAR	
Monthly interest & depreciation charges.	$\frac{246500 \times 20}{100 \times 12} = Rs.4,110(approx.)$
(Rate of interest has been assumed as 13% at which even an ordinary private concern should be able to arrange funds, and rate of depreciation as 7% (assuming the life as 15 years but probably it is greater).	
Net saving per month.	=Rs. (13,580-4,110) =Rs. 9,470/-
Yearly Saving.	=Rs. 1,13640/-
	(Approx. 46% of capital cost)
Pay back period	2.16 years i.e.26 months.

Example No. 2

Existing Maximum Demand.	500 KW
Existing Power Factor.	0.64
Required Power Factor.	0.9
Existing Maximum demand.	782 KVA
Maximum Demand after improvement.	555 KVA
Reduction in Maximum Demand.	227 KVA
Monthly Saving in Demand Charges @ Rs. 70/- per KVA	= Rs. 15,890/-
Capacity required for improving P.F.to 0.9 per KW	= 0.72 KVAR
Capacity for 500 KW load	= 360 KVAR

Cost of equipment @ Rs.850/- per KVAR	=Rs. 3,06,000/-
Monthly interest and depreciation charges	$\frac{306000 \times 20}{100 \times 12}$
	=Rs. 5,100
Net Saving per month	(15,890-5,100)
	=Rs. 10,790
	=Rs. 1,29,480/-

(approx. 42% of the capital cost)

Pay back period 2.36 years i.e.28.3 months.

Note—These examples do not take into account the saving on account of P.F. surcharge and if the same is taken into account, the % saving shall be still more.

The above examples clearly illustrates the advantage of installing capacitors which are beneficial to consumers in all respects. On the other hand, it also helps HPSEB to serve its consumers in a better manner because improved Power Factor and voltage conditions reduce the over-loading of its system.

III. Capacitors are sensitive equipment and are liable to early damage if not maintained and operated properly. All the consumers in whose premises the capacitors are installed should observe the guide-lines as under regarding selection, operation and maintenance of capacitors so that these can be utilized most effectively without premature damage.

1. Choice and rating of capacitors 16.6.97.

- (i) All the Industrial consumers should ensure that capacitor units installed at their premises conform to ISI 2834. The capacitors can be applied across individual motor or for group of connections. Where the load consists of a number of small or fractional horse power Motors operating at different intervals, it is economical to apply group connections. In case of large motors the capacitors may be applied across each motor individually.
- (ii) For choosing the proper value of Shunt Capacitors to be installed in a factory the guidance of local engineer of the firm supplying the capacitors or of HPSEB should be sought.
- (iii) In case of Factories having large rectifiers or are furnace loads harmonics are also present with basic load. The application of capacitors in such factories require special consideration and therefore the type of the load should be specified while ordering the capacitors. Before and after installation of capacitors in such factories, the representative of the firm supplying the capacitors should be consulted because harmonics can damage the capacitors and can also cause higher voltage rise which will damage the other equipment.
- (iv) In cases where humidity is relatively high, the capacitors with a higher insulation level should be chosen. Insulation level should be of higher range than normally provided. This can be quoted in specification while placing an order with the supplying firm.
- (v) When it is desirable to improve the Power Factor of industrial motors or to have the capacitors also coming on and off with motors e.g. for a factory where major load is of automatically controlled air compressors, the capacitor should be connected in such a way that its reactive out-put is less than or equal to magnetizing KVAR of motor.

Over capacity of capacitor is likely to damage motor and capacitor itself due to self excitation of motors.

(vi) In some cases the consumer may prefer to install a single capacitor for a group of motors or other inductive loads. In such cases, the capacitor requirement may be worked out on the basis of the total capacity of such motors etc. by treating the total capacity as a single load. The power factor should however be measured at still more frequent intervals so as to ensure that it does not fall down to less than 0.85 lagging.

(vii) The following are the generally recommended values of Capacitors for different HP motors keeping in view the above considerations.

Capacitors KVAR at different Motor Ratings and Speeds 16.6.97

Motor HP	1500 RPM	1000 RPM	750 RPM
3	-	1	1
5	2	2	3
7.5	2	3	4
10	3	4	5
15	4	5	7
20	5	7	9
25	7	9	10
30	7.5	10	12.5
40	10	12.5	15
50	12.5	15	20
60	15	17.5	22.5
75	17.5	20	25
90	20	25	30
100	22.5	25	35
120	25	30	40
130	30	35	45
150	35	40	50
160	40	45	55

(viii) In case group connection is to be applied and, the initial power factor $\cos\phi_1$ is to be improved to $\cos\phi_2$ the Capacitor KVAR required will be as per chart on following .

Capacitors for Power Factor improvement

Original Power Factor Cos ϕ 1	Capacitor KVAR Required per KW load to Improve the original power factor Cos ϕ 1 to Cos ϕ 2			
	Cos ϕ 2	Cos ϕ 2	Cos ϕ 2	Cos ϕ 2
	0.80	0.85	0.90	0.95
0.50	0.98	1.11	1.25	1.40
0.52	0.89	1.02	1.16	1.31
0.54	0.81	0.94	1.08	1.23
0.56	0.73	0.86	1.00	1.15
0.58	0.66	0.78	0.92	1.08
0.60	0.53	0.71	0.85	1.00
0.62	0.52	0.65	0.78	0.94
0.64	0.45	0.58	0.72	0.87
0.66	0.39	0.52	0.66	0.81
0.68	0.33	0.46	0.59	0.75
0.70	0.27	0.40	0.54	0.69
0.72	0.21	0.34	0.48	0.64
0.74	0.16	0.29	0.43	0.58
0.76	0.11	0.24	0.37	0.53
0.78	0.05	0.18	0.32	0.47
0.80	-	0.13	0.27	0.42

How to use Tables :

- (i) Let the original power factor Cos ϕ 1 be 0.64
 Desired Power factor Cos ϕ 2 0.85
 Capacitor KVAR required per KW
 Load from the above table 0.58
 Load Demand of the consumer 500 KW
 Capacitor KVAR required 0.58×500 290 KVAR
 Any available size round about 290 KVAR will suffice.

2. Guide Lines for Installation of Capacitors

- (i) Capacitors should be installed in well ventilated rooms so that there is adequate dissipation of heat produced by the capacitors. Capacitors should not be installed near source of heat such as are furnaces and other heating devices etc. because they are liable to get damaged earlier.
- (ii) The capacitors should be installed on raised dry platforms as dampness shortens the life of capacitors.
- (iii) HPSEB has specified that all motors above 5 BHP load should be connected through Star-Delta starters when a capacitor is connected to a motor associated with Star-Delta starter, the arrangement should be such that no over-voltage can occur during operation of starter, for this, a 6 terminal Capacitor should be installed. The figure given at DIAG. No. 1 give connections of 6 terminal and 3 terminal capacitor. The

consumers while ordering capacitors should specifically mention the requirement of 6 terminal capacitors, when the motor is provided with a Star-Delta starter.

- (iv) Proper earthing should be provided whenever capacitors are installed, otherwise these can be a source of danger. The outer metallic containers of the capacitor bank should be solidly earthed through independent earth (see DIAG, 1,2 and 3)
- (v) It should also be ensured that No 'LIVE PARTS' make a contact with casing.
- (vi) The switches, fuses and where-even some automatic circuit breaking gear is employed, should be of good quality and have proper contacts. The bad or worn out contacts cause damage to capacitor due to sparking on the contacts.
 - (a) Switches, Cables, CTs should have rating 1.5 times the current rating of capacitors.
 - (b) Fuses should have rating 1.6 to 2 times the current rating of capacitors.
 - (c) Where the rating of feeding transformer is 100 KVA or less, ordinary fuses may be used. For higher rating of transformers HRC fuses may be used.
- (vii) The switches must be capable to disconnect the entire installation of capacitor when the electric supply fails even momentarily. For this purpose, switch-gear having no voltage release devices should be provided.
- (viii) Proper foundations should also be provided where-even necessary for capacitors.

3. Operation of Capacitors

- (i) Temperature, voltage and current limits specified should be strictly adhered to and only in case of emergency should capacitors be operated at maximum permissible voltage and maximum ambient temperature simultaneously. The maximum permissible voltage is 110% of the rated voltage specified on name plate.
 - (ii) When a capacitor is switched off, its residual voltage falls gradually through discharge resistance. This voltage must fall to 50 volts or less, before some unit is switched on again. Therefore, it is necessary to wait for atleast one minute before disconnected capacitor is again switched on otherwise capacitor is likely to fail.
 - (iii) Discharge resistance should be checked time and again to ensure that they are not damaged or burnt. In case of any damage, they should be promptly replaced.
 - (iv) The cover boxes of capacitors should be occasionally opened to check losses connections, blown fuses and dirt etc.
 - (v) The capacitors should be saved from attack by insects and corrosive atmosphere.
- (b) For Capacitors provided in group for number of Motors**
- (i) When the group connection is provided, it is essential that capacitors are put in circuit according to load requirement for which it is preferable to have two graded capacitor Banks of 1/3 and 2/3 capacity. This gradation can provide three steps of 1/3, 2/3 and depending upon if No. 1 and 2 or both banks are switched on Each bank should have its

separate controlling switch capable of switching on or off the bank according to the requirement.

- (ii) When there are two or more units care should be taken that while switching on second unit in parallel with first unit there is sufficient load i.e. current through the mains.
- (iii) The switches controlling the capacitors should have no volt release to switch off automatically when the supply fails even momentarily, otherwise the capacitors may be switched off immediately by manual operation and put in circuit when motors have been started and loaded.
- (c) **Testing of L.T. Shunt Capacitors in case of SP & AP consumers**

A very simple arrangement is mentioned below for testing of LT capacitors installed in case of SP and AP consumers of HPSEB (DIAG. No-4)

3 Nos. 400 volts Neon Lamps should be connected in star and the natural be left Floating. The other three terminals should be connected to three terminals of L.T Capacitor which is required to be tested. The healthiness of the unit is checked by switching on the supply and then switching it off. If the capacitor unit is healthy, the light of the Neon Lamp will take some time to go off because the capacitor takes some time to discharge, on the other hand if the capacitor is damaged/defective, the Neon Light will go off as soon as the supply is switched off.

This method can be conveniently applied in the field because three Neon Lamps can be easily fixed on wooden round block. The diagram of the arrangement is enclosed. The LT capacitor installed or to be installed at the SP/AP consumers premises may be checked by the field officers for their healthiness with the arrangement.

IV. In order to ensure that the consumers maintain the requisite power factor, the field officers should check the power factor of all the industrial consumers, particularly having loads exceeding 20 KW, at least once half yearly. The average Power Factor shall be measured within the maximum demand and 75% of the maximum demand by means of a p.f. meter or other suitable means. In cases, however, where KVAH meters have been installed, the KVAH meter readings may be taken monthly at the time of taking the energy meter readings and the average power factor in such cases shall be determined by dividing the KWH supplied during the month with the KVAH supplied during the month. The consumers should be advised of the benefits accruing from the better power factor. Such consumers who fail to maintain the prescribed power factor should be served with notice asking them to install the necessary equipment for improving the power factor, otherwise their installation would be liable for disconnection. The p.f. surcharge should be continued to be levied for so long as the power factor is not raised to 85 percent in terms of instruction No. 133 and the provisions in the tariff.

INSTRUCTION NO. 261

Rounding of Electricity Bills :

The amount of the monthly bills for electricity should be rounded off to the nearest 5 paise as under :

- (i) 1 to 2 paise to be ignored
- (ii) 3 to 7 paise to be rounded off to 5 paise
- (iii) 8 to 10 paise to be rounded off to 10 paise

INSTRUCTION NO. 262

Authorization of Legal Documents :

The following Officers are authorized to sign, attest and authenticate any plaint, application, petition, written statement, replication, affidavit and any other legal instrument or document or power of attorney to any counsel on behalf of the H.P. State Electricity Board in connection with any fresh or pending case or proceedings in any court or any fresh or pending reference to arbitration by or behalf of the H.P. State Electricity Board.

- (i) Secretary of the H.P. State Electricity Board generally for all cases arising on behalf of or against the Himachal Pradesh State Electricity Board, in any court or arbitration Proceedings within or out side the Himachal Pradesh State.
- (ii) All officers not below the rank of an Executive Engineer and above upto the Chief Engineer in respect of cases/proceedings arising within their jurisdiction/zones.

INSTRUCTION NO. 263

To Sanction Dismantlement of Service Connection :

Following Officers are competent to sanction the dismantlement of service lines which have remained idle for 6 months or more or where connections have remained idle for less than six months but theft of energy is apprehended :

Chief Engineer	Full Powers
Superintending Engineer	Rs. 25,000/-
Executive Engineer/Resident Engineer	Rs. 10,000/-
Sub Divisional Officer (AE/AEE)	Rs. 2,500/-

All the dismantled material should be returned to stores and a monthly report of such dismantlement should be sent of the next higher authority.

Note—In respect of Seasonal Industries the period of six months shall be the period covering the season.

INSTRUCTION NO. 264

Refund of Advance Consumption Deposit and Meter/equipment security :

1. After a connection has been disconnected, the J.E. should, without any delay, return the service connection order (in case of temporary connection, where the same has not been returned already) and disconnection order to the Sub Divisional Office. Immediate action, should then, be taken to prepare the final bill which should be rendered to the consumer on the same day.

2. The bill should be sent to the consumer with a forwarding letter informing him the charges by the consumer, may be enclosed for signature of the consumer and return of the same alongwith the original receipt of aforesaid security deposits. The consumer should also be advised to stamp the Hand Receipt in case the amount to be refunded is more than Rs. 500/-

3. The consumer may collect the balance amount of ACD and meter/equipment security personally from the sub-divisional office or he may give his consent and the address for remitting the same by Money Order after deducting the

money order charges. On receiving the Hand receipt and original receipt from the consumer, the amount should be paid or remitted by Money Order without any further delay. In case the consumer attends the SDO (A.E.E./A.E.) office with does not exceed his power of sanction, but if the amount is more, the papers/documents should be passed on to the Xen for immediate pass and payment.

4. SDO (AEEs/AEs) are empowered to sanction refund of security upto amount in all cases of temporary connections. However, in cases other than temporary connections SDO (A.E.E./A.E.) can refund the ACD and Meter/equipment security of consumers in whose case they are competent for load sanction.

5. The aforesaid security deposits for temporary/permanent connections should be refunded within a period of fortnight positively after the date of disconnection.

6. For the purpose of adjustment towards outstanding arrears, the Advance Consumption Deposit and meter/equipment security shall be treated as one item.

Note—In the absence of cash available in the chest being operated by Sub-Divisional Officer, the revenue collection on account of energy bills etc. may also be utilized for the refund of Advance Consumption Deposit and Meter/equipment security in case of temporary connections only. Accordingly the revenue collections of a particular day should be remitted to the Bank by making two entries, one for the remittance of the balance revenue and the other indicating part of revenue collection utilized by way of refund of Advance Consumption Deposit and meter/equipment security, debiting to the concerned head.

INSTRUCTION NO. 265

Levy of Minimum Charges-Temporary connection where erection/augmentation of Mains and substations is involved :

There may be certain cases of temporary connections, where the load demand is very heavy and the Board may have to augment the lines and even erect new H.T. lines and Pole-Mounted sub-stations for catering such demand. If such connections, where erection of temporary lines and sub-station and their subsequent dismantlement is involved, are given on the standard schedule T.M. the Board will be put to financial loss due to heavy expenditure involved in erection and dismantlement charges, cost of consumable articles and the depreciation of material.

To save the Board from financial loss in such cases following charges be recovered :-

1. Erection and dismantlement charges (actual cost viz. cost of consumable/unserviceable material plus labour charges).
2. Departmental charges on the total charges as per item No. (1) above.
3. Line rentals and equipment charges in accordance with schedule of general and service charges.
4. Charges as per schedule 'T.M.-Temporary Metered Supply.'

APPENDIX-I
DEMAND AND LOAD FACTORS

DEMAND & LOAD FACTORS

PART I :		Industrial Loads		
SR. NO.	Type of Industry	Maximum Demand Factor.	Annual Load Factor.	Remarks
1.	2.	3.	4.	5.
1.	Cement Factories	0.65	-	
2.	Sugar Mills	0.75	0.25	
3.	Paper Mills	0.75	-	
4.	Textiles Mills	0.80	-	
5.	Glass & Ceramics Works	0.75	-	
6.	Steel Rolling Mills	0.75	-	
7.	Wire & Wire Products	0.65	-	
8.	Mechanical Engg. Ind.	0.75	0.52	
9.	Electrical Engg. Ind.	0.75	0.52	
10.	Automobile Industries	0.65	-	
11.	Foundry & Forge Works	0.75	-	
12.	Wood working	0.55	-	
13.	Flour Mills	0.80	0.30	
14.	Rice Mills	0.80	-	
15.	Oil Mills	0.60	-	
16.	Cotton Carding	0.50	-	
17.	Ginning & Bailing	0.80	0.10	Load factor is 0.30 when combined with other Industries.
18.	Spinning & Weaving	0.80	0.80	L.F. is 0.40 When combined with other Industries.
19.	Radio Stations & Telephone	0.90	-	
20.	Ice Factories	0.90	0.35	L.F. is 0.40 When combined with other industries.
21.	Button Factories	0.50	-	
22.	Paint & Colour works	0.70	-	
23.	Chemical Industries	0.50	-	
24.	Plastic Industries	0.95	-	
25.	Soap Factories	0.50	-	
26.	Ice Candy	0.75	-	
27.	Pumping Irrigation	0.80	0.20	
28.	Pumping Public Water Works	0.80	0.50	
29.	Pumping Drainage & Dewatering	0.80	0.25	
30.	Chaff Cutting	0.50	-	
31.	Rice Hulling	0.80	0.52	
32.	Cane Crushing	0.75	-	
33.	Dairy and Milk Processing	0.75	-	

Note:--

Load Factors of various load, where the same have not been specified should normally be taken as 0.25 (or 25%) or that worked out on the date (e.g. No. of Daily monthly and yearly working hours) supplied by the consumers, which-ever in lesser. However, in case of such industries as Cement Factories etc. where the working hours are known to be without any doubt quite large, it is not necessary to restrict the load factor to 25%.)

Part II : Domestic & Non-Residential Loads

No.	Type of Load	Annual Average Load Factor	Remarks
1.	Domestic		
	(i) Upto 500 watts	0.10	Average annual load factor takes into account the demand factor also.
	(ii) 500 watts to 3 KW	0.09	
	(iii) above 3 KW	0.06	
2.	Commercial		
(a)	(i) Upto 1 KW	0.15	
	(ii) 1 to 3 KW	0.12	
	(iii) above 3 KW	0.10	
(b)	Officers	0.15	
(c)	Hospitals		
	(i) Upto 1 KW load	0.10	
	(ii) 1 to 5 KW	0.12	
	(iii) above 5 KW	0.10	
(d)	Public Halls, Temples etc.	0.15	
(e)	Hotels, Restaurants	0.15	

Note:-- The relevant annual average load factor to a particular consumer would be applied depending upon his load. For example a domestic consumer with load of 105 KW would be assumed to be having 0.09 average load factor.

APPENDIX-II
ABRIDGED CONDITIONS OF SUPPLY

Himachal Pradesh State Electricity Board

ADRIDGED CONDITIONS OF SUPPLY

(Applicable to consumers of H.P.S.E.B.)

1. Definitions :

In these Abridged Conditions of Supply unless the context otherwise provides:

- (a) **The 'Act'** means the Indian Electricity Act, 1910 as amended from time to time.
- (b) **the 'Board'** means the Himachal Pradesh State Electricity Board and/or its representative.
- (c) **'Consumer'** means any person who is supplied with energy by the Board or whose premises are for the time being connected for the purpose of supply with the works of the Board and shall also include an intending consumer or a consumer who has been disconnected.
- (d) **Connected Load** means the sum of the rated capacities of the energy consuming devices/apparatus in the consumer's premises. This shall be expressed in KW. If the rating are in KVA the same should be converted to KW by multiplying to KVA with a power factor of 0.85. If some or any of the apparatus is rated by manufacturers in H.P. the H.P. ratings shall be converted into KW by multiplying it by 0.746. The connected load also includes the rated capacity of the stand by load at consumer's premises connected with the system.
- (e) **'Contract Demand'** means the maximum demand for which the consumer has entered into an agreement with the Board.
- (f) **'Consumer's Installation'** means the whole of the electric wires, fittings, meters and apparatus erected and wired by or on behalf of the consumer, on one and the same set of the premises.
- (g) **'Date of Presentation'** shall mean the amount chargeable per month in respect of Board's readiness to serve the consumer irrespective of whether he consumes any energy or not and is based upon the connected load, the maximum demand, or the contract demand as the case may be and as prescribed in the relevant schedule of tariffs.
- (h) **'Demand Charges'** shall mean the amount chargeable per month in respect of Board's readiness to serve the consumer irrespective of whether he consumes any energy or not and is based upon the connected load, the maximum demand, or the contract demand as the case may be and as prescribed in the relevant schedule of tariffs.
- (i) **'Distribution Main'** means in the supply system of Board, the portion of any main with which a service line is or intended to be immediately connected.
- (j) **'Energy Charges'** shall mean the charges for energy actually consumed by the consumer as per the schedule of tariff applicable to him. This is in addition to any demand charge if applicable.
- (k) **'Industrial Supply'** shall mean a supply for Industrial, Agricultural, Irrigation and pumping purposes.
- (l) **'Month'** shall mean a billing month.
- (m) **'Power Factor'** shall mean the ratio expressed as a percentage of the kilowatt to the kilovolt amperes supplied during any period. The power factor shall be calculated upto two decimal places.

- (n) **‘Point of commencement of supply’** 13.6.97 The point of commencement of supply of energy to a consumer shall be deemed to be the point at the outgoing terminals of the cut-outs inserted by the board in each conductor of every service line other than an earthed or earthed neutral conductor or the earthed external conductor of a concentric cable at the consumer’s premises.
- (o) **‘Declared voltages’** Himachal Pradesh State Electricity Board has adopted alternating current system at 50 cycles per second at the following pressures :

Pressure	Declared voltage	Remarks
Low (Single phase)	230 volts.	Phase to Neutral
Medium (Three phase)	400 volts.	Between phases.
High (three phase)	2,200 volts.	Between phases.
	11,000 volts.	Between phases.
	15,000 volts	Between phases.
	22,000 volts	Between phases.
	33,000 volts	Between phases.
Extra-High	66,000 volts	Between phases.
	1,32,000 volts	Between phases.
	2,20,000 volts	Between phases.

- (p) **‘Service Line’** means an electric supply line through which energy is or is intended to be supplied to the consumer either from Board’s mains, sub-mains or immediately from the sub-station.
- (q) **‘The Rules’** shall mean the Indian Electricity Rules, 1956 as amended from time to time.
- (r) **‘Supply Act’** shall mean the Indian Electricity (Supply) Act, 1948 as amended from time to time.

2. **Application and Agreement for Supply :**

- (a) Application for supply or for an additional supply of electrical energy must be made on the application and agreement form prescribed by the Board. This form can be available from any local operation office of the Board on payment of the prescribed cost of the form.
Application complete in all respects and duly signed by the consumer shall be presented to the local office of the Board for registration of application and acknowledgment obtained.
- (b) An intending consumer, who is not the owner of the premises he occupies, shall, if so required by the Board give proof of his being in lawful occupation of the premises and also execute an indemnity bond indemnifying the Board

against any losses on account of disputes arising out of the release of service to the occupant.

- (c) With a view to arrest and prevent illegal and unauthorized construction within the limits of Municipal Corporation and or Municipality and or Notified Area Committee and or the Planning Areas under the Town and Country Planning, no new connection, temporary or permanent even for the construction purpose be released until and unless the prospective consumer (s) produce a certificate from the Corporation/Municipality/Notified area committee/appropriate authority or other competent authority to the effect that the construction is an authorized one.

3. Acceptance of Application and Agreement Form :

The acceptance of the application, and other formalities required to be completed by the consumer, shall be communicated to the consumer in the prescribed 'Demand Notice' form. In case the expenditure is not found to be financially justified, the cost of the unjustified portion (Payable in lump sum) alongwith the justified cost shall also be intimated to the consumer in the justified portion either in lumpsum or in the shape of rentals (provided the expenditure can be borne by the Board as per availability of funds.)

4. Minimum Consumption Guarantee (M.C.G.) :

- (a) M.C.G. shall be applicable to all Industrial and Agricultural consumers as per conditions enforced from time to time.

(b) **Monthly Minimum Charges (M.C.G.)**

The monthly minimum charges shall be applicable as per the schedule of tariff in force.

5. Point of Supply :

(a) **Sub-Station/Switch House etc. at the Consumer's Premises**

The Board shall give the supply to the consumer at one point or more, as the Board may decide. All sub-stations, switch house etc. on the consumer's premises for the reception of Board's supply, shall be erected to the approval of the Board at the expense of the consumer and shall be maintained in good and efficient condition by the consumer.

(b) **Right of Board to Use Sub-Station/Switch House at the Consumer's premises**

- (i) The Board reserves the right to use such sub-stations, switch houses etc. for supply to other premises or works in the neighborhood, always, provided that the consumer's supply be not thereby affected.

- (ii) In the event of the consumer discontinuing to take supply and getting his premises disconnected permanently, the Board shall have the right to continue using the sub-station/switch houses, etc. for two years without the payment of any rent, and thereafter with the consent of the consumer, at a rent as may be mutually agreed upon.

6. Inspection and Testing of Consumer's Installation :

(a) **Submission of Wiring Test Report**

When the installation of an applicant has been completed and tested by a wiring contractor duly authorized by the Board/Chief Electrical

Inspector, the applicant or his wiring contractor shall intimate the Board to that effect alongwith the 'Wiring Contractor's Completion and Test Report' (prescribed form for which can be obtained from any of the local office of the Board on prescribed cost of the form) accompanied by a plan of the said installation.

(b) Responsibility of the Board for Wiring on Consumer's Installation
The Board is not responsible for the efficient and proper execution of any work on the consumer's premises, the inspection and testing of the consumer's installation being only for the purpose of protecting the Board's supply system and the Board's supply to the other consumers.

(c) Periodical Inspection and Fees Thereof
Where an installation is already connected to the supply system of the Board, every such installation shall be periodically inspected and tested at intervals not exceeding five years by the Chief Electrical Inspector, or the Board, as the case may be. The consumer shall pay such fees as may be prescribed by the State Government from time to time for carrying out such inspection and test of his installation.

Notwithstanding the above, the consumer shall at all time be solely responsible for the maintenance of his installation in such condition as is free from danger.

(d) Providing Electric Connection to Air and Water Pollution Industries

(i) No new application for connection for industries which are air and or water polluting in nature as specified in Annexure shall be registered unless the applicant furnishes clearance certificate from the H.P. State Pollution Control Board to the effect that the concerned unit either did not require the installation of Air and or Water pollution control equipment in view of the nature of the industry or the same was needed and would be installed before the actual release of connection . Electric connection to the industries requiring Air and or Water Pollution Control equipment shall be released only if the applicant furnishes clearance certificate from the above Board alongwith the wiring contractor's test report.

The applications for other industrial consumers such as Atta Chakkies, Saw Mills, Oil extraction mills (Kohlus), cotton ginning, Rice husking and hullers, Threshers, Agriculture pump sets, Ice candy plants and Ice factories, small surgercane crushers etc, which are not Air and or Water polluting in nature shall be registered and given connection as per present practice without the clearance certificate from the H.P. State Pollution Control Board.

(ii) In case Industrial consumers who are given connection after clearance from H.P.State Pollution Control Board are subsequently found running their factory without the required air and or water pollution control equipment these would be liable for disconnection of supply after giving 24 Hrs notice and the same will not be reconnected till such time measures as required under the anti pollution regulation of the H.P. Govt, and as advised by the H.P. State Pollution Control Board are taken.

Industrial consumers who have been connected without the installation of Air and or Water pollution control equipment prior to 30.9.86 shall not be covered by these rules.

(iii) **The Polluting Industries Covered Under Water/Air Pollution Control Acts are as under :-**

1. Pesticide Industries.
2. Chemical and Pharmaceutical Industries.
3. Distilleries/Breweries.
4. Pulp and paper Industries (including paper products).
5. Food processing Industries.
6. Tanneries.
7. Electronic and Engineering.
8. Steel Plants.
9. Hydrated lime and chemicals.
10. Stone crushers.
11. Thermal plants.
12. Foundries.
13. Flour Rolling Mills.
14. Milk Plants.
15. Asbestos and asbestos products Industries.
16. Cement and cement products Industries.
17. Ceramic and ceramic products Industries.
18. Chemical and allied Industries.
19. Coal and lignite based chemical Industries.
20. Engineering Industries.
21. Ferrous metallurgical Industries.
22. Fertilizer Industries.
23. Food and agricultural products Industries.
24. Mining Industry.
25. Non ferrous metallurgical Industries.
26. Ores/mineral processing Industries including bonefication, polletization etc.
27. Power (coal, Petroleum and their products) generating plants and boiler plants.
28. Textile processing Industry (made wholly or in part of cotton).
29. Petroleum refineries.
30. Petroleum products and petro-chemical industries.
31. Plants for recovery from and disposal wastes.
32. Incineration

7. Approval of Consumer's Installation :

(a) Before any wiring or apparatus is connected to the Board's supply lines, the same shall be subject to the inspection and approval of the Board and no connection shall be made to the Board's supply lines by any person other than an authorized representative of the Board.

(b) Charges for Inspecting/Testing the Consumer's Installation

The charges for Inspecting and testing consumer's installation shall be as prescribed in the schedule of the General and Service Charges.

8. Wiring Conditions/Regulations :

(a) Condition of Consumer Installation

The wiring and apparatus comprising the consumer's installation must always be maintained in good order and condition so as not to affect injuriously Board's works or the use of energy by other consumers.

(b) Wiring Regulations

(i) The wiring shall conform to the rules of the particular Fire Insurance Co., with which the consumer's premises/Building may be insured, in case the same is insured, and to such wiring regulations of the Board as may be in force from time to time.

(ii) Till such time the Board frames its own wiring regulations the wiring rules of the institution of Electrical Engineers and the Specifications for Electrical Works in Government Buildings as issued by the H.P. Govt. and also those specified in 'Indian' Standard Code of Practice for Electrical Wiring and Fittings in Buildings issued by Indian Standard Institute are recommended for adoption.

(c) Providing Main Switch/Fuses by the consumer

The consumer must in all cases provide linked quick break main switches and a main fuse on each phase other than the earthed neutral which must be placed within one metre of Board's meter or in such other position as may be approved by the Board.

(d) Providing of Starters For Motors

(i) Motors of rated capacity not exceeding 5 H.P. may be started from the consumer's mains by means of linked pole switches, but all motors of greater rated capacity must be provided with a starting resistance autotransformer, star-delta switches or other kind of starting gear as may be approved by the Board.

(ii) All motors of rated capacity exceeding 5 H.P. must be provided by the consumer with over-load and no volt release gear which must at all times be maintained in perfect working order.

(e) Recommended Types of Motors

Motors of a rated capacity exceeding 5 H.P. but not exceeding 65 H.P. may be of squirrel cage type but the starting device shall be designed to keep the starting current within twice the full load current.

(f) Wiring for Motors

(i) Where wiring for motors is in conduit all phase wires must be run bunched in single metallic conduit which must be efficiently earthed throughout. The metallic conduit shall be connected to the frame of the

motor which in turn shall be connected with two separate and distinct connections with earth as required under the rules.

- (ii) The metallic frame, the main switch, starter for the motor and any other metallic parts of the apparatus used for regulating or controlling energy shall also be earthed by the consumer by two separate and distinct connections with the earth.

The earthwire must not be smaller than the equivalent of No. 8 SWG copper.

(g) Additions/Alterations to the Existing Installations

No electrical installation work (including additions, alterations, repairs, adjustment to existing installation) except such replacement of lamps, fans, fuses, switches, low voltage domestic appliances and fittings, as in no way alter the capacity and character of installation, shall be carried out upon the premises by or on behalf of any consumer except by an electrical contractor licensed by the Board/Chief Electrical Inspector.

9. Power Factor: Amended by sales circular No. 2/8/95 dt. 2.11.95.

- (a) The power factor at any point of industrial supply must not be less than 0.9 and in the event of the said power factor being found to be less than 85% the consumer shall be liable to have his installation disconnected from the Board's supply system until the power factor has been brought up to 85% by methods approved by the Board.
- (b) Notwithstanding anything contained in the above para the consumer will be liable to pay power factor surcharge as per the schedule of tariff, in case the power factor of his load at any time falls below 85%.

(c) Installation of Capacitors

The Industrial/Agricultural consumers shall install shunt Capacitors of such capacity as may be specified by the Board.

10. Extensions to Consumer's Installation :

- (a) The consumer's authorized installation shall consist of the energy consuming apparatus (i.e. motors, lamps, fans etc.) connected to the Board's system, wholly or partly out of that stated in the application. No extension in load shall be carried out by the consumer without prior approval of the Board in writing obtained after submitting an application on the prescribed form. The Board must be notified in writing of any change/additions made in the wiring and the notice must be accompanied by a wiring Contractor's Test Report in the prescribed form.

(b) Unauthorized Extensions

In the event of any unauthorized extension having been made to the installation, or of any increase in maximum demand beyond the sanctioned load the Board shall be entitled to disconnect the consumer's premises from the Board's system. In the event of any damage to the Board's system on this account the consumer shall pay to the Board all expenses on account of and connected with such damage, as determined by the Board.

(c) Change of Industry

If any consumer taking industrial supply changes his industry from the type for which the load was sanctioned, even though his connected

load remains the same, he will intimate such change to the Board falling which his connected load shall be considered as an unauthorized extension from the date of such changeover. This shall be without prejudice to the right of the Board to recover any charges as may be applicable for the new type of industry in accordance with the schedule of tariff etc.

11. Defects in Consumer's installation :

(i) In the event of any defects being discovered in the consumer's wiring or apparatus connected to the Board's supply lines, or in respect of any earth, or for the leakage occurring in the section of the circuits so connected, the consumer, in the absence of Board's authorized employee, shall immediately isolate such part of the wiring or apparatus from the circuit and notify the Board. The Board shall reserve the right to disconnect at any time such section from its supply system without any prior notice.

(ii) **Capacity main fuses on the Load Side**

The current carrying of the main fuses on the consumers premises (load side) must at all times be less than that of the main fuses of the Board.

12. Service Line / Equipment :

(i) **Sealing of Main Fuses**

The main fuses before the point of commencement of supply shall be provided, installed and sealed by the Board.

(ii) **Service Line/Equipment Charges/Rentals thereof**

Service line shall be laid by the Board from any of its distributing supply lines and the consumer shall, at his option, either pay on demand the cost of the service line and service equipment (for chargeable part of justified portion only) other than the meter or pay monthly rentals as prescribed in the Schedule of General and Service Charges. However, the financially unjustified cost of work shall be paid by the consumer in lump sum in advance.

(iii) **Right of Board in respect of Line/Equipment Paid for by the Consumer :**

Notwithstanding that the cost of the whole or part of the service line/equipment may have been paid for by the consumer, the whole of the service line, together with any wires, meters and other apparatus on the consumer's premises shall be and remain the property of the Board, by whom it is to be maintained. The Board also retains the right to make use of such service line/equipment for extending power supply to other consumers in the vicinity or for any other purpose provided that it does not adversely affect the supply to the consumer.

(iv) **Cost of Augmentation**

If after commencing the service, the consumer requires an additional load and if for the supply of additional power, the service line/equipment is required to be augmented, the entire cost of such augmentation shall be borne by the consumer, provided that the additional load could not have been met even if there were no extensions, if any, made by the Board from the line/equipment already paid for by the consumer.

- 13. Change in position of the Service Line/Equipment :**
If a consumer desires to have the position of existing service line/equipment altered, he will, should the Board agree, pay to the Board the cost of additional material used and labour employed plus Departmental charges, upon which the Board shall carry out the work.
- 14. Meters :**
- (a) **Providing 8.7.97, 15.9.97 of Meter by the Board**
A correct meter shall be installed, sealed and maintained by the Board at each point of supply on the premises of the consumer and shall be and remain the property of the Board. The Board reserves the right to fix the position of the said meter at an appropriate place on the consumer's premises.
- (b) **Providing of Meter by the Consumer**
The consumer may, if he so elects, cause his own meter duly tested at the Board's laboratory (or tested by the Electrical Inspector), to be installed, which will be sealed by the Board. In such a case meter rentals shall not be charged from the consumer.
- (c) **Protection of the Meter by the Consumer**
The said meter, whether belonging to the Board or to the consumer, shall not be consumer, shall not be connected, disconnected or unsealed by any person other than Board's authorized employee. The consumer shall also use all reasonable means in his power to ensure that no such seal is broken otherwise than by a representative of the Board.
- (d) **Changing the Position of the Meter**
Should the consumer require the said meter to be removed or its position changed, he shall give due notice to that effect in writing to the Board, and the Board shall comply with such notice subject to the consumer paying in advance the charges prescribed in the Schedule of General Charges.
- (e) **Inspection, Testing or Changing the Meter at the Request of the Consumer**
Should the consumer dispute the accuracy of the said meter, he may upon giving notice in writing to the Board, and paying in advance the prescribed fee as per the Schedule of General Charges, cause a test of the meter to be made by the Board and if on such test being made the meter should prove to be not correct as provided by the Rules, the Board shall refund charges of such test and shall adjust the consumer's account, as may be required, with retrospective effect, for a period not exceeding 6 months immediately preceding the date of such test or from date of removal of such a meter for purpose of test which-ever is earlier. Should the meter prove to be correct as prescribed by the rules, the amount paid by the consumer for the test will stand forfeited to the Board.
- (f) **Incorrect Meter-Testing and Adjustment of Consumer's Account**
Should the Board, at any time, detect the meter at consumer's premises to be out of order/incorrect, the Board shall cause a test of the said meter carried out and should the meter prove to be not correct, the consumer's account will be adjusted as described above in sub-clause (e). If, however, the meter happens to be consumer's property, the

consumer will pay to the Board the expenses on account of meter inspecting/testing changing.

(g) Dispute regarding Accuracy of the Meter

Where any difference or dispute arise as to whether any meter is or is not correct, the matter shall be decided, upon the application by either party, by the Chief Electrical Inspector, under Section 26(6) of the Indian Electricity Act, 1910 as amended from time to time and if in his opinion the meter is not correct, the Chief Electrical Inspector shall estimate the amount of adjustment to be carried out in the consumer's account for a period not exceeding six months preceding the date of test.

Provided that before the Board or a consumer applies to the Chief Electrical Inspector, he shall give to the other party not less than seven days notice of his intention to do so.

(h) Correctness of the Energy recorded by the Meter

Subject to the provisions under the above sub-clauses, the supply taken by the consumer as measured by the said meter shall be deemed to be correct and binding on the consumer.

15. Replacement of Board's Main Fuses :

Should the Board's main fuse(s) fail at any time, the consumer shall immediately communicate with the Board's local complaint office in order that the cause of failure may be ascertained and new fuse(s) inserted. In the event of the failure of the main fuse(s) due to any defect in the consumer's installation, the consumer shall pay the cost of replacement of fuse(s) as prescribed in the schedule of General and Service Charges.

The consumers are not allowed to replace these fuses. They shall make themselves liable to pay the charges prescribed in the schedule of General and Service Charges in case any of the seals placed to protect the Board's apparatus is found broken. This is without prejudice to any other action as may be taken against the consumer by the Board as per the provisions of the Act/Rules.

16. Liability of the consumer for Damage to the Board's Apparatus :

The consumer shall not interfere in any manner with the property of the Board and shall be fully responsible for the safety of the property of the Board on the consumer's premises. In the event of any loss or damage caused to Board's property by any act, neglect or default of the consumer, his servants or persons employed by him, or due to any reason other than force-majeure condition, the consumer shall compensate the Board for the cost of necessary repairs or replacements as may be indicated by the Board and in addition shall pay penalties prescribed of awfully due to the Board for unauthorized interference with the Board's property, within thirty days of the issue of the bill in this behalf, non-payment of such bill by the consumer will entail all the consequences attendant on failure to pay the monthly bill for current consumption.

Provided that notwithstanding anything contained in this clause the liability of the consumer for the cost of re-sealing any meter or other apparatus belonging to the Board on the consumer's premises shall be as prescribed in the schedule of General and Service Charges.

17. Prejudicial use of Supply :

(a) Effect on Supply to other Consumers

The consumer shall not adopt any electrical appliance which is likely to effect injuriously the supply to other consumer or use the energy supplied or deal with it, in any manner so as unduly or improperly to interfere with the efficient supply of energy to any other person by the Board.

(b) Unbalanced Loads

The consumer shall not keep unbalanced the loading on the three phases of the supply taken by him beyond the difference of current between any two phases being 5%.

(c) Use of Energy for Purpose Other Than the Approved one

If at any time energy under one method of charging is used for purpose for which a higher method of charging is in force, the whole of the energy registered or any consumption during the month in which such use took place will be charged at the higher rate. The imposition of this liability will not relieve the consumer from any penalties imposed by law.

(d) Misuse of Energy

If at any time a consumer is found to misuse energy supplied to him or to make improper use of energy or dishonestly abstracts, consumers or uses energy in any manner prejudicial to the Board, it shall, without prejudice to other rights of the Board under, other conditions of supply or the provisions of the Indian Electricity Act, 1910, disconnect the supply without any notice.

(e) Restriction on use of Electricity by the Consumers

The consumer shall curtail, stagger, restrict regulate or altogether cease to use electricity when so directed by the Board, if the power position or any other emergency in the Board's power system warrants such a course of action and the Board shall not be responsible for any loss or inconvenience occasioned to the consumer as a result of such curtailment, staggering, restrictions, regulation or such cessation of use of electricity. However, in case of curtailment, staggering or cessation of supply to the consumer due to the reasons not attributable to the consumer, the Board may at its discretion give such rebate or reduction in charges payable by him for the period of such curtailment, staggering or cessation if such period exceeds the following limits :

(i) If the supply to an area remains off for more than seven consecutive days due to shutdown/breakdown/disruption of supply on the Board's high voltage and /or extra high voltage (i.e. II KV and above) power system.

(ii) In cases not covered by (i) above, if such curtailment, staggering or cessation of supply is for a period exceeding thirty consecutive days.

18. Discontinuance of Supply : 8.7.1999

(a) Discontinuance of Breach of agreement 7.7.1997

The Board reserves the right to discontinue supply to a consumer on giving 24 hours notice in writing if there is reason to believe that the consumer is contravening any of the provisions of the Act or of these conditions of supply or committing a breach of his agreement with the Board, or in the event of the consumer's bankruptcy or the execution of any assignment for the benefit of the consumer's creditor's (if the consumer is a limited company) in the event of compulsory or voluntary liquidation.

(b) Discontinuance on account of immediate danger/damage to the equipment

In case the breach of condition of supply (or of any restrictions imposed thereunder) is of a nature which is likely to cause an immediate danger/damage to the equipment installed by the Board or otherwise, the Board shall have the right to disconnect the premises of the consumer immediately without any prior notice. The connection to the premises so disconnected shall not be resumed until the defects pointed out by the Board are set right.

(c) Peak load Restriction-Discontinuance & Penalty

In case the breach of condition of supply or of any restrictions thereunder is by way of infringement of peak load hour restrictions, the supply to such a consumer shall be immediately disconnected and shall not be reconnected until the consumer has satisfied the Board in writing that such an act will not be repeated by him

In such cases the monthly demand charges plus energy charges as well as the Monthly Minimum Charges shall be increased by the same ratio as the No. of peak load hours in the month bears to the total hours in the month. This shall, however, not give any right to the consumer to subsequently run the industry during the peak load hours. In case he is found to be doing so, supply to his premises shall be disconnected for a minimum period of 15 days without prejudice to the right of the Board to take any other action, or to recover the additional dues in the manner specified above.

(d) Disconnection for Suspected Pilferage of Energy

Where on the inspection of a consumer's installations or premises or on the basis of other information or data, there is scope for suspecting that a consumer is guilty of "supply of electricity to any service, which is disconnected by the Board" or "pilferage of energy" the officer authorized in this behalf by the Board may without prejudice to Board's other rights cause the electricity to such consumer to be forthwith disconnected without any notice and report the matter to the competent authority of the Board for final assessment. The supply may be restored at the discretion of the Board subject to the consumer compensating the Board and taking such other action as may be directed by the competent authority.

19. Notice by consumer for Disconnection of Supply :

In the event of a consumer desiring to have his premises disconnected, whether permanently or temporarily, or desiring to vacate or lease out his premises, he shall give the Board a clear seven days notice in writing of his intention to do so together with the facility of reading the

meter and for disconnecting the premises, failing such notice he shall be and remain liable for charges in respect of energy consumed upon the said premises and for all other charges which may become due to the Board in respect of the said premises, until such date as notice in writing of vacation or leasing has been received by the Board and the meter reading taken/premises disconnected.

20. Failure Of Supply :

The Board shall endeavour to provide continuous supply to the consumer and to restore supply as early as possible in case of any breakdown/shut down etc. The Board shall not be liable for any claims for loss, damage or compensation, whatsoever arising out of any shortage/failure of supply or on account of any other occurrences beyond the control of the Board.

21. Change Of Consumer :

When any person occupies any premises previously occupied by a consumer and desires to be supplied with energy he shall, as in the case of an original applicant, enter into an agreement with the Board and shall furnish security to the Board as prescribed in these conditions of supply, and his installation shall be re-rated/inspected by the Board so that the said person may not be held responsible for any alterations in the connected load which may have been effected by the previous consumer without the authority of the Board.

22. Advance Consumption Deposit and Meter/Equipment Security :

(a) Advance consumption Deposit : 13.6.97 Clause(c) amended vide sales circular 214 dt. 7.8.95.

Before receiving the Application and Agreement form for supply of power or for resumption of power after permanent disconnection or for change of name, the Board shall require the prospective consumer to lodge with the Board an Advance Consumption Deposit. The amount of Advance Consumption Deposit shall be calculated as per the HPSEB Schedule of General and Service Charges as prevalent from time to time. Amount of Securities already deposited by the consumers shall be treated as Advance Consumption Deposits.

They Board will be at liberty at any time to demand additional Advance Consumption Deposit from the consumers who have habitually defaulted in making payment of their dues or in cases where the energy bills are generally of the order which are not safeguarded by the amount of Advance Consumption Deposit.

In cases of extension of load as also in cases where unauthorized load extensions are detected and Board agrees to regularize the same, an amount equivalent to difference between the Advance Consumption Deposit worked out for total connected load as per latest prevalent rates and the amount of the existing deposit shall be obtained in addition to other amounts as may be due. Similar additional Advance Consumption Deposit amount shall also be obtained from the consumer before restoring the supply in case where the supply was disconnected for suspected pilferage of energy.

Additional Advance Consumption Deposit shall also be recovered before allowing a consumer to run his Industry in two or three shifts from such consumers who may initially opt for running the Industry in single shift but may subsequently want to run their Industries in two or three shifts.

No interest shall be paid by the Board on the Advance Consumption Deposit. No interest is payable by the Board on the security deposits from 1-4-1987 in terms of HPSEB Circular No. HPSEB/ (Comm.) 7-12/87-360-610 dated 14-4-1987.

(b) Meter/Equipment Security

In addition to above, the Board may also require the consumers to lodge with in Meter/Equipment security for the value of the meter and/or other apparatus to the Board and installed/to be installed for metering of energy supplied to the consumer. The amount of this security against meters/metering equipment shall be worked out at the rates as may be prescribed by the Board from time to time.

Interest at the rate of 6% per annum shall be payable on Meter/Equipment Security of Rs. 100/- and above. However, no interest shall be payable if a connection is disconnected within a year of giving supply.

(c) Forfeiture of Advance Consumption Deposit and Meter/Equipment Security

In cases where the applicant fails to take the connection for any reason whatsoever, an amount @ Rs. 20/- per KW of the connected load shall be forfeited to the Board out of the amount deposited by him on account of Advance Consumption Deposit. The expenditure incurred by the Board, if any, inclusive of erection, dismantlement, depreciation, losses, rentals, M.C.G. etc. as applicable shall however, also be recovered from the applicant in addition to the above said amount of Rs. 20/- per KW.

(d) Mode of payment

The entire amount of Advance Consumption Deposit and Meter/Equipment Security shall be obtained in cash/Bank Draft at the time of receipt of Application and Agreement form from the prospective consumer.

(e) Advance Consumption Deposit and Meter/Equipment Security for Temporary Connections

(i) The rate of Advance Consumption Deposit and meter/equipment security the following procedure shall be adopted for refund of Advance Consumption Deposit and meter/equipment security to such consumers.

(ii) In cases a prospective consumer for temporary connection does not take the connection after depositing the Advance Consumption Deposit and or the meter/equipment security to such consumers.

1. If application for refund is made before the date by which supply is required 1/4th of the Advance Consumption Deposit and meter/equipment security shall be forefeited to the Board.
2. In case the Board has not been able to release the connection by the date on which the same was required, the Advance Consumption Deposit and meter/equipment security shall be refunded to the consumer on his request.
3. In case the application for refund of Advance Consumption Deposit and meter/equipment security is made after the date on which supply was required and the consumer has not availed the connection, whole of the Advance Consumption Deposit and meter/equipment security shall be forfeited to the Board.

(f) First Installment of Advance Consumption Deposit to be obtained at the time of issue of Power Commitment/Availability Certificate

The first installment of Advance Consumption Deposit shall be obtained in advance @ 20/- per KW of the connected load from such prospective consumers who apply for and are issued Power Availability/Commitment Certificates.

This amount shall be adjusted towards the Advance Consumption Deposit at the time of receipt of Application and Agreement form. This amount shall not be refunded in case the applicant does not take connection for any reason whatsoever within or beyond his control.

23. Charges for Supply :

- (a) The charges for supply of energy by the Board to a particular class of consumers shall be those prescribed in the schedule of tariffs, which may be amended from time to time.

In addition, these consumers shall be governed by the schedule of General and Service Charges in force.

(b) Reclassification of the Consumers

The Board shall have the right to reclassify a particular consumer or a category of consumers under any schedule of tariff and the consumer shall be liable to pay the various charges as per the schedule under which he has been reclassified from the date of such reclassification.

(c) Charges for part period of a Month

When supply to a new consumer is commenced in the middle of a billing month, the monthly demand charges, Monthly Minimum charges and/or Minimum Consumption Guarantee or any other similar fixed charges shall be levied for a period of 15 days or for the full month accordingly as the billing period is 15 days (or less) or more than 15 days respectively. In respect of consumption charges, the consumption slabs of the relevant schedule of tariff shall be reduced to 50% in case the consumption is for a period of 15 days or less and normal slabs shall be applicable if the consumption is for more than 15 days.

24 Payment of Bills :

- (i) The Board shall render bills to the consumer monthly or bi-monthly as may be due and payment, which must include bank charges (if any), shall be due on demand.
- (ii) If the bill is not paid in full within the due date mentioned in the bill, the consumer upon the Board's giving him seven days notice in writing of its intention to disconnect, shall be liable to have his premises disconnected by the Board without prejudice to Board's right to recover the amount of the bill by suit. Should the premises so disconnected, connection shall not be restored by the Board, until full settlement has been made by the consumer of all outstanding dues and of the charges for reconnection of supply prescribed in the schedule of General and Service Charges.
- (iii) The notice of disconnection is invariably printed on bill form itself and no separate notice in this respect shall normally be issued by the Board.
- (v) Payment of Disputed Bills**
Should however the accuracy of the bill be disputed the consumer may apply for the review of the bill on payment of the prescribed fee as per schedule of General and Service Charges.

Notwithstanding the above, the payment as per the amount billed shall be made by the consumer by the due date failing which his premises shall be liable to be disconnected in accordance with above.

25. Right of Way

The consumer shall provide the Board free of charge and rent with the rights of way in, through or over any land under his control and jurisdiction as may be required by the Board in connection with the erection/maintenance of service lines to the premises of the consumer and, subject to the provisions of Section 12 of the Act to the premises of any other consumer.

26. Access to the Consumer's Premises :

(a) The authorized employment of the Board shall be entitled at all reasonable time to enter the premises of the consumer for the purpose of inspecting and testing the consumer's installation, for reading meters and inspection/testing any apparatus belonging to the Board on the consumer's premises or for doing any-thing necessary or incidental to providing or maintenance of supply to the consumer.

(b) **Payment of Charges for work done by the Board**

Payment of any gratification in consideration of work done by the Board's servant is strictly prohibited. Only the due charges are to be paid to the Board's office for which receipts are issued.

Note--- Board's servants when acting or purporting to act on behalf of the Board are deemed as public Servants with in the meaning of section 21 of the Indian Penal Code.

27. Assignment or Transfer of Agreement :

The consumer shall not, without previous consent in writing of the Board, assign, transfer or part with the benefit of his agreement with the Board, nor shall the consumer in any manner part with or create partial or separate interest thereunder.

28. Resale of Energy :

The consumer shall not resell energy purchased in bulk from the Board to a third party except as follows.

(i) If he holds a sanction or licence for distribution and sale of energy.

(ii) Under a special contract permitting him resale of energy regulated in accordance with the provisions of the contract.

29. Reservation of Rights :

(a) Subject to any conditions laid down by the Indian Electricity Act, 1910, the Board does not bind itself to connect up any installation unless the guaranteed revenue is sufficient to cover the cost of service and the supply of electrical energy.

(b) The Board reserves the right at any time to end, cancel, after or add to any of these conditions and schedule of General and Service Charges as well as the schedule of tariffs.

30. Service of Notice :

(a) Any notice by the Board to the consumer shall be deemed to be duly given, if served in writing addressed to the consumer, delivered by hand or posted at his premises, or sent by registered post to the address

specified in the consumer's application or to the changed address as subsequently notified by the consumer to the Board.

- (b) Any notice by the consumer to the Board shall be deemed to be duly given if served in writing addressed to the Board and delivered by hand at, or sent by registered post to, the local office of the Board.

31. Knowledge of Fact and Rules :

The consumer shall be deemed to have the full knowledge of the provisions of the Indian Electricity Act, Supply Act and Rules, and all regulations and notifications made thereunder, and of the other conditions of supply of the Board as also all laws relating to the supply of electricity. The consumers shall act in due conformity with all the laws aforementioned and if they do not so act their supply may be disconnected without prejudice to any other action which may be taken by the Board.

32. Disputes : 25.7.1997

In the event of any difference or dispute arising between the Board and the consumer in respect of any matter connected with the supply, which cannot be determined by these conditions, or by the terms of any agreement between the Board and the consumer, and in the event of any difference or dispute arising as to the interpretation of these conditions or of the terms of any agreement between the Board and the consumer, the matter shall be determined in accordance with the provisions of the act or by reference to the Chief Electrical Inspector. In the event of any difference or dispute arising that cannot be determined as aforesaid the provisions of the Indian Arbitration Act, as amended from time to time, shall apply.

33. Interpretation :

- (a) These conditions shall be read and construed as being subject in all respects to the provisions of the Act and to the provisions of any other law relating to the supply of electricity for the time being in force.
- (b) Nothing contained in these conditions shall abridge, curtail or prejudice the rights of the Board and the consumer under any Central Act or State Act or any rules or orders made thereunder; or the power of the Electricity Board to relax, at its discretion, in individual cases on its merits or all of the foregoing conditions.

APPENDIX-III
SCHEDULE OF GENERAL & SERVICE CHARGES

HIMACHAL PRADESH STATE ELECTRICITY BOARD

SCHEDULE OF GENERAL AND SERVICE CHARGES

ITEM NO.	DESCRIPTION	RATE OF CHARGES
1. (A)	Meter Inspection Testing or Changing : If the correctness of a meter belonging to the Board is challenged by the consumer and the meter after being tested by the Board should prove correct within the limits prescribed by Rule 57 of the Indian Electricity Rules, 1956.	(i) Single Phase =Rs.30/- per meter (ii) Poly Phase (L.T.) =Rs. 100/- per meter. (iii) HT or special meter (MDI Trivector meter) =Rs. 300/- per meter
	REMARKS: This amount shall be deposited by the consumer alongwith his application for the inspection of the meter and will be refunded to him in case the meter is not found to be correct within the prescribed limits.	
(B)	Testing Charges of Transformer & other equipment of private parties :	
I.	Protective Relays Testing including current and time setting of protective relays.	Rs. 500/- per relay.
II.	Power and Distribution Transformers	
(i)	Insulation resistance tests of winding.	Rs. 400/- per transformer.
(ii)	General checking of breather and other accessories.	Rs. 200/- per transformer.
(iii)	Dielectric strength test of oil.	Rs. 100/- per sample
(vi)	Testing of buchholz relay and temperature indicators functioning.	Rs. 400/- each.
III.	Circuit breakers, 400 volts, 11/33KV General checking of breaker and testing of the tripping mechanism.	Rs. 400/- each.
IV.	Current and Potential Transformers and Meters.	
(i)	Testing of single phase L.T. current transforms	Rs. 150/- each.
(ii)	Testing of 3 phase LT current transformer.	Rs. 400/- each.
(iii)	Testing of single phase 11KV & 33 KV Current transformer.	Rs. 225/- each.
(iv)	Testing of three phase 11 KV & 33 KV potential transformer	Rs. 600/- each.
(v)	Testing and recalibration of single phase L.T. energy meters.	Rs. 40/- per meter.
(vi)	Testing and recalibration of three phase energy meter (without CTs).	Rs. 150/- per meter.

- (vii) Testing and recalibration of three phase energy meters (with CTs.) Rs. 400/- per meter.
 - (viii) Testing and calibration of HT/EHT metering equipment (including meter) Rs. 800/- per set.
 - (ix) Testing and recalibration of maximum demand indicator-cum-energy meter. Rs. 300/- each.
 - (x) Testing and adjustment of volt meter/ammeter. Rs. 100/- each.
- V. General**
- (i) Dielectric test of oil of various equipments. Rs. 100/- per sample.
 - (ii) Earth tests of the sub-station. Rs. 100/- per earth.
 - (iii) Insulation testing of cables/insulation of various equipment/installations. Rs. 100/- per cable equipment/installation.

VI. Visiting Charges

Charges for officers and staff for visiting the consumer's premises for testing of equipment irrespective of the number of persons. Rs. 600/- per day for complete team.

(C) Testing charges for complete Sub-Station of private periodical inspection :

- (i) Complete testing of 11/22 KV connection including testing of transformer, L.T breaker relay, oil, cables, earth, insulations etc. inclusive of the visiting charges but excluding the charges for vans, trucks etc. Rs. 2000/-
- (ii) Complete testing of 33KV connections including testing of power transformer, HT and L.T breakers, relay, oil, cables, earths, insulation etc. inclusive of visiting charges but excluding the charges for vans, trucks etc. Rs. 5000/-

REMARKS :

- (i) The visiting charges mentioned under item B-VI include the visiting charges of M&T staff as well.
- (ii) The charges for Board's maintenance/testing vans or trucks if needed for the purpose will be extra. All charges shall be got deposited before undertaking the testing work.
- (iii) Complete testing of 11KV, 22KV and 33KV connection as per item (C) above shall be conducted before release of HT connections.
- (iv) Test reports on suitable forms will be issued by the operation Sub-division/M&T Lab, which will be produced by the prospective consumer alongwith the wiring contractor's test report.
- (v) The insulation, earth and oil tests as well as general checking and inspection should be performed by the operation sub-divisions. Other tests requiring M&T Lab facilities shall be arranged by the M&T staff to the consumer's premises.
- (vi) The requests for testing shall be entertained by the concerned operation sub-division which will be responsible for arranging all tests including tests by the M&T Lab and also for the recoveries of all the charges, including those of M&T Lab.
- (vii) The amount recovered from consumers for testing carried out by the M&T Lab shall be adjusted through Inter-divisional adjustment between the operation divisions and the M&T divisions.

2. Changing the position of the Meter of the request of the consumers :
 Removing or changing the position of the meter where no extra expenditure is involved on account of material.
- (i) Single phase =Rs.10/-
 - (ii) Poly phase (LT)=Rs.50/-
 - (iii) HT or special meter MDI, trivector meter etc.) =Rs. 200/-

REMARKS : Where an extra expenditure is involved in changing the position of the meter the actual cost of changing the position of the meter (including the cost of material and labour) shall be charged form the consumer in advance.

3. **Re-sealing charges :**
 Resealing charges (Where seals are found broken)
 And the consumer is considered to be responsible
 For the same) of :-

- (i) Meter Cup Board. Rs. 10/-
- (ii) Meter cover or terminal cover (single Phases). Rs. 60/-
- (iii) Meter cover or terminal cover (three Phase). Rs. 150/-
- (iv) Cutout (Where it has been independently sealed). Rs. 10/-
- (v) Maximum demand indicator. Rs. 250/-
- (vi) Potential fuse(s)/time switch/CT chamber. Rs. 250/-

REMARKS :

- (a) This amount will be charged without prejudice to the right of the Board to take any other action or impose any other penalty on the consumer as per the prevailing rules.
- (b) In case resealing is to be done for meter cover (by M&T) the meter changing charges as per item No. 1 shall be levied in addition.

4. Monthly Meter/Equipment Rentals :

- (i) Single phase energy meter low tension. Rs. 4/- per month per meter
- (ii) Poly phase energy meter low tension line type upto 50 Amps. Rs. 10/- per month per meter.
- (iii) (a) Poly phase low tension meter with CTs (above 20 KW load). Rs. 20/- per month per meter.
- (iv) Poly phase 11 KV meter with CTs and PTs without any 11 KV breaker of HPSEB to control the supply to the individual consumer. Rs. 20/- per month per meter.
- (v) Poly phase 11 KV meter with CTs and PTs, with one 11 KV breaker of HPSEB to control the supply to the individual consumer. Rs. 200/- per month per meter.
- (vi) Poly phase 33/32 KV meter with CTs and PTs without any 33/32 KV breaker of HPSEB. Rs. 400/- per month per meter.
- (vii) Poly phase 33/32 KV meter with CTs/PTs with one 33/22 KV breaker of HPSEB to control the supplies to the individual consumer. =Rs. 2400/- per month per meter.
- (viii) Poly phase meter with CTs and PTs with or =Rs. 2400 per month per

without circuit breaker or voltage 66 KV and above.

meter or 2% per month of the capital cost of the meter and equipment borne by the Board which even is higher.

5. Reconnection :

Reconnecting/connecting the premises of any consumer who was previously disconnected on account of breach of conditions of supply/agreement with the Board/provisions of the Electy. Act as may be relevant irrespective of whether the premises to be reconnected/connected are the same or not.

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|-------|--|---|
| (i) | Small power Industrial consumers. | Rs. 50/- |
| (ii) | Medium power Industrial consumer. | Rs. 250/- |
| (iii) | Large power industrial consumer and all other categories of consumer with H.T. supply. | Rs. 100/- per 100 KW or part thereof of the connected load subject to a maximum of Rs. 1500/- |
| (iv) | All other categories of consumers with L.T. Supply. | Rs. 20/- |

REMARKS : In case two or more fuses pertaining to the Board or consumer are replaced at a time at the premises of the same consumer, charges for replacement of one fuse only i.e. Rs. 2/- shall be charged.

7. Testing Consumers Installation :

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|-----|--|--|
| (a) | For first test of a new installation or an extension to the existing installation irrespective of whether the installation is found to be defective or not and whether the consumer or his representative is present or not. | Nil. |
| (b) | For every subsequent visit for the inspection of a new installation or of an extension to the existing installation irrespective of whether the installation is found to be defective or not and whether the consumer or his representative is present or not. | Rs. 30/- for every 100 KW or part thereof of the connected load applied for subject to a minimum of Rs. 30/- and maximum of Rs. 1000/- |

REMARKS: The amount shall be deposited by the consumer in advance before every sub-sequent visit for inspection of installation.

8. Replacement of Meter Cards :

Replacement of meter card found to be missing on the consumer's premises.

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|------|--|------------------------|
| (i) | Domestic and Non-Residential categories. | Rs. 5/- in each case. |
| (ii) | All other categories of consumers. | Rs. 10/- in each case. |

9. Replacement of broken glasses :

- | | | |
|-----|--|----------|
| (a) | Replacement of broken glass of meter cup-board where the consumer is considered to have broken it. | Rs. 5/- |
| (b) | Replacement of meter glass where the same has been tampered with or broken by the consumer. | |
| (i) | For single phase meter. | Rs. 20/- |

- (ii) For poly phase meter. Rs. 50/-
- REMARKS :**
- (i) The amount shall be charged without prejudice to the right of Board to take any other action or impose any other penalty on the consumer as per rules.
- 10. Supply of duplicate copies of Bills/ Review of Bills :**
- (I) Review of Bills**
- | | |
|---|---------------------|
| (a) DS-Domestic and NRS-Non-Residential. | Rs. 4/- per bill. |
| (b) SP-Small Power and AP-Agricultural pumping. | Rs. 20/- per bill. |
| (c) L.S-Large Industrial power supply (L.S.1& L.S.2) | Rs. 100/- per bill. |
| (d) MS-Medium Industrial power supply and all other categories. | Rs. 40 per bill |
- NOTE :** If the accuracy of bill issued by the Board is challenged and the review of the bill is demanded by the consumer the credit of this fee as deposited by the consumer in advance shall be given to the consumer in case the bill is found to be incorrect otherwise this amount shall be forfeited to the Board.
- (ii) Supply of Duplicate copies or Bills, if lost by the consumer.**
- | | |
|---------------------------------|--------------------|
| (a) D.S. and N.R.S. categories. | Rs. 4/- per bill. |
| (b) M.S. and L.S. categories. | Rs. 10/- per bill. |
| (c) All other categories. | Rs. 5/- per bill. |
- (iii) Supply of duplicate copy of demand Notice**
- | | |
|---|-----------|
| (a) Domestic consumers. | Rs. 10/- |
| (b) Non-Residential | Rs. 30/- |
| (c) Small Industrial and Agricultural consumers. | Rs. 30/- |
| (d) Medium Industrial consumers. | Rs. 50/- |
| (e) Large Industrial and other categories of consumers. | Rs. 100/- |
- 11. Attendants for Functions :**
- Deputing Attendants (LineStaff) for all functions. Rs. 50 per attendant per day per function.
- 12. Advance Consumption Deposit :**
- (A) The advance consumption deposit worked out at the following rates shall be made in cash/Bank Draft by all the prespective consumers at the time of submission of application and agreement forms :
- | Categories of Consumers. | Rate of Advance Consumption deposit |
|---------------------------------|--|
| Domestic. | Rs.25/- per 500 Watts or part thereof of the connected load subject to a minimum of Rs. 35/- |
| Non-Residential. | Rs. 50/- per 500 Watts or part thereof of the connected load. |
| Agricultural (Upto 20 KW) | Rs. 50/- per KW or part thereof of the connected |

Small Power Industrial (Upto 20 KW)	load. Rs.100/- per KW or part thereof of the connected load.
Medium Power Industrial (21 KW to 500 KW)	Rs. 150/- per KW or part thereof of the connected load for Industries which are to run normally in single shift. Rs. 250/- per KW or part thereof of the connected load for Industries which are to run normally in two shifts. Rs. 300/- per KW or part thereof of the connected load for Industries which are to run normally in three shifts.
Large Power Industrial (Above 500 KW)	Rs. 200/- per KW or part thereof of connected load for industries which are to run normally in single shift. Rs. 300/- per KW or part thereof of the connected load for Industries which are to run normally in two shifts. Rs. 350/- per KW or part thereof of the connected load for Industries which are to run normally in three shifts.
Public Lighting.	Rs. 150/- per KW or part thereof of the connected load.

Note: (i) No interest shall be paid by the Board on the Advance Consumption Deposits. No interest is payable by the Board on the security deposits from 1-4-1987 in terms of HPSEB Circular No. HPSEB. Dir (Comm)/7-12/87-360-610 dated 14-4-1987.

(ii) In case where connected load of motors is given in KVA the same should

be converted into KW by adopting a power factor of 0.85.

(B) First Installment of Advance Consumption Deposit to be obtained at the time of Issuance of Power Commitment / Availability Certificate.

The first Installment of Advance Consumption Deposit shall be obtained in advance @ Rs. 20/- Per KW of the connected load from such prospective consumers who apply for and are issued Power Availability/Commitment certificates. This amount shall be adjusted towards the Advance consumption Deposit at the time of receipt of Application & Agreement form. This amount shall not be refunded in case the applicant does not take connection for any reasons what-so-ever whether within or beyond his control.

13. Monthly service Rentals :

(a) For connections released upto June, 1985.

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|------|---|--|
| (i) | When length of service line is within 30.48 meters (100 ft.) | -Nil- |
| (ii) | When length of service line is more than 30.48 meters (100 ft.) | At a flat rate of 1.5 paise per rupee of estimated cost of the justified portion of the service line (excluding the cost of first 30.48 meters and cost of equipment). |

(b) For connection released after June, 1985 but before 7.1.1993

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|-------|---|-----------------------|--|
| | | Upto 30 meters | Beyond 30 meters. |
| (i) | Single phase individual connections with connected load upto 2.00 KW. | Nil | 5 Paise per metre in excess of 30 meters. |
| (ii) | Single phase individual connections with connected load more than 2.00 KW and upto 5.00 KW. | Nil | 7 Paise per metre in excess of 30 meters. |
| (iii) | Single phase individual service connections with connected Load exceeding 5.00 KW. | Nil | 10 Paise per metre in excess of 30 metres. |
| (iv) | All individual 3 phase service connections for all categories of consumers. | Nil | 2% of the capital cost. |

(c) For connections on or after 7-1-1993

- | | | | |
|-------|---|------------|--|
| (i) | Single phase individual connection with connected load upto 2.00 KW. | Nil | 10 Paise per metre in excess of 30 meters. |
| (ii) | Single phase individual service connections with connected load more than 2.00 KW and upto 5.00 KW. | Nil | 14 Paise per metre in excess of 30 metres. |
| (iii) | Single phase individual service connections with connected load exceeding 5.00 KW. | Nil | 20 Paise per metre in excess of 30 metres. |
| (iv) | All individual 3 phase service connections for all categories of consumers | Nil | 2% of the capital cost. |

Remarks

(i) No free service shall be allowed for underground service. This is applied for all the categories under para (a), (b) & (c).

(ii) All the rates mentioned in Sub-para (a) & (b) and (c) are the rates per month.

14. Cost of Application & Agreement Form Wiring Contractor's Test Report Form :

Cost of application & agreement form required to be filled in by the prospective consumer for getting the connection and the form required by the contractor/consumer for furnishing the test report to the Board in respect of the following categories of connections :

- | | | |
|-------|--|----------------------------|
| (i) | Domestic Supply | Rs. 5/- per copy per form |
| (ii) | Industrial supply (Small, Medium and Large). | Rs. 20/- per copy per form |
| (iii) | For all other categories. | Rs. /- per copy per form. |

- Note : 1** Wherever in the above schedule rate is expressed as a rate per month, it shall mean a rate for the full month, or part of month in excess of 15 days.
- In case where connection and disconnection take place in the same month, full monthly charges shall be recovered.
 - The rates of service rental mentioned in the above schedule (item no.13) are applicable only for financially justified portion of a service line. Full cost of financially unjustified portion of a service line shall be recovered from the consumer in lump-sum.
 - In respect of the financially justified portion, the consumer shall be given an option either to pay the cost of justified portion in lump sum or pay monthly service rentals in lieu thereof as per the above schedule. This is, however, subject to availability of funds with the Board for the purpose.
 - In case a consumer elects to pay the cost of justified portion also in lump-sum the amount payable by his shall be the estimated cost of service line and of installing the same (excluding the cost of first 30.48 metres)
 - For temporary supply, the consumer shall be charged four times the relevant charges provided above for each period of 30 days or less during which temporary supply is given (If the service line and the meters are provided and installed by the Board). Concession of first 30.48 metres as free service length shall not be given to temporary supply consumers and service rentals shall accordingly be charged on the total cost of justified portion of the service line.
 - All the seasonal industries shall be required to pay Advance Consumption Deposit at Double the rate for different categories of industrial consumers.
 - Govt. Departments (which term means Govt. Educational Institutions as well) including Railways are exempted from the levy of advance consumption deposit and Meter/equipment security.

APPENDIX-IV
SOME IMPORTANT STATUTORY PROVISIONS

SOME IMPORTANT STATUTORY PROVISIONS

1. APPLICATION OF THE INDIAN ELECTRICITY ACT AND RULES

- (i) **Section 26 of the Electricity (Supply) Act, 1948 (excepting Section 26 A).**

Board to have Power and Obligation of Licensee under Act 9 of 1910--- Subject to the provisions of this Act, the Board shall, in respect of the whole State, have all the powers and obligations of a licensee under Indian Electricity Act, 1910 (9 of 1910), and this Act shall be deemed to be the license of the Board for the purposes of that Act :

Provided that nothing in sections 3 to 11 sub-sections (2) and (3) of section 21 and section 22, sub-section (2) of section 22 A and section 23 and 27 of that Act or in clause I to V, clause VII and clauses IX to XII of the Schedule to that Act relating to the duties and obligations of a licensee shall apply to the Board :

Provided further that the provisions of clauses VI of the Schedule to that Act shall apply to the Board in respect of that area only where distribution mains have, been laid by the Board and the supply of energy through any of them has commenced.

2. POWERS TO BOARD FOR PLACING WIRES, POLES ETC.

- (i) **Section 42 of the Electricity (Supply) Act, 1948.**

1. Not-with-standing any-thing contained in section 12 to 16, 18 and 19 of the Indian Electricity Act, 1910 (9 of 1910), but without prejudice to the requirement of section 17 of that Act where provision in such behalf is made in a sanctioned scheme, the Board shall have for the placing of any wires, poles, wall brackets, stays, apparatus and appliances for the transmission and distribution of electricity, or for the transmission of telegraphic or telephonic communications necessary for the proper co-ordination of the works of the Board, all the powers which the telegraph authority possesses under part-III of the Indian Telegraph Act, 1885, (13 of 1885) with regard to a telegraph established or maintained by the Government or to be so established or maintained.

Provided that where a sanctioned scheme does not make provisions as aforesaid, all the provisions of section 12 to 19 of the first mentioned Act shall apply to the works of the Board.

(2) A Generating Company may, for the placing of wires, poles, wall-brackets, stays apparatus and appliances for the transmission of electricity, or for the transmission of telegraphic or telephonic communications necessary for the proper co-ordination of the works of the Generating company, exercise all or any of the powers which the Board may exercise under sub section (1) and subject to the conditions referred to therein.

- (iii) **Extract from the Indian Telegraph Act, 1885.**

Section – 10

Power for telegraph authority to place and maintain telegraph lines and posts :

The telegraph authority may from time to time, place and maintain a telegraph line under, over, along or across, and cable chambers, towers and posts in or upon any immoveable property.

Provided that :

(a) The telegraph authority shall not exercise the power conferred by this section except for the purpose of a telegraph line established or maintained by the Government, or to be so established or maintained ;

- (b) The Central Government shall not acquire any right other than that of user only in the property under, over, along or across in or upon which the telegraph authority places any telegraph line cable chamber, towers or posts and ;
- (c) Except as hereinafter provided, the telegraph authority shall not exercise those powers in respect of any property vested in or under the control or management of any local authority, without the permission of that authority; and
- (d) In the exercise of the powers conferred by this section, the telegraph authority shall do as little damage as possible, and when it has exercised those powers in respect of any property interested for any damage sustained by them by reason of the exercise of those powers.

Section – 11

Power to enter on property in order to repair or remove telegraph lines or posts :

The telegraph authority may at any time, for the purpose of examining, repairing, altering or removing any telegraph line cable chamber or towers or posts enter on the property under, over, among or across in or upon which the line or post had been placed.

PROVISIONS APPLICABLE TO PROPERTY VESTED IN OR UNDER THE CONTROL OR MANAGEMENT OR LOCAL AUTHORITIES

Section—12

Power for local authority to give permission under section 10, clause(c) subject to conditions :

Any permission given by a local authority under section 10, clause(c), may be given subject to such reasonable conditions as that authority thinks fit to impose, as to the payment of any expenses to which the authority will necessarily be put in consequences of the exercise of the powers conferred by that section, or as to the time or mode of execution of any work, or as to any other thing connected with or relative to any work undertaken by the telegraph authority under those powers.

Section –13

Power of local authority to require removal or alteration of telegraph line cable chamber, tower or post :

When, under the foregoing provisions of this Act, a telegraph line, cable chamber, tower or post has been placed by telegraph authority under, over, along, across, in or upon any property vested in or under the control of management of a local authority, and the local authority, having regard to circumstances which have arisen since the telegraph line, cable chamber, towers or post was so placed, considers it expedient that it should be removed or that its position should be altered, the local authority may require the telegraph authority to remove it or alter its position, as the case may be.

Section—14

Power to alter position of gas or water pipes or drains :

The telegraph authority, may for the purpose of exercising the powers conferred upon it by this Act in respect of any property vested in or under the control or management of a local authority after the position thereunder of any pipe (not

being a main) for the supply of gas or water or oil, or of any drain (not being a main drain) ; or of any cable.

Provided that :

- (a) when the telegraph authority desires to alter the position of any such pipe or drain or cable it shall give reasonable notice of its intention to do so, specifying the time at which it will begin to do so, to the local authority, and when the pipe, drain or cable is not under the control of the local authority, to the person under whose control the pipe, drain or cable is ; and
- (b) a local authority or person receiving notice under clause (a) may send a person to superintend the work, and the telegraph authority shall execute the work to the reasonable satisfaction of the person so sent.

Section –15

Disputes arises between the telegraph authority and local authority :

- (1) If any dispute arises between the telegraph authority and local authority in consequence of the local authority refusing the permission referred to in section 10, clause (c), or prescribing any condition under section 12, or in consequence of telegraph authority omitting to comply with a requisition made under section 13, or otherwise in respect of the exercise of the powers conferred by this Act, it shall be determined by such officer as the Central Government may appoint either generally or specially in this behalf.
- (2) An appeal from the determination of the officers so appointed shall be to the Central Government and the order of the Central Government shall be final.

PROVISIONS APPLICABLE OF OTHER PROPERTY

Section –16

Exercise of powers conferred by Section 10 and disputes as to compensation, in case of property other than that of a local Authority :

- (1) If the exercise of the powers mentioned in section 10 in respect of property referred to in clause(d) of that section is resisted or obstructed, the Distt. Magistrate, may in his discretion, order that the telegraph authority shall be permitted to exercise them.
- (2) If, after the making of any order under sub-section (1) any person resists the exercise of those powers, or having control over the property dose not give all facilities for their being exercised, he shall be deemed to have committed an offence under section 188 of the Indian Penal Code (45 of 1860)
- (3) If any dispute arises concerning the sufficiency of the compensation to be paid under section 10, clause (d), it shall, on application for that purpose by either of the disputing parties to the District Judge within whose jurisdiction the property is situate, be determined by him.
- (4) If any dispute arises as to the persons entitled to receive compensation or as to the proportions in which the persons interested are entitled to share in it, the telegraph authority may pay into the court of the District Judge such amount as he deems sufficient, or where all the disputing parties have in writing admitted the amount tendered to be sufficient or the amount has been determined under sub-section (3), that amount; and the District Judge, after giving notice to the parties and hearing such or them as desire to be heard,

shall determine the persons entitled to receive the compensation or, as the case may be the proportions in which the persons interested are entitled to share it.

- (5) Every determination of a dispute by a Distt. Judge under sub-section (3) or sub-section (4) shall be final :

Provided that nothing in this sub-section shall affect the right of any person to recover by suit the whole or any part of any compensation paid by the telegraph authority, from the person who has received the same.

Section – 17

Removal or alteration of telegraph line cable chamber, tower or post on property other than that of local authority :

- (1) When, under the forgoing provisions of this Act, a telegraph line cable chamber or tower or post has been placed by the telegraph authority under, over, along, across, in or upon any property, not being property vested in or under the control or management of a local authority, and any person entitled to do so desires to deal with that property in such a manner as to render it necessary or convenient that the telegraph line, cable chamber, tower or post should be removed to another part thereof or to a higher or lower level or altered in form, he may require the telegraph authority to remove or alter the line, cable chamber, tower or post accordingly :

Provided that, if compensation has been paid under section 10, clause(d) he shall, when making the requisition, tender to the telegraph authority the amount requisite to defray the expense of the removal or alteration, or half of the amount paid as compensation, whichever may be the smaller sum.

- (2) If the telegraph authority omits to comply with the requisition, the person making it may apply to the Distt. Magistrate within whose jurisdiction the property is situate to order the removal or alteration.
- (c) A District Magistrate receiving an application under sub-section (2) may after giving an opportunity of being heard to the telegraph authority may reject the same or make an order absolutely or subject to conditions, for the removal of the telegraph line, cable chamber, tower or post to any other part of the property or to a higher or lower level, or for the alteration of its form; and the order so made shall be final.

PROVISIONS APPLICABLE TO ALL PROPERTY

SECTION – 18

Removal of trees interrupting telegraphic communication :

- (i) If any tree standing or lying near a telegraph line interrupts, or is likely to interrupt telegraph communication an Executive Magistrate may, on the application of the telegraph authority, cause the tree to be removed or dealt with in such other way as he deems fit.
- (2) When disposing of an application under sub-section (1), the Magistrate shall, in the case of any tree in existence before the telegraph line was placed award to the persons interested in the such compensation as he thinks reasonable, and the award shall be final.

Section – 9

Telegraph lines & posts placed before the passing of this Act :

Every telegraph line cable chamber, tower or post placed before the passing of this Act, under, over, along, across in or upon any property, for the purpose of a telegraph established or maintained by the Central Government, shall be

deemed to have been placed in exercise of the Power conferred by, and after observance of all the requirements of this Act.

19-A : A person exercising legal right likely to damage telegraph or interfere with telegraph communication to give notice :

- (1) Any person desiring to deal in the legal exercise of a right with any property in such a manner as is likely to cause damage to a telegraph line cable chamber, tower or post which has been duly placed in accordance with the provisions of this Act, or to interrupt or interfere with telegraphic communication, shall give not less than one month's notice in writing of the intended exercise of such right to the telegraph authority, or to any telegraph officer whom the telegraph authority may empower in this behalf.
- (2) If any such person without having complied with the provisions of sub-section (1) deals with any property in such manner as is likely to cause damage to any telegraph line, cable chamber, tower or post or to interrupt or interfere with the telegraphic communication, an Executive Magistrate of the first or second class may, on the application of the telegraph authority, order such person to abstain from dealing with such property in such manner for a reasonable period to abstain from dealing with such property in such manner for a reasonable period being not less than one month from the date of his order and forthwith to take such action with regard to such property as may be in the opinion of the Magistrate necessary to remedy or prevent such damage, interruption or interference during such period.
- (3) A person dealing with any property in the manner referred to in sub-section (1) with the bonafide intention of averting imminent danger of personal injury to himself or any other human being shall be deemed to have complied with the provision of the said sub-section if he gives such notice of the intended exercise of the right as is in the circumstances possible, or where no such previous notice can be given without incurring the imminent danger referred to above, if he forthwith give notice of the actual exercise of such right to the authority or officer specified in the said sub-section.

19-B Power to confer upon licensee powers of telegraph authority under this part :

The Central Government may, by notification in the Official Gazette, confer upon any licensee under sec. 4, in respect of the extent of his licence and subject to any conditions and restrictions which the Central Government may think fit to impose and to the provisions of this part, all or any of the powers which the telegraph authority possesses under this part with regard to a telegraph established or maintained by the Government or to be so established or maintained.

Provided that the notice prescribed in sec. 19-A shall always be given to the telegraph authority or officer empowered to receive notice under Sec. 19-A (1)

(iii) **RULE 82 OF THE INDIAN ELECTRICITY RULES, 1956**
Erection of or alteration to buildings, structures, flood banks and elevation of Roads :

- (1) If at any time subsequent to the erection of an over head line (whether covered with insulating material or bare) any person proposes to erect a new building or structure or flood bank or to raise any road level or to carry out any other type of work whether permanent or temporary or to make in or upon any building or structure or flood bank or road, any permanent or temporary addition or alteration, he and the contractor whom he employs to carry out the

erection, addition or alteration, shall, if such work, building, structure, flood bank, road or additions and alterations there to would, during or after the construction result in contravention of any of the provisions of rules 77,79 or 80, give notice in writing of his intention to the supplier and to the inspector and shall furnish therewith a scale drawing showing the proposed building, structure, flood bank, road, and addition or alteration and scaffolding required during construction.

- (2) (a) On receipt of the notice referred to in sub-rule (1) or otherwise, the supplier shall examine whether the line under reference was lawfully laid and whether the person was liable to pay the cost of alternation and, if so, send a notice without undue delay to such person together with an estimate of the cost of the expenditure likely to be incurred to so after the over-head line and require him to deposit, without 30 days of the receipt of the notice with the supplier, the amount of the estimated cost.
- (b) If the person referred to in sub-rule (1) disputes the supplier's estimated cost of alteration of the over-head line or even the responsibility to pay such cost, the dispute may be referred to the inspector by either of the parties where upon the same shall be decided by the Inspector.

(3) No work upon such building, structure, flood bank, road and addition or alteration thereto shall be commenced or continued until the Inspector has certified that the provisions of rule 77,79 or 80 are not likely to be contravened either during or after the aforesaid construction :

Provided that the Inspector may, if he is satisfied that the overhead line has been so guarded as to secure the protection of persons of property form injury, or risk of injury, permit the work to be executed prior to the alteration of the overhead line, or in the case of temporary addition or alteration, without alteration of the overhead line.

(4) On receipt of the deposit, the supplier shall alter the over head line within one month of the date of deposit or within such longer period as the Inspector may allow and ensure that is shall not contravene the provisions of rule 77.79 or 80 either during or after such construction.

(5) In the absence of an agreement to the contrary between the parties concerned, the costs of such alteration of the overhead line laid down shall be estimated on the following basis, namely :

- (a) the cost of additional material used on the alteration giving due credit for the depreciated cost of the material which would be available from the existing line ;
- (b) the wages of labour employed in effecting the alteration ;
- (c) supervision charges to the extent of 15 per cent of the wages mentioned in clause (b); and
- (d) any charges incurred by the supplier in complying with provisions of section 16 of the Act in respect of such alteration.
- (6) Where the estimated cost of the alteration of the overhead line is not deposited, the supplier shall be considered as an aggrieved party for the purpose of this rule.

(iv) RULE 77 OR INDIA ELECTRICITY RULES, 1956

Clearance above ground of the lowest conductor :

(1) No conductor of an overhead line, including service lines, erected across a street shall at any part thereof be at a height less than ---

- (a) for low and medium voltage line : 5.79 metres (19 ft.)
- (b) for high voltage lines : 6.10 metres (20 ft.)

(2) No conductor of an overhead line, including service lines, erected along any street shall all any part thereof be at a height less than –

- (a) for low and medium voltage lines : 5.49 metres (18 ft.)
- (b) for high voltage lines : 5.79 metres (19 ft.)

(3) No conductor of an over head line, including service lines, erected elsewhere than along or across any street shall be at a height less than –

- (a) for low medium and high voltage lines up to and including 11,000 volts, if bare 4.57 metres (15 ft)
- (b) for low, medium and high voltage lines upto And including 11,000 volts, if insulated... ... 3.96 metres (13 ft)
- (c) for high voltage lines above 11,000 volts.. ... 5.18 Metres (17 ft)

(4) For extra high voltage lines the clearance above ground shall not be less than 5.18 metres (17 ft.) plus 0.3 metre (1 ft.) for every 33,000 volts or part thereof by which the voltage of the line exceeds 33,000 volts :

Provided that the minimum clearance along or across any street shall not be less than 6.1 metres (20 ft.)

(v) RULE 79 OF INDIAN ELECTRICITY RULES, 1956

Clearance form buildings or low and medium voltage lines and service lines :

(1) Where a low or medium voltage overhead line passes above or adjacent to or terminates on any building, the following minimum clearances from any accessible point, on the basis of maximum sag, shall be observed :

- (a) For any flat roof, open balcony, verandah roof and lean-to-roof—
 - (i) When the line passes above the building a vertical clearance of 2.44 metres (8 ft.) from the highest point, and
 - (ii) When the line passes above the building a horizontal clearance of 1.22 metres (4 ft.) from the nearest point ; and
- (b) for pitched roof ---
 - (i) when the line passes above the building a vertical clearance of 2.44 metres (8 ft.) immediately under the lines ; and
 - (ii) When the line passes adjacent to the building a horizontal clearance of 1.22 metres. (4 ft.)

(2) Any conductor so situated as to have a clearance less than that specified in sub-rule (1) shall be adequately insulated and shall be attached at suitable

intervals to a bare earthed bearer wire having a breaking strength of not less than 350 Kg.

(3) The horizontal clearance shall be measured when the line is at a maximum deflection from the vertical due to wind pressure.

(vi) **RULE 80 OF INDIAN ELECTRICITY RULES, 1956**

Clearance from Buildings of high and extra-high voltage lines :

(1) Where a high or extra-high voltage over-head line passes above or adjacent to any building or part of a building it shall have on the basis of maximum sag a vertical clearance above the highest part of the building immediately under such lines, of not less than ---

- | | |
|--|---|
| (a) For high voltage lines upto and including 33,000 volts | 3.65 metres (12 ft.) |
| (b) For extra-high voltage line | 3.66 metres (12 ft.)
Pluse 0.31 metre (1 ft.) for every additional 33,000 volts or part thereof. |

(2) The horizontal clearance between the nearest conductor and any part of such building shall, on the basis of maximum deflection due to wind pressure, be not less than --

- | | |
|---|--|
| (a) for high voltage lines up to and including 11,000 volts | 1.22 metres (4ft.) |
| (b) for high voltage lines above 11,000 volts up to and including 33,000 volts. | 1.83 metres.(6 ft.) |
| (c) for extra-high voltage line. | .83 metres (1 ft.)
for every additional 33,000 volts or part thereof. |

(vii) **RULE 140 OF THE INDIAN ELECTRICITY RULES, 1956**

Penalty for breach of Rule 82 :

(a) Where no notice in is given under rule 82(1) or the amount of estimate as demanded under rule 82(2) is not deposited both the persons proposing and the contractor engaged for erecting a new building or structure whether permanent or temporary or for making in or upon an building or structure any permanent or temporary additions or alterations, shall be deemed to have committed a breach of rule 82(1) and shall be punishable with a fine which may extend to three hundred rupees :

(b) If any person commences or continues any work in contravention of rule 82 (3) in or upon any such building, structure, flood bank, road or carries out addition or alteration thereto, the person contravening the same shall be punishable with a fine which may extend to three hundred rupees.

In addition to this the supplier shall, after obtaining the concurrence of the Inspector discontinue the supply, if any, to such building, structure, flood bank, or road etc, but only after giving forty-eight hours notice to the person concerned in writing of disconnection of supply and shall not commence the supply until he and the Inspector are satisfied that the cause has been removed.

140 A : Penalty for breach of Rule 77.79 or 80 :

Where a person is responsible for any construction which is or which results in contravention of the provisions of rule 77, 79 or 80, he and the contractor whom he employs shall be punishable with a fine which may be extended to three hundred rupees and in the case of continuing breach, with a further daily fine which may extend to fifty rupees.

3 METERS : 12.6.97

(I) SECTION 26 OF THE INDIAN ELECTRICITY ACT, 1910

(1) In the absence of an agreement to the contrary the amount of energy supplied to a consumer of the electrical quantity contained in the supply shall be ascertained by means of a correct meter, and the licensee shall if required by the consumer, cause the consumers to be supplied with such a meter :

Provided that the licensee may require the consumer to give him security for the price of a meter and enter into an agreement for the hire thereof, unless the consumer elects to purchase a meter.

(2) Where the consumer so enters into an agreement for the hire of a meter, the licensee shall keep the meter correct, and, in default of his doing so, the consumer shall, for so long as the default continues, cease to be liable to pay for the hire of the meter.

(3) Where the meter is the property of the consumer, he shall keep the meter correct, and, in default of his doing so, the licensee may, after giving him seven days notice, for so long as the default continues, cease to supply energy through the meter.

(4) The licensee or any person duly authorized by the licensee shall, at any reasonable time and on informing the consumer of his intention, have access to and be at liberty to inspect and test, and for that purpose, if he thinks fit, take off and remove, any meter referred to in sub-section (1), and except where the meter is so hired as aforesaid, all reasonable expenses of, and incidental to such inspecting, testing, taking off and removing shall, if the meter is found to be otherwise than correct, be recovered from the consumer; and, where any difference or dispute arises as to the amount of such reasonable expenses, the matter shall be referred to an Electrical Inspector, and the decision of such inspector shall be final.

Provided that the licensee shall not be at liberty to take off or remove any such meter if any difference or dispute of the nature described in sub-section (4) as arisen until the matter has been determined as therein provided.

(5) A consumer shall not connect any meter referred to in sub-section (1) with any electric supply line through which energy is supplied by a licensee, or disconnect the same from any such electric supply line but he may by giving not less than forty eight hour's notice in writing to the licensee, require the licensee to connect or disconnect such meter and on receipt of any such requisition the licensee shall comply with it within the period of the notice.

(6) Where any difference or dispute arises as to whether any meter referred to in sub-section (1) is or is not correct, the matter shall be decided, upon the application of either party, by an Electrical Inspector and where the meter has, in the opinion of such Inspector, ceased to be correct; such Inspector shall estimate the amount of the energy supplied to the consumer or the electrical quantity contained in the supply, during such time, not exceeding six months, as the meter shall not, in the opinion of such Inspector, have been correct; but save as aforesaid, the register of the meter shall, in the absence of fraud, be conclusive proof of such amount of quantity :

Provided that before either a licensee or a consumer applies to the Electrical Inspector under this sub-section, he shall give to the other party not less than ten days notice of his intention to do so.

(7) In addition to any meter which may be placed upon the premises of a consumer in pursuance of the provision of sub-section (1), the licensee may place upon such premises such meter, maximum demand indicator or other apparatus as he may think fit for the purpose of ascertaining or regulating either the amount of energy supplied to the consumer, or the number of hours during which the supply is given, or the rate per unit of time at which energy is supplied to the consumer, or any other quantity or time connected with the supply :

Provided that the meter, indicator or apparatus shall not, in the absence of an agreement to the contrary be placed otherwise than between the distributing mains of the licensee and any meter referred to in sub-section (1).

Provided also, that where the charges for the supply of energy depend wholly or partly upon the reading or indication of any such meter, indicator or apparatus as aforesaid, the licensee shall, in the absence of an agreement to the contrary, keep the meter, indicator or apparatus correct and the provisions of sub-section (4), (5) and (6) shall in that case apply as though the meter, indicator or apparatus were an meter referred to in sub-section (1)

Explanation :-A meter shall be deemed to be 'correct' if it registers the amount of energy supplied or the electrical quantity contained in the supply, within the prescribed limits of errors, and a maximum demand indicator or other apparatus referred to in sub section (7) shall be deemed to be 'correct' if it complies with such conditions as may be prescribed in the case of any such indicator or other apparatus.

(ii) RULE 56 OF THE INDIAN ELECTRICITY RULES, 1956

Sealing of meters and cut-outs :

(1) A supplier may affix one or more seals to any cutout and to any meter, maximum demand indicator, or other apparatus placed upon a consumer's premises in accordance with section 26, and no person other than the supplier shall break any such seal.

(2) The consumer shall use all reasonable means in his power to ensure that no such seal is broken otherwise than by the supplier.

(iii) RULE 57 OF THE INDIAN ELECTRICITY RULES, 1956

Meters, maximum demand indicators and other apparatus on consumer's premises:

1. Any meter or maximum demand indicator or other apparatus placed upon a consumer's premises in accordance with section 26 shall be of appropriate capacity and shall be deemed to be correct if its limits of error are within the limits specified in the relevant Indian Standard Specification and where no such specification exists, the limits of error do not exceed three percent above or below absolute accuracy at all loads in excess of one tenth of full load and up to full load.

2. No meter shall register at no load.

3. Every supplier shall provide and maintain in proper condition such suitable apparatus as may be prescribed or approved by the Inspector for the examination, testing and regulation of meters used or intended to be used in connection with the supply of energy;

Provided that the supplier may with the approval of the Inspector and shall, if required by the Inspector, enter into a joint arrangement with any supplier for the purpose aforesaid.

4. Every supplier shall examine, test and regulate all meters, maximum demand indicators and other apparatus for ascertaining the amount of energy supplied before their first installation at the consumer's premises and at such other intervals as may be directed by the State Government in this behalf.

5. Every supplier shall maintain a register of meters showing the date of the last test, the error recorded at the time of the test, the limit of accuracy after adjustment and final test, the date of installation, withdrawal, reinstallation etc. for the examination of the Inspector or his authorized representative.

6. Where the supplier has failed to examine, test and regulate the meters and keep records thereof as aforesaid, the Inspector may cause such meters to be tested and sealed at the cost of the owner of the meters in case these are found defective.

**(iv) SECTION 44 OF THE INDIAN ELECTRICITY ACT, 1910
Penalty for interference with meters or licensee's works and for improper use of energy :**

Whoever,---

(a) Connects any meter referred to in section 26, sub-section (1) or any meter, indicator or apparatus referred to in section 26, sub-section (7), with any electric supply line through which energy is supplied by a licensee, or disconnects the same from any such electric supply line :
or

(aa) unauthorisedly reconnects any meter referred in sub-section (1) of section 26, or any meter, indicator or apparatus referred to in sub-section (7) of section 26, with any electric supply line or other works, being the property of licensee, through which energy may be supplied when the said electric supply line or other works has or have been cut or disconnected under sub-section (1) of section 24; or

(b) lays, or causes to be laid, or connects up any work for the purpose of communicating with any other works belonging to a licensee ; or

(c) maliciously injures any meters referred to in section 26, sub section (1) or any meter, indicator or apparatus, or prevents any such meter, indicator or apparatus from duly registering ;

(d) improperly uses the energy of licensee ;

Shall be punishable with imprisonment for a term which may extend to three years, or with fine which may extend to five thousand rupees, or with both and in the case of a continuing offence, with a daily fine which may extend to fifty rupees; and if it is proved that any artificial means exist for making such connection as is referred to in clause (a) or such reconnection as is referred to in CI. (aa) or such communication as is referred to in CI. (b) or for causing such alteration or prevention as is referred to in CI. (c) or for facilitating such improper use is referred to in CI. (d) and that the meter, indicator or apparatus is under the custody or control of the consumer, whether it is his property or not, it shall be presumed, until the contrary is proved, that such connection, reconnection, communication, alteration, prevention or improper use, as the case may be has been knowingly and willfully caused by such consumer.

**(v) RULE 138 OF THE INDIAN ELECTRICITY RULES, 1956
(except Rule 138-A)**

11.7.97 Penalty for Breaking Seal :

Where in contravention of rule 56 any seal referred to in that rule is broken ---

- (a) The Person breaking the seal shall be punishable with the fine which may extend to two hundred rupees; and
- (b) The consumer when he has not himself broken the seal shall be punishable with fine which may extend to fifty rupees unless he proves that he used all reasonable means in his power to ensure that the seal should not be broken.

4. POWERS OF ENTRY :

(i) 25.7.97 SECTION 74 OF THE ELECTRICITY (SUPPLY) ACT, 1948

Any officer or other employee of the Board or of a Generating Company generally or especially authorized by the Board or by the Generating Company, as the case may be, in this behalf may at any reasonable time after giving the owner or occupier reasonable notice enter upon any land or premises and there do such thing as may be reasonably necessary for the purpose of lawfully using any transmission lines or main transmission lines or of power or the performance of duties by the Board or by the Generating Company, as the case may be under this Act.

(ii) 25.7.97 SECTION 20 OF THE INDIAN ELECTRICITY ACT, 1910

Power for Licensee to enter the premises and to remove fittings or other apparatus of Licensee :

(1) A licensee or any person duly authorized by a licensee, may at any reasonable time, and on informing the occupier or his intention, enter any premises to which energy is or has been supplied by him, or any premises or land, under, over, along, across, in or upon which the electric supply lines or other works have been law-fully placed by him for the purpose of ---

- (a) inspecting, testing, repairing or altering the electric supply lines, meters, fittings, works and apparatus for the supply of energy belonging to the licensee; or
- (b) ascertaining the amount of energy supplied or the electrical quantity contained in the supply; or
- (c) removing, where a supply of energy is no longer required, or where the licensee is authorized to take away and cut off supply, any electric supply lines, meters, fittings, works or apparatus belonging to the licensee.

(2) A licensee or any person authorized as aforesaid may also, in pursuance of a special order in this behalf made by a Magistrate of the first class or in the Presidency-town, by a Presidency Magistrate and after giving not less than twenty-four hours notice in writing to the occupier :-

- (a) enter any premises or and referred to in sub section (1) for any of the purpose mentioned therein.
- (b) enter any premises to which energy is to be supplied by him, for the purpose of examining and testing the electric wires, fittings, works and apparatus for the use of energy, belonging to the consumer.

(3) Where a consumer refuses to allow a licensee or any person authorized to enter his premises or land in pursuance of the provisions of sub-section (1) or sub-section (2), or, when such licensee or person has so entered refuses to allow him to perform any act which he is authorized by those sub-sections to perform or fails to give reasonable facilities for such entry or performance, the licensee may, after the expiry of twenty four hours from the service of a notice in writing on the consumer, cut off the supply to the consumer for so long as such refusal or failure continues, but for no longer.

(iii) RULE 137 OF THE INDIAN ELECTRICITY RULES, 1956

Mode of Entry :

All persons entering in pursuance of the Act or these rules, any building which is used as a human dwelling or a place of worship shall, in making such entry, have due regard, so far as may be compatible with the exigencies of the purpose for which such entry is made, to the social and religious usages of the occupant of the building entered.

5. POWER OF DISCONNECTION :

(i) 13.6.97 Section 24 of the Indian Electricity Act, 1910.

Discontinuance of supply to consumer neglecting to pay charge :

(1) Where any person neglects to pay any charge for energy or any sum other than a charge for energy, due from him to a licensee in respect of the supply of energy to him, the licensee may, after giving not less than seven clear day's notice in writing to such person and without prejudice to his right to recover such charge or other sum by suit, cut off the supply and for that purpose cut or disconnect any electric supply line or other works, being the property of the licensee, through which energy may be supplied, and may discontinue the supply until such charge or other sum, together with any expenses incurred by him in cutting off and reconnecting the supply, are paid but no longer.

(2) Where any difference or dispute, which by or under this Act, is required to be determined by an Electrical Inspector, had been referred to the Inspector before notice as aforesaid has been given by the licensee's the licensee shall not exercise the powers conferred by this section until the Inspector has given his decision.

Provided that the prohibition contained in this sub-section shall not apply in any case in which the licensee has made a request in writing to the consumer for a deposit with the Electrical Inspector of the amount of the licensee's charges or other sums in dispute or for the deposit of the licensee's further charges for energy as they accrue, and the consumer has failed to comply with such request.

(ii) Section 20(3) of the Indian Electricity Act, 1910.

Covered under item 4 (ii) above.

(iii) Section 26 (3) of the Indian Electricity Act, 1910.

Covered under item 3 (i) above.

(iv) Rule 46 (2a & b) of the Indian Electricity Rules, 1956.

Covered under item 7 (vi) below.

6. RESTRICTION ON USE OF ENERGY

(i) Section 21 of the Indian Electricity Act, 1910 [Excepting Provision (2) & (3)]

Restriction on licensee's controlling or interfering with use of energy :

(i) A licensee shall not be entitled to prescribe any special form of appliance for utilizing energy supplied by him. Or save as provided in any conditions made under sub-section (2) or by section 23, sub-section (2) or by section 26, sub-section (7) in any way to control or interfere with the use of such energy :

Provided that no person may adopt any form of appliance or use the energy supplied to him, so as unduly or improperly to interfere with ---

- (a) the safety or efficient working of a licensee's electric supply-lines or other works' or
- (b) the supply of energy by the licensee to any other person.

(4) Where any difference or dispute arises as to whether a licensee has prescribed any appliance or controlled or interfered with the use of energy in contravention of sub-section (1), the matter shall be either referred to an Electrical Inspector and decided by him or, if the licensee or consumer so desires, determined by arbitration.

7. TESTING AND INSPECTION

(i) Rule 47 of the Indian Electricity Rules, 1956

Testing of Consumer's Installation :

(i) Upon receipt of an application for a new or additional supply of energy and before connection the supply or reconnecting the same after a period of six months, the same after a period of six months, the supplier shall inspect and test the applicant's installation.

The supplier shall maintain a record of test results obtained at each supply point to a consumer, in a form to be approved by the Inspector.

(2) If as a result of such inspection and test, the supplier is satisfied that the installation is likely to constitute danger, he shall serve on the applicant a notice in writing requiring him to make such modifications as are necessary to render the installation safe. The supplier may refuse to connect or reconnect the supply until the required modification have been completed and he has been notified by the applicant.

(ii) Rule 48 of The Indian Electricity Rules, 1956

Precautions against leakage before connection :-

(1) The supplier shall not connect with his works the installation or apparatus on the premises of any applicant for supply unless he is reasonable satisfied that the connection will not, at the time of making the connection, cause a leakage from that installation or apparatus of a magnitude detrimental to safety. Compliance with this rule shall be checked by measuring the insulation resistance as provided below :

(i) High Voltage Equipments Installations :

- (a) High Voltage equipment shall have the IR value as stipulated in the relevant Indian Standard.
- (b) At a pressure of 1000V applied between each live conductor and earth for a period of one minute the insulation resistance of

HV installations shall be at least (one) mega-ohm or as specified by the Indian Standards Institution from time to time.

(ii) Medium and Low Voltage Installations :-

At a pressure of 500V applied between each live conductor and earth for a period of one minute, the insulation resistance of medium and low voltage installation shall be at least 1 meg-ohm or as specified by the Indian Standards Institution from time to time.

(2) If the supplier declines to make a connection under the provisions of sub-rule (1), he shall serve upon the applicant a notice in writing stating his reason for so declining.

**(iii) Rule 49 of Indian Electricity Rules, 1956
Leakage on consumer's premises :**

(1) If the Inspector or any officer appointed to assist the Inspector and authorized under sub-rule (2) Rule 4-A or the supplier has reason to believe that there is in the system of a consumer leakage which is likely to affect injuriously the use of energy by the supplier or by other persons, or which is likely to cause danger, he may give the consumer reasonable notice in writing that he desires to inspect and test the consumer's installation.

(2) If, on such notice being given ----

- (a) the consumer does not give all reasonable facilities for inspection and testing of his installation, or
- (b) when an insulation resistance at the consumer's installation is so low as to prevent safe use of energy, the supplier may, and if directed so to do by the Inspector shall, discontinue the supply of energy to the installation but only after giving to the consumer 48 hours notice in writing of disconnection of supply and shall not recommence the supply until he or the Inspector is satisfied that the cause of leakage has been removed.

**(iv) Rule 52 of the Indian Electricity Rules, 1956
Appeal to Inspector in regard to defects :-**

(1) If any applicant for a supply or a consumer is dissatisfied with the action of the supplier in declining to commence, to continue or to recommence the supply of energy to his premises on the grounds that the installation is defective or is likely to constitute danger, he may appeal to the Inspector to test the installation and the supplier shall not, if the Inspector, or under this orders, any other officer appointed to assist the Inspector, is satisfied that the installation is free from the defect or danger complained of, be entitled to refuse supply to the consumer on the grounds aforesaid, and shall, within twenty-four hours after the receipt of such intimation from the Inspector, commence, continue or recommence the supply of energy.

(2) Any test for which application has been made under the provision of sub-rule (1) shall be carried out within seven days after the receipt of such application.

(3) This rule shall be endorsed on every notice given under then provisions of rules 47,48 and 49.

**(v) Rule 53 of the Indian Electricity Rules, 1956
Cost of Inspection & test of consumer's Installation :**

(1) The cost of the first inspection and test of a consumer's installation carried out in pursuance of the provisions of rule 47 shall be borne by the supplier and the cost of every subsequent inspection and test shall be borne by the consumer, unless in the appeal under rule 52, the Inspector directs otherwise.

(2) The cost of any inspection and test made by the Inspector or any officer appointed to assist the Inspector at the request of the consumer or other interested party, shall be borne by the consumer or other interested party, unless the Inspector directs otherwise.

(3) The cost of each and every such inspection and test by whomsoever borne shall be calculated in accordance with the scale specified by the Central or the State Government, as the case may be, in this behalf.

(vi) Rule 46 of the Indian Electricity Rules, 1956
Periodical Inspection & testing of consumer's installation :

(1) (a) Where an installation is already connected to the supply system of the supplier, every such installation shall be periodically inspected and tested at intervals not exceeding five years either by the Inspector or any officer appointed to assist the Inspector or by the supplier as may be directed by the State Government in this behalf or in the case of installations belonging to, or under the control of the Govt. and in the case of installations in mines, oil fields and railways, by the Central Government.

(b) Where the supplier is directed by the Central or the State Govt. as the case may be, to inspect and test the installation, he shall report on the condition of the installation to the consumer concerned in a form approved by the Inspector and shall submit a copy of such report to the Inspector or to any officer appointed to assist the Inspector and authorized under sub-rule (2) of rule 4-A.

(c) Subject to the approval of the Inspector the forms of inspection report contained in Annexure IX-A may, with such variation as the circumstances of each case require, be used for the purpose of this sub-rule.

(2)(a) The fees for such inspection and test shall be determined by the Central or the State Government, as the case may be, in the case of each class of consumers and shall be payable by the consumer in advance.

(b) In the event of the failure of any consumer to pay the fee on or before the date specified in the fee-notice, supply to the installation of such consumer shall be liable to be disconnected under the direction of the Inspector. Such disconnection, however, shall not be made by the supplier without giving to the consumer seven clear days, notice in writing of his intention so to do.

(c) In the event of the failure of the owner of any installation to rectify the defects in his installation pointed out by the inspector or by any officer appointed to assist him and authorized under sub-rule (2) of rule 4A in the form set out in Annexure IX and within the time indicated therein, such installation shall be liable to be disconnected under the directions of the inspector after serving the owner of such installation with a notice :

Provided that the installation shall not be disconnected in case an appeal is made under rule 6 and the appellate authority has stayed the orders of disconnection :

Provided further that the time indicated in the notice shall not be less than forty-eight hours in any case.

Provided also that nothing contained in this clause shall have any effect on the application or rule 49.

(3) Notwithstanding the provisions of this rule, the consumer shall at all times, be solely responsible for the maintenance of his installation in such condition as to be free from danger.

8. PRECAUTIONS TO BE ADOPTED BY CONSUMERS, ELECTRICAL CONTRACTOR ETC.

(i) Rule 45 of the Indian Electricity Rules, 1956

Precautions to be adopted by consumers, owners, occupiers electrical contractors, Electrical work men and suppliers :

(1) No electrical installation work including addition, alterations, repairs and adjustments to existing installations, except such, replacement of lamps, fans, fuses, switches, low voltage domestic appliances and fitting as in no way alters its capacity or character, shall be carried out upon the premises of, on behalf of any consumer, owner or occupier for the purpose of supply to such consumer or owner, except by an electrical contractor licensed in this behalf by the State Government and under the direct supervision of a person holding a certificate of competency and by a person holding a permit issued or recognized by the State Government :

Provided that in the case of works executed for or on behalf of the Central Government and in the case of installations in mines, oil fields and railways, the Central Government and in other case the State Government may, by notification in the Official Gazette, exempt, on such conditions as it may impose, any such work described therein either generally in the case of any specified class of consumers or owners, from so much of sub-rule as required such work to be carried out by an electricity contractor licensed by the State Government in this behalf.

(3) No electrical installation work which has been carried out in contravention of sub-rule (1) shall either be energized or connected with the work of any supplier.

(ii) Rule 139 of the Indian Electricity Rules, 1956

Penalty for breach of Rule 45—Where any electrical installation work of the nature specified in sub-rule (1) of rule 45 has been carried out otherwise than—

- (a) Under the direct supervision of a person holding a certificate of competency issued by the State Government under that rule; and
- (b) In the absence of any applicable exemption under the proviso to sub-rule of that rule, by an electrical contractor licensed by the State Government in this behalf.

The consumer, owner or occupier, the contractor (if any) or the person through whom the work is being or was carried out and the person under whose immediate supervision the work is being or was carried out, shall each be punishable with fine which may extend to three hundred rupees.

9. CRIMINAL OFFENCES AND PROCEDURE

(i) Section 39 of the Indian Electricity Act, 1910

Theft of energy---Who ever dishonestly abstracts, consumes or uses any energy shall be punishable with imprisonment for a term which may extend to three years, or with fine which shall not be less than one thousand rupees, or with both and if it is proved that any artificial mean or means not authorized by the licensee exist for the abstraction , consumption or use of energy by the consumer, it shall be presumed, unit the contrary is proved, that any abstraction, consumption or use of energy has been dishonestly caused by such consumer.

39-A Abetment—Whoever abets an offence punishable under Sec. 39 or Sec. 44 shall, notwithstanding anything contained in Sec. 116 of the Indian Penal Code, be punished with punishment provided for the offence.

(ii) Section 40 of the Indian Electricity Act, 1910

Penalty for maliciously wasting energy or injuring works :

Whoever maliciously causes energy to be wasted or diverted or, with intent to cut-off the supply of energy, cuts or injures, or attempts to cut or injures any electric supply line or works, shall be punishable with imprisonment for a term which may extend to two years, or with fine which may extend to one thousand rupees, or with both.

(iii) Section 41 of the Indian Electricity Act, 1910

Penalty for unauthorized supply of energy by non-licensees :

Who-ever in contravention of the provisions of section 28, engages in the business of supplying energy shall be punishable with fine which may extend to three thousand rupees, and, in the case of continuing contravention, with a daily fine which may extend to three hundred rupees.

(iv) Section 44 of the Indian Electricity Act, 1910
Already covered under 3 (iv) above.

(v) Section 45 of the Indian Electricity Act, 1910
Penalty of extinguishing Public lamps :

Whoever maliciously extinguishes any public lamp shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to three hundred rupees, or with both.

(vi) Section 46 of the Indian Electricity Act, 1910
Penalty for negligently wasting energy or injuring works :

Whoever negligently causes energy to be wasted or diverted, or negligently breaks throws down or damages any electric supply line, post, pole, or lamp or other apparatus connected with the supply of energy, shall be punishable with fine which may extend to two hundred rupees.

(vii) Section 47 of the Indian Electricity Act, 1910
Penalty for offences not otherwise provided for :

Whoever, in any case not already provided for by section 39 A or sec. 40 (both inclusive), makes default in complying with any of the provisions of this Act,

or with any order issued under it, or, in the case of licensee, with any of conditions of his license, or in the case of person who has obtained the sanction of the State Government under section 28, with any of the conditions of the sanction, shall be punishable with fine which, may extend to one hundred rupees, and in the case of a continuing default, with a daily fine which may extend to twenty rupees :

Provided that where a person has made default in complying with any of the provisions of sections 13, 14, 15, 17 and 32, as the case may be, he shall not be so punishable if the Court is of opinion that the case was one of emergency; and that the offender complied with the said provisions as far as was reasonable in the circumstances.

(viii) Section 48 of the Indian Electricity Act, 1910

Penalties not to affect other Liabilities :

The penalties imposed by sections 39A or 40 to 47 (both inclusive) shall be in addition to, and not in derogation of, any liability in respect of the payment of compensation or, in the case of a licensee, the revocation of his licence, which the offender may have incurred.

(xi) Section 50 of the Indian Electricity Act, 1910

Institution of Prosecutions :

No prosecution shall be instituted against any person, for any offence against this Act or any rule, licence or order thereunder, except at the instance of the Government or a State Electricity Board or an Electrical Inspector, or of a person aggrieved by the same.

SOME ESSENTIAL TERMS IN COMMON USAGE

1. Electricity—It is comparatively easier to describe what electricity can do rather than to give a single and direct answer to the question as to what exactly is meant by electricity. It is a sort of a medium or an invisible agent which is responsible for a number of phenomena. It is a form of energy which can be transformed to other forms of energy like heat, light, sound, etc. The most distinctive feature about it is the ease with which it can be transmitted over long distances.

2. Voltage—It is the electric pressure or degree of electrification which is responsible for the flow of current. It is analogue to the water head or potential (i.e. pressure) by virtue of which water flows from one place to another. Just as the height of water column from the ground level determines the water pressure, the electric potential (pressure) is also measured with reference to the earth potential which is taken as zero. The practical unit of electric potential is volt which can be measured with the help of a voltmeter.

3. Electric Current —Is the flow of electricity. Like water the electric current also flows from a higher to a lower level (from a higher to a lower potential as is usually termed). Just as water flow ceases when there is no difference in level, the electric current also ceases when there is no difference in potential. In other words, the difference of potential is a prerequisite for the current to flow. Practical unit of

current is Ampere and is measured with the help of Ampere-meter (usually called Ammeter). An ordinary lamp of 60 watts approximately draws $\frac{1}{4}$ of an ampere.

4. Electric Power—Is the rate of doing work and is the multiplication of current (A) and the voltage (V). As in the case of water, the height of water column and the quantity of water flowing determines its power, the electric power also is determined by the voltage and the amount of current flowing :

$$\text{Power} = \text{Voltage} \times \text{Amperage.}$$

The power derived from a current of one ampere flowing under a voltage of one volt is said to be equal to one watt. The electricity consuming apparatus is rated in terms of either kilo watts (1000 watts) or in terms of Horse power. Where as heaters, coolers, bulbs, fans etc. are rated in watts or kilo watts ; the electric motors are rated in Horse Power.

One Horse Power (H.P.)=746 watts.

5. Electrical Energy (i.e. the capacity of doing work)—The practical unit of electrical energy is kilowatt hour (Kwh) or 'Unit' as it is called in common language. One unit of energy is said to be consumed when electric appliances with rating of 1000 watts are worked for an hour or when an ordinary bulb of 25 watts is put on for 40 hours. Similarly a motor of 10 Horse Power (equal to 7.46 KW) if run for 2 hours will consume 14.92 or say 15 units (but this is dependent on Demand Factor also. If the demand Factor is 50% the consumption will almost be reduced to half i.e. 7.5 units). Electrical energy is measured by means of an Energy Meter which is generally installed at the premises of every consumer.

6. Conductors – Just as a path is required for the water to flow from one place to another, conductors are needed for the flow of electric current. By virtue of there inherent properties usually metals like silver, copper, aluminum etc. are good conductors of electricity whereas bakelite, mica porcelain etc. are bad conductors and are called insulators. Sliver is the best conductor but it is costly. Usually for transmission and distribution of power, copper and aluminum conductors are employed.

7. Resistance—It is the inherent property of substance which resists or opposes the flow of electricity. Obviously good conductors have low resistance, whereas bad conductors have very high resistance. The practical unit of measuring resistance is called 'Ohm'. The resistance of a conductor in which a current of one ampere flows when potential difference of one volt is applied at its ends, is said to be one ohm. For a given potential difference, the higher the resistance, the lesser the flow of current. It is for this reason that conductors with smaller resistance are used for transmission and distribution of electric power.

Resistance is directly proportional to the length of the conductor or the line, and is inversely proportional to cross section (thickness) of the conductor. In other words, greater the length, greater is the resistance, but greater the thickness the lesser the resistance.

$$\begin{aligned} P &= V \times I \\ R &= V/I \\ \text{or } V &= I \times R \\ \therefore &= I^2 \times R \end{aligned} \quad \left. \begin{array}{l} \text{Where P is Power} \\ V \text{ is voltage} \\ I \text{ is current} \\ R \text{ is resistance.} \end{array} \right\}$$

8. Line Losses—Whenever an electric current flows through a circuit (a closed path) heat is developed, for here the current is working to overcome the opposition of the conductor. There is limit to the heating which can be allowed for a particular conductor so that its mechanical properties in respect of strength etc. do not get deteriorated. This limit is usually called the thermal limit and governs the maximum loading which can be allowed on a particular type and size of conductor.

The generation of heat during the process of flow of current consumes some of the electrical power. This is known as the line loss. The higher the resistance, the more the losses. These power losses are proportional to the square of the current (I) flowing through a line or a circuit, and directly proportional to the resistance (R). The power losses 'P' of line or a circuit are equal to $I^2 \times R$ (as above).

To carry any fixed quantum of power from one place to another, if the transmission voltage is increased, the current flowing through that transmission system will decrease, thereby appreciably reducing the losses as these are proportional to square of the current. If the transmission voltage is increased to (say) 4 times, the current reduces to $\frac{1}{4}$ and the power losses reduces to $(\frac{1}{4})^2$ i.e. 1/16. The transmission voltage is kept as high as possible consistent with factors of economy and arrangements are, therefore, made in transforming one voltage to another, so that losses are as low as possible. The equipment to transform from one voltage to another is called a 'Transformer'.

9. Transformation Losses – Usually the voltage at which supply is generally at Hydro Electric Stations is 11 KV (11,000 Volts). Before transmission over the grid it is transformed to 220 or 132 KV (i.e. 2,20,000 or 1,32,000 volts) through what are called 'step-up' transformers. The voltage is transformed back to 11KV either through single or multistage 'step-up' transformers at the various Grid Sub-Station, usually located at the load centers from where the supply is further retailed.

For bigger consumers supply is retailed directly at 11KV whereas for smaller consumers the supply voltage is generally 400V (3 phase supply) and 230 V (singly phase).

Just as the transmission of electric power is accompanied by a certain amount of loss of power, the transformation, whether stepping up or down, also involves some loss of power which is called Transformation losses. The loss of power in transformation is composed of two elements viz., (i) Copper losses and (ii) Core or Iron losses.

Copper Losses are analogous to the line losses and are dependent upon the quantum of power being transformed. If at any time no power is being transformed (i.e. when there is no load on the transformer), there are no copper losses. But the IRON LOSSES which are due to the design characteristics of the transformer are almost constant and go on taking place for so long as the transformer is in circuit irrespective of whether there is any load on it or not. In the rural areas the transformers are usually under-loaded most of the time, but since the iron losses continue at a constant rate, the percentage of losses to the total power utilized is therefore, very high.

10. Demand—Demand of a system means its power requirements (usually measured in KW or KVA) averaged over a suitable and specified interval of short duration. For practical reasons the demand averaged over a period of 30 minutes is

taken into consideration because the instantaneous demand which may be very high (at the time of a fault, a switching operation, or during a particular process of an industry) does not have much effect on the over all system.

11. Maximum Demand---Maximum Demand of an installation is defined as the greatest of all the demands which have occurred during a given period say during a day, or a month or a year. The maximum demand is measured with the help of a Maximum Demand Indicator.

12. Demand Factor--- It is defined as the ratio of actual maximum demand made by a load to the total connected load.

$$\text{Demand Factor} = \frac{\text{Maximum Demand}}{\text{Connected Load}}$$

13. Diversity Factor –The maximum demands of a number of consumers are not likely to occur at the same time. In other words there is diversity between the maximum demands of different consumers. The maximum demands on the supply or generating system is, therefore, much less then the sum of the maximum demands of all individual consumers. The ratio of the sum of the maximum demands of the separate consumers to their simultaneous maximum demand is called Diversity Factor. It is usually greater than unity.

14. Load Factor—It is defined as the ratio of the power requirements during a particular period to the maximum demand. In other words, it denotes the extent of utilization of electric power Load Factor is improved by the reduction of maximum demand which is achieved by increasing the Diversity Factor for certain installation. The Load Factor will improve with the better utilization of available load (i.e. the consumption of more energy units for a certain load will give better Load Factor).

$$\text{Load Factor} = \frac{\text{Average Power}}{\text{Maximum Power Demand}}$$

15. Connected Load Factor –The ratio of the average power to the connected load is called connected load factor.

$$\text{Connected Load Factor} = \text{Load Factor} \times \text{Demand Factor}$$

From the know figure of connected load Factor (or load and Demand Factor) of an industry the energy consumed can be calculated. Supposing connected load for a certain installation is 75KW. Its Demand Factor is 80% and Load Factor 40% the annual consumption would be :

$$\begin{aligned} \text{Units consumed} &= 75\text{KW} \times 40\% \times 80\% \times 8760 \\ &= 2,10,240 \text{ Kwh.} \end{aligned}$$

(8760 being the number of hours in a year).

Power Factor---Most of the load demand on the electric power supply system is composed of A.C. Induction Motors and such apparatus which by virtue of their inherent characteristics draw more current than is warranted by the actual load requirements. This excess current is usually used in charging and discharging the magnetic system of the electrical apparatus.

The drawal of excess current is necessitated because of the current becoming sluggish with reference to the voltage or in other words current lagging the voltage---as it is called in electrical terminology. The extent of ‘Lag’ depends upon the design features of a particular apparatus.

In certain cases a reverse phenomenon i.e. current leading the voltage can also happen as in the case of a synchronous motor, but usually the current lags the voltage with the result that the product of current and voltage (volt-amperes) as

explained under item 4 above does not give the true power but is the apparent power. This power is usually greater than the true power. The ratio of the true power to Apparent Power or of the useful current to the total current is known as Power Factor.

$$\begin{aligned} \text{True Power (watts)} &= \text{volts} \times \text{amperes} \times \text{power factor, or} \\ \text{K.W.} &= \text{K.V.A.} \times \text{Power Factor.} \end{aligned}$$

The adverse effect of low Power Factor on an electric power supply system can well be gauged from the example given below:

If a generator is capable of supplying 1000 amperes at 500 volts (i.e. with a rating of 1000 A x 500V or 500 K.V.A.), the quantum of load supplied by the generator at unity Power Factor would be 500 KW. At 0.6 Power Factor the load supplied would be 1000 A x 500V x 0.6P.F. i.e. 300 K.W. This means that the usefulness of the generator will decrease in the same ratio. In case any attempt is made to draw power more than 300 KW, the generator will have to supply more current i.e. it would be over loaded. Similarly the transmission/distribution system will also be over loaded. This, in addition to enhanced line losses and voltage drop because of increased drawal of current, will also require the system to be augmented for carrying more current.

It is therefore, usual for the supplier to (i) charge the maximum demand on K.V.A. (apparent power) basis rather than on K.W. (the true power) and (ii) require the consumer to install the requisite apparatus for improving the power factor to a specified limit.

* * *

HIMACHAL PRADESH STATE ELECTRICITY BOARD

No. HPSEB/CE(Comm)/T&S-33/VII/2000 -7136-7436

Sales Circular No.9/2000

Dated: 24/7/2000

To

1. All the Chief Engineers (Operation)
2. All the Dy. Chief Engineer/Superintending Engineers under Operation wing.
3. All the Addl. Superintending Engineers/Sr.Executive Engineers/ under Operation Wing.
4. All the Assistant Executive Engineers/ Assistant Engineers under Operation wing.

Subject : Revision of powers to make load commitments.

Instruction No. 10(c) of HPSEB Sales Manual Part I regarding 'Power to make load commitment' is hereby revised and will be read as under with immediate effect.

10(c) Power to make load commitment

(I) Various officers are competent to commit loads other than mini steel mills and rolling/re-rolling mills to the following extent:

- | | |
|---|---|
| 1. Sr. Executive Engineer/Addl. Superintending Engineer | For connected Load upto 100 KW at low/medium voltage |
| 2. Superintending Engineer/Dy.Chief Engineer | For connected load from 101 KW to 500 KW at 11-22 KV |
| 3. Chief Engineer | For connected load from 501 KW to 2000 KW at 11-22 KV |

(II) Committee consisting of following Members will be competent to commit loads for all mini steel mills and rolling/re-rolling mills irrespective of load requirement and for requirement of more than 2000 KW in other cases. Loads less than 2000 KW at voltage of 33 KV and above will also be committed by this committee :-

1. Chairman
2. Member (Operation)
3. Member (Tech.)
4. Chief Engineer (Comm.)
5. Chief Engineer (System Planning)
6. Chief Engineer (Transmission)
7. Director (System Operation)/
Dy. Chief Engineer (System Operation)
Member Secretary

Formal power availability certificate to the entrepreneurs shall be issued by Chief Engineer (Comm.) on behalf of the Board in case of committee at SI. No. 10(C) (II) above and respective field officers at SI. No.10(C)(I) above in cases falling in their competence after the deposit of non-refundable advance consumption deposit .

By order of the Board

(Er. C.P. MAHAJAN)
Chief Engineer(Commercial)
HPSEB, Vidyut Bhawan,
Shimla 171004.

Copy of above is forwarded for information and necessary action to :-

1. The Secretary with reference to his letter No. HPSEB(SECTT) 305-1/2000-2654-94 dated 4.4.2000.
2. Add. Secretary/Dy. Secretary/Under Secretary in HPSEB.
3. The Inspector General (V&S) HPSEB, Shimla.
4. The Chief Accounts Officer, HPSEB, Shimla.
5. The Dy. Financial Adviser/Dy. Chief Auditor, HPSEB, Shimla.
6. The Director (PR)/LAO/LWO HPSEB.
7. The Resident Audit Officer, HPSEB, with four spare copies.
8. The Accounts Officer (Comm.), HPSEB, Shimla with four spare copies.
9. The Accounts Officer (Co-ord), HPSEB, Shimla.
10. The Addl. Secretary cum Private Secretary/Senior Private Secretary/Private Secretaries to Chairman/Members of the Board for information of Chairman/Members.
11. The FC-cum Secretary (Fin.) to the Govt. of HP
12. The Director Industries HP Shimla
13. The Chief Electrical Inspector, HP Govt. Shimla
14. The Chief Engineer (System Planning), HPSEB, Shimla
15. The Chief Engineer (Trans.), HPSEB, Hamirpur
16. The Director (Commercial)/Director (Inter state)/All the T&S Engineers/Senior Executive Engineers in this office.
17. Guard file.
18. Copy to file No. HPSEB/CE (Comm)/PC-1-78/VII-2000

Er. C.P. MAHAJAN)
Chief Engineer(Commercial)
HPSEB, Vidyut Bhawan,
Shimla 171004.

HIMACHAL PRADESH STATE ELECTRICITY BOARD

No. HPSEB/CE(Comm)/SS-II-33/97-10697-11096

Dated: 22-9-97
Sales Circular No.4/97

To

All the superintending Engineers/
Executive Engineers/Asstt. Executive Engineers/
Assistant Engineers under (OP)Wing in HPSEB.

Sub:- Meter Reading of Large Industrial Consumers.

In the Progress Review Meeting for electrical works held on 4/97, it was decided that the meter-reading of Large Industrial power supply consumers shall be recorded by the concerned Executive Engineer of the Division.

Consequent upon above decision, Inst No. 121 of HPSEB Sales Manual Part-I, shall be considered to have been amended to the following extent.

1. The word 'Large' shall be deemed to be omitted from the description Large/Medium Industrial Bulk and Grid supply appearing under Sr. No. 3 if item-I of this instruction.

The following shall be deemed to be added as Sr. No. 4 of item I. "Large Industrial Consumers - Executive Engineer" (LS-1 and LS-2)

BY ORDER OF THE BOARD

Chief Engineer (Comm),
HPSEB, Shimla-4.

Copy of above is forwarded for information and necessary action to :-

1. All Chief Engineers in HPSEB.
2. All Superintending Engineers in HPSEB.
3. The Secretary/Addl.Secretary/Dy. Secretaries/Under Secretaries in HPSEB.
4. The Chief Accounts Officer, HPSEB. Shimla.
5. Dy-financial Advisor/Dy.Chief Auditor, HPSEB, Shimla.
6. The I.G.(V&S), HPSEB, Shimla.
7. The Chief Electrical Inspector to the Govt. of HP Shimla.
8. All Directors/LAO/LWO, HPSEB.
9. All Executive Engineers in this office.
10. The Resident Audit officer, HPSEB, Shimla.
11. The A.O. (Comm), HPSEB, Shimla with 40 spare copies for audit parties.
12. All PSs/Sr.PSs to Members/Chairman.

Chief Engineer (Comm),
HPSEB, Shimla-4.

HIMACHAL PRADESH STATE ELECTRICITY BOARD
“NOTIFICATION”

No. 7/2000

Dated : 24-5-2000

In exercise of the powers conferred by section 79(j) of Electricity (Supply) Act 1948 (Central Act LIV of 1948) and other enabling provisions in this behalf, the H.P. State Electricity Board is pleased to add a new clause as clause No-15 of the Abridged Conditions of Supply notified by the Board vide No. HPSEB -22-3/79-Works-64057-157 dated 4.7.79 and amended from time to time.

15. CT/PT meters

“Where the accuracy of the meter is not involved and it is a case of incorrect connections, defective CTs/PTs genuine calculations & mistakes etc., charged would be adjusted in favour of the Board/consumer as the case may be for the period the mistake/defect continued.”

Consequent upon the above amendment, the existing clause No. 15 to 33 of the Abridged Conditions of Supply shall deemed to be suitably renumbered i.e. existing clause No. 15 shall be read as No. 16 so on.

BY ORDERS OF THE BOARD

Er. C.P. MAHAJAN)
Chief Engineer(Commercial)
HPSEB, Vidyut Bhawan,
Shimla 171004.

No. HPSEB/CE (Comm)/T&S-35/2000-3485-3835

Dated : 24-5-2000

Copy forwarded for information and necessary action to :-

1. All the Chief Engineers in H.P. State Electy. Board.
2. The Secretary/Addl. Secretary/Dy. Secretaries/Under Secretaries in the HPSEB.
3. The Chief Accounts Officer, HPSEB, Shimla-4.
4. The Dy. Financial Advisor /Dy. C.A.O. HPSEB, Shimla-4.
5. The Inspector General (V&S), HPSEB, Shimla-4.
6. All the Superintending Engineers/Dy. Chief Engineers under (Op) Wing, in HPSEB.
7. The Chief Electrical Inspector to H.P. Govt, Kasumpti, Shimla-9.
8. All the Executive Engineers /Sr. Executive Engineers/Additional Superintending Engineers under (Op) wing in HPSEB.
9. The Directors (PR) /LAO/LWO, HPSEB.
10. The Resident Audit Officer, HPSEB, Shimla with five spare copies.
11. The Accounts officer (Comm), HPSEB, Shimla with five spare copies.
12. The Sr. Pvt. Secretaries/Private Secretaries to Chairman /Members of the Board for information of Chairman/ Members.
13. All the Executive Engineers/Sr. Executive Engineers/Addl. SES in this office.
14. All the Asstt. Executive Engineers/Asstt. Engineers under (Op) Wing.

Chief Engineer (Comm),
HPSEB, Shimla-171004.