



# HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Government Undertaking)

Registered Office: Vidyut Bhawan, HPSEBL, Shimla-171004 (H.P.)

CIN: U40109HP2009SGC031255

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No. HPSEBL (Sectt.)402-11(Misc.)/2020-21:- 63352-74 Dated:- 18-1-2021

To

1. The Chief Engineer (Op.) South, HPSEBL, Shimla-04
2. The Chief Engineer (Op.) North, HPSEBL, Dharamshala
3. The Chief Engineer (Op.) C. Zone HPSEBL, Mandi
4. The Chief Engineer (ES), HPSEBL, Hamirpur
5. The Chief Engineer (Gen.), HPSEBL, Sundernagar
6. The Chief Engineer (PCA), HPSEBL, Shimla-04
7. The Chief Engineer (Comm.) HPSEBL, Shimla-04
8. The Chief Engineer (SO), HPSEBL, Shimla-04
9. The Managing Director, Uhl-III, BVPCL, Jogindernagar

**Subject:-** Guidelines regarding financial/budgetary control while executing schemes/works by the field units.

Sir,

I have been directed to convey that instances of delay in releasing drawing limits have come to the notice of the HPSEBL Management due to wrong practices being adopted by the field units for execution of various schemes/works. The main reasons for such delays are non-revision of the schemes well in time and executing the works without allocation of budget. In order to ensure good financial health of the company (HPSEBL), it has become an absolute necessity to exercise proper financial/budgetary control over the schemes/works being executed in the field. In this context, detailed guidelines have been formulated for the purpose.

The above said guidelines, duly approved by the Whole Time Directors of HPSEBL are enclosed herewith for circulation among the field units under your jurisdiction. The field units under your jurisdiction be issued necessary directions to adhere to these guidelines while executing various schemes/works. Any untoward situation arising due to non-adherence of these guidelines shall be the personal responsibility of the defaulting officers. These guidelines have also been made available on HPSEBL's official website for ready reference.

DA: -As above

IT OFFICE HPSEBL, S.B. Shimla-04

*[Handwritten signature]*  
S. CHAND (IT-4)  
S. CHAND (IT-4)  
A.P. SINGH

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16/1/2021  
(Er. Rajiv Sood)  
Chief Engineer (P&M),  
HPSEBL, Shimla-04  
TELEFAX 0177-2659990  
E-mail: [cepmhpsebl@gmail.com](mailto:cepmhpsebl@gmail.com)

Copy of the above along with guidelines is forwarded to the following for information and necessary action: -

1. The Executive Director (Pers.), HPSEBL, Shimla-04.
2. The Chief Accounts Officer, F&A Wing, HPSEBL, Shimla-04 with reference to Diary No. 667 dated 19.10.2020.
- ✓ 3. The Superintending Engineer (IT), HPSEBL, Shimla-04 for uploading the guidelines on the official website of HPSEBL.
4. The Spl. P.S. to the Managing Director/Directors for kind information of the Managing Director/Directors please.

*Mw*  
*bl. 1021*  
**Chief Engineer (P&M),  
HPSEBL, Shimla-04**

## GUIDELINES FOR FIELD UNITS REGARDING EXECUTION OF CAPITAL WORKS

### 1. Sanction of A/A and E/S & funding of schemes before awarding works: -

No work should be taken up by the field units for execution without Administrative Approval & Expenditure Sanction from competent authority and financial tie-up of the same with FIs.

### 2. Timely sanction/revision of schemes: -

No expenditure should be incurred on unsanctioned schemes/works and in case, the expenditure against some sanctioned scheme/works exceeds the sanctioned cost, the scheme/work should be immediately revised in the manner depicted hereunder: -

- i) If the amount of the scheme exceeds sanctioned cost at the time of awarding the work, it should be revised immediately.
- ii) During execution stage, when 70% of the work is completed and it is expected that there will be increase in cost, the scheme should be revised after incorporating the deviations likely to be there.
- iii) If there is huge increase in estimated scheme cost at any stage of execution due to major change in scope of the scheme, the scheme should be revised immediately.
- iv) In case of the schemes having deviation within 10% of the sanctioned schemes cost, the extra expenditure in excess to the sanctioned cost shall be met from IDC. If the deviation in scheme cost is more than 10% of the scheme cost, it should be revised with concerned funding agency.

### 3. Funding of schemes before executing works: -

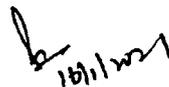
Financial tie-up with FIs like REC and PFC and allocation of sufficient budget should be ensured by the field units before execution of any scheme/work. In case of REC/PFC funded schemes, bills of supply of material/execution of work, where bill amount of a single contractor exceeds Rs. 5.00 lac, should be sent to REC/PFC for availing direct payment facility

### 4. Funding of cost of Land/FCA: -

Since refund of land cost is not allowed by REC unless the same is mortgaged with them. The expenditure on account of land cost and payment of NPV for diversion of forest land shall be met from IDC, if allowed in IDC charge regulations in order to avoid delay in releasing payments and ensure utilization of IDC.

### 5. Deposit Works: -

Before awarding a deposit work for execution, it must be ensured by the concerned field unit that full estimated cost of the work is deposited by the consumer including Govt. agency/department (except I&PH Department) before starting the execution of the work. In no case, the expenditure incurred on deposit works should exceed the deposited amount. Further, the expenditure of contingency/inspection charges etc. should be charged to concerned work regularly as per the provision made in

  
10/11/2017

the estimate. No diversion of un-utilized amount of a particular work shall be diverted to other works without prior approval of the concerned consumer/agency. The deposit works be executed as per the provisions contained in Himachal Pradesh Electricity Regulatory Commission (Recovery of Expenditure for Supply of Electricity) Regulations, 2012. Once the amount deposited by the consumer gets exhausted, the work be stopped immediately and the same be resumed after the additional amount required for its completion is deposited by the consumer. Timely action to revise the estimates be initiated where the expenditure is likely to exceed the original estimated cost. However, in case of works for providing SOP to I&PH schemes, the instructions issued vide this office letter No. HPSEBL(Sectt.)402-2/(LIS)/2004-12301-05 dated 05.05.2005 need to be adhered to, which states as under:-

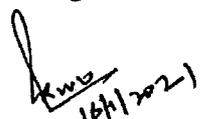
*"Cost of SOP to various LIS/LWSS of IPH Department may be taken in three installments with immediate effect:-*

- (i) 50% of the estimated SOP cost be deposited by IPH Department at initial stage.*
- (ii) 25% on the installation of transformer by HPSEBL.*
- (iii) 25% balance before release of connection.*

*The estimate for full value may be sanctioned but the execution shall be stopped when the advance money is exhausted. The work shall be resumed only after the concerned department deposits the outstanding installements due to them."*

**6. State Govt. funded schemes/NCRF Grant utilization: -**

It should be ensured that funds/grants received from the State/Central Govt. are utilized as per the allocation of budget made in Annual Plan. The utilization of the funds as well as physical and financial progress of the works executed against the allocated funds be also furnished to the office of the Chief Engineer (P&M) regularly. The intimation of funds remaining un-utilized for a particular year be sent to the office of the Chief Engineer (P&M) as well as the F&A Wing immediately to ensure its utilization during ensuing year.

  
Chief Engineer (P&M),  
HPSEBL, Shimla-04