



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Government Undertaking)

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No. HPSEB Ltd/CF(Comm.)/ S4/Vol.- /2022- **12889-13248** Dated: **21/12/2022**

To

- 1) The Chief Engineer (Op), South / North/ Central Zone, HPSEBL, Shimla / Dharamshala /Mandi.
- 2) All the Dy. CE/S.E.s Operation Circle in HPSEBL.
- 3) All the Addl. S.E.s/ Sr. Executive Engineers, Operation Electrical Divisions in HPSEBL.
- 4) All the A.E.E.s/ Assistant Engineers, Operation Electrical Sub-Divisions in HPSEBL

Subject: - Recovery of unpaid dues from defaulting consumers Sales Manual Instruction No. 36 in view of standard operating procedures for States/ DISCOMs under Revamped Distribution Sector Scheme (RDSS), instructions thereof.

Sir,

The Govt. of India has issued various Standard Operating Procedures (SOPs) in respect to important conditionalities under RDSS, LIS, Additional borrowings etc to be followed during implementation and evaluation, wherein it has been directed that implementation of SOPs and compliance thereof would be essential for release of funds, including GOI Grants and counterpart funding loans to the DISCOMs under RDSS and any other scheme of Ministry of Power. This would also be contingent conditions for sanction and disbursement of any other loans to be given by PFC and REC to the DISCOM's.

In above, SOPs, it is requested to ensure that Sales Manual Instructions No. 36 may be followed strictly as per the provisions of Supply Code and Electricity Act in order to recover the outstanding amount at the earliest. The SOPs further require that all Government Departments/ Attached Offices, Local Bodies/ Boards/ Corporations have made 100% payment of the current electricity dues for the year under evaluation. The RDSS further envisage mandatory provision of prepaid metering for all the Govt Departments including those mentioned above.

In order to adhere to the SOPs by Govt of India, the clause No. (ii) of Sales Manual Instruction NO. 36.2.1 is hereby amended and new clauses (iii) &(iv) are inserted as under:-

- ii) *The in-charge of Sub-Division may disconnect the supply to all the consumers irrespective of quantum of load and supply voltage being responsible for billing & collection by giving a clear notice of not less than 15 (fifteen) days except for the essential services like LWSS, Hospital and Street Light etc. wherein clear notice of not less than 30(thirty) days may be served before effecting the disconnection of supply to such consumers.*

Contd...2/-

iii) *The procedure to be followed in case the ULBs/RLBs do not pay the energy bills on due date in line with the SOPs of RDSS is as under:-*

- a) *The Sub-Division shall issue clear notice of not less than 15 days to the ULBs/RLBs to clear the outstanding amount.*
- b) *In case the ULBs/RLBs do not clear the amount within 15 days of issuance of bill, the cumulative electricity dues of all such ULBs/RLBs to be prepared through system and to be raised to Department of Urban Development/ Rural Development, HP Govt. by CAO, F&A Shimla for making payment within 30 days. The format of demand shall be generated by F&A Wing through system for once in a month. IT Cell to update the ISU Billing software accordingly in consultation with F&A Wing and the rights be given to F&A Wing for this activity of demand generation and its updation in the system*
- c) *The concerned Urban /Rural Development Department(s), Govt. of HP shall make the payment to the HPSEBL within 30 days of raising the consolidated bill duly adjusting the same against the devolution of grants to the ULBs/RLBs. The confirmation of receipt of full or partial amount shall be updated by F&A wing in the ISU Billing system and shall be adjusted accordingly against each ULB/RLB automatically.*
- d) *In case the bill is not cleared by Urban/ Rural Development Department(s) within 30 days of raising the same, the supply shall be disconnected by the concerned Sub-Division. The updated status of raising the consolidated bill and its clearance or pendency shall be available on system for viewing the sub-division, Division and circles for taking action to disconnect the electricity connection of the ULBs/RLBs.*

iv) *The procedure to be followed in case the other essential services(LWSS consumer and Govt. Hospitals) is as under:-*


- a) *The Sub-Division shall issue clear notice of not less than 15 days to the LWSS Consumer/ Govt. Hospitals to clear the outstanding amount.*
- b) *In case the Govt. Department(s) do not clear the amount within 15 days of issuance of bill, the cumulative electricity dues of LWSS and Govt. Hospitals to be prepared through system and to be raised to Engineer-in Chief, Jal Shakti Vibhag and Principal Secretary (Health), HP Govt. by CAO, F&A Shimla for making payment within 30 days. The format of demand shall be generated by F&A Wing through system for once in a month. IT Cell to update the ISU Billing software accordingly in consultation with F&A Wing and the rights be given to F&A Wing for this activity of demand generation and its updation in the system*

- c) *The concerned Engineer-in Chief, Jal Shakti Vibhag and Principal Secretary (Health) HP Govt. shall make the payment to the HPSEBL within 30 days of raising the consolidated bill. The confirmation of receipt of full or partial amount shall be updated by F&A wing in the ISU Billing system and shall be adjusted accordingly against each Govt. Department automatically.*
- d) *In case the bill is not cleared by concerned Govt. Department(s) within 30 days of raising the same, the supply shall be disconnected by the concerned Sub-Division. The updated status of raising the consolidated bill and its clearance or pendency shall be available on system for viewing the sub-division, Division and circles for taking action to disconnect the electricity connection of the concerned Govt. Department.*

The concerned field units shall follow the above instructions in Letter and Spirit and to take immediate necessary action for disconnection of supply in order to avoid accumulation of outstanding amount and thus resulting in non-compliance of the SOPs by MOP, non-conversion of loan to grant and further issues in release of funds/loan to DISCOMs.

This bears the approval of competent authority of HPSEBL


With Regards,


(Er. Mandeep Singh)
Chief Engineer (Comm.),
HPSEBL, Vidyut Bhawan,
Shimla-171004.

Copy for information and necessary action is forwarded to:-

1. The Chief Secretary/ Principal Secretary (MPP & Power) to the Govt. of H.P., Shimla-2.
2. The Addl. Chief Secretary (Finance) to the Govt. of HP, Shimla-2.
3. The Principal Secretary (UD/ TCP) to the Govt. of H.P., Shimla-2.
4. The Principal Secretary (Health) to the Govt. of HP, Shimla-2.
5. The Engineer-In-Chief, Jal Shakti Bhawan, Shimla-171005.
6. The Director of Industries, H.P., Shimla-1.
7. The Secretary, HPERC, Keonthal Commercial Complex, Khalini, Shimla-2.
8. The Chief Electrical Inspector, H.P. Govt., Block No. 29, SDA Complex, Shimla-171009.
9. The Director, TCP, H.P., Shimla-9.
10. The Executive Director (Personnel), HPSEBL, Vidyut Bhawan, Shimla-4.
11. The Chief Accounts Officer, F&A Wing, HPSEBL, Vidyut Bhawan, Shimla-4. He is requested to Coordinate with IT Cell for online generation of demand to the Govt Departments as per SOP and to assign the job to specific section under F&A Wing for the same purpose in order to raise the demand from your office in time.
12. The Chief Audit Officer, F&A wing, HPSEBL, Vidyut Bhawan, Shimla-4
13. The Dy. Chief Engineer (Tariff & SERC)/ Superintending Engineer (Enf. & EA)/ in this office.
14. The Superintending Engineer (IT) in this office to upload the same in the HPSEBL official website. The requisite provision required in SAP ISU Billing software may also be made in consultation with F&A Wing.

15. The Resident Audit Officer, HPSEBL, Shimla-4.
16. The Joint Secretary (Law), HPSEBL, Shimla-3.
17. The Secretary, H.P. Electricity Ombudsman, Sharma Sadan, Behind Keonthal Commercial Complex, Khalini, Shimla-2.
18. The Secretary, Consumer Grievances Redressal Forum, Kasumpti, Shimla-9.
19. The Addl. Secretary-cum-PS/ Sr. PS to MD/ Directors for kind information of MD/ Directors.
20. The BBN Industries Association (BBNIA), EPIP Ph-1, Jharmajri, Tehsil Baddi, Distt. Solan-174103
21. Parwanoo Industries Association, HPCED Building, Deptt. of Industries Complex, Sector-1, Parwanoo, Distt. Sola
22. Kala Amb Chamber of Commerce and Industries (KACCI), Trilokpur Road, Distt. Sirmour-HP.
23. Himachal Chamber of Commerce & Industry, C/o Goel Diesel Service, Bhuppur, Paonta Sahib, Distt. Sirmour-HP-173025.
24. District Industries Association, Una, Himachal Pradesh, 94, Industrial Area, Mehatpur, Distt. Una-174315.
25. Nalagarh Industries Association, C/o Member Secretary, SWCA, Nalagarh, Distt. Solan-HP-174101.
26. Steel Manufacturers' Association, Trilokpur Road, Kala Amb, Distt. Sirmour-HP-17303
27. Mehatpur Industries Association, C/o Spatia Chemicals, 76-77, Industrial Area, Mehatpur, Distt. Una-HP.
28. Haroli Block Industrial Association, Tahliwala, Distt. Una-HP.
29. Bathu -Bathri Industries Association, Tahliwala, Distt. Una-HP.
30. Amb Sub-Division Industries Association, Karlui, Distt. Una-HP.
31. File No. HPSEBL/CE(Comm.)/LS Genl. in this office
32. Guard file.


 (Er. Mandeep Singh)
 Chief Engineer (Comm.),
 HPSEBL, VidyutBhawan,
 Shimla-171004.