

	<b>Himachal Pradesh State Electricity Board Ltd.</b> (A State Govt. undertaking)	
		
<b>Registered office :</b> Vidyut Bhawan, HPSEBL, Shimla-4 (HP)	<b>(CIN) No. :</b> U40109HP2009SGC031255	
<b>GST No. :</b> HPSEBL 02 AACCH 4894 EH2B	<b>Website :</b> www.hpsebl.in	
<b>Tele.No. :</b> 0177-2803600/2801675(office)/2813563(Fax)	<b>Email ID:</b> md@hpseb.in & directorfa@hpseb.in	

No. HPSEBL(SECTT)/(HRD)2-23(SAP)/2024-66284-484

Dated: 16/1/25

To

All the Chief Engineer/DDO's working  
in HPSEBL.

**Subject:- Regarding maintaining employee's data properly / correctly in the SAP-ERP module...responsibility of concerned DDO/Section officer in the circle..**

**Ref:-** This office letters No. HPSEBL(SECTT)/(HRD)/2-23(SAP) 2024-63129-329 dated 04-01-2025.


Sir,

Your personal attention is invited towards to this office letter under reference vide which it has been observed by the management that many officers/officials are posted at various locations are excess in SAP-ERP without sanctioned posts. It is also observed that personal data of employees i.e. date of joining, date of birth, date of retirement and other all kind of data is mostly incorrect in the SAP-ERP module, due to which sanctioned/ existing strength does not match with the manual record made available by your respective offices.

You are therefore, directed to look into the matter personally and ensure to check/tally all the sanctioned/ existing strength as a whole (Circle, Division & Sub-Division Wise) under your control with the SAP-ERP module according to actual/manual record and also mention temporary deputed on another location/surplus staffs, by name detail be furnished to this office personally of respective office within two days as further action of


their adjustment could be finalized by the concerned section of the Board's Sectt.

**"This may be assigned top priority being an urgent/time bound matter."**

  
ISHA (HAS),  
Executive Director (Pers.),  
HPSEBL, Vidyut Bhawan,  
Shimla-4.

Copy to the following for information and necessary action:

1. All the Superintending Engineers working in HPSEBL & IT Cell for uploading in the website of HPSEBL.
2. All the Sr. Executive Engineers/ Resident Engineers in HPSEBL
3. Under Secretary (GE), (NGE), (FTE) for strict action.

  
ISHA (HAS),  
Executive Director (Pers.),  
HPSEBL, Vidyut Bhawan,  
Shimla-4.