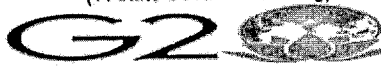

 <b>HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED</b> (A State Govt. undertaking)  हिमाल प्रदेश राज्य बिजली बोर्ड लिमिटेड ONE EARTH - ONE FAMILY - ONE FUTURE	
Registered office : Vidyut Bhawan, HPSEBL, Shimla-171004(H.P) GST No. : HPSEBL 02 AACCH4894EHZB Telephone Number : 0177-2803600,2801675(Office), 2813563(Fax)	Corporate Identity Number : U40109HP2009SGC031255 Website address : <a href="http://www.hpsebl.in">www.hpsebl.in</a> Email : <a href="mailto:md@hpsebl.in">md@hpsebl.in</a> & <a href="mailto:dir@hpsebl.in">dir@hpsebl.in</a>

**NO.HPSEBL/F&A-Wing /A-4/Admin-4/2025 4476-4606 Dated:-04/03/2025.**  
**To,**

**All the DDOs  
 H.P. State Electricity Board Ltd.**

**Subject: - Development of E Service Book by digitizing of personal record of Gazetted/ Non Gazetted employees of HPSEBL, thereby issues of PRAN not allotted to NPS employees – direction thereof.**

It is, intimated that HPSEBL, vide Office Order no 3656-67 dated 30/01/2025, Constituted Committee at the Head Office Level to accomplish the targets approved by the WTD of HPSEBL, vide resolutions No. 04/2025, 05/2025 and 06/2025 dated 15/01/2025, wherein development of E-Service Book by digitizing of personal record of Gaztted/ Non Gaztted Employees of HPSEBL, targeted to be completed in a time bound manner. In this regard training to the field dealing hands through Google meet has been made / done. The propose behind the training was to acquaint field staff about the T-Code, ZHR-133 & ZHR-133 A/ i.e. how to fill-up the fields in SAP/ERP system in order to develop E-Service Book.

While examining the progress against T-Code ZHR-133- A, it has been observed that PRAN to the NPS employees has not been issued by some of the DDOs, even after having enough time after regularizations. To apply and provide the PRAN to newly inducted NPS employee is a responsibility of concerned DDOs and in this regard DDO shall ensure to initiate the process for PRAN within stipulated time period but failed to do so.

Further PRAN field is mandatory in the E-Service Book Portal but HPSEBL after examing that there are cases pending for issuance of PRAN and even steps to provide for PRAN to fresh recruitees have not been initiated HPSEBL have to make it optional rather than mandatory to fresh recruitees. It is, therefore directed to all DDOs that those who have not provided/applied for the PRAN to the NPS employees till date

(P-II)

make to apply for the same & ensure submit PRAN application form to the Nodal Officer, i.e. Accounts Officer, (NPS/Fund) F&A Wing HPSEBL, Shimla4, within weeks' time positively, so that necessary field in E-Service book could be filled up accordingly.

Any laxity in the matter shall be the responsibility of concerned DDOs.

*Handwritten signature*  
Chief Accounts Officer,  
F&A Wing HPSEBL  
Shimla-4. *Handwritten initials*

Copy forwarded to the following for information please:-

1. SPS/PS to the Executive Director, (Pers) HPSEBL, Vidyut Bhawan Shimla-4.
- ✓ 2. The Superintending Engineer, (IT) HPSEBL, Shimla-4, upload the web site please.
3. The Accounts Officer (NPS/Fund) for information. Please.

*Handwritten signature*  
Chief Accounts Officer,  
F&A Wing HPSEBL  
Shimla-4. *Handwritten initials*