



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

Registered office	Vidyut Bhawan, HPSEBL Shimla-171004(H.P)
Number (CIN)	U40109HP2009SGC031255
GST No.	HPSEBL 02AACCH4894EHZB
Telephone Number	0177-2801762, (Office) 2658908 (Fax)
Website address	www.hpseb.com
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No:-HPSEBL/F&A/Admin/A-4/-2024-25 4824-4954 Dated:-12/03/2025
To

All the DDO's,
Himachal Pradesh State Electricity Board Limited
Sub: - Centralization of Deduction side of salary of all employees (Gazetted/Non Gazetted) of HPSEBL from March 2025 onward i.e. Salary of March 2025 paid in April 2025- Direction thereof.
Ref: - This office Order No- HPSEBL/F&A/Admin/A-4-15(3)/2024-25-3858-67 Dated:-30.01.2025 & Office letter No HPSEBL/F&A/Admin/A-4-2024-25-3668-3784 Dated:-31.01.2025

Sirs/Mesdames,

With reference to above it is intimated that HPSEBL approved centralization of salary of all Non Gazetted Employee's in HPSEBL in the analogy of Gazetted employees. In this process HPSEBL vide aforesaid office order and letter, updated the employee's data in HR module of HPSEBL with a purpose to have system generated reports on the recovery side of salary so that there shall be hassle free system at the level of head office while clearing recovery schedules i.e. TDS/GPF/NPS/HBA/GIS/LICENSE FEE/LOANS/ETC.

It is therefore directed to all the DDO's that salary for the month of March 2025 paid in April 2025 shall be prepared/posted by the concerned DDO's as per the existing norms as per the schedule of posting of the salary but net payable salary along with recovery schedule will be paid/cleared by the head office at the level of Accounts Officer PNG (HR) & Accounts Officer Pay Gazetted henceforth.

All the DDO's are further directed to run/post the salary on/before 24th march 2025 by all means so that disbursement of net payable salary process will be completed well in time.

Hence all the DDO's are directed not to clear any recovery schedule henceforth that is from March 2025 onward and further for accounting point of view necessary changes as required in HR Module in Personal Area and Personal Sub area shall also be incorporated by the HO especially TAN for which the TAN of F&A Wing will be used for TDS clearance/issuance of Form-16 to the employees of HPSEBL w.e.f March 2025 onward.

DDO's are further directed that the existing TAN of the field DDO's shall not be closed till further direction in order to ensure any charge pending from the Tax Authority for which DDO's ensure to keep record and comply accordingly along with clearance of last quarter compliances and issuance of Form-16 of FY 2024-25 Assessment Year 2025-26 to all the employees.

This bears the approval of Director (Fin. & Pers.) HPSEBL

IT Cell HPSEBL, V.B. Shimla

Sr. EE/ASE (IT-I)

Sr. EE/ASE (IT-II)

APS/Steno

Chief Accounts Officer
Finance & Accounts Wing,
HPSEBL Shimla-170004

Copy forwarded to:-

1. APS to The Director (Fin. & Pers.) HPSEBL, for information of Director (Fin. & Pers.) HPSEBL for information please.
2. The Executive Director (Pers.) HPSEBL, Shimla-4 for information please.
3. The Superintending Engineer (IT) HPSEBL for information and with the request to make necessary changing in the HR Module as referred above SAP/ERP along with mapping **TAN Number PTLT10798E for all Gazetted and Non Gazetted employees of HPSEBL**. It is further requested to kindly upload the letter on the Website of HPSEBL.
4. The Sr. Accounts Officer (Banking) F&A Wing HPSEBL Shimla-4 for information and immediate necessary action to ensure disbursement of net payable salary of the March 2025 paid in April 2025 from the Head Office by withholding drawing limit of field DDO's along with clearance of salary recovery schedules.
5. The Accounts Officer (PG) F&A Wing HPSEBL Shimla-4 for information and immediate necessary action to ensure clearance of all recovery schedule of Gazetted Employees who are in the payroll of HPSEBL for the salary of March/2025 paid in April/2025 onwards
6. To the Accounts Officer PNG(HR) F&A Wing HPSEBL Shimla-4 for information and immediate necessary action to ensure clearance of all recovery schedules of Non-Gazetted Employee's in the payroll of HPSEBL for the salary of March/2025 paid in April/2025 onwards

Harjit
Chief Accounts Officer
Finance & Accounts Wing,
HPSEBL Shimla-170004