

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)



Registered office	Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)
Number (CIN)	U40109HP2009SGC031255
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NO. HPSEBL/(Sectt)/R&E/101-37/25-26-17947-17996 dated:- 24/1/26

To

1. All the chief Engineers in HPSEBL.
2. All the Superintending Engineers in HPSEBL.
3. All the XEN's/RE's in HPSEBL.

Subject:- Regarding for maintaining residual seniority of T/Mate and Helpers etc. on promotion as well as Synchronization of Departmental Promotion Committees (DPCs) organized by Field Units and Redressal of Seniority Anomalies.

Sir,

Your attention is invited to this office letter Nos. HPSEBL (Sectt)/FT-II/321-7/2022-89381-530, 38273-450 and 43327-476 dated 28.03.2022, 26.08.2023 and 10.09.2025 respectively and to state that the subject cited demand as laid down by the Technical Employees Union and Employees Union of HPSEBL has been examined and it has been observed that the selection to the post of T/Mates and Helpers is made by the centralized Selection Committee and the selected candidates are allocated to the Divisional Offices/Circle offices as per their requirement for issuing appointment orders being cadre controlling authorities. As per general principle of seniority, the relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment by the selection committee. Consolidated panels were prepared by the selection committee from time to time and without disturbing the order of merit they were allocated to different cadre controlling authorities. Obviously, their seniority is to be maintained by the Division/Circle Offices strictly in order of allocation made to them. The HPSEB Ltd; vide office letter dated 18.1.2023 has already issued instructions for maintaining the seniority of newly appointed T/Mates and Helpers accordingly (Copy

enclosed for ready reference), for further promotion to the post of ALM/LM/SSA/Electrician/Fitter the inter-se-seniority of the incumbents of feeder categories is drawn based on their length of service.

2. It is further informed that the time schedule for holding meetings of DPC has been prescribed in para 16.7. of chapter 16 of Handbook on Personnel Matters Vol.I, which provides that the meeting of the Departmental Promotion Committee for regular promotion be held during the first quarter of the financial year for all existing and anticipated vacancies likely to be occurred during the calendar year. With a view to overcome/minimize the disparity being occurred, the instructions regarding holding of DPC meetings issued vide letter dated 26.8.2023 and subsequent instructions issued in this behalf deserves is hereby modified to the extent given below:-

(i) That the necessary documentation required for convening the meeting of DPC i.e number of clear and anticipated vacancies and report with regard to the work and conduct of the incumbents likely to be considered for promotion required, the controlling authorities may complete the same well before March of every calendar year and the meeting of the Departmental Promotion Committee for regular promotion be held during the first quarter of the financial year i.e. in the first week of April for all existing and anticipated vacancies likely to be occurred during the calendar year.

(ii) That Sr. XEN and SE as the case may be will send the recommendations of the DPC in respect of clear vacancies duly approved by the accepting authorities to this office in a consolidated manner by 20th April through concerned Chief Engineers to obtain the approval of the competent authority at the Government level.

(ii) However, for the current year. It is proposed that the controlling officers in the field offices may be directed that all necessary documents required for promotion be completed latest by 31st July, 2026 and the meeting of Departmental Promotion Committee for promotion of T/Mates and Helpers be convened

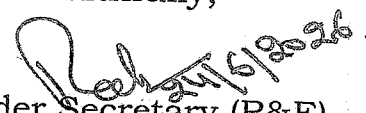
before 14th August, 2026 in respect of all clear and anticipated vacancies. They may further be directed that the recommendations of the DPCs duly accepted by the competent authority be sent to this office in a consolidated manner through respective Chief Engineers by 25th August, 2026 to obtain the approval of competent authority at the Government level.

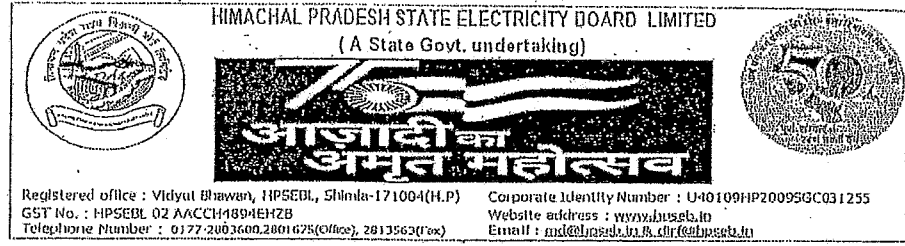
It is, therefore, requested that matter may please be looked into personally and ensure compliance of the instructions ibid in letter and sprit any delay shall be personal responsibility of the cadre controlling authorities.

This bears approval of the competent authority

DA:- As above

Yours faithfully,


Under Secretary (R&E),
HPSEBL, Vidyut Bhawan,
Shimla-4.



NO.HPSEBL(SECTT.)/HRD/2-12/2023-47575-490 Dated:-18/1/23
To

All the Superintending Engineers,
Generation and Electrical System Circles,
(Being cadre controlling authorities).

All the Sr. Executive Engineers,
Electrical Divisions & M&T Divisions, HPSEBL,
(under Operation Wing(s) being cadre controlling
authorities).

Subject:- Clarification regarding maintaining the seniority of
newly appointed as Junior T/Mate, Junior Helpers in
HPSEBL.

It has been noticed by the Field Units of the HPSEBL
and sought the clarification regarding maintaining the seniority of
newly direct recruited/appointed as Junior T/Mate, Junior Helpers
now merged as T/Mate and Helpers in HPSEBL.

In this context, it is informed that necessary approval
for appointment of new Junior T/Mate and Junior Helpers (Now
merged as T/Mate and Helpers) have been conveyed from time to
time to the Sr. Executive Engineers being cadre controlling
authorities under Operation Wing(s) and Superintending Engineers
Generation Circles / Electrical System Circles being cadre

controlling authorities under Generation /Electrical System Wing(s) whereby necessary instructions have already been imparted to cadre controlling authorities for maintaining the category wise roster of the candidates at their own level. But concerned cadre controlling authorities have not maintained the rosters for the posts of Junior T/Mate and Junior Helpers (Now merged as T/Mate and Helpers) at the level of Divisions/Circles being cadre controlling authorities.

It is further informed that as per guide lines issued by the Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training Establishment -D Section vide its office memorandum dated 03/07/1986 (Photo Copy enclosed for ready reference) SENIORITY OF DIRECT RECRUITS:-

2.1 SENIORITY OF DIRECT RECRUITS:-

2.1. The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendations of U.P.S.C. or other selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.

Since, as per guide lines issued by the Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training Establishment -D Section vide its office memorandum dated 03/07/1986 that seniority of all direct recruits is determined by the order of merit in which they are

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selected as per roster point for such appointment on the recommendation as conveyed to the cadre controlling authorities of the HPSEBL from time to time, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection, therefore, all the cadre controlling authorities are directed for framing the seniority of all direct recruits is determined by the order of batch wise merit in which they are selected as per roster point(horizontal reservation) for such appointment.

It is also directed to all the cadre controlling authorities that those officials who have been transferred from one Division to another Division by forfeiting seniority as per their own request their seniority may be dovetail the same at the bottom in the seniority list of his/their cadre in corresponding Division in the capacity of regular and contract basis from the date of their joining in new Division irrespective of marks obtained by him/her in merit list. However, necessary instruction has already been issued while issued the transferred order of the officials.

These instructions may be followed strictly and also brought to the notice of all concerned for compliance.

DA:-As above

(MANOJ KUMAR) HAS
Executive Director(Pers.),
H.P. State Electricity Board Ltd.
Vidyut Bhawan, Shimla-4

Copy of above is forwarded to following for information and necessary action please.

- 1) The Chief Engineer(OP) South, CZ, North, Shimla, Mandi, Dharamshala.
- 2) The Chief Engineer(Generation)/(ES), HPSEBL, Sundernager and Hamirpur.
- 3) All the Superintending Engineers(OP) Circles and M&T Circle under Operation Wing(s).
- ✓ 4) The Superintending Engineer(IT), HPSEBL for uploading the same in the official website of HPSEBL
- 5) The Under Secretary(FTE)/SO(FTE-II) in the administrative Wing of the Board Secretariat.

(MANOJ KUMAR) HAS
Executive Director(Pers.),
H.P. State Electricity Board Ltd.
Vidyut Bhawan, Shimla-4 08.08.19

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No.22011/7/86-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

dated 3-7-86

OFFICE MEMORANDUM

Subject: SENIORITY – Consolidated orders on.

The undersigned is directed to say that instructions have been issued by this Department from time to time laying down the principles for determining seniority of persons appointed to services and posts under the Central Government. For facility of reference, the important orders on the subject have been consolidated in this Office Memorandum. The number and date of the original communication has been quoted in the margin so that the users may refer to it to understand fully the context in which the order in question was issued.

SENIORITY OF DIRECT RECRUITS AND PROMOTEES

~~(MHA O.M.No.9/11/55-RPS dated 22.12.59)~~

2.1 The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendations of the U.P.S.C or other selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection.

2.2 Where promotions are made on the basis of selection by a D.P.C., the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior such persons shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.

2.3 Where persons recruited or promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit.

2.4.1 The relative seniority of direct recruits and of promotee shall be determined according to the rotation of vacancies between direct recruits and promotees which

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shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in the Recruitment Rules.

- 2.4.2 If adequate number of direct recruits do not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees. [DPT OM No.35014/2/80-Estt.(D) dt.7.2.86].

In other words, to the extent direct recruits are not available the promotees will be bunched together at the bottom of the seniority list below the last position upto which it is possible to determine seniority, on the basis of rotation of quotas with reference to the actual number of direct recruits who become available. The unfilled direct recruitment quota vacancies would, however, be carried forward and added to the corresponding direct recruitment vacancies of the next year (and to subsequent years where necessary) for taking action for direct recruitment for the total number according to the usual practice. Thereafter in that year while seniority will be determined between direct recruits and promotees, to the extent of the number of vacancies for direct recruits and promotees as determined according to the quota for that year, the additional, direct recruits selected against the carried forward vacancies of the previous year would be placed en-bloc below the last promotee (or direct recruit as the case may be), in the seniority list based on the rotation of vacancies for that year. The same principle holds good for determining seniority in the event of carry forward, if any, of direct recruitment or promotion quota vacancies (as the case may be) in the subsequent year.

ILLUSTRATION: Where the Recruitment Rules provide 50% of the vacancies of a grade to be filled by promotion and the remaining 50% by direct recruitment, and assuming there are ten vacancies in the grade arising in each of the year 1986 and 1987 and that two vacancies intended for direct recruitment remain unfilled during 1986 and they could be filled during 1987, the seniority position of the promotees and direct recruits of these two years will be as under:

	<u>1986</u>		<u>1987</u>
1.	P1	9.	P1
2.	D1	10.	D1
3.	P2	11.	P2
4.	D2	12.	D2
5.	P3	13.	P3
6.	D3	14.	D3
7.	P4	15.	P4
8.	P5	16.	D4
		17.	P5
		18.	D5
		19.	D6
		20.	D7

2.4.3 In order to help the appointing authorities in determining the number of vacancies to be filled during a year under each of the methods of recruitment prescribed, a Vacancy Register giving a running account of the vacancies arising and being filled from year to year may be maintained in the proforma enclosed.

2.4.4 With a view to curbing any tendency of under-reporting/suppressing the vacancies to be notified to the concerned authorities for direct recruitment, it is clarified that promotees will be treated as regular only to the extent to which direct recruitment vacancies are reported to the recruiting authorities on the basis of the quotas prescribed in the relevant recruitment rules. Excess promotees, if any, exceeding the share falling to the promotion quota based on the corresponding figure, notified for direct recruitment would be treated only as ad-hoc promotees.

SENIORITY OF TRANSFEREES

(MIA OM No.9/11/55-RPS dated 22.12.1959)

3.1 The relative seniority of persons appointed by transfer to a Central service from the subordinate offices of the Central Government or other department of the Central or a State Government shall be determined in accordance with the order of their selection for such transfer.

3.2 Where such transfers are effected against specific quotas prescribed in the Recruitment Rules, the relative seniority of such transferees vis-à-vis direct recruits or promotees shall be determined according to the rotation of vacancies which shall be based on the quotas reserved for transfer, direct recruitment and promotion respectively in the Recruitment Rules. Where the vacancies in any quota or quotas are carried forward, the principles stated in para 2.4.2 will apply, mutatis mutandis in determining inter-se seniority of the appointees.

3.3 Where a person is appointed by transfer in accordance with the provisions in the Recruitment Rules providing for such transfer in the event of non-availability of suitable candidate by direct recruitment or promotion, such transferee shall be grouped with direct recruits or promotees, as the case may be. He shall be ranked below all direct recruits or promotees, as the case may be, selected on the same occasion.

3.4.1 In the case of a person who is initially taken on deputation and absorbed later (i.e. where the relevant recruitment rules provide for "Transfer on deputation/Transfer"), his seniority in the grade in which he is absorbed will normally be counted from the date of absorption. If he has, however, been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he will be given seniority from

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- the date he has been holding the post on deputation,
 - or
 - the date from which he has been appointed on a regular basis to the same or equivalent grade in his parent department;
- whichever is later.

3.4.2 The fixation of seniority of a transferee in accordance with the above principle will not, however, affect any regular promotions to the next higher grade made prior to the date of such absorption. In other words, it will be operative only in filling up of vacancies in higher grade taking place after such absorption.

3.5 In cases in which transfers are not strictly in public interest, the transferred officers will be placed below all officers appointed regularly to the grade on the date of absorption.

[DOP&T O.M.No.20020/7/80-Estt.(D) dated 29.5.1986]

SENIORITY IN SPECIAL TYPE OF CASES

[MIA O.M.No.37/1/52-DGS dated 10.7.54, O.M.No.13/4/56-RPS dated 29.9.1956 & No.13/4/57-RPS dated 14.7.58, MIA O.M.No.9/13/82-Estt.(D) dated 10/10/62 & O.M.No.9/30/63-Estt.(D) dt.7.2.64].

4.1 In the case of such ex-T.B. or ex-Pleurisy ex-Leprosy patients, as have been declared non-infective and medically fit for Government service, on re-employment in the same posts from which they were discharged the actual previous service rendered by them should be counted for seniority. The seniority of such persons re-employed in other posts will be fixed in consultation with the Department of Personnel & Training.

4.2.1 An order imposing the penalty of reduction to a lower service, grade or post or to a lower time-scale should invariably specify:-

- (i) the period of reduction, unless the clear intension is that the reduction should be permanent or for an indefinite period;
- (ii) Whether on such re-promotion, the Govt. servant will regain his original seniority in the higher service, grade or post or higher time-scale which had been assigned to him prior to the imposition of the penalty.

4.2.2 In cases where the reduction is for a specified period and is not to operate to postpone future increments, the seniority of the Govt. servant may, unless the terms of the order of punishment provide otherwise, be fixed in the higher service, grade or post or the higher time scale at what it would have been but for his reduction.

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