

# 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 02 AACCH4894EHZB  
**Telephone No.** 0177-2656485 (Landline & Fax)  
**Website Address** www.hpseb.in  
**Email** cepmhpsbl@gmail.com, seit@hpseb.in

No.: HPSEBL/CE(P&M)/E-Office/2026-27/ 1008763

Date: 21/05/2026.

To

1. The Chief Engineer (SO), Vidyut Bhawan, HPSEBL, Shimla-4.
2. The Chief Engineer (MM), Vidyut Bhawan, HPSEBL, Shimla-4.
3. The Chief Engineer (Comm.), Vidyut Bhawan, HPSEBL, Shimla-4.
4. The Chief Engineer (System Planning), Vidyut Bhawan, HPSEBL, Shimla-4
5. The Executive Director (Personnel), Vidyut Bhawan, HPSEBL, Shimla-4
6. The Chief Engineer (PCA), Vidyut Bhawan, HPSEBL, Shimla-4
7. The Chief Accounts Officer, F&A Wing, HPSEBL, Shimla-4.
8. The Chief Engineer (OP), Shimla Zone, Vidyut Bhawan, HPSEBL, Shimla-4

**Subject:** Implementation of e-Office in HPSEB Ltd; training thereof.

Sir,

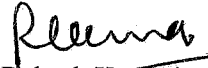
In continuation to this office letter No. HPSEBL/CE(P&M)/E-Office/2026-27/1008759 dated 19/05/2026 regarding implementation of e-Office, it is intimated that two days e-Office training sessions have been scheduled in coordination with the Department of Digital Technologies and Governancè (DDTG) as per for following schedule:

Sr. No.	Training session timing	Training for offices	Training Venue
1.	22/05/2026 at 11:00 AM	CE (MM), CE (P&M), CE (OP) Shimla Zone, CE (PCA) and CE (SO)	Conference Hall, F&A Wing Building
2.	22/05/2026 at 02:30 PM	Executive Director (Personnel), CE (SP) and CE (Comm.)	
3.	23/05/2026 at 11:00 AM	Finance and Accounts Wing	
4.	23/05/2026 at 02:30 PM	Finance and Accounts Wing	

It is, therefore, requested to direct the staff to attend e-Office training session as per above schedule to become conversant with the e-Office file processing procedure.


This is for kind information and necessary action in the matter please.

Regards,

  
(Er. Rakesh Kumar)  
Chief Engineer (P&M)  
HPSEBL, Vidyut Bhawan,  
Shimla-4

Copy to following:

1. The PS/Sr. PS to worthy Managing Director, HPSBEL for the kind information of worthy Managing Director, HPSEBL please.
2. The PS/Sr. PS to worthy Director (F&A), HPSBEL for the kind information of worthy Director (F&A), HPSEBL please.

  
Chief Engineer (P&M)  
HPSEBL, Vidyut Bhawan,  
Shimla-4

# 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 02 AACCH4894EHZB  
**Telephone No.** 0177-2656485 (Landline & Fax)  
**Website Address** www.hpseb.in  
**Email** cepmhpsebl@gmail.com, seit@hpseb.in

No.: HPSEBL/CE(P&M)/E-Office/2026-27/ 1008759

Date: 19/05/2026.

To

1. The Chief Engineer (SO),  
Vidyut Bhawan, HPSEBL, Shimla-4.
2. The Chief Engineer (MM),  
Vidyut Bhawan, HPSEBL, Shimla-4.
3. The Chief Engineer (Comm.),  
Vidyut Bhawan, HPSEBL, Shimla-4.
4. The Chief Engineer (System Planning),  
Vidyut Bhawan, HPSEBL, Shimla-4.
5. The Chief Engineer (PCA),  
Vidyut Bhawan, HPSEBL, Shimla-4.
6. The Executive Director (Personnel),  
Vidyut Bhawan, HPSEBL, Shimla-4.
7. The Chief Accounts Officer,  
F&A Wing, HPSEBL, Shimla-4.

**Subject: Implementation of e-Office in HPSEB Ltd.**

Sir,

In reference to subject cited matter, it is intimated that in compliance to the GoHP directive to create a paperless, transparent, efficient, accountable environment in offices working, HPSEBL Management has decided to reinstate and to fully implement the e-Office in the all office of HPSEBL across the state. Following timelines has been fixed for implementation of e-Office:

Sr. No.	Phase	Offices to be covered	Timeline
1.	1 <sup>st</sup> Phase	All offices of HPSEBL Head Quarter	01/06/2026
2.	2 <sup>nd</sup> Phase	Chief and Circle offices	01/07/2026
3.	3 <sup>rd</sup> Phase	Division, sub-division and other offices	01/08/2026

In this regard, kind attention is invited to following points:

**a) Him Access (SSO) login for e-office**

The Him Access (SSO) login is prerequisite for logging into the e-Office system. In this regard, this office issued office order No. HPSEBL/CE (P&M)/IT Cell/Misc./Vol.-1/1008368, dated 22.01.26 may please be referred to vide which prescribing the format it was requested to complete the enrolment/registration at Him Access portal. The copy of same with help manual is annexed at **Annexure-A** for ready reference.

In view of e-Office implementation, it is requested to direct the staff under your jurisdiction to ensure requisite enrolment/registration at Him Access portal before 01.06.26 please.

**b) e-Office Help Manual and e-Office tutorials**

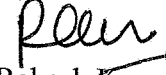
The e-Office Help manual, e-Office Power Point Presentation (PPT) and e-Office step by step function tutorial videos have been made available at HPSEBL's official website under the Employee/Pensioner Corner> e-Office tab for ready reference of users.

*U*

- 42-6-1528
- c) **e-Office training by the Department of Digital Technologies and Governance (DDTG)**  
Besides Point No. b), the Department of Digital Technologies and Governance (DDTG) has been requested to schedule fresh training session for HPSEBL Head Quarter offices, the same shall be intimated separately once confirmed by the DDTG.

Accordingly, necessary action in this context in time bound matter is requested.

Regards,



(Er. Rakesh Kumar)  
**Chief Engineer (P&M)**  
**HPSEBL, Vidyut Bhawan,**  
**Shimla-4**

**DA: As above**

**Copy to following:**

1. The PS/Sr. PS to worthy Managing Director, HPSBEL for the kind information of worthy Managing Director, HPSEBL please.
2. The PS/Sr. PS to worthy Director (F&A), HPSBEL for the kind information of worthy Director (F&A), HPSEBL please.
3. The Chief Engineers (Operation), HPSEBL, Shimla/Hamirpur/Mandi/Kangra Zones for kind information and necessary action please.
4. The Superintending Engineers (Operation), HPSEBL, Shimla/Rohru/Rampur/Solan/Nahan/Una/Bilaspur/Hamirpur/Mandi/Kullu/Dehra/Kangra/Dalhousie for information and necessary action.
5. All the Sr. Executive Engineer (OP), Electrical Divisions, HPSEBL for information and necessary action.
6. All the Assistant Engineers (OP), Electrical Sub-Divisions, HPSEBL for information and necessary action.



**Chief Engineer (P&M)**  
**HPSEBL, Vidyut Bhawan,**  
**Shimla-4**

# HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Government Undertaking)



Registered Office	Vidyut Bhawan, Shimla 171004, Himachal Pradesh
Number (CIN)	U40109HP2009SGC031255
GST	HPSEBL 02 AACCH4894EHZB
Telephone No.	0177 - 2657168, 2809551
Website address	www.hpseb.in

No.: HPSEBL/CE(P&M)/IT Cell/Misc./Vol-1/ 1008368

Date: 22/01/2026.

## OFFICE ORDER

The Hon'ble Chief Minister, Himachal Pradesh in the meeting held on 06/01/2025 has directed that all employees of Himachal Pradesh State Electricity Board Limited shall mandatorily enroll/register on the Him Access Portal. The portal is developed and being managed by the Department of Digital Technologies and Governance (DDTG), Government of Himachal Pradesh providing a unified digital platform aimed single sign-on (SSO) based access/authentication to various Himachal Pradesh government portals/applications and services like cmsankalp, e-Office etc.

Accordingly, all employees are hereby directed to complete their enrollment/registration at Him Access portal at the earliest and positively by the end of January 2026, ensuring to share the detail of created Him Access login IDs with IT Cell in the following prescribed format:

Sr. No.	Appellation	First Name	Last Name	Requested Him Access login ID	Employment type	Office Name	Designation	Class	Date of Joining of service
1									
2									
n									

'This bears the approval of Competent Authority'

Chief Engineer (P&M),  
HPSEBL, Vidyut Bhawan,  
Shimla - 171004.

Copy to the following for information and necessary action:

1. The PS to Managing Director, HPSEBL, Shimla 171004.
2. The PS to Director (Finance and Personnel), HPSEBL, Shimla 171004.
3. The PS to Director (Technical), HPSEBL, Shimla 171004.
4. The Executive Director (Personnel), HPSEBL, Shimla 171004.
5. MD BVPCL, Jogindernagar.
6. The CE (System Planning), HPSEBL, Shimla 171004.
7. The CE (System Operation), HPSEBL, Shimla 171004.
8. The CE (Commercial), HPSEBL, Shimla 171004.
9. The CE (MM), HPSEBL, Shimla 171004.
10. The CE (PCA), HPSEBL, Shimla 171004.
11. The CE (OP) Shimla/Kangra/Mandi/Hamirpur Zone, HPSEBL.
12. The CE (ES) Hamirpur, HPSEBL.
13. The CE (Generation), HPSEBL, Sundernagar.
14. The Chief Accounts Office, HPSEBL, Shimla 171004.
15. The Chief Auditor, HPSEBL, Shimla 171004.
16. HPSEBL website.

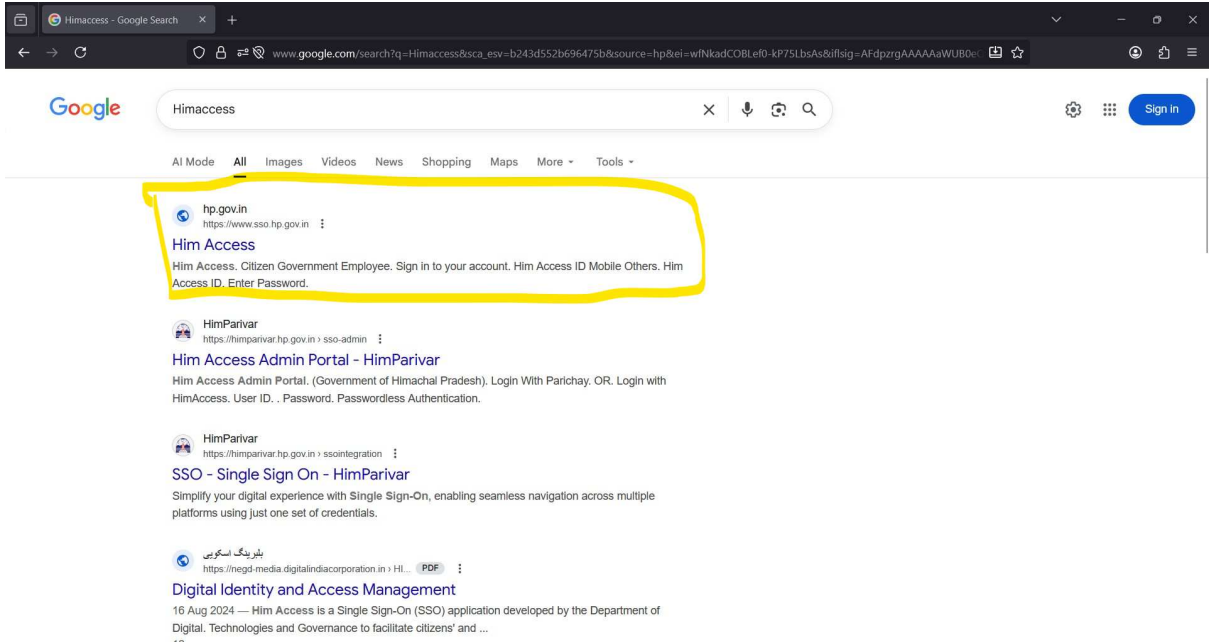
D.A.: Annexure (User Manual for  
Registration/Signing-up in Him Access Portal)

Chief Engineer (P&M),  
HPSEBL, Vidyut Bhawan,  
Shimla - 171004.

# User Manual for Registration/Signing-up in HimAccess Portal for Login Creation.

## Step 1: Access the Him Access Portal:

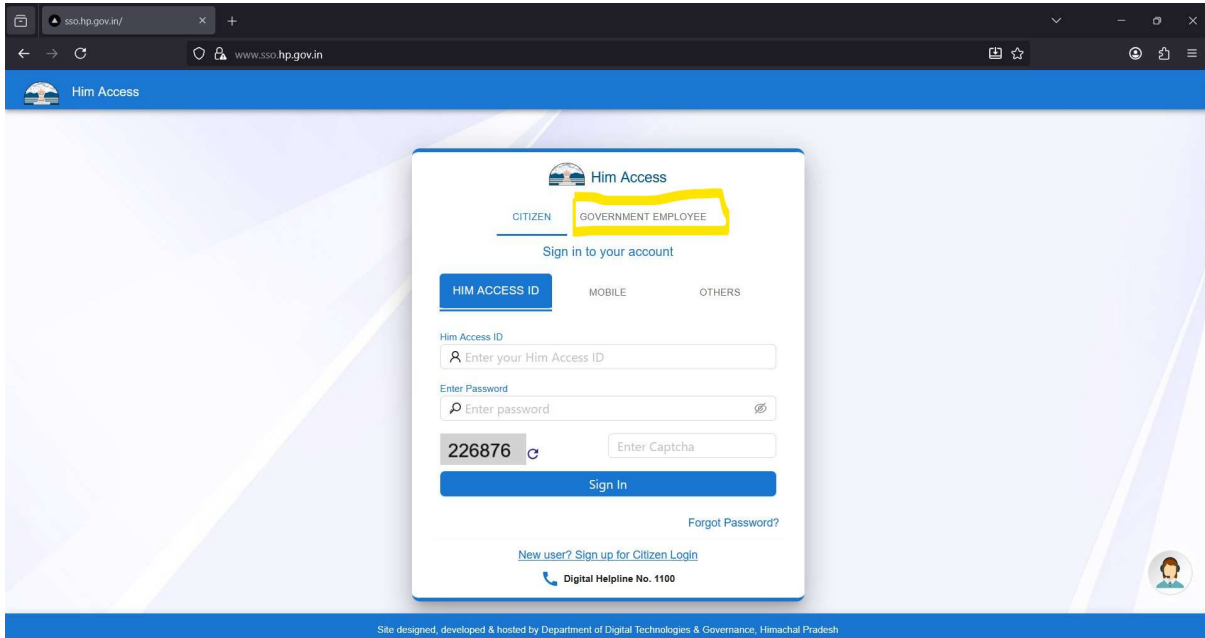
- Open a web browser and search "[Himaccess](#)" on Google and click on the official [Him Access](#) link.



- Or directly go to <https://sso.hp.gov.in>

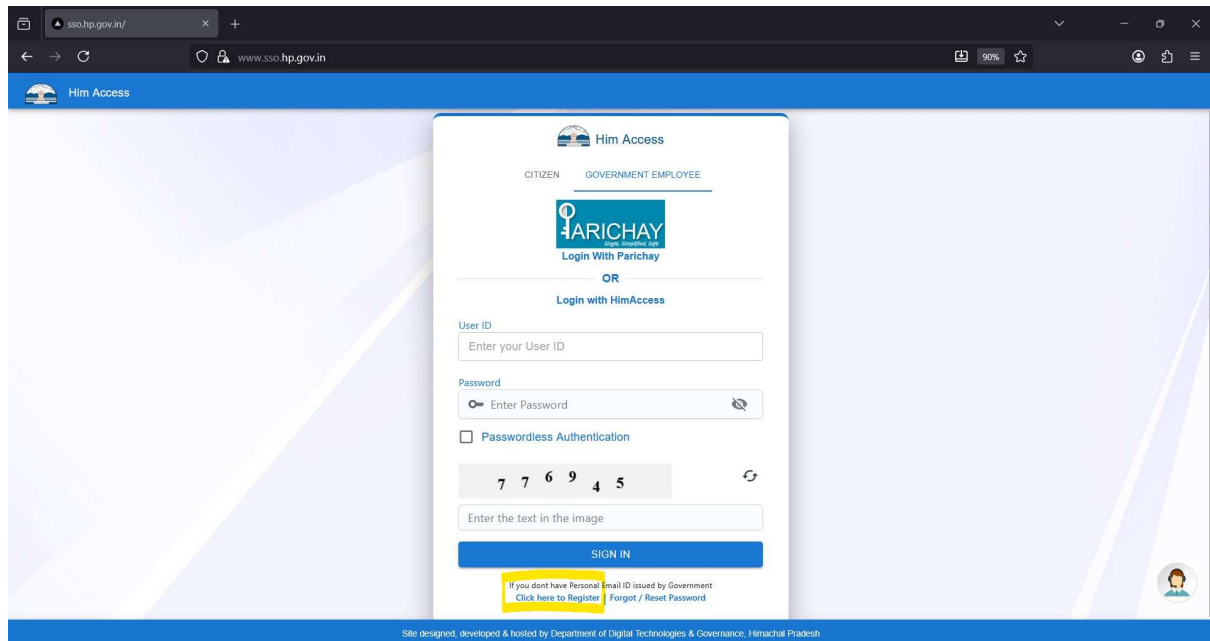
## Step 2: Select Government Employee Tab:

- Click on the **GOVERNMENT EMPLOYEE** tab.



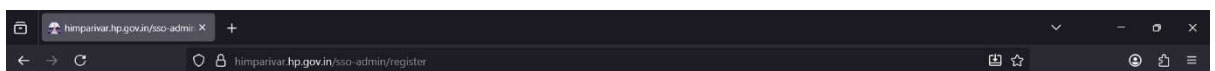
### Step 3: Register for an Account:

- Click on [Click here to Register](#) link to proceed to the Sign-Up form.



### Step 4: Fill in the Sign-Up Form:

1. Select Organization: [Government of Himachal Pradesh](#)
2. Select Parent Department: [HPSEB LIMITED](#)
3. Do you have a PMIS Code? Select [No](#)
4. Click on [Perform eKYC](#)



Sign Up Form

← Him Access Account Creation

Select Organisation Government of Himachal Pradesh	Select Parent Department HPSEB LIMITED	Do you have PMIS Code? <input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#">Perform eKYC</a>
---	---	---	------------------------------

[Next](#)

## Step 5: Aadhaar Verification:

1. Enter your [Aadhaar Number](#) in the box and click on [Get OTP](#).

Sign Up Form

← Him Access Account Creation

Select Organisation: Government of Himachal Pradesh | Select Parent Department: HPSEB LIMITED | Do you have PMIS Code?  Yes  No | Perform eKYC

Perform eKYC Before Proceeding

Aadhaar Number: [Masked] | Get OTP >

Consent for Aadhaar eKYC

Registration or listing of any individual — including contractual, outsourced, part-time, third-party engaged, trainee, apprentice, intern, or any other category of personnel — on this Himaccess Portal/ Attendance App/website, and the marking or recording of attendance through this platform, is solely for administrative and monitoring purposes.

Such registration or attendance does not constitute Government employment and shall not be construed as:

1. Appointment to any post under the Government;
2. Confirmation or regularization of service;
3. Eligibility for any Government service benefits; or
4. A basis for any claim, right, or expectation of Government employment.

All engagement- and employment-related responsibilities lie exclusively with the respective contracting or deploying agency/organization.

Next

2. Enter the OTP received on your registered mobile number and click [Verify OTP](#).

Sign Up Form

← Him Access Account Creation

Select Organisation: Government of Himachal Pradesh | Select Parent Department: HPSEB LIMITED | Do you have PMIS Code?  Yes  No | Perform eKYC

Perform eKYC Before Proceeding

Aadhaar Number: [Masked] | OTP: Enter OTP | Verify OTP >

Time Remaining: 00:48 Resend OTP

Consent for Aadhaar eKYC

Registration or listing of any individual — including contractual, outsourced, part-time, third-party engaged, trainee, apprentice, intern, or any other category of personnel — on this Himaccess Portal/ Attendance App/website, and the marking or recording of attendance through this platform, is solely for administrative and monitoring purposes.

Such registration or attendance does not constitute Government employment and shall not be construed as:

1. Appointment to any post under the Government;
2. Confirmation or regularization of service;
3. Eligibility for any Government service benefits; or
4. A basis for any claim, right, or expectation of Government employment.

All engagement- and employment-related responsibilities lie exclusively with the respective contracting or deploying agency/organization.

Next

3. After OTP verification, [Tick](#) on checkbox “[Registration or listing of any...](#)”.
4. Then, click on [Next](#).

## Step 6: Verify and Confirm Details:

- The system will fetch your details from the Aadhaar server.
- Check the displayed details carefully.
- [Tick](#) the checkbox: *"I agree that the above details fetched are correct and I wish to register using the above details."*

## Step 7: Fill in Additional Details:

1. **Select Appellation.**
2. **Select Employment Type.**
3. **Do you have personal ID issued by Government (gov.in / nic.in) Select [No](#)**
4. **Create Office Email / HimAccess User ID:**
  - Enter your **first name and last name** separated by a dot (.).
  - The system will check availability.
  - If the username is unavailable, add a number after your last name to make it unique.
5. **Select Department: [HPSEB LIMITED](#)**
6. **Are you a DDO (Drawing & Disbursing Officer) (Yes / No) ? Select [No](#)**
7. **Select Date of joining the service.**
8. Click [Next](#).

The screenshot shows the 'Him Access Account Creation' form in a browser. The form is titled 'Sign Up Form' and 'Him Access Account Creation'. It contains several sections:

- Select Organisation:** Government of Himachal Pradesh
- Select Parent Department:** HPSEB LIMITED
- Do you have PMIS Code?:** No (selected)
- Kyc Success:** Green button
- Name:** [Redacted]
- Father Name:** [Redacted]
- Date of Birth:** [Redacted]
- District:** [Redacted]
- Address:** [Redacted]
- I agree that the above details fetched are correct and I wish to register using the above details.** (Checked)
- Select Appellation\*:** Mr.
- Employee Name\*:** [Redacted]
- Employment Type\*:** Regular
- Do you have Personal ID issued by Government (gov.in / nic.in):** No (selected)
- Office Email / HimAccess Userid:** [Redacted] @himaccess.hp.gov.in
- Select Department\*:** HPSEB LIMITED
- Are you DDO (Drawing & Disbursing Officer) (Yes / No)\*:** No
- Date of Joining the Service\*:** [Redacted]
- Next:** Blue button

## Step 8: Enter Contact Information:

1. **Select Gender**
2. **Enter Mobile Number**
3. **Enter Address**

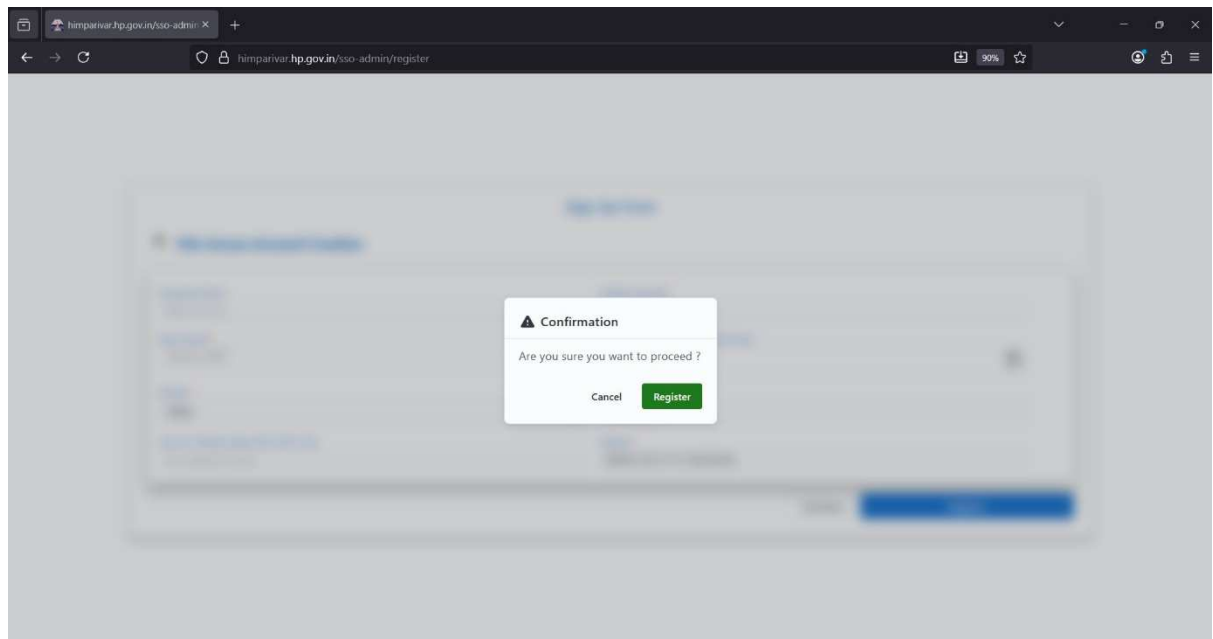
The screenshot shows the 'Him Access Account Creation' form in a browser, specifically the contact information section. The form is titled 'Sign Up Form' and 'Him Access Account Creation'. It contains several sections:

- Employee Name\*:** [Redacted]
- Aadhaar Number\*:** [Redacted]
- Date of Birth\*:** [Redacted]
- Date Of Retirement / Contract End Date:** DD-MM-YYYY
- Gender\*:** Male
- Mobile Number\*:** [Redacted]
- Care Of / Relative Name (D/O, W/O, S/O):** [Redacted]
- Address\*:** [Redacted]
- Previous:** Button
- Register:** Blue button

4. Click [Register](#).

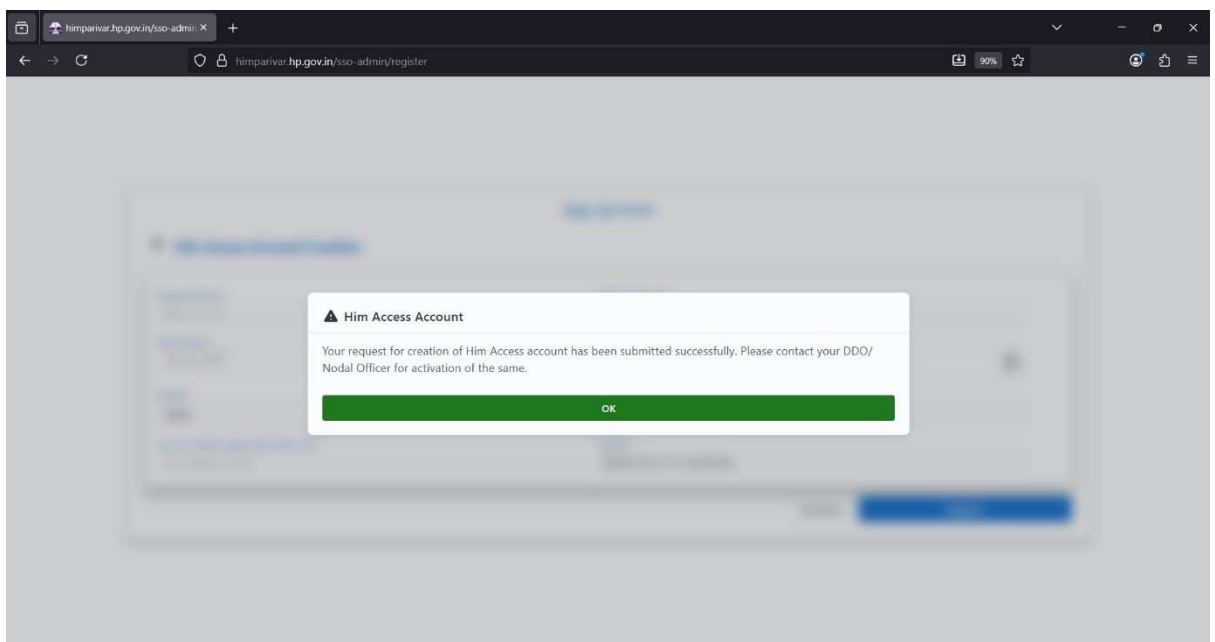
### Step 9: Confirm and Submit:

- The system will prompt: *"Are you sure you want to proceed?"*
- Click on [Register](#) to submit the registration request.



### Step 10: Confirmation and Support:

- The system will display a status message confirming the request submission.



- Note:**
1. Further, it is requested to share the details of created login ID in the attached format **(Annexure-A)** for further approval of submitted login creation request.
  2. In case of any queries, contact the **IT Cell, HPSEBL** for support.

