



# Himachal Pradesh State Electricity Board Limited

(A State Government Undertaking)

REGISTERED OFFICE:- VIDYUT BHAWAN, HPSEBL, SHIMLA-171004 (H.P.)

CIN: U40109HP2009SGC031255

Website: www.hpseb.com, Email: seit@hpseb.in

No.HPSEBL/CE(Comm)/DEO/Vol-VII/17-

992-1051

Dated:- 27/05/2017.

To

M/s Saraswati Dot Com Pvt. Ltd.,  
STPI, Block No. 24, 3<sup>rd</sup> Floor, SDA Complex,  
Kasumpti, Shimla-171009.

Subject: Letter of Award to provide Data Entry Operators on outsourcing basis.

Sir,

HPSEB Ltd. is pleased to continue the services of One Hundred Sixty Five Data Entry Operators purely on outsourcing basis for the period of twelve months i.e. from 01.04.2017 to 31.03.2018 or till regular Clerk/ Junior Office Assistant (IT)/(Accounts) joins the respective offices.. The complete list of Sub-Divisions/ offices along with number of Data Entry Operators to be deployed is attached as Annexure-'A','B'&'C'.

The total contract value of the award shall be Rs 1,62,30,060/- (Rs. One Crore Sixty Two Lakh Thirty Thousand and Sixty only). The fixed monthly emoluments are Rs. 8,197/- per month per DEO inclusive of service tax @ 15% (current rate), which may vary as per GOI policy from time to time. The terms and conditions will be amended as notified by GoHP and further adopted by HPSEBL time to time. In case GST is implemented by Govt. of India/ Govt. of H. P. then same will be paid to the firm as per the policy of Govt. of India/ Govt. of H. P. time to time.

### Terms and conditions:

1. The DEOs so deputed shall be paid as per detail given in the Table-1&2 below and payment will be released by HPSEBL on submission of invoice.

Table-1

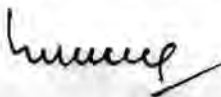
Basic Salary/Net Carry Home Salary Per DEO per Month (₹)	Employee EPF Deduction @12% (₹)	Employer Contribution towards (includes Employer EPF share, EDL Admin, Admin/ Inspection, EDLI Contribution (Total @13.36%) (₹)	Net Emoluments (including EPF) (per DEO per Month) (₹)
1	2	3	4(1+2+3)
5265/-	632/-	703/-	6,600/-

Table-2

No. of Data Entry Operators/period (months)	Net Emoluments (including EPF) (₹)	Agency charges @ 8% (₹)	Sub Total (₹)	Service Tax @ 15% (₹)	Total cost to be paid by HPSEBL per DEO per month (₹)	Total Amount (₹)
1	2	3	4(2+3)	5	6(4+5)	7
165/12	6,600/-	528/-	7,128/-	1069/-	8,197/-	1,62,30,060/-

(Rs. One Crore Sixty Two Lakh Thirty Thousand and Sixty only)

2. The above rates will be firm and final for the above mentioned period. However, if the Govt. of Himachal Pradesh revised the wages of Data Entry Operators on outsourced basis and HPSEBL further adopt these policies then the wages of Data Entry Operators will be revised accordingly.
3. The firm shall submit the bills of hiring charges of the DEOs within first week of each subsequent month, to the respective:
  - a) Electrical Division for the Electrical Sub-Division office mentioned in the Annexure-'A' & 'B'. The concerned Division Office will process the invoices/bills and release the payment to firm. The respective DDO shall ensure release of payment on priority basis and the expenditure shall be charged to Block Head 75.613 (salaries/ wages of employees/ labour engaged through outsourcing (contractors)).
  - b) The respective office as mentioned in the Annexure-'C'. The concerned office will process the invoices/ bills and release the payment to firm. The respective DDO shall ensure release of payment on priority basis and the expenditure shall be charged to Block Head 75.613 (salaries/ wages of employees/ labour engaged through outsourcing (contractors)).
4. The firm will ensure the release of salary to the DEOs within two days after release of payment by HPSEBL.
5. The Data Entry Operators deputed by the firm should have minimum educational qualification 10+2 in any stream plus minimum one year Diploma in Computer Application plus possess typing speed of at least 25 words per minute in Hindi and 30 words per minute in English on computer keyboard plus sufficient experience of data entry/handling of computers & its peripherals.
6. The firm will ensure that DEOs once deputed will continue to work for the entire contract period. No change/substitute will be allowed except on the grounds of misconduct or misbehavior noticed or on the approval of this office.
7. The Personnel so deputed will carry the identity card issued by your firm. He/She should conduct in a decent manner and your company shall be responsible for his/her good conducts, antecedents and liable for any intentional damage caused to the HPSEB Ltd. property by him/her.
8. The DEOs so deputed will not be considered the employees of HPSEBL and HPSEBL shall stand indemnified against any claim that the hired DEOs may opt to have by virtue of working on the project, for whatever period. HPSEBL also stands indemnified against any compensation arising out of accidental loss of life or injury sustained by the hired Personnel working on the HPSEBL project.
9. The firm will have to execute an agreement with the HPSEBL so as to abide by these terms and conditions, in letter and spirit, and in case of breach of any of these conditions, the firm will have to pay reasonable amount on account of compensation of loss sustained by the HPSEBL on this account.
10. The Data Entry Operators shall be allowed to avail Medical Leave and Maternity Leave as per policy adopted by HPSEBL vide Executive Director Office Order endorsement no. HPSEBL (Sectt.)12-3/(Outsourced Staff) Genl-16-60678-898 dated: 08.11.2016. Except these no other leave etc. is admissible to the DEOs deputed by the firm.
11. The Personnel, so provided by you, may have to work on holidays/ Sundays depending on the exigency of work. However one weekly rest as admissible to the workers will be allowed. Payment for working on holidays, if any, will be made on pro-rata basis or will be given compensatory leave.
12. The hiring charges will be deducted from the bill of the firm proportionately for absence of any DEO from the job. The DEOs will not remain absent from the work without prior intimation/permission of Work Incharge.
13. The Personnel shall be allowed to work for the project duration provided his/her performance is of high quality. In case of non-performance, for whatever reasons, he/she shall be removed from the project and necessary replacements shall be provided by you. The Personnel so deputed with HPSEBL on outsourcing basis shall be for HPSEBL project only and in no way shall be construed as employees of HPSEBL.
14. The DEOs so deputed will have no right to claim employment/regularization in the department at later stage merely on the ground that their services have been hired by this department.

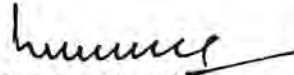


You are requested to sign an agreement with the Superintending Engineer (IT), HPSEB Ltd., Vidyut Bhawan, Shimla-171004 within a period of 30 days from the date of issue of this letter, as per Executive Director (Personnel) office order endorsement no. HPSEBL(SECTT.)/HRD/2-23(OS)/2016-13482-632 dated: 20.05.2017.

Please acknowledge the receipt of this letter and convey your acceptance of terms and conditions specified above.

Yours Sincerely,

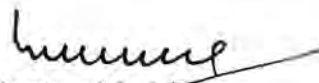
DA: As Above

  
(Er. Sanjeev Maria)  
Superintending Engineer (IT),  
HPSEB Ltd., Vidyut Bhawan,  
Shimla-171004.

Copy forwarded to the following for information and necessary action please:

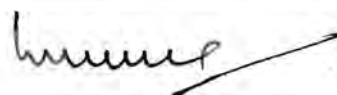
1. The Chief Engineer (Op), North/ Central/ South Zone, HPSEB Ltd., Dharamshala/ Mandi/ Shimla.
2. The Chief Engineer SO /Comm/PCA/MM/P&M, HPSEB Ltd., Vidyut Bhawan, Shimla-171004.
3. The Chief Engineer, (System Planning)/(Electrical System), HPSEB Ltd., Dogra Lodge (Shimla)/Hamirpur).
4. The Executive Director (Personnel), HPSEB Ltd., Vidyut Bhawan, Shimla-4, w.r.t. Office Order No. 46/HPSBL(SECTT)/HRD/2016- Dated: 20.05.2017 and its endorsement No.HPSEBL(SECTT.)/HRD/2-23(OS)/2016-13482-632 dated: 20.05.2017.
5. The Chief Accounts Officer, HPSEB Ltd., Vidyut Bhawan, Shimla-4.
6. The Chairman, forum for redressal of Grievances of HPSEBL, Consumers (FRGC), Kasumpati, Shimla-171009.
7. The Resident Audit Officer, HPSEBL, Shimla.
8. The Superintending Engineer, Generation Circle, HPSEB Ltd., Palampur-176061.
9. The Superintending Engineer, Operation Circle, HPSEB Ltd., Shimla/Rampur/Rohru/Solan/Nahan/Kullu/Bilaspur/Hamirpur/Mandi/Una/Kangra/Dalhousie.
10. The Sr. Executive Engineer, Electrical Division, HPSEB Ltd., Sundernagar.
11. The Superintending Engineer, RGGVY, HPSEB Ltd., Shimla-171002.
12. The Deputy Secretary (HRD), HPSEB Ltd., Shimla-171004.
13. The Joint Secretary (Law), Vidyut Bhawan, Shimla-171004.
14. The Sr. Executive Engineer, Maintenance Division, HPSEB Ltd., Shimla-171004.
15. The Sr. Executive Engineer, Electrical Division, HPSEB Ltd., Sunni/Theog/Arki/Sarkaghat/ Ghumarwin/Barsar/ City (E) Shimla/ Shimla No. 1/ Shimla No. 2/ Parwanoo/ Baddi/ Solan/ Nalagarh/ Paonta/ Nahan/ Rohru/ Jubbal/ Rampur/ Kumarsain/ Nadaun/ Hamirpur/ Mandi/ Jogindernagar/ Bilaspur/ Sundernagar/ Kullu/ Thalout/ Manali with a request to direct the concerned Electrical Sub Divisions to depute respective DEOs for the work of Computerized Billing/ SAP-Billing activities.

DA: As Above.

  
(Er. Sanjeev Maria)  
Superintending Engineer (IT),  
HPSEB Ltd., Vidyut Bhawan,  
Shimla-171004.

## Sub-Division Offices where Computerized Billing is Implemented

Sr. No.	Name of Office	Number of DEOs
1	Electrical Sub Division, Ridge	1
2	Electrical Sub Division, Chhota Shimla	1
3	Electrical Sub Division Idgah	1
4	Electrical Sub Division, Sanjauli	1
5	Electrical Sub Division BOILEAUGANJ	1
6	Electrical Sub Division KHALINI	2
7	Electrical Sub Division JUTOGH	2
8	Electrical Sub Division DHALLI	2
9	Electrical Sub Division JUNGA	1
10	Electrical Sub Division MASHOBRA	1
11	Electrical Sub Division KASUMPTI	1
12	Electrical Sub Division No.I, SOLAN	2
13	Electrical Sub Division No.III, SOLAN	2
14	Electrical Sub Division KANDAGHAT	1
15	Electrical Sub Division PARWANOO	1
16	Electrical Sub Division BAROTIWALA	1
17	Electrical Sub Division DHARAMPUR	1
18	Electrical Sub Division KASAULI	1
19	Electrical Sub Division GOELA	1
20	Electrical Sub Division BADDI	2
21	Electrical Sub Division MANPURA	1
22	Electrical Sub Division SUBATHU	1
23	Electrical Sub Division No.I, NALAGARH	1
24	Electrical Sub Division Nalagarh-II (REC)	2
25	Electrical Sub Division RAMSHEHAR	1
26	Electrical Sub Division NAND	1
27	Electrical Sub Division JOGGAN	1
28	Electrical Sub Division PAONTA	2
29	Electrical Sub Division SATAUN	1
30	Electrical Sub Division No.I, NAHAN	1
31	Electrical Sub Division No.II, NAHAN (REC)	1
32	Electrical Sub Division DADAHU	1
33	Electrical Sub Division KALA-AMB	1
34	Electrical Sub Division ROHRU	1
35	Electrical Sub Division No.II, CHIRGAON	1
36	Electrical Sub Division TIKKAR	1
37	Electrical Sub Division JUBBAL	1



38	Electrical Sub Division BAGHI	1
39	Electrical Sub Division Saraswati Nagar	1
40	Electrical Sub Division, RAMPUR	1
41	Electrical Sub Division SARAHAN	1
42	Electrical Sub Division NANKHARI	1
43	Electrical Sub Division TAKLECH	1
44	Electrical Sub Division THANEDHAR	1
45	Electrical Sub Division BARAGAON	1
46	Electrical Sub Division KUMARSAIN	1
47	Electrical Sub Division NADAUN	1
48	Electrical Sub Division DHANETA	1
49	Electrical Sub Division No .I, Jawalamukhi	1
50	Electrical Sub Division No.II, Jawalamukhi	1
51	Electrical Sub Division KHUDIAN	1
52	Electrical Sub Division MAJHEEN	1
53	Electrical Sub Division RANGAS	1
54	Electrical Sub Division No. I, HAMIRPUR	1
55	Electrical Sub Division No.II, HAMIRPUR	2
56	Electrical Sub Division SUJANPUR	1
57	Electrical Sub Division TONIDEVI	1
58	Electrical Sub Division KAKKAR	1
59	Electrical Sub Division LAMBLOO	1
60	Electrical Sub Division No.I MANDI	1
61	Electrical Sub Division No. II MANDI	1
62	Electrical Sub Division No. III Mandi/ BIJNI	1
63	Electrical Sub Division SAIGLOO	1
64	Electrical Sub Division REWALSAR	1
65	Electrical Sub Division KATAULA	1
66	Electrical Sub Division No. I J/NAGAR	1
67	Electrical Sub Division MAKRERI	1
68	Electrical Sub Division CHAUNTRA	1
69	Electrical Sub Division BAROT	1
70	Electrical Sub Division LAD Bharol	1
71	Electrical Sub Division PADHAR	1
72	Electrical Sub Division No.II J/ nagar	1
73	Electrical Sub Division No.I Bilaspur	1
74	Electrical Sub Division No.II BILASPUR	1
75	Electrical Sub Division NAMHOL	1
76	Electrical Sub Division Sundernagar	2
77	Electrical Sub Division SLAPPER	1

*Handwritten signature*

78	Electrical Sub Division, NER CHOWK	1
79	Electrical Sub Division No. I, KULLU	1
80	Electrical Sub Division, No.II, KULLU	1
81	Electrical Sub Division BHUNTER	2
82	Electrical Sub Division NAGWAIN	1
83	Electrical Sub Division BANJAR	1
84	Electrical Sub Division MANIKARAN at JARI	1
85	Electrical Sub Division MANALI	1
86	Electrical Sub Division, KATRAN	1
87	Electrical Sub Division, NAGGAR	1
88	Electrical Sub Division MANALI-II	1
	<b>Total</b>	<b>99</b>

*hmm*

## Sub-Division Offices where SAP-Billing is Implemented

<b>CHIEF ENGINEER (OP) South, HPSEBL, Shimla</b>			
<b>Sr. No.</b>	<b>Division</b>	<b>Sub-Division</b>	<b>Number of DEOs</b>
1	Elect. Division, HPSEBL, Suni	1. Elect. Sub-Divn. Suni	1
		2. Elect. Sub-Divn. Dhami	1
		3. Elect. Sub-Divn. Jalog	1
2	Elect. Division, HPSEBL, Theog	1. Elect. Sub-Divn. Theog	1
		2. Elect. Sub-Divn. Matiana	1
		3. Elect. Sub-Divn. Sainj	1
3	Elect. Division, HPSEBL, Arki	1. Elect. Sub-Divn. Arki	1
		2. Elect. Sub-Divn. Kunihar	1
		3. Elect. Sub-Divn. Darlaghat	1
		4. Elect. Sub-Divn. Bhumti	1
<b>CHIEF ENGINEER (OP) CZ, HPSEBL, MANDI</b>			
4	Elect. Division, HPSEBL, Sarkaghat	1. Elect. Sub-Divn. Sarkaghat	1
		2. Elect. Sub-Divn. Baldwara	1
		3. Elect. Sub-Divn. Bhamla	1
		4. Elect. Sub-Divn. Bheaderwad	1
5	Elect. Division, HPSEBL, Ghumarwin	1. Elect. Sub-Divn. Ghumarwin-I	1
		2. Elect. Sub-Divn. Ghumarwin-II	1
		3. Elect. Sub-Divn. Barthin	1
		4. Elect. Sub-Divn. Kandrori	1
		5. Elect. Sub-Divn. Talai	1
		6. Elect. Sub-Divn. Jhandhutta	1
		7. Elect. Sub-Divn. Bharari	1
6	Elect. Division, HPSEBL, Barsar	1. Elect. Sub-Divn. Barsar	1
		2. Elect. Sub-Divn. Galore	1
		3. Elect. Sub-Divn. Bhoranj	1
		4. Elect. Sub-Divn. Bhota	1
		5. Elect. Sub-Divn. Bhareri	1
		6. Elect. Sub-Divn. Bijhar	1
<b>Total</b>			<b>27</b>

*hmm*

Various Offices of HPSEBL		
Sr. No.	Name of Office	Number of DEOs
1	Executive Director (Pers.)	3
2	Superintending Engineer (IT)	2
3	Chief Engineer (MM)	2
4	Chief Engineer (SO)	5
5	Chief Engineer (Comm)	5
6	Chief Engineer (PCA)	2
7	Chief Engineer (South)	3
8	Chairman, Forum for Redressal of Grievances of HPSEBL consumers (FRGC)	2
9	Chief Engineer (P&M)	4
10	Superintending Engineer (RGGVY)	3
11	Superintending Engineer, (op) Circle, HPSEBL, Shimla-9	1
12	Chief Engineer (Electrical System)	2
13	Operation Circle, Nahan	1
14	Electrical Division, Sundernagar	1
15	Generation Circle Palampur	2
16	Operation Circle, Rampur	1
	<b>Total</b>	<b>39</b>

*hunny*