



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A STATE GOVERNMENT UNDERTAKING)

REGISTERED OFFICE :- VIDYUT BHAWAN, HPSEBL, SHIMLA-171004(H.P.)
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No. HPSEB Ltd/CE(Comm.)/ S4/Vol-IV/2022- 450 - 533

Sales Circular No. 1 of 2023

Dated: 17/4/23

To

- 1) The Chief Engineer(Op), South / North/ Central Zone, HPSEBL, Shimla/ Dharamshala /Mandi.
- 2) All the Dy. CEs/S.E.s Operation Circle in HPSEBL
- 3) All the Addl. S.E.s/ Sr. Executive Engineers, Operation Electrical Divisions in HPSEBL.

Sub: - Sales Manual Instruction No. 24- Recording of meter reading –instructions thereof in case of Single Part Tariff for random checking of meter reading.

Sir,

Sales Manual Instruction No. 24 clearly defines the duties of officials/officers for meter reading as per schedule finalised by the respective field units. It has been observed by the higher authorities of HPSEBL that in some of the areas/pockets, meter reader going for monthly reading are taking/ showing less reading in the range of 0 to 125 units resulting in zero electricity bill as well as less consumption and higher T&D and AT&C losses, whereas, as per instructions, the meter reader should take actual meter reading. This action by meter reader is a clear violation of the instructions which has been viewed seriously by competent authority and following has been approved:-

- (1) Random checking of the meter reading vis-a-vis the bills being issued through Spot Billing Machine (SBM) or otherwise by the meter reader / bill distributors to the consumers:

Sr. No.	Officer/Official	Monthly Checking Targets in case of single part tariff consumers*(in numbers)
1	Junior Engineer, concerned Section	100
2	Assistant Engineer , concerned ESD	70
3	Sr. Executive Engineer, concerned ED	50

**In case of additional charge the target for each section/ESD/ED shall get reduced proportionate to number of charges assigned to an officer/official for the period of charge. Selection of consumers be done on random basis without duplicacy of consumer by various field officers/officials mentioned above.*

The report of checking of meter reading done by above officers is to be submitted on monthly basis to concerned AE for overhauling of account with intimation to Sr.E.E./SE(Op). The relevant clause (s) of penalty and rotation is also required to be inserted in award/ contract of outsource billing work by concerned field units.

- (2) The meter reader should be randomly rotated within the jurisdiction of Sub-Division preferably on alternate month in order to avoid connivance with the consumer for less billing or fictitious billing without visiting the consumer premises.

In view of above instructions be followed in "Letter and Spirit" any violation shall attract disciplinary proceedings against the erring Officers/official. Sr. E.E.s, Electrical Division to circulate the circular to the field units under their jurisdiction.

D.A.:-

With Regards,

Mandak
Chief Engineer (Comm.),
HPSEBL, Vidyut Bhawan,
Shimla-4(HP).

Copy for information and necessary action is forwarded to:-

1. The Principal Secretary (MPP & Power) to the Govt. of H.P., Shimla-2.
2. The Executive Director (Personnel), HPSEBL, Vidyut Bhawan, Shimla-4.
3. The Secretary, HPERC, Vidyut Aayog Bhawan, SDA Complex, Block No. 37, Kasumpti, Shimla-9.
4. The Chief Accounts Officer, F&A Wing, HPSEBL, Vidyut Bhawan, Shimla-4.
5. The Chief Audit Officer, F&A wing, HPSEBL, Vidyut Bhawan, Shimla-4
6. ✓ The Superintending Engineer (IT) in this office to upload the same in the HPSEBL official website.
7. The Resident Audit Officer, HPSEBL, Shimla-4.
8. The Joint Secretary (Law), HPSEBL, Shimla-3.
9. The Addl. Secretary-cum-PS/ Sr. PS to MD/ Directors for kind information of MD/ Directors.

Nandesh
Chief Engineer (Comm.),
HPSEBL, Shimla-4(HP).

ds

SR (IT)