




## Reminder-I

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|   | <b>Himachal Pradesh State Electricity Board Ltd.</b><br>(A State Govt. undertaking) |  |
|  |   |   |
| Registered office : Vidyut Bhawan, HPSEBL, Shimla-4(HP)                            | (CIN) No. : U40109HP2009SGCO31255   |   |
| GST No. : HPSEBL 02 AACCH 4894 EH2B  | Website : www.hpsebl.in   |   |
| Tele.No. : 0177-2803600/2801675(office)/2813563(Fax)                               | Email ID: md@hpseb.in & directorfa@hpseb.in   |   |

No.HPSEBL(SECTT)/(HRD)2-23(SAP)/2024- 77638-788 Dated:- 27-2-24  
To

All the Superintending Engineer,  
HPSEBL Shimla-4.

Subject:- Responsibility of the concerned DDO's in case sanctioned posts (Sub Division Wise) does not tally with SAP-HR module and salary/DPC/transfer & posting etc. will not be made in future & its meeting was held on 10.01.2024.....reminder thereof.

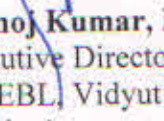
Ref:- This office letter No. HPSEBL(SECTT)/(HRD)/2-23(SAP)2024-70672-812 dated 15.01.2024.

Your personal attention is invited towards this office letter under reference vide which it has been directed to all the DDO's working in HPSEBL to tally the sanctioned post of various categories (Division & Sub-Division Wise) with SAP-HR module as per record of HRD. Although period of more than 40 days has been lapsed, but till date no action seems to be taken by your offices, resulting delay in finalization of sanction posts in SAP.

It is therefore, once again requested to you to look into the matter personally and make it convenient to tally all the sanctioned post (Division & Sub-Division Wise) under your control with the SAP-ERP module according to the record of HRD. All the system has been high-tech through e-Office and salary, transfer & posting and other dues of employees could not be released in future and it will be the responsibility of DDO's in case of variation in sanctioned post. **Therefore, you all are again requested to check all category in the SAP and tallied as per HRD record and send latest position to this office within three days without awaiting another reminder. The erring officer will take the strict action as the authority pressing very hard for the same.**


It is however further intimated that those officers/officials are excess in SAP ERP without sanctioned post by name detail of the excess staff be furnished and further action of their adjustment could be finalized by the concerned Section of the Board's Sectt. being an urgent /time bound matter as well as your personal responsibilities.

**"This may be assigned top priority being an urgent/time bound matter."**

  
**(Manoj Kumar, HAS),**  
Executive Director (Pers.),  
HPSEBL, Vidyut Bhawan,  
Shimla-4.

Copy to the following for information and necessary action: \_

1. All the Section Officer working in circle offices are appoint as a nodal officer and directed to collect the certificate that all sanction post are tally with SAP –ERP module as per HRD record from division offices under your control and submit to this office till 04.03.2024 personally.
2. All the Sr. Executive Engineer /Resident Engineers in the HPSEBL are directed to co-ordinate with Section officer and submit the certificate to noodle officer (Section Officer) immediately. If found any variation in any category apprised to this office via special messenger or telephonically.
3. The Superintending Engineer (IT) HPSEBL Shimla-4 to uploading in the website of HPSEBL

  
**(Manoj Kumar, HAS),**  
Executive Director (Pers.),  
HPSEBL, Vidyut Bhawan,  
Shimla-4. 