



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

Registered Office : Vidyut Bhawan, HPSEB Ltd. Shimla-171004 (H.P.)
GST No. : 02AACCH4894EHZB
Corporate Identity No. : U40109HP2009SGC031255
Telephone Number : (HO) 0177-2803600, 2801675 (Office), 2658984 (Fax)
E-Mail Address : cmd@hpseb.in, directorfa@hpseb.in
Website : www.hpseb.com



No. HPSEBL (Sectt.)/ 4-1 (Stationery)/2021-22-Genl-
To

SS330-365

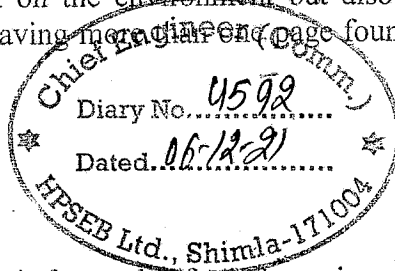
Dated:- 21/11/2021

- Comm ✓ 1. All the Chief Engineers in the HPSEBL
2. The Chief Accounts Officer,
F&A Wing, HPSEBL, Shimla-4
3. The Chief Auditor, HPSEBL, Shimla-4

Sub: - Regarding proper utilization of Papers being used for correspondence or relevant purpose and reduction of the wastage of papers in the workplaces.

As all of you are well aware that presently the shortage of Stationery Articles especially A4 Size Papers are being faced by all the offices due to non availability of the same in the Central Store of the HPSEBL at Dogra Lodge, Shimla-4. But, on the other hand the papers are not only being utilized by the employees properly but also wasting the papers in the offices, which is a matter of great concern. However, the proper utilization of paper can be an alternate to get rid of shortage of papers.

In view of this, it is suggested that the employees (Officers/Officials) presently working under your control be instructed for the proper utilization of papers on both the sides and reduce the wastage of papers in the workplaces, which can not only have a positive impact on the environment but also economical for this Organization. If any correspondence having more than one page found unutilized on both sides shall be viewed seriously.



(Manoj Kumar), HPAS,
Executive Director (Pers.),
HPSEBL, Shimla-4

Copy of the above is forwarded for information and similar action to:-

1. The Superintending Engineer (IT), HPSEBL, Shimla-4 for uploading in the HPSEBL website.
2. The Resident Audit Officer, HPSEBL, Shimla-4
3. The Addl. Superintending Engineer, Maintenance Division, HPSEBL, Shimla-4.
4. All the Deputy/Under Secretaries in Board Secretariat Shimla.
5. The Deputy Director (Pers.), HPSEBL, Shimla-4.
6. The Joint Director (PR), HPSEBL, Shimla-4.
7. The Spl./Sr. PS/ PS to Managing Director/Directors/ED (P), HPSEBL, Shimla-4.
8. All the Section Officers in Board Secretariat Shimla-4.
9. The Notice Board.

IT Cell HPSEBL V.B. Shimla

1. Dy. Secy (Genl.)
2. Dy. Secy (Comm.)
3. Dy. Secy (Engrg.)
4. Dy. Secy (Genl.)
5. Dy. Secy (IT)
6. Joint Secy (Law)/DY Secy (Law)
7. ASE/Sr. Xn/AUS/ISO

Sr. Engrg. (IT-N)
Sr. Engrg. (IT-N)

(Pyar Chand),
Deputy Secretary (Genl.),
HPSEBL, Shimla-4

Handwritten signatures and dates: 31/12/21, 31/12/21, 31/12/21, 31/12/21, 31/12/21

1/10/58

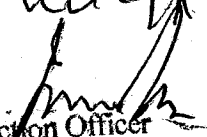
H.P. State P.W.D. Bond

NO. HPSER/2/Crew/4-1/P1 2554-58 ~~2/10/58~~ 2/10/58

ITC

Copy of Executive Order
(Kus.) HPSER/2, Shule Ulla N. HPSER/2
4-1/Crew/1/P1-22. 5533-365 of 2.11.58
is forwarded to all Superintending Engineer
working in this office for information
& necessary action taken

Copy to AS in the office.


Section Officer
O/o Chief Engineer (Comm.)
H.P.S.E.B. Ltd., Shimla - 4
