

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

Registered Office : Vidyut Bhawan, HPSEB Ltd. Shimla-171004 (H.P.)
GSTIN : 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.) 12-16(Genl)2020-21-47759-979 Dated: 23-11-2020
To

1. All the Chief Engineers in HPSEB Ltd. GT
2. All the Superintending Engineers in HPSEB Ltd.
3. The Chief Accounts Officer/ C.A./ Land Acquisition Officer/Resident Audit Officer, HPSEBL, Shimla/Mandi.
4. All the Sr. Executive Engineers /R.Es in HPSEB Ltd.

Subject:- Measure against Fire Risks.

I am directed to state that the winter Season is starting and all offices might have started arrangements of heating etc. due to these arrangements there is utmost need of adequate precautions to ensure that no untoward incident of fire in Board's office complex/ office occurs.

In view of the instructions issued from time to time by this office Private Secretaries/ Personal Assistants / Stenographers / Section Officers/ Superintendents/ Branch Incharge will be the Fire Duty Officer in respect of their own rooms and also of the rooms of their officers and staff as the case may be. It will be the duty of these Fire Duty Officers personally to satisfy themselves that every heater or any other fire appliance in use in office be put off before they leave office and also ensure that there is no other material in the office likely to cause fire in the rooms in their charge. If the Fire Duty Officer is on leave, tour or any other outside duty, the next officer/official looking after the Job will be responsible for performing the aforesaid duties.

In addition to above, Fire duty register shall be maintained in all sections/rooms. All the Section Officers/PSs/PAs/SGs as the case may be, shall record a certificate in the register to the effect that all electric appliances such as heaters, bulbs, tubes, computers etc. in the rooms of their respective sections have been properly put off/ extinguished before leaving the room/office.

Contd.—

IT Cell HPSEBL V.B. Shimla-4

Sr. EE/ASE (IT-4)

Sr. EE/ASE (IT-17)

AP/Stone

The official leaving the office/ room last shall sign the Fire Duty Register and non signing of such certificate shall place the responsibility on the concerned officers/ officials. In case of absence of Fire Duty Officers, on leave, the next senior most official will take charge of the Fire Duty Officer.

The Principal Fire Duty Officer and his alternate Fire Duty Officer shall conduct a surprise check of the Vidyut Bhawan Complex and other offices of the Board at Shimla at least twice in a month and see that heaters and all other electric appliances are put off /extinguished properly. He will also conduct a surprise checking of Chowkidars working in the offices and will also check the register maintained by the respective Fire duty Officer / Chowkidar of the office. The Principal Fire Duty Officer/Fire Duty Officer in the field shall be appointed by the respective Chief Engineer/Superintending Engineer at their end to perform the duties of Fire Duty Officers.

In case of officers with whom no Personal Assistants /Stenographers etc. has been attached , the officer himself will act as Fire Duty Officer in respect of his office and in case more than one officer is sitting in one room, such duty will be performed by each officer in rotation.

The above instructions may please be adhered to strictly and Fire Duty register and also Fire Extinguishers/ equipments may be maintained and installed accordingly.

(Manoj Kumar),
Executive Director (Pers.),
HPSEB Ltd., Shimla-4

Copy forwarded for information and strict compliance to:-

1. The Principal Fire Duty Officer-cum-Sr. Executive Engineer, Mtc, Division HPSEBL, Shimla-4.
2. The Spl. /Sr. P.S. to MD/ Directors/Executive Director (Pers.) in HPSEB Ltd.
3. The Joint Director (PR) / Dy. Director (Pers.)/Dy./Under Secretaries /Section Officers in Board's Sectt.
4. The Medical Officer In-charge, HPSEBL, Dispensary, Shimla-4.
5. The Branch Manager, S.B.I, Extension counter, Kumar House, Shimla-4.
6. The Manager, HPSEBL, Canteen Kumar House, Shimla-4.
7. The Junior Engineer (Vehicle) in Board's Sectt.
8. The Librarian/ Drivers Room & Notice Board.

(Manoj Kumar),
Executive Director (Pers.),
HPSEB Ltd., Shimla-4