



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Govt. undertaking)





Registered office : Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)
GST No. : HPSEBL 02 AACCH4894EHZB
Telephone Number : 0177-2803600,2801675(Office), 2813563(Fax)

Corporate Identity Number : U40109HP2009SGC031255
Website address : www.hpseb.in
Email : md@hpseb.in & dirf@hpseb.in

OFFICE ORDER NO. 28 /HPSEBL(SECTT.)/2022-

Dated:- 20/04/22.

On the recommendation of the Committee which was constituted by the HPSEBL vide its order No.20 dated 14-03-2022 further endorsement No.HPSEBL(SECTT.)/HRD/2-22/2022- 86777-84 dated 14-03-2022 , the Himachal Pradesh State Electricity Board Limited is pleased to revise the yardstick /staffing norms of work load norms for creation of new Electrical Division and Electrical Sub-Division in HPSEBL as under with immediate effect in the exigency of Board's work:-

- 1) Yard Stick /staffing norms for creation of new Electrical Division in HPSEBL:-
 - (i) A new Electrical Division should normally consist as categorized on the basis of number of consumers upto 20,000 and providing following posts of various categories keeping in view number of consumers:-

Staffing Norms for creation of new Electrical Division

Sr. No	Designation of post	No of post in Division having consumer upto 20,000	No of post in Division having consumer upto 20,000-40,000	No of post in Division having consumer above 40,000
1.	Sr. Executive Engineer (E)	1	1	1
2.	Assistant Engineer (E)	0	0	1
3.	Junior Engineer (E)	1	1	1
4.	Supdt Gr-II	1	1	1
5.	Sr. Assistant (EA)	1	2	2

6.	Supdt.(D/A)	1	1	1
7.	Sr. assistant (Auditors)	1	2	2
8.	Junior office Assistant (IT)	1	2	3
9.	Junior office Assistant (Accounts))	1	2	2
10.	Steno Typists	1	1	1
11.	Head Draughtsman	1	1	1
12.	Junior Draughtsman	1	1	1
13.	Peon	2	2	2
14.	Sweeper Cum-Chowkidar	1	1	1
15.	Store Keeper) for Div Store)	1	1	1
		15	19	21

2) Yard stick /staffing norms for creation of new Electrical Sub-Division in HPSEBL:-

- i) A new Electrical Sub-Division should normally be created on need basis keeping in view the conditions of transportation by road and manual billing prevailing /topographically conditions of the areas . The distance shall also be kept in mind alongwith changed scenario of communication , better transportation, and better roads and another factor to be borne in mind is technology for reading of meters and delivery of bills to the consumers which is presently through SBMS and providing following posts of various categories keeping in view of number of consumers .

Sr . N o.	Name of Post	consumers upto 8000	Consumers between 8000 - 15000	Consumers above 15000	Job Profile
1.	Assistant Engineer (E)	1	1	1	Overall incharge of sub Division
2.	JOA (IT)	1	1	1	For managing and supporting IT infrastructure
3.	Senior Assistant Commercial	1	1	1	Work as overall incharge of commercial Section
4.	Senior Assistant	1	1	1	1) For new connection MCO, SCO consumers Clerk

	Establishment				(CC), TDCO/PDCO 2) Sub Divisional Clerk for Diary , Dak allocation of stationary and impress and other establishment work. 3) For front Desk at Sub - division office. 4) For Back office at hear office.
5.	JOA (IT) /Cash	1	2	3	1) For work as cashier / head Cashier 2) For work for court cases / CGRF/ ombudsman etc. 3) For Fro desk at sub Division office . 4) For RTI , Online, Portal / CM Portal & complaints. 5) For record keeping / theft and other cases.
6.	JOA (IT) / MR /BD	5 (Urban) 7 (rural)	5 (Urban) 10 (rural)	9 (Urban) 14 (rural)	MR/BD/other misc job in ESD.

This is in supersession to the yard stick/staffing norms of Electrical Division and Electrical Sub-Division as notified vide order No.101 dated 31-12-1979 and further endst No. HPSEB(SECTT.)/2-22/79-111986- 112106 dated 31-12-1979 and order No.57 dated 09-07-1991 and further endorsement No. HPSEBL(SECTT.)/2-22/91-89788-878 dated 09-07-1991.

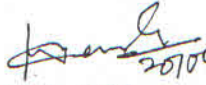
Kamal Dev
(KAMAL DEV) 25/04/2022
Under Secretary(HRD),
H.P. State Electrical Board Ltd.
Vidyut Bhawan, Shimla-4 *attests*

NO.HPSEBL(SECTT.)/HRD/2-22/2022- 4993-5213 Dated:- 20-4-22

Copy of above is forwarded for information and necessary action:-

- 1) The Additional Chief Secretary (Power) to the Government of HP Shimla.
- 2) All the Chief Engineers in HPSEBL.
- 3) The Resident Audit Officer, HPSEBL, Shimla-4

- 4) The Joint Secretary -cum- PS/Special PSs/Sr. PSs and PSs to the Chairman /Managing Director/Directors and Executive Director (Pers) in the Board Secretariat.
- 5) All the Superintending Engineers /Sr. Executive Engineers/REs in HPSEBL
- 6) The Superintending Engineer (IT) for upload the same in the official web site of the HPSEBL.
- 7) All the Deputy Secretaries/Under Secretaries/Section Officers / Deputy Director(Pers.)/Joint Director(PRO) in the Board Secretariat .
- 8) The Company Secretary in the Board Sectt.
- 9) Guard File in this office.


20/04/2022
(KAMAL DEV)
Under Secretary(HRD),
H.P. State Electricity Board Ltd.
Vidyut Bhawan, Shimla-4

admits

000