

HPSEB Ltd.

(A State Govt. Undertaking)

NO. HPSEBL/CE (Comm.)/ S-4/2011- 21405-729 Dated:- 20/03/2012
To

1. All the Chief Engineers (Op) in HPSEBL Ltd.
2. All the Dy. Chief Engineers/Superintending Engineers (Op) in HPSEB Ltd.
3. All the Additional Superintending Engineers/Sr. Executive Engineers (Op) in HPSEB Ltd.
4. All the Executive Engineer/Assistant Executive Engineers / Assistant Engineers (Op) in HPSEB Ltd.

Sub: - Amendments and addition to the Sales Manual Instruction No. 284/Sales Circular No.13/2002.

In view of ensuring entry of cash received against the payment of energy bills of consumers of HPSEBL in the cash counter of HPSEBL and to avoid the embezzlement of the consumer cash, the following addition have been approved by the HPSEBL in the/Sales Manual Instructions No. 284/Sales Circular No. 13/2002 and instruction issued earlier by the Chief Engineer (P&M) HPSEBL Shimla vide its office letter No. HPSEBL (SECTT) / CE (P&M) / CMP - LT-BILLING / VOL-V / 2006 - 07- 16540- 610 dated 25.5.07 for acceptance of Stubs instead of CAO-54 in computerized consumer bill payments (F/A).

1. *The computerized generated receipts shall be issued to the consumer and receipt stubs shall be retained by the cashier/staff deployed for collection of consumer cash and in case of failure of computerized system during collection*

---P. T. O.---

hours, the CAO-54 receipt shall be issued and necessary entry shall be taken in CCR Books. At the end of day the account compilation shall be done by taking the entry of all the receipt stubs and duplicate CAO-54 issued, in the respective CCR Book.

2. The notice shall be displayed on the notice Board at the cash collection counter that the consumer after paying the energy bills must ask for the computerized generated receipt / CAO -54 from the cashier before leaving the counter .

By order of HPSEB Ltd.

Sax 20/3/2012
Chief Engineer (Comm.)
HPSEBL, Vidyut Bhawan,
Shimla-171004

Copy of above is forwarded to:-

1. The Principal Secretary (MPP& Power), H.P. Govt. Shimla-2.
2. The Secretary, HPERC, Keonthal Commercial Complex, Khalini Shimla.
3. The Chief Electrical Inspector, H.P. Govt., Block No.29, SDA Complex, Kasumpti, Shimla-2.