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.) 12-16(Genl.) 2025-26-52023-202. Dated:- 18/11/2026.

To

S.E
I.T

1. All the Chief Engineers in HPSEB Ltd.
2. All the Superintending Engineers in HPSEB Ltd.
3. The Chief Accounts Officer/ Chief Auditor/ Land Acquisition Officer, HPSEBL, Shimla/Mandi.
4. All the Sr. Executive Engineers /REs in HPSEB Ltd.

Subject: - Instructions for measures/precautions against Fire Risks/Hazards.

As you are aware that due to onset of Winter Season many offices might have started using the heating appliances/heating arrangements and during the use of heating appliances in the offices the precautions/measures are needed to be observed by all the employees in all the offices of HPSEBL to avoid any fire accident.

In view of this and in continuation of the instructions issued by this office time to time, the Principal Fire Duty Officer/Fire Duty Officer in the field shall be appointed by the respective Chief Engineer/Superintending Engineer at their end. In respect of Board Secretariat the 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 is put off before they leave office and also ensure that there is no other material in the office likely to catch fire. 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, and Computers etc. available in the rooms of their respective Sections have been properly switched off before leaving the room/office", 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.

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 least twice in a month and ensure that the fire safety measures are followed strictly. He will also conduct a surprise check of Chowkidars working in the respective offices as well as check the register maintained by the respective Fire Duty Officer of the office.

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 strictly and Fire Duty Register and also Fire Extinguishers/ Equipments may be maintained and installed accordingly.

Executive Director (Personnel),
HPSEB Ltd., Shimla-4
16/11/26 16-11-26

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 Chairman/MD/Directors/Executive Director (Pers.) in HPSEB Ltd.
3. 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 Assistant Engineer (Vehicle) in Board's Sectt.
8. The Librarian/ Drivers Room & Notice Board.

18/11/26
Under Secretary (Genl.),
HPSEB Ltd., Shimla-4.
16/11/26 16/11/26