

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)



Registered office:
(CIN):
GST No.
Telephone No.
Website address:
Email:



Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)
U40109HP2009SGC31255
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cmd@hpsebl.in & directorfa@hpsebl.in



Ref. No. HPSEB Ltd./F&A/BA-Chest Keys/2022-23-
To

520-109

Dated- 20/4/23

- All the Chief Engineers in HPSEB Ltd.
- All the Superintending Engineers in HPSEB Ltd.
- All the Sr. Executive Engineer, HPSEB Ltd.
- All the AEEs/AEs in Sub Divisions of HPSEB Ltd.

Subject: - Amendments in Banking Manual Clause No. 2.10 and Sales Manual Instruction No. 289(1)(v)-Regarding maintenance of Chest Keys.

Sir,

The various units of HPSEBL have raised issue regarding locker charges bills raised by various banks against maintenance of duplicate chest keys. The issue has been discussed in the 115th meeting of Whole Time Directors of the Company held on 3rd February, 2023 and it has been decided to amend the Instruction No. 2.10 of Banking Manual and Instruction No. 289(1)(v) of Sales Manual Part-II as under: -

Existing Clause/Instruction	Amended Clause/Instruction
Instruction No. 2.10 of Banking Manual: -Authorised branches will accept from local officer of the Board small packets duly sealed said to contain duplicate keys of their Cash Chests, for safe custody free of charge. In this connection, formalities laid down in the Bank's system and routine (revised) should be complied with.	The duplicate keys of chest of Sub Division Offices in a small packet dully sealed under the seal of Sub Division Officer concerned, be placed / deposited in the chest of concerned division office and the duplicate keys of chest of Division Offices dully sealed in be placed/ deposited with Accounts Officer (Banking), F&A Wing, Shimla for safe custody. In this connection, the procedure laid down in the Sales Manual of HPSEBL should be complied with.
Instruction No. 289(1)(v) of Sales Manual: - The duplicate keys of the Divisional and Sub Divisional chests shall, under the seal of Divisional Officer concerned, be placed in the custody of the Bank in the jurisdiction of the division concerned and a "Duplicate Key Register" maintained in each Division Office. Once a year in the month of April, the duplicate keys should be sought for from the Bank,	The duplicate keys of chest of Sub Division Offices in a small packet dully sealed under the seal of Sub Division Officer concerned, be placed / deposited in the chest of concerned division office and the duplicate keys of chest of Division Offices dully sealed in be placed / deposited with Accounts Officer (Banking), F&A Wing, Shimla for safe custody. The "Duplicate Key Register" should be maintained in each Division/Sub Division Office for the same. Once in a year in

IT Cell HPSEBL, V.B. Shimla-4

Sr. EE/ASE (IT-I)

Sr. EE/ASE (IT-II)

APS/Steno

26/04/23

Sr. Asst.

examined and returned to him under a fresh seal, a note being made in the register that they have been found correct under the personal dated signature of the Divisional Officer.

the month of April, the duplicate keys should be collected from concerned offices, examined and returned to them under a fresh seal, a note being made in the register that they have been found correct under the personal dated signature of the Divisional/Sub Divisional Officer.

Other clauses, terms and condition of Banking Manual and Sales Manual Instruction No. 289 shall remain unchanged and to be adhered meticulously.

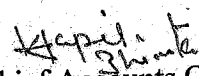
This amendment shall come into force with immediate effect.

Yours sincerely,


Chief Accounts Officer,
HPSEB Ltd; Vidyut Bhawan,
Shimla-171004.

Copy forwarded for information and necessary action to: -

- i) The Secretary (MPP & Power) to the Govt. of Himachal Pradesh, Shimla-2.
- ii) The Secretary, HPERC, Aayog Bhawan, Block No. 37, SDA Complex, Kasumpti, Shimla-9.
- iii) The Chief Electrical Inspector, H.P. Govt., Block No. 29, SDA Complex, Shimla-9.
- iv) The Secretary, H.P. Electricity Ombudsman, Sharma Sadan, Behind Keonthal Commercial Complex, Khalini, Shimla-2.
- v) The Secretary, Consumer Grievances Redressal Forum, Kasumpti, Shimla-9.
- vi) The Sr. Private Secretary to Managing Director/Directors/Executive Director, HPSEBL, Shimla-4.
- vii) The Chief Engineer (Commercial), HPSEBL, Shimla-4.
- viii) The Chief Auditor, HPSEBL, F&A Wing, HPSEBL, Shimla-4.
- ix) The Superintending Engineer (Enf. & EA)/(Tariff & SERC), HPSEBL, Shimla-4.
- x) The Resident Audit Officer, HPSEBL, Shimla-4.
- xi) The Superintending Engineer (IT), HPSEBL, Shimla-4 with request to upload the same on the website of HSPEBL.
- xii) The Dy. Chief Accounts Officer/Dy. Chief Auditor, HPSEBL, Shimla-4.
- xiii) The Company Secretary, HPSEBL, Shimla-4 w.r.t. Agenda Item No. 115.06 dated 03.02.2023.
- xiv) All the Sr. Accounts Officer/Accounts Officer in HPSEBL.
- xv) Instructions File.


Chief Accounts Officer,
HPSEB Ltd; Vidyut Bhawan,
Shimla-171004.