

(211)

O.HPSEB/CE(COMM)/S-4/009-4887-5187 Sale Circular No- 12/2009 20/6/09
Dated:-

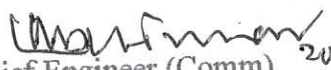
1. All the Chief Engineers/(OP), in HPSEB,
2. All the Deputy Chief Engineers/Superintending Engineers (OP) Circles in HPSEB.
3. All the Additional Superintending Engineers/Sr.Executive Engineers (OP) Division in HPSEB.
4. All the Executive Engineers/Assistant Executive Engineers/ Assistant Engineers (OP) Sub Divisions in HPSEB.

Subject: - Amendment of Instruction No.283 of HPSEB Sales Manual Part II- Issue of receipts thereof.

The following amendments are made in Instruction No.283 of Sales Manual Part-II and Sales Circular No.7/2008 (No.HPSEB/CE(Comm.)/S-4/08-110-409 dated 3.4.2008).

1. Cashier in Sub-Division are authorized to sign all the energy bill receipts against payments made through cheques and drafts.
2. Cashier in Sub Division are authorized to sign cash receipts upto Rs.10000/- against the present limits of Rs.5000/- and all the payments above Rs.10, 000/- are mandatory to be made through crossed cheques/Bank Drafts.
3. Security amount fixed for cashiers receiving the cash be increased accordingly in view of increase of limits from Rs.5000/- to Rs.10, 000/-

By order of the Board,


Chief Engineer (Comm),
HPSEB, Vidyut Bhawan,
Shimla-171004.

Copy for information and necessary action is forwarded to :-

1. The Secretary, HPSEB, Shimla-171004.
2. The Chief Accounts Officer, HPSEB, Shimla-171004.
3. The Resident audit Officer, HPSEB, Shimla-171004.
4. The Director (En f. & EA)/Director (Tariff & SERC), in this office.
5. The Sr. Spl. Private Secretary cum Addl. Secretary to the chairman & Sr. Private Secretaries to the members of the Board, HPSEB, Shimla-171004.