



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

आजादी का
अमृत महोत्सव



Registered office : Vidyut Bhawan, HPSEBL,
Shimla-171004 (H.P)

Corporate Identity Number : U40109HP2009SGC031255

GST No. : HPSEBL 02 AACCH4894EHZB

Website address : www.hpseb.in

Tele. No. (Office): 0177-2803600, 2801675, 2813563 (Fax)

Email : md@hpseb.in & dirf@hpseb.in

No. HPSEBL (Sectt.)R&E/Govt. Instructions/2021-
To,

65907-66107

Dated:- 3-1-2022

**All the Chief Engineers, (i/c MD BVPCL)
In H.P.State Electricity Board Ltd.,**

**All the Superintending / Sr. Executive Engineers,
In H.P. State Electricity Board Ltd.,**

**The Chief Accounts Officer,
H.P.State Electricity Board Ltd.,
Vidyut Bhawan, Shimla-4.**

Subject: - Regarding writing the name and designation on the letter/ Memos and RTI information / appeals
Sir,

The Under Secretary (AR) to the Govt. of Himachal Pradesh, Shimla-2, vide his office letter No. Per(AR)B(12)-2/2015 dated 23rd December 2021 (copy enclosed) vide which it has been stated that most of the officers are not adhering to the instructions regarding writing the name and designation on the letter / memos and RTI information / appeals and again requested that every letter or memorandum or circular and RTI Information / appeals or any other form of communication issued from the department must bear the full name and designation of the officer / signing authority alongwith address of department / office as well as Phone Number and e-mail ID of the officers may also be printed at an appropriate place in the letter.

In view of above it is requested that the above instructions must be adhered to in letter and spirit immediately in future.

DA: - As above.

Yours faithfully,

(Manoj Kumar),
Executive Director (Pers.),
HPSEBLtd, Vidyut Bhawan,
Shimla-4 Tel.No. 0177-2801706

- 1) Copy to the Under Secretary (AR) to the Govt. of Himachal Pradesh, Shimla-2, with reference to his letter referred above for information please.
- 2) Copy to the Superintending Engineer (IT) O/O Chief Engineer (Comm.), HPSEBL, Shimla-4, for uploading the same in the HPSEBL, website immediately.
- 3) Copy to all the Deputy/ Under Secretaries, Deputy Director (Pers.), and Joint Director (PR), in Board's Sectt, for similar necessary action please.
- 4) Guard File.

Executive Director (Pers.),
HPSEBLtd, Vidyut Bhawan,
Shimla-4 Tel.No. 0177-2801706