



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Government Undertaking)

Registered office	Vidyut Bhawan, HPSEBL Shimla-171004(H.P)
Number (CIN)	U40109HP2009SGC031255
GST No.	HPSEBL 02AACCH4894EHZB
Telephone Number	0177-2801762, (Office) 2658908 (Fax)
Website address	www.hpseb.com
Email	cao@hpseb.in

No. HPSEBL/F&A/Admn/ Contg/A-9/2025-26. 616-840 dated 14/01/2026.
To

1. All the Chief Engineers, HPSEBL, Kumar House, Shimla-4.
2. All the DDOs / Sr. XENs in HPSEBL, Kumar House, Shimla-4.

Subject: - Delay in release of wages to the staff deployed in HPSEBL through service providers on outsourcing basis.

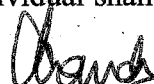
Reference: HPSEBL Letter No. HPSEBL (Sectt.)/R&E/Outsourcing Govt. Inst/2017-43482-702 dated: 28.08.17

While examining the status of release of payment to the outsource manpower (through service providers) it has been examined that, there is unnecessary delay in release of payment to the outsourced staff, which has been viewed seriously by the Management of HPSEBL. In this regard HPSEBL vide subject cited-office order, issued the detailed instructions (**Copy attached**) wherein at S.No.10 it has been clearly indicated that, it would be ensured that outsource staff is paid wages by 7th of next month.

It is imperative to convey that, the remuneration bills of outsource manpower (engaged through service providers) are ab-initio submitted late in the Finance Wing, resultantly delay in release of payment, whereas it is duty of the concerned controlling officer/DDO to ensure timely release of wages to the outsource manpower (through service providers) in the analogy of regular employees on monthly basis.

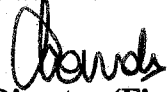
In view of above, all the Controlling Officers/DDOs of head office are directed to ensure complete whole process of release of payment within stipulated time period (i.e. verification of attendance/submission of attendance to the Agency /verification of attendance by the Agency/raising invoices by Agency/passing of bill/ release of payment to the Agency) and finally release of wages to the outsource manpower by Agency on or before 7th day of month.

Hence, all the Controlling Officer/DDO of head office are directed to adhere the instructions in letter in spirit for release of wages to the outsourced manpower (through service providers) on or before 7th day of month else individual shall be responsible for not adhering timeline for release of payment.


Director (Fin. & Persl.),
HPSEBL, Kumar House,
Shimla-4.

Copy to:-

1. The Executive Director (Persl.), HPSEBL, Vidyut Bhawan, Shimla-04 for information.
2. All the Chief Engineers, Operation/ES /Generation Wing for information & necessary action.
3. The MD, BVPCL, Joginder Nagar, Distt. Mandi(HP) for information & necessary action.
4. All the Superintending Engineers in Operation/ES/Generation Wing for information & necessary action.
- ✓ 5. The Superintending Engineer (IT), HPSEBL, Shimla for uploading the HPSEBL website.
6. All the Sr.XENs/REs/DDOs in field offices of HPSEBL for information & necessary action.
7. All the service providers (Regd.) who have been awarded the work for deploying the manpower in HPSEBL as per over leaf list attached for necessary action.


**Director (Fin. & Persl.),
HPSEBL, Kumar House,
Shimla-4.**

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Government Undertaking)
Head Office Vidyut Bhawan, Shimla-171004.

OFFICE ORDER

Subject:- Policy guidelines regarding staff deployed in Government departments by Service providers on outsourcing basis.

The Himachal Pradesh State Electricity Board limited is pleased to decide that the instructions contained in Additional Chief Secretary (Finance) to the Government of Himachal Pradesh, letter No. Fin (C) -B(15)-8/2013 dated 01.07.2017(copy enclosed)shall be applicable in HPSEB Ltd. in toto.


(Kumad Singh)
Executive Director (Pers.)
HPSEB Ltd., Vidyut Bhawan,
Shimla-4, Ph. No.0177-2801706.

No. HPSEBL (Sect)/R&E/Outsourcing Govt. Inst/2017- 43482-702

Dated:- 28-8-17

Copy is forwarded to the following for information and necessary action:-

1. The Managing Director HPPCL, Himfed Building, BCS, New Shimla-9.
2. The Managing Director BVPCL, Jogindernagar, Distt. Mandi (H.P.).
3. The Managing Director HPPTCL, Panjri, Tutikandi, Shimla-5.
4. All the Chief Engineer in HPSEB Ltd.
5. The Chief Electrical Inspector, H.P. Govt. Kasumpti, Shimla-9.
6. The Chief Accounts Officer Chief Auditor, F&A wing, HPSEB Ltd., Shimla-4.
7. The Director (Personnel), SJVNL, Shakti Sadan, Corporate Office Complex, Shanan Shimla-6.
8. The Superintending Engineer (IT) HPSEB Ltd., Shimla for uploading the HPSEB Ltd. web site.
9. The Resident Audit Officer, HPSEB Ltd., Shimla-4.
10. The Land Acquisition Officer, HPSEB Ltd., Mandi/Shimla.
11. All the Superintending Engineers in HPSEB Ltd.
12. The Special Private Secretary/Sr. P.S. / P.S. to Chairman/Managing Director/ Director/Executive Director (Pers.) in Board Secretariat HPSEB Ltd.
13. All the Joint Secretaries (Law)/ Deputy Secretaries /Under Secretaries in Board Secretariat HPSEB Ltd.
14. The Secretary, Consumer Grievance Redressal Forum (CGRF) HPSEB Ltd., Kasumpti, Shimla-9.
15. All the Sr. Executive Engineer/Resident Engineer in Board Secretariat HPSEB Ltd.
16. The Deputy Director (Personnel) PR/PO in Board Secretariat HPSEB Ltd.
17. All Section Officers in Board Secretariat HPSEB Ltd., Shimla-4.
18. Meeting Section.
19. Guard File.

DA:-As Above


(Kumad Singh)
Executive Director (Pers.)
HPSEB Ltd., Vidyut Bhawan,
Shimla-4, Ph. No.0177-2801706.

No. Fin(C)-B(15)-8/2013
Government of Himachal Pradesh
Finance (Regulation) Department

Dated: Shimla-171002, the

01-7-2017

From

The Additional Chief Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Govt. of H.P.
2. The Secretary to the Governor, H.P. Shimla.
3. The Secretary, H.P. Vidhan Sabha, Shimla.
4. All the Division Commissioner in H.P.
5. All the Deputy Commissioner in H.P.
6. All the Head of Departments in H.P.

Subject: Policy guidelines regarding staff deployed in Government departments by service providers on outsourcing basis.

Sir,

The undersigned is directed to say that the matter regarding framing policy in favour of outsourced staff for safeguarding the working conditions of the persons engaged on outsourcing basis by the service providers/contractors etc., was under consideration of the Government. Now, keeping in view the provisions in the HP Financial Rule, 2009, following policy guidelines are issued by the State Government to govern the services of the persons engaged on outsource basis in various departments through service providers:-

- (1) Outsourcing of Services by the departments may be done only with the approval of the State Government.
- (2) The provisions of HP Financial Rules, 2009 would be adhered to while outsourcing services in the interest of economy and efficiency and to improve public service delivery.
- (3) Departments would ensure that Service Providers provide eligible statutory benefits such as ESI Contribution, EPF contribution to the worker/ employees employed by them, by due date.

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- (4) The Government Department will consider increase in the contracted amount payable to the service providers/ contractors to enable them to enhance emoluments of staff engaged by them, whenever the State Government increases minimum wages.
- (5) The staff hired by Service Providers will be entitled to the Maternity leave as per the provisions of the Maternity Benefits Act, 1961 and the maternity leave benefits cost shall be borne by the borrowing department through the service providers.
- (6) The staff of service providers will be entitled to such holidays, as may be approved by the department taking into account the requirement of the respective department.
- (7) Employees/ staff hired by Service Providers, providing services to Government Departments will be entitled to medical leave of 06 (six) days in a calendar year which will not be carried forward to the next calendar year. The cost of this Medical leave would be borne by the concerned Government department.
- (8) In case there is a need for the staff of Service Providers to travel outside Headquarters, the concerned department may allow payment, as part of the Service contract for Daily Allowance upto @Rs.130/- per day for travel within the State and Rs.200/- per day, outside the State.
- (9) Reimbursement of actual travelling expenditure may be allowed to such staff deployed in Government Departments on outsourcing basis and deputed outstation in connection with the affairs of the Department.
- (10) It would be ensured that the outsourced staff is paid by the bank by cheque or by any electronic payment method, into his account by the service provider. The payment of salary is to be made by 7th of next month.
- (11) The Department will periodically ensure that service providing agency makes full payment of prescribed wages and other benefits like ESI and EPF etc.
- (12) In case default is found in this regard or there is any complaint from staff of Service Provider regarding non payment of wages

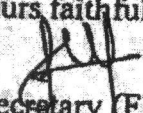
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and benefits, the department shall take necessary action against the Service Provider.

2. All the departments are to ensure that while contracting the services on outsourcing basis, the provisions of the HP Financial Rules 2009 are strictly adhered to and the above guidelines may also be kept in view in respect of such outsourced staff.

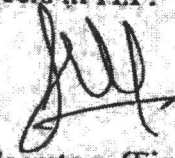
3. Further, aforesaid policy guidelines may kindly be brought to the notice of all concerned as well as service providers for strict compliance and the receipt of the same may also be acknowledged.

Yours faithfully,


Special Secretary (Finance) to the
Government of Himachal Pradesh.

Endst. No. Fin(C)-B(15)-8/2013 dated: Shimla -171002, 01-7-2017
Copy to:-

1. The Secretary, Lokayukta, Pine Grove Building, Shimla-02.
2. The Registrar General, H.P. High Court, Shimla, H.P.
3. All District & Session Judges in H.P.
4. The Secretary, H.P.P.S.C., Nigam Vihar, Shimla-02.
5. The Secretary, H.P. Electricity Regulatory Commission, Shimla.
6. The Secretary, H.P. Subordinate Service Selection Board, Hamirpur.
7. The Registrar, H.P. State Consumer Commission, Shimla.
8. The Resident Commissioner, H.P. Himachal Pradesh, Sikandra Road, New Delhi.
9. The Resident Commissioner, Pangi, Distt. Chamba, H.P.
10. The Deputy Commissioner, Relief & Rehabilitation, Bias Project, Raja Ka Talab, Kangra, H.P.
11. All District Treasury Officers/Treasury Officers in H.P.
12. Guard File.


Special Secretary (Finance) to the
Government of Himachal Pradesh.