



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)
Registered office Vidyut Bhawan, HPSEBL, Shimla-171004(H.P.)
Number (CIN) U40109HP2009SGC031255
GST No. HPSEBL 02 AACCH4894EHZB
Telephone Number 0177-2803600, 2801675 (Office), 2658984(Fax)
Website address www.hpseb.com
Email cmd@hpseb.in

NOTIFICATION

In exercise of the powers conferred under Article-71 of the Articles of Association of HPSEB Limited read with all other enabling provisions contained in Memorandum of Association and the Electricity Act-2003, the Himachal Pradesh State Electricity Board Limited has decided to make following changes in Clause No-3 (**Subject of Examination and Syllabus**) of Supervisory Accounts Services (Examination) Regulations, 1991, notified vide order No. 33/HPSEB (SECTT)/ dated 8.9.1992 endorsed vide No. HPSEB (SECTT)/106-3/R&E/ 92-112354-574 dated 8.9.1992 further amended vide notification No. 7243-443 dated 18.1.1993 & No 8267-8567 dated 27.9.1999, No 85927-86127 dated 18.11.2004, No 43911-44111 dated 26.7.2007 and even No.63490-710 dated 16.9.22.

Short title and commencement Clause-	(i) These Regulations may be called, "the Himachal Pradesh State Electricity Board Revised Supervisory Accounts Service (Examination), Regulations, 1991". (ii) These regulations shall come into force with immediate effect. (iii) These regulations shall be applicable to all the candidates appearing in the Board's Supervisory Accounts Service. Note: - The examinations held and results announced prior to the notification of these regulations shall be regulated / governed accordingly to the old regulations which were applicable at that time.
Amendment of Clause-3, Subjects of Examination and Syllabus.	The subject of the Examination of both parts i.e. Part-I & Part-II of the SAS examination and the maximum marks assigned to each subject mentioned in annexure appended to regulation under clause-3 shall be amended and added new syllabus separately as shown in " Annexure-A B & C ".

DA: - As above

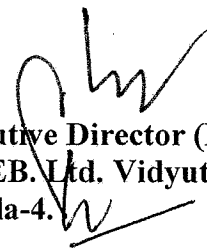
(Manoj Kumar)
Executive Director (Pers.),
HPSEBL, Vidyut Bhawan,
Shimla.

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No.HPSEBL (SECTT)/R&E/106-03/24-25- 9452-9672 Dated:- 7-6-24

Copy of above is forwarded to the followings for taking immediate necessary action. They are further requested that complete set of SAS (Examination) Regulation,1991 together with its amendments made from time to time are being uploaded on the Board's web site, which may kindly be downloaded and keep in the office record for taking appropriate action by post copies shall not be circulated :-

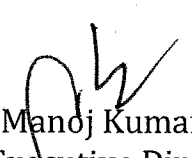
1. The Secretary, Board of Departmental Examination Fairlawns, Shimla-171012, for information w.r.to his office letter No.HIPA (Exam)-21/76-9 Dated 11/01/2023.
2. The Managing Director H.P. Power Corporation Ltd.Shimla-5.
3. The Managing Director HPTCL,Barowalia House Khalini Shimla-2.
4. The Managing Director, BVPCL, Jogindernagar.
5. The Director (Personnel), SJVNL, Shakti Sadan, Corporate Office, Complex, Shanan, Shimla-6.
6. All the Chief Engineers in HPSEBL.
7. The Chief Engineer, NHPC, Chamera, Hydel Project, Dalhousie (H.P.)
8. The Chief Electrical Inspector, HPSEBL, Kasumpti, Shimla-9.
9. All the Superintending Engineer in HPSEBL.
10. The Superintending Engineer (IT), HPSEBL, Shimla-4, for uploading the same on the Board's Website.
11. The Secretary BBMB,19,B, Madhya Marg, Chandigarh.
12. The Chief Accounts Officer/Chief Auditor, F&A, Wing, HPSEBL Shimla.
13. All the Sr. Executive Engineers / Resident Engineers in HPSEBL
14. The Company Secretary, HPSEBL, Vidyut Bhawan, Shimla-4, for compliance w.r.to agenda item No.150.08 conveyed vide No. 5989 dated 21.5.24 please.
15. All the Under Secretaries of Board's Secretariat Shimla.
16. Guard file of this section.


Executive Director (Pers.),
HPSEB. Ltd. Vidyut Bhawan,
Shimla-4.

(A) SYLLABUS FOR (SAS PART-I) EXAMINATION**(Annexure-A)**

PAPER-I (WORKS AND STORE ACCOUNTS) MAX MARKS:100.	
1	Classification/Codification as per Chart of Accounts under Commercial Accounting System.
2	Basic Accounting Principles & Policies framed under Annual Accounts Rules-1985
3	Cash & Bank transactions.
4	Material Accounting including Stores Accounting Systems.
5	Works Accounts/Capital Expenditure & Fixed Assets.
6	Basic knowledge of Accounting Standards as per institute of Chartered Accountants of India regarding AS-1,2,6,9,10,15 & 22.
7	Misc: Topics: such as :Meter Accounting, Accounting on Damaged Transformers, Expense Accounting and Personnel Accounting.
PAPER-II (REVENUE ACCOUTS & COMMERCIAL INSTRUCTIONS) MAX MARKS:100.	
1	Commercial Instructions, issued from time to time.
2	Tariff and its Applications.
3	Commercial Accounting System (Sale of Power) including ISU Billing.
4	Power Regulation instructions relating to energy bills, issued from time to time.
5	Revenue Monitoring with latest instructions on the subject.
PAPER-III (ACTS,RULES AND REGULATIONS) MAX MARKS:100	
1	Electricity Supply Regulations & Rules/Regulations made under Electricity (Supply) Act,2003.
2	HPERC-rules and regulations, powers, functions, binding upon DISCOMS.
3	Micro, Small and Medium Enterprises Act,2006.
4	HPSEBL's Delegation of (Financial, Administrative and HR) Powers 2024 (amended up to date)
5	Purchase Manual (Chapter I to IV).
6	Employees Conduct Regulations,1971.
PAPER -IV (SERVICE RULES & REGULATIONS & TAXATION) MAX MARKS:100	
1	FRSR Part-II, Travelling Allowances Govt. of India & HP Norms.
2	FRSR Part-III, Leave Rules 1972 alongwith Govt.of India & HP Norms.
3	Pension Rule 1972 and NPS Regulations (as amended from time to time).
4	GPF Regulations, (as amended from time to time).

5	Pay Rules.
6	Direct taxation-Income from salary and other sources for salaried employees and TDS thereof.
7	GST and TDS on GST applicable for DISCOMS, Works contract services under GST.
	NOTE: -
(i)	No books will be allowed.
(ii)	From the total marks of 100, 20 marks will consist of Multiple Choice Questions (MCQ).
(iii)	The papers shall consist of theoretical as well as practical problems.
(iv)	The instructions/Amendments, relating to the above subjects, issued by different branches from time to time, shall also be applicable. However no cognizance of any amendment issued within 6 months of the commencement of examination shall be taken.


 (Manoj Kumar)
 Executive Director (Pers.),
 HPSEBL, Vidyut Bhawan,
 Shimla-4.

(B) SYLLABUS FOR SAS PART-II, EXAMINATION**(Annexure-B)**

PAPER-V (DRAFTING & COMPUTER APPLICATION) MAX.MARKS:100	
1	Precise Writing
2	Drafting-Viz, Preparation of Memorandum, Public Notices and Notice Inviting Tenders, Circulars, Drafting of Official letters/Sanctions.
3	Grammar-The area of "Grammar" may include punctuations, direct & Indirect voice, active & passive voice, correct and incorrect sentences, idioms & phrases.
4	Computer Applications.
(i)	Introduction to MS Word and its application.
(ii)	Introduction to MS Power point: Power Point Basics, Creating and Saving. Presentations, Inserting Pictures and Graphics, Inserting slides from other Presentations, Slide Show View.
(iii)	Introduction to MS Excel: Creating spread sheets by entering text formulas and numbers, Introduction to financial functions in Excel.
(iv)	Computerized Accounting: Introduction and advantages, use of Accounting Package: SAP for journalizing and posting business transactions; creating vouchers, preparing Trial Balance and Final Accounts and Bank Reconciliation Statement.
PAPER-VI (ACCOUNTS AND AUDTING) MAX.MARKS:100	
1	ACCOUNTS:-
(i)	Accounting Principles-Concepts & Conventions
(ii)	Recording, posting and preparation of Trial Balance
(iii)	Final Accounts of Companies (Preparation of Balance Sheet with adjustment from the Trial Balance)
(iv)	Rectification of Errors
(v)	Bank Reconciliation Statement
(vi)	Depreciation, Reserves and provisions.
(vii)	Analysis of Financial Statements, Accounting Ratio's only.
(viii)	Basic knowledge of Accounting Standards as per Institute of Chartered Accountants of India regarding IND AS ,7,8,12,18,19,23,27,32
2	AUDITING
(i)	Principles of Auditing-Introductory.
(ii)	Internal Check and Control.
(iii)	Vouching of Cash Transactions.
(iv)	Applicability of Statutory Audit and Internal Audit.
(v)	Manual of instructions HPSEBL
(vi)	Purchase Manual (Chapter V,VI,VII,IX & X)

PAPER-VII (FRSR, COMMERCIAL LAWS, RULES & ACTS) MAX. MARKS: 100	
1	Medical Attendance Rules 1944, a/w Govt. of HP Norms
2	Standard Bidding Document & GFR 2017. HPFR Vol-I to III (as amended from time to time).
3	Company Act. 2013.
4	Negotiable Instruments Act. 1881.
5	Contract Act. 1872.
6	Right to Information Act. 2005.
7	Central Civil Services (Classification, Control and Appeal) Rules, 1965.
PAPER:-VIII (WORKS AND MANAGEMENT ACCOUNTING) MAX. MARKS: 100	
1	Accounting manual of HPSEBL
2	Inventory Management and Control.
3	Nature and Scope of cost Accounting & Cost Analysis in general as well as prevailing in HPSEBL.
4	Project Management & Control. Project Evaluation Financial covering Pay-Back period, Net present value and Internal Rate of return.
5	Financial Budget & Budgetary Control in general as well as prevailing in HPSEBL.
6	ISU & SAP ERP Modules prevailing in HPSEBL viz. Finance, HR, MM, PM & PS.
NOTE FOR SAS PART-II	
(i)	No books will be allowed.
(ii)	From the total marks of 100, 20 marks will consist of Multiple Choice Questions (MCQ) except paper-V.
(iii)	The pattern of paper-V i.e. Drafting & Computer Application (Max marks-100) of SAS Part-II will consist of practical paper of computer application of 25 marks and from the rest of the marks i.e. 75 marks, multiple choice questions will be of 15 marks and for 60 marks theoretical paper will be there.
(iv)	The papers shall consist of theoretical as well as practical problems
(v)	The instructions/Amendments, relating to the above subject, issued by different branches from time to time, shall also be applicable. However no cognizance of any amendment issued within 6 months of the commencement of examination shall be taken.

(Manoj Kumar)
Executive Director (Pers.),
HPSEBL, Vidyut Bhawan,
Shimla-4

(Annexure-C)

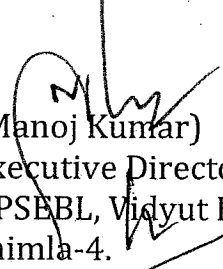
**LIST OF SUGGESTIVE / REFERENCE BOOKS, REGULATIONS & ACTS
REFERRED FOR SAS Part-I &II.**

Note: - The list is only indicative / suggestive.

SAS PART-I EXAMINATION

PAPER-I	WORKS AND STORE ACCOUNTS
	Accounting manual of HPSEBL, Chart of Accounts, NCERT books of accounts 11 th and 12 th standard, IND AS as per the Accounting Manual of HPSEBL and as per Accounting Standard Board (ASB).
PAPER-II	REVENUE ACCOUTS & COMMERCIAL INSTRUCTIONS
	Sales manual, Tariff tables
PAPER-III	ACTS,RULES AND REGULATIONS
	Electricity Act,2003, HPERC Regulations, Employees conduct Regulation, 1971, MSMS Act, DOFP HPSEBL, Purchase manual
PAPER-IV	SERVICE RULES & REGULATIONS & TAXATION
	FRSR Part-II, Travelling Allowance, Muthuswamy & Brinda and Govt. of HP, Direct tax by Dr. H.C Mehrotra, Dr.S.P.Goyal, FRSR Leave Rules 1972 Part-III, Reference Muthuswamy, Brinda, Sanjeev and Govt. of HP, GPF/NPS, Pension Regulation, Pay Rules-FRSR Part-I & Reference Muthuswamy, Brinda, Sanjeev. Beginner's guide to Goods & Services Tax by Kamal Garg & Neeraj Kumar Sehrawat, WCT.
SAS PART-II EXAMINATION	
PAPER-V	DRAFTING & COMPUTER APPLICATION
	Computer Application by Sumita Arora.The Art of Precise writing by Prof.R.S.Dhillion, NCERT books for English Grammar, Noting & Drafting by M.K. Agarwal.

PAPER-VI	ACCOUNTS AND AUDTING NCERT books of accounts 11 th and 12 th standard, Purchase manual HPSEBL, Manual of instruction HPSEBL.
PAPER-VII	FRSR, COMMERCIAL LAWS, INDIRECT TAXATION & ACTS. Companies Act.2013, Negotiable Instrument Act.1881, RTI Act.2006, Contract Act.1872, Medical Attendance Rules 1944, Reference Muthuswamy, Brinda, Sanjeev, GFR 2017, FR Govt. of HP 1971 & HPFR 2009, SBD HPSEBL, CCS CCA Rules Reference Muthuswamy, Brinda, Sanjay.
PAPER-VIII	WORKS AND MANAGEMENT ACCOUNTING Accounting manual HPSEBL, ISU & SAP ERP Modules prevailing in HPSEBL, Project Management & Control- PCK Rao,Budget Manual,Cost Accounting M.C.Shukla, T.S.Grewal, Dr.M.P. Gupta, Financial Management I.M Panday.


(Manoj Kumar)
Executive Director (Pers.),
HPSEBL, Vidyut Bhawan,
Shimla-4.

H.P. STATE ELECTRICITY BOARD.OFFICE ORDER NO. 33 /HPSB(SECT)/92-

Dated:- 8/9/92

In exercise of the powers conferred by Indian Electricity (Supply) Act, 1948, the H.P. State Electricity Board is pleased to make the following Regulations governing the conditions of H.P.S.E.B. Supervisory Accounts Service Examination, namely:-

REGULATIONS:1. (i) SHORT TITLE & COMMENCEMENT:

These regulations may be called, "the Himachal Pradesh State Electricity Board Revised Supervisory Accounts Service (Examination) Regulations, 1991".

- (ii) These regulations shall come into force with immediate effect.

Note:- The examinations held and results announced prior to the notification of these regulations shall be regulated/governed according to the old regulations which were applicable at that time.

- (iii) These regulations shall be applicable to all the candidates appearing in the Board's Supervisory Accounts Service.

2. ELIGIBILITY & SCOPE:

- (a) (i) All regular employees of the H.P. State Electricity Board borne on the ministerial cadre viz., UDCs, Store Keepers, Junior Scale Stenographers (including regular, adhoc/acting) shall be eligible to appear in Part-I of the S.A.S. Examination of the Board.

Apart from above, all matriculate LDCs/Meter Readers/Meter Ledger Clerks, Assistant Store Keepers and Steno-typists having 10 years regular service and all Graduate LDCs/Meter Readers/Meter Ledger Clerks, Assistant Store Keepers and Steno-typists having 8 years regular service shall also be eligible to appear in Part-I of the HPSB S.A.S. Examination.

- (ii) Head Clerks, Assistants, Internal Auditors, Sr. Scale Stenographers & Circle Scale Superintendents would also be eligible to appear in the SAS Part-I Examination of the Board. No qualifying service in respect of these categories is necessary.

- (b) The maximum number of chances for the two parts of the examination will be limited to ten chances of which not more than six chances may be taken for passing Part-I of the examination. Permission to an official to appear at a particular time will count as a chance unless he is allowed to withdraw his name with the approval of the Member (Finance & Accounts). Such withdrawals will not be allowed.

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unless the circumstances of the case fully justify the concession.

- (c) A candidate who has passed Part-I of the S.A.S. Examination shall be required to serve as Divisional Accountant in a Division/Pre-Audit office/F&A Wing for three years before he is allowed to appear in Part-II of the examination. After getting necessary training (viz., working as Divisional Accountant for three years) he will submit his application on the prescribed form (Appendix-C) when the date of the examination is notified. Those who successfully negotiate Part-II, shall be eligible for appointment as S.A.S. Superintendent (Non-Gazetted)/S.A.S. Accountant in the regular scale in the Finance & Accounts Wing cadre of the Board, subject to the availability of posts.

- (d) The appointment as Divisional Accountant after Qualifying S.A.S. Part-I and as S.A.S. Superintendent (Non-Gazetted)/S.A.S. Accountant after qualifying Part-II of S.A.S. Examination shall be subject to the availability of posts in the regular scale of pay. The qualified candidates of previous/earlier batches shall have precedence for appointment as Divisional Accountant & S.A.S. Superintendent (Non-Gazetted)/S.A.S. Accountant as the case may be, over the qualified candidates of later/subsequent batches and so on. In a particular batch the seniority shall be determined on the basis of merit acquired in that examination.

3. SUBJECTS OF THE EXAMINATION:

The subjects of the examination of both parts i.e. Part-I & Part-II and the maximum marks assigned to each subject are given in Appendix-A.

4. PASS MARKS:

- (i) Only those candidates shall be deemed to have passed in the Examination who obtain atleast 45% marks in each paper and 50% in aggregate for all the papers taken together in the examination.
- (ii) The candidates who have cleared one, two or three paper(s) under old regulations will have the option to continue to be governed by those regulations and will be able to avail of two chances in the next four sessions to clear the remaining papers provided they are otherwise eligible to appear.

5. CONDUCT OF EXAMINATION:

- (a) The examination shall be held twice a year, viz., in April/May and October/November for both the parts. The date of examination can be changed due to some administrative or other reasons. Applications from the eligible candidates will be invited by the Chief Accounts Officers, H.P.S.B., Shimla, well in time and the same will be sent to the Secretary, H.P. Board of Departmental Examinations, Fair Lawns, Shimla (H.I.P.A.) by him. The date sheet of the examination shall be notified by the H.I.P.A. well before commencement of the examination. The eligible candidates desirous of appearing in the examination shall

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submit their applications on the prescribed form (Appendix-B) through the Head of Office(s) by a date not later than the date specified by Chief Accounts Officer, HSEB or H.I.P.A., as the case may be. No application received after the prescribed date shall be entertained. Candidates who are allowed to appear in the examination shall be assigned Roll Nos., which shall be communicated to them by H.I.P.A.

- (b) No candidate may enter the examination hall before or after half an hour of the commencement of the examination. No candidate can leave the examination hall before the expiry of half time. In special case, the Supervisory Officer may allow any candidate to leave the examination hall even before the expiry of half time in case he is satisfied that the candidate is not feeling well. But in such circumstances, it would be obligatory on the part of the leaving candidate to ensure strict secrecy, leaving the question paper with the Supervising Officer and should not disclose the contents of the paper to any outside agency to obviate malpractices. When a candidate temporarily leaves the hall during the official period of the examination, the Supervising Officer must take effectual means of ensuring that he makes no improper use of his absence.
- (c) All the pages of the Answer books will bear stamped signatures of the officer in charge of Examination. No page of the answer book(s) should on any account be removed by the candidate.

6. SETTING OF PAPERS & EVALUATION OF ANSWER BOOKS:

- (a) The papers on all the subjects shall be set and evaluated by the H.I.P.A.
- (b) The names of books, the use of which is permitted in the Part-I of the examination for each paper shall be mentioned in the question paper itself by the officer who sets the paper and other books shall be prohibited from use at that particular examination. The candidates shall be required to bring their own books in the examination in those subjects in which the aid of such books is allowed. These books should not contain any extraneous matter but should be bare reference books. Part-II of the examination will be without the aid of books.

7. INSTRUCTIONS FOR THE EXAMINEES:

- (i) The candidates shall observe strictly the instructions printed on the blank answer books and those mentioned in Appendix-D. Violation thereof shall be viewed seriously.
- (ii) While leaving the examination hall, the candidate shall handover his answer book(s) to the Supervising Officer even if it be blank. In no case any paper of the answer book should be torn out/removed or shall not be taken out of the examination hall. Immediately after the close of the examination, the answer books should be checked and handed over to the concerned officer/person authorised by the HPA.

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after crossing of the blank papers therein. The Supervising Officer shall also obtain attested specimen signatures of each candidate on the first day of entry in the hall. He shall also obtain signatures of each candidate daily in token of his presence.

8. USE OF UNFAIR MEANS IN THE EXAMINATION:

- (i) Candidate(s) found using unfair means in the examination hall and/or in possession of un-authorised books/ready made notes shall be expelled from the examination hall and will not be allowed to attempt the remaining paper, besides their answer books shall be taken over by the Supervising Officer(s).
- (ii) Candidate(s) as are found using unfair means in the examination hall shall not be allowed to sit in the examination on the next day of examination besides debarring them from appearing in the examination for the next four sessions and also issuing letter of warning to them, copies whereof shall also be placed in their C.R. Dossiers.
- (iii) Candidate(s) absconding with their answer books from the examination hall, shall render themselves liable for stoppage of their one increment with future effect. Besides, they will be debarred from appearing in the examination for atleast two years of course, the penalty of stoppage of one increment with future effect, as envisaged above shall be inflicted after observing the regular procedure, viz., service of show cause notice etc.
- (iv) The Secretary, H.P. Board of Departmental Examination, Shimla (H.I.P.A.) will intimate the names of the candidates who use unfair means in the examination to the Secretary, H.P. State Electricity Board, Shimla and disciplinary action against such candidates shall be initiated by the concerned appointing authorities.
- (v) Appeals against punishments could, however, be made to the Appellate Authority as per delegations under CGP (CCSA) Rules already notified.

9. RESULT:

The complete result of the examination shall be communicated by the Secretary, H.P. Board of Departmental Examination, Fair Lawns, Shimla-12 (H.I.P.A.) to each candidate for his information. A copy of the result sheet shall also be invariably sent to the Secretary, H.P. State Electricity Board and the Chief Accounts Officer, HPSEB.

No appeal shall lie against the result declared by the Secretary, H.P. Board of Departmental Examination, Shimla.

10. RE-CHECKING OF PAPERS:

No re-checking of the papers of the failed candidates will be considered.

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11. GENERAL:

1. The grant of exemption shall be considered by the Board in exceptional cases of hardship on the following considerations:-
 - (a) the official making the request has attained the age of 50 years.
 - (b) the record of the official is consistently good and without blemish, and
 - (c) the official has atleast made four attempts to clear the examination.
2. Once exemption has ^{been} granted to an official no disability, whatsoever, shall attach with him in order to consider him for further promotion.

12. AMENDMENTS IN THE REGULATIONS:

No change shall be made by any other authority in the regulations except by the Board. Whenever there is any such occasion, concrete proposals shall be submitted to the Board, for its approval, whereafter such a change shall be notified. As regards, any doubt to the interpretation of these regulations, the clarification issued by the Member (Finance & Accounts) shall be final.

Ajay Bhawan
Secretary,
H.P. State Electricity Board,
Vidyut Bhawan, Shimla-171004.

No. H.P.SEB(SECTT)/106-3/R&E/92-112354-574 Dated:- 8/9/92.

Copy forwarded for information and necessary action to:-

1. All the Chief Engineers in H.P.SEB/NJPC.
2. The Chief Accounts Officer, H.P.SEB, Shimla-4.
4. All the Superintending Engineers/Director (Designs)/Chief Purchase Officer in H.P.SEB/NJPC.
5. All the Executive Engineers in H.P.SEB/NJPC.
6. The DIG (V&S)/Addl. Secretary/Dy. Secretaries/Under Secretaries/LAOs/Dy. Director(PR)/I.R.O. in the Board Sectt.
7. All the Section Officers in the Board Sectt.
8. All the Special Assistants/Private Secretaries to Chairman/Members/Secretary in the Board Sectt.
9. Meeting Assistant in this office.

Ajay Bhawan
Secretary,
H.P. State Electricity Board,
Shimla-4.

APPENDIX-A.

SYLLABUS FOR SUPERVISORY ACCOUNTS SERVICE EXAMINATION:

Paper No.	Description.	Time Allowed.	Maximum Marks.
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PART - I.

Paper-I.	Works & Stores Accounts (comprising the procedure for the maintenance and upkeep of initial accounts in the Sub-Division/Division), their compilation in the Divisional Office and the office of the Chief Accounts Officers as well their audit.	3 Hours.	150.
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Paper-II.	Revenue accounts, Commercial instructions, Sales and Tariff, Electricity Statistics etc. (comprising the procedure for the maintenance including tariff, Tables and conditions of supply, commercial and financial statistics of Electricity supply).	3 Hours.	150.
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Paper-III.	Acts, Rules and Regulations of Electricity (Supply) Act, 1948 excluding the technical portion. PSEB Rules, Indian Electricity Act, 1910 together with rules of 1956 (excluding the technical portion), Rules under Section 78 and various Regulations framed under Section 79 of 1948 Act.	3 Hours.	100.
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Paper-IV.	Civil Service Regulations of Board, G.P. Fund Regulations/Rules, Delegation of Powers of the Board (Financial & Administrative), Advances to employees.	3 Hours.	150.
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PART-II.

Paper-V.	Precis and Draft, Indian Constitution (Articles pertaining to Fundamental Rights, Directive Principles, Finances and Services).	3 Hours.	150.
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Paper-VI.	Advance accounting and auditing with special reference to Accounts/Audit of Electric Supply Undertakings.	3 Hours.	200
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Paper-VII.

INDUSTRIAL & COMMERCIAL LAWS:

3 Hours. 100.

1. Factory Act.
2. Workmen's Compensation Act.
3. Sales Tax Law.
4. Income Tax Law.
5. Contract Act.
6. Sales of Goods Act.
7. Negotiable Instrument Act.
8. Employees State Insurance Act.

Paper-VIII.

Accounts Rules and procedure,
General Structure of Accounts,
procedure for maintenance of
works and general accounts,
formulation of Board's Budget,
exercising of budgetary control
and banking instructions.

3 Hours. 200.

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APPENDIX-A(1)

BOOKS RECOMMENDED TO BE STUDIED IN SAS PART-I & II.

PART-I.

- Paper-I:
1. Accounts Code Vol.III.
 2. Financial Hand Book No. 3-D.F.R.
 3. P.W.D. Code.
 4. HPSBB Accounting Manual I & II.
 5. Manual of Instructions.
- Paper-II:
1. Manual of Instructions.
 2. Sales Manual.
 3. Tariff tables.
- Paper-III:
1. Electricity(Supply) Act, 1948.
 2. Regulations framed under Section 78 and 79 of 1948 Act.
 3. Indian Electricity Act, 1910 and Rules framed thereunder.
 4. PSEB Rules 1959.
- Paper-IV:
1. FR's & SR's and C.S.R.
 2. Punjab Financial Rules.
 3. G.P.F. Regulations.
 4. Delegation of Powers.

PART-II.

- Paper-V: No Books are prescribed.
- Paper-VI: No Books are prescribed.
- Paper-VII: Detail of books given in the syllabus itself.
- Paper-VIII: No Books are prescribed. But HPSBB Budget Manual, P.W.D. Code, Manual of Instructions, Accounts Code etc. are recommended for study.

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H.P. STATE ELECTRICITY BOARD.

"NOTIFICATION"

In exercise of the powers conferred by section-79 (c) of Indian Electricity (Supply) Act, 1948, the H.P. State Electricity Board, is pleased to add the following provision (Clause-13) to the HPSEB Supervisory Accounts Service (Examination) Regulations, 1991 notified vide Order No. 33/HPSEB (SECTT)/92 dated 8.9.92 endorsed vide No. HPSEB (SECTT)/106-3/R&E/92-112354-574 dated 8.9.92:-

"13. DESTRUCTION OF ANSWER BOOKS:

The answer books of the departmental examinations will be destroyed on the expiry of three months from the date of declaration of the result unless a particular answer book or a set of answer books is needed for the decision of any case for which the secretary, H.P. Board of Departmental Examination shall use his discretion."

Secretary,

H.P. State Electricity Board
Vidyut Bhawan, Shimla-171004

16/1/93

No. HPSEB (SECTT)/106-3/R&E/92-93-7243-443 Dated:- 18.1.93

Copy forwarded for information and necessary action to:-

1. All the Chief Engineers in HPSEB.
2. The Chief Accounts Officer, HPSEB, Shimla-4.
3. All the Superintending Engineers/Director (Designs)/Chief Purchase Officer in this Board.
4. All the Executive Engineers in HPSEB.
5. The DIG (V&S)/Asst. Secretary/All Dy. Secretaries/Under Secretaries/LAOs/Dy. Director (PR)/IRO in Board's Sectt.
6. All the Section Officers in the Board Sectt.
7. All the Special Assistants/Private Secretaries to Chairman/Members/Secretary in the Board's Sectt.
8. Meeting Assistant in this office.
9. The Secretary, H.P. Board of Departmental Examinations, Fair Lawns, Masobra, Shimla-171012, w.r.t. his letter No. HIPA (Exam)/54/80-6 dt. 23.11.92.

Secretary,

H.P. State Electricity Board
Vidyut Bhawan, Shimla-171004

16/1/93

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HIMACHAL PRADESH STATE ELECTRICITY BOARD
" NOTIFICATION "

In exercise of the powers vested in the Board as per Electricity (Supply) Act, 1948, the Himachal Pradesh State Electy. Board is pleased to make the following amendment in para-4(i) and also to delete the provision contained in para-11 of the H.P. State Electricity Board Revised Supervisory Accounts Service (Examination) Regulations, 1991 promulgated vide Secretary, HPSEB, Shimla-4, office order No.33/HPSEB(SECTT)/92 dated 8.9.92 and further endorsed vide No. HPSEB(SECTT)/106-03/R&E/92-112354-574 dt.8.9.92 :-

This may be called amendment No.1/1991-92 to HPSEB Revised Supervisory Accounts Service (Examination) Regulations 1991 and shall come into force with immediate effect.

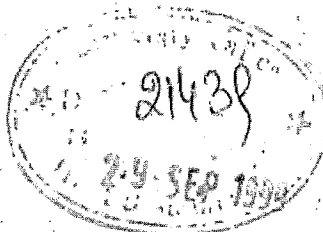
"Para-4: PASS MARKS"

- (i) Only those candidates shall be deemed to have passed in the examination who obtain at least 45% marks in each paper and 45% in aggregate for all the papers taken together in the examination. Candidate securing 60% or more marks in a paper shall be exempted for re-appearing in that paper."

Para-11: The provision contained in para-11 of HPSEB Revised Supervisory Accounts Service (Examination) Regulation, 1991 is hereby "deleted".

GENERAL

The words " Divisional Accountant" and S.A.S. Superintendent (NG)/S.A.S. Accountant wherever appearing in the Revised S.A.S. (Examination) Regulation, 1991 issued vide Secretary Board order dated 8.9.92 may be read as "Supdt. (Divisional Accounts" and "Asstt. Accounts Officer" respectively.



C. Singh
Secretary,
H.P. State Electy. Board,
Vidyal Bhawan, Shimla-4.

contd. 2/-

1448

1/8/99

No. HPSEB/F&A/I (Adm) 7/99-Vol-XIII-8267-8567

Date: 27.9.99

Copy forwarded for information and n/action to:-

1. SAS/PSs to the Chairman/Members in the Board.
2. All the Chief Engineers in HPSEB.
3. The Chief Accounts Officer, HPSEB, F&A Wing, Shimla-4.
4. All the Superintending Engineers/Directors (Designs)/Chief Purchase Officer in the HPSEB.
5. All the Executive Engineers in HPSEB.
6. The DIG (V&S)/Addl. Secretary/Dy. Secretaries/Under Secretaries/LAOs/TROs in the Board Sectt.
7. The Dy. Chief Accounts Officer/Dy. Chief Auditor, HPSEB, Shimla-4.
8. All the Sr. Accounts Officers/Accounts Officers/Assistant Accounts Officers in the F&A Wing.
9. The Sr. Manager (Personnel)/Sr. Manager (Finance)/Under Secretary, NJPC Jhakri.
10. The Sr. Manager (Personnel)/Sr. Manager (Finance)/Under Secretary, NJPC, Himfed Bldg, Shimla.
11. The Chief Engineer, Baira Sui I Hydel Project, Salal Hydel Project, Jyotipuram, J&K.
12. The General Manager, Chamera Hydel Project, Banikhet, Distt. Chamba (HP).
13. The Secretary, H.P. Board of Departmental Examination, HIPA Fair Lawn, Shimla-12.
14. Office order file.

C. Khan
Secretary,
H.P. State Electy. Board,
Vidyut Bhawan, Shimla-12

22/9

*C.P-178 was the
copy of P-177 & detached*

(17) 10
33

HIMACHAL PRADESH STATE ELECTRICITY BOARD.

Notification

In exercise of the powers conferred by Section 79(C) of Indian Electricity (Supply) Act, 1948, the Himachal Pradesh State Electricity Board is pleased to order following substitutions in Sub-para-(b) & (c) of Para-2 (Eligibility and Scope) and para-4 (pass marks) of "the Himachal Pradesh State Electricity Board Revised Supervisory Accounts Services (Examination) Regulations, 1991" as notified vide office order No. 33/HPS EB (SECTT)/105-3/92 dated 8.9.92, endorsed vide No. HPS EB (SECTT)/105-3/BSE/92-112354-574 dated 8.9.92 and further amended vide notification No. HPS EB (SECTT) (Admn.) 7/99-vol-XMI-8267-8557 dated 27.9.99.

This may be called amendment No. 2/2004 to HPS EB Revised Supervisory Accounts Service (Examination) Regulations 1991 and shall come into force with immediate effect.

Sub-para (b) & (c) of para-2 (Eligibility & Scope) may now please be read as under:-

(b) The maximum number of chances to appear in HPS EB S AS Part-I Examination will be limited to six chances. There will be no limit to the number of chances to appear in HPS EB S AS Part-II Examinations.

(c) ~~A candidate who has been appointed as Superintendent (Divisional Accounts) after passing HPS EB S AS Part-I Examination should be eligible to appear in S AS Part-II Examination and on passing S AS Part-II Examination, the successful candidate should be promoted/appointed to the post of Assistant Accounts Officer subject to availability of the posts.~~

para-4 (pass marks) to be read as under:-

Only those candidates who obtain atleast 40% marks in each paper and 45% in aggregate for all the papers taken together shall be deemed to have passed in the Examination. Candidates securing 50% or more marks in any paper shall be exempted for re-appearing in that particular paper.

Secretary,
H.P. State Electricity Board,
Shimla-4.
C.O. No. 2/2004

No. HPS EB(S ECTT) /RGE/106-3/..... 85927-86127 Dated: 18-11-2004
Copy of above forwarded to:-

1. All the Chief Engineers in HPSEB.
2. The Chief Accounts Officer, HPSEB, Shimla-4.
3. All the Superintending Engineers/Director (Designs) in HPS EB.
4. All Additional Secretaries/Deputy Secretaries/Under Secretaries in HPS EB.
5. All Sr. Executive Engineers/Resident Engineers in HPSEB.
6. Deputy Director (IR)/(Pers.)/Public Relations Officer/ LAOs / POS in HPS EB.
7. All Sr Spl. Pvt Secretaries/Pvt Secretaries to Chairman/ Members/Secretary in HPSEB.
8. All Addl. Under Secretaries & Jos in Board's Sectt.
9. Meeting Section of this office with reference to Agenda item No. 321.25.


Secretary
H.P. State Electricity Board
Shimla-4. 18/11/04

HIMACHAL PRADESH STATE ELECTRICITY BOARD

"NOTIFICATION"

In exercise of the powers conferred by Section 79(C) read with Section 15 of Electricity (Supply) Act, 1948 (Act. No. 54 of 1948) and all other enabling provisions under The Electricity Act, 2003, the Himachal Pradesh State Electricity Board is pleased to make following amendments in Regulation No.2(a) of SAS (Examination) Regulation, 1991 notified vide this office order No.33 dt. 8.9.92 endorsed vide No. HPSEB(Sectt.)/106-3/R&E/92-112354 dated 8.9.92 and further amended from time to time:

<u>Existing Provision</u>	<u>Amended Provision</u>
<u>2. Eligibility and Scope</u>	<u>2. Eligibility & Scope</u>
"(a)(i) All regular employees of the HPSEB borne on the ministerial cadre viz., UDCs, Store Keepers, Junior Scale Stenographers(Including regular, adhoc/ acting) shall be eligible to appear in Part-I of the SAS Examination of the Board. Apart from above, all matriculate Clerks, Assistant Store Keepers and Steno Typist having 10 years regular service and all Graduate Clerks, Assistant Store Keepers and Steno Typist having 8 years regular service shall be eligible to appear in Part-I of the HPSEB SAS Examination.	"(a)(i) All regular employees of the HPSEB borne on the ministerial cadre viz., UDCs, Store Keepers, Junior Scale Stenographers(Including regular, adhoc/ acting) shall be eligible to appear in Part-I of the SAS Examination of the Board. Apart from above, all matriculate Clerks, Assistant Store Keepers and Steno Typist having 8 years regular service and all Graduate Clerks, Assistant Store Keepers and Steno Typist having 5 years regular service and all Post Graduate/ MBA/LLB etc. Clerks, Assistant Store Keepers and Steno Typist having 3 years regular service shall be eligible to appear in Part-I of the HPSEB SAS Examination.

These amendments shall come into force with immediate effect.

2/11
Secretary,
H.P. State Electricity Board,
Shimla-171004

No:HPSEB(Sectt)/R&E//106-3/2006-43911-44111 Dated: 26-07-07

Copy forwarded for information and necessary action to:-

1. The Managing Directors, PVPC Ltd., Rshru/ Beas Valley Power Corporation Ltd., Jogindernagar/ Kinnar Kailash Power Corporation Ltd., Shimla-4.
2. All the Chief Engineers in HPSEB.
3. The Chief Accounts officer/Chief Auditor, F&A wing, HPSEB, Shimla-4.
4. The Director (Personnel) Satluj Jal Vidyut Nigam, Shimla.
5. All the Superintending Engineers/ Director (Designs) in HPSEB.
6. All the Sr. Executive Engineers/Resident Engineers in HPSEB.
7. All the Addl. Secretaries/Deputy Secretaries/Under Secretaries in HPSEB.
8. The Deputy Directors(IR)/(Pers.)/LAOs/POs/PRU in HPSEB.
9. All Special/Sr. Private Secretaries to Chairman/Members/Secretary in Board's Secretariat.
10. All Addl. Under Secretaries/Section Officers in Board's Sectt.
11. Meeting Section of this office w. r. to WTM of the Board agenda item No.348.24.

Secretary,
H.P. State Electricity Board,
Shimla-171004



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



**आजादी का
अमृत महोत्सव**

Registered office : Vidyal Bhawan, HPSEB, Shimla-171004 (H.P.)
GST No. : HPSEBL 02 AACCH4894EH2B
Telephone Number : 0177-2803600, 2801673 (Office), 2813563 (Fax)

Corporate Identity Number : U40109HP2009SGC031255
Website address : www.hpseb.in
Email : md@hpseb.in & dir@hpseb.in

NOTIFICATION

In exercise of the powers conferred under Article-71 of the Articles of Association of HPSEB Limited read with all other enabling provisions contained in Memorandum of Association and the Electricity Act, 2003, the Himachal Pradesh State Electricity Board Limited is pleased to make the following amendments in Regulations No. 2 (a) of SAS (Examination) Regulation, 1991 notified vide office order No.33 dt.8.9.92 endorsed vide No. HPSEB (Sectt.)/106-3/R&E/92-112354-574 dated 8.9.92, No.85927-86127 dated 18-11-2004 and further amended vide notification No HPSEB (Sectt) / R&E / 106-03/2006-43911-44111 dated 26.7.2007 is hereby amended as under:-

Existing Provision	Amended Provision
2. Eligibility and Scope	2. Eligibility & Scope
“(a) (i) All regular employees of the HPSEB borne on the ministerial cadre viz., UDCs, Store Keepers, Junior Scale Stenographers (including regular, adhoc/acting) shall be eligible to appear in Part-I of the SAS Examination of the Board.	“(a) (i) All regular employees of the HPSEB borne on the ministerial cadre viz., UDCs (now re-designated as Sr. Assistant (Esstt./Accounts) Store Keepers Junior Scale Stenographers (including regular, adhoc/acting) shall be eligible to appear in the Part-I of the SAS Examination of the Board.
Apart from above, all matriculate Clerks, Assistant Store Keepers and Steno Typist having 8 years regular service and all Graduate Clerks, Assistant Store Keepers and Steno Typist having 5 years regular service and all Post Graduate/MBA/LLB etc. Clerks, Assistant Store Keepers and Steno Typist having 3 years regular service shall be eligible to appear in Part-I of the HPSEBL SAS Examination.	Apart from above, all 10+2 Clerks, Assistant Store Keepers and Steno-Typist having 8 years regular service and all Graduate Clerks, Assistant Store Keepers and Steno typist have 5 years regular service and all Post Graduates/MBA LLB etc. Clerks, Assistant Store Keepers and Steno-typist having 3 years regular service shall be eligible to appear in Part-I of the HPSEB SAS Examination.
	In addition to this, Junior Office Assistant (IT)/Junior Office Assistant (Accounts) /Junior Assistant & Junior Assistant (Accounts) shall also be eligible for departmental examination of SAS Part-I of HPSEBL with the condition that who have

passed 1012 shall be eligible after putting 8 years regular service whereas graduates shall be eligible for after putting 5 years regular service besides, Post Graduates /MBA LLB etc. shall be eligible after putting 3 years regular service.

(Manoj Kumar)
Executive Director (Pers.)
HPSEB Ltd., Vidyut Bhawan,
Shimla-4.

No.HPSEBL (Sectt.) R&E/106-3/2022-23-63490-710 Dated:- 16.9.22

Copy forwarded for information and necessary action to:-

1. The Managing Director, H.P. Power Corp. Ltd; Him-Fed Building BCS Shimla-6.
2. The Managing Director HPPTCL, near old MLA Qtr. Panjari, Tutikandi Shima-5.
3. The Managing Director BVPCL, Jogindernagar, District Mandi (H.P.).
4. All the Chief Engineers in HPSEBL.
5. The Chief Electrical Inspector, HPSEBL, Kasumpti, Shimla-9.
6. The Spl. Secretary MPP & (Power) to the Govt. of (H.P.)
7. The Chief Engineer, NHPC, Chamera, Hydel Project, Dalhousie.
8. The Director (Personnel), SJVNL, Shakti Sadan, Corporate Office, Complex, Shanan, Shimla-6.
9. The Chief Accounts Officer / Chief Auditor, HPSEBL, Shimla-4.
10. The Secretary H.P. Regulatory Commission, Khalini Shimla.
11. The Resident Audit Officer, HPSEB. Ltd. Shimla-4.
12. The Dy. Secretary (Law) HPSEB. Ltd. Vidyut Bhawan, Shimla-4.
13. All the Superintending Engineers in HPSEBL.
14. The Superintending Engineer (IT), HPSEBL, Shimla-4, for uploading the same on the Board's Website.
15. The Secretary, Forum for Redressal of Grievances, HPSEBL, Kasumpti, Shimla-9.
16. The Dy. Director (Personnel)/PRO in Board Sectt. HPSEB. Ltd. Shimla-4.
17. All the Sr. Executive Engineers / Resident Engineers in HPSEBL.
18. All the Dy. Secretary / Under Secretary in the Board's Sectt.
19. All the Section Officers in the Board's Sectt.
20. The Company Secretary, HPSEBL, Vidyut Bhawan, Shimla-4, w.r.to agenda item No.21.24.
21. Guard file of this section.

Executive Director (Pers.)
HPSEB Ltd., Vidyut Bhawan,
Shimla-4.