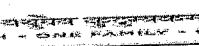


	HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED (A State Govt. Undertaking)	 
	  ONE BIRTH - ONE FAMILY - ONE FUTURE	
Registered office: Vidyut Bhawan, HPSEBL, Shimla-4	Corporate Identity Number: U40109HP2009SGC031255	
GST No.: HPSEBL 02AACCH4894EHZB	Website address: www.hpseb.in	
Telephone Number: 0177-2803600, 2801675 (Office), 2813563 (FAX)	Email: md@hpseb.in & dirf@hpseb.in	

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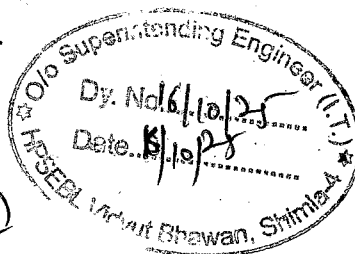
Whereas it has come to the notice of the Competent Authority that case files are not being processed in accordance with the prescribed procedure laid down under the Manual of Office Procedure by the Under Secretaries, Deputy Secretaries, Section Officers and other processing officers posted in the Head Office. Serious deficiencies have been noticed, including but not limited to: -

1. Failure to record proper and reasoned comments while processing the files.
2. Non-framing of clear points for seeking legal opinion, resulting in vague and incomplete references being forwarded to the Legal Cell.
3. Absence of a clear-cut proposal or recommendation in the noting portion of the files, thereby causing unnecessary delays in decision-making.
4. Non-routing of case files through the proper channel, in contravention of established procedure and hierarchical discipline.

Such lapses reflect not only a disregard of the instructions contained in the Office Manual but also a lack of administrative diligence. The Competent Authority has taken a very serious view of these recurring shortcomings, which adversely affect the efficiency of the decision-making process of the Board.

Accordingly, it is hereby ordered that: -

1. All the Under Secretaries, Deputy Secretaries, Section Officers and other processing officers posted in the Head Office shall ensure strict adherence to the provisions of the Office Manual while dealing with any case file.



Sr. Secy-2
13/10/25

15/10

Co, Singh

2. Proper, self-contained and reasoned comments shall be recorded in each case before the file is submitted to the higher authorities.
3. Clear and specific points for legal opinion shall invariably be framed, so that the Legal Cell is in a position to render appropriate and effective advice in a time-bound manner.
4. Each case file must contain a clear-cut proposal/recommendation with justification, enabling higher authorities to take informed decisions without avoidable delay.
5. All files shall be routed strictly through the prescribed channel, ensuring that no level of scrutiny is bypassed.
6. Supervisory officers shall monitor compliance of these directions on a regular basis.

It is further directed that any deviation or failure to comply with the above instructions will be viewed seriously and will invite disciplinary action as warranted under the relevant service rules against the erring officials.

Sd/-

Director (Pers.)

HPSEB Ltd. Shimla -4

No. HPSEB Ltd. (Sectt.)/LC/2025 3144-64 dated 09.10.25

Copy of the above is forwarded to the following for information and strict compliance: -

1. The Chief Accounts Officer, HPSEB Ltd., Shimla-4.
2. All the Deputy/Under Secretaries, HPSEBL.
3. Under Secretary (Law)/Law Officers, in HPSEB Ltd.
4. Spl. PS/Sr. PS/PS to Chairman / MD / Directors / ED (Pers.) for information.
5. Website of the Board /Guard File

Executive Director (Pers.)

HPSEB Ltd. Shimla-4