

HIMACHAL PRADESH STATE ELECTRICITY BOARD

Comm)/ S-4 /08-110-409

Dated:- 03.04.2008

Sales Circular No -7/2008

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.

Delay in delivery of energy bills, payment made through Cheque and cash above Rs.3000/-, amendment of instruction No 283 of HPSEB Sale Manual Part-II- Signing of Receipts & Sale Circular No 3/97 thereof.

The following amendments are made in Instruction No 283 of Sales Manual Part -II and No3/97.

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 up to Rs. 5000/- against the present limits of Rs 3000/- and all the payments above Rs.5000/- 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.3000/- to Rs.5000/-.

BY ORDER OF THE BOARD

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

for information and necessary action is forwarded to:-

- The Chief Electrical Inspector HP Govt., Block No 29, SDA Complex, Kasumpti, Shimla-9.
- The Secretary, HPSEB, Shimla-4
- The Chief Engineer (P&M) HPSEB Vidyut Bhawan Shimla-4. He is requested to up date the website accordingly.
- The Chief Accounts officer, F&A Wing HPSEB, Shimla-4
- The Residents Audit officer, HPSEB, Shimla-4
- The Director(Enf. & EA)/ Director(Tariff & SERC), in this office.
- Special Secretary (Law) HPSEB, Thistle Bank Building, The Mall Shimla-1
- The Sr. Spl. Private Secretary cum Addl. Secretary to the Chairman & Sr. Private Secretary to the Members of the Board, HPSEB, Shimla-4
- The C.F.O. BBND, PHD Chamber of commerce, Baddi Distt. Solan, H.P.