

HPSEB Ltd.

(A State Govt. Undertaking)

NO. HPSEBL/CE (Comm.)/ S-4/2011- 17909-18288 Dated:- 30-01-2012
To

1. All the Chief Engineers (Op) in HPSEBL Ltd.
2. All the Dy. Chief Engineers/Superintending Engineers (Op) in HPSEB Ltd.
3. All the Additional Superintending Engineers/Sr. Executive Engineers (Op) in HPSEB Ltd.
4. All the Executive Engineer/Assistant Executive Engineers / Assistant Engineers (Op) in HPSEB Ltd.

Sub: - Amendment in HPSEB Sales Manual (Part -I)
Instruction No.251-Payment of Bills.

In view of providing more facility of making payment of Bills by the HPSEBL consumers, the following amendments in HPSEB Sales Manual (Part -I) Instruction No.251 (Payment of Bills) has been approved by the HPSEBL.

Sr. No.	Instruction No.251 (Existing)	Instruction No.251 (Amended)
1.	Hours of receiving cash- Hours of receiving cash from the consumers in respect of payment of Board's Bill etc., are fixed to give the cashier ample time to close his cash book daily and tally the amount of total realization during the day with the total of entries made in the consumer cash Receipt Book. Normally the hours of receiving cash may be from 10.00 A.M. to 1.00 P.M.	Hours of receiving cash- Hours of receiving cash from the consumers in respect of payment of HPSEBL Bill etc. are fixed as under. In Urban Areas 10.00A.M. to 3.00 P.M. In Rural Areas 10.00A.M. to 2.00 P.M.
2.	A notice, for the information of the consumers, giving the timings of receiving cash should be hung on the notice board in each office where the cash is	Same as existing

collected. The notice should also show the dates on which the office receiving cash is to remain closed on account of Holidays in every month.

Urban and Rural areas for the purpose of this amendment shall be defined as under:

URBAN AREAS

- (i) All Industrial areas, areas falling under Municipal Corporation, Municipal Committees, Nagar Panchayats & Notified Areas Committees etc. in the State.
- (ii) District Headquarters of tribal areas in the State.
- (iii) All Revenue Sub-Divisional Headquarters in the State.
- (iv) All Tehsil Headquarter in the State.

RURAL AREAS

All areas other than urban areas shall be the Rural Area.

By order of HPSEB Ltd.

Sd/- 30/1/12
Chief Engineer (Comm.)
HPSEBL, Vidyut Bhawan,
Shimla-174004

Copy of above is forwarded to:-

1. The Principal Secretary (MPP& Power), H.P. Govt. Shimla-2.
2. The Secretary, HPERC, Keonthal Commercial Complex, Khalini Shimla.
3. The Chief Electrical Inspector, H.P. Govt., Block No.29, SDA Complex, Kasumpti, Shimla-9.
4. The Chief Engineer (S.O.)/E/S/Generation HPSEBL Shimla/Hamirpur/Sundernagar.
5. The Executive Director (Personnel) HPSEB Ltd. Vidyut Bhawan Shimla-4.
6. The Chief Accounts Officer, F&A wing HPSEB Ltd. Vidyut Bhawan, Shimla-4.
7. The Resident Audit Officer HPSEB Ltd. Shimla-4
8. The Special Secretary (Law), HPSEB Ltd. Shimla-1
9. The Addl. Secy-cum-Ps/ Sr. PS to CMD/Directors for the kind information of CMD /Directors.

Sd/- 25/1/12
Chief Engineer (Comm.)
HPSEBL, Vidyut Bhawan,
Shimla-174004