



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A STATE GOVERNMENT UNDERTAKING)

REGISTERED OFFICE :- VIDYUT BHAWAN, HPSEBL, SHIMLA-171004 (H.P.)
CIN: U40109HP2009SGC031255, GST NO.: HPSEBL 02 AACCH4894EHZB
PHONE NO. : 0177-2656624 (OFFICE), 2803315 (FAX),
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Sales Circular No. 4/2021

No. HPSEB Ltd./CE (Comm.)/S-4/Vol.-IV/2021-15707-16050 **Dated: (8.03.2021)**

To

- 1) The Chief Engineer(Op), South/North/Central Zone, HPSEBL, Shimla/Dharamshala/Mandi.
- 2) All the Dy. CEs/SEs, Operation Circle in HPSEB Ltd.
- 3) All the Addl. SEs/ Sr. Executive Engineers, Operation, Electrical Divisions in HPSEB Ltd.
- 4) All AEEs/AEs Operation Sub-Divisions in HPSEB Ltd.

Subject: - Amendment in Sales Manual Instruction regarding issuance of receipt of local cheque /Demand Draft for payment of electricity bills.

Sir,

The subject cited issue has been discussed in the 83rd meeting of Whole Time Directors held on 10th day of February, 2021 and the amendment to Sales Manual Instruction No. 35.1.2 by inserting additional instruction No. 35.1.2 (i) regarding payment of electricity bills through local cheques/ demand draft is hereby issued as under:-

35.1.2 (i) The receipt in respect of local cheques and Demand Draft shall be issued on date of clearance of local cheques/Demand Draft. The consumer who deposits local cheques/Demand Draft for electricity bills shall be issued SMS of receipt of cheques/Demand Draft. On clearance of cheques/Demand Draft from the local bank and credit of amount to HPSEB Ltd. account, status shall be intimated on SMS to consumer. In case the amount is credited in HPSEBL Bank after due date, the late payment surcharge shall be levied as per tariff order and the receipt shall be generated accordingly. Further the proper register/ record of local cheques/Demand Draft be also maintained at Sub-Divisional level when the consumer deposits local cheques/Demand Draft in Sub-Division either on counter or in drop box. It may be ensure that consumer has mentioned his Customer ID and mobile No. on back side of cheques/Demand Draft and local cheque/Demand Draft be presented to the bank on the same day for clearance.

All the instructions pertaining to above issued earlier and included in the Sales Manual stand superseded by this Sales Circular to the above extent wherever not in line with the above amendment.

Yours sincerely,

(Er. Ram Prakash)
(Er. Ram Prakash)
Chief Engineer (Comm.),
HPSEB, Vidyut Bhawan, Shimla-4.

IT Cell HPSEBL V.B. Shimla-4
Sr. EE/AGE (IT-1)
APB/Store

RE
19/3/21
AEC/MT

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

1. The Addl. Chief Secretary/ Principal Secretary (MPP & Power) to the Govt. of H.P., Shimla-2.
2. The Secretary, HPERC, Aayog Bhawan, Block No. 37, SDA Complex, Kasumpti, Shimla-9.
3. The Chief Electrical Inspector, H.P. Govt., Block No. 29, SDA Complex, Shimla-171009.
4. The Secretary, H.P. Electricity Ombudsman, Sharma Sadan, Behind Keonthal Commercial Complex, Khalini, Shimla-2.
5. The Secretary, Consumer Grievances Redressal Forum, Kasumpti, Shimla-9.
6. The Executive Director (Personnel), HPSEBL, Vidyut Bhawan, Shimla-4.
7. The Chief Accounts Officer, F&A Wing, HPSEBL, Vidyut Bhawan, Shimla-4.
8. The Chief Audit Officer, F&A wing, HPSEBL, Vidyut Bhawan, Shimla-4.
9. The Superintending Engineer (Enf. & EA)/ Superintending Engineer (Tariff & SERC) in this office.
10. The Superintending Engineer (IT) in this office to upload the same in the HPSEBL official website.
11. The Resident Audit Officer, HPSEBL, Shimla-4
12. The Dy. Secretary (Law), HPSEBL, Shimla-3.
13. The Company Secretary, HPSEBL, Shimla-4 with reference to the decision conveyed in the 83rd meeting of WTD for information and necessary action please.
14. The Addl. Secretary-cum-PS/ Sr. PS to MD/ Directors for kind information of MD/
15. The BBN Industries Association(BBNIA), C/o Single Window Clearance Agency, Industrial Area Baddi, Distt. Solan, H.P.
16. Parwanoo Industries Association, HPCED Building, Deptt. of Industries Complex, Sector-1, Parwanoo, Distt. Solan.
17. Kala Amb Chamber of Commerce and Industries(KACCI), Trilokpur Road, Distt.Sirmour-HP.
18. Himachal Chamber of Commerce & Industry, C/o Goel Diesel Service, Bhuppur,Paonta Sahib, Distt. Sirmour-HP-173025.
19. District Industries Association, Una, Himachal Pradesh, 94, Industrial Area, Mehatpur, Distt. Una-174315.
20. Nalagarh Industries Association, C/o Member Secretary, SWCA, Nalagarh, Distt. Solan-HP-174101.
21. Steel Manufacturers' Association, Trilokpur Road, Kala Amb, Distt. Sirmour-HP-173030
22. Mehatpur Industries Association, C/o Spatia Chemicals, 76-77, Industrial Area, Mehatpur, Distt. Una-HP
23. Haroli Block Industrial Association, Tahliwala, Distt. Una-HP.
24. Amb Sub-Division Industries Association, Karlui, Distt Una-HP,
25. Bathu -Bathri Industries Association, Tahliwala, Dist. Una-HP
26. Guard file.


(Er. Ram Prakash)
Chief Engineer (Comm.),
HPSEB, Vidyut Bhawan, Shimla-4.