

HIMACHAL PRADESH STATE ELECTRICITY BOARD

" CADRE CONTROL CELL "

OFFICE ORDER NO 57 /HPSRB(S&CTT)/91- Dated:- 7-7-91

The Himachal Pradesh State Electricity Board is pleased to revise the staffing norms for maintenance of Distribution System, Transmission lines, Revenue Accounts and Sub-Stations, as under, in modification to all the previous orders, with immediate effect.

I. Maintenance of Distribution System.

<u>Sr.No</u>	<u>Number of Consumers</u>	<u>Lineman</u>	<u>A.L.M</u>	<u>T/Mate</u>
1).	Upto 800	1	3	3
2).	801-1600	2	6	6
3).	1601-2500	5	8	8
4).	2501-3500	8	10	10
✓5).	3501-4750	10	12	12
6).	4751-6000	12	15	15
7).	6001- 7250	14	17	17
8).	7251-8500	16	19	19

NOTE: The staff as per norms now devised shall also maintain distribution transformers.

II. Maintenance of Transmission lines from 11 KV to 33 KV

<u>Sr.No</u>	<u>Length of line</u>	<u>Lineman</u>	<u>A.L.M</u>	<u>T/Mate</u>
1).	Upto 25 Kms	1	1	2
2).	26-45 Kms	1	2	3
3).	46-65 Kms	2	4	4
4).	66-85 Kms	2	5	5
5).	86-105 Kms	4	6	6
6).	106-125 Kms	4	7	7
7).	126-145 Kms	6	8	8
8).	146-165 Kms	6	9	9
9).	166-185 Kms	8	10	10
10).	186-205 Kms	8	11	11

Note: The staff as per norms now devised shall be created for placement in position as soon as it becomes due, after the close of every financial year. The calculation of staff shall be made on the basis of achievements as on 31st December every year.

III. Maintenance of Transmission lines 66 KV to 220 KV

<u>Sr.No</u>	<u>Length of line</u>	<u>Lineman</u>	<u>A.L.M</u>	<u>T/Mate</u>
1)	Upto 50 Kms	3	3	3
2).	51 to 100 Kms	6	6	6

NOTE: For every 20 Kms in addition to 100 Kms, one Lineman, One A.L.M and One T/Mate shall be provided extra.

IV). Staffing pattern in respect of category of Foreman required for the maintenance of (i) Distribution System and (ii) Transmission lines.

For every three lineman, there shall be one post of Foreman. While calculating the number of posts of Foreman, the Division shall be taken as a Unit. Further, if the posts of Foreman due against lineman on this basis works out to more than 0.5, it shall be reckoned as one full post and fraction upto 0.5 shall be ignored.

V). Staffing pattern for maintenance and upkeep of Revenue Accounts.

(1) For rural areas under four monthly meter reading and bi-monthly billing system.

<u>Sr.No</u>	<u>No of Consumers</u>	<u>UDC</u>	<u>Meter Reader</u>	<u>Cashier</u>	<u>Bill Distri butor.</u>
1).	upto 1000	1	2	-	1
2).	1001- 1500	1	2	1	1
3)	1501-2000	1	3	1	1
4)	2001-2500	1	3	1	1
5)	2501-3000	1	4	1	1
6)	3001-3500	1	5	2	1
7)	3501-4000	1	5	2	1
8)	4001-4500	1	5	2	2
9)	4501-5000	1	6	2	2
10)	5001-5500	2	7	2	2
11).	5501-6000	2	7	2	2
12)	6001-6500	2	8	3	2
13)	6501-7000	2	8	3	2

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- (ii). For Urban areas under bi-monthly meter reading and monthly billing system.

Sr.No	No of Consumers	U.D.C	Meter Reader	Cashier	Bill Distributors.
1).	Upto 1000	1	2	-	1
2).	1001-1500	1	3	1	1
3).	1501-2000	1	4	1	1
4).	2001-2500	1	4	1	1
5).	2501-3000	1	5	1	1
6).	3001-3500	1	6	2	1
7).	3501-4000	1	6	2	1
8).	4001-4500	1	7	2	1
9).	4501-5000	1	8	2	1
10).	5001-5500	2	9	2	1
11).	5501-6000	2	9	2	1
12).	6001-6500	2	10	3	2
13).	6501-7000	2	11	3	2
14).	7001-7500	2	11	3	2
15).	7501-8000	2	11	3	2

NOTE:- 1 Sub-Office shall be treated as a separate unit for the purpose of revenue staff and the consumers within its jurisdiction and they will not be added to the strength of consumers of the concerned Sub-Division for sanctioning staff.

2. There shall be only one category of staff for maintenance and upkeep of ledger, preparing and issue of bills, meter reading and spot billings etc. This category shall be known as Meter Readers.

3. U.D.C will exercise 50% checks over the accounts.

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VI). Staffing pattern for Operation and Maintenance of 220 KV Sub-Stations.

Sr.No	Category of staff	NO OF POSTS	
		Operation	Maintenance
1).	Junior Engineer (Sub-Station)	5	-
2).	S.S.A	4	-
3).	Oiler and Cleaners	4	-
4).	Electrician	2	-
5).	Sweeper	2	-
6).	Foreman(Special)	-	1
7).	Foreman(Electrical)	-	1
8).	Crane Driver/Operator	-	1(when the Crane exists)
9).	Fitter	-	1
10).	Foreman(Cable Jointing)	-	1
11).	Helper	-	1
12).	Painter-cum-Carpenter	-	1
13).	Lineman	-	1
14).	A.L.M	-	1
15).	T/Mate	-	4
16).	Chowkidar	4 (Four)	-
17).	Telephonist	4	-
18).	Mali	-	1

NOTE: One Executive Engineer shall be provided at each of these important Sub-Station with two Assistant Engineers. One Assistant Engineer should be responsible for Operation and up-keep of the Sub-Station and second Assistant Engineer be responsible for maintenance of 220 K.V and 132 K.V lines connected with the Sub-Station and Stores. Supporting staff for the Executive Engineer incharge of the Sub-Station should be as under:-

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Sr.No	Category	No of posts
1).	Divin.Acctt.	1
2)	Head Clerk	1
3).	Steno-typist	1
4).	U.D.C	1
5)	L.D.C	2
6)	Draughtsman	1
7)	Peons	2

VII). Staffing pattern for Operation and Maintenance of 132 KV and 66 KV Sub-Station.

Sr.No	Name of Category	NO OF POSTS FOR			
		Operation		Maintenance of	
		132 KV	66 KV	132 KV	66 KV
1.	Junior Engineer(Sub-Station)	5	1	-	-
2.	SSA	-	4	-	-
3.	Oilier and Cleaner	4	4	-	-
4.	Foreman	-	-	1	1
5.	Electrician	-	-	1	1
6.	Fitter	-	-	1	-
7.	Lineman	-	-	1	1
8.	A.L.M	-	-	2	2
9.	T/Mate	-	-	3	2
10.	Chowkidar	-	-	1	1
11.	Telephonist / SSA	2	1	-	-
12.	Mali	-	-	1	1
13.	Sweeper	-	-	1	1

VIII) - Staffing pattern for maintenance of 11 KV, 22 KV and 33 KV Sub-Stations.

Sr.No	Capacity of Sub-Station	SSA	ADM	O&C	Chowkidar	Mali
1.	11KV, 22 KV and 33 KV Control Sub-Station.	1	4	-	-	-
(*)						
2)	11KV, 22 KV and 33 KV Sub-Stations	4	4	-	4	1
(**)						

Note: (*): For every group of 5 Nos. of 11 KV, 22 KV and 33 KV Control Stations the following staff shall be provided for the maintenance.

1. Foreman(Sub-Station)
2. Electrician
3. Helper

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NOTE(**): The following shall be provided for each 33 K.V. Sub-Station.

Sr.No Category

- 1). Electrician
- 2). Helpers

In addition to the one Foreman shall be provided for a group of two 33 K.V. Sub-Stations.

IX). Norms for creation of new Operation Sub-Divisions.

The existing Sub-Division should be bifurcated after it has crossed 7000 consumers excluding the number of Consumers in the Sub-Offices under the Sub-Division.

Further there shall be an additional post of Junior Engineer (Installation) for all Sub-Division which have one Crore revenue per year so that chances for loss of revenue are reduced to the minimum in heavy earning Sub-Divisions.

Mmm 19.7.91
Secretary,
H.P. State Electy. Board,
Vidhyut Bhawan, Shimla

No HPSEB(S.ECTT)2-22/91- 09788-078 Dated:- 9-7-91

Copy forwarded for information and further necessary action to:-

- 1). The Secretary, MPR&Power to the Govt. of H.P., Shimla-17100
- 2). All the Chief Engineers in HPSEB.
- 3). The Chief Purchase Officer/I.G(V&S), HPSEB, Shimla.
- 4). The Chief Accounts Officer, HPSEB, Shimla.
- 5). All the Addl. Secretaries in the Board's Secretariat.
- 6). The Resident Audit Officer, HPSEB, Shimla.
- 7). All the Superintending Engineers/Executive Engineers under Chief Engineers(OP) South and North.
- 8). The Dy. Chief Accounts Officer/Dy. Financial Advisor/Dy. Chief Auditor, HPSEB, Shimla.
- 9). All the Deputy Secretaries/Under Secretaries/Section Officers in the Board's Secretariat.
- 10). All the Accounts Officers/SAS Superintendent(M.G) in F&A Wing.
- 11). SAs/PSs to Chairman/Members/Secretary.
- 12). Meeting Assistant in this office. (approved by Whole Time Members of the Board in the Emergent meeting held on 6-7-91).

Mmm 19.7.91
Secretary,
H.P. State Electy. Board,
Vidhyut Bhawan, Shimla