

ORDER NO. 101/HPSEB(SECTT)/79

Date: 31.12.79.

On the recommendations of the Committee constituted by the Himachal Pradesh Government, vide its order No.MPP-A(4)37/76 dated 13.12.1978, the Himachal Pradesh State Electricity Board is pleased to revise the yardstick of Work Load Norms for Civil/Electrical Divisions/Sub-Divisions (Annexure-A) with immediate effect. This carries the approval of the Himachal Pradesh Government, conveyed by the Secretary(Power) to the Government of Himachal Pradesh, vide his office letter No.MPP-A(4)37/76 dated 10.12.1979.

This is in supersession to the Work Load Norms notified vide order No.38/HPSEB(SECTT)/75 dated 28.8.75 endorsed vide No.HPSEB(SECTT)/2-22/75-47756-823 dated 28.8.75 (Annexure-A only).

The yardstick for staffing pattern for Civil/Electrical Circles, Divisions and Sub-Divisions notified in Annexure-B of the said order dated 28.8.75 will remain operative as hereinafore.

Sd/-Secretary,
H.P.State Electy.Board,
Simla-171004.

Endst.No.HPSEB(SECTT)/2-22/79-111986-112106 dt.31.12.1979.

Copy forwarded for information to:-

1. The Chief Engineers (Projects/Operation), HPSEB, alongwith 5 spare copies
2. The Dy.Chief Accounts Officer/Dy.Financial Advisor, HPSEB., alongwith five spare copies.
3. All the Superintending Engineers/Executive Engineers in HPSEB.
4. The Officer On Special Duty/Chief Purchase Officer/S.E.(Commercial) in HPSEB., Simla.
5. The Dy.Secr-etary, HPSEB., Simla/The R.W.O.HPSEB., with five spare copies
6. All Under Sec retaries/Law Officer/Land Ac q uisition Officers/U&M Officer/Labour Welfare Officer/Statistical Officer in Board's Sectt..
7. P.S.to Chairman/Members/Secretary.
8. All Supdtas. in Board's Sectt.

Sd/-as a above.

Attested.

Under Secretary (Sd/-)
H.P. State Electy. Board. 28/12/79
Simla.

REVISED WORK LOAD NORMS FOR OPERATIONS AND PROJECTS WINGS OF HIMACHAL PRADESH STATE ELECTRICITY BOA-PD.

1. OPERATIONS WING.

1.1. NORMS FOR OPERATION AND MAINTENANCE SUB-DIVISION.

i) An operation sub-division should have a minimum of 2400 connections. On an average a sub-division in a rural and scattered area should have 4000 consumers, whereas for an urban and concentrated area the sub-division should have a bout 5000 consumers and this should be the base for deciding the number of operation and maintenance sub-divisions. The Sub-Division should be split when the number of consumers exceeds 5000 in a rural areas and 6000 in urban areas. For medium and large industrial/irrigation connections, some wightage will be given. Every Street Light point will be tr-ea-ted as 1 connection for calculating number of consumers in a Sub-Division.

ii) The Operation and maintenance Sub-Division as afor-esa-id will in addition to the number of consumers do the following works;

- a) Minor Deposit works.
- b) All works relating to grant of connections etc. under rural electrification/REC within the Sub-Division.
- c) In rural areas, a Sub-Division with 4000 consumers will a veragely construct 1(one) distribution Sub-Station which will include the construction of 2 Kms H.T. lines and 6 kms .L.T. Lines. This quantum of work will have to be modified incase more lengths of lines are involved.

2. Norms for R.E.C. Construction Sub-Division.

A pur ely construction Sub-Division will be expected to do the following construction works:-

- i) 12 Kms. of H.T. lines.
- ii) 36 Kms of L.T. lines.
- iii) 6 distribut ion Sub-Stations.
- iv) Service connections : 300 Nos.

3. Norms for Transmission and Construction Sub-Division.

A Sub-Division on a-n average should have a work load of Rs. 15 lacs.

4. Norms for Sub-Station Sub-Division.

No SubDivision will be creat ed for any 66 KV/132 KV Sub Station, where only Operation and maintenance work of Sub-Station is assigned. However, the 132 K.V. Sub-Sta-tions should be manned by an A.E.E., and the 66 K.V. Sub-Stations depending upon their importance should be manned by A.E.E. or A.E. assisted by necessary sta-ff depending upon the merits of the case.

5. Norms for Power House

No Norms can be prescribed for Power Houses and Sta-ff required for maintenance and running of Power House should be based on the needs of each power House.

Continued on page-2.

6. Norms for M&T Sub-Division.

The posts for M&T Sub-Division will be created on need based basis.

NOTE:-i) While calculating the No. of Sub-Divisions/Divisions/Circle, revenue work as far as possible should be kept distinct from capital works. Similarly where there is a concentration of REC works, the construction work can be handled by R.E.C. Sub-Division. However, capital works should be the responsibility of a purely Construction Sub-Division. However, at the level of Divisions/Circles the capital and revenue works can be combined.

- ii) Where the R.E.C. and Transmission works of H.T. lines upto 33 KV are scattered, these will be combined with the Operation Sub-Division. There would be corresponding reduction in the No. of consumers on the basis of capital works to be executed.
- iii) In the cases of lift irrigation and Water supply schemes where construction of Sub-Station and Transmission Line are involved the Sub-Station to be constructed will count towards work load.
- iv) A Circle should normally consist of 5 Divisions, and a division should normally consist of 5 sub-divisions under it.
- v) There would be separate A.Es or A.Es incharge of Stores, depending upon the merits of each Stores. The supporting staff for the A.E. incharge of Stores should be based on actual needs.
- vi) One pickup and one truck should at least be provided for transmission Construction Sub-Divisions.
- vii) For purely Construction Sub-Division both R.E.C. & T&C, some posts of regular Lines Staff should be sanctioned depending upon the quantum of work.
- viii) The following existing service Sub-Divisions will continue:-

1) M&T Sub-Division.	4
ii) Store Sub-Division.	5
iii) Power House for maintenance (does not include a lift Engineers required for running the power house).	2
iv) 132/66 KV Sub-Station	5
v) Micro/Diesel Power House	5
	21

However the supporting staff for the above units reviewed according to the needs and sanction of any additional such units will be need based.

II. PROJECTS WING.

- i) The physical provision of staff for construction and design in the sanctioned Projects should be made according to the time schedule provided therein.
- ii) For investigation works, provision of staff will have to be on functional basis related to the quantum of physical work to be done.
- iii) For the execution of the electrical portion of the Projects also the staff should be created according to the physical provisions made in the sanctioned projects.

STA-FF PATTERN FOR CIRCLE/DIVISION. Annexure-B

Sr. No.	Designation of post.	Pay Scale.	No. of post		
			Civil circle	Elect. Circle	
1.	2.	3.	4.	5.	

CIRCLE OFFICE.

1.	Superintending Engineer.	1600-2000.	1	1	
2.	Executive Engineer (Attac-hed Officer).	800-1600.	1	1	
3.	Assistant Engineer (Works).	450-1000.	1	1	
4.	Office Superintendant.	400-650.	1	1	
5.	Head Assistant.	225-500	2(one each for Estt. and Budget & A counts).	2 (Two)	
6.	Upper Division Clerks.	160-400.	4	4	
7.	Clerks.	110-250.	8	8	
8.	Circle Head Draughtsman.	450-500.	1	1	
9.	Draughts-man.	170-300.	2	2	
10.	Junior Draughtsman.	140-255	1	1	
11.	Tracer.	110-200	1	1	
12.	Junior Engineer.	200-450.	-	2	
13.	Junior Scale Stenographer.	160-400.	1	1	
14.	Steno typist.	110-250+Rs. 25/- per month as special pay.	1	1	
15.	Daftry.	75-105	1	1	
16.	Jamadar.	75-105.	1	1	
17.	Peon.	70-95.	4	4	
18.	Ferro Khalasi/Ferro-men.	70-95.	1	1	
19.	Sweeper.	70-95.	1	1	
20.	Chow-kidar	70-95.	1	1	
21.	Cable Jointer.	180-325.	-	1 (To be stationed at a suitable place by S-uperintending Engineer.	
22.	Holper.	85-124	-	1 (One)	

Post of Mali shall be created on the merit of each case.

Sr. No.	Designation of posts	Pay scale	Divl. Divn.	
			Civil Divn.	Elect. Divn.
1.	2.	3.	4.	5.

1.	Executive Engineer.	800-1600.	1	1
2.	Attac-hed Officer(A.E.)	450-1000.	-	1 (only in case of Elect. Divn. where numbers of consumer is more than 15,000.)

Continued on page-2.

1.	2.	3.	4.	5.
3. Junior Engineer.	200-450.	1	1	
4. Head Clerk.	225-500.	1	1	
5. Divisional Accountant	250-535	1	1	
6. Upper Divisional Clerk.	160-400.	3	3	
7. Auditors U.D.Cs for $1\frac{1}{2}$ each Sub-Division plus one).	160-400	-	-	
9. Clerks.	110-250.	5	5	
9. Steno-typist.	110-250+Rs. 25/-P.M. as special pay.	1	1	
10. Divisional xxxxxx Head-Draughtsman.	255-450.	1	1	
11. Draughtsman.	170-300.	2	2	
12. Junior Draughtsman.	140-255.	2	2	
13. Tender .	110-200.	1	1	
14. Peons.	70-95.	3	3	
15. Chowkidar	70-95.	1	1	
16. Sweeper.	70-95.	1	1	
17. Surveyor.	140-305	2	2	(to be utilised by the Executive Engineer)
18. Store keeper.	160-400+Rs. 10/-P.M. as store allowance.	1	1	
19. Asstt. Store Keeper.	110-250+Rs. 10/-P.M. as store allowance.	2	2	
20. Helpers. (Store)	85-124.	2	2	
21. Installation Inspector.	200-450.	1	1	(for Division)
22. Electrician (1) for I.T.I. qualified.	110-250	-	1	
11) for others:	110-200	-	-	
23. Helper for Electrician.	85-124.	-	1	
24. Daft			3	

There shall be 10 posts of Rangers/Jr. Engineer in the Board and they shall be deployed by the Chief Engineer (Operation) as per requirement.

If the number of work-charged and regular employees in a Divisional (including Sub-Division Offices) is more than 350 then additional UDC and one additional IDC shall be provided.

Continued on page-2.

Designation of posts	Pay Scale.	Civil Sub-Divn.	Elect. Sub-Divn.
1.	2.	3.	4.
1.	2.	3.	4.

1. Assistant Engineer. 450-1000. 1 1

One (Senior) Junior Engineer with minimum of 8 years service and having been granted 5 advance increments as per order No. 301 dated 5.9.73, will be provided extra in an electrical Sub-Division when the number of consumers exceeds 6,000 and will be styled as Sub-Assistant Engineer.

2. Junior Engineer. Rs. 200-450. 5 5 (One extra Jr. Engineer for 1500 consumer if the No. of consumer exceeds, 7500).

3. Upper Division Clerk. 160-400. 1 1

4. Lower Division Clerk. 110-250. 1 1

5. Assistant Store Keeper. 110-250+Rs. 10/- per month as store allowance. 1 1

6. Peons. 70-95. 2 2

7. Sweeper-cum-Chowkidar. 70-95. 1 1

8. Helper for Assistant Store Keeper. 85-100. 1 1

9. Surveyors. 140- 1 (Only in Civil Sub-Division)

NOTE: Where more than one unit is housed in the same building only one Chowkidar should be provided.

Secretary,
H.P. State Electy. Board,
Simla-4. *SD*

Attested.

Under Secretary (O&M) 28/7
H.P. State Electy. Board.
Simla.

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 the staff shall be made on the basis of achievements as on 31st December every year.

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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 linemen, 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 linemen 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.

(i) 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 Distributor.</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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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(Where 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:-

-contd-

(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	-
2).	1001-1500	1	3	1
3).	1501-2000	1	4	1
4).	2001-2500	1	4	1
5).	2501-3000	1	5	1
6).	3001-3500	1	6	2
7).	3501-4000	1	6	2
8).	4001-4500	1	7	2
9).	4501-5000	1	8	2
10).	5001-5500	2	9	2
11).	5501-6000	2	9	2
12).	6001-6500	2	10	3
13).	6501-7000	2	11	3
14).	7001-7500	2	11	3
15).	7501-8000	2	11	3

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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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 of		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 33KV Sub-Stations.

Sr.No	Capacity of Sub-Station.	J.E (S/S)	SSA	AIM	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	1	4	-	4	1	-

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

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

-contd-

NOTE(**):

The following should be provided for maintenance of each 33 K.V. Sub-Station.

Sr.No	Category	No. of
1).	Electrician	1 No.
2).	Helpers	2 Nos.

In addition to this, 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-Divisions which have one Crore revenue per year so that chances for loss of revenue are reduced to the minimum in heavy earning Sub-Divisions.

mm 19.7.91
Secretary,
H.P.State Electy.Board,
Vidyut Bhawan, Shimla

No HPSEB(SECTT)2-22/91- 89788-878 Dated:- 9-7-91

Copy forwarded for information and further necessary action to:-

- 1). The Secretary, MP&Power to the Govt. of H.P, Shimla-171002.
- 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(N.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).

mm 19.7.91
Secretary,
H.P.State Electy.Board,
Vidyut Bhawan, Shimla

**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED**

Registered office

Corporate Identity Number (CIN)

Goods and Services Tax (GST) No.

Telephone Number

Website address

Email

(A State Govt. undertaking)

Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)

U40109HP2009SGC031255

HPSEBL 02 AACCH4894EH28

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www.hpsebl.comcmd@hpsebl.in & directorfa@hpsebl.inOFFICE ORDER NO. 26 /HPSEBL(SECTT.)/2020-Dated:- 29-06-2020

The Himachal Pradesh State Electricity Board Limited is pleased to revise the staffing norms for 220 KV, 132 KV, 66 KV and 33 KV Sub-Stations as under, in modification to this office order No.57 dated 09-07-1991 and further endorsement No.HPSEBL(SECTT.)/2-22/91-89788-878 dated 09-07-1991, with immediate effect.

i) STAFFING NORMS FOR OPERATION AND MAINTENANCE OF 220 KV SUB-STATIONS .

Sr. No.	Category of staff	No. of posts	
		Operation	Maintenance
1.	Junior Engineer(Sub-Station)	04	-
2.	Sub-Station Attendant	04	-
3.	Helper(Sub-Station)/Jr. Helper (Sub-Station)	04	-
4.	Electrician	01	-
5.	Foreman(E)	-	01
6.	Lineman	-	01
7.	Assistant Lineman	-	01
8.	T/mate/Jr. T/Mate	-	04
	Total	13	07

ii) STAFFING NORMS FOR OPERATION AND MAINTENANCE OF 132 KV AND 66 KV SUB-STATION.

Sr. No.	Name of category	No. of posts			
		Operation		Maintenance	
		132 KV	66 KV	132 KV	66 KV
1.	Junior Engineer(Sub-Station)	04	01	-	-

3.	Sub-Station Attendant	04	04	-	-
4.	Helper/Jr. Helper (Sub-Station)	04	04	-	-
5.	Electrician	01	01	-	-
6.	Lineman	-	-	01	01
7.	Assistant Lineman	-	-	01	01
8.	T/Mate/Jr. T/Mate	-	-	02	02
	Total	13	10	04	04

(iii) Maintenance of Electrical System Line from 66 KV to 220 KV

Maintenance of transmission Line from 66KV to 220KV Line						
Sr. No	Category	220KV Line	132 KV Line	66KV Line	Length of Line	Remarks
1.	Assistant Engineer (E)	1	0	0	0	0
2.	Junior Engineer (E)	2	1	1	0	0
3.	Foreman(Line)	1	1	0	0	0
Line Staff up to 100 Kms						
4(a)	Lineman	4	4	4	0	0
(b)	Assistant Lineman	5	5	5	0	0
(C)	T/ Mate/ Jr. T/Mate	6	6	6	0	0
Note:-	For every 50 Kms to above 100 Kms additional post i.e. 1 No. Lineman, 1 No. Assistant Lineman, 2 Nos. T/ Mate shall be provided.					

iii) STAFFING NORMS FOR MAINTENANCE OF 11 KV, 22 KV AND 33 KV SUB-STATIONS:-

Sr. NO.	Capacity of Sub-Station	JE (S/Stn.)	SSA	ALM	Helper /Jr. Helper (Sub-Station)	Chowkidar	Mali
1. (*)	11 KV,22 KV and 33 KV Control Sub-Stations	-	1	4	-	-	-
2. (**)	11KV,22 KV and 33 KV Sub-Stations	1	4	-	4	-	-

NOTE (*):- For every group of 5 Nos. 11 KV 22 KV and 33 KV control Sub-Station the following additional to above posts shall be provided for maintenances.

Sr. No.	Name of posts	No. of post
1.	Foreman(Sub-Station)	1
2.	Electrician	1
3.	Helper/Jr. Helper (Sub-Station)	2
	Total	4

NOTE ():-** The following additional posts shall be provided for maintenance of each 33 KV Sub-Station:-

1. Electrician = 1 No.
2. Helper/Jr. Helper(S/Stn.) = 2 Nos.

In addition to this, One additional post of Foreman shall be provided to above for group of two 33 KV Sub-Station).

(v) Maintenance of Electrical System Line from 11 KV to 33 KV

Sr. No.	Length of line	Lineman	ALM	T/Mate/Jr.T/mate
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

(vi) Staffing norms 33 KV un-manned Sub-Station for Operation and Maintenance:-

Sr. No.	Name of category	No. of posts	
		Operation	Maintenance
1.	Sub-Station Attendant	1	-
2.	Jr. Helper/Helper(Sub-Station)	4	-

In addition to above, O&M works three un-manned Sub-Station clustered together in any division shall be provided 1 (One) Junior Engineer (Sub-Station), 1(One) Lineman, 2 Jr. Helper/Helper(Sub-Station) and 1(One) Electrician.


(Dr. Ashwani Kumar Sharma)
Executive Director(Personnel)
H.P. State Electricity Board Ltd.
Vidyut Bhawan, Shimla-4 09/08/19

NO.HPSEBL(SECTT.)/HRD/2-22(Norms)/2020-15143/15363
Copy of above is forwarded for information and necessary action:-

Dated: 09/08/19

- 1) All the Chief Engineers in HPSEBL.
- 2) The Chief Accounts Officer, F&A Wing Shimla-4
- 3) The Resident Audit Officer, HPSEBL, Shimla-4
- 4) The Joint Secretary-cum- PS/Special PSs/Sr. PSs and PSs to the Chairman / Managing Director /Members and Executive Director (Pers) in the Board Secretariat.
- 5) All the Superintending Engineers /Sr. Executive Engineers/Resident Engineers in HPSEBL.
- 6) The Superintending Engineer (IT) for upload the same in the official web site of the HPSEBL.
- 7) All the Deputy Secretaries/Under Secretaries/Section Officers / Joint Director (PR) Deputy Director(Pers.) in the Board Secretariat.
- 8) Guard File in this office.


(Dr. Ashwani Kumar Sharma)
Executive Director(Personnel)
H.P. State Electricity Board Ltd.
Vidyut Bhawan, Shimla-4 09/08/19

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HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Govt. undertaking)



Registered office : Vidyut Bhawan, HPSEBL Shimla-171004 (H.P.)
GST No. : HPSEBL 02 AACCH4694EH28
Telephone Number : 0177-2803600, 2801675 (Office), 2813563 (Fax)

Corporate Identity Number : U40109HP2009SGC031755
Website address : www.hpsebl.in
Email : md@hpsebl.in & dir@hpsebl.in

OFFICE ORDER NO. 28 /HPSEBL(SECTT.)/2022-

Dated:- 20/04/22

On the recommendation of the Committee which was constituted by the HPSEBL vide its order No.20 dated 14-03-2022 further endorsement No.HPSEBL(SECTT.)/HRD/2-22/2022 86777-84 dated 14-03-2022, the Himachal Pradesh State Electricity Board Limited is pleased to revise the yardstick /staffing norms of work load norms for creation of new Electrical Division and Electrical Sub-Division in HPSEBL as under with immediate effect in the exigency of Board's work:-

- 1) Yard Stick /staffing norms for creation of new Electrical Division in HPSEBL:-
- (i) A new Electrical Division should normally consist as categorized on the basis of number of consumers upto 20,000 and providing following posts of various categories keeping in view number of consumers:-

Staffing Norms for creation of new Electrical Division

Sr. No	Designation of post	No. of post in Division having consumer upto 20,000	No. of post in Division having consumer upto 20,000-40,000	No. of post in Division having consumer above 40,000
1.	Sr. Executive Engineer (E)	1	1	1
2.	Assistant Engineer (E)	0	0	1
3.	Junior Engineer (E)	1	1	1
4.	Subdt Gr-II	1	1	1
5.	Sr. Assistant (EA)	1	2	2

6.	Supdt.(U/A)	1	1	1
7.	Sr. assistant (Auditors)	1	2	2
8.	Junior office Assistant (IT)	1	2	3
9.	Junior office Assistant (Accounts)	1	2	2
10.	Steno Typists	1	1	1
11.	Head Draughtsman	1	1	1
12.	Junior Draughtsman	1	1	1
13.	Peon	2	2	2
14.	Sweeper Cum- Chowkidar	1	1	1
15.	Store Keeper (for Div Store)	1	1	1
		15	19	21

2) Yard stick /staffing norms for creation of new Electrical Sub-Division in HPSEBL:-

- 1) A new Electrical Sub-Division should normally be created on need basis keeping in view the conditions of transportation by road and manual billing prevailing /topographically conditions of the areas. The distance shall also be kept in mind alongwith changed scenario of communication, better transportation, and better roads and another factor to be borne in mind is technology for reading of meters and delivery of bills to the consumers which is presently through SBMS and providing following posts of various categories keeping in view of number of consumers.

Sr No.	Name of Post	consumers upto 8000	Consumers between 8000 15000	Consumers above 15000	Job Profile
1.	Assistant Engineer (E)	1	1	1	Overall Incharge of sub Division
2.	IOA (IT)	1	1	1	For managing and supporting IT infrastructure
3.	Senior Assistant Commercial	1	1	1	Work as overall Incharge of commercial Section
4.	Senior Assistant	1	1	1	1) For new connection MCO, SCO consumers Clerk

	Establishment				(CC), TDCO/PDCO 2) Sub Divisional Clerk for Diary, Bk allocation of stationery and impress and other establishment work. 3) For front Desk at Sub - division office. 4) For Back office at hear office.
5	JOA (IT) / Cash	1	2	3	1) For work as cashier / head Cashier 2) For work for court cases / CGRF/ ombudsman etc. 3) For Fro desk at sub Division office... 4) For RTI, Online, Portal / CM Portal & complaints. 5) For record keeping / theft and other cases.
6	JOA (IT) / MR / BD	5 (Urban) 7 (rural)	5 (Urban) 10 (rural)	9 (Urban) 14 (rural)	MR/BD/other misc job in ESD.

This is in supersession to the yard stick/staffing norms of Electrical Division and Electrical Sub-Division as notified vide order No.101 dated 31-12-1979 and further endst No. HPSEB(SECTT.)/2-22/79-111986- 112106 dated 31-12-1979 and order No.57 dated 09-07-1991 and further endorsement No. HPSEBL(SECTT.)/2-22/91-89788-878 dated 09-07-1991.

Kamal Dev
(KAMAL DEV) 20/04/2022
Under Secretary(HRD),
H.P. State Electrical Board Ltd.
Vidyut Bhawan, Shimla-4 *at Jast*

NO. HPSEBL(SECTT.)/HRD/2-22/2022- 4993-52/3 Dated:- 20-4-22

Copy of above is forwarded for information and necessary action:-

- 1) The Additional Chief Secretary (Power) to the Government of HP Shimla.
- 2) All the Chief Engineers in HPSEBL.
- 3) The Resident Audit Officer, HPSEBL, Shimla-4

- 4) The Joint Secretary -cum- PS/Special PSs/Sr. PSs and PSs to the Chairman /Managing Director/Directors and Executive Director (Pers) in the Board Secretariat.
- 5) All the Superintending Engineers /Sr. Executive Engineers/REs in HPSEBL
- 6) The Superintending Engineer (IT) for upload the same in the official web site of the HPSEBL.
- 7) All the Deputy Secretaries/Under Secretaries/Section Officers / Deputy Director(Pers.)/Joint Director(PRO) in the Board Secretariat
- 8) The Company Secretary in the Board Sectt.
- 9) Guard File in this office.


(KAMAL DEV)
Under Secretary(HRD),
H.P. State Electricity Board Ltd.
Vidyut Bhawan, Shimla-4 affix

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