

HPSEB

Himachal Pradesh State Electricity Board.

OFFICE ORDER

The H.P. State Electricity Board is pleased to decentralize enhance the administrative and other powers to expedite action/out short procedural delays in the interest of Board's work as per enclosed statement.

Sd/-Secretary,
H.P.State Electricity Board,
Shimla-4.

No. HPSEB (SECTT)/35-3/3C-73214-73264

Dated :- 26.8.80.

Copy forwarded for information and guidance to :-

1. Chief Engineer (OP)/(projects) HPSEB Simla-4 alongwith 10 spare copies.
2. Dy. CAO/Dy. F.A, HPSEB, Shimla-4 alongwith 15 spare copies.
3. CPO/OSD, HPSEB, alongwith 5 spare copies.
4. Dy. Secy. Under Secretaries/O&M Officer/IO/LWO/IAO/LO/Librarian in HPSEB.
5. P.S. to Chairman/Pas to all Members/Secretary.
6. All Supdts. in Head Office.
7. Meeting Asstt. in Board' Sect.

Sd/-
As above.

HIMACHAL PRADESH STATE ELECTRICITY BOARD.

Statement Showing the existing Delegation of Administrative and Other Powers of the Full Board/Whole Time Members/Managing Committee and Other in HPSEB.

1.	2	3	4
S. No	Nature of existing powers.	Powers in whom vested originally.	Authority to whom the revised powers are delegated.
1.	Withholding of representations / appeals and memorials addressed to the Govt. and others also.	Full Board	(1) Member (Admn)/for Class-II. (2) Whole Time Members for Class-I. (3) Head of Deptt./appointing authority for Class -III & IV.
2.	Acceptance of alteration in the date of Birth provided date of birth sought to be altered within one year of the date of appointment.	Full Board.	(i) Class-IV Head of office/appointing authority. (ii) Member (Admn) upto Class-II. (iii) Full Board for Class-I.
3.	Proposals for the retirement or retention of all gazetted officers on attaining the age of 55 years.	Full Board.	Appointing authority.
4.	Deputation to & extension of deputation period of Board's officers/officials to the Govt. of India, State Govt. or other Electricity Board within Board's policy after the recommendations of Head of Deptt. (b)- do- in relaxation to Board's policy.	Full Board.	(i) Secretary for Class-III & IV officials. (ii) Member (Admn) for Class-II officers. (iii) Whole Time Members for Class-I Officers. (i) Secretary for Class-IV officials. (ii) Member (A)/for Class-III officials. (iii) Whole Time Members for Class-II & Class-I Officers.
5.	Consideration of Demands of the Union/Association of the Staff.	Full Board.	Whole Time Members.
6.	Grant of Special/additional pay after the concurrence of Finance.	Full Board	Whole Time Members.
7.	Cases involving fixation of pay & advance increments in relaxation of rules.	Whole Time Members	Member (Admn.) in consultation with Member (F&A).

1.	2	3	4
8.	Cases of confirmation of Class-I,II,III,IV Officers/ Officials.	Whole Time Members for Class-I&II Officers.	Appointing Authority
9.	Cases withholding of increments and with holding o crossing of E.B. (a) Class-III & IV (b) Class-II & I.	(a) Heads of Deptt. (b)Whole Time Members.	(a) Heads of Deptt./ Appointing authority (b) Appointing authority (for Class-I&II).
10.	Posting & transfer cases of Class-I Officer upto the rank of XEN & equivalent ranks. -do- -do- Class-II. -do- -do- Class-III. -do- -do- Class-IV.	Whole time Members.	Members (Admn.) in consultation with Members concerned in cases of technical staff & Members concerned in other cases. Heads of Deptt. with the approval of Member concerned. Head of Deptt. Within the Wing.
11.	Acceptance of resignation of Class-I&II Officers. Acceptance of resignation of Class-III & IV officials/Staff.	Whole Time Members.	Whole time Members of the Board -do- Appointing authority.
12.	Issue of warning after proper investigation/inquiry a copy of which is to be placed in C.R. file of Class-I Officers or equivalent ranks. -do- -do- Class-II -do- -do- Class-III &IV.	Whole time Members.	Member (Admn.). Head of Deptt. Appointing authority.
13.	Regarding grant of honorarium.	Whole Time Members	Member (Admn.) in consultation with Members (F&A) and in cases where such a remuneration is to be paid under approved policy/pattern of the Board, the Head of Deptt. Heads of Deptt.
14.	Regarding exemption from qualifying the deptt. examination by the Technical/Ministerial staff of the Board beyond the age of 45 years.	Whole Time Members	Heads of Deptt. in consultation with F&A Wing of the Board.
15.	Hiring of typewriters above Rs.50/- per machine.	Managing Committee.	Within yardstick : Heads of Deptt. above the yardstick : Managing Committee.
16.	To sanction purchases of furniture above Rs. 2500/- upto Rs. 20,000/-	-do-	Heads of Deptts. within the frame works of rule & regulations adopted by the Board. Other cases to be considered by the Managing Committee.
17.	Hiring of office accommodation above Rs. 2500/- per month.	-do-	

1.	2	3	4
18.	Investigation of Time barred claims of Class-I, II, III, & IV Staff/work charged Staff beyond 6 years.	Managing Committee.	Member concerned on the recommendation of Head of Deptt, in consultation with Finance and Accounts Wing of the Board. Heads of Deptt. in consultation with Finance Wing.
	-do- -do- upto 6 years.		
19.	Sanction of permanent advance/ imprest to officials/officers with does not fall in the delegation of Financial power 1975.	-do-	Upto Rs. 1000/- Divisional office & Heads of Deptt. for their own offices and offices subordinate to them subject to the condition that cedal formalities as per rules are strictly reserved.
20.	To sanction expenditure in connection with inauguration ceremonies on various projects of the Board's above Rs. 500/- & upto Rs. 1000/-	-do-	Heads of Deptt. in consultation with the Finance and Accounts Wing of the Board.
21.	To purchase of ammonia printing developing & trimming machines etc.	Managing Committee	Heads of Depts.in consultation with Finance and Accounts Wing of Board.
22.	Regarding re-imburement of cancellation of booking charges to the members/Chairman of the Board.	-do-	Board
i)	-do- other officers/ Officials.		Controlling Officers.
23.	Regarding payment/re-imburement of challan of various vehicles of the Board.	-do-	Heads of Department.
24.	Regarding expenditure on press parties for visiting on various projects upto Rs. 1500/-	-do-	Heads of Deptt. in consultation with Finance & Accounts Wing of the Board.
25.	(i) Sponsoring of officers/Officials upto the level of XEN or equivalent ranks for short terms training not exceeding duration of one month.		Heads of Department.
(ii)	-do- exceeding one month.		Member (A) on the recommendation of the member concerned in consultation with Finance Wing.
(iii)	Sponsoring Officers of the rank, of SEs and above for training upto one month.	-do-	

1.	2	3	4
(iv)	-do- exceeding one month.		Whole Time Members on the recommendation of member concerned.
26.	Fixation of pay of Civil pensioners their reemployment.		Heads of Deptt. in consultation with F&A Wing subject to the fulfillment of the conditions laid down in the relevant rules/guiding principles. Main provisions which apply in such cases is contained in Govt. of India decision (6) below FR 69 the posts & Telegraphs compilation of Fundamental & Supplementary Rules Vol-I.
27.	Sanctioning of advances/withdrawals from provident Fund for various purposes.		To the various authorities under the G.P.F. Rules, 1960 (amended from time to time) subject to the condition that provision of the rules are strictly followed in deciding such cases and in consultation with Finance and Accounts Wing in the cases of 2 nd advances/withdrawals and under special reasons.
28.	Permission to undertake work for another Govt. or a private/public body & to accept remuneration therefore.		The heads of Dept. shall be competent to decide such cases, at their own level, subject to the fulfillment of conditions laid down in the rules i.e. FR 46 (a) 46(b) & S. Rs. 11 & 12.
29.	Fixation of pay in cases of combination of appointment.		Heads of Dept. are authorized to dispose of such cases subject to the observance of the principals laid down in F.R. 49. The other conditions that shall apply in regulations of the payment of additional pay in such cases will be that the holding of additional charge of a post in the same office by another officer posted in the same office, in a leave arrangement, shall be regarded as re-distribution of functions/ business among the officers & not a specific addition to duties or responsibilities of the officers concerned, cases involving departure from general principles will however be referred to F&A Wing cases of officiating pay/ allowances in respect of those who hold charge of higher post in

1.	2	3	4
30.	Grant of leave other than casual.	<p>The same cadre and out side the cadre to be decided by Heads of Deptt. Wing his prior formal approval upto class-II posts & in Class-I by the member concerned in consultation with F&A Wing.</p> <p>In supersession of all previous orders on the subject, the Heads of offices and the Heads of Deptt. etc. are delegated power to sanction leave, as under, subject to the fulfillment of conditions laid down in the relevant rules:-</p> <p>(a) Heads of Officers shall be competent to grant of earned leave to Class-III & IV employees working under them provided it does not involve an appointing a new employees.</p> <p>(b) Heads of department shall be competent to grant Earned leave to Class-I & II Officers working under them excluding the Officers immediately subordinate to him, provided it does not involve appointing a substitute.</p> <p>Note:- I If in the absence of a Board's employees, on leave a substitutes is required to be appointed, then the competent authority to grant leave to such a Board employee, shall be the appointing authority.</p>	
31.	Grant of advance increments	<p>Heads of Deptts. Are authorized to dispose of individual cases at their own level in accordance with the policy laid down by the Board with the concurrence of the Finance Wing.</p>	
32.	Forwarding of application for appointment outside the Board.	<p>Heads of Deptts. For Class-II, III & IV Officers/ officials working under them in accordance with the laid down policy of the Board.</p>	
33.	Grant of study leave.	<p>Heads of Deptt. upto the level of Class-II Officers & Board for Class-I subject to the conditions as laid down for grant of such leave in F.R. in consultation with Finance Wing.</p>	

NOTE:- "The powers hence delegated to the Member (Admn)/Chairman will be exercised by the Member (Admn) and so long as there is no Member (Admn.) these powers shall be exercised by the Chairman of the Board".

Sd/-
Secretary,
H.P. State Electricity Board,
Shimla-171004.

HIMACHAL PRADESH STATE ELECTRICITY BOARD
“OFFICE ORDER”

In partial modification of this office order No. HPSEB (SECTT)/35-3/80-73214-73264 dated 26.8.80, the H.P. State Elect. Board is pleased to amend the administrative and other powers under Sr. No. 10 to the extent given as under :-

1	2	3	4
Sr.No.	Nature of Existing powers	Authority to whom powers Vested at present	Authority to whom revised powers are now delegated.
10	Posting and transfer cases of Class-I officer upto the rank of Xen and equivalent ranks	Member (Admn). in consultation with Member (concerned) in cases of technical staff and Member concerned in other cases.	Chairman in consultation with the Member concerned.
-do-	Class-II	Head of Deptt. with the approval of Member concerned.	
-do-	Class-III	Head of Deptt. within the Wing.	No Change.
-do-	Class-IV	-do-	No Change

Sd/-
Secretary,
HPSEB, Shimla.

No. HPSEB (SECTT)/393 (M)/82-51 750-908

dated 13.8.82.

Copy is forwarded for information and necessary action to :

1. All the Chief Engineers in H.P. State Elect. Board.
2. The Dy. Chief Accounts Officer/Dy. Financial Advisor HPSEB, Shimla-4.
3. The Chief Purchase officer/Officer on Special Duty, HPSEB, Shimla.
4. The Dy. Secretary/Under Secretaries/L.O/LWO/LAO/Librarian in HPSEB.
5. PS to Chairman/Members/Secretary in HPSEB.
6. All the Superintendents in Head Office.
7. Meeting Assistant in Board's Sectt.

Sd/-
Secretary,
HPSEB, Shimla.

HIMACHAL PRADESH STATE ELECTRICITY BOARD
“OFFICE ORDER”

In partial modification of this office order No: HPSEB (SECTT)/35-3/80-73214-73264 dated 26-8-80, the H.P. State Elect. Board is pleased to amend the following administrative and other powers to the extent given as under :-

1	2	3	4
Sr. No.	Nature of existing Power	Authority to whom Powers vested at Present	Authority to Whom revised Powers are Now delegated.
4.	Deputation to and extension of deputation period of Board's officers/officials to the Govt. of India, State Govt. or other Electricity Boards within Board's policy after the recommendations Head of the Deptt.	(ii) Member (Admn) for class-II officers.	(ii) Chairman for Class-II officers.
(b)	-do- in relaxation to Board's policy	(ii) Member (A) for Class-III Officials.	(ii) Chairman for Class-III officials.
25.	(iii) Sponsoring officers for training of the rank of SES and above for training up to one month.	Member (A) on the recommendations of the member concerned in consultation with F&A Wing.	Chairman on the recommendation of the Member concerned in consultation with F&A Wing.

Secretary,
H.P. State Elect. Board,
Shimla-4.

No. HPSEB (SECTT)/393 (M)/82-8805/91

Dated : 3/12/82

A copy is forwarded for information and necessary action to :-

1. All the Chief Engineers in H.P. State Elect. Board.
2. The Dy. Chief Accounts Officer/Dy. Financial Advisor, HPSEB, Shimla-4.
3. The C.P.O./O.S.D./O.S.D. (Security), HPSEB, Shimla.
4. The Dy. Secretary/Under Secretaries/I.O./L./O/LAO/L.O. Librarian in HPSEB.
5. PS to Chairman/Members/Secretary in HPSEB.
6. All the Superintendent in Head Office.
7. Meeting Assistant in Board's Sectt.

Secretary,
H.P. State Elect. Board,
Shimla-4.

HIMACHAL PRADESH STATE ELECTRICITY BOARD
“OFFICE ORDER”

In partial modification of this officer order No. HPSEB (Sectt) 393 (M)/82-51758-908 dated 13.8.82, the H.P. State Electricity Board is pleased to amend the administrative and other powers under Sr. No. 10 to the extent given as under :-

1	2	3	4
Sr. No.	Nature of powers	Authority to whom powers vested at present.	Authority to whom revised powers are now delegated.
10.	(i) posting and transfer cases of class-I Officers up to the rank of Xens and equivalent ranks. -do- class-II	Chairman in consultation with Members concerned. -do-	Chairman
(ii)	Posting and transfer cases of Class-I Officers above the rank of Xen and equivalent ranks i.e. SEs CEs etc.	Whole Time Members of the Board.	

Sd/- Secretary,
HPSEB, Shimla.

No. HPSEB (SECTT) 393/33-23801-961

Dated 15.3.84.

A copy of above is forwarded to the following for information and necessary action :-

1. All the Chief Engineer in HPSEB.
2. All the Superintending Engineers/Executive Engineer in HPSEB.
3. The Dy. CAO. HPSEB, Shimla.
4. The CAO/OSD/(SV) Director (Comm) HPSEB, Shimla.
5. All Deputy Secretaries/Union Secretaries/Do/LWO/LAO HPSEB. Shimla/Mandi
6. PS to Chairman/Members/Secretary in HPSEB.
7. All the Supt. in Head office.
8. Meeting Assistant in Board Secretariat.

Sd/- Secretary.

HIMACHAL PRADESH STATE ELECTRICITY BOARD
“OFFICE ORDER”

In partial modification of this office order No. HPSEB (Sectt) 35-3/80-73214-73269 dated 26-8-1980, the H.P. State Electricity Board is pleased to amend the following administrative and other powers to the extent mentioned hereunder”-

1	2	3	4
Sr. No.	Nature of Existing Powers	Authority to whom powers vested at present.	Authority to whom Revised powers Are now delegated.
7.	Cases involving fixation of pay and advance increments in relaxation of rules.	Member (Admn) in consultation with Member (F&A)	Whole Time Members of the Board.

Secretary,
H.P. State Elect. Board,
Shimla.

No. HPSEB (SECTT) 393 (M)/83 59774-801

Dated : 7.6.84

A copy of above is forwarded to the following for information and necessary action.

1. All the Chief Engineer in HPSEB.
2. The Dy. CAO/Dv. F&A, Shimla-4.
3. The CPO/OSD (Secretaries/Under Secretaries) in HPSEB.
4. All the Dy. Secretaries/Under Secretaries in HPSEB.
5. All Supdts. in Head Office.
6. Meeting Assistant.

Secretary,
H.P. State Elect. Board,
Shimla.

HIMACHAL PRADESH STATE ELECTRICITY BOARD
“OFFICE ORDER”

In super session of this office order No. HPSEB (Sectt)/393(M)/83-50774-801 dated 7.6.83, the H.P. State Electricity Board is pleased to amend the following administrative and other powers to the extent mentioned hereunder”-

1	2	3	4
Sr. No.	Nature of Existing Powers	Authority to whom powers vested at present.	Authority to whom revised powers are now delegated.
7.	Cases involving fixation of pay and advance increments in relaxation of rules.	Whole Time Members of the Board	Member (Admn).

Secretary,
H.P. State Elect. Board,
Shimla.

No. HPSEB (Sectt)/343-11/86-99582-652

dated : 31-1-1986

Copy for information and necessary action to :-

1. All the Chief Engineers in HPSEB.
2. The Dy. CAO/Dv. F&A, Shimla-4.
3. The Chief Purchase Officer, HPSEB, Shimla-4.
4. The Director (Commercial), HPSEB, Shimla-4.
5. All the Dy. Secretaries/Under Secretaries in HPSEB, Shimla.
6. All the Section Officers in Head Office.
7. All the P.S./P.As. in Head Office.
8. Meeting Assistant.
9. DA-5 in this Section along with the extent of N-53-54 of amount F&A
10. Gurad File.

Secretary,
H.P. State Elect. Board,
Shimla-4.

“P.C. Sharma”

HIMACHAL PRADESH STATE ELECTRICITY BOARD

Order No. 165/HPSEB (Sectt.)/86

Dated : 15.3.86

The Himachal Pradesh State Electricity Board a body corporate incorporated under Section-5 of Electricity (Supply) Act 1948, is pleased to order that in pursuance of Section 13 of the Act ibid namely Electricity (Supply) Act 1948, the following of its officers be and are hereby empowered and authorized to sign, attest and authenticate any plaint, application, petition, written statement or affidavit and any other legal instruments or documents or power of attorney on behalf of the H.P. State Electricity Board in connection with any fresh or pending reference to arbitration or Misc. proceedings before any statutory authority by and on behalf of the Board.

The Deputy Secretary(s) or the Under Secretary(s) as a case may be in respect of the matter pertaining in to their branches directly or impliedly.
This supercedes all the notifications/orders issued in this behalf.

BY ORDER OF THE BOARD.

Secretary,
H.P. State Elect. Board,
Shimla-171004.

Endst. No. HPSEB (Sectt.)/393 (M)/86-31399-568

Dated : 15.3.86

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

1. All the Chief Engineers (i/c C.E.P&M) in HPSEB.
2. All the S.Es (i/c Director (Comm.) Designs & C.P.O.) in HPSEB.
3. The Chief Accounts Officer, HPSEB, Shimla-4.
4. The Resident Audit Officer, HPSEB, Shimla-4.
5. All the Deputy Secretaries in Board's Sectt.
6. All the Under Secretaries in Board's Sectt.
7. All the Executive Engineers in HPSEB.
8. The Dy. CAO/Dy. F.A./Dy. C.A., HPSEB, Shimla-4.
9. All the Section Officers in the Board.
10. The P.R.O, HPSEB, Shimla-4.
11. L.A.O. HPSEB, Shimla/Mandi.
12. The S.As/P.S.to Chairman/Members/Secretary.

Secretary,
H.P. State Elect. Board,
Shimla-171004.

HIMACHAL PRADESH STATE ELECTRICITY BOARD
“ADDENDUM”

Please insert the following in the 10th line after the word ‘with’ and before the word ‘any’ in order No. 165/HPSEB (Sectt.)/86 dated 15.3.86, endorsed vide No. HPSEB (Sectt.)/393 (M) 86-31399-568 dated 15.3.86.

“any fresh or pending case or proceedings in any court or in”

Secretary,
H.P. State Elect. Board,
Shimla-171004.

Endst. No. HPSEB (Sectt.)/393(M)/86-32918-3087

Date:17-3-86

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

1. All the Chief Engineers (i/c C.E. P&M) in HPSEB.
2. All the S.Es. (i/c Director Comm./Designs & CPO) in HPSEB.
3. The Chief Accounts Officer, HPSEB, Shimla.
4. The Resident Audit Officer, HPSEB, Shimla.
5. All the Deputy Secretaries in Board’s Sectt.
6. All the Under Secretaries in Board’s Sectt.
7. All the Executive Engineers in HPSEB.
8. The Dy. CAO/Dy.F.A./Dy. C.A.,HPSEB, Shimla-4.
9. All the Section Officers in the Board.
10. P.R.O., HPSEB, Shimla-4.
11. R.A.O. HPSEB, Shimla/Mandi.
12. The S.As/P.S. to Chairman/Members/Secretary.

Secretary,
H.P. State Elect. Board,
Shimla-171004.

HIMACHAL PRADESH STATE ELECTRICITY BOARD

Order No. 465/HPSEB(Sectt)/88

Dated : 15-10-88

In Pamplification of Notification/Order No. 165/HPSEB (Sectt)/86 dated 15.3.86 endorsed vide No. HPSEB (Sectt)/393 (M)/86-31399-569 dated 15.3.86, the Himachal Pradesh State Electricity Board a body corporate in incorporated under Section-5 of Electricity (Supply) Act, 1948, is pleased to order that in pursuance of Section-13 of Electricity (Supply) Act, 1948, the following of its officers be and are hereby empowered and authorized to sign, verify, attest and authenticate any application, petition, written statement, affidavit and any other legal instrument or document connected with various suits/writ petitions and Power of Attorney on behalf of H.P. State Electricity Board in connection with any fresh or pending cases, or proceedings in any Court/Tribunal or miscellaneous proceedings before any statutory authority by and on behalf of the Board : The Chief Engineer(s) viz the Head of Deptt. in respect of case (s) proceedings (s) relating to non-gazetted establishment in respect of the categories to which Chief Engineers are the Appointing Authority and other matters arising within their jurisdiction/zone(s).

The Superintending Engineer(s) in respect of the cases proceedings (s) relating to non-gazetted establishment, in respect of rest of categories to which SEs/XENs are the appointing authorities and other matter arising within their jurisdiction/zone (s).

By Order of the Board
Secretary,
H.P. State Electricity Board,
Shimla-4.

Endst. No. HPSEB (Sectt)/393 (N)/88-15/40/531

Dated:15/X/88

Copy forwarded for information and necessary action to :

1. All the Chief Engineers in the Board.
2. All the Superintending Engineers/Directors (Designs)/Chief Purchase Officer, HPAEB.

It may be ensured that the replies/affidavits in all matters should first be got scrutinized/vetted from the Legal Section of the Board before they are finally vetted by the Standing Counsel-cum-Legal Advisor of the Board/others Counsels through whom these are to be filed in the concerned Courts/Tribunals.

3. The Chief Accounts Officer, HPSEB, Shimla.
4. The Additional Secretary/ All the Deputy Secretaries./ Under Secretaries/ LAOs/Deputy Director (PR)/LWO-IRO in the Board Sectt.
5. All the Executive Engineers in the Board.
6. All the Section Officers in the Board Sectt.
7. The SAs/PSs to Chairman/Members/Secretary/I.G. (V&S).

Secretary,
H.P. State Elect. Board,
Shimla-171004.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
OFFICER ORDER**

In partial modification of this order No. HPSEB (Sectt)/35-3/80-73214-73264 dated 26.8.80, the H.P. State Electy. Board is pleased to amend the following administrative powers to the extent mentioned here under :-

1	2	3	4
Sr. No.	Nature of existing Powers	Authority to whom powers vested at present.	Authority to whom revised powers are now delegated.
30.	Grant of leave other than casual leave	(B) Heads of department shall be competent to grant earned leave of Class-I&II officers working under them excluding the officers immediately subordinate to him, provided it does not involve appointing a substitute.	(b) Heads of the department shall be competent to grant earned leave to Class I&II officers working under them including the officers immediately subordinate to them provided it does not involve appointing a substitute.

Secretary,
H.P. State Elect. Board,
Shimla-171004.
Dated : 22-5-90

No. HPSEB (Sectt)/393/90/106854-7054

Copy for information and necessary action to :-

1. All the Chief Engineers in HPSEB.
2. The Director (Designs) P&D I&II and III Elect. Unit, Shimla.
3. The Director (Designs) P&D Civil Unit, HPSEB, Shimla/ Sundernagar.
4. The Chief Engineer (Comm)/CPO HPSEB, Shimla.
5. The Chief Accounts Officer, HPSEB, Shimla.
6. The Dy. Financial Adv./Dy. Chief Auditor, HPSEB, Shimla.
7. All the Superintending Engineers/Xens in HPSEB.
8. All the Additional Secretaries/Dy. Secretaries/Dy. Secretaries/Under Secretaries in the Board Sectt.
9. The LWO/LAO/Lab. In HPSEB, Shimla/Mandi.
10. The Director (PR)/ All Section Officer in HPSEB.
11. SA to Member (OP) Member (Admn) in this office.
12. Meeting Assistant.
13. Guard File.

Secretary,
H.P. State Elect. Board,
Shimla-171004.

“Vidya”

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
OFFICE ORDER**

In supersession of this office order endorsement No. HPSEB (Sectt)393/83-23801-961 dated 15.3.84, the H.P. State Electricity Board in pleased to delegate the administrative powers under Sr. No. 10 of this office order No. HPSEB (Sectt) 35-3-/80-73214-73264 dated 26.8.80 in respect of posting and transfer cases of Class-I & II officers to the extent given as under, with immediate effect.

1	2	3	4
Sr. No.	Nature of powers	Authority to whom powers vested at present.	Authority to whom powers delegated.
10. (i)	Posting and transfer cases of Class-I officers upto the rank of XENs and equivalent ranks.	Chairman	Chairman in consultation with Member concerned.
(ii)	Posting and transfer cases of Class-II officers.	-do-	-do-
(iii)	Posting and transfer cases of Class-I officers above the rank of XEN and equivalent ranks.	Chairman	Whole Time Members of the Board.

Secretary,
H.P. State Elect. Board,
Shimla-4.

No. HPSEB (Sectt) 393/90-189262-360

Dated: 29-11-90

Copy forwarded for information and necessary action to :-

1. All the Chief Engineers in HPSEB.
2. All the Superintending HPSEB.
3. The Chief Accounts Officer, HPSEB Shimla.
4. All the Addl. Secretaries in the Board.
5. Special Assistants/Private Secretaries to Chairman/Members/Secretary.
6. Meeting Assistant in this Office.
7. Guard file.

Secretary,
H.P. State Elect. Board,
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
OFFICE ORDER**

In supersession of this office No. HPSEB (Sectt)/393/90-106834-7054 dated 22.5.90, the H.P. State Electricity Board is pleased to amend SI. No. 30 of the Administrative powers circulated vide office order No. HPSEB (Sectt)/35-3/80-73214-73264 dated 26.8.80. to the extent as under :-

1	2	3	4
SI.No.	Nature of existing power	Authority to whom powers vested at present.	Authority to Whom revised Powers are Now delegated.
30.	Grant of leave other than casual leave.	(b) Heads of Deptt. shall be competent. to grant earned leave to Class-I & II Officers working under them including the officers immediately subordinate to them provided it does not involve appointing a substitute.	(b) (i). S.E. in respect of AEs, AEEs. (ii) Chief Engineer required in respect of SEs/EEs. (iii) Chairman through Member concerned in respect of CEs.

Secretary,
H.P. State Elect. Board,
Shimla-4.

Dated : 14.5.91

No. HPSEB (Sectt)/393/91-65445-665

Copy forwarded for information and necessary action to :-

1. All the Chief Engineers in H.P. State Electy. Board.
2. The Director (Design) P&D I&II Elect. Unit HPSEB, Shimla.
3. The Director (Design) P&D Civil Unit Shimla/Sundernagar.
4. The Chief Purchase Officer/CAO, HPSEB, Shimla.
5. All the SEs/Xens in H.P.State Electy. Board.
6. All the Additional Secretaries/Dy. Secretaries/Under Secretaries in H.P. State Electy. Board.
7. The LWO/LAO/Lab. in H.P. State Electy. Board.
8. The Dy. Director/PR/All Section Officers in HPSEB.
9. All Spl. Assistants in HPSEB.
10. Meeting Assistant.
11. Guard file.

Secretary,
H.P. State Elect. Board,
Shimla-4.

“Vidya”

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
OFFICE ORDER**

The H.P. State Electricity Board is pleased to amend the powers delegated vide Sr. No. 32 of the Administrative powers circulated vide this office order No. HPSEB (Sectt)/35-3/80-73214-73264 dated 26.8.80 to the extent as under :-

1	2	3	4
Sr. No.	Nature of powers	Authority to whom powers vested at present.	Authority to whom revised powers are delegated.
32.	Forwarding of application out side the board and forwarding application to Govt. of india Foreign assignment cell New Delhi for registration of Name in the panel of experts for assignment to developing countries of Asia, Africa and Latin America.	Heads of Deptt.	(i) Member (Admn) for Class-I officers of the Board in consultation with the member concerned and in accordance with the laid down policy of the Board. (ii) Heads of Deptt. for Class-II,III and IV officers/officials working under them in accordance with the laid down policy of the Board.

Secretary,
H.P. State Elect. Board,
Shimla-4.

No. HPSEB (Sectt)/393/91-5340-540

Dated : 14.1.92

Copy forwarded for information and necessary action to :-

1. All the Chief Engineers in HPSEB.
2. The Director (Design) P&D I&II Elect. Unit HPSEB, Shimla.
3. The Director (Design) P&D Civil Unit Shimla/S/Nagar.
4. The Chief Purchase Officer/Chief Accounts Officer, HPSEB, Shimla.
5. All the SEs/Xens in the HPSEB.
6. The Additional Secretary HPSEB, Shimla.
7. All the Deputy Secretaries/Under Secretaries in the HPSEB.
8. The LWO//Lab. in the HPSEB.
9. Dy. Director/PR/All SOs in the Board Sectt.
10. All Spl. Assistants in the Board Sectt.
11. Meeting Assistant.
12. Guard file.

Secretary,
H.P. State Elect. Board,
Shimla-4.

“Vidya”

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
OFFICE ORDER**

It has been decided that in order to expedite action and Cut short procedural delays in the interest of Board's work, the following powers henceforth shall be exercised by the Member (Administration):-

1. Continued deployment of daily waged staff of all categories.
2. Grant of ex-gratia amounting to Rs. 10,000/-
(Benevolent fund) fails under normal rules.
3. Sanction to engage/Appoint the Coal boys.
4. Transfer cases of all Class-IV staff, T/Mates, ALM and Drivers.

Sd/-
Chairman
H.P. State Electy. Board
Shimla-4.

NO. HPSEB (Sectt)/393-1/91-853-83

Date:3-2-92

Copy forwarded to :-

1. The Chief Accounts Officer, HPSEB, Shimla-4.
2. The Secretary, HPSEB, Shimla-4.
3. The Additional Secretary (E) HPSEB, Shimla.
4. All the Deputy Secretaries/Under Secretaries in the Board Sectt.
5. The SA/Pato the Chairman/Members/Secretary/Addl. Secretary/Also in Board's Sectt.
6. Labour Welfare Officer cum Industrial Relation Officer.
7. Meeting Assistant in this office.
8. Guard file.

SECRETARY
H.P. State Electy. Board,
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
OFFICE ORDER**

It has been decided that in order to expedite action and cut short procedural delays in the interest of Board's work, the transfer cases of all non-gazetted Technical as well as Ministerial staff will be finalized at the level of Member (Admn) in future.

Secretary,
H.P. State Elect. Board,
Shimla-4.

No. HPSEB(Sectt)/393/92-149-159-77

Dated :8-12-92

Copy forwarded to :-

1. The Additional Secretary/All Dy. Secretaries/Under Secretaries in Board Sectt.
2. The SA/PS to Chairman/Members/Secretary/Additional Secretaries.
3. The L.W.O. cum-Industrial officer, H.P. State Electy-Board, Shimla.
4. Meeting Assistant.
5. Guard file.

Secretary,
H.P. State Elect. Board,
Shimla-4.

“Vidya”

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
ADDENDUM**

Please add “Additional Secretary” before the word Deputy Secretary appearing in the second para of this office order No. 165 dated 15.3.86 endorsed vide No. HPSEB (Sectt)/393(M)/86-31399-568 dated 15.3.86. with regard to sign, attest and authenticate any plaint, application petition etc. On behalf of the Board.

Secretary,
H.P. State Elect. Board,
Shimla-4.

No. HPSEB (Sectt)/393/92-154480-680

Dated:23-12-92

Copy forwarded to :-

1. All the Chief Engineers in H.P. State Electy. Board.
2. All the Superintending Engineers/Xecutive Engineer, in H.P. State Electy. Board.
3. The Chief Accounts Officer, H.P. State Electy. Board, Shimla-4.
4. Addle. Secretary/All the Deputy Secretaries/All the Under Secretaries in H.P. State Electy. Board.
5. All the Section Officers in Board’s Sectt.
6. LWO PRO H.P. State Electy. Board Shimla/Mandi.
7. Sr. SAS/SA/PSS Chairman/Members/Secretary.

Secretary,
H.P. State Elect. Board,
Shimla-4.

“Vidya”

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
ADDENDUM**

Please add “CPO/CAO” before the word appearing in this office addendum endorsement No. HPSEB (Sectt)/393/93-154480-680 dated 23.12.92 with regard to sign, attest and authenticate any plaint, application, petitions etc. on behalf of the Board.

Secretary,
H.P. State Elect. Board,
Shimla-4.

No. HPSEB (Sectt)/393/93-36730-930
Copy forwarded to :-

Dated : 8.4.93

1. All the Chief Engineer in the H.P. State Electy. Board.
2. All the Ses/Xens in the H.P. State Electy. Board.
3. The Chief Accounts Officer, H.P. State Electy. Board, Shimla-4.
4. Additional Secretary/All Dy. Secretary/Under Secretary in HPSEB.
5. All the Section Officers in Board's Sectt.
6. LWO/PRO/LAO H.P. State Electy. Board, Shimla/Mandi.
7. Sr. SAS/PSS Chairman/Members/Secretary.
8. Guard file.

Secretary,
H.P. State Elect. Board,
Shimla-4.

“Vidya”

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
ADDENDUM**

The H.P. State Electy. Board is pleased to add in this office order No. HPSEB(SECTT)35-3/80-73214-73264 dated 26.8.80, the following administrative powers to the extent mentioned hereunder :-

Sr. No.	Nature of powers	Authority to whom powers vested presently	Authority to whom the powers are delegated	Extent of powers
35.	To engage hourly rated workers upto 4 hours of per day upto 89 days for HPSEB canteen	-	Secretary	Full powers
36.	To approve tour programme and grant of TA/DA/casual / earned leave to canteen manager	-	-do-	-do-
37.	Grant of earned leave/ half pay leave to the officials of HPSEB canteen	-	Deputy Secretary	-do-
38.	To send staff for training and familiarization with recognized institute/hotel	-	Secretary	-do-
39.	Suspension of staff of HPSEB canteen	-	-do-	-do-

Secretary,
H.P. State Elect. Board,
Shimla-171004.

No. HPSEB (SECTT) 393/97-166206-23 Dated 6-3-97
Copy forwarded for information and necessary action to :-

1. The Chief Engineer (Projects) HPSEB Shimla.
2. The Chief Accounts Officer HPSEB Shimla.
3. The Additional Secretary HPSEB Shimla.
4. All the Deputy Secretaries/Under Secretaries in Board Secretariate.
5. B.Ps/Sr.P.S./Private Secretary to Chairman/Member/Secretary.
7. S.O. (Genl/S.O. Bills)
8. Superintendent (Meeting)

Secretary,
H.P. State Elect. Board,
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
ADDENDUM**

The H.P. State Electy. Board is pleased to add in this office order No. HPSEB(SECTT)35-3/80-73214-73264 dated 26.8.80, the following administrative powers to the extent mentioned hereunder :-

Item	Nature of power	Authority to whom vested at present	Authority to whom powers are now delegated.
40.	To deposit passenger tax, surcharge and other expenditure incident after and or related there to under the H.P. passengers & Goods taxation Act 1955, with the various Assessing authorities.	Whole Time Members	Chief Engineers concerned

By orders of the Board.

Secretary,
H.P. State Elect. Board,
Shimla-4.

HPSEB (SECTT) 393/97-4565-4765

Dated :- 9-4-2007

Copy is forwarded for information and necessary action to :-

1. All the Chief Engineers in HPSEB.
2. All the Superintending Engineers/Executive Engineers in HPSEB.
3. The Additional Secretary HPSEB Shimla.
4. The Chief Accounts Officer HPSEB Shimla.
5. All the Deputy Secretaries/Under Secretaries in Board's Sectt.
6. The Land Acquisition Officer /Shimla/Mandi/IRO Shimla
7. All Section officers in the Board's Sectt.
Guard File.

Secretary,
H.P. State Elect. Board,
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
ADDENDUM**

The H.P. State Electy. Board is pleased to add in this office order No. HPSEB(SECTT)35-3/80-73214-73264 dated 26.8.80, the following administrative powers to the extent mentioned hereunder :-

Item	Nature of power	Authority to whom the powers vested presently	Authority to whom the powers are now delegated.
41.	To decide all cases of stepping up of pay in respect of gazetted officers	Whole Time Members Appointing Authority	Member (Administration)

Secretary,
H.P. State Elect. Board,
Shimla-4.

HPSEB (SECTT) 393/97-173630-830

Dated :- 31-3-2007

Copy is forwarded for information and necessary action to :-

1. All the Chief Engineers in HPSEB.
2. All the Superintending Engineers/Directors in HPSEB.
3. The Chief Accounts Officer HPSEB Shimla.
4. All the Executive Engineers in HPSEB.
5. Additional Secretary in this office.
6. The Deputy Secretaries/Under Secretaries in HPSEB.
7. All Section officers in the Board's Sectt.
Guard File.

Secretary,
H.P. State Elect. Board,
Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
ADDENDUM**

The Himachal Pradesh State Electy. Board is pleased to add in this office order No. HPSEB(SECTT)/35-3/80-73214-73264 dated 26.8.80, the following administrative powers to the extent mentioned hereunder :-

Sr.No	Nature of power	Authority to whom vested at present	Authority to whom powers are now delegated.
42.	Grant of Medical advance to the officers/officials of the Board for the major/minor diseases subject to the condition of (MA)Rules 1944		
	Class-I&II	-	Member (Admn.)
	Class III&IV	-	Secretary.

Secretary,
H.P. State Elect. Board,
Shimla-4.

HPSEB (SECTT) 393/2000 20698-898

Dated :- 31-5-2000

Copy is forwarded for information and necessary action to :-

1. All the Chief Engineers in HPSEB.
2. All the Superintending Engineers/Directors/Xens in HPSEB.
3. The Chief Accounts Officer HPSEB Shimla. All the Deputy Secretaries/Under Secretaries in HPSEB.
4. The Land Acquisition Officer /Shimla/Mandi/IRO Shimla
5. Spl. P.S. to Chairman/Sr. P.S.to/P.S.to Members/Secretary.
6. Guard File.

Secretary,
H.P. State Elect. Board,
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD
OFFICE ORDER**

The H.P.State Electricity Board is pleased to amend/substitute the nomenclature and revise powers delegated vide Sr. No. 1,4,9,20,22,25(iv), 27 and 33 of the Administrative Powers circulated vide this office order No. HPSEB/SECTT/35-3/80-73214-73264 dated 26/8/80 and No. HPSEB/SECTT/393(M)/82-88051-91 dated 3/12/82 to the extent as under :-

Sr. No.	Existing Nature of powers	Revised nature of powers	Authority to whom powers vested at present	Authority to whom revised powers are delegated now
1.	Withholding of representations/appeals and memorials addressed to the Govt. and others also	Decisions on representations/ Appeals and memorials addressed to the Govt. and others also.	1. WTMs for Class-I 2. Member(A) for Class-II 3. Head of Deptt/ Appointing Authority for Class-III&IV	1. Chairman for Class-I 2. No Change 3. No Change.
4.	Deputation to and extension of deputation period of Board's officers/officials to the Govt. India, State Govt. or other Electricity Boards within Board's within Board's policy after the recommendations of the HOD	No change	1) WTMs for Class-I 2) Chairman for Class-II Officers 3) Secretary for Class-III&IV officers	1) Chairman for Class-I Officers 2) No change 3) No Change
	b) -----do-----in relaxation of Board's policy	No change	1. WTMs for Class-I&II Officers 2. Chairman for Class III officers 3. Secretary for Class-IV officials	1. Full Board 2. Full Board 3. Full Board .

9	Cases withholding of increment and withholding of crossing of EB.	Cases withholding of movements and withholding of crossing of EB/ Proficiency Increments.		
	a) Class-III & IV b) Class-I&II	a) Class-III&IV b) Class-I&II	a) HOD/Appointing Authority b)Appointing authority for Class-I&II	a)HOD/ Disciplinary Authority b)Disciplinary Authority
20	Sanction of expenditure in connection with inauguration ceremonies on various projects of Board above Rs. 500/- and upto Rs. 1000/-	Sanction of expenditure in connection with inauguration ceremonies on various projects of Board above Rs. 500/- and upto Rs. 30,000/-	Head of Deptt in consultation with the Finance & Accounts Wing of the Board	No change
22	Regarding reimbursement of cancellation of booking charges to the Members/Chairman of the Board i) ----do----- other officers/officials	No Change	Board	Secretary for cancellation of booking charges of the Chairman/ Members of the Board. i) No change

25 (iv)	Sponsoring of Officers/ Officials Upto the rank of SEs and above for training exceeding one month	No change	WTMs on the recommendation of Member concerned	Chairman on the recommendation of Member concerned.
27	Sanctioning of advance withdraw also from GPF for various purposes.	<p>a) To sanction withdrawal (NRA) to gazetted employees, Class-I &II of the Board.</p> <p>b) To sanction temporary GPF advance to gazetted/Non-gazetted employees for an amount equal to 3 months pay or half of the balance at credit whichever is less or 2nd advance as per rules in Board Sectt. Including employees on secondment/ deputation.</p> <p>c) To sanction GPF withdrawals/ advances in respect of non-gazetted employees in Board's Sectt.</p>	To the various authority under GPF Rules, 1960 (amended from time to time) subject to the condition that provision of the rules are strictly followed in deciding such cases and in consultation with F&A Wing in cases of 2 nd advances/ withdrawal and under special reasons.	<p>a) Respective Additional secretary/ Deputy Secretary/ Under Secretary for H.Q./Chief Engineers of the concerned Wings/CAO for F&A Wing</p> <p>b) Respective Additional Secretary/ Deputy Secretary/ Under Secretary /Chief Engineers of the concerned wings/CAO for F&A Wing</p> <p>c) DDO i.e. Additional Secretary/ Deputy Secretary/ Under Secretary General.</p>

33	Grant of Study leave	No change	Heads of Deptt. upto the level of Class-II Officers & Board for Class-I subject to the conditions as laid down for grant of such leave in FR in consultation with F&A Wing	1) For Class-I Officers :- Chairman 2) No change for the rest.
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Secretary,
HPSEB, Shimla-4.

No. HPSEB (SECTT) 391-1/04-44070-27

Dated:- 05-08-04

Copy forwarded for information and necessary action to :-

1. All the Chief Engineers in HPSEB.
2. All the Superintending Engineers/Directors (Designs) in HPSEB.
3. The Chief Accounts Officer HPSEB Shimla.
4. All Deputy Secretaries/Under Secretaries in Board's Sectt.
5. All Sr. Executive Engineers/Addl. Superintending Engineers in HPSEB.
6. The Dy. Chief Accounts Officer/Dy Chief Auditor, HPSEB, Shimla.
7. All Additional Under Secretaries/Section Officers in Board's Sectt.
8. The Land Acquisition Officers, HPSEB Shimla/Mandi.
9. Dy Director (IR)/Personnel, HPSEB, Shimla.
10. The Resident Audit Officer, HPSEB, Shimla-4.
11. The Addl. Secretary cum-SPS;SPS/PS. To the Chairman/Members/ Secretary.

Secretary,
HPSEB, Shimla-4.