

## **HPSEB EMPLOYEES BENEVOLENT FUND SCHEME ALONG WITH AMENDMENTS**

### **HIMACHAL PRADESH STATE ELECTRICITY BOARD**

Order No. 150 HPSEB(Sectt.)/74

Dated :- 2/4/74

The Himachal Pradesh State Electricity Board is pleased to constitute Benevolent Fund for the Welfare of its Employees in the Board and to frame Rules and Regulations of the said Fund as per Annexure. These rules and regulations shall come into force with immediate effect.

---Sd---

(V.M. Bajaj),  
Officer on Special Duty,  
H.P. State Electricity Board,  
Shimla-4.

No. HPSEB(Sectt.)12/7/74-G.S.-Vol-I-23603-83

Dated:- 4-6-1974.

Copy alongwith Annexure is forwarded for information and necessary action to:-

1. The Chief Engineer (Project)/(Operation) HPSEB, Shimla, alongwith 5 spare copies.
2. The Chief Accounts Officer, HPSEB , Shimla-4, alongwith 20 spare copies.
3. The Chief Purchase Officer HPSEB, Shimla-2, alongwith 2 space copies.
4. All the Superintending Engineer /Executive Engineers in HPSEB, / by Secretary (HPSEB).
5. All the Assistant Secretaries/ Labour Welfare Officer/Inquiry Officer/O&M Officer/Law Officer/Assistant Engineer (Planning), X.E.N. (Monitoring)/ All the superintendents in the Board's Secretariat.
6. Electrical Inspector to the Govt. of Himachal Pradesh, Dhall, Shimla-11.
7. The P.S. to Chairman/P. As to all Members/O.S.D. to.
8. The General Secretary, HPSEB, Employees Union, Kumar House, Shimla-4.
9. The Resident Audit Officer, HPSEB, Shimla-3.
10. Meeting Assistant in the Board's Secretariat.
11. The Chief Engineer, Baira Suil Hydel Project, Sungani, Distt. Chamba.
12. The Divisional Organizer, H.P. Punjab & J&K area, Fire Well Shimla.
13. The Chief Electrical Engineer, Municipal Corporation, Shimla.
14. The Executive Engineer (Electrical) Division, HPPWD., Shimla-9.

Encls:-- As above.

---Sd--

Officer on Special Duty,  
H.P. State Electricity Board,  
Shimla-4.

## **RULES AND REGULATIONS OF BENEVOLENT FUND**

1. **Name:-** The name of the Fund shall be H.P. State Electricity Board Employees Benevolent Fund.
  
2. **Definition:**
  - i) Fund:- means H.P. State Electricity Board Employees Benevolent Fund and shall be abbreviated as HPSEBEB Fund;
  - ii) Employees:- means employees including work charged staff of HPSEB.
  - iii) Trustees:-- means Trustees of the HPSEB Fund.
  - iv) Year:- means financial year from 1<sup>st</sup> April to 31<sup>st</sup> March.
  - v) Board:- means H.P. State Electricity Board.
  - vi) Union:- means Union of Employees recognized by the Board.
  - vii) Association:- Any Association of employees recognized by the Board.
  
3. **Objects and Functions:**
  - i) To provide relief of distress or hardship amongst the employees of the Board and to render such financial assistance of relief as may be necessary to the widows and dependents of the deceased employees of the Board.
  - ii) To provide relief to the employees involved in natural calamity and relief to the disabled (permanent or partial) employees of the Board.
  - iii) To provide sickness or maternity benefits in case of special hardship to the low paid staff whose monthly emoluments are less than Rs. 250/- per month.
  - iv) To initiate and carry out other objects of general utility and welfare of the staff at the discretion of the Board of Trustees.
  - v) To receive and realize subscriptions, donations, grants-in-aid and interest and all other sums that may be due to or receivable by the Fund.
  - vi) To purchase, take on lease, hire or otherwise acquire and hold and maintain immovable and movable property and sell, lease or otherwise dispose of the same.
  - vii) To carry out all other activities incidental or conducive to the above object or any one of them at the discretion of the Board of Trustees.
  - viii) To lodge the moneys of the Fund in a Bank account or otherwise invest the money of the Fund not immediately required for its purposes.

### **4. Membership:**

All employees of the Board including those on deputation elsewhere shall be eligible to become the members of the fund. Any member who defaults the payment of subscription for a period of six months beyond due date shall cease to be a member of the Fund.

**5. Beneficiary:**

The benefits from the fund shall be available ordinarily to members or their widows or dependents only but in exceptional circumstances, such as cases involving deaths or dire distress, relief may be extended to non-member employees as well.

**6. Subscription:**

Every member shall be required to pay yearly subscription of Rs. 3/- which shall be deducted from his salary for the month of September every year or in such other month of the year as the Members may decide by the drawing and disbursing officers concerned. Separate suspense head will be opened by the Board for the account of these recoveries pending their transfer to the Board of Trustees by the Chief Accounts Officer. The monthly account to be submitted to the Chief Accounts Officer will also be accompanied by a schedule giving full details of the recoveries made on this account included in the monthly account. Full details of the receipts and disbursements out of the Fund for each month will be communicated by the Chief Accounts Officer to the Treasurer of the Fund in the subsequent month.

**7. Accounting :**

The accounts of the Fund shall be maintained in such manner and in such forms as may be prescribed by the Board of Trustees.

**8. Special Contributions and donations:**

Special Contribution and donations to the Fund by any member or any other person or institution who may be directly or indirectly in sympathy with the causes and objects of the Fund may be accepted by the Board of Trustees.

**9. Management of the Fund:**

The affairs of the Fund shall be administered by a Board of Trustees consisting of the following: -

i) **Chairman :-**

The Chairman of the Board shall be the Chairman of the Board of Trustees.

ii) All the Members of the Board shall be members of the Board of Trustees.

iii) Equal number of members as at clause 9(ii) shall be nominated to represent the employees. Normally, such nomination shall be made by the Executive Committee of the Union/Association every year or earlier if the occasion so demands.

iv) The Chairman of the Board of Trustees shall appoint Vice Chairman a Secretary and a Treasurer out of the members of the Board of Trustees.

**10. Functions of the Office Bearers:**

(1) **Chairman:-** The Chairman shall supervise and control all the activities of the Fund, preside over the meetings of the Board of Trustees and conduct their proceedings. He shall have powers to sanction expenditure upto Rs. 500/- out of the fund in each case of emergency for the objects of the fund.

2.) **Vice-Chairman :-**

The Vice-Chairman shall assist and help the Chairman in the performance of his functions and exercise the full rights, privileges and powers of the Chairman in his absence.

(3) **Secretary** :-

The Secretary shall exercise all such powers and do all such acts as may be required for the proper conduct of the ordinary current administrative business of the Fund under the directions of the Board of Trustees. Without prejudice to the generality of the above he shall:-

- (a) be responsible to the Board of Trustees for the due discharge of all his duties.
- (b) Arrange for the meetings of the Board of Trustees and bring to its notice all matters requiring considerations;
- (c) Conduct correspondence on behalf of the Board of Trustees;
- (d) Receive all appeals for grants from members or others;
- (e) Record minutes of meetings of the Board of Trustees.
- (f) Draft the annual report of the Fund, and
- (g) Authenticate and circulate the proceedings of meeting to all members of the Board of Trustees and other quarters.
- (h) Any other work that may be assigned to him by the Board of Trustees.

**4. Treasurer:-**

(a) The Treasurer shall be responsible to the Board of Trustees for the proper conduct of all matters relating to finances of the Fund;

(b) He shall be responsible for the proper accounting of moneys received, payments made, proper maintenance of accounts and supply of relevant information relating to the Fund.

(c) He shall remit promptly into the Bank all moneys received on behalf of the Fund unless otherwise directed by the Board of Trustees.

(d) He shall bring to notice of the Board of Trustees immediately all matters relating to finances of the Fund that require attention and particularly any irregularities noticed by him.

**11. Quorum:-**

$\frac{2}{3}$ <sup>rd</sup> of the members of Board of Trustees shall form the quorum for a meeting.

**12. Voting:-**

All matters shall be decided by a majority of vote of the Members of the Board of Trustees present and voting. In case of an equality of vote the presiding officer shall have casting vote.

**13. Operation of the Fund:-**

The Current Account shall be opened in the name of fund in any one of the schedule Bank approved by the Board of Trustees and all collections shall be credited into it. The money not required for immediate use may be lodged in fixed deposit, Short Term Deposit or Call Deposit Account or otherwise invested in the name of the fund, as may be decided by the Board of Trustees. The withdrawal from the account shall be operated upon jointly by the Treasurer and one of the Vice-Chairman/ the Secretary .

**14. Audit:-**

The annual Accounts of the Fund shall be audited within 3 months of the close of the year by an auditor appointed by the Board of Trustees. The annual accounts of the fund together with the report of the auditor shall be placed before the Board of Trustees in the next meeting.

**15. Travelling Allowance:-**

T.A. to the Members of the Board of trustees shall be paid by the Board according to their official status as admissible under the rules applicable to them and the period spent for meeting (including journey days) shall be treated as duty by the Board.

**16. Vesting of property:-**

All property acquired by the Fund and all money or income accruing to the Fund shall be held in the trust by the Board of Trustees, for the general purposes of the Fund.

**17. Amendments:-**

The Rules of the Fund may be amended or varied or rescinded by a two-third majority of the Board of Trustees.

**18. Meetings :-**

The meetings of the Board of Trustees shall be held once in 3 months at the Headquarters of the Board or at any other place as may be decided by the Chairman. Special or emergency meetings may also be held earlier at the discretion of the Chairman or if a notice to this effect is received from not less than four members of the Board of Trustees. Agenda for the meeting shall be circulated to all the members of Board of Trustees 15 days before the meeting. Notice shall contain the place and time for meeting.

**19. Powers or Interpretation:-**

Powers to interpret these Rules shall vest with the Board of Trustees.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

Order No. HPSEB(Sectt.)LWO-53607-87  
September, 1974

Dated:-5<sup>th</sup>

The Chairman H.P. State Electricity Board is pleased to appoint the following office bearers as the Chairman of the Board of Trustees and also nominate the Members of this Trust to represent H.P.S.E.B Employees Union under rule 9(iii) of the rules and regulations of H.P.S.E.B. Employees Benevolent Fund constituted vide order No. 150 HPSEB(Sectt.)/74 dated 2.4.74.

**1. Office bearers.**

1. Sh. S.C. Katech Chairman (Chairman H.P.S.E.B.).
2. Sh. B.C. Negi Vice-Chairman (Member ((Admn.) H.P.S.E.B.).
3. Sh. V. Subramanian Treasurer (Member (F&A) H.P.S.E.B).
4. Sh. K.R. Verma Secretary (General Secy. HPSEB Employees Union Shimla-4).

**2. Board of Trustees to represent Employees.**

1. Sh. O.P. Bhardwaj President of HPSEB Employees Union.
2. Sh. K.R. Verma, General Secy. of the HPSEB Employees Union, Shimla-4.
3. Sh. O.P. Behl, Chief Organizing Secy. of the HPSEB Employees Union (Draftsman in Jubbal (E) Division). As recommended by the H.P.S.E.B Employees Union (Registered and recognised).
4. Sh. P.D. Sharma, Executive Member of the Central Body of the Union (Assistant foreman in I&C Division, HPSEB J/ Nagar).

--sd--  
(S.R. Bhardwaj),  
Secretary,  
H.P. State Electricity Board,  
"Kennedy Cottage", Shimla-4.

Endst. No. HPSEB (Sectt.)LWO-12-7/74-Gen. Vol.I/53607-87

Dated :-

Copy of above is forwarded to:-

1. The Chief Engineer (Project)/(Operation) HPSEB Shimla alongwith 5 spare copies.
2. The Chief Accounts Officer, HPSEB, Shimla-4, alongwith 20 Spare copies.
3. The Chief Purchase Officer, HPSEB, Shimla -4, alongwith 2 spare copies.
4. All the Superintending Engineers/Executive Engineers in H.P.S.E.B. alongwith 5 spare copies.
5. Deputy Secretary (Tech.) HPSEB /All the Assistant Secretary Statistical Officer /Labour Welfare Officer/Inquiry Officer O&M Officer/Law Officer /Assistant Engineer (Planning) Xen (Monitoring) / All the Superintendents in the Board's Secretariat.

6. Electrical Inspector to the Govt. of Himachal Pradesh, Dhalli, Shimla-11.
7. The P.S. to Chairman/ P.A.'s to all Members / Secretary.
8. The General Secretary, H.P.S.E.B. Employees Union, 'Kumar Shimla-4.
9. The Resident Audit Officer, HPSEB, Shimla-3.
10. Meeting Assistant in the Board's Secretariat.
11. The Chief Engineer, Baira Suil Hydel Project, Sungani, Distt Chamba.
12. The Divisional Organiser, H.P. Punjab & J&K area, Fire Hill Shimla.
13. The Executive Engineer 'City Electricity Division' HPSEB, Shimla.
14. The Executive Engineer (Electrical) Division HP PWB Shimla-9.
15. Shri O.P. Bhardwaj President of HPSEB Employees Union (Electrical Division, HPSEB Dehra).
16. Sh. O.P. Behl, Chief Organizer Secretary of the HPSEB Employees Union (Draftsman in Jubbal (E) Divn.).
17. Sh. P.D. Sharma Executive Member of the Central Body of Union (Assistant Foreman in I&C Division, HPSEB Jogindernagar).
18. Sh. K.R. Verma General Secy. HPSEB Employees Union, Shimla.

---sd--  
(S.R. Bhardwaj),  
Secretary,  
H.P. State Electricity Board,  
"Kennedy Cottage", Shimla-4

## HIMACHAL PRADESH STATE ELECTRICITY BOARD

### "OFFICE ORDER"

In partial modification to order No. HPSEB(Sectt)LWO-53607-87 dated 5-9-1974, the Chairman, HPSEB, as the Chairman of the Board of Trustees of HPSEB Employees Benevolent Fund is pleased to nominate the following as members of the Board as inquired under HPSEB Employees Benevolent Fund under Regulation 9 (ii) and (iii) of the Regulations of HPSEB Employees Benevolent Fund constituted vide order No. 150/HPSEB(Sectt)/74 dated 2.4.1974.

Members of the Board of Trustees.

(a) Member of the HPSEB.

- |                    |               |
|--------------------|---------------|
| 1. Member (Admn.). | Vice Chairman |
| 2. Member (F&A).   | Treasure.     |
| 3. Member (Elect). | Member        |

(b) Members representing the HPSEB Employees Union.

- |  |        |
|--|--------|
| 1. President of the HPSEBEU.                       | Member |
| 2. General Secretary, HPSEBEU.                     | Member |
| 3. Chief Organizing Secy,<br>HPSEB Employees Union | Member |

--sd--

Secretary,  
H.P. State Electricity Board,  
"Kennedy Cottage", Shimla-4

No. HPSEB(Sectt)LEO-12-6/77-II 70616-730

Dated :- 31-8-77

Copy forwarded for information and necessary action to:-

1. The Chief Engineer (Ops/Projects), HPSEB, Shimla.
2. The Deputy Chief Accounts Officer HPSEB, Shimla-4.
3. The Chief Purchase Officer/Officer on Special Duty, HPSEB, Shimla.
4. All the Superintending Engineers/Executing Engineers in HPSEB.
5. All the Assistant Secretaries / Law officer/L.A.O./A.E. (Planing)/Statistical Officer /All the Supdts in Head office.
6. P.S. to Chairman/Members/Secretary.
7. The General Secretary, HPSEB Employees Union, Shimla-3.
8. The Chief Engineer, Barira Suil Hydel Project, Chamba.
9. The Chief Engineer, Salal Hydel Project Joytipuraim. (J&K)

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Secretary,  
H.P. State Electricity Board,  
"Kennedy Cottage", Shimla-4



**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

Order No. 1 HPSEB (Sectt.)/LWO/78-

Dated:-28/8/78

**“OFFICE ORDER”**

In supersession to this office order No. 150/HPSEB(Sectt)/74 dated 2/4/74 endorsed vide No. HPSEB(Sectt)/12-6/74-G-S-Vol-I-23603-83 dated 4/4/1974, the amended regulations of the Himachal Pradesh State Electricity Board Employees Benevolent Fund are attached as per Annexures. These regulations shall come into force with immediate effect.

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Secretary,  
H.P. State Electricity Board,  
“Kennedy Cottage”, Shimla-4

No. HPSEB(Sectt)/12-6-74-IV-72020-145

Dated:-28/8/1978

Copy alongwith Annexures is forwarded for information and necessary action to:-

1. The Chief Engineers, (Op)/(P), HPSEB, Shimla.
2. The Dy. Chief Accounts Officers/Dy. Financial Advisor, HPSEB, Shimla-171004.
3. The Chief Purchase Officer/Officer on Special Duty, HPSEB Shimla.
4. All the Superintending Engineers/Executive Engineers in HPSEB.
5. Dy. Secretary / All the Asstt. Secretaries/ Law Officer/ Land Acquisition Officer/All the Superintendents in Head Office.
6. Private Secretaries to Chairman/Members/Secy.
7. The General Secretary, HPSEBEU, New Thistle Bank Building, Shimla-171003.
8. The Chief Engineers, Baira Siul Hydro Elect/Salal Hydro Elect. Projects, Surangani (Chamba)/Jyotipuram Jammu & Kashmir.

--sd--

Secretary,  
H.P. State Electricity Board,  
“Kennedy Cottage”, Shimla-4

## **REGULATIONS OF HPSEB EMPLOYEES BENEVOLENT FUND**

1. **Name:-** The name of the Fund shall be H.P. State Electricity Board Employees Benevolent Fund.
  
2. **Definition:**
  - i) Fund:- means H.P. State Electricity Board Employees Benevolent Fund and shall be abbreviated as HPSEBEB Fund;
  - ii) Employees:- means employees including work charged staff of HPSEB.
  - iii) Trustees:-- means Trustees of the HPSEB Fund.
  - iv) Year:- means financial year from 1<sup>st</sup> April to 31<sup>st</sup> March.
  - v) Board:- means H.P. State Electricity Board.
  - vi) Union:- means Union of Employees recognized by the Board.
  - vii) Association:- Any Association of employees recognized by the Board.
  
3. **Objects and Functions:**
  - i) To provide relief of distress or hardship amongst the member employees of the Board & to render such financial assistance of relief as may be necessary to the widows & dependents of the deceased member employees of the Board.
  - ii) To provide relief to the member employees of the Board involved in natural calamity & relief to the disabled (permanent or partial) member employees of the Board.
  - iii) To provide relief / financial assistance in case of prolonged sickness or maternity (delivery) case whose monthly emoluments are less than Rs. 250/- P.M.
  - iv) To initiate and carry out other objects of general utility & welfare of the staff at the discretion of the Board of Trustees.
  - v) To receive and realize subscriptions, donations, grants-in-aid and interest and all other sums that may be due to or receivable by the Fund.
  - vi) To purchase, take on lease, hire or otherwise acquire & hold and maintain immovable and movable property and sell, lease or otherwise dispose of the same.
  - vii) To carry out all other activities incidental or conducive to the above object or any one of them at the discretion of the Board of Trustees.
  - viii) To lodge the moneys of the Fund in a Bank account or otherwise invest the money of the Fund not immediately required for its purposes.

### **3.1. Loans & Advances**

Loans upto the maximum of 2(two) months pay (inclusive) D.P. or Rs. 500/- whichever is less, at a time can be sanctioned by the Board of Trustees for the following purposes;

- (a) To incur expenses in connection with funeral & other similar occasions.
- (b) For the repair of the house the limit of financial assistance can be enhanced to the maximum of 3(three) months pay (inclusive) D.P. or Rs. 1000/- whichever is less, in cases of natural calamity.

NOTE:-

- (1) 5% interest will be charged on loan & advances & repaid in monthly installments not exceeding 20 (twenty). The 1<sup>st</sup> installment shall commence from the succeeding month in which the advance is paid. The advance shall be recovered from the pay roll ledger under exp. Block\_\_\_\_\_
- (2) All loans of Rs. 500/- & above shall be disbursed to the members employees on the surety of another member.
- (3) In case any member fails to pay the installment of the loan/advance regularly, the Board of Trustees may levy a penal interest at the rate of 10% on the outstanding amount of the loan.
- (4) Loan/advance not exceeding one (except in very exceptional circumstances) shall be sanctioned from the Benevolent Fund to its members, at any one time.
- (5) The financial assistances & loan and advances will be sanctioned on the prescribed Performa as given below:-

- (a) Application form for grant of financial:-  
assistance to the families of deceased:  
:- Appendix -I
- (b) Application form for grant of financial  
assistance in case natural calamity:- Appendix-II
- (c) Application form for grant of loan & Advances :- Appendix-III
- (d) Surety form:- :- Appendix-IV

### **4. Membership:**

All employees of the Board including those on deputation elsewhere shall be eligible to become the members of the fund. Any member who defaults the payment of subscription for a period of six months beyond due date shall cease to be a member of the Fund.

### **5. Beneficiary:**

The benefits from the fund shall be available only to the members enrolled under the HPSEB Employees Benevolent Fund Scheme, their widows or dependents.

### **6. Subscription:**

Every member shall be required to pay yearly subscription of Rs. 3/- which shall be deducted from his salary for the month of September every year or in such other month of the year as the Members may decide by the drawing and disbursing officers concerned. Separate suspense head will be opened by the Board for the account of these recoveries pending their transfer to the Board of Trustees by the Chief Accounts Officer. The monthly account to be submitted to the Chief Accounts Officer will also be accompanied by a schedule giving full details of the recoveries made on this account included in the monthly account. Full details of the receipts and disbursements out of the Fund for each month will be communicated by the Chief Accounts Officer to the Treasurer of the Fund in the subsequent month.

## **7. Accounting :**

The accounts of the Fund shall be maintained in such manner and in such forms as may be prescribed by the Board of Trustees.

## **8. Special Contributions and donations:**

Special Contribution and donations to the Fund by any member or any other person or institution who may be directly or indirectly in sympathy with the causes and objects of the Fund may be accepted by the Board of Trustees.

## **9. Management of the Fund:**

The affairs of the Fund shall be administered by a Board of Trustees consisting of the following: -

i) Chairman :-

The Chairman of the Board shall be the Chairman of the Board of Trustees.

ii) All the Members of the Board shall be members of the Board of Trustees.

iii) Equal number of members as at clause 9(ii) shall be nominated to represent the employees. Normally, such nomination shall be made by the Executive Committee of the Union/Association every year or earlier if the occasion so demands.

iv) The Chairman of the Board of Trustees shall appoint Vice Chairman a Secretary and a Treasurer out of the members of the Board of Trustees.

## **10. Functions of the Office Bearers:**

(1) The Chairman shall supervise & control all the activities of the Fund, preside over the meetings of the Board of Trustees & conduct their proceedings. He shall have powers to sanction expenditure upto Rs. 300/- out of the fund in each case of emergency for the objects of the fund.

### **2.) Vice-Chairman :-**

The Vice-Chairman shall assist and help the Chairman in the performance of his functions and exercise the full rights, privileges and powers of the Chairman in his absence.

### **(3) Secretary :-**

The Secretary shall exercise all such powers & do all such acts as may be required for the proper conduct of the ordinary current administrative business of the Fund under the directions of the Board of Trustees. Without prejudice to the generality of the above he shall:-

- (i) be responsible to the Board of Trustees for the due discharge of all his duties.
- (j) Arrange for the meetings of the Board of Trustees and bring to its notice all matters requiring considerations;
- (k) Conduct correspondence on behalf of the Board of Trustees;
- (l) Receive all appeals for grants from members or others;
- (m) Record minutes of meetings of the Board of Trustees.
- (n) Draft the annual report of the Fund, and
- (o) Authenticate and circulate the proceedings of meeting to all members of the Board of Trustees and other quarters.
- (p) Any other work that may be assigned to him by the Board of Trustees.

## **4. Treasurer:-**

(a) The Treasurer shall be responsible to the Board of Trustees for the proper conduct of all matters relating to finances of the Fund;

(b) He shall be responsible for the proper accounting of moneys received, payments made, proper maintenance of accounts and supply of relevant information relating to the Fund.

(c) He shall remit promptly into the Bank all moneys received on behalf of the Fund unless otherwise directed by the Board of Trustees.

(d) He shall bring to notice of the Board of Trustees immediately all matters relating to finances of the Fund that require attention and particularly any irregularities noticed by him.

**11. Quorum:-**

$\frac{2}{3}^{\text{rd}}$  of the members of Board of Trustees shall form the quorum for a meeting.

**12. Voting:-**

All matters shall be decided by a majority of vote of the Members of the Board of Trustees present and voting. In case of an equality of vote the presiding officer shall have casting vote.

**13. Operation of the Fund:-**

A savings Bank Account shall be opened in the name of fund in any one of the schedule Bank approved by the Board of Trustees and all collections shall be credited into it. The money not required for immediate use may be deposited in fixed deposit short term deposit or call deposit account or otherwise invested in the name of the fund, as may be decided by the Board of Trustees. The withdrawal from the account shall be operated on the approval of the Board of Trustees, jointly by any of the two office bearers viz Treasurer, Vice-Chairman & the Secretary of the fund.

**14. Audit:-**

The annual Accounts of the Fund shall be audited within 3 months of the close of the year by an auditor appointed by the Board of Trustees. The annual accounts of the fund together with the report of the auditor shall be placed before the Board of Trustees in the next meeting.

**15. Travelling Allowance:-**

T.A. to the Members of the Board of trustees shall be paid by the Board according to their official status as admissible under the rules applicable to them and the period spent for meeting (including journey days) shall be treated as duty by the Board.

**16. Vesting of property:-**

All property acquired by the Fund and all money or income accruing to the Fund shall be held in the trust by the Board of Trustees, for the general purposes of the Fund.

**17. Amendments:-**

The Rules of the Fund may be amended or varied or rescinded by a two-third majority of the Board of Trustees.

**18. Meetings :-**

The meetings of the Board of Trustees shall be held once in 3 months at the Headquarters of the Board or at any other place as may be decided by the Chairman. Special or emergency meetings may also be held earlier at the discretion of the Chairman or a notice to this effect is received from not less than four members of the Board of

Trustees. Agenda for the meeting shall be circulated to all the members of Board of Trustees 15 days before the meeting. Notice shall contain the place and time for meeting.

**19. Powers or Interpretation:-**

Powers to interpret these Rules shall vest with the Board of Trustees.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

Order No. 2/HPSEB(SECTT)/LWO/78

Dated 28/8/78

**“OFFICE ORDER”**

In supersession of this office order No. HPSEB/(Sectt)/12-6/77-III-70616-730 dated 31/8/77 the Chairman, HPSEB as Chairman of the Board of Trustees of HPSEB Employees Benevolent Fund is pleased to nominate the following as Members of the Board of Trustees under regulation No. 9(ii) and (iii).

**(a) Member of the HPSEB**

- |                    |                  |
|--------------------|------------------|
| 1. Member (Admn.)  | Vice-Chairman    |
| 2. Member (F&A)    | Treasurer        |
| 3. Member (Elect.) | Member           |
| 4. Secretary       | Member-Secretary |

**(b) Members representing the HPSEB Employees Union**

- |                                |        |
|--------------------------------|--------|
| 1. President, HPSEB Union      | Member |
| 2. General Secretary, HPSEB EU | --do—  |
| 3. Chief Advisor, HPSEB EU     | ---do— |
| 4. Chief Org. Secy., HPSEBEU   | --do—  |

---sd—  
Secretary,  
H.P. State Electricity Board,  
“Kennedy Cottage”, Shimla-4

No. HPSEB(Sectt)/LWO-12-6/78-IV-72457-565

Dated :30-8-78

Copy forwarded for information & necessary action to:-

1. The Chief Engineer (P)/(Op), HPSEB, Shimla.
2. The Dy. Chief Accounts Officer/Dy. Financial Advisor, HPSEB, Shimla.
3. The Chief Purchase Officer/Officer on special duty, HPSEB, Shimla.
4. All the Superintending Engineers/Executive Engineers under the HPSEB.
5. Dy. Secretary/All the Asstt. Secretaries/Law Officer/Land Acquisition Officer/All the Superintendents in Head Office.
6. Private Secretary to Chairman/Members/Secretary
7. The General Secretary, HPSEB, Employees Union, Shimla-171003.
8. The Chief Engineers, Baira Siul Hydel Project / Salal Hydel Project, Surangani (Distt. Chamba)/Jyotipuram (J&K).

--sd—  
Secretary,  
H.P. State Electricity Board,  
“Kennedy Cottage”, Shimla-4

## HIMACHAL PRADESH STATE ELECTRICITY BOARD

Order No. 6 HPSEB (Sectt)/78-

Dated:- 20-12-78

### “OFFICE ORDER”

In supersession of this order No. HPSEB(Sectt)/LWO-12-6/78-IV-72457-565 dated 30/8/78, the Chairman, HPSEB as Chairman of the Board of Trustees of the HPSEB Employees Benevolent and is pleased to nominate the following as Members of the Board of Trustees under regulation No. 9(ii) and (iii) of the fund.

a) **Member of the HPSEB**

- |                   |                  |
|-------------------|------------------|
| 1. Chairman       | Chairman         |
| 2. Member (Admn.) | Vice-Chairman    |
| 3. Member(F&A)    | Treasurer        |
| 4. Secretary      | Member-Secretary |
| 5. O.S.D.         | Member           |

b) **Members representing HPSEB Employees Union/Associations**

- |   |          |
|---|----------|
| 1. President ,<br>HPSEB Employees Union   | Member   |
| 2. General Secretary,<br>HPSEB, Employees Union   | ---do--- |
| 3. Chief Advisor,<br>HPSEB, Employees Union   | --do---  |
| 4. President, HPSEB Power Engineers Association<br>or Project Engineers Association-depending upon<br>the incumbent holding the post of OSD e.g. if the<br>OSD is from project side the President, Power En-<br>gineers Association will be Member. | Member   |
| 5. Nominee of Diploma Engineers Association who<br>should be employee of the Board.   | Member   |

--sd--  
Secretary,  
H.P. State Electricity Board,  
“Kennedy Cottage”, Shimla-4

No. HPSEB(SCETT)/LWO-12-6/78-IV-104500-629

Dated:-20-12-78

Copy forwarded for information and necessary action to:-

1. The Chief Engineer (Projects), HPSEB, Shimla.
2. The Chief Engineer (Operation), HPSEB, Shimla.
3. The Officer On Special Duty, HPSEB, Shimla.
4. The Chief Purchase Officer, HPSEB, Shimla.
5. The Dy. Chief Accounts Officer, HPSEB, Shimla.
6. All the Superintending Engineers/Executive Engineers, in the HPSEB.



7. The Chief Engineer, Baira Siul Hydel Project, Chamba.
8. The Chief Engineer, Salal Hydel Project, Jyotipuram (J&K).
9. The Dy. Secretary/All the Asstt. Secretaries/Law Officer/ LAO/ All the Supdts in Head Office.
10. P.S. to Chairman/Members/Secretary.
11. The General Secretary, HPSEB Employees Union, Shimla-3.
12. The General Secretary, Power Engineers Association, Aurbindo Kutir, Shimla-1.
13. The General Secretary, Projects Engineers Association, Dogra Lodge, Shimla-4.
14. The General Secretary, HP Diploma Engineers Association Boileauganj, Shimla-5 with ref. to his letter No. HPDEA/2 dated 21/10/78.

--sd—  
Secretary,  
H.P. State Electricity Board,  
"Kennedy Cottage", Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD.**  
**"OFFICE ORDER"**

In continuation to Order No. 6, dated 20.12.78 endorsed vide No. HPSEB (Sectt)/LWO-12-6/78-IV-104500-629, dated 20.12.1978, the H.P. State Electricity Board is pleased to nominate the following additional members of the Board of Trustees of HPSEB Employees Benevolent Fund—

- |    |   |        |
|----|---|--------|
| 1. | President,<br>HPSEB Power & Projects,                             | Member |
| 2. | General Secretary,<br>HPSEB Power & Projects,<br>Employees Union. | Member |
| 3. | Chief Advisor,<br>HPSEB Power & Projects,<br>Employees Union.     | Member |

-sd—  
(K.C. GUPTA)  
Secretary,  
H.P. State Electricity Board,  
"Kennedy Cottage", Shimla-4

No. HPSEB(Sectt) LWO-12 (a)/82-5458-628

Dated:- 12-1-83

Copy forwarded for information and necessary action to:

1. All the Chief Engineer in HPSEB.
2. The O.S.D./C.P.O./Director (Commercial), HPSEB, Shimla.
3. The Dy. C.A.O. /Dy. F.A., HPSEB, Shimla-4.
4. All Superintending Engineers /Executive Engineers in HPSEB.
5. The Deputy Secretary/All under Secretaries/LAO (Mandi/Shimla Law officer, Shimla-4.)
6. P.S. to Chairman / Members/Secretary, HPSEB, Shimla.
7. The President, Himachal Power Engineers Association O/o the Director (Commercial), HPSEB, Shimla-3.
8. The President. HPSEB Project Engineers Association O/o the C.P.O., HPSEB, Shimla-3.
9. The General Secretary, HPSEB Employees Union, New Thistle Bank Building, Shimla-171003.
10. The General Secretary, HPSEB Power & Projects Employees Union O/O the Dy. CAO, HPSEB, Shimla-4.

--sd—  
Secretary,  
H.P. State Electricity Board,  
"Kennedy Cottage", Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**  
**“OFFICE ORDER”**

On the approval of Board of Trustees of HPSEB Benevolent Fund Scheme, the amendments/substitutions made against clause 3(i), 3.1, 4 and 6 in the existing regulations of HPSEB Benevolent Fund Scheme notified vide No. HPSEB(Sectt)/12-6/78-IV-72020-145 dated 28-8-1978 may be read as under:-

**3. Objects and Functions**

i) To provide relief of distress or hardship amongst the employees of the Board and to render such financial assistance or relief as may be necessary to widows and dependents of deceased employees of the Board in the case of his death a sum of Rs. 10,000/- may be granted to the dependent of deceased immediately after his/her death by controlling officer in case of employees who die while in service after taking authority from the Chairman.

**3.1. Loans and Advances**

Loans upto the maximum of Rs. 1,000/- at a time may be sanctioned at once by the Controlling Officer without any prior approval for the following purpose:-

- (a) To incur expenses in connection with funeral of any member of family and other similar occasions.
- (b) Deleted .

Note (1)

The rate of interest on loans and advances will be 10%.

**4. Membership**

All employees shall be members of the fund and within specified time options will be invited from the employees who may not choose to become the member of this scheme.

**6. Subscription**

Every member shall be required to pay monthly subscription of Rs. 1/- which shall be deducted from his salary every month by the drawing and disbursing Officer, concerned. Separate suspense head will be opened by the Board for the accountal of these recoveries pending their transfer to the Board of Trustees by the Chief Accounts Officer. The monthly account to be submitted to the Chief Accounts officer will also be accompanied by a schedule giving full details of the recoveries made on this account included in the monthly account. Full details of the receipts and disbursement out of the Fund for each month will be communicated by the Chief Accounts Officer to the Treasurer of the Fund in the subsequent month.

These amendments shall come into force w.e.f. 5.10.1985.

--sd--  
Secretary,  
HP. State Elec. Board,  
Shimla-4.

No. HPSEB(Sectt)LWO-12-6/85-192989-193158  
Copy forwarded for information and necessary action to:-  
1. All the Chief Engineers in HPSEB.

Dated:-31-12-85

2. The Chief Purchase Officer/Director (Commercial)/ D.I.G. (V&S), HPSEB, Shimla.
3. All the Superintending Engineers/Director (Designs) in HPSEB.
4. The Chief Accounts Officer/Dy. Financial Advisor/ Dy. Chief Accounts Officer/Dy. Chief Auditor, HPSEB, Shimla.
5. All the Executive Engineers in HPSEB.
6. All the Dy. Secretaries/Under Secretaries in HPSEB.
7. Land Acquisition officers/public Relation Officer in HPSEB.
8. The Resident Audit, Officer, HPSEB, Shimla.
9. S.A./P.S. to Chairman /Members/Secretary.
10. All the Superintendents in Board Secretariat.
11. Meeting Assistant.
12. President/General Secretary, HPSEB, Employees Union.

--sd—  
Secretary,  
HP. State Elec. Board,  
Shimla-4.

## HIMACHAL PRADESH STATE ELECTRICITY BOARD

### OFFICE ORDER

The following may be substituted against clause-3 "objects & functions" in the existing regulation of HPSEB Benevolent Fund Scheme notified vide office order No. HPSEB(Sectt)/LWO-12-6/85-19284-193158 dated 01.12.85.

#### 3. Objects & Functions:

To provide relief against distress or hardship to the employees of the Board and to render such financial assistance or relief as may be necessary to the widows and dependants of deceased employees of the Board in case of his/her death, a sum of Rs. 10,000/- may be granted to the dependant(s) of deceased immediately after his/her death while in service by the Controlling officer after taking authority from the Chairman.

---sd---  
Secretary,  
HP. State Elec. Board,  
Shimla-4.

No.HPSEB(SECTT)/LWO-12-6(a)/85-86-61930-2099  
Copy forwarded for information and necessary action to:-

dated 20-5-87

1. All the Chief Engineers in HPSEB.
2. The Chief Purchase Officer /Director (Comm.)/D.I.G. (V&S), HPSEB, Shimla.
3. All the Superintending Engineers /Director (Designs) in HPSEB.
4. The Chief Accounts Officer/Dy. Financial Advisor/Dy. Chief Accounts Officer/Dy. Chief Auditor, HPSEB Shimla-4.
5. All the Executive Engineers in HPSEB.
6. All the Dy. Secretaries / Under Secretaries in HPSEB.
7. Land Acquisition officers/Public Relation Officer in HPSEB.
8. The Resident Audit Officer, HPSEB, Shimla.
9. SAS/P.S. to Chairman/Members/Secretary, HPSEB.
10. All the Section officers in Board Secretariat.
11. Meeting Assistant.
12. President/Genl. Secretary, HPSEB Employees Union.

--sd--  
Secretary,  
HP. State Elec. Board,  
Shimla-4.

## HIMACHAL PRADESH STATE ELECTRICITY BOARD

### “OFFICE ORDER”

In continuation to this office order No. HPSEB (SECTT)/LWO-12-6(a)/82-5458-628 dated 12.1.83 the H.P. State Elec. Board is pleased to nominate the following additional member of the Board of Trustees of HPSEB Benevolent Fund Scheme:-

1. General Secretary,  
HPSEB Junior Engineer Association. Member

--sd—  
Secretary,  
HP. State Elec. Board,  
Shimla-4.

No. HPSEB(SECTT)/LWO-12-6(a)/87-71417-597

dated :-2.6.87

Copy forwarded for information and necessary action to:-

1. All the Chief Engineers in HPSEB.
2. The Chief Purchase Officer/Director (Comm.) HPSEB, Shimla.
3. The Chief Accounts Officer/Dy. Financial Advisor, HPSEB, Shimla.
4. All the Superintending Engineers/Executive Engineers in HPSEB.
5. All the Deputy Secretaries / Under Secretaries/ Land acquisition officer, Mandi/Shimla in HPSEB.
6. S.As/P.Ss to the Chairman/Members/Secretary, HPSEB, Shimla.
7. The President, HPSEB Power Engineers Association o/o the S.E., T&C Circle, Nahan.
8. The President, Project Engineers Association o/o the Director (Designs) P&D (Civil) Unit-III, HPSEB, Mandi.
9. The General Secretary, HPSEB Employees Union, New Thistle Bank Building, Shimla-3.
10. The General Secretary, HPSEB JE's Association Board's Quarters Dholera Colony, Bilaspur, H.P.

--sd—  
Secretary,  
HP. State Elec. Board,  
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD  
OFFICE OF THE CHIEF ACCOUNTS OFFICER  
FINANCE & ACCOUNTS WING, VIDYUT BHAWAN SHIMLA-4**

NO. HPSEB(F&A)/BF-II/89-98-297

Dated:-3.7.1989

To

All the Chief Engineers  
in H.P.S.E.B  
All the Superintending Engineers  
in H.P.S.E.B.

Sub:- Annual deduction of subscription of Benevolent Fund.

In the 13<sup>th</sup> meeting of the Board of Trustees of HPSEB Employees Benevolent Fund held on 29.6.89, it has been decided that all the D.D.Os. deducting benevolent fund subscription should send intimation to all the subscriber after deducting the benevolent fund amount during the month of September every year in the light of instructions earlier issued by the Secretary, HPSEB, Shimla vide letter No. HPSEB (SECTT)/LWO-12-6(a)/87-220984-1164 dated 19.12.87. Further the D.D.Os. should ensure deductions/subscriptions from all the members of Benevolent Fund scheme and all the employees are enrolled as members of the scheme.

The works Audit Parties/Internal Audit Parties visiting the offices of the D.D.Os, should also check at least 10 percent of benevolent fund subscribers in field offices in order to curtail the delay in deducting the amount.

All concerned are therefore, also requested to go through other various instructions on the subject and take action accordingly.

--sd—  
Accounts Officer (Funds),  
H.P. State Elect., Board,  
Vidyut Bhawan, Shimla-4.

Copy forwarded for information and necessary action to:-

1. The Secretary, HPSEB, Vidyut Bhawan, Shimla-4, with reference to meeting held on 29.6.89.
2. The C.P.O. /Director (Designs), in HPSEB.
3. All the Executive Engineers in HPSEB.
4. All the Deputy Secretaries / Under Secretaries/ Land Officers/Deputy Director (Public Relations).

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No. HPSEB(SECTT)/LWO-12-6(D)/91-Vol-II-17451-611

Dated:- 13.2.91.

To

All the Chief Engineers/  
SEs/Xens in,  
H.P. State Elec. Board.

The Chief Accounts Officer,  
H.P. State Elec. Board,  
Shimla-4.

Sub:- Meeting of Board of Trustees of Benevolent Fund Scheme held on 11.1.91.  
Sir,

In the meeting of Board of Trustees of Benevolent fund scheme held on 11.1.91, it has been decided that :

1. Drawing and Disbursing Officers would ensure regular subscription /deductions from all employees who are members of the scheme and furnish certificate to this effect to the Chief Accounts Officer/Secretary every year.
2. More and More staff members may be enrolled under this scheme and Head of offices may publicize the scheme among the employees of the Board and in future the enrollment of members may be made after deducting the necessary subscription.

It is therefore, requested that necessary action in the matter may please be taken immediately under intimation to this office.

Yours Faithfully,

--sd—  
Secretary,  
HP. State Elec. Board,  
Shimla-4.

Copy forwarded for information and immediate necessary action to:-

1. The Chief Purchase Officer, HPSEB, Shimla-4.
2. The Dy. Secretary(Gen.) HPSEB, Shimla-4.
3. File No. HPSEB(SECTT)/LWO-12-6(a)/90-91- for record.

--sd—  
Secretary,  
HP. State Elec. Board,  
Shimla-4.



**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No.HPSEB(SECTT)IRO-12-6(a)/93-38046-246

dated:- 12/4/93.

To

1. All the Chief Engineers/  
Superintending Engineers/  
HP. State Electy, Board.
2. The Chief Accounts Officer,  
HPSEB, Shimla-171004.

Subject :- Enhancement of subscription of Benevolent Fund Scheme.

Sir,

Please refer to this office letter No.HPSEB(SECTT)IRO-12-6(a)/87-220984-1164 dated 19.12.87 on the subject cited above.

In the meeting of Board of Trustees of Benevolent Fund Scheme held on 26.3.93, it has been decided to enhance the subscription of benevolent fund scheme from Rs. 2/- to Rs. 5/- (to be deducted 6 monthly).

It is therefore, requested that appropriate action to deduct the subscription towards benevolent fund scheme during the month of June to December of every year may please be taken from all the members of the scheme.

--sd---  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4.

Copy forwarded for information and necessary action to:-

1. The Chief Purchase Officer, HPSEB, Shimla-4.
2. All the Dy. Secretaries/Under Secretaries/ LAO's/ Dy. Director(PR) in HPSEB.
3. All the SAs/PSs to Chairman/Members/Secretary, in HPSEB.
4. All the Section Officers in Board's Sectt.
5. File No. HPSEB(SECTT)IRO-12-6(D)/93- for record.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**  
**"OFFICE ORDER"**

In continuation to this office order No. HPSEB(SECTT)IR-12-6(a)/93-56294-494 dated 9.7.1993 the Board of Trustees of benevolent fund scheme is pleased to enhance the financial assistance to the legal heirs of the deceased employees of the Board (only members of the scheme) from Rs. 15,000/- to Rs. 20,000/- w.e.f. 16.9.1994.

--sd--  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4.

No. HPSEB(SECTT)IR-12-6(a)/94-100608-80 dated :- 4-10-94.

Copy forwarded for information & necessary action to :-

1. All the Chief Engineers in HPSEB.
2. The Chief Purchase Officer, HPSEB, Shimla-4.
3. The Chief Accounts Officer, HPSEB, Shimla-4.
4. All the Superintending Engineers/Director (Designs), in HPSEB.
5. The Director (Personnel), NJPC, Shakuntantlam, Sanjauli, Shimla-6.
6. All the Executive Engineers in HPSEB.
7. All the Dy. Secretaries/Under Secretaries in HPSEB.
8. The Director (PR), HPSEB, Shimla/Land Acquisition Officers, HPSEB, Shimla/Mandi.
9. All the Section Officers in Board's Sectt.
10. The Sr. Spl. P.S/Sr. P.S./P.S to Chairman/Members/Secretary, HPSEB, Shimla-4.

---sd---  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**  
**"OFFICE ORDER"**

In continuation to this office order No: HPSEB(SECTT)IR-12-6(a)/94-100608-808 dated 4.10.94. the Board of Trustees of Benevolent Fund scheme is pleased to enhance the financial assistance to the legal heirs of the deceased employees of the Board (only members of the scheme) from Rs. 20.000 to Rs. 30,000/- w.e.f. 23.7.96.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4.

NO. HPSEB(SECTT)IR-1246(a)/94- 92289-489

Dated: 14.8.96

Copy forwarded for information and necessary action to:-

1. All the Chief Engineers in HPSEB.
2. The Chief Accounts Officer, HPSEB, Shimla-4.
3. All the Superintending Engineers/Director (Designs), in HPSEB.
4. The Director (Personnel), NJPC, Shakuntalam, Sanjuali, Shimla-6.
5. All the Executive Engineers in HPSEB.
6. All the Dy. Secretaries/Under Secretaries in HPSEB.
7. P.R.O. HPSEB, Shimla/Land Acquisition Officer HPSEB/Mandi /Shimla.
8. All the Section officers in Board's Sectt.
9. The Sr. Spl. P.S. /Sr. P.S./P.S. to Chairman / Members/Secretary, HPSEB, Shimla-4.

---sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**  
**"OFFICE ORDER"**

In continuation to this office order No. HPSEB (SECTT)/IR-12-6(a)/94-92289-489 dated 14-8-1996, the Board of Trustees of Benevolent Fund Scheme is pleased to enhance the financial assistance to the legal heirs of the deceased employees of the Board (only members of the scheme) from Rs. 30,000-00 to Rs. 50,000-00 with effect from 31-8-1999.

--sd—  
Secretary,  
HP. State Electy, Board,  
Shimla-4.

No. HPSEB(SECTT)/IR-12-6(a)/99-59247-447

dated:-22.9.99

Copy forwarded for information and necessary action to:-

1. All the Chief Engineers in HPSEB.
2. The Chief Accounts officer, HPSEB, Shimla-4.
3. All the Superintending Engineers i/c Directors (Designs) in HPSEB.
4. The Director(Personnel), Nathpa-Jhakri Power Corporation Ltd; Himfed Building, Shimla-171009.
5. The Addl. Secretary-cum-Private Secretary to the Chairman, HPSEB, Shimla-4.
6. All the Executive Engineers in HPSEB.
7. All the Deputy secretaries/Under Secretaries in HPSEB.
8. All LAOs/Pos/PRO in HPSEB.
9. All the Sr. Sp. PS/Sr. PS/PS to Members/Secretary in Board's Sectt.
10. All the Section officers in Board's Sectt.

--sd—  
Secretary,  
HP. State Electy, Board,  
Shimla-4.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**  
**“OFFICE ORDER”**

The following may be substituted against Clause-3 “objects & Functions” in the existing regulations of HPSEB Employees Benevolent Fund Scheme notified vide this office order No. HPSEB(SECTT)/LWO-12-6(a)/85-86-61930-2049 dated 20.5.87:-

**3. Objects & Functions:**

“To provide relief against distress or hardship to the employees of the Board and to render such financial assistance or relief as may be necessary to the widows and dependents of deceased employees of the Board in case of his/her death, a sum of Rs. 50,000/- may be granted as an immediate relief to the wife of the deceased employee in case of the married person and parents in case of un-married person and in all other cases to the best satisfaction of Superintending Engineer concerned who will be the sanctioning authority in such case(s) in respect of field staff and Under Secretary (General) and Accounts Officer (Admn.) in case of staff of Board Secretariat and Finance & Accounts Wing respectively: They will ensure the payment to the said dependents of the deceased within a period of 2 months. To grant financial assistance to the employees on account of natural calamity to the tune of 25% of the assessed loss by the Revenue Authorities subject to the maximum of Rs. 25,000/- (Rupees Twenty five thousand) only. All employees of the Board will be covered under the Benevolent Fund Scheme except any individual (s) who may give his explicit refusal in writing. The GPF Account Nos of each employee will be considered as their Benevolent Fund Account No. and the Benevolent Fund Account Nos. earlier allotted to the employees shall stand ceased forthwith.

--sd—  
Secretary,  
HP. State Electy, Board,  
Shimla-4.

No.HPSEB(SECTT)/IR-12-6(a)/2002-24989-25189  
Copy forwarded for information and necessary action to:-

Dated:-30.5.02

1. All the Chief Engineer in HPSEB.
2. All the Superintending Engineers i/c Director (Design) in HPSEB.

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No. HPSEB(SECTT)/IR-12-6(a)/2002-47645-845

Dated:15/7/2002

To

All the Chief Engineers  
All the Superintending Engineers i/c  
Directors (Desings)  
in HPSEB.

Subject:- Financial Assistance from HPSEB Benevolent Fund Scheme to the legal heirs of the deceased employees of the Board.

Please refer to this office order No. HPSEB(SECTT)/IR-12-6(a)/2002-24989-25189 dated 30.5.2002 on the subject cited above.

In this context, it is clarified that all employees (both Gazetted and Non-Gazetted) of the Board are members of the HPSEB Benevolent Fund Scheme. In respect of Gazetted Officers, the next higher authority of the concerned Drawing and Disbursing officer will be the sanctioning authority to grant financial assistance or relief as may be necessary to the widows and dependents of deceased employees of the Board.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4.

Copy forwarded for information and necessary action to:-

1. The Chief Accounts Officer/Dy. Financial Advisor / Dy. Chief Auditor, HPSEB, Shimla-171004.
2. The Director (Personnel), NJPC Ltd, Himfed Building, Shimla-9.
3. The Additional Secretary, HPSEB, Shimla-171004.
4. The Additional Secretary (Law), HPSEB, Shimla-171003.
5. The Addl. Secretary-cum-private Secretary to the Chairman, HPSEB, Shimla-4.
6. The Under Secretary (General), HPSEB, Shimla-171004.
7. All the Executive Engineers in HPSEB.
8. The Accounts Officer (Admn.), HPSEB, Shimla-4.
9. All the Under Secretaries in HPSEB.
10. The Resident Audit Officer, HPSEB, Shimla-4.
11. All the L.A.Os/P.Os./PRO in HPSEB.
12. The Sr. P.S./P.Ss to Members /Secretary, HPSEB, Shimla-4.
13. All the S.Os in Board's Sectt.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

NO. HPSEB(SECTT)IR-12-6(a)/2004-68453-654

Dated:-25/9/04

To

All the Chief Engineers  
In HPSEB.

All the Superintending Engineers  
In HPSEB.

Subject:- Regarding granting of financial assistance to the employees of the Board on account of natural calamity.

In continuation to this office order No.HPSEB(SECTT)/IR-12-6(a)/2002-24989-25189 dated 30.5.2002, it is clarified that the powers to grant financial assistance on account of natural calamity to the member employees of the Board are vested with the Board of Trustees of HPSEB Employees Benevolent Fund only. The cases as and when submitted by the employees for calamity may be scrutinized properly and complete case alongwith relevant documents sent to this office for taking further action in the matter.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

Copy forwarded to:-

1. The Chief Accounts Officer, HPSEB, Shimla-4.
2. The Superintending Engineer (OP) Circle, HPSEB, Hamirpur with reference to his office letter No. 240058:SS:S: 2004-05-5140-42 dated 9.9.2004.
3. The Director (Personnel), SJVN Ltd. Himfed Building Shimla-9.
4. All the Executive Engineers in HPSEB.
5. The Additional Secretary (Law)/Dy. Secretaries / Under Secretaries in the Board's Sectt. Shimla-4.
6. The L.A.Os. HPSEB Mandi/Shimla.
7. All the Section Officers in HPSEB.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

NO.HPSEB(SECTT)/IR-12-6(a)/04-90956-91176

Dated: 29.11.04

To

1. All the Chief Engineers in HPSEB.
2. All the Superintending Engineers in HPSEB.
3. The Chief Accounts Officer HPSEB Shimla-4.
4. All the Executive Engineers in HPSEB.

Sub:- Enhancement of subscription of Benevolent Fund.

Sir,

Please refer to this office letter No.HPSEB(SECTT) IR-12-6(a)/93-38046-246 dated 17-4-93 on the subject cited above.

In the meeting of Board of Trustees of Benevolent Fund Scheme held on 16.11.2004, it has been decided to enhance the subscription of Benevolent Fund Scheme from Rs. 5/-p.m. to Rs. 10/- per month w.e.f. December, 2004.

It is, therefore, requested that appropriate action to deduct the subscription towards Benevolent Fund Scheme may please be taken accordingly.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

Copy forwarded for information and necessary action to:-

1. All the Dy. Secretaries / Under Secretaries in HPSEB.
2. The LAOs/ Dy. Director (Pers.)/Pos/PRO in HPSEB.
3. All the Sr. Private Secretaries / Private Secretaries to the Member/ Secretary in the Board.
4. All the Section Officers in Board's Sectt.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4



**HIMACHAL PRADESH STATE ELECTRICITY BOARD**  
**“OFFICE ORDER”**

In continuation to this office order No. HPSEB (SECTT)/IR-12-6(a)/99-59247-447 dated 22-9-1999, the Board of Trustees of HPSEB Employees Benevolent Fund Scheme is pleased to enhance the financial assistance to the enhance the financial assistance to the legal heirs of the deceased employees of the Board (only members of the Scheme) from Rs. 50,000/- to Rs. 1,00,000/- with immediate effect.

Yours faithfully,

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

NO.HPSEB(SECTT)/IR-12-6(a)/04-91177-397

Dated:- 29.11.04.

Copy forwarded for information and necessary action to:-

1. All the Chief Engineers in HPSEB.
2. The Chief Accounts Officer, HPSEB.
3. All the Superintending Engineers i/c Directors (Designs) in HPSEB.
4. The Director(Personnel), SNJVL. Himfed Building Shimla-9.
5. The Addl. Secretary-cum-Private Secretary to the Chairman, HPSEB Shimla-4.
6. All the Executive Engineers in HPSEB.
7. All the Deputy Secretaries/ Under Secretaries in the Board.
8. All the LAOs/ Dy. Dir. (Pers)/P.Os/PRO in HPSEB.
9. All the Sr. Private Secretaries / Private Secretaries to the Members/Secretary in Board's Sectt.
10. All the Section Officers in Board's Sectt.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No. HPSEB(Sectt)/IR-12-6(a)/06-136224-444

Dated:-8-3-2006

To

1. All the Chief Engineers in HPSEB.
2. All the Superintending Engineers in HPSEB.
3. All the Executive Engineers in HPSEB.

Sub:- Grant of "Gift Cheque" amounting to Rs. 2,500/- out of HPSEB Employees Benevolent Fund Scheme to Board's employees on the day of retirement.

Sir,

In the meeting of Board of Trustees of HPSEB Employees Benevolent Fund Scheme held on 24.2.2006, it has been decided to grant a gift cheque amounting to Rs. 2,500/- (Rupees two thousand and five hundred) only to the Board's employees at the time of their retirement as a good will gesture from the HPSEB Employees Benevolent Fund Scheme. These orders will come into force with effect from the date of decision i.e. February, 2006.

It is, therefore, requested that appropriate action to grant "gift cheque" amounting to Rs. 2,500/- to the retire(s) with effect from the above date be taken accordingly.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

Copy forwarded for information and necessary action to:-

1. The Chief Accounts Officer, HPSEB Shimla-4. As per the decision, he is requested to issue general authorization to all the DDOs of the Board to sanction and draw the said amount without waiting for any prior approval/authorization.
2. All the Dy. Secretaries/Union Secretaries in HPSEB.
3. The LAO's, HPSEB Shimla and Mandi.
4. The Dy. Director (Pers.)/PRO/PO in Board's Sectt. Shimla-4.
5. All the Sr. Private Secretaries /Private Secretaries in the Board's Secretariat.
6. All the Section Officers in Board's Secretariat.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No. HPSEB(Sectt)/IR-12-6(a)/-06-136501-721

dated:- 8-3-2006

To

All the Chief Engineers in HPSEB.  
All the Superintending Engineers in HPSEB.  
All the Executive Engineers in HPSEB.

Sub:- Enhancement of subscription of Benevolent Fund.

Sir,

In continuation to this office letter No.HPSEB(Sectt) IR-12-6(a)/-04-90956-91176 dated 29-11-2004, I am directed to inform you that in the meeting of Board of Trustees of HPSEB Benevolent Fund Scheme held on 24.2.2006, it has been decided herein after to enhance the subscription of Benevolent Fund Scheme from Rs. 10/- to Rs. 15/- per month per employee.

It is, therefore, requested that appropriate action to deduct the subscription towards Benevolent Fund Scheme may please be taken accordingly.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

Copy forwarded for information and necessary action to:-

1. The Chief Accounts Officer, HPSEB Shimla-4.
2. All the Dy. Secretaries/Under Secretaries in the Board.
3. The LAOs HPSEB Shimla and Mandi.
4. The Dy. Director (Pers.)/P.R.O.P.O. in the Board.
5. All the Spl./Sr. Private Secretary/Private Secretaries to the Members/Secretary in the Board.
6. All the Section Officers in the Board's Secretariat.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**  
**“OFFICE ORDER”**

In continuation to this office endorsed vide No. HPSEB (SECTT)/IR-12-6(a)/2002-24989-25189 dated 30-5-2002, the Board of Trustees of HPSEB Employees Benevolent Fund Scheme has decided to amend and revise the provisions of Regulation of the Fund with regard to grant of financial assistance on account of natural calamity to the member employees of the Board as under:-

“To grant financial assistance to the member employees of the Board where total loss of residential house is caused due to natural calamity to the extent of 25% of the assessed loss by the revenue authorities subject to the maximum of Rs. 50,000/-. In other cases of loss due to natural calamity the maximum limit of Rs. 25,000/- will remain unchanged.”

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

No. HPSEB(SECTT)/IR-12-6(a)/2006-815-1015  
Copy forwarded for information to:-

Dated:- 3-4-06.

1. All the Chief Engineers in the HPSEB.
2. All the Superintending Engineers i/c Directors(Designs) in the HPSEB.
3. The Chief Accounts Officer, HPSEB Shimla-4.
4. The Director (Personnel) SJVVNL, Himfed Bldg. Shimla-9.
5. The Addl. Secretaries (TE)/(Law), HPSEB, Shimla.
6. All the Dy. Secretaries / Under Secretaries in the Board.
7. All the Sr. Executive Engineers in the HPSEB.
8. The Resident Audit Officer, HPSEB, Shimla-4.
9. The Accounts Officer (Funds) HPSEB, Shimla-4.

--sd---  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No. HPSEB(SECTT)/IR-12-6(a)/0627444-50

Dated:-9-6-06.

To

The Superintending Engineer.  
Operation Circle, HPSEB Mandi

Sub:- Grant of "Gift Cheque" amounting to Rs. 2500/- out of HPSB Employees Benevolent Fund Scheme to Board's Employees on the day of retirement.

Sir,

I am to refer to your office letter No. HPSEB/OCM/Estt: 6-12/06-645-56 dated 22.4.2006 on the subject noted above.

In this context, it is intimated that the employees seeking voluntary retirement are also entitled for "Gift Cheque" amounting to Rs. 2,500/- (Rupees two thousand five hundred) only on the day of their retirement.

--sd--  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

Copy forwarded to the following Union representatives who are members of the Board of Trustees of HPSEB Employees Benevolent Fund Scheme:-

1. Er Karam Singh Thakur, President HPSEBEU, Elect Sub-Division Una.
2. Er. R.K. Vaidya, President, HPSEB Diploma Engineers Association Sawara Kudu Const. Division No. 1 Rohru.
3. Er. Suneel Grover, General Secretary, HPSEB Power Engineers Association, SLDC, Sub- Divn. HPSEB Totu, Shimla-11.
4. Sh. Chander Singh Mandyal, General Secretary, HPSEBEU, (Op.) Circle Shimla-9.
5. Er. D.S. Dhatwalia, General Secretary, HPSEB JEs/AAs Association, Elect. Division HPSEB Hamirpur.
6. Sh. Ramesh Walia Chief Advisor, HPSEBEU, Elect, Sub-Division, HPSEB Padhar.

--sd--  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No. HPSEB(SECTT)IR-12-6(a)/07-2794-2994

Dated:- 11.4.2007

To

1. All the Chief Engineers in HPSEB.
2. All the Superintending Engineers in HPSEB.
3. All the Executive Engineers in HPSEB.

Subject:- **Deduction of subscription towards HPSEB Employees Benevolent Fund Scheme.**

Sir,

It has come to the notice of this office that subscription towards the HPSEB Employees Benevolent Fund is not being deducted from the salaries of the member employee at the rates fixed/revised by the Board of Trustees from time to time by some of the Drawing and Disbursing Officers. The deduction at the old rate of subscription instead of new rate revised vide this office letter No. HPSEB(SECTT) IR-12-6(a)/06-136501-721 dated 8.3.2006 has resulted less contribution in the Benevolent Fund and is also causing delay in finalizing payment of "Gift Cheque" at the time of retirement to those employees in whose cases deduction of subscription is made at lesser rate of subscription.

It is, therefore, requested that the deduction towards Benevolent Fund is ensured at the rates of subscription as fixed by the Board of Trustees from time to time failing which the responsibility shall rest upon the concerned Drawing and Disbursing Officer.

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

Copy forwarded for information and further similar necessary action to:

1. The Chief Accounts Officer, HPSEB, Shimla-4.
2. The Under Secretary (Genl.) HPSEB, Shimla-4.
3. The Director (Personnel), SJVNL, Himfed Building Shimla-9.
4. The Secretary BBMB Madhya Marg, Chandigarh.
5. The Manager (Pers.), NHPC, Chairman Hydro Power Project Surgani, Chamba (Chamba).
6. The Manager (HR), Koldam Hydro Power Project, PO Barmana, Distt. Bilaspur (HP).

--sd—  
Secretary,  
HPSEB, Vidyut Bhawan,  
Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No. HPSEB(Sectt)/IR-12-6(a)/08-48292-337

Dated:- 25-7-08

To

All Dy. Chief Engineers/S.Es.  
Accounts Officer (Admn.)/U.S. (Genl.),  
in HPSEB.

Sub:- Immediate release of payment of financial assistance in case of death of employee while on duty.

Sir,

I am directed to intimate that it has come to the notice of the authorities that the financial assistance from the HPSEB Employees Benevolent Fund Scheme is not released in time to the widows/dependents of the deceased employees of the Board which has been viewed seriously. It is requested that such financial assistance may be released immediately to redress the financial hardship of the aggrieved families.

Yours faithfully,  
--sd—  
Dy, Director (Pers.)  
for Secretary,  
HPSEB, Shimla-4

Copy to the Private Secretary to the Member (Admn.), HPSEB, Shimla-4.

--sd—  
Dy, Director (Pers.)  
for Secretary,  
HPSEB, Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**  
**“OFFICE ORDER”**

In continuation to this office order No. HPSEB(SECTT)LWO-12-6(a)/87-74417-597 dated 02.06.1987, the H.P. State Electricity Board is pleased to nominate the following members of the Board of Trustees of HPSEB Employees Benevolent Fund Scheme with immediate effect by reducing the representation given to the HPSEB Employees Union vide this office order of even file No. 104500-629 dated 20.12.1978 from three to one by deleting the General Secretary and Chief Advisor of the said Union.

- |    |  |        |
|----|--|--------|
| 1. | President, HPSEB Ministerial Services Association. | Member |
| 2. | President, HPSEB Technical Employees Union.        | Member |

-sd—  
Secretary,  
HPSEB, Shimla-4

No.HPSEB(SECTT)LWO-12-6(A)/06-1-132331-551  
Copy forwarded for information and necessary action to:

Dated:- 31-1-09

1. The Chief Accounts Officer, HPSEB, Shimla-4.
2. All the Chief Engineers/Dy. Chief Engineers in HPSEB.
3. All the Superintending Engineers i/c Directors /Addl.S.Es in HPSEB.
4. All the Sr. Executive Engineers in HPSEB.
5. The Director (Personnel), SJVNL, Himfed Building, Shimla-9.
6. The Managing Director, HPPCL, Himfed Building, Panjari Shimla.
7. The Managing Director, Beas Valley Power Corpn.Ltd. Jogindernagar.
8. Spl. Secy. Law / All the Dy. Secretaries/Union Secretaries in HPSEB.
9. LAOs/P.O/PRO in HPSEB.
10. The Addl. Secy. cum PS/Sr. PS/PS to the Chairman/Members/Secretary, HPSEB, Shimla-4.
11. The General Secretaries, HPSEB Ministerial Services Association and HPSEB Technical Employees Union with reference to their letters no. 7508 dated 3.12.2008 and letter DT Nil respectively.
12. The General Secretary, HPSEB Employees Union, New Thistly Bank Bklg. Shimla-3.

--sd—  
Secretary,  
HPSEB, Shimla-4



**HIMACHAL PRADESH STATE ELECTRICITY BOARD**  
**“OFFICE ORDER”**

In continuation to this office order No. HPSEB(SECTT) IR-12-6(a)/02-24989-25189 dated 30.5.2002 the Board of Trustees of HPSEB Employees Benevolent Fund Scheme has decided that instead of Superintending Engineer concerned the Addl. Superintending Engineers/Sr. Executive Engineers/Drawing & Disbursing Officers concerned will sanction the amount in death cases to the widows and dependents of the deceased employee(s) of the Board in respect of field staff. The Drawing & Disbursing Officer concerned will ensure that the financial assistance in such case(s) is sanctioned within a week's time and the Chief Accounts Officer/Accounts Officer (Bkg) HPSEB Shimla will release the drawing limit on receipt of the sanction within three days. If the case(s) are not sanctioned within a specified period the responsibility of the Drawing & Disbursing Officers will be fixed. The Drawing & Disbursing Officers will forward a copy of sanction to the Dy. Director (Personnel) HPSEB, Shimla amongst the others and the Chief Accounts Officer/Accounts Officer (Bkg) will also endorse a copy of drawing limit to the Dy. Director (Personnel), HPSEB Shimla.

--sd—  
Secretary,  
HPSEB, Shimla-4

No. HPSEB(Sectt) IR-12-6(a)/09-84471-651

Dated:- 27-11-09

Copy forwarded for information and further necessary action to:

1. All the Chief Engineers in HPSEB.
2. The Chief Accounts Officer/Chief Auditor, HPSEB, Shimla-4.
3. The Managing Directors, SJVNL/HPPCL/BVPCL/HPPTCL, Shimla/ Jogindernagar.
4. All the Dy. Chief Engineers/Superintending Engineers/Directors in HPSEB.
5. All the Addl.SEs/Executive Engineers/Resident Engineers in HPSEB.
6. The Secretary, Forum for Redressal of Grievances of HPSEB Consumers, Shimla.
7. The Special Secretary (Law)/Addl. Secretary/all the Dy. Secretary/Under Secretaries in HPSEB.
8. The Resident Audit Officer, HPSEB, Shimla-4.
9. The LAOs Shimla/Mandi.
10. The Special Secretary-cum-Private Secretary/Sr. Private Secretaries/Private Secretaries to the Special Officer/Members/Secretary, HPSEB.
11. All the Addl. Under Secretaries/PRO/PO/SOs in the Board's Sectt.

--sd—  
Secretary,  
HPSEB, Shimla-4

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No. HPSEB(SECTT)IR-12-6(a)/09-84071-270

Dated: 27.11.09

From:

Secretary,  
HPSEB, Shimla-4.

To

All the Chief Engineers in HPSEB,  
All the Dy. Chief Engineers/SEs/Directors in HPSEB,  
All the Addl. SEs/Executive Engineers/Resident Engineers in HPSEB.

Subject:

Enhancement of subscription of Benevolent Fund.

Sir,

In continuation to this office letter No. HPSEB (Sectt)IR-12-6(a)/06-136501-721 dated 08.03.2006 I am directed to inform you that in the meeting of Board of Trustees of HPSEB Employees Benevolent Fund Scheme held on 10.11.2009 it has been decided to herein after to enhance the subscription of the Benevolent Fund Scheme from Rs. 15/- per month to Rs. 30/- (Rupees thirty) per month per employee from the pay of January, 2010 paid in February, 2010 (i.e. month wise).

It is therefore, requested that appropriate action to deduct the subscription towards Benevolent Fund Scheme may be taken accordingly.

Yours faithfully,

--sd—  
Secretary,  
HPSEB, Shimla-4

Copy forwarded for information and similar necessary action:-

1. The Chief Accounts Officer/Chief Auditor, HPSEB, Shimla-4.
2. The Managing Directors, SJVNL/HPPCL/BVPCL/HPPTCL, Shimla/Joginernagar.
3. The Resident Audit Officer, HPSEB, Shimla-4.
4. The Secretary, Forum for Redressal of Grievances of HPSEB Consumers, Shimla.
5. The Special Secretary (Law) Addl. Secretary/All the Dy. Secretaries /Under Secretaries in HPSEB.
6. The LAOs Shimla/Mandi.
7. The Special Secretary-cum-Private Secretary/Sr. Private Secretaries/Private Secretaries to the Special Officer/Members/Secretary, HPSEB.
8. All Addl. Under Secretaries /PRO/PO/SOs in the Board's Sectt.

--sd—  
Secretary,  
HPSEB, Shimla

**HIMACHAL PRADESH STATE ELECTRICITY BOARD**

No. HPSEB(SECTT) IR-12-6(a)/09-84271-470

Dated:- 27-11-09

From:

Secretary,  
HPSEB, Shimla-4.

To

All the Chief Engineers in HPSEB,  
All the Dy. Chief Engineers/SEs/Directors in HPSEB,  
All the Addl. SEs/Executive Engineers/Resident Engineers in HPSEB.

Subject:-

Enhancement of amount of Gift Cheque from amounting to Rs. 2500/- to Rs. 5000/- (Rupees five thousand) out of HPSEB Employees Benevolent Fund Scheme to Board's employees on the day of retirement.

Sir,

In continuation to this office letter No.HPSEB(SECTT) IR-12-6(a)/06-136224-444 dated 08.03.2006 I am directed to inform you that in the meeting of Board of Trustees of HPSEB Employees Benevolent Fund Scheme held on 10.11.2009 it has been decided to herein after to enhance the amount of Gift Cheque from amounting to Rs. 2500/- to Rs. 5000/- (Rupees five thousand) out of HPSEB Employees Benevolent Fund Scheme to Board's employees on the day of retirement. These orders will come into force w.e.f. the date of decision i.e. November, 2009.

It is therefore, requested that appropriate action to grant Gift Cheque amounting to Rs. 5000/- (Rupees five thousand) to the retiree (s) w.e.f. the above date be taken accordingly.

Yours faithfully,

--sd—  
Secretary,  
HPSEB, Shimla-4

Copy forwarded for information and similar necessary action:

1. The Chief Accounts Officer, F&A Wing, HPSEB, Shimla-4 As per the decision he is requested to issue general authorization to all the Drawing & Disbursing Officers of the Board to sanction and draw the said amount without waiting for any prior approval /authorization.
2. The Managing Directors, SJVNL/HPPCL/BVPCL/HPPTCL, Shimla/Jogindernagar.
3. The Secretary, Forum for Redressal of Grievances of HPSEB Consumers, Shimla.
4. The Special Secretary (Law)/Addl. Secretary/all the Dy. Secretaries/Under Secretaries in HPSEB.
5. The LAOs Shimla/Mandi & Chief Auditor/RAO Shimla.
6. The Special Secretary-cum-Private Secretary/Sr.Private Secretaries / Private Secretaries to the Special Officer/Members/Secretary, HPSEB.
7. All Addl. Under Secretaries /PRO/PO/SOs in the Board's Sectt.

--sd—  
Secretary,  
HPSEB, Shimla-4