



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)

Registered office Vidyut Bhawan, HPSEBL, Shimla-4
Number (CIN) U40109HP2009SGC31255
GST No. HPSEBL 02 AACCH4894EHZB
Telephone Number 0177-2803600, 2801675 (Office),
Website address www.hpseb.com
Email cmd@hpseb.in & trainingcell.hpseb@gmail.com

No. HPSEBL (Sectt)Trg-231(JOAIT)/2018-85694-716 Dated 5-3-18

To

1. The Chief Engineer (OP) North, Dharamshala/(OP)South Shimla/(OP)CZ Mandi.
2. The Chief Engineer (ES) Hamirpur / CE (Generation) Sundernagar/CE(I&P) Sundernagar
3. The Chief Engineer (SO) / Chief Engineer (Comm.)/Chief Engineer (P&M)/Chief Engineer (MM)/
Chief Engineer (PCA)Shimla / Chief Engineer (SP), Uttam Bhawan, near Dogra Lodge, Shimla-04
4. The Chief Accounts Officer, F&A wing HPSEBL, Shimla-04
5. The Dy. Director (Pers.) / Dy. Director (PR)Shimla-04
6. The Under Secretary (FTE) / Under Secretary (HRD) / Under Secretary (GE) / Under Secretary (NGE) / Under Secretary (Genl.) /Under Secretary(R&E) / Under Secretary(V&I) / Under Secretary (Law) HPSEBL, Shimla-04

Subject: - List of Jr. Office Assistants (IT) appointed/joined during 2017 and 2018.

Reference:- This office e-mail dated 23-02-2018

HPSEBL has desired to impart Induction Training on office procedure, noting / drafting and SAP / IT related applications etc to newly recruited Jr. Office Assistants (IT). It is, therefore, again requested to supply the list of Jr. Office Assistants (IT), appointed/joined during 2017 and 2018, on the format given below.

Sr .No.	Name of Jr. Office Assistant (IT)	Date of joining	Name of Office with Complete Address / Pin Code	Phone / Mobile No. & E-mail ID
---------	-----------------------------------	-----------------	---	--------------------------------

The requisite information may please be sent to this office by post ,return fax & E-mail: trainingcell.hpseb@gmail.com immediately.

(KUMAD SINGH)
Executive Director (Pers.)
HPSEBL, Shimla-171004.

5/3/18