



(A State Government Undertaking)

Registered Office  
Corporate Identity Number (CIN)  
GST Number  
Telephone Number  
2658908,2655387  
Website: [www.hpsebl.com](http://www.hpsebl.com)

: F&A Wing, Vidyut Bhawan, Shimla - 171 004.  
: U40109HP2009SGC031255  
: 02AACCH4894EHZB  
: 0177-2809454,2809548 Fax No. 0177-  
: e-mail:

No. HPSEBL/F&A/WA-36/2022-23  
To

Dated: 13/4/2022

The Chief Engineer (ES),  
HPSEBL, Hamirpur.

The Chief Engineer (Gen.),  
HPSEBL, Sundernagar.

The Chief Engineer (PCA.),  
HPSEBL, Shimla-4.

All the Superintending Engineer's (OP) wing,  
in HPSEBL. (including M&T units).

Sub: Internal Audit of Accounts of HPSEBL for the financial year 2021-22. (4<sup>th</sup> Qtr.)

Sir,

As you are well aware that Internal Audit of accounts is a statutory obligation under company Act and needs to be conducted on quarterly basis. The annual accounts for the FY 2021-22 (up to 3<sup>rd</sup> Qtr.) have already been audited by the internal audit parties of HPSEBL and now the accounts for FY 2021-22 up to 31.03.2022 have also been required to be audited. These accounts for the FY 2021-22 (4<sup>th</sup> Qtr.) shall be audited by the internal audit parties of the HPSEBL.

The Internal Audit for 4<sup>th</sup> Quarter (up to 31.03.2022) shall be conducted w.e.f 21.04.2022 to 30.04.2022. The hard copy of the report shall be submitted to the A.O WA (HQ) section by the internal audit teams along with soft copy through email on the mail id [aowaphq@gmail.com](mailto:aowaphq@gmail.com).

The teams for conducting the internal audit at Head offices are as under:

Sr.No	Name/ Designation	E-mail ID/Phone number	Name of Office to be audited
1	Sh. Mohinder Chauhan Sr.(AO) (with concerned field unit AAO)	<a href="mailto:adm438hpsebl@gmail.com">adm438hpsebl@gmail.com</a> 98170-98270	(OP) Circle Solan.
2	Sh. Naval Kishor. (AO) (with concerned field unit AAO)	<a href="mailto:navalkgupta1973@gmail.com">navalkgupta1973@gmail.com</a> 70180-64378	(OP) Circle Shimla, CE (PCA) & CE (SO).
3	Sh Vipin Kaushal Sr. (AO) (with concerned field unit AAO)	<a href="mailto:sraocomm@gmail.com">sraocomm@gmail.com</a> 94180-03696	(All HQ Unit (Excludes) (PCA) & CE (SO).
4	Sh. Gagan Deep (AO) (with concerned field unit AAO)	<a href="mailto:aaogen.hpsebl@gmail.com">aaogen.hpsebl@gmail.com</a> 94180-79777	(OP) Circle Mandi
5	Sh. Sachin Mahajan (AO) (with concerned field units AAO.)	<a href="mailto:mahajank2007@rediffmail.com">mahajank2007@rediffmail.com</a> 98050-15677	(OP) Circle Nahan.
6	Sh Ram Singh Mehta (AO) (with concerned field unit AAO)	<a href="mailto:ramsinghmehta66@gmail.com">ramsinghmehta66@gmail.com</a> 94180-57089	(OP) Circle Rampur & Rohru.
7	Sh. Kamlesh kumar (AO) (with concerned field unit AAO)	<a href="mailto:loanhpsbl@gmail.com">loanhpsbl@gmail.com</a> 94591-22933	(OP) Circle Hamirpur / (OP) Circle Una.

IT Cell HPSEBL V.B. Shimla-4

By: B. B. B. (1-1)

By: B. B. B. (1-2)

Sr. Asst.

Sr. Xen (BT-II)  
18/04/22

8	Sh. Annurag Mahajan (AO) (with concerned field unit AAO)	aosap123@gmail.com/ 94180-75627	M&T Bilaspur/ (OP) circle Bilaspur and its accounting units.
9	Sh. Yuv Raj (AO) (with concerned field unit AAO)	yuvrajnegi@gmail.com 94181-19098	(OP) Circle Kullu.
10	Sh. Jodh Singh (AO) (with concerned field unit AAO)	jodhsingh363@gmail.com 86288-73562	(Gen. wing) HPSEBL, Sunder Nagar.
11	Sh. Ramesh Sharma (AO) (with concerned field unit AAO)	r9816375595@gmail.com 98163-75595	ES Wing Hamirpur.
12	Sh. Ravi Awasthi (CA) and Sh. Sunil Khanna (CA)	raviawasthi58@yahoo.co.in 93188-10630 sunilkhanna9@yahoo.com 93188-10515	(OP) Circle Dalhousie & (OP) Circle Kangra.


You are therefore, requested to direct the AAO's/Supdt. (D/A) under your control to prepare the data of accounts and send soft copies of all details as per scope of work of Internal Audit (**Annexure 'A'**) to the designated officer through e-mail to enable them to scrutinized/Audit the same. The data/details may be sent to the concerned officer on before 20<sup>th</sup> of April, 2022 by all means. In case the internal audit team has to visit the concerned office for verification of data, they shall intimate the field office authority in respect of their visit. The controlling officer of that office shall ensure availability of concerned staff and record during the visit of internal auditors.

If any short comings are pointed out by the Internal Auditors the concerned accounting units will rectify/settle the observations by making necessary accounting entries in the current period there and then.

For clarification, if any required, you may contact on official telephone No. /Officers Dy. CA. No. 0177-2809434 and emergency on Mobile No. **94186-96594**. Please extend all requisite support and cooperation to the internal auditors required for smooth completion of the assignment without any hindrance please.

**DA: Scope of Internal Audit.**

Yours faithfully,

  
Chief Auditor, 122  
F&A Wing, HPSEB Ltd.,  
Shimla-4

Copy to the following for information and necessary action please:

1. The Sr.PS/PS/PA to the Managing /Directors (F&A)/OP/Civil/Tech. in HPSEBL, Shimla-4 for their information.
2. The Executive Director (Pers.) HPSEBL, Shimla-4.
3. The Chief Accounts Officer F&A Wing, HPSEBL, Shimla-4.
4. The Superintending Engineer (IT) Vidyut Bhawan, Shimla-4 for uploaded in HPSEBL website.
5. All the Executive Engineer in field accounting units in HPSEBL. It is requested to provide the vehicle (If Necessary) to concerned audit party on need basis.
6. The Audit team (By name) shall get the data from concerned units by 20<sup>th</sup> of April, 2022 and scrutinize the same. In case of any misclassification/ negative entries found during audit the same may be got rectified from the concerned unit in the current accounts and submit the detailed report (as per Annexure Scope of Audit) to undersigned through mail by 5th of May, 2022. The concerned audit team will use its own vehicle during field unit if necessary for verification of data and to complete the audit well in time, if the vehicle is not provided by the field units. then own vehicle can be used by the concerned officer.
7. The Accounts Officer in (Gen./ES) for similar necessary action.
8. The AO's/ AAO's in all accounting units. They are requested to mail the detail as per (**Annexure 'A'**) on the email ID's of audit team by 20th of April, 2022.
9. The Supdt. (D/A), in Accounting Divisions.

  
Chief Auditor, 122  
F&A Wing, HPSEB Ltd.,  
Shimla-4

## Scope of Internal Audit

Sr. No.	Description	Scope/Specific Function of Internal Audit
1.	Fixed Assets, depreciation & amortization, CWIP. (GL 10 to 18)	i) Fixed Assets Register (FAR) updated up to 31.03.2022 duly matched with Trial balance of Unit on prescribed formats.
		ii) Work wise /scheme wise detail of Capital works in progress/ WBS as on 31.03.2022 duly matched with Trial Balance of unit.
		iii) Work wise /scheme wise detail of CWIP/WBS put to use and capitalized up to 31.03.2022 after Put to use certificates from Executing Officers-capitalization duly matched with Trail balance of Unit.
		iv) Physical verification certificate of FAR of the Unit.
2.	Store (GL 21 to 22)	i) Reconciliation of store balances with book balance/SAP balance as on 31.03.2022
		ii) Age wise detail of material as per the requirement of INDAS as on 31.03.2022
		iii) Physical verification certificate of store as on 31.03.2022.Cleared of GR/IR A/C BH.22.2 by Go Live Units.
3.	Sales, Services and Revenue. (GL 23)	i) Category wise reconciliation of figures of opening balance, assessment, realization and closing balances for FY 2021-22 up to 31.03.2022 with main abstract ledger of consumers, Revenue returns and Trails balances of Unit.
		ii) Age wise/ category wise list of sundry debtors as on 31.03.2022 as per the requirement of INDAS.
		iii) Category wise list of permanent defaulter's consumers as on 31.03.2022
		iv) Transfer of outstanding amount of disconnects consult to PDCO A/C BH.23.5.
4.	Cash, Bank and Bank Balances. (GL 24)	i) Certificate of daily basis closure of Cash & Bank book from DDOs as per requirement of INDAS.
		ii) The cash and bank balances have to be tallied with Trial balances of Unit.
		iii) Reconciliation certificate of bank balances with bank as on 31.03.2022
		iv) Scrutiny of bank reconciliation statement of S/Divns./Divns. duly tallied with balances division as whole CS-I.
5.	Advances, payables and IUTs. (GL 25 to 39)	i) Scrutiny of all type of advances (GL 25 to 28) sub head wise and ensure that proper records of Advances given to Employees/ Pensioners/ Suppliers / Contractors has been maintained by the unit.
		ii) Age wise breakup of outstanding advances (GLs wise).
		iii) The balances under GLs 27.101 to .103, 28.261 to 263, 28.361 to 363, 44.1, 47.6, 57.1 up to

		31.03.2022 of the unit.
		iv) IUT & IUT reconciliation statement on prescribed formats ending up to 31.03.2022
		v) Bifurcation of balances under (GL 25 to 39) accounts into current and non-current).
		vi) Reconciliation certificate of each with concerned parties.
6.	Provisions and liabilities and payable (GL 41 to 57)	i) Scrutiny related to the records of provisions, liabilities and receivables party wise outstanding as on 31.03.2022
		ii) Reconciliation certificate with concerned parties.
		iii) Age wise breakup of balances under these GLs on prescribed formats. Bifurcations of these GLs into Current and non-current.
		iv) Reconciliation of TDS/TCS GST with subsidy record.
7.	Sale of Power (GL 61 to 65)	i) Month wise check of classification of Sale of Power in various categories (MUs vis-a-vis revenue) of the Unit.
		ii) Classification of receipts in other income heads of accounts.
		iv) Reconciliation of TDs/TCs GST with subsidy received.
8.	Purchase of Power/O&M Expenses (GL 70 to 83)	i) Random vouching of all type of expenses (Capex & Opex).
		ii) Ensure proper classification of expenses.
		iii) Budget allocation and expenditure incurred by the unit under O&M.
		iv) Verification of prior period income/Expenses.
9.		Detail of contingent liabilities/ Arbitration cases/consumer cases with the quarter of amounts.
10		Detail of lease hold held/Assets and period of lease thereof.
11		Detail of reserve fund under BH.56
12		Accountal of Self executed Assets by consumer as per procedure prescribed.
13		Others, if any comments of IA.

Asstt. Accounts Officer (WAHQ)  
F&A Wing, HPSEBL,  
Shimla-4