

	<p align="center">HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD. (A State Govt. Undertaking)</p> <p>Registered Office Vidyut, Bhawan, HPSEB Ltd., Shimla-04 (HP). Number(CIN) U40109HP2009SGCO3125 GST No. 02AACCH4894EHZB Telephone No 0177- 2809430, 2803515 Website address www.hpsebl.com Email aosap123@gmail.com</p>
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No. HPSEBL/F&A/SAP-II/2020-21-1722-1841

Dated:- 15/01/2021

To

The Chief Engineer (South),
HPSEB Ltd., Shimla-04.

The Chief Engineer (Central Zone)
HPSEB Ltd., Mandi.

The Chief Engineer (North Zone),
HPSEB Ltd., Hamirpur.

The Chief Engineer (Gen)
HPSEB Ltd., Sunder Nagar.

The Chief Engineer (ES),
HPSEB Ltd., Hamirpur.

The Chief Engineer (Comm/PCA/MM)
HPSEB Ltd., Shimla-04.

The Chief Engineer (SO/SP),
HPSEB Ltd., Shimla-04.

The Under Secretary (Gen),
HPSEB Ltd., Shimla-04.

All the Superintending Engineer,
Operation Circles, HPSEB Ltd.,

The Superintending Engineer,
M&T Circle, HPSEB Ltd., Bilaspur.

Sub:- Posting of the entries in the SAP(ERP) on the real time basis with proper narration/text against the same.

Sir,

As we all are well aware that the implementation of the SAP (ERP) started in the Company from 2010 onwards and all the offices of the company are going to be live by this financial year. Therefore to get the desired result from the SAP (ERP) software we should make the entries well in time along with the proper narration of the transactions so that the desired Management Information Reports (MIS Reports) can be prepared for effective decision making by the Management of the company. However, while scrutinizing the ledger of Go-Live units it has been observed that the narration/text against the entries posted by all the offices under your control is not proper and is not solving the purpose of the implementation of the SAP (ERP). The standard text for the posting of the entries is as under and the same should be applied to the other transactions.

Sr. No.	Detail of Transaction	Narration/Text to be mentioned against the entry
1.	Booking of Medical Bill	MRC (Relation with the employee) and Employee Code/PPO No ie. <u>EXXXXX</u> /PPO <u>XXXXX</u> .

2.	Booking of Travel Bill	TA Bill (Location of Tour and date of travel and Employee Code i.e. <u>EXXXXX</u>).
3.	Booking of Vendor Bill	Bill No and PO No. i.e. 42/last 5 digits of the PO No. (Due to space constraint).
4.	Payment of Vendor Bill	Against Bill No. and PO No i.e. 42/last 5 digits of the PO No. (Due to space constraint).

In view of the foregoing, you are requested to direct all the concerned officials/Offices under your control to post the entries well in time along with the proper narration of the transactions so the uniformity could be maintained in the booking of the expenses and proper information can be further supplied to the quarter concerned and Management for decision making and taking corrective actions accordingly, please.

Please treat the matter as most urgent.

Yours faithfully

Shirag Moljov
15/01/2021

Accounts Officer (SAP, FAR, IUT)
F&A Wing, Vidyut Bhawan,
HPSEB Ltd., Shimla-04

Copy forwarded for information to:-

1. All The Sr. Executive Engineers/ Resident Engineers in HPSEB Ltd.
2. The Accounts Officers(Admin/Pay Gztd.), F&A Wing, HPSEB Ltd. Shimla-04.
3. Superintending Engineer (IT), HPSEB Ltd. for uploading of the order on the website of the Company.

— 81 —
Accounts Officer (SAP, FAR, IUT)
F&A Wing, Vidyut Bhawan,
HPSEB Ltd., Shimla-04