

# HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)



Registered office  
(CIN)  
GST No  
Telephone No  
Website address  
Email



Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)  
U40109HP2009SGC31255  
2 AACCH4894EHZB  
0177-2803600, 2801675 (Office), 2658984(Fax)  
[www.hpseb.com](http://www.hpseb.com)  
[cmd@hpseb.in](mailto:cmd@hpseb.in) & [directorfa@hpseb.in](mailto:directorfa@hpseb.in)



No. HPSEBL/F&A/WA-36/2021-22 1377A-1825  
To

Dated: 11/11/2021

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

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

The Superintending Engineer's (OP) Circle,  
Kullu, Solan, Nahan, Shimla, Kangra, Rohru,  
Rampur & Dalhousie.

Sub: Internal Audit of Accounts of HPSEBL for the financial year 2021-22 up to Sep, 2021

Sir,

Due to Administrative reason & Election duty of the officers following amendments are hereby made in Internal Audit tour Programme for the FY-2021-22 issued vide this Office order No. HPSEBL/F&A/WA-36/2021-22-1409-1568 dated 01-10-2021 & 1632-85 dated 04.10.2021 at Sr. No.2,3,4,7,9(A,B),10 and 11.

The Internal Audit up to 30.09.2021 shall be conducted w.e.f 08.11.2021 upto (two days per unit) on quarterly basis and separate report of each quarter will be submitted to WAHQ section by the internal audit teams mentioned in the table below:

Sr.No	Name/ Designation	e-mail ID/Phone number	Name of Office to be audited
2	Sh.Kamlesh Sharma(AO) (with concerned field unit AAO)	<a href="mailto:loanhpseb@gmail.com">loanhpseb@gmail.com</a> / 94591-22933	(OP) Circle Shimla
3	Sh. Dishant Verma (with concerned field unit AAO)	94593-11200	CE PCA Shimla/CE (System Operation)
4	Sh.Santosh Kumar (AO) (with concerned field unit AAO)	<a href="mailto:aocpc16517@gmail.com">aocpc16517@gmail.com</a> / 8219722241	Gen. wing, HPSEBL, Sundernagar.
7	Sh.Sanjay Minhas (AO) (with concerned field unit AAO)	<a href="mailto:Sanjayminhas77@gmail.com">Sanjayminhas77@gmail.com</a> / 94186-74202	(OP) Circle Kullu
9 (A)	Sh.Rakesh Kumar Sharma(AO) (with concerned field unit AAO)	<a href="mailto:Rak163ur@gmail.com">Rak163ur@gmail.com</a> 98051-97888	(OP) Circle Solan/Nahan
9(B)	Sh.Pawan Kumar (AO) (with concerned field unit AAO) Vipankumar (S) NIPM	<a href="mailto:P9418043101@gmail.com">P9418043101@gmail.com</a> 94180-43101	(OP) Circle Dalhousie
10	Sh.B.N.Sharma (AO) (with concerned field unit AAO)	<a href="mailto:aocommhpseb@gmail.com">aocommhpseb@gmail.com</a> 94599-68597	(OP) Circle Rampur/ Rohru

IT Cell HPSEBL M.B. Shimla

Sr. Engineer (IT)  
Sr. Engineer (IT)

*Signature*  
Sd/-

P.T.O

11	Sh. Amit Sood (AO) (with concerned field unit AAO)	Soodamit1979@gmail.com 94184-72145	(OP) Circle Kangra.
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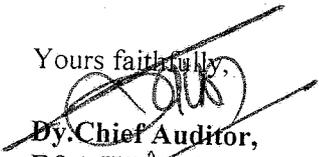
You are therefore, requested to direct the AAO's/Supdt. (D/A) under your control to prepare the data of accounts and send soft copies of all details as per scope of work of Internal Audit (**Annexure 'A'**) to the designated officer through e-mail to enable him to scrutinized/Audit the same. The data/details may be sent to the concerned officer on before 8<sup>th</sup> of November, 2021 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 officials telephone No. /Officers Dy.CA.No. 0177-2655115, 0177-2809484 and emergency on Mobile No. 8219805149 Please extend all requisite support and cooperation to the internal auditors required for smooth completion of the assignment without any hindrance please.

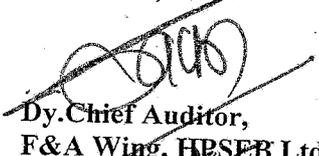
**DA: Scope of Internal Audit.**

Yours faithfully

  
Dy. Chief Auditor,  
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 to concerned audit party on need basis.
6. The Audit team (By name) shall get the data from concerned units by 8<sup>th</sup> of Nov, 2021 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 30th of Nov, 2021. 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.) 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 8<sup>th</sup> of November, 2021
9. The Supdt.(D/A), in Accounting Divisions.

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