



**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Govt. Undertaking)**

Registered office : Vidyut Bhawan, Shimla-171004(HP).

CIN: U40109HP2009SGC031255

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No: HPSEBL/F&A/Comm.- Subhash Chand-SV-PF/2021--

6879-81

Dated:- 1/2/2022

To

Sh. Subhash Chand (10.04.1965),
Stock Verifier,
F&A Wing, HPSEB Ltd.
Shimla-171004 (HP).

Sub: - Physical Verification of Store's.

In this context, you are hereby directed to conduct 100% physical verification of following stores and intimate the results to this office along with following information: -

1. Electrical Division, HPSEBL Parwanoo
 2. Electrical Division, HPSEBL Baddi.
- A) List of purchases made by the CE (MM)/CE (OP). SE/XEN/AE during 2018-19 & 2020-21 material lying unutilized there against.
 - B) List of such material lying in store in sufficient quantity with rate per unit, but purchases effected subsequently and still lying in store unutilized.
 - C) The material may be verified physically with reference to the specification mentioned in the supply order and list of the receipt of under specified materials be prepared/supplied.
 - D) Compare the rates allowed by the CE/SE/XEN/AE and list out the variation, if any, found to have been allowed to over-profit the supplier.
 - E) List of material got transferred/issued from one unit to another units of the Board but still lying in store unutilized for the last 1,3 & 5 years.
 - F) The copies of SMB pages / TEO adjusting as surplus/shortages for the year 2020-21 to date may be obtained and supplied to this office. In case, the material is found lying under Head 22.830 pending investigation the same may also be verified from the record of the Division and reasons of shortages/surpluses and fixing responsibilities of defaulters to make good the loss etc. may be discussed with the Executive Engineer concerned and detailed position should be intimated to this office.
 - G) List/Report of un-attended shortages/serious irregularities pointed out in the last Stock Verification Report including verification of compliance made on the observations raised in the last previous Stock Verification Report.
 - H) The weekly progress report of physical verification may also be supplied regularly.
 - I) Compare actual balance of each material with prescribed maximum limit.
 - J) Note down material exceeding the prescribed maximum limit.
 - K) List of tools and plant items purchased during the year.
 - L) List of material issued to work immediately before start of physical verification along with name of work and copies of indents.
2. a) The journey may be commenced from 01-02-22 to 31-03-2022.

- b) In case of any change in the programme, the same shall be intimated to you before the date of starting the verification of store.
- c) After starting physical verification of store, intimation to this office be sent on the same date telephonically as well as in writing which shall be used for verification of your T.A. Bills.
- d) It must be ensure that Divisional officer have checked each store in his Division atleast once in the matter as per norms of instructions of HPSEB Ltd. Along with date and sub matter report
- e) Only three days will be allowed for preparation of statements.
- f) It must be ensured that the balances of material duly verified with SAP generated report shall also be supplied to stock verifier. Moreover the balances of SAP/ERP should also make with CE(MM) return balance as well as physical balances.

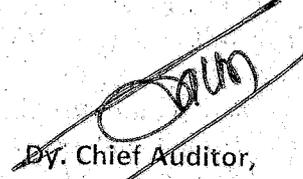
Note:- It has been observed that stock balances are not matching with SAP/ERP reports and also with CE(MM) report. Stock Verifier ensure that difference between all the balances as on 30.11.2021 should be nil. Moreover instructions have been issued in this regard. (Copy of same attached)


Dy. Chief Auditor,
F&A Wing, HPSEBL,
Vidyut Bhawan, Shimla-4.

Copy forwarded to:-

1. The Sr. Executive Engineer, Electrical Division Parwanoo & Electrical Division Baddi. They are requested that the Stock Verifier may be extended Full Cooperation by providing labour and making arrangement of halt in Rest Houses etc.
2. The Superintending Engineer (IT) for uploading the letter in HPSEBL website under Dy. Chief Auditor icon please.

(3)


Dy. Chief Auditor,
F&A Wing, HPSEBL,
Vidyut Bhawan, Shimla-4