

**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED**

**(A State Govt. Undertaking)**

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

CIN: U40109HP2009SGC031255

Phone: 0177-2809548, FAX:0177-2658908, 2655387

No: HPSEBL/F&A/Comm.- Guru Charan Dass-SV-PF/2022-- 7114-18  
To

Dated:- 18/2/22

Sh. Guru Charan Dass  
Stock Verifier, HPSEBL,  
F&A Wing, Commercial Section  
Shimla-4 (HP).

Sub: - Physical Verification of Store.

**You are directed to conduct 100% physical verification of following stores.**

1. Electrical Division, HPSEBL, Nahan
2. Electrical Division, HPSEBL, Nurpur Store
3. Electrical System Division, HPSEBL, Nalagarh

**In addition to above you are directed to perform following functions:-**


- A) Prepare 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. 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 and also 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.
- C) Prepare list of material got transferred from the other units of the Board but still lying in store Unutilized for the last 1,3 & 5 years.
- D) Prepare list of material issued to other units of the Board out of the material lying unutilized from the last 1, 3 and 5 years during previous years.
- E) 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 records 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 intimated to this office.
- F) 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.
- G) The weekly progress report of physical verification may also be supplied regularly.

11) The list of tool and plant items purchased during the year and prepare list of material issued to work immediately before start of physical verification along with name of work and copies of indents.

DETAIL REGARDING TOUR PROGRAMME


2. a) The tour programme is scheduled w.e.f. **17.02.22 to 30.04.22.**
- 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 on phone as well as in writing which shall be used for verification of your T.A. Bills.
- d) The detailed/tentative tour programme may be sent to this office for approval soon after the start of verification of the store failing which the same will not be considered for approval.
- 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 31.12.2021 should be nil. Moreover instructions have been issued in this regard. Copy of same attached.

  
Accounts Officer(Comm.),  
F&A Wing, HPSEBL,  
Shimla-4 (HP)

Copy forwarded to:-

1. The Sr. Executive Engineer, Electrical Division, HPSEBL, **Nahan** Electrical System Division, HPSEBL, **Nalagarh** & Electrical Division, HPSEBL, **Nurpur with stock verifier.** They are requested to extended full Cooperation by providing labour and making arrangement of halt in HPSEBL Rest House/Govt. Rest House.
- ✓ 2. The Superintending Engineer (IT) for uploading the letter in HPSEBL website under Dy. Chief Auditor icon please.

  
Accounts Officer(Comm.),  
F&A Wing, HPSEBL,  
Shimla-4 (HP)