

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
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No. HPSEBL/F&A/WA-HQ/WA-36/2024-25 66-215

Dated: 02-05-2024

To

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 2023-24 (3rd and 4th Qtr/Half Yearly.).

Sir,

As you are well aware that the 3rd and 4th Qtr of FY, 2023-24 is closed and the internal audit of 3rd and 4th Quarter for the F.Y. 2023-24 is due, as the Internal audit is a statutory obligation under the Company Act and needs to be conducted quarterly/half yearly/Yearly i.e. (3rd and 4th Quarter for the period (01.10.2023 to 31.03.2024).

Further, it is informed that the Internal Audit for the 3rd and 4th Quarter (01.10.2023 to 31.03.2024) shall be conducted w.e.f 03.05.2024 to 09.05.2024 and 13-05-2024 to 18-05-2024. For this, the GL-wise Trial balance along with all detail and supporting vouchers for the above period is required for internal Audit purposes. The soft copy of the Trial Balance for the 3rd and 4th Quarter for the F.Y. 2023-24 needs to be mailed to the Accounts Officer (WA-HQ) sections' mail id aowaphq@gmail.com and also mail to all the deputed Internal Auditors' mail ids as per the detail appended in the table below.

The detail of Internal Auditors for conducting the internal audit for the 3rd and 4th quarter of 2023-24 are as under:

Sr.No	Name/ Designation	e-mail ID/Phone number	Name of Office to be audited	Date
	Sh. Sanjay Minhas (A.O.) Sh. Vinod Kumar AAO, Kullu	E-mail:- sanjayminhas77@gmail.com M.no.:- 94186-74202	(OP) Circle Mandi	03-05-2024 to 09-05-2024
	Sh. Sanjay Minhas (A.O.) Sh. Yograj AAO, (OP), Mandi.		(OP) Circle Kullu	13-05-2024 to 18-05-2024
2	Sh. Mohinder Chauhan (Sr. A.O.) Sh. Madan Verma AAO o/o F&A Wing, Shimla	E-mail: ecowarriorofhimalaya@gmail.com M.no.:-98163-75595	C.E. (PCA) with all Divisions, CE (SO) Shimla, PLCC Sundernagar & PR & ALDC, Totu	03-05-2024 to 09-05-2024

Stamp: 11028462
Date: 9/5/24
Signature: [Signature]

IT Cell HPSEBL, V.B. Shimla

Sr. EE/ASE (IT-I)

Sr. EE/ASE (IT-II) - 11

APC/Secy
21/7/24

Signature: [Signature]

Signature: [Signature]

Signature: [Signature]

3	Sh. Dishant Verma (A.O.) Sh. Chandan Kumar, AAO, M &T Circle, Bilaspur.	E-mail:- dishantverma1406@gmail.com M.no.:- 94593-11200	CE Gen. wing, HPSEBL, Sundernagar	03-05-2024 to 09-05-2024
4	Sh. Purshotam Sharma (AO) Verainder Kumar, AAO, (Op) Circle Hamirpur	E-mail:- <u>pursharma20@gmail.com</u> M.no:- 94188-53798	(OP) Circle Una	13-05-2024 to 18-05-2024
5	Sh. Sanjay Thakur(AO) Sh. Vijay Kumar, AAO, (OP) Circle Una	E-mail:- <u>loanhpseb@gmail.com</u> M.no-9418054525	(OP) Circle Hamirpur	03-05-2024 to 09-05-2024
6	Sh. Balbir Singh (AO) Sh. Verainder Kumar, AAO, (Op) Circle Hamirpur	E-mail:- <u>balbirrana2000@gmail.com</u> M.no.:- 9816907626	(OP) circle Bilaspur.	03-05-2024 to 09-05-2024
	Sh. Balbir Singh (AO) Sh. Sh. Shahid Khan, AAO (OP), Bilaspur.		M&T Bilaspur	13-05-2024 to 18-05-2024
7	Sh. Ram Singh Mehta (AO) Sh. Jai Pal Bhandari, AAO, (OP) Circle Rampur	E-mail:- <u>ramsinghmehta66@gmail.com</u> M.no.:- 94180-57089	(OP) Circle Rampur & Rohru	03-05-2024 to 09-05-2024
8	Sh. Rakesh Kumar Sharma (AO) Sh. Anil Rana (AAO) (OP), Kangra	E-Mail:- <u>rakj63ur@gmail.com</u> M.no.:- 9805197888	(OP) Circle Dalhousie	13-05-2024 to 18-05-2024
9	Sh. Manoj Kumar (AO) Sh. Tilak Raj AAO, (OP) Circle, Dalhousie.	E-mail:- <u>mksharma980164666@gmail.com</u> M.no.:- 9805164666	(OP) Circle Kangra	13-05-2024 to 18-05-2024
10	Sh. Ravi Awashti (CA) Sh. Rajesh Kumar, AAO, O/o Chief Engineer (SO) Shimla.	E-mail:- <u>awasthi58@yahoo.co.in</u> M.no.:- 93188-10630	(OP) Circle Shimla	13-05-2024 to 18-05-2024
11	Sh. Sunil Khanna (CA) Sh. Kamleshwar Sharma AAO, (OP) Circle, Shimla.	E-mail:- <u>sunilkhanna9@yahoo.com</u> M.no.:- 93188-10515	All HQ Units i.e. C.E. (Comm.), C.E. (MM), Sr. A.O (Admin.), F&A wing, Under Secretary (Gen.), C.E. (SP), Maintenance Division, Shimla.	13-05-2024 to 18-05-2024
12	Sh. Vipin Kaushal (Sr.AO) Sh. Anayat Khan, AAO (OP) Circle, Solan.	E-mail:- <u>sraocomm@gmail.com/</u> M.no.:- 94180-70784	(OP) Circle Nahan	03-05-2024 to 09-05-2024

	Sh. Vipin Kaushal (Sr.AO) Sh.Mukesh Jamwal AAO (OP) Circle Nahan		(OP) Circle Solan.	13-05-2024 to 18-05-2024
13	Sh. Kamlesh Sharma, A.O. Sh. Vijay Kumar, AAO, (OP) Circle Una	E-mail:- aocomp22@gmail.com M.no:- 82191-02366	(ES)wing, Hamirpur ` `	13-05-2024 to 18-05-2024

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 the scope of Internal Audit to the designated officers through e-mail to enable them to scrutinize/Audit the same. The data/details may be sent to the concerned officer on or before the 2nd of May 2024 by all means. In case the internal audit teams need to visit the concerned office for verification of data, they shall intimate the field office authorities in respect of their visit. The controlling officers of the concerned office shall ensure the availability of staff and records during the visit of internal auditors.

In addition to the above, it should be ensured that the observations that have been pointed out during the Internal Audit for the 1st and 2nd Qtr F.Y. 2023-24.

Please extend all requisite support and cooperation to the internal auditors for the smooth completion of the assignment without hindrance. It is further, requested to the concerned office to provide the accommodation in a nearby rest house be provided to the Internal Audit team.

"Please treat it as urgent".

DA: Scope of Internal Audit.

Yours faithfully,

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

Copy to the following for information and necessary action please:

1. The Sr.PS/PS/ to the Managing Director/ Director 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, HPSEBL, Shimla-4 for uploaded to the HPSEBL website.
5. All the Executive Engineers in field accounting units in HPSEBL. It is requested to provide the vehicle (If necessary) to the concerned audit party on a need basis.
6. The Audit team (By name) shall get the data from concerned units by the 2nd of May, 2024 and scrutinize the same. In case of any misclassification/ negative entries found during the audit the same may be got rectified from the concerned unit in the current accounts and submit the detailed report as per Scope of Audit (Annexure-A) to the undersigned through the mail by 25th of May 2024.
7. The Accounts Officer in (Gen./ES) for similar necessary action.
8. The AOs/AAOs in all accounting units. They are requested to mail the detail as per Scope of Audit on the email IDs of the audit team by 2nd May. 2024.
9. The Supdt. (D/A), in Accounting Divisions.

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