

# HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)



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

75  
आजादी का  
अमृत महोत्सव

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-HQ/WA-36/2024-25-947-1100

Dated: 26/10/2024

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 2024-25 (1<sup>st</sup> Half Year.).

Sir,

As you are well aware that the 1<sup>st</sup> half year of FY. 2024-25 is closed and the internal audit of 1<sup>st</sup> half year for the F.Y. 2024-25 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. (1<sup>st</sup> Half yearly for the period (01.04.2024 to 30.09.2024).

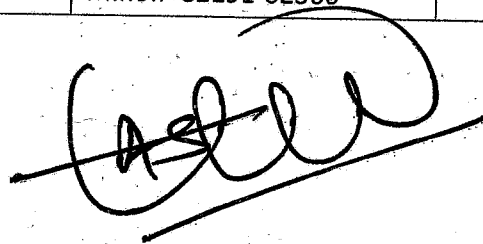
Further, it is informed that the Internal Audit for the 1<sup>st</sup> half year (01.04.2024 to 30.09.2024) shall be conducted w.e.f 11.11.2024 to 18.11.2024 and 19.11.2024 to 25.11.2024. For this, the GL-wise Trial balance along with all detail and supporting vouchers for the above period is required for internal Audit purposes. The soft copy of the Trial Balance for the 1<sup>st</sup> half year for the F.Y. 2024-25 needs to be mailed to the Accounts Officer (WA-HQ) sections' mail id [aowaphq@gmail.com](mailto:aowaphq@gmail.com) and also mailed 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 1<sup>st</sup> half year of 2024-25 are as under:**

Sr.No	Name/ Designation	e-mail ID/Phone number	Name of Office to be audited	Date
1	Sh. Manoj Kumar Sharma (A.O.) Sh. Santosh Kumar AAO, (o/o F&A Wing, Shimla)	E-mail:- <a href="mailto:mkshama980164666@gmail.com">mkshama980164666@gmail.com</a> M.no.:-9805164666	(OP) Circle Mandi	11.11.2024 to 18.11.2024
2	Sh. Rakesh Kumar Sharma (AO), Sh. Madan Verma AAO, (o/o F&A Wing, Shimla)	E-mail:- <a href="mailto:rakj63ur@gmail.com">rakj63ur@gmail.com</a> M.no.:- 98051-97888	(OP) Circle Kullu	19.11.2024 to 25.11.2024.
3	Sh. Ravi Awashti (CA) Sh. Rajesh Kumar, AAO, O/o Chief Engineer (SO) Shimla.	E-mail:- <a href="mailto:awashti58@yahoo.co.in">awashti58@yahoo.co.in</a> M.no.:- 93188-10630	C.E. (PCA) with all Divisions, CE (SO) Shimla, PLCC Sundernagar & PR & ALDC, Totu	11.11.2024 to 18.11.2024

SECID

4	<b>Sh. Sunil Khanna (CA)</b> Sh. Kamleshwar Sharma AAO, (OP) Circle, Shimla.	E-mail:- <a href="mailto:sunilkhanna9@yahoo.com">sunilkhanna9@yahoo.com</a> 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.	19.11.2024 to 25.11.2024
5	<b>Sh. Ram Singh Mehta (AO)</b> Sh. B.N.Sharma, AAO o/o F&A Wing, Shimla	E-mail:- <a href="mailto:ramsinghmehta66@gmail.com">ramsinghmehta66@gmail.com</a> M.no.:- 94180-57089	(OP) Circle Shimla	19.11.2024 to 25.11.2024
6	<b>Sh. Mohinder Chauhan (Sr. A.O.)</b> Sh. Raj Kumar, AAO o/o F&A Wing, Shimla	E-mail:- <a href="mailto:ecowarriorofhimalaya@gmail.com">ecowarriorofhimalaya@gmail.com</a> M.no.:-98163-75595	(OP) Circle Hamirpur	11.11.2024 to 18.11.2024
7	<b>Sh. Purshotam Sharma (A.O.)</b> Sh. Jai Pal Bhandari, AAO, (OP) Circle Rampur	E-mail:- <a href="mailto:pursharma20@gmail.com">pursharma20@gmail.com</a> M.no.:- 94188-53798	(OP) Circle Rampur & Rohru	19.11.2024 to 25.11.2024
8	<b>Sh. Sanjay Minhas (A.O.)</b> Sh. Pawan Sharma, AAO, (OP) Circle Mandi	E-mail:- <a href="mailto:sanjayminhas77@gmail.com">sanjayminhas77@gmail.com</a> M.no.:- 94186-74202	(OP) circle Bilaspur & M&T Bilaspur	11.11.2024 to 18.11.2024
9	<b>Sh. Ashwani Bhardwaj (A.O.)</b> Sh. Virender Kumar AAO, (OP) Circle Hamirpur	E-mail:- <a href="mailto:bharwajashwani76@yahoo.in">bharwajashwani76@yahoo.in</a> M.no.:- 94180-14674	(OP) Circle Una	19.11.2024 to 25.11.2024
10	<b>Sh. Balbir Singh (AO)</b> Sh. Rakesh Kumar Kapil, AAO, o/o F&A Wing, Shimla	E-mail:- <a href="mailto:balbirrana2000@gmail.com">balbirrana2000@gmail.com</a> M.no.:- 9816907626	(OP) Circle Dalhousie	11.11.2024 to 18.11.2024
11	<b>Sh. Sanjay Thakur A.O.,</b> Sh. Anil Rana AAO, O/o (OP) Circle Kangra	E-mail:- <a href="mailto:loanhpseb@gmail.com">loanhpseb@gmail.com</a> M.no-9418054525	CE Gen. wing, HPSEBL, Sundernagar	19.11.2024 to 25.11.2024
12	<b>Sh. Dishant Verma (A.O.),</b> Sh. Vijay Kumar, AAO, (OP) Circle Una	E-mail:- <a href="mailto:dishantverma1400@gmail.com">dishantverma1400@gmail.com</a> M.no.:-94593-11200	CE (ES) Hamirpur	19.11.2024 to 25.11.2024
13	<b>Sh. Hira Lal Verma (A.O.),</b> Sh. Tilak Raj AAO, O/o (OP) Circle Dalhousie.	E-mail:- <a href="mailto:hilverma.hpseb@gmail.com">hilverma.hpseb@gmail.com</a> M.no. 94180-77730	(OP) Circle Kangra	11.11.2024 to 18.11.2024
14	<b>Sh. Vipin Kaushal (Sr.AO)</b> Sh. Mukesh Jamwal AAO (OP) Circle Nahan	E-mail:- <a href="mailto:sraocomm@gmail.com">sraocomm@gmail.com</a> / M.no.:- 94180-70784	(OP) Circle Solan.	19.11.2024 to 25.11.2024
15	<b>Sh. Kamlesh Kumar, (A.O.),</b> Sh. Anayat Khan, AAO (OP) Circle, Solan.	E-mail:- <a href="mailto:Aocomp22@gmail.com">Aocomp22@gmail.com</a> M.no.:- 82191-02366	(OP) Circle Nahan	11.11.2024 to 18.11.2024



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 8<sup>th</sup> of November 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.

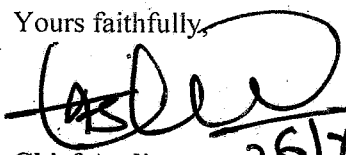
In addition to the above, it should be ensured that the observations which were pointed by the Internal Auditor during last half year of F.Y.2023-24 must be rectified /not repeated in the 1<sup>st</sup> half year of the F.Y. 2024-25.

Please extend all requisite support and cooperation to the internal auditors for the smooth completion of the assignment without hindrance. The accommodation in nearby rest house be provided to the Internal Audit team by the concerned Office.

**"Please treat it as urgent"**

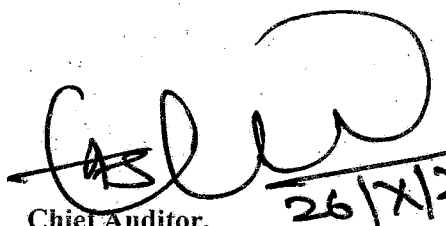
**DA: Scope of Internal Audit.**

Yours faithfully,

  
26/11/24  
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 8<sup>th</sup> of Nov, 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 to the undersigned through the mail by 30<sup>th</sup> of Nov, 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 on the email IDs of the audit team by 8<sup>th</sup> of Nov 2024.
9. The Supdt. (D/A), in Accounting Divisions.

  
26/11/24  
Chief Auditor,  
F&A Wing, HPSEB Ltd.,  
Shimla-4.