



SPEED POST.

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A state Govt. undertaking)

Registered office: Vidyut Bhawan, HPSEBL, Shimla-171004
CIN: U40109HP2009SGC031255
GST No: 02AACCH4894EHZB
Phone No: 0177-2801762 (Office), 0177-2658908 (FAX)
Website: www.hpseb.com

No. HPSEBL/F&A/CPC/Misc./CSS/2018-19- 1592-1608

Dated: 17-03-2019

To

**The Superintending Engineer,
(OP) Circle, HPSEB Ltd., Rampur/
Rohru/Shimla/Solan/Bilaspur/
Hamirpur/Mandi/Kullu/Nahan.**

Sub: Receipt of bills of various suppliers/contractors without entry in SAP/ERP.

Sir,

In this context, it has been observed by this office that Divisions under your control are furnishing the bills of suppliers/contractors to F&A Wing without making necessary entry of the same in SAP/ERP despite several verbal requests by this office and also there are clear direction in the purchase orders placed by Chief Engineer (MM) that for Go Live locations, the bills shall be routed through SAP-ERP system. Due to non adherence of instruction by the Divisions, a lot of problems are being faced by F & A Wing in releasing the payment of these bills with in the time lines fixed for the same and also for the accounting of these documents in F & A Wing and also in the books of accounts of field units. Procedure for accounting of these bills has already been given to all the concerned consignee/Sr. Xen under your control.

It is therefore, requested to direct the consignees/Sr. XEN under your control to furnish the bill of suppliers/contractors to this office after making necessary entry in SAP/ERP. Before sending the bills to F & A Wing, it will be ensured that migo/miro should be done by concerned store and by concerned Division against their profit center, and in case the MM period is closed then request will be made for advance payment by the concerned

IT Cell HPSEBL V.B. Shimla-4

Sr. EE/

Sr. EE/

APB

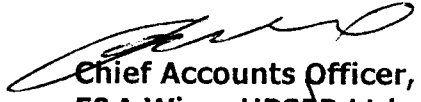
[Handwritten signature]
[Handwritten signature]

Division in SAP/ERP. It is also added that bills if any, received in this office without entry of the same in SAP/ERP will not be entertained in future.

Any laxity in the matter shall be responsibility of concerned officer/official.

DA: As above.

Yours faithfully,


Chief Accounts Officer,
F&A Wing, HPSEB Ltd.,
Vidyut Bhawan, Shimla.

Copy of above is forwarded to the following for information and necessary action to:

1. The Chief Engineer (MM), HPSEBL, Vidyut Bhawan Shimla. He is requested to impart suitable instruction to the Go Live field units to adhere to the payment procedure given in the letter of indent/award and in case MM period is not opened, they should seek advance payment through SAP/ERP.
2. The Chief Engineer (Comm.), HPSEBL, Vidyut Bhawan Shimla.
3. The Sr. XEN, Electrical Division, HPSEBL, Rampur/Rohroo/Solan/Bilaspur/ED-II Shimla/Chopal. It may be ensured that the ~~showing~~ bills after payment by this office may be cleared in each case while MM period will be opened and the liabilities also be got cleared.

✓ 4. ~~Detail of bills~~ The Superintending Engineer (IT) for uploading above in the HPSEBL website.


Chief Accounts Officer,
F&A Wing, HPSEB Ltd.,
Vidyut Bhawan, Shimla.

T.R-MO-199
dt. 19-08-2019