



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)

Registered Office: Vidyut Bhawan, HPSEBL, Shimla-171004
Number (CIN): U40109HP20095GC031255
GSTIN No: HPSEBL02AACCH4894EHZB
Website address: www.hpseb.com
Telephone Number: 0177-2801762, (Office) 2658908 (Fax).
E-mail: cao@hpseb.in

No. HPSEBL/F&A/Taxation/GST/A-I/2025-26- 398-520 Dated:- 13-01-2026

To

All the Chief Engineers,
In HPSEB Ltd.

All the Superintending Engineers,
In HPSEB Ltd.

All the Sr. Executive Engineers/DDO's
In HPSEB Ltd.

Sub: - Creation of User ID for E-Way bill generation at HO level.
Sir,

With reference to the above subject, it is intimated that TAN based registrations used earlier for E-Way Bill (EWB) generation has now been stopped by GST Authorities, units are no longer able to generate E-Way Bills using TAN-based credentials.

Under the new system, sub-users may be generated through the main GST registration number of the company (**02AACCH4894EHZB**) and sub user ID's can be issued to the concerned units/stores to enable them to generate E-Way bills. It is however pertinent to mention here that Total Number of sub-users which can be generated has been restricted to ten (10) but due to having numerous central stores/stores, it will be difficult for HO to generate sub users for all the units.

Hence, it has been decided that E-Way bill process shall be regulated centrally through Taxation Section of F&A Wing, HPSEBL Shimla in a following manner.

1. Unit shall submit data in the prescribed format (**Annexure attached**) to the Taxation Section of F&A Wing, HPSEBL supported by letter and sent on mail ID **aotaxationhpsebl@gmail.com**.
2. The detailed E-Way annexure shall be duly authenticated/signed by the responsible officer/official.
3. Taxation Section will accordingly generate E-Way bill and revert back PDF in the assigned mail ID.
4. While filling the form all the units ensure to fill up all the field and authenticate before forwarding to HO.

Further, for the facilitation and assistance, field units contact on **Telephone No. 0177-2809456 (Taxation Branch)** for any query regarding generation of E-Way bill.

This is for kind information and necessary action in the matter please.

DA-As above.

Yours faithfully,

[Signature]
**Chief Account Officer,
F&A Wing, HPSEB Ltd.,
Shimla-04.**

Copy to:

- 1) The Executive Director (Pers.), Kumar House, HPSEBL, Shimla-171004 for information please.
- ✓ 2) The Superintending Engineer (IT), Kumar House, HPSEBL, Shimla for uploading in the website of HPSEBL.
- 3) All the Sr. A.O.'s/A.O.'s in F&A Wing, HPSEBL, Shimla for information please.

[Signature]
**(Chief Account Officer,
F&A Wing, HPSEB Ltd.,
Shimla-04.**