



**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Govt. Undertaking)**

Registered office VidyutBhawan, HPSEBL Shimla-171004 (H.P.)
Number (CIN) U40109HP2009SGC031255
Telephone Number 0177-2801762, 2809447 (Office) 2655387 (Fax)
Website address www.hpseb.com
Email cao@hpseb.in, aaopgbranch@gmail.com

No. HPSEBL/F&A/PG/A-14/2024- 671-772

Dated:- 11.07.2024

To,

All the Chief Engineers,
In HPSEB Ltd.,
All the Dy. Chief Engineers/ Superintending Engineers,
In HPSEB Ltd.,
All the Sr. Executive Engineers,
In HPSEB Ltd.,

Sub:- Centralizing of payment of TDS in r/o all Gazetted Officers in HPSEB Ltd.

Sirs,

In continuation to this office letter No. HPSEBL/F&A/PG/A-14/2019-1599-605 dated 07.03.2019 and even No. 2121-29 dated 19.03.2019 and 4316-4415 dated 21.12.2021, it is informed that Income Tax in respect to all the Gazetted Officers in HPSEB Ltd. shall be deposited by Head Office w.e.f. 01.07.2024 (payable in 08.2024) onwards to bring the uniformity of Income Tax Return as well as follow all the instructions circulated by Income Tax department from time to time. Remaining recovery schedules shall continued to maintain by the field units in light of instruction circulated amongst all the field offices through previous correspondence.

In view of above, all the DDO's in HPSEB Ltd. may ensure that no drawing limit for TDS in respect of Gazetted Officers be sought from Head Office on or after 01.08.2024, however quarterly return for 2nd Qtr. as per actual TDS deposited i.e. only for 06.2024 (paid in 07.2024) may be filed as per existing practice.

Kapil Sharma
**Chief Accounts Officer,
F&A Wing, HPSEB Ltd.,
Shimla-4.**

Copy forwarded to the following for information please:-

1. The P/Secy. to the Director (F&A), HPSEB Ltd., Shimla-4.
2. The Executive Director (Pers.), HPSEB Ltd., Shimla-4.

3. The Superintending Engineer (IT), HPSEB Ltd., Shimla-4 with the request to upload the letter in Board Site.
4. The Accounts Officer (PG) with the request to ensure proper deposit of TDS & quarterly return thereof with Income Tax Department.

Harpal Shimla
**Chief Accounts Officer,
F&A Wing, HPSEB Ltd.,
Shimla-4.**

No. HPSEBL/F&A/PG/A-14/2024-299

Dated:- 11.07.2024

Copy circulated amongst all the auditors in Pay Gazetted Saction with following instruction please:-

- i) The 'Info type 185' in T-code PA30 in respect of Gazetted Officer may be run for each officer independently, being there is no shortcut in SAP (ERP) to convert in current TAN No.
- ii) The schedule of Income Tax in prescribed format duly downloaded from SAP (ERP) may provide to A-11 for compilation and deposit the Income Tax.
- iii) Before forwarding the ibid schedules, it may be ensure that the figure incorporated in Pay Ledger and account General Ledger are reconciled.
- iv) No manual figure should be entered in SAP (ERP) directly through Finance Module.
- v) Comply with all the instruction circulated vide letter referred as above.
- vi) Details of employees transferred / (retired) out/in may be provided every month.

[Signature]
**Accounts Officer (PG),
F&A Wing, HPSEB Ltd.,
Shimla-4.**