HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A STATE GOVERNMENT UNDERTAKING)

Registered Office	**Vidyut Bhawan, HPSEBL Shimla-171004 (H.P.)**
Number (CIN)	**U40109HP2009SGC031255**
GST No.	**HPSEBL 02AACCH4894EHZB**
Telephone Number	**0177-2803600(Office), 2813563 (Fax) 2801675**
Website Address:	**www.hpseb.com**

No. HPSEBL/F&A/CPC-3601 /2023-24 --298- 447 Dated: 28-9-2023

To

All the Sr. Executive Engineers
Working in HPSEB Ltd.

Subject: Instruction regulating processing of bills under Centralized Payment Utility (CPU).

Sirs,

During the scrutiny of suppliers and contractor bills received through centralized payment utility at F&A Wing, it has been observed that most of the field units are not adhering to the processes and instructions with regard to processing of bills and committing similar mistakes which not only result in delay in releasing the payments but also undue hardship to the respective contractors/suppliers. To overcome unnecessary observations/delay, the following checks to be ensured by concerned SDA/Sr. Executive Engineer(s) before parking/forwarding any bill in CPU: -

1. General Instructions:

i) All the works should be executed after approval of A/A & E/S & estimates of the scheme/work by the competent authority and within the sanctioned/ awarded amount.

ii) Ensure availability of budget/deposited amount (in bank statement) under schemes/WBS concerned.

iii) Ensure that expenditure incurred in accordance with provisions of the schemes to avoid any disallowance of claim by REC/PFC or any claim by any party who had deposited the amount

iv) Ensure proper check of bank details of vendor to avoid any wrong payment. Any wrong payments to any vendor/consumer/party due to wrong details will be the personal responsibility of AE/SDA/DDO concerned and will be placed /recovered from their PLA.

v) All the checks prescribed on CPU screen be ticked and all recovery related and other relevant documents attached.

vi) The SDA will clearly mention the Net Payable Amount to the vendor in their comments.

vii) Ensure deduction of all the statutory deduction in accordance with law and deposit of the same (except bills passed by CPC) before due dates. The responsibility of deductions of taxes and deposit thereof with concerned department is at the part of DDO concerned. Any delay and penalty thereof is personal to DDO concerned.

O/o Superintending Engineer (I.T.)
Dy. No. 11002099
Date 29-09-23
HPSEBL Vidyut Bhawan, Shimla-4

IT Cell HPSEBL, V.B. Shimla-4
Sr. EE/ASE (IT-I)
Sr. EE/ASE (IT-II)
APS/Steno

Pl. end. copy to all Sr. Xen's under IT Cell for n.a. and compliance pl.
28/09/23

29/09/23

ACE (IDS)
To upload on website

2. **Invoice related:**

i. To ensure that vendor has uploaded proper GST Invoice clearly showing Invoice No., date of invoice, GST No. etc. and duly signed by the proprietor with stamp.

ii. For invoice of vendor registered as Composite Dealer ensure their registration and that GST not allowed to them.

iii. The DDO/Competent authority should put pass order properly on the invoice and upload the passed invoice/bill with attached documents.

iv. E-way bills should be as per applicable law/provisions only.

3. **SMB Page related:**

i) Attach SMB pages and ensure that all the information has been filled in properly.

ii) All details desired in the SMB page have been filled.

iii) The following should be certified on the SMB Page:

   a) The material has been received as per specification of Purchase Order

   b) The material is received in full and good condition.

   c) The material has been entered on Stock Measurement Book No (specify the book No.)

   d) The name of scheme/GL to which the material has been charged.

iv) Verification from the concerned JE(Store) and AE(store) a/w his/her stamp & signature.

v) In case of correction, it should be strike through, write neatly and then put initial for correction.

4. **The P.O. placing authority shall be responsible to restrict the order within the delegated powers delegated to them under HPSEBL DOFP,2022. In case any deviation has been noticed the deviated amount will be recovered from the PLA of the P.O. placing authority. All the P.O. placing authorities shall maintain the record of P.O. placed on following format and shown to audit as and when required:**

Name of scheme against which purchase has been made	P.O. issuing Authority(Sr. XEN/ SE/CE	Budget allotment	Sr. No. of DOFP	Orders issued during current F.Y.so far	orders issued during the month	Total

5. **Purchase Order related** {P.O. issued by Chief Engineer (MM) for centrally procured items and Other Chief Engineers for Turn Key Awards}:-

Purchase Order has to be uploaded a/w necessary annexures to enable the higher office to process the bills like:

i) General Terms & Condition Annexure,

ii) Dispatch Instructions,

iii) Packing List,

iv) Inspection report,

v) Test Reports(where applicable)

vi) Performance Bank Guarantee

vii) Copy of Letter of Contract i.e. intimation from the PO placing authority that contract agreement has been signed by the firm.

6. **Purchase Orders related (other than above):**
   a. PO 's scan copy a/w supporting annexures
   b. Where security has been deducted from the bills provide the computation on the bill/SMB itself.
   c. Where, as per PO's clause Vendor is required to deposit the amount of security in the shape of Demand Draft, then upload the scan copy of CAG-37.

7. **REC Funded Schemes**: - The bills against REC funded schemes above Rs. 5.00 Lac are to be submitted to M/s REC to avail the facility of direct payment to the contractors/suppliers under direct payment facility. The demands for the amounts against own share + taxes only to be submitted to F&A Wing duly supported with copy of claim lodged to REC.

8: **Consumer Security**: -
   a) Ensure that no dues are pending against any consumer in any shape before processing the refund request.
   b) Ensure proper bank details a/w copy of cancelled cheque or bank statement.
   c) Ensure that name of consumer matched with the bank account details.
   d) AE concerned may verify the above before posting the request. Any wrong payments to any consumer due to wrong details will be the personal responsibility of AE concerned and will be placed /recovered from their PLA.

You are, therefore, requested to bring these instructions to the notice of all the concerned and follow the same in letter and spirit in order to avoid un-necessary objections/delay in releasing contractor(s) /supplier(s)/consumers payment. The delay in releasing the payments due to non-compliance of these instructions will be the responsibility of the concerned DDO / field unit.

Director (F&A)
HPSEB Ltd; Vidyut Bhawan,
Shimla-171004.

Copy forwarded for information & immediate necessary action to: -

1. The Sr. Private Secretary to Managing Director/ Directors (OP) / (Tech) / (Projects) and ED (Personnel), HPSEBL, Shimla.
2. All the Chief Engineers/Dy. Chief Engineers/ Superintending Engineers in H.P. State Electricity Board Limited. They are requested to direct all the concerned under their control to follow the above instructions meticulously.
3. The Superintending Engineer (IT), HPSEBL, F&A Wing, Shimla. He is requested to get the above instructions uploaded on the website of HPSEB Ltd.

Director (F&A)
HPSEB Ltd; Vidyut Bhawan,
Shimla-171004.