HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD

(A State Government Undertaking)

Registered Office	: F&A Wing, Vidyut Bhawan, Shimla – 171 004.
Corporate Identity Number (CIN)	: U40109HP2009SGC031255
GST Number	: 02AACCH4894EHZB
Telephone Number	: 0177-2809454,2809548 Fax No. 0177- 658908,2655387
Website: www.hpseb.com,	: e-mail:

No. HPSEBL/F&A/WA-36/2021-22 2856-3064 **Dated:** 15/2/2022

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 2021-22.**

Sir,

As you are well aware that Internal Audit of accounts is a statuary obligation under company Act and needs to be conducted on quarterly basis. The accounts for the FY 2021-22(up to 2nd quarter) have already been audited by the internal audit parties of HPSEBL and now the accounts for 3rd quarter of FY 2021-22 up to 31.12.2021 have also been finalized. These accounts for **3rd Qtr** are required to be audited by the internal audit parties of the HPSEBL.

The Internal Audit for 3rd quarter (up to 31.12.2021) shall be conducted w.e.f 21.02.2022 to 28.02.2022 (Per day per unit). The hard copy of the report shall be submitted the AO.WA(HQ) section by the internal audit teams alongwith soft copy through email on the mail id vkverma1766@gmail.com mentioned in the table below:

The teams for conducting the internal audit are mentioned below for respective offices.

Sr.No	Name/ Designation	e-mail ID/Phone number	Name of Office to be audited
1	Sh. Anurag Mahajan (AO) (with concerned field unit AAO)	aosap123@gmail.com/ 94180-75627	M&T Bilaspur & (OP) circle Bilaspur and its accounting units.
2	Sh. Purshotam Sharma (Sr.AO) (with concerned field unit AAO)	Pursharma20@gmail.com 94188-53798	(OP) Circle Shimla, CE (PCA) and CE (SO)
3	Sh. Dishant Verma (with concerned field unit AAO)	94593-11200	All HQ Unit (Excludes) PCA and CE (SO).
4	Sh. Santosh Kumar (AO) (with concerned field unit AAO)	aocpc16517@gmail.com/ 8219722241	Gen. wing, HPSEBL, Sundernagar.
5	Sh. Pawan Kumar (AO) (with concerned field unit AAO)	P9418043101@gmail.com 94180-43101	(OP) Circle Hamirpur & (OP) Circle Una
6	Sh. Vijay Kumar Verma (AO) (with concerned field unit AAO)	vkverma1766@gmail.com/ 89880-66485	(OP) Circle Mandi
7	Sh. Sanjay Minhas (AO) (with concerned field unit AAO)	Sanjayminhas77@gmail.com/ 94186-74202	(OP) Circle Kullu
8	Sh. Ravi Awashti (CA) and Sh. Sunil Khanna (CA)	raviawasthi58@yahoo.co.in 93188-10630 sunilkhanna9@yahoo.com	(OP) Circle Dalhousie and (OP) Circle Solan.

R/- IT Cell HPSEBL, V.B. Shimla-4

		93188-10515	
9	Sh. Rakesh Kumar Sharma (AO) (with concerned field unit AAO)	rakj63ur@gmail.com 98051-97888	(OP) Circle Nahan.
10	Sh. B.N. Sharma (AO) (with concerned field unit AAO)	aocommhpsebl@gmail.com 94599-68597	(OP) Circle Rampur & Rohru
11	Sh. Amit Sood (AO) (with concerned field unit AAO)	Soodamit1979@gmail.com 94184-72145	(OP) Circle Kangra.
12	Sh. Madan Lal (AO) (with concerned field unit AAO.	madanverma96@gmail.com. 98170-63737	ES Wing Hamirpur

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 scope of work of Internal Audit (**Annexure 'A'**) to the designated officers through e-mail to enable then to scrutinize/Audit the same. The data/details may be sent to the concerned officer on or before 21st of feb, 2022 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 availability of staff and record during the visit of internal audit team.

If any short comings are pointed out by the Internal Auditors the concerned accounting units will rectify/settle the observations by making necessary accounting entries in the current period there and then .Any clarification if required, you may contact on official telephone No.of the Dy Chief Auditor on. 0177-2655115, 0177-2809484,0177-2809411 and in emergency on Mobile No. 82198-05149. Please extend all requisite support and cooperation to the internal auditors for smooth completion of the assignment within stipulated period please.

DA: Scope of Internal Audit.

Yours faithfully,

Director(F&A)
Vidyut Bhawan, HPSEB Ltd.,
Shimla-4.

Copy to the following for information and necessary action please:

1. The Sr.PS/PS/ to the Managing Director/ Director (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, Shimla-4 for uploaded in HPSEBL website.
5. All the Executive Engineer in field accounting units in HPSEBL. It is requested to provide the vehicle to concerned audit party on need basis during their field visit.
6. The Audit team (By name) shall get the data from concerned units by 21st of Feb., 2022 and scrutinize the same. In case of any misclassification/ negative entries found during 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 (Annexure-A) to this office through mail by 4th of March, 2022. The concerned audit team shall use its own vehicle during field visit, if the vehicle is not provided by the field units for verification of data as well as to complete the audit well in time.
7. The Accounts Officer in (Gen./ES) for similar necessary action.
8. The AO's/ AAO's in all accounting units. They are requested to mail the detail as per (**Annexure'A'**) on the email ID's of audit team by 4th March 2022..
9. The Supdt. (D/A), in Accounting Divisions.

Chief Auditor,
F&A Wing, HPSEB Ltd.,
Shimla-4.

Scope of Internal Audit

Sr. No.	Description	Scope/Specific Function of Internal Audit
1.	Fixed Assets, depreciation & amortization, CWIP. (GL 10 to 18)	i) Fixed Assets Register (FAR) updated up to 31.12.2021 duly matched with Trial balance of Unit on prescribed formats.
		ii) Work wise /scheme wise detail of Capital works in progress/ WBS as on 31.12.2021 duly matched with Trial Balance of unit.
		iii) Work wise /scheme wise detail of CWIP/WBS put to use and capitalized up to 31.12.2021 after Put to use certificates from Executing Officers-capitalization duly matched with Trail balance of Unit.
		iv) Physical verification certificate of FAR of the Unit.
2.	Store (GL 21 to 22)	i) Reconciliation of store balances with book balance/SAP balance as on 31.12.2021
		ii) Age wise detail of material as per the requirement of INDAS as on 31.12.2021
		iii) Physical verification certificate of store as on 31.12.2021.Cleared of GR/IR A/C BH.22.2 by Go Live Units.
3.	Sales, Services and Revenue. (GL 23)	i) Category wise reconciliation of figures of opening balance, assessment, realization and closing balances for FY 2021-22 up to 31.12.2021 with main abstract ledger of consumers, Revenue returns and Trails balances of Unit.
		ii) Age wise/ category wise list of sundry debtors as on 31.12.2021 as per the requirement of INDAS.
		iii) Category wise list of permanent defaulter's consumers as on 31.12.2021
		iv) Transfer of outstanding amount of disconnects consult to PDCO A/C BH.23.5.
4.	Cash, Bank and Bank Balances. (GL 24)	i) Certificate of daily basis closure of Cash & Bank book from DDOs as per requirement of INDAS.
		ii) The cash and bank balances have to be tallied with Trial balances of Unit.
		iii) Reconciliation certificate of bank balances with bank as on 31.12.2021
		iv) Scrutiny of bank reconciliation statement of S/Divns./Divns. duly tallied with balances division as whole CS-I.
5.	Advances, payables and IUTs. (GL 25 to 39)	i) Scrutiny of all type of advances (GL 25 to 28) sub head wise and ensure that proper records of Advances given to Employees/ Pensioners/ Suppliers / Contractors has been maintained by the unit.
		ii) Age wise breakup of outstanding advances (GLs wise).
		iii) The balances under GLs 27.101 to .103, 28.261 to 263, 28.361 to 363, 44.1, 47.6, 57.1 up to

		31.12.2021 of the unit.
		iv) IUT & IUT reconciliation statement on prescribed formats ending up to 31.12.2021
		v) Bifurcation of balances under (Gl 25 to 39) accounts into current and non- current).
		Vi) Reconciliation certificate of each with concerned parties.
6.	Provisions and liabilities and payable (GL 41 to 57)	i) Scrutiny related to the records of provisions, liabilities and receivables party wise outstanding as on 31.12.2021
		ii) Reconciliation certificate with concerned parties.
		iii) Age wise breakup of balances under these GLs on prescribed formats. Bifurcations of these GLs into Current and non-current.
		iv) Reconciliation of TDS/TCS GST with subsidy record.
7.	Sale of Power (GL 61 to 65)	i) Month wise check of classification of Sale of Power in various categories (MUs vis-a-vis revenue) of the Unit.
		ii) Classification of receipts in other income heads of accounts.
		iv) Reconciliation of TDs/TCs GST with subsidy received.
8.	Purchase of Power/O&M Expenses (GL 70 to 83)	i) Random vouching of all type of expenses (Capex &Opex).
		ii) Ensure proper classification of expenses.
		iii) Budget allocation and expenditure incurred by the unit under O&M.
		iv) Verification of prior period income/Expenses.
9.		Detail of contingent liabilities/ Arbitration cases/consumer cases with the quarter of amounts.
10		Detail of lease hold heard/Assets and period of lease thereof.
11		Detail of reserve fund under BH.56
12		Accountal of Self executed Assets by consumer as per procedure prescribed.
13		Others, if any comments of IA.

~~Asstt.~~ Accounts Officer (WAHQ)
F&A Wing, HPSEBL,
Shimla-4