	Himachal Pradesh State Electricity Board Limited **(A State Govt. Undertaking)** Registered Office Vidyut, Bhawan, HPSEB Ltd., Shimla-171004 (HP). Number(CIN) U40109HP2009SGCO3125 GST No. 02 AACCH4894E HZB Telephone No 0177- 2809449, 2801762 Website address WWW.hpsebl.com Email loanhpseb@gmail.com

No. HPSEBL/F&A/Mon.Acc./Comp-I/ 2021 1199 - 1238 Dated: 14/12/2021

To

The Chief Engineer (ES),
HPSEBL, Hamirpur (H.P.)

The Chief Engineer (Gen.),
HPSEBL, Sundernagar (H.P.)

All the Dy. CEs/ Superintending Engineers,
(OP) Circle in HPSEBL.

Sub:- **Finalization & submission of monthly accounts on due dates.**

During the scrutiny of Trial balance in respect of accounting Units under your respective control ending 30.11.2021, the following shortcomings/irregularities have been noticed.

1. In all the Units, it has been observed that opening balances under Capital Works in Progress (CWIP) have been uploaded in SAP (ERP) on go live date in respective GLs only. The WBS against which the expenditure has been incurred have not prepared in SAP ERP while uploading the balances WBS wise. Due to which, it become very difficult to this office to identify the W.B.S./scheme wise expenditure required by the HPERC including its funding pattern.

2. The expenditure booking under Capital/Revenue head of accounts is still lying under the Consumption a/c under head 71 & 73 which is required to be settle/transfer to Capital and Revenue heads 14 & 74 before close of monthly accounts every month as per the instructions already given.

3. There is minimal capitalization of capital works into assets during the eight months of FY 2021-22 (4/21 to 11/21) in SAP (ERP). As the expenditure under Capital works in progress accounts has been accumulated to the tune of Rs.1807 cr Company as a whole as on 30.11.2021, which seems

that the fields units are not capitalising the works completed and put to use as on date. In this context, it is reiterated that due to non-capitalisation of completed and put to use works by the fields Units, the Company is not is a position to take the benefit of depreciation and repair & maintenance of these assets through ARR, which are effecting the liquidity of the HPSEBL very badly. In view of above, it is requested to capitalised the competed and put to use works immediately with further loss of time in SAP ERP and it may be ensured that up to the 31.03.2022, all the completed and put to use works under GL 14- Capital work in progress account should be transferred to fixed assets accounts (GL10).

4. There is a huge miss match in the figures of revenue assessment, realization and closing balances appearing in trial in SAP (ERP) and ISU billing as on 30.11.2021, which is required to be settled every month and as on 31.3.2022, the difference should be nil in both set of accounts i.e ERP and ISU billing.

5. It has been observed that there are huge negative balances under Bank GLs of S/Divisions/Divisions under your control. It is advised to direct the concerned Units under your control to look into the same and ensure that the bank reconciliation should be done properly and the accounting of excess credit/outstanding cheques may be done on monthly basis to ensure the proper classification of every receipt/expenditure. Responsibility should be fixed, in case any of the office is not accounting for such transactions every month and action should be taken as per the instructions already issued from worthy MD in this regard.

6. The advance payments made to the Contractors/suppliers by the divisions under your control have not been cleared so far despite the bills of these are being processed regularly which is highly objectionable in audit point of view. Any lapse in this regarding non-recovery of advance amount from the party concerned with in time will be the responsibility of DDO concerned.

7. Rectification of negative balances appearing under various heads of accounts under current assets and liabilities specifically under GL 22.2 (Miro accounts of Store & services) require to be adjusted every month.

8. Ensure matching the CMTR-III with the revenue returns generated from ISU billing and also the figures of the same in Trial balances every months to avoid any mismatch.

9. Ensure that the salary of all the staff under your control should be prepared through the HR module of SAP ERP every month. The schedules of each and every heads of accounts should be generated from SAP/ERP to avoid any manual interception regarding preparation of salary in future. The arrear of fixations and others may be dealt only through the HR module and no arrear of salary be posted in finance directly in future.

10. Non transfer of full amount to head office as per instructions issued from time to time under heads 27101 to 103, 28.261 to 263, 28.361to 363, 44.110,120,130 & CPF balances under GL 57.120,170, 57.180 & 181. 28.621 to 28.624.The instructions issued in this regards shall be implemented in true spirit.

11. Non submission of certificate of 100% entries in SAP ERP by 7th of each month to Accounts Officer (Compilation), F&A Wing, HPSEBL, Shimla-4.All are requested to ensure the time lines for submission of certificate of 100% entries in SAP ERP every month to the designated officer in F&A Wing on or before due date.

In view of above, it is requested to direct the Sr Executive Engineers in Divisions, SDOs in Sub-Divisions, AOs/AAOs of accounting units and Supdt. (D/A)/JoA (Accounts) in Divisions under your administrative control to ensure to scrutinize the accounts periodically and ensure the correctness of data related to accounts in respect of their offices.

Yours faithfully

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Chief Accounts Officer,
F&A wing HPSEBL,
Shimla-04.

Copy to the following for information and n.a. for importing the necessary directions to subordinate offices for compliance of instructions issued in this regard from time to time.

1. The Chief Engineer (Central Zone) Mandi.
2. The Chief Engineer (North) D/ Shalla
3. The Chief Engineer (OP) South Shimla.
4. The Chief Engineer (PCA)/SO, HPSEBL, Shimla-4.
5. The Superintending Engineer (IT), HPSEBL, Shimla for information with request to upload the same on the web of HPSEBL.
6. All the Sr AO/AOs in F&A Wing for necessary action.
7. The AO in in Gen and ES Wing of HPSEBL.
8. All the AAO in OP circles/ AAO (PCA)/Comm/SO) of HPSEBL for compliance and regular monitoring of the above shortcomings.

Chief Accounts Officer,
F&A wing HPSEBL,
Shimla-04.