



HIMACHAL PRADESH POWER TRANSMISSION CORPORATION

(A State Government Undertaking)

Himfed Bhawan, Panjri (Bye Pass Road) Shimla-171005.

Registered Office: Himfed Bhawan, Panjri (Bye Pass Road), Shimla, Himachal Pradesh-171005.

Phone Number: - 0177-2831284, Fax Number: 0177-2832384, F&A -Fax : 01772832401

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Email md@hpptcl.in

OFFICE ORDER


On the joining of Sh. Kishori Lal, A.A.O in F&A wing, HPPTCL, Shimla, the works distribution of F&A wing are made as under with immediate effect:-

Branch	Sr. No.	Name & Designation	Duties Assigned
(1) Accounts & Banking		Sh. Kamlesh Sharma (Manager Accounts)	Incharge of Branch
	1	Sh. Karun Chauhan (Supdt. Divn. Accounts)	Compilation / Consolidation of Accounts, BG, Assets and Balance Sheet.
	2	Sh. Harnam Singh (J.O.)	ADB Bills, work register, F/ Concurrence, GST, Taxes, & returns thereof.
	3	Sh. Ravinder Kumar (JOA, Accounts)	Bank related jobs i.e. cash, cheque, RTGS & FDR's Interest, Ledger Posting and misc. Jobs of accounts i.e. returns etc.
	4	Sh. Shiv Kumar (Asstt. Accounts)	He will assist branch.
(2) Bills, Loan & Budget		Sh. Kuldeep Kumar Sharma (Asstt. Accounts Officer)	Incharge of Branch
	1	Ms. Karuna Rohal (JOA, Accounts)	KfW Bills & filing claims, work register, MNRE Grant. Budget & miscl. Information of Annual Plan & EAP. ADB Claims & miscl. Jobs of ADB. Funds i.e. ADB & Equity and A.G. Reconciliation.
	2	Sh. Sachin Gautam (Asstt. Accounts)	He will assist branch.
(3) Salary & Audit		Sh. Kishori Lal (Asstt. Accounts Officer)	Incharge of Branch
	1	Sh. Surender Kaul (Supdt. Grade- II)	CAG & PUC replies of Audit, misc. information regarding Audit and Domestic Projects.
	2	Ms. Lajwanti Aukta (Sr. Asstt.)	Commercial & Monitoring bills.
	3	Sh. Sanjeev Jishtu (JOA, Accounts)	Pay & Salary, arrears and other miscl. bills of Establishment, TDS & returns i.e. EPF/ CPF & Leave Salary and No Demand Certificate.
	4	Sh. Subhash (D.E.O.)	He will Assist in job of Pay / Salary & Misc. bills.

Keeping in view of above assigned works/jobs, all the concerned In-charges and Officials working in their respective branches will perform their

duties in routine work as well as in ERP (SAP) module, being a Sub Process Owner/Sub Process end User.

In addition to above, further duties can be assigned at any time in the interest of HPPTCL work.


Dy. General Manager (Finance)

No. HPPTCL/F&A/E-1/2013- 11335-38

Dated:- 14-12-2018

Copy to;

- 1) P.S. to the Managing Director, HPPTCL, Shimla- 5 for kind information of worthy M.D., please.
- 2) P.A. to the Director (P&C), HPPTCL Shimla-5 for kind information of worthy Director, please.
- 3) The Dy.General Manager (P&A), HPPTCL, Shimla-5 for kind information, please.
- 4) All the above named officers/Officials for Compliance.


Dy. General Manager (Finance)

DSM(IT) to upload on
website of HPPTCL, please


DSM(IT) 
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