



**H. P. POWER TRANSMISSION CORPORATION LIMITED**  
**(A State Government Undertaking)**

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Dated: *19-01-2019*

To

All the AGMs, DGMs (Zone offices) & Sr. Managers (PIUs) working under this organization.

**Sub :- Instructions regarding submission of firm bills in H.Q.**

Sirs,

While checking and passing firm / contractor bills in this office some errors/ discrepancies have been noticed, these errors are being repeated regularly by the field units despite of following verbal instructions issued by this office time to time. Now, some general guidelines which may be kept in mind while preparing/ pre auditing and passing of contractor/ firm bills are being issued for further follow up, the same are detailed below;

- 1 Proper certificate as per manual are not being recorded on the bills, which must be depicted on bill by the JE concerned and be got countersigned by the Dy. Manager concerned before presenting the bills for payment.
- 2 Proper counting of running bills must be carried out and the bills on proper format may be presented for pre audit / passing.
- 3 Proper test checks as per manuals i.e., 80 % by Dy. Manager and 20% by Sr. Manager may be exercised on the quantities measured or on the bills submitted by the firms as per the duties assigned by the HPPTCL. The acceptance on this account may also be had from the firm also.
- 4 Correcting fluid must not be used on the bills submitted by the executing agencies. If there is overwriting the same may be got attested properly with initials of concerned.
- 5 In some cases proper up to date quantities are not being shown on the running bill / measurement book, matter may be looked into and must be shown in the R/A bills for proper evaluation of currently measured quantities.
- 6 Proper record for firm accounts/ recording of bills must be kept in concerned PIUs, if not, then the same may be looked in to and proper record must be maintained to avoid any audit objection at later stage. The practice for recording entries of bills on loose/ bear sheets must not be resorted and will not be entertained.

- 7 The deviated quantities in the bills will be restricted to awarded quantities, the payments on these accounts must be released after the approval of deviations from competent authorities, accordingly the case to get the approval of competent authority be moved by concerned PIU in a time bound manner to avoid unnecessary delay in making payments to executing agencies.
- 8 The guidelines issued by the G.O.I. / HPPTCL on GST may be followed strictly for avoiding penalties. If any discrepancy is found the matter may taken up with Head Office immediately.
- 9 Proper record of mobilization amount paid / interest earned thereof must be maintained properly and must be deducted as per the terms and conditions of the contract, to avoid litigation at the finalization of the contract.
- 10 The other statutory taxes leviable must be deducted from the firm / contractor bills as per the practice adopted by the HPPTCL.
- 11 Work register ( scheme specific ) must be maintained at PIU level and record entries with work abstract showing component wise break up must be prepared for proper accounting of a work being executed.
- 12 Practice adopted for recording bills without dated initials must be avoided and bills must be prepared/ measured with dated initials of concerned.

The above instructions must be followed strictly and adhered to in letter & spirit for avoiding delay in releasing payments to the firms, moreover to avoid attraction of audit objections at later stage.


Yours Sincerely,



(Anil K. Sharma)  
Dy. General Manager (Fin.)  
HPPTCL, Panjari, Shimla-05.

Copy to:

1. P.S. to the Managing Director, HPPTCL, Shimla-05.
2. P.S. to the Director (P&C), HPPTCL, Shimla-05.
3. P.S. to the Director (Projects), HPPTCL, Shimla-05.
- ✓ 4. AGM (I.T.) to upload the same on HPPTCL website.



(Anil K. Sharma)  
Dy. General Manager (Fin.)  
HPPTCL, Panjari, Shimla-05.