

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED  
(CHIEF ACCOUNTS OFFICER, A&R SECTION, SHAKTI SADAN PATIALA)**

To

All ASEs/Sr. Xens/AOs under PSTCL  
(Accounting Units only)

Memo No. 906/965 /CAO/Corporate Accounts/A&R/41  
Dated: 25-05-2011

**Subject: Regarding Reconciliation of Receivables (GH 28.881 to 28.885) and Payables (GH 46.946 to 46.947) relating to Inter Corporation Transactions between two Corporations for the finalization of Annual Account ending March, 2011 of both the Corporations (PSPCL & PSTCL): Submission of Certificate of reconciliation/matching up of amounts taken from PSPCL regarding Inter Corporation Transactions along with March 2011 Account.**

After unbundling of PSEB, PSPCL has issued Accounts Circular 08/2010 regarding Inter Corporation Transactions between two Companies. Accounting Units of both the Corporations have incurred the expenditure, issued the Material and transfer the funds on behalf of other Corporation with/without intimating to the concerned Accounting Unit of the other Corporation. Due to this, Receivables (GH 28.881 to 28.885 – Inter Corporation Transactions) of one Corporation are not reconciled with Payables (GH 46.946 to 46.947 – Inter Corporation Transactions) of other Corporation at the end of February, 2011. For the finalization of Annual Accounts ending March 2011 as per Companies Act, 1956, the Receivables of one Corporation must be authenticated by other Corporation on the basis of Payables of that Corporation.

For the reconciliation of Receivables (GH 28.881 to 28.885) and Payables (GH 46.946 to 46.947) with other Corporation i.e. PSPCL, this office has already issued instructions to all Accounting Units of PSTCL along with instructions for submission of account for the month of March 2011 vide memo no. 675/785 dated 11.04.2011 through Para 35 that all the accounting units of PSTCL have to ensure that all the Inter Corporation transaction with PSPCL have been duly accounted for/reconciled with the concerned unit of PSPCL and nothing remains pending on this account. The certificate in this regard has to be given along with Trial Balance of March 2011 account.

In addition a certificate of Reconciliation/matching up of amounts from the concerned offices of PSPCL is also required with the March 2011 Account.

You are again directed that expenditure incurred, material issued and funds transferred on behalf of other Corporation during the financial year 2010-11 (17.04.2010 to 31.03.2011) be intimated to the concerned Accounting Units of PSPCL.

A certificate regarding amount adjusted/duly accounted for and reconciled by these accounting units of PSPCL in their accounts be taken and submitted along with monthly account of March 2011. **No March 2011 account will be accepted without matching up/Requisite Reconciliation certificate from concerned PSPCL Division/Divisions regarding adjustment of Inter Corporation Transactions.**

This issues with the approval of Competent Authority.

Accounts Officer/A&R (Compilation),  
PSTCL, Patiala.

Endst. No.966/1095 /CAO/Corporate Accounts/A&R/41      Dated: 25-05-2011

Copy of the above is forwarded to the following for information and further necessary action please.

1. Er. In Chief/Sub Station, PSTCL, Patiala.
2. Chief Engineer/SO&C, PSTCL, Patiala.
3. Chief Engineer/TL, PSTCL, Patiala.
4. Chief Engineer/P&M, PSTCL, Ludhiana.
5. CAO/A&R, PSPCL, Patiala.
6. Financial Advisor, PSTCL, Patiala.
7. All CAOs / CA / FA / Cost Controller under PSPCL.
8. All Dy. CAOs / Dy. CAs / Dy. FAs under PSPCL / PSTCL.
9. Company Secretary, PSTCL/PSPCL.
10. Accounts Officer/Corporate Audit, PSTCL, Patiala for strict compliance of the instructions at the time of receiving the monthly accounts of March 2011 from the Accounting units of PSTCL.
11. All Accounts Officers under PSPCL / PSTCL.
12. Accounts Officer/Broad Sheet, PSPCL, Patiala.
13. RAO, PSPCL/PSTCL, Patiala.
14. SE/IT, PSPCL / PSTCL, Patiala for placing the circular on websites of PSPCL/PSTCL.

Accounts Officer/A&R (Compilation),  
PSTCL, Patiala.

CC

1. Sr. PS to CMD, PSTCL/PSPCL, Patiala.
2. Sr. PS to Director/Finance & Commercial, PSTCL, Patiala.
3. Sr. PS to Director/Finance, PSPCL, Patiala.
4. Dy. Secy. to Director/Technical, PSTCL, Patiala.
5. Sr. PS to Director/Administration, PSTCL, Patiala.  
for kind information of the CMD/Directors respectively.
6. PA to CAO, PSTCL, Patiala.



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED  
(CHIEF ACCOUNTS OFFICER, A&R SECTION, SHAKTI SADAN, PATIALA)**

**Accounts Circular No. 02/2011/PSTCL**

To

- 1 All ASEs/Sr. Xens PSTCL (Accounting Units/DDOs only)
- 2 Accounts Officer/Banking, PSTCL/PSPCL, Patiala.
- 3 All Accounts Officer under PSTCL.
- 4 Accounts Officer/A&R and AO/WM&G, PSPCL, Patiala.

Memo No. 453/517 /CAO/A&R/20

Dated: 31.03.2011.

**Subject: Opening of New Account Codes/Heads and procedure for separate payment account opened in Banks for each DDO of PSTCL.**

The Financial Advisor has informed that a separate Current Bank Accounts for payments for each DDO is being opened by their office w.e.f. 01.04.2011 as per decision taken by Board of Directors of PSTCL in its meeting 06/2010 held on 21.12.2010. For proper accounting of these accounts, there is a need to change the existing system of accounting entries regarding transfer of funds from Head Office to different Accounting Units/DDOs of PSTCL with opening of some new Account Codes/Heads. Accordingly the following Account Codes/Heads are added the booklet of "Chart of Accounts" (Commercial Accounting System Vol. I Part I) under Group Head - 24 for proper accountal of transfer of funds. The procedure of passing entries at different time by concerned offices has been prescribed at enclosed **Annexure:-**

<b>Account Code</b>	<b>Account Head</b>
24.401	Disbursement Bank Account (already existing in Chart of Accounts) – to be operated by DDOs as per procedure explained in <b>Annexure</b> .
24.405	Transfer of funds from Head Office (Banking Section, PSTCL) to different Accounting Units/DDOs (Newly Opened) – to be operated by concerned offices as per procedure explained in <b>Annexure</b> .

It is informed to all concerned offices that procedure explained in Annexure is to be followed w.e.f. 01.04.2011. positively.

This issue with the approval of Chief Accounts Officer, PSTCL, Patiala.

DA/Annexure

Accounts Officer/A&R,  
for Chief Accounts Officer,  
PSTCL, Patiala.

Endst No. 518/648 /CAO/A&R/20

Dated: 31.03.2011

Copy of the above is forwarded to the following for information and further necessary action please.

- 1 Er. in Chief/Sub Station, PSTCL, Patiala.
- 2 Chief Engineer/TL, PSTCL, Patiala.
- 3 Chief Engineer/P&M, PSTCL, Ludhiana.
- 4 CAO/A&R, PSPCL, Patiala.
- 5 All CAOs / CA / FA / Cost Controller under PSPCL.
- 6 All Dy. CAOs / Dy. CAs / Dy. FAs under PSPCL / PSTCL.
- 7 Company Secretary, PSTCL/PSPCL.
- 8 All Accounts Officers under PSPCL.
- 9 Accounts Officer/Broad Sheet, PSPCL, Patiala.
- 10 RAO, PSPCL/PSTCL, Patiala.
- 11 SE/IT, PSPCL / PSTCL, Patiala for placing the circular on websites of PSPCL/PSTCL.

DA/Annexure

Accounts Officer/A&R,  
for Chief Accounts Officer,  
PSTCL, Patiala.

CC

- 1 Sr. PS to CMD, PSTCL/PSPCL, Patiala.
- 2 Sr. PS to Director/Finance & Commercial, PSTCL, Patiala.
- 3 Sr. PS to Director/Finance, PSPCL, Patiala.
- 4 Dy. Secy. to Director/Technical, PSTCL, Patiala.
- 5 Sr. PS to Director/Administration, PSTCL, Patiala.  
for kind information of the CMD/Directors respectively.



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED  
(CHIEF ACCOUNTS OFFICER/CORPORATE ACCOUNTS, B-2 SHED,  
SHAKTI VIHAR PATIALA)  
(WM&G SECTION, PATIALA)**

**Accounts Circular No. 01/2011/PSTCL**

To

- 1 All ASEs/Sr. Xens PSTCL (Accounting Units only)
- 2 Accounts Officer/Banking, PSTCL/PSPCL, Patiala.
- 3 Accounts Officer/GPF, PSPCL, Patiala.
- 4 Accounts Officer/Pension, PSPCL, Patiala.
- 5 Accounts Officer/A&R and AO/WM&G, PSPCL, Patiala.

Memo No. 222/287/CAO/Corporate Accounts/A&R/32

Dated: 22.03.2011.

**Subject: Procedure/Mechanism for settlement of transactions made by the different Accounting Units of PSTCL relating to GPF, Pension, Gratuity, Leave encashment, LTC and Medical reimbursement for transfer of balances to PSPCL at Head Office level and streamlining the Accounting thereof.**

Before Unbundling, the transactions relating to Credits taken and payments made by different Accounting Units relating to GPF, Pension, Gratuity, Leave encashment, LTC etc. are settled/transferred to the head office at the year end i.e. in the month of March through IUT Bills/U-Cheques. But after unbundling these transactions are not required to settled/transferred through IUT Bills/U-Cheques at the year end by different Accounting Units of PSTCL. Therefore, the following new procedure/mechanism has been framed and introduced with the approval of Competent Authority.

- 1 Regarding Credit taken and payments made in respect of GPF/CPF under Account Head 57.120/57.160/57.165 by the different Accounting Units of PSTCL:**

AO/Banking, PSTCL issue ONE consolidated cheque to AO/Banking PSPCL (as AO/GPF, PSPCL has no DDO powers) for credits taken by different Accounting Units and similarly receive ONE consolidated cheque for payments made by different Accounting Units of PSTCL before 31<sup>st</sup> March, 2011 in respect of figures pertaining up to January 2011 on the basis of figures compiled at Head Office level through different trial balances of Accounting Units supplied by AO/A&R, Compilation, PSTCL and similarly ONE cheque issued and received after 31<sup>st</sup> March, 2011 in respect of figures for the month of February and March, 2011 supplied by the concerned Accounting Units on the basis of incorporating/passing the entries under respective Account Code mentioned/prescribed in **Annexure A**.

After 31<sup>st</sup> March, 2011, AO/Banking PSTCL issue and receive U-Cheques on the previous pattern of AO/GPF, PSPCL pertaining to whole financial year 2010-11 (i.e. 17.04.2010 to 31.03.2011) to/from different Accounting Units of PSTCL to transfer their balance at Head Office level, after taking clearance certificate issued by AO/GPF, PSPCL for submission of schedule/ statements of whole year on previous pattern to their offices regarding the amounts transferred through ONE consolidated cheque mentioned above for the figures up to January, 2011 along with figures of February and March, 2011 for adjustment in annual accounts of March, 2011 as explained in **Annexure A**.

**2 Regarding payments made to retirees who retired before 16.04.2010 on account of Pension, Gratuity, Leave Encashment, reimbursement of Medical Expenditure, LTC to Pensioners, Fixed Medical Allowance to Pensioners under Account Head 44.110/44.120/75.617/ 75.863/75.861/57.150/28.861 /75.873/75.874/75.875 etc. by different Accounting Units of PSTCL:**

AO/Banking, PSTCL receive ONE consolidated cheque from AO/Banking PSPCL (as AO/Pension, PSPCL has no DDO powers) for debits/payments made by different Accounting Units before 31<sup>st</sup> March, 2011 in respect of figures pertaining up to December 2010 on the basis of figures compiled at Head Office level through trial balances/statements received from different Accounting Units supplied by AO/A&R, Compilation, PSTCL and similarly ONE cheque will be received after 31<sup>st</sup> March, 2011 in respect of figures for the month of January, February and March, 2011 supplied by the concerned Accounting Units on the basis of incorporating/passing the entries under respective Account Code mentioned/prescribed in **Annexure B**.

After 31<sup>st</sup> March, 2011, AO/Banking PSTCL issue and receive U-Cheques on the previous pattern of AO/Pension, PSPCL pertaining to whole financial year 2010-11 (i.e. 17.04.2010 to 31.03.2011) to/from different Accounting Units of PSTCL to transfer their balance at Head Office level, after taking clearance certificate issued by AO/Pension, PSPCL for submission of schedule/ statements of whole year on previous pattern to their offices regarding the amounts transferred through ONE consolidated cheque mentioned above for the figures up to December, 2010 along with figures of January, February and March, 2011 for adjustment in annual accounts of March, 2011 as explained in **Annexure B**.

**3 Regarding payments made to retirees who deputed to PSTCL and retired after 16.04.2010 on account of Pension, Gratuity, Leave Encashment, reimbursement of Medical Expenditure, LTC to Pensioners, Fixed Medical Allowance to Pensioners under Account Head**

**44.110/44.120/75.617/75.863/75.861/57.150/28.861/75.873/  
75.874/75.875 etc. by different Accounting Units of PSTCL:**

The payments made mentioned in para 3 will be decided later on separately.

Apart from the above, the following New Accounts Codes/Heads are added in booklet of "Chart of Accounts" (Commercial Accounting System Vol. I Part I) as prescribed in procedure mentioned in **Annexure A & B**.

<b>Account Code</b>	<b>Account Head</b>
28.886	Inter Corporation Transaction – GPF (to be operated by AO/Banking, PSTCL and PSPCL)
28.887	Inter Corporation Transaction – Payment made on account of Pension, Gratuity, LTC, Leave Encashment etc. to retirees who retired before 16.04.2010. (to be operated by AO/Banking, PSTCL and PSPCL)
46.948	Inter Corporation Transaction - GPF (to be operated by AO/Banking, PSTCL and PSPCL)
46.949	Inter Corporation Transaction - – Payment made on account of Pension, Gratuity, LTC, Leave Encashment etc. to retirees who retired before 16.04.2010. (to be operated by AO/Banking, PSTCL and PSPCL)

This issues with the approval of Director/Finance & Commercial, PSTCL.  
DA/Annexure A & B

Accounts Officer/A&R,  
for CAO/Corporate Accounts,  
PSTCL, Patiala.

Endst No. 288/418/CAO/Corporate Accounts/A&R/32  
22.03.2011

Dated:

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- 1 Er. in Chief/Sub Station, PSTCL, Patiala.
- 2 Chief Engineer/TL, PSTCL, Patiala.
- 3 Chief Engineer/P&M, PSTCL, Ludhiana.
- 4 CAO/A&R, PSPCL, Patiala.
- 5 All CAOs / CA / FA / Cost Controller under PSPCL.
- 6 All Dy. CAOs / Dy. CAs / Dy. FAs under PSPCL / PSTCL.



- 7 Company Secretary, PSTCL/PSPCL.
- 8 All Accounts Officers under PSPCL / PSTCL.
- 9 Accounts Officer/Broad Sheet, PSPCL, Patiala.
- 10 RAO, PSPCL/PSTCL, Patiala.
- 11 SE/IT, PSPCL / PSTCL, Patiala for placing the circular on websites of PSPCL/PSTCL.

DA/Annexure A & B

Accounts Officer/A&R,  
for CAO/Corporate Accounts,  
PSTCL, Patiala.

CC

- 1 Sr. PS to CMD, PSTCL/PSPCL, Patiala.
- 2 Sr. PS to Director/Finance & Commercial, PSTCL, Patiala.
- 3 Sr. PS to Director/Finance, PSPCL, Patiala.
- 4 Dy. Secy. to Director/Technical, PSTCL, Patiala.
- 5 Sr. PS to Director/Administration, PSTCL, Patiala.  
for kind information of the CMD/Directors respectively.



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED  
(CHIEF ACCOUNTS OFFICER/CORPORATE ACCOUNTS, PATIALA)  
(WM&G SECTION, PATIALA)**

Accounts Circular No. **01/2010/PSTCL**

To

- 1 Chief Engineer/SO&C, PSTCL, Patiala.
- 2 Financial Advisor, PSTCL, Patiala.

Memo No. 69/70/CAO/Corporate Accounts/A&R/20

Dated: 08.12.2010

**Subject: Opening of New Account Codes/Head for amount recoverable from PSPCL by the PSTCL as Transmission Charges.**

At present, there is no Account Code/Head under GH 23 & GH 61 regarding Transmission Charges recoverable from PSPCL by the PSTCL. After unbundling, there is a requirement to open new Account Code/Head for amount recoverable from PSPCL by the PSTCL as transmission charges like other categories of consumers under GH 23 & GH 61 under "Chart of Accounts" (Commercial Accounting System Vol I Part I) for PSTCL.

Accordingly the following Account Codes/Heads are added in the booklet of "Chart of Accounts" (Commercial Accounting System Vol I Part I) under Group Head 23 & 61 for proper accountal of Transmission charges recoverable from PSPCL as per detail below:-

**Account Code**

**Account Head**

**23.831**

Sundry Debtors-Amount Recoverable from PSPCL by PSTCL on account of Transmission Charges.

**EXPLANATION**

This account represents the amount due from PSPCL on account of Transmission Charges. These Charges shall be debited to Account Code 23.831-

Sundry Debtors-Amount Recoverable from PSPCL by PSTCL on account of Transmission Charges as per contra credit to 61.831.

**61.831** On account of Transmission Charges-Recoverable from PSPCL.

### EXPLANATION

This account represents the revenue/income due to PSTCL from PSPCL on account of Transmission Charges. These charges shall be credited to the account code 61.831-Revenue on account of Transmission Charges-Recoverable from PSPCL as per contra debit to 23.831.

As and when amount is realized the Sundry debtors on this Account shall be cleared by crediting the amount to Account Code/Head 23.831 (Sundry Debtors-Amount Recoverable from PSPCL by PSTCL on account of Transmission Charges).

This issues with the approval of Chief Accounts Officer/Corporate Accounts, PSTCL, Patiala.

Accounts Officer/A&R,  
for CAO/Corporate Accounts,  
PSTCL, Patiala.

Endst No. 71/193 /CAO/Corporate Accounts/A&R/20 Dated: 08.12.2010

Copy of the above is forwarded to the following for information and further necessary action please.

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- 3 Chief Engineer/P&M, PSTCL, Ludhiana.
- 4 CAO/A&R, PSPCL, Patiala.
- 5 All CAOs / CA / FA / Cost Controller under PSPCL.
- 6 All Dy. CAOs / Dy. CAs / Dy. FAs under PSPCL / PSTCL.
- 7 All Accounts Officers under PSPCL / PSTCL.
- 8 Accounts Officer/WM&G, PSPCL, Patiala.
- 9 Accounts Officer/Open Access, PSTCL, Patiala.
- 10 RAO, PSPCL/PSTCL, Patiala.

11 SE/IT, PSPCL / PSTCL, Patiala for placing the circular on websites of PSPCL/PSTCL.

Accounts Officer/A&R,  
for CAO/Corporate Accounts,  
PSTCL, Patiala.

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  - 3 Dy. Secy. to Director/Technical, PSTCL, Patiala.
  - 4 Sr. PS to Director/Administration, PSTCL, Patiala.
- for kind information of the CMD/Directors respectively.