



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)

Chief Accounts Officer, A&R {Compilation} Shakti Sadan, Patiala

To

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

Memo No.2705/2762 /CAO/A&R/Broad sheet

Dated: 17/11/2011

Subject: Issue of U-Cheques without IUT-Bills.

After compiling the accounts upto September 2011, it has come to notice that some divisions/accounting units are issuing U-Cheques without IUT-Bills. The column no. 4 of statement IUT-6 (Monthly statement of U-Cheques issued) are left blank or mentioning only SR no. of JE instead of mentioning the IUT-Bill no. raised by another division within PSTCL for transfer of material etc. at the time of sending the statement along with monthly account/trial balance. It seems that U-Cheques are issued in such cases without verification of the IUT-Bills from the JE of concerned work. Even in some cases blank U-Cheques are issued by different divisions for issue of material. It is violation of codal instructions of IUT Manual of Chapter 3. As per Chapter 6 of IUT Manual U-Cheques without IUT-Bill only can be issued in case of recoveries made on behalf of other divisions and material return to store i.e. to clear the credits appearing under GH-46.941 not in case of drawl of material and other transactions incurred relating to another divisions and shown under GH-31 to 37 by that division.

This also shows casual approach regarding issue, record and custody of U-Cheques and U-Cheque Books where as per chapter 7 of IUT manual U-Cheques and U-Cheque books are required to be treated in the same way as

bank cheque and bank cheque books. This has been taken very seriously by the higher Authorities. In case any fraud is occurred regarding non proper account of material, the concerned DDO will be held responsible personally.

You are therefore, requested to make ensure that all the above instruction be fully complied with and also in future no IUT- 6 (Monthly statement of IUT issued) statement be sent to this office along with monthly trial balances without mentioning IUT bill no. against different U-Cheques issued.

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

Endst No. 2763/2768 /CAO/A&R/Broad sheet Dated: 17/11/2011

Copy of the above is forwarded to the following for taking immediate necessary action please.

1. Engineer in Chief/TL, PSTCL, Patiala.
2. Chief Engineer/Sub Station, PSTCL, Patiala
3. Chief Engineer/P&M, PSTCL, Ludhiana.
4. Chief Engineer/SO&C, PSTCL, Patiala

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

CC

1. Company secretary PSTCL, Patiala
2. Sr. PS to Director/Finance & Commercial PSTCL Patiala for information of Director please.