



## PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Corporate Identity Number: U40109PB2010SGC033814

O/o Accounts Officer/A&R(Compilation), Shakti Sadan, Patiala

[www.pstcl.org](http://www.pstcl.org) e-mail: [ao-comp@pstcl.org](mailto:ao-comp@pstcl.org) Tel./Fax No. 0175-2203637

### *Accounts Circular No. 13/2017/PSTCL*

To

1. Dy. CE / P&M Circle, PSTCL, Amritsar.
2. Dy. CE / P&M Circle, PSTCL, Jalandhar.
3. Dy. CE / P&M Circle, PSTCL, Ludhiana.
4. Dy. CE / P&M Circle, PSTCL, Patiala.
5. Dy. CE / P&M Circle, PSTCL, Bathinda.

Memo No. 3971-75 /CAO/A&R- 20

Dated: 03.11.2017

**Sub: Submission of monthly account/ trial balance to AO/P&M Circle concerned instead of AO/WAD & audit thereof by AO/P&M circle.**

Presently the monthly accounts/Trial Balances after online submission by P&M and Protection Divisions are being submitted to AO/WAD along with relevant documents for auditing. Now, to bring efficiency in the working and to avoid duplicacy of record and economy in expenditure, it has been decided that P&M/ Protection divisions after online submission shall submit monthly account/Trial Balance along with original relevant documents to AO/P&M circle concerned for auditing from the monthly accounts of 10/2017 onwards (to be submitted from Nov. 2017). After Audit, necessary audit notes, memos etc. shall be issued by the AOs/P&M circles with a copy to AO/WAD, PSTCL, Patiala. After the completion of audit, the monthly record of the account (i.e. vouchers, schedule dockets, JVs etc.) shall be returned by the AO/P&M circle to respective Division. In other words, no Divisional record shall be kept at circle level.

In order to comply with the provision of GST, the accounts of a particular month shall be uploaded by each accounting unit online by 10th of the following month. Apart from above, any information required for compilation of accounts at Head Office level shall be provided to AO/WAD through AO/ P&M circle.

Further, it will also be ensured by the Accounts Officer/P&M circle that statement of IUT-4- Debit & credit and IUT- 6&7 are sent to AO/WAD through E-mail by each P&M and Protection Division at the time of submission of monthly account in

the circle after due verification of figures of IUT heads with trial balance by circle office for preparing IUT Broadsheet at Head Office level by AO/ WAD.

The above duties will be performed by the A.Os/P&M circle in addition to the duties circulated vide Account Circular No. 05/2012/PSTCL dated 16.11.2012, the minutes of meeting of Director/F&C vide memo no. 318/323/CAO/A&R/75 dated 11.4.13 and any other duties assigned to them.

Meticulous compliance of the above instructions may be ensured positively.

This issues with the approval of Director/F&C,PSTCL, Patiala.

*Harmander Singh*  
Accounts Officer/A&R,  
PSTCL, Patiala.

Endst. No. 3976-4062

Dated: 03-11-2017

Copy of the above is forwarded to the following for information & necessary action.

- 1 Engineer- In -Chief / TS PSTCL, Patiala.
- 2 Chief Engineer/P&M, PSTCL, Ludhiana.
- 3 Chief Engineer/ SLDC, PSTCL, Patiala.
- 4 Chief Financial Officer, PSTCL, Patiala.
- 5 Financial Advisor, PSTCL, Patiala
- 6 Chief Auditor, PSTCL, Patiala..
- 7 Company Secretary, PSTCL, Patiala.
- 8 All other Dy.CEs/ SEs/ under PSTCL (Except P&M)
- 9 All Dy. CAOs/ Dy. CAs/ Dy. FAs under PSTCL.
- 10 All Sr. Xens./ DDOs & other AOs under PSTCL
- 11 All AOs posted at circle level Amritsar, Jalandhar, Ludhiana, Patiala, Bathinda.
- 12 RAO, PSTCL, Patiala
- 13 SE/IT, PSTCL, Patiala for placing the circular on websites of PSTCL.

*Harmander Singh*  
Accounts Officer/A&R,  
PSTCL, Patiala.

CC:

1. Dy. Secretary to CMD PSTCL, Patiala.
2. Sr. PS to Director/F&C,PSTCL, Patiala.
3. Dy. Secretary to Director/Technical PSTCL, Patiala.