



**PUNJAB STATE TRANSMISSION CORPORATION LTD.**  
(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)

CIN: U40109PB2010SGC033814

O/o. Chief Financial Officer, NPS Section, 2<sup>nd</sup> floor, Shakti Sadan, Patiala

website: [www.pstcl.org](http://www.pstcl.org) Email Id: [cfo@pstcl.org](mailto:cfo@pstcl.org)

To

*NPS Circular No. 03/2021*

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

Memo No. 165-206 /CFO /NPS-19

Dated- 19.08.2021

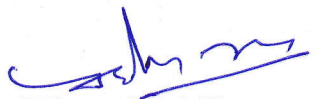
**Subject:- Regarding procedure in payment of Death cum Retirement Gratuity to employees recruited by PSTCL.**

PSTCL vide NPS Circular No. 03/2020 dated 08.12.2020 has adopted instructions regarding Extension of benefits of "Retirement Gratuity and Death Gratuity" to the PSTCL employees covered by New Defined Contributory Pension Scheme (known as NPS).

Now, the procedure to be followed for the payment of Death cum Retirement Gratuity to the employees recruited by PSTCL is defined as under:-

1. AO/Cash, PSTCL, Patiala has been appointed as Nodal Officer for sending Gratuity cases of employees which are covered under NPS to the Office of SE/HR&Admin.
2. Controlling officer/DDO/Retiree Employee (where the retired/deceased employee was last posted) will download the forms and ensure that forms are completely filled & relevant affidavits are attached (by employee in case of retirement or by Legal Heir/Nominee in case of death of the employee). After that appointing authority will verify/approves the forms and send the forms to the office of Nodal Officer i.e. AO/Cash.
3. AO/Cash will scrutinizes the forms and ensure that forms are complete in all respect and send the forms to the office of SE/HR&Admin for issue of Gratuity Payment Order (GPO) favouring the employee/nominee as per forms.
4. The office of SE/HR&Admin on the basis of consolidated NDCs (No Dues Certificates) of the employee and on the basis of information in the forms will issue Gratuity payment order (GPO) favouring the retiree employee or Legal Heir/Nominee of the deceased employee.
5. The office of SE/HR&Admin will send the copy of the GPO to the concerned office sending Death cum Retirement Gratuity forms, DDO of the employee and to the office of AO/Cash.
6. On the basis of GPO the concerned office/DDO will make the Payment to employee/legal heir as the case may be.

This issues with the approval of worthy CMD, PSTCL.

  
Chief Financial Officer,  
PSTCL, Patiala.

Endst. No. 207-253/CFO/NPS-19

Dated: 19.08.2021

Copy of the above is forwarded to the followings for information and further necessary action please:

1. All CEs under PSTCL.
2. Chief Accounts Officer (Finance & Audit), PSTCL, Patiala.
3. Company Secretary, PSTCL, Patiala.
4. All Dy.CEs/SEs under PSTCL.
5. All Dy. CAOs /Dy. CAs under PSTCL.
6. All ASEs/Sr. Xens/AOs under PSTCL (except DDOs).

  
Accounts Officer/Cash,  
PSTCL, Patiala.

CC:

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

For kind information of  
worthy CMD/Directors  
please.