



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Accounts Officer/Broadsheet & Audit Shakti Sadan, Patiala

e-mail-ao-wad-bs@pstcl.org

To

All Addl.SE's/Sr.Xen's/AO's (All Accounting Units)  
under PSTCL.

Memo No.459/502 CFO/AO/B&A Date: 26.07.2022

Subject: Regarding uploading of Voucher's Supporting Documents in Online Accounting software.

Reference: AO/A&R PSTCL's Account Circular No. 01/2022 Dated. 25/03/2022.

Vide above referred circular it was decided that the voucher's supporting documents i.e Bills/invoices, hand receipts, office orders etc. all the entries (cash payment, cash receipts or JV's) are required to be uploaded in PDF format w.e.f. 01.04.2022 on online Accounting System on real time basis at the time of creating new vouchers. But it has come to notice that above uploading of documents is not made in proper manner. Such as:

- (i) **Some of the uploaded documents are unsigned.**
- (ii) **Clearance of amount outstanding in suspense heads without approval.**
- (iii) **Some documents are unreadable.**
- (iv) **Proper supporting documents are not attached in online Accounting system/software.**

In the absence of these documents this office is unable to audit the same.

So all DDO's are again requested to ensure the compliance of above instructions and uploading of proper documents to avoid the statutory Auditor and CAG objections at later stage. Further a copy of Purchase order/Work order also may be sent to AO/Broadsheet & Audit in physical form.

This issues with the approval of competent authority.

*KPKaur*  
26/07/2022  
AO/Broadsheet & Audit  
PSTCL Patiala.

Endst. No. 503/551

CFO/AO/B&A

Dated: 26.07.2022

Copy of 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 Addl.SE's/Sr.Xens/AOs under PSTCL . (exempt DDOs)

*KPKaur*  
26/07/2022  
AO/Broadsheet & Audit  
PSTCL Patiala.

CC: 552/553/Dt:26.07.2022

1. OSD to Director/F&C, PSTCL, Patiala for kind information of worthy Director/F&C please.
2. PS to CFO, PSTCL, Patiala for kind information of CFO please.