

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

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

Identity Number: U40109PB2010SGC033814

**O/o Chief Accounts Officer, A&R {Compilation} Shakti Sadan, Patiala**

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**Accounts Circular No. 3/2014 PSTCL**

To

1. All Addl. SEs/Sr. Xens under PSTCL (All accounting units except AO/SLDC)
2. All Accounts Officers under PSTCL.

Memo No. 672-729/CAO/A&R/20

Dated: 17/04/2014

**Sub:- Accounting procedure for disbursement of salary centrally at Head Office, prepared by the Divisional office ON-LINE (except AO/SLDC), in the salary package developed by SE/IT, PSPCL.**

PSTCL has decided for disbursement of salary centrally at Head Office level, prepared by the Divisional office ON-LINE (except AO/SLDC), in the salary package developed by SE/IT, PSPCL. For the implementation of the same, the following procedure has been framed which shall be followed by all the Accounting Units of PSTCL w.e.f. the salary for the month of April 2014 onwards. The following account codes (already created by PSPCL in the Booklet of "Chart of Accounts - Commercial Accounting Systems Vol.-I Part-I vide its Accounts Circular No. 11/2013) shall be operated by the accounting units for this purpose.:-

<u>Account code</u>	<u>Account Head</u>
44.360	Amount paid on behalf of Divisional Officer/Officer-in-charge by Centralized Pay Cell.
44.429	Group Insurance
44.430	Club Membership Fee
IUT-36.1	Amount receivable by Centralized Pay cell from concerned Divisional Officer/Officer-in-Charge being amount of salary paid /adjusted on behalf of their office.

- (a) Divisional Officer/Officer-in-charge shall update/enter all the particulars of the employees in the HR data as well as in Salary Package developed by SE/IT PSPCL from the record maintained by his office. The service books/service record of all the employees/officers shall be maintained in the offices of Divisional Officer/Officer-in-charge as per prevailing practice. All the documents shall remain in custody of Divisional Officer/Officer-in-charge and he shall be responsible for all the information updated/entered in the HR Data/Salary Package.
- (b) Every month, Divisional Officer/ Officer-in-Charge shall check the salary ledger of his office and make changes (i.e. regarding Increments, Pay Fixation, any change in allowances & recoveries, addition/deletion of any employee etc.), if any, up to 22<sup>nd</sup> of the month and no change after this date shall be entertained. He shall certify as per certificate format given at the end of these instructions, that he has

checked the salary ledger and the entries recorded/changes affected in the ledger are correct as per record. Where the pre-audit system is prevalent, the Divisional Officer/Officer-in-Charge shall be responsible for getting the salary ledger pre-audited before giving the requisite certificate on 22<sup>nd</sup> of the month. The certificate as per Annexure-C shall be transmitted electronically as available to Divisional Officer/ Officer-in-Charge, in software package. At the time of submitting the certificate Divisional Officer/ Officer-in-Charge shall take the print out of ledger, abstract of ledger, bank-wise abstract, certificate and any other report/document as required & sign its copy for his office future reference.

- (c) The Divisional Officer/Officer-in-Charge shall pass the ledger as per prevailing practice and **pass the adjustment entry (TEO/JV) instead of entry in the cash book**, showing the adjustment of gross salary and net payable salary with recoveries made from the employees as usual (Please refer to accounting entries as per Annexure-A). Another TEO/JV will be issued by them for transfer of Net amount of salary payable and recoveries on account of GPF subscription, recovery of GPF refundable advances, CPF & any other recovery decided by competent authority from time to time, to be paid through Centralized Pay Cell under AO/ Pay & Accounts and Cash, by crediting 44.360 (Newly opened account code) - Amount paid on behalf of Divisional Officer/Officer-in-charge by Centralized Pay Cell & by giving minus credit to respective account codes (Please refer to accounting entries as per Annexure-A & B). So far as other recoveries i.e. Income Tax, LIC/Group Insurance, Benevolent Fund of all unions, Club Membership Fee, Civil advances (car loan, scooter loan, Housing loan, Computer loan etc.), salary advance, Rental for Corporation's accommodation, Private use of vehicles, miscellaneous recoveries, Court attachment order/recoveries etc., are concerned, the same shall be dealt by concerned Divisional Officer/Officer-in-Charge as per prevailing instructions/procedure.
- (d) Divisional Officer/Officer-in-Charge, shall post the Schedule/subsidiary ledger on the basis of adjustment entry (TEO/JV). The recovery made by one office on behalf of the other shall also be settled by their offices as per prevailing practice/ existing instructions. The recoveries as credited directly in the accounts of PSTCL shall also be accounted for by Divisional Officer/Officer-in-Charge at their own level, i.e. recoveries on account of Private Use of Vehicles, Mobile Bill, and House rent recoveries etc.
- (e) If any employee joins the office during the month, Divisional Officer/Officer-in-Charge shall check the data already entered by the previous office in the HR data and Salary package and make corrections, if any, in the fields accessible to him, otherwise get the same corrected from the concerned office, immediately.
- (f) Centralized Pay Cell on or after 22<sup>nd</sup> shall monitor/check from the statement explored/generated in the software that all Divisional Officer/Officer-in-Charges have checked the salary ledgers and recorded the certificate in this regard. If certificate from any office is awaited/not received up to 22<sup>nd</sup> of the month, Centralized Pay Cell shall take up the matter with that Divisional Officer/Officer-in-Charge as well as with Head of the Department, for appending the certificate immediately. In case of non-certification by any Divisional Officer/Officer-in-Charges in time, the whole responsibility for non-payment of pay during the month shall rest with the concerned Divisional Officer/Officer-in-Charges.

- (g) Centralized Pay Cell shall pass a JV for the amount to be paid through their office by debit to account code IUT 36.1 and credit to account code 44.310 Net Salary payable and to the account codes to which the recoveries made from the pay relate.
- (h) Centralized Pay Cell shall raise demand of funds for pay as well as amount transferable to other departments/organizations recovery of which has been made from the pay by concerned Divisional Officer/Officer-in-Charge. He shall make payment by debiting the amount to concerned account codes or any other specific account code prescribed for specific payment. The salary shall be credited to the individual account through respective Bank against the consolidated payment (Cheque or electronically, as the case may be).
- (i) Divisional Officer/Officer-in-Charge shall remain in liaison with Centralized Pay Cell until the payment is made to the employees.
- (j) **The payment to the employees shall be made only through Bank and the employee shall have the saving account only in his name (not the joint account) in any of the following banks:-**
- State Bank of Patiala
  - State Bank of India
  - Punjab National Bank
  - Oriental Bank of Commerce
  - HDFC Bank
  - Axis Bank
  - Canara Bank
  - Vijaya Bank
  - Bank of Baroda
  - ICICI Bank
  - UCO Bank
- Divisional Officer/Officer-in-Charge shall check the Bank passbook of each employee and ensure that the saving account is in the name of employee only and not joint account. The banks will also be instructed not to open/maintain any salary account in joint name.**
- (k) The Divisional Officer/Officer-in-Charge shall send the U-Cheque to Centralized Pay Cell yearly for arrear, regular or any other ledger, as specified by competent authority from time to time, with respect to the amount credited to account code 44.360, by debiting account code 44.360 & crediting blank code 37.000, with detail of recoveries made and net payment of salary as transferred to centralized pay cell.
- (l) Centralized Pay Cell shall check the details of U-Cheque at year end and tally the amount with the payment made to employee through his office.
- (m) Centralized Pay Cell shall pay the amount standing in credit of 57.126, on the basis of certificate submitted online by Divisional Officer/Officer-in-Charge, to AO/GPF Trust Account. AO/GPF Trust shall be given access to salary package especially for account code 57.126 for compiling monthly schedules on-line, as posted by different offices and will remain in liaison with Divisional Officer/Officer-in-Charge for any query/clarification regarding account code 57.126.
- (n) The Divisional Officer/Officer-in-Charge shall submit a certificate online to AO/New Pension Scheme (NPS) on monthly basis regarding the amount of NPS transferred to Centralized pay Cell under GH-57.160, 57.165, 57.170 and 57.175.

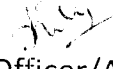
- AO/NPS shall generate challan on the basis of certificates issued by Divisional Officer/Officer-in-Charge and after compiling monthly schedules online as posted by different offices. The Centralized Pay Cell shall transfer/pay amount standing in credit of 57.160, 57.165, 57.170, 57.175 to trustee bank account on the basis of challan generated and confirmation of amount by AO/NPS. Divisional Officer/Officer-in-Charge will remain in liaison with AO /NPS for any query/clarification regarding account code 57.160, 57.165, 57.170 & 57.175.
- (o) The payment of recoveries on account of Income tax, LIC/Group insurance, Club Membership Fee and Benevolent Fund of all unions shall be deposited to the concerned Department by the Divisional Officer/Officer-in-Charge as per prevailing practice. The responsibility for uploading/posting of TDS of income tax, checking of proof of saving , issue of Form-16 and filing of Quarterly/ Annual Returns shall rest with Divisional Officer/Officer-in-Charge. Divisional Officer/Officer-in-Charge shall also be responsible for timely deposit of the amount of TDS deducted from the salary of the employees. Salary of any employee shall not be stopped by Officer-in-Charge/ Divisional Officers due to non-submission of saving proof for Income Tax Purpose. Therefore, Officer-in-Charge/Divisional Officers shall collect proof of savings/declaration from all the employees/pensioners till 31st January every year. In the case of non-submission of saving proofs by employees till 31<sup>st</sup> January, the total tax shall be finalized accordingly & tax payable shall be deducted by Officer-in-Charge/Divisional Officers from the salary/pension for the month of February i.e. up to 22<sup>nd</sup> February. In case of excess deduction of Income Tax the employee/pensioner shall claim refund of income tax from Income Tax Department directly.
- (p) All the payment vouchers for the payment made through Centralized Pay Cell, shall remain in the custody of the Centralized Pay Cell & detail of payments shall be entered on the salary package, accessible only to Divisional Officer/Officer-in-Charge on the basis of which the Divisional Officer/Officer-in-Charge shall give remarks in the concerned record e.g. pay roll ledger and subsidiary ledgers. The figures of payments shall be incorporated in the Monthly/Annual accounts of respective month, in which payment shall be made by Centralized Pay Cell & not in the month of posting of ledgers by respective Divisional Officer/Officer-in-Charge. For this purpose as & when Payment shall be made by Centralized Pay Cell, their office shall give the remarks of payment in on-line interface & the same shall be reflected on the Salary package of all the Divisional Officer/Officer-in-Charge.
- (q) AO Cash will prepare monthly trial balance after incorporating the account/ figures of Centralized Pay Cell.
- (r) The arrear ledger shall be made twice in a month i.e. from date 7<sup>th</sup> to 21<sup>st</sup> and 22<sup>nd</sup> to 6<sup>th</sup> of the following month. The first arrear ledger will be named as "ARREAR-07-21" & Second arrear ledger as "ARREAR-22-07". Arrear ledger "ARREAR-07-21" will close in the afternoon of 21<sup>st</sup> of the month & Arrear ledger "ARREAR-22-07" will close in the afternoon of 7<sup>th</sup> of the following month. Therefore, the arrear posted/uploaded by the Divisional office in the Salary Package up to 21<sup>st</sup> & 7<sup>th</sup> of the month shall be paid on availability of funds, that shall be raised by Centralized Pay Cell & not by Divisional Officer/Officer-in-charge. **Divisional Officer/Officer-in-charge shall ensure that no arrear should be merged in the regular monthly pay of the employee.**

- (s) Divisional Officer/Officer-in-charge will also check the correctness of PAN NO. of the employees and certify that PAN Numbers uploaded are correct.
- (t) So far as the disbursement of salary of work charged employees is concerned, **it shall be made by the Divisional Officer/Officer-in-Charge**. The payment of work charged employees will be handled through the provisions of work charge ledger. This ledger will close on 7<sup>th</sup> day of the next month on the closure of this ledger the data /Ledgers/information will be refreshed on 8<sup>th</sup> day of the current month in the salary package.
- (u) To have proper control over accounts of pay, if any amendment /creation in the software is required, will be got made from SE/IT, PSPCL with the approval of Dy. CAO/HQ, PSTCL as per their requirement from time to time.

The above procedure shall be applicable for all the accounting units of PSTCL (except AO/SLDC). AO/SLDC will disburse the salary as per present practice at their own level.

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

DA: Annexure A to C


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

Endst. No. 730-750/CAO/A&R/20

Dated: 17/04/2014

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

1. Chief Engineer/TS, PSTCL, Patiala.
2. Chief Engineer/SLDC, PSTCL, Patiala.
3. Chief Engineer/HR, IT & Planning, PSTCL Patiala.
4. Chief Engineer/P&M, PSTCL, Ludhiana.
5. Financial Advisor, PSTCL, Patiala.
6. Chief Accounts Officer (WM&G), PSPCL, Patiala.
7. All Dy.CEs/SEs under PSTCL.
8. All Dy. CAOs / Dy. CAs / Dy. FAs under PSTCL.
9. Company Secretary, PSTCL, Patiala.
10. RAO, PSTCL, Patiala.
11. SE/IT, PSTCL, Patiala for placing the circular on website of PSTCL.

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

CC

Sr. PS to Director/F&C, PSTCL, Patiala for kind information of Director please.

Entries by Drawing officer/officer in charge (Pay)			
1) For Booking of Gross Salary			
	Particulars	Debit	Credit
TEO/JV Monthly	Employee cost	Respective Account Code under Main Account Code 75	
	Loans and advances-Interest Bearing		Account Code 27.1
	Loans and advances-Interest free		Account Code 27.2
	Amount recoverable from employees-use of Mobile phone beyond prescribed limit		Account Code 28.411
	Amount recoverable from employees		Account Code 28.401
	Miscellaneous advances account pending clearance		Account Code 28.868
	Income tax deducted at source		Account Code 44.401
	Life Insurance Corporation		Account Code 44.409
	Group insurance		Account Code 44.429
	Club Membership fee		Account Code 44.430
	Other miscellaneous recoveries		Account Code 44.419
	Provident Fund Trust-contribution		Account Code 57.126
	Provident Fund Trust Refundable Advances-Recoveries		Account Code 57.126
	Contributory Pension Fund - Employee's Contribution		Account Code 57.160
	Contributory Pension Fund - Board's Contribution		Account Code 57.165
	Contributory Pension Fund - Employee's Contribution (recruited after 16.04.2010 by PSTCL)		Account Code 57.170
	Contributory Pension Fund - Board's Contribution (recruited after 16.04.2010 by PSTCL)		Account Code 57.175
	Recoveries for transport facilities		Account Code 62.630
	Rental for staff quarters		Account Code 62.901
	Benevolent funds		Account Code 44.410 to 44.424
	Other Recoveries on behalf of other accounting units-Credits awaiting IUT Bills		Account Code 46.941
	Any other account code relating to recoveries		Account Code concerned
	Net salary payable		Account Code 44.310
2) For transferring amount to be paid through AO/Cash-Centralized Pay Cell			
	Particulars	Debit	Credit
TEO/JV Monthly	Net salary payable		Account Code 44.310 (Minus)
	Provident Fund Trust-contribution		Account Code 57.126 (Minus)
	Provident Fund Trust Refundable Advances-Recoveries		Account Code 57.126 (Minus)
	Contributory Pension Fund - Employee's Contribution		Account Code 57.160 (Minus)
	Contributory Pension Fund - Board's Contribution		Account Code 57.165 (Minus)
	Contributory Pension Fund - Employee's Contribution (recruited after 16.04.2010 by PSTCL)		Account Code 57.170 (Minus)
	Contributory Pension Fund - Board's Contribution (recruited after 16.04.2010 by PSTCL)		Account Code 57.175 (Minus)
	Amount to be paid through Centralized Pay Cell under AO/Cash		Account Code 44.360

<b>3)</b>	<b>For Payment to Other Departments directly by Divisional Officer/Officer-in-Charge</b>		
	<b>Particulars</b>	<b>Debit</b>	<b>Credit</b>
Cash Book Monthly	Income tax deducted at source	Account Code 44.401	
	Life Insurance Corporation	Account Code 44.409	
	Benevolent funds	Account Code 44.410 to 44.424 (except 44.419)	
	Other miscellaneous recoveries	Account Code 44.419	
	Group Insurance	Account Code 44.429	
	Club Membership fee	Account Code 44.430	
	Disbursement Bank - State Bank Of Patiala		Account Code 24.401
<b>4)</b>	<b>Issue U-Cheque To AO/Cash-Centralized Pay Cell for final settlement at the year end</b>		
	<b>Particulars</b>	<b>Debit</b>	<b>Credit</b>
U-Cheque Cash Book yearly	Amount Payable to AO/CPC	Account Code 44.360	
	Blank Code		Account Code 37.000
<i>It may be noted that no payment on account of Salary/GPF will be made by the DDO in any case as it may result in double payment.</i>			
<i>Salary of Non-gazetted employees drawn through Supdt./Bills under AO/Corporate Audit will be accounted for by Pay &amp; Accounts Section w.e.f. 01/04/2014 instead of Cash Section.</i>			

Entries by AO/Cash-Centralized Pay Cell			
<b>1)</b>	<b>On finalization of salary by Drawing Officers</b>		
	Particulars	Debit	Credit
TEO/JV Monthly	Amount receivable by AO/Centralized Pay cell from concerned Divisional Officer/Officer-in-Charge being amount of salary paid /adjusted on behalf of their office.	IUT 36.1	
	Provident Fund Trust-contribution		Account Code 57.126
	Provident Fund Trust Refundable Advances-Recoveries		Account Code 57.126
	Contributory Pension Fund - Employee's Contribution		Account Code 57.160
	Contributory Pension Fund - Board's Contribution		Account Code 57.165
	Contributory Pension Fund - Employee s Contribution (recruited after 16.04.2010 by PSTCL)		Account Code 57.170
	Contributory Pension Fund - Board's Contribution (recruited after 16.04.2010 by PSTCL)		Account Code 57.175
	Net salary payable		Account Code 44.310
<b>2)</b>	<b>On payment of net salary &amp; other deductions transferred from Divisional Officer/Officer-in-Charge</b>		
	Particulars	Debit	Credit
Cash Book Monthly	Net salary payable	Account Code 44.310	
	Disbursement Bank - State Bank Of Patiala		Account Code 24.401
<b>3)</b>	<b>On payment of GPF- Subscriprion/Recoveries to GP Fund Trust A/c</b>		
	Particulars	Debit	Credit
Cash Book Monthly	Provident Fund Trust-contribution	Account Code 57.126	
	Provident Fund Trust Refundable Advances-Recoveries	Account Code 57.126	
	Disbursement Bank - State Bank Of Patiala		Account Code 24.401
<b>4)</b>	<b>On payment of amount of CPF to Trustee Bank Account</b>		
	Particulars	Debit	Credit
Cash book Monthly	Contributory Pension Fund - Employee's Contribution	Account Code 57.160	
	Contributory Pension Fund - Board's Contribution	Account Code 57.165	
	Contributory Pension Fund - Employee's Contribution (recruited after 16.04.2010 by PSTCL)	Account Code 57.170	
	Contributory Pension Fund - Board's Contribution (recruited after 16.04.2010 by PSTCL)	Account Code 57.175	
	Disbursement Bank - State Bank Of Patiala		Account Code 24.401
<b>5)</b>	<b>On receipt of U-Cheque from concerned Divisional Officer/Officer-in-Charge for final settlement at year end</b>		
	Particulars	Debit	Credit
U-Cheque Cash book (Yearly)	Blank Code	Account Code 37.000	
	Amount receivable from concerned DDO being paid/adjusted on behalf of their office.		Account Code IUT-36.1



## ANNEXURE-C

(Format of Certificate for Pay)

(Certificate for the Month of \_\_\_\_\_ ) Location Code:- .....

It is hereby certified that:

The following amount is being transferred to Centralized Pay Cell for payment/accounting for the same on behalf of this office:-

- |   |                |
|---|----------------|
| 1) <u>Net Payment of salary to employees/officers:-</u>   | <u>Rs.....</u> |
| 2) <u>G.P.F subscription &amp; recovery of advances:-</u> | <u>Rs.....</u> |
| 3) <u>P.C.F Subscription (Employee Share)</u>             | <u>Rs.....</u> |
| 4) <u>Amount of Benevolent Fund of various Unions :-</u>  | <u>Rs.....</u> |
| 5) <u>Club Fee/Membership Fee :-</u>                      | <u>Rs.....</u> |
| 6) <u>Total Amount :-</u>                                 | <u>Rs.....</u> |

I further certify that:-

- 1) All the particulars of the employees in the HR data as well as in Salary Package are checked by this office and found correct.
- 2) This office has checked the salary ledger/Changes (as per comparison report) and the entries recorded in the salary package are correct.
- 3) In case of employees that have joined this office during the month, the data already entered by the previous office in the HR data has been checked and necessary corrections in the fields accessible to this office has been incorporated and the corrections if any have been got made from the office concerned.
- 4) No change/correction in salary data is left, while finalizing the salary of employees.
- 5) The PAN Numbers of all the employees as mentioned in HR Data base are correct.
- 6) The accounts of all the employees as entered in HR Data/Salary Package are in his/her individual name and are in one of the eleven banks, as prescribed.
- 7) All the exception reports as flashed on salary package have been rectified/corrected.

Divisional Officer/Officer-in-Charge

Attention:- The salary of total .....no. employees (as per exception attached) with total amount of Rs.....is not being claimed/paid, as the bank of these employees is not from eleven prescribed banks. The responsibility for the same shall be of your office.

Note (Format of Certificate):-In this regards Divisional Officer/Officer-in-charge will visit the portal of Salary & login by entering his employee ID & Password in addition to the login ID & Password of the portal. The system will show Bank-Wise amount relating to offices under his control & he will certify the total amount payable. These figures will be displayed by the system. After the certification on 22<sup>nd</sup> of the month, the access to modify/alter the information will be withdrawn immediately.