



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Corporate Identity No. U40109PB2010SGC033814

(O/o Chief Financial Officer, 3rd Floor, Shakti Sadan, Patiala)

www.pstcl.org e-mail: dy-cao-a-r@pstcl.org Tel. No. 0175-2203637

To

All Addl. SEs/Sr. Xens P&M
under PSTCL

Memo No. 1517-41/CFO/A&R/20

Dated: 09.07.2014

Subject: Pre-audit of Overtime payment in P&M organization by concerned Account Officer of P&M Circle.

It has been noticed by higher authorities that at present the Supdtt. Div. A/cs/UDC (Accounts) posted in divisions check the bill for payment after approval of overtime payment by Addl. SE/Sr. Xen of concerned P&M Division. In order to have a proper scrutiny of payment of overtime amount, all Addl. SE/Sr. Xen of P&M Divisions are hereby instructed to get the overtime payment bills pre-audited from concerned Accounts Officer of P&M Circle before making the payment. This exercise should be done for all overtime payments from 1st April 2014. No payment of overtime should be made without pre-audit by concerned Accounts Officer of P&M Circle in future.

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


Chief Financial Officer,
PSTCL, Patiala.

Endst. No. 1542-54/CFO/A&R/20

Dated: 09.07.2014

Copy of the above is forwarded to all Accounts Officers of P&M Circles with the instructions to pre-audit all the overtime payments before payment as mentioned above.


Chief Financial Officer,
PSTCL, Patiala.

CC:

1. Sr. PS to Director/F&C, PSTCL, Patiala.
2. Chief Engineer/P&M, Ludhiana.
3. Dy. CE/P&M Circle, Amritsar.
4. Dy. CE/P&M Circle, Jalandhar.
5. Dy. CE/P&M Circle, Ludhiana.
6. Dy. CE/P&M Circle, Patiala.
7. Dy. CE/P&M Circle, Bathinda.
8. SE/IT, PSTCL, Patiala for placing the instructions on website of PSTCL.

For information please