



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
Regd. Office: PSEB, Head Office, The Mall, Patiala-147001, Punjab, India  
(O/o CHIEF ACCOUNTS OFFICER/F&A, 3<sup>RD</sup> FLOOR SHAKTI SADAN, PATIALA),  
CIN:U40109PB2010SGC033814  
(Loan and Banking Section),  
Phone/Fax No.0175-2970183, Email:fa@pstcl.org, Website:www.pstcl.org

To

All Addl. SEs/Sr. Xens/AO.s (All accounting Units/DDOs)  
PSTCL, Patiala.

Memo No 2461/2505 Dated 02-09-2020

**Sub: Payments through digital mode only i.e. RTGS/NEFT/Direct transfer only**

This is in reference to circular no 2729/2855 dated 04.08.2017 and 2520/64 dated 22.08.2019 whereby it was made mandatory for all the DDOs to adopt the system of payments through digital mode only i.e. RTGS/NEFT/Direct Transfer as the case may be, for making payments to suppliers/contractors/sub-contractors. The main purpose behind introducing the digital payments was to utilize the resources of the Corporation in an optimum manner by curtailing the list of unrepresented cheques.

However, it has been observed that DDOs are still resorting to the practice of making payment by handing over the cheques to contractors/subcontractors thereby violating the above instructions. This practice of DDOs have been taken seriously by worthy Director/F&C, PSTCL. Hence, it has been instructed not to release the funds to DDOs making violations of the above instructions. The releasing of funds to these DDO will be resumed only after receiving their justification and taking approval of competent authority in this regard.

Further, refer to this office' circular no 2079/2123 dated 17.07.2020 whereby instructions were issued to DDOs that each payment of more than Rs. 5000 shall be made through digital mode only i.e. RTGS, NEFT/Direct transfer on the date of receipt of funds from HO after visiting the branch of the bank. The above instructions have also to be complied in meticulous manner in its true letter and spirit as desired by worthy Director/F&C, PSTCL. Non compliance of above instructions will also invite the stringent actions with the approval of higher authorities.

Instructions are also issued to all the DDOs that in the monthly Bank Reconciliation Statement (BRS), nature of payment i.e. Pesco/Supplier/Work Contractor etc should be clearly mentioned against every payment as reflected in Cheque Drawn Statement along with UTR No so that any violation of above instructions be brought to the notice of higher authorities and appropriate action be taken against the DDO making violation. If the payment has been made through handing over cheques to the beneficiary for the reason beyond control, the same should be clearly mentioned in the BRS along with proper justification.

This issues with the approval of competent authority

  
DY CAO/Finance-I,  
PSTCL, Patiala

Endst No. 2506/2536

Dated: 02-09-2020

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

- 1) Chief Engineer/TS/ P&M/ SLDC/HIS&D, under PSTCL.
- 2) CFO, 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. SEs/Sr. Xens/AOs under PSTCL.
- 7) Jt. CAO/Finance-II, PSTCL with the request to issue necessary directions to internal audit wing to ensure the compliance with above instructions.

  
DY CAO/Finance-I,  
PSTCL, Patiala

2537/40

dated - 02-9-2020

- CC:
- 1) Sr PS to CMD, PSTCL, Patiala for kind information of worthy CMD, Please.
  - 2) Sr PS to Director/F&C, PSTCL, Patiala.
  - 3) Sr PS to Director/Admin, PSTCL, Patiala.
  - 4) Sr. PS to Director/Technical, PSTCL, Patiala.
- } For kind information of worthy directors please.