



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)
O/o Accounts Officer/Loan & Banking, Shakti Sadan, Patiala
ao-fa@pstcl.org, Fax No. 0175-2206523
Corporate Identity Number: U40109PB2010SGC033814

To

1. All Addl. SEs/Sr. Xens under PSTCL
2. All Accounts Officers under PSTCL

Memo No 905/015 Dated 26/11/2014

Sub: On line payment of statutory liabilities i.e. Service Tax, income tax etc

As per AO/Taxation, Government of India vide notification no 09/2014 dated 11.07.2014 substituting the sub rule (2) in rule 6 of the said rules with effect from the 01.10.2014 namely:

Every assessee shall electronically pay the service tax payable by him through internet banking.

Provided that the Assistant Commissioner or the Deputy Commissioner of Central Excise, as the case may be, having jurisdiction, may for reasons to be recorded in writing, allow the assessee to deposit the service tax by any mode other than internet banking.

Accordingly PSTCL has decided to adopt the following system for payment of taxes by authorizing the DDOs to pay taxes on line.

- The on-line system will be based on concept of maker and authorizer i.e. there will be two persons involved in each on line transaction as is already being done for making payments through cheque/cash.
- Maker, Divisional Accountant, of the transaction will enter the transaction regarding on line payment of taxes after logging on to the official web site of State Bank of Patiala
- Authorizer, DDO, of the transaction will authorize the same thereby executing the transaction

For initializing the system the following procedure will be adopted:

(A) From the view point of Maker in Divisional Office

- The maker of the transaction (Divisional Accountant) with the authority of his concerned DDO will apply for login Id kit to this office with complete information i.e email id, mobile no, office contact no, Address of the Office with PIN Code.
- There after the maker after taking authorization in writing from DY FA-1 will get the login Id issued from the bank authorities.
- Maker will logon to the official website of SBOP (www.sbp.co.in) with user id and password as specified in the kit issued by the bank. After login, the system will ask for resetting user ID of the choice of maker and the kit number, thereafter requiring the maker for resetting login password of his choice. It must be ensured that after resetting login user id, the same should be communicated to System Administrator (DY FA-1) so that the same may be aligned with the payment account of the Divisional office with which the maker is concerned.
- After logon to the system with reset use id and password, the maker will set profile password for himself. Profile password is necessary to modify any detail regarding personal profile,

transaction password etc. After setting profile password, the maker will set transaction password which will be necessary to enter the on line transaction of tax. All the passwords have to be different and one password can not be set for all purposes.

(B) **From the view point of Authoriser in Divisional Office**

DDO, the authorizer, with the help of login password and profile password (as already with the DDOs having view rights facility) will set the transaction password.

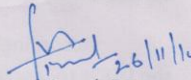
DDOs who have till date not availed the facility as per this office letter no 957-1011 dated 02.03.2012 are advised to avail this facility immediately.

(C) **Some Special points and Precautions to be taken**

The Drawing & Disbursement Officer can make online payment through joint operations with his second man at the Division office. There fore they will be held jointly and severally responsible for the on line payment. **DDO is strictly prohibited from transferring funds except for payment of income tax, service tax, VAT etc**

It is highly advisable for all the DDOs and Divisional Accountants not to share or disclose login, profile and transaction password to any other person. Before resetting the user id and password, please go through the instructions as specified on the official website of SBOP for avoiding any inconvenience.

This issue is with the approval of competent authority.


Accounts Officer/L&B
PSTCL, Patiala

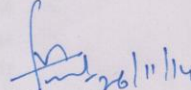
1016/1019
26/11/2014 CC:

1. Sr.PS to CMD, PSTCL, Patiala for kind information of CMD, PSTCL, Patiala
2. Jt. Secy. to Director/Technical, PSTCL, Patiala for kind information of Director / Technical, PSTCL, Patiala
3. Sr.PS to Director/Finance, PSTCL, Patiala for kind information of Director/Finance, PSTCL, Patiala.
4. Sr. PS to Director/Admn, PSTCL, Patiala for kind information of Director/Admn, PSTCL, Patiala.

Endst No:- 1020/1049

Dated 26/11/2014

1. All Engineer-in-Chief/Chief Engineer in PSTCL
2. CFO, PSTCL, Patiala
3. Add Dy. CEs/SEs under PSTCL
4. All Dy. CAOs/Dy. FAs under PSTCL
5. Company Secretary, PSTCL, Patiala
6. SE/IT with a request to upload the circular on official website of PSTCL


Accounts Officer/L&B
PSTCL, Patiala