

PUNJAB STATE POWER CORPORATION LTD.
CHIEF ACCOUNTS OFFICER
(WM&G SECTION)

ACCOUNTS, CIRCULAR NO. 03
YEAR: 2012

To

1. All Addl.SEs/Sr.Xens / REs in PSPCL
2. All Accounts Officers in PSPCL & PSTCL

Memo No: 1222/1597 /WM&G/B-48 Dated: 04.04.2012

Subject: Bifurcation of March Account into Monthly account and Annual Adjustment account.

As per existing instructions, the monthly account for the month of March is being submitted by the Accounting Units after incorporating various annual adjustments like provision of Depreciation, transfer of balances to Head offices in respect of GPF, payment made in respect of Pension, Gratuity and other retirement benefits, remittance into Bank, Cheques drawn etc. Due to numerous annual adjustments the accounting units face many difficulties in submission of March account in time.

Therefore, in order to curtail the difficulties the monthly account for the month of March has been bifurcated into two parts as under :-

- (a) Normal Monthly Account
- (b) Annual Adjustment Account

1. **NORMAL MONTHLY ACCOUNT**:- This account shall include the CASH ACCOUNT and the MONTHLY ADJUSTMENT ACCOUNT. Accounting units are requested to submit their normal monthly account for the month of March on or before the dates prescribed in the Accounts Circular 14/06 (Memo no. 9498/9665/B-48/WM&G dated 03.06.2006).
2. **ANNUAL ADJUSTMENT ACCOUNT** :- This account shall include all the ANNUAL ADJUSTMENTS in accordance with the instructions issued every year for the month of March.

This issues with the approval of Chief Accounts Officer, PSPCL, Patiala.


Accounts Officer/WM&G
PSPCL, Patiala.

Copy of the above is forwarded to the following officers of PSPCL for information & necessary action please: -

1. All Engineer-in-Chief/ Chief Engineers in P SPCL
2. All CAOs, FA , FA& CAO in PSPCL & PSTCL
3. Chief Auditor PSPCL Patiala.
4. All Dy. Chief Engineers/Superintending Engineers in PSPCL
5. All Dy. CAOs, Dy.CAs, Dy.FAs in PSPCL
6. RAO, Patiala.
7. SE/IT, Patiala for placing the circular on web site.


Accounts Officer/WM&G.
PSPCL, Patiala!

CC:-

1. PS to CMD (PSPCL/PSTCL)
2. PS to Directors (PSPCL/PSTCL)