

**PUNJAB STATE POWER CORPORATION LIMITED**  
**(O/o Chief Accounts Officer /WM&G Patiala)**

**Accounts Circular No.13**  
**Year 2012**

To

1. All Addl.SEs/SrXens/REs in PSPCL ( Accounting Units)
2. All Accounts Officers in PSPCL

Memo no. 6982/7232 /WM&G/B-48

Dated 22.08.2012

**Subject: - Timely submission of Monthly Account to AO/WAD or AO/A&R (Compilation Section)**

Please refer to Instructions regarding timely submission of monthly account to AO/WAD or AO/A&R (Compilation Section) already issued vide accounts circular no.22/87 (memo no.15264/763/B-48 dated 6.11.1987) and 14/06 (memo no.9498/9665/B-48/WM&G dated 03.08.2006) . It was stressed that monthly accounts of each accounting unit should be dispatched in such a manner so as to reach the office of AO/WAD or AO/ A&R (Compilation Section) not later than 18<sup>th</sup>/21<sup>st</sup> of the following month respectively. But it has been observed that most of the accounting units submit their monthly accounts very late. The matter has been reviewed by Director/Finance very seriously as late submission of account even by a single accounting unit delays the account of the whole PSPCL which leads to delay in preparation of monthly returns, Management reports and even submission of account to Punjab Govt. as well as CAG.

The instructions already issued vide Accounts Circular no.22/87 and 14/06 as referred above are reiterated for ready reference and all accounting units are requested to ensure the strict compliance of instructions contained therein.


1. The monthly account of each accounting unit, the accounts of which are submitted to A.O/WAD PSPCL Patiala for post audit, must be submitted by 18<sup>th</sup> of the following month. A.O/WAD Sections after initial checking will further supply these monthly accounts to AO/A&R (Compilation Section), PSPCL Patiala for posting by the 21<sup>st</sup> of the concerned month.
2. Monthly accounts of each accounting unit, the accounts of which are submitted direct to AO/A&R (Compilation Section) PSPCL Patiala for posting, must be supplied by the 21<sup>st</sup> of the following month.
3. If any accounting unit submits its account late i.e. after 18<sup>th</sup> or 21<sup>st</sup> of the following month, its monthly account should only be supplied to WAD/Compilation section, PSPCL Patiala personally through concerned Divisional Accountant/Accounts Officer respectively.
4. In case, any monthly account is received late i.e. after 18<sup>th</sup> or 21<sup>st</sup> concerned Divisional Accountant will be served with a Show Cause Notice for the late submission of monthly/annual account by the Office of CAO/Establishment (Accounts) PSPCL, Patiala.

5. A letter of displeasure will be served to the concerned Divisional Officer for late submission of monthly account by the office of CE/HRD, PSPCL Patiala. The copy of this letter will also be placed in his personal file for evaluation his performance during the year.
6. Similarly, the office of CE/HRD, PSPCL Patiala will serve a letter of displeasure to the concerned Accounts Officer of the Accounting Unit for late submission of monthly account. The copy of this letter will also be placed in his personal file for evaluating his performance during the year.

**Besides this salary of the concerned Divisional Accountant and Divisional Officer/Accounts Officer will be with held for that month and will only be released after the receipt of monthly account and with the approval of Competent Authority.**

The above instructions should be followed meticulously.

This issue with the approval of Chief Accounts Officer PSPCL Patiala


  
Dy. Chief Accounts Officer /A&R  
PSPCL Patiala

Endst.No 7233/7363 / WM&G /B-48

Dated: 22.08.2012

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

1. All Engineer-in-Chief/ Chief Engineers in PSPCL
2. All CAOs, FA , FA& CAO in PSPCL
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)