

**PUNJAB STATE POWER CORPORATION LTD.**  
**(Regd. Office: - P.S.E.B. Head Office Building, The Mall, Patiala)**  
**(O/O CAO, Centralized Pay and Pension Cell, PSPCL, Patiala)**

To

1. Sr. Executive Engineer/Co-ordination,  
B-533, New Friends Colony,  
New Delhi.
2. RE (OP) UBDC Power House Divn. Malikpur.

Memo. No. 157/158

Dated: - 18.07.2013.

Subject: Payment of net salary and net pension at Centralized Level for the month of July 2013 & onwards.

In this regard, it is intimated that the payment of salary and pension at centralized level has been commenced. In first phase, net regular salary and net pension of some field offices was taken over by centralized pay and pension cell. During this phase, this office has faced some difficulties due to insufficient data provided in online salary/pension package by field offices. In the second phase, it has been decided by higher authorities that net regular salary and net pension (without arrear ledgers and recoveries of regular & arrear ledgers) of your office be taken over by Centralized Pay and Pension Cell from the month of July and onwards. Before taking up disbursement of salary and pension of your office at Head Office level, it is required for proper accounting and proper working of various offices that the following corrections/amendments be done by your office before your office be considered for centralized payment:-

1. Ensure that Salary Group Head is selected for all the employees.
2. Ensure that all the Employees/Pensioners accounts are in one of the 11 prescribed banks, as intimated to your offices before vide this office letter no 2229/2928 dated 10.05.2013.
3. Ensure that No. of digits in bank accounts no. are correct for all the Employees/Pensioners.
4. Ensure that Bank name/bank account no. for all the Employees/Pensioners is mentioned for each employee/pensioner.
5. Ensure that date of retirement of any regular employee is not over & salary is not being claimed if any employee died on or before 22<sup>nd</sup> of the month.
6. Ensure that the comparison report as available in salary/pension package is checked properly.
7. Ensure that official e-mail id @ pspcl.in has been got created or if not, then get it created immediately from concerned office, as being financial matter any future communication from concerned office shall be dealt by this office only if it will be from PSPCL official e-mail.

The exception reports for the above points have been provided in the salary/pension package on the main page under the heading 'Exceptions'. Your office is requested to clear all these exception reports before finalizing the salary/pension.

The list of user ids under your control, as available in this office and are being considered for Centralized payment of salary and pension, are as below:-

List of all Offices claiming pay & Pension				
Location Code	user Id Pay	Office claiming Pay	user Id Pension	Office claiming Pension
740	740	DIRECTOR/CORDINATION PSEB N/DE	740	DIRECTOR/CORDINATION PSEB N/DE
9	9	RE (OP) UBDC Power House Divn. Malikpur.	9	RE (OP) UBDC Power House Divn. Malikpur.

our office is requested to get the list checked and intimate the discrepancy, if any, regarding addition or deletion of any office in this list. In case any office from this list is not making the salary and pension on line then that office may please be directed to claim the salary and pension on-line immediately, as no drawing limit for salary and pension shall be released to any office under your control by AO/Banking and Drawing Section, for the month of July & onwards.

You are, therefore, requested to instruct offices/officials working under your control to make compliance of above points before finalization of salary and pension, so that disbursement of salary and pension of their office at centralized level be considered. In case of non compliance of above instructions by any office under your control, the concerned office shall be responsible for non -payment of salary and pension of their office at centralized level.

Copy of this letter and other important instructions regarding Centralization of pay and pension have also been placed at PSPCL website at the following link:-

[www.pspcl.in](http://www.pspcl.in) > information center > office orders & circulars > Dy. CAO/ Centralized Pay & Pension.  
DA/ as above

— sd —  
Dy.CAO/CPCC  
PSPCL, Patiala

Endst.No. 159/160

Dated:-18.07.2013

Copy of the above is forwarded to the followings to ensure timely by concerned offices compliance of all the above instructions and necessary action please:-

- 1) Accounts officer/Banking & Drawings, PSPCL, Patiala is requested not to release the drawing limit with immediate effect, to above mentioned offices along with offices intimated by this offices before, regarding net salary of regular employees and net pension for the month of July 2013 & onwards. So far as payment of arrear ledger, salary of work charged employees & all the recoveries/deductions of regular as well as arrear ledgers of salary & pension, along with GH 57.126 are concerned the same shall be accounted for by concerned offices at their own level & drawing limit for the same shall be raised by their office, as done before, till further orders and finalization of detailed accounting procedure by competent authority.
- 2) SE/IT for uploading this letter on PSPCL web site at following link please:-  
[www.pspcl.in](http://www.pspcl.in) > information center > office orders & circulars > Dy. CAO/ Centralized Pay & Pension.

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Dy.CAO/CPCC,  
PSPCL, Patiala.