

**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

All Engineer-in-Chiefs/ Chief Engineers/ Chief Accounts Officers & Equivalents  
 All Dy. Chief Engineer/ Superintending Engineers/ Dy. CAOs/ Company Secy.  
 All Additional S.Es. /Sr. Xens/Accounts Officers  
 All Dy. Secy. / Under Secy. / Sectional Heads in Head Office

} PSPCL

**Memo. No. 2474/3.72/DDO-I/Pay**

Dated: - 17.06.2013.

**Subject: Payment of salary and pension at Centralized Level-Corrections of data entered by concerned drawing officers in salary/pension package.**

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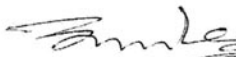
In this regard, it is intimated that the payment of salary and pension at centralized level has been commenced. In first phase, salary and pension of some field offices was taken over by centralized pay and pension cell. During this phase, this office has faced some difficulties due to insufficient data provided in online salary/pension package by field offices. Now, it is proposed to cover the whole Punjab in near future for disbursement of salary and pension at Head Office level. Before taking up disbursement completely at Head Office level, it is required for proper accounting and proper working of various offices that the following corrections/amendments be done by field offices before their 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.
3. Ensure that No. of digits in bank accounts no. are correct for all the Employees/Pensioners.
4. Ensure that Grade pay column for all the Employees should not be "Zero".
5. Ensure that Gross pay of any employee should not be more than 20% of previous month gross pay. Salary more than 20% of gross pay of previous month shall be claimed in arrear ledger only.
6. Ensure that Increment month of all the employees is selected.
7. Ensure that Bank name/bank account no. for all the Employees/Pensioners is mentioned for each employee/pensioner.

8. Ensure that GFP subscription is not less than 8% for each employee.
9. Ensure that date of retirement of any regular employee is not over.
10. Ensure that CPF subscription of any employee is not less than 10%.
11. Ensure that correct account no. & detail of benevolent fund is mentioned for all the employees.
12. Ensure that correct account no. & detail of LIC is mentioned for all the employees.
13. Ensure that correct account no. & detail of Group Insurance Scheme is mentioned for all the employees.
14. Ensure that the comparison report as available in salary/pension package is checked properly.

The exception reports for the above points (where applicable) are being provided in the salary/pension package shortly. Your office is requested to clear all these exception reports before finalizing the salary/pension.

You are, therefore, requested to instruct offices/officials working under your control to make compliance of above points on or before 30.06.2013, so that disbursement of salary and pension of their office at centralized level be considered. In case of non compliance of above instructions, the concerned office shall be responsible for non -payment of salary and pension of their office at centralized level.


  
Dy.CAO/CPPC 1/6  
PSPCL, Patiala

Encls No 3674

Dated 17.6.2013

Copy of the above is forwarded to SE/IT for uploading the same on the website of PSPCL on the following link:

Office order and Circulars > Dy CAO Centralised Pay & Pension.

  
18/6/13  
Accounts Officer  
Centralized Pay Cell  
PSPCL, Patiala