

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)
(FAX No.:- 0175-2213046)

To
URGENT All Engineer-in-Chiefs/ Chief Engineers/ CAO & Equivalents
TIME All Dy. Chief Engineer/ Superintending Engineers/ Dy. CAOs/ Company Secy. } PSPCL
BOUND All Additional S.Es./Sr. Xens/Accounts Officers
 All Dy. Secy. / Under Secy. / Sectional Heads in Head Office
 Memo. No. 4447-5147 Dated: - 26 .07.2013.

Subject: Payment of salary and pension at Centralized Level for the month of August 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 were 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 has been decided by higher authorities that salary and pension along with arrear ledgers of all the offices in Punjab be taken over by Centralized Pay and Pension Cell from the month of August and onwards as per following schedule:-

Regular ledger	Arrear ledger	Pension
Salary ledger to be locked on 22 nd of August shall be paid/accounted for by Centralized Pay Cell.	Arrear ledger to be locked on 19 th of August shall be paid/accounted for by Centralized Pay Cell. <u>Note: - Arrear ledger to be locked on 4th of August shall be paid/accounted for by concerned Drawing officer as done before.</u>	Pension ledger to be locked on 25 th of August shall be paid/accounted for by Centralized Pay Cell.

The detail of recoveries to be taken over by Centralized Payment Cell is being given separately in detailed procedure that will be placed at PSPCL website shortly.

Before taking up disbursement of salary and pension of offices under your control, at Head Office level, it is required for proper accounting and proper working of various offices that the following corrections/amendments be done by offices under your control, 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 (State Bank of Patiala, Canara Bank, Vijaya Bank, Uco Bank, Bank of Baroda, ICICI Bank, State Bank of India, Punjab National Bank, Oriental Bank of Commerce, HDFC Bank, Axis Bank) as already intimated to your office vide this office letter no 2229/2928 dated 10.05.2013.
3. Ensure that Bank name/bank account no. of all the Employees/Pensioners are mentioned for each employee/pensioner.
4. Ensure that No. of digits in bank account nos. are correct for all the Employees/Pensioners (SBOP-11,SBI-11,ICICI Bank-12,Canara Bank-13,OBC-14,HDFC Bank-14, Bank of Baroda-14, UCO Bank-14 ,AXIS Bank-15,Vijaya Bank-15,PNB-16).
5. Ensure that certificate regarding salary and pension shall be given on 22nd and 25th of every month. For arrear ledgers certificate shall be given on 4th and 19th of every month. Failing which, drawing limit shall be raised by

Centralized Pay and Pension Cell without taking into consideration that accounting unit which will not append certificate of salary, salary arrears and pension, as available in salary and pension package, in time.

6. Ensure that in salary package, CPF share of Corporation is same as CPF share of employees who joined on or after 01.01.2004.
7. Ensure that date of retirement of any regular employee is not over & ensure that salary is not being claimed, in case of death of any employee/pensioner.
8. Ensure that the comparison report as available in salary/pension package is checked personally by concerned Drawing Officer/Officer-in-charge.
9. Ensure that compliance of following letters issued by Centralized Pay and Pension Cell has been done:-

Centralization of Pay and Pension-Memo No-3723/4422, dated-05.07.2013

Centralization of Pay and Pension-Memo No-2974/3673, dated-17.06.2013

Centralization of Pay and Pension-Memo No-2229/2928, dated-10.05.2013

10. 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.
11. Ensure that E-mails sent by this office and instructions placed by this office on the following link have been checked and are being checked on day to day basis.
www.pspcl.in > information center > office orders & circulars > Dv. CAO/ Centralized Pay & Pension.

The exception reports for the above related points have been provided in the salary/pension package on the main page under the heading 'Exceptions'. The concerned offices be instructed to clear all these exception reports before finalizing the salary/pension.

Salary Package

Exceptions | Certificate | Utilities | Tax Detail | Tax Savings | Salary | Stamp | Join Employee | Find Employee | Change Password | Reports | Logout

Pension | Certificate | Utilities | Exceptions | Tax Savings | Reports | Stamp | Find | Change Password | Logout

PENSION PACKAGE

The exception reports have been provided to all the offices for their help and these are for smooth working and proper accounting. The responsibility for non attending/correction of above exception reports before finalization of salary/pension shall be of concerned office.

The list of offices/accounting units of all the offices under PSPCL posting/not posting salary/pension on-line, as available in this office and that are being considered for Centralized payment of salary and pension is attached with this letter. Your office is requested to check the list carefully and intimate the discrepancy, if any, regarding addition or deletion of any office from this list. In case of non-confirmation/intimation of any error in this list regarding offices under your control is received within one week of issuance of this letter, then the

list will be treated as final regarding offices under your control and salary and pension shall be released accordingly. If any office from this list is not posting the salary and pension on-line, then that office may please be directed to post 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 August & onwards.

You are, therefore, requested to instruct offices/officials working under your control to make compliance of above points within one week, 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.

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 > information center > office orders & circulars > Dy. CAO/ Centralized Pay & Pension.

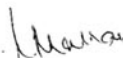
The detailed procedure along with accounting entries is also being placed at above link shortly.

For any query or correspondence regarding salary and pension, your office can contact this office at the following e-mail addresses:

sas-epay@pspcl.in (for salary related matters)

sas-epension@pspcl.in (for pension related matters)

DA/As Above

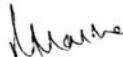

Dy.CAO/CPPC
PSPCL, Patiala

Endst.No. 5148-49

Dated:-26.07.2013

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

- 1) Accounts officer/Banking & Drawings, PSPCL, Patiala is requested not to release the drawing limit, to any office regarding salary and pension for the month of August 2013 & salary arrears ledger from 19th of August & onwards. So far as payment of Arrear ledger to be locked on 4th of August and salary of work charged employees is 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 y competent authority.
- 2) SE/IT for uploading this letter on PSPCL web site at following link please:-
www.pspcl.in > information center > office orders & circulars > Dv. CAO/ Centralized Pay & Pension.


Dy.CAO/CPPC
PSPCL, Patiala

DETAILS OF OFFICES MAKING/NOT MAKING SALARY & PENSION IN ON-LINE PACKAGES				
SR.No.	USERID PAY	USERID PENSION	LOCNAME	Remarks
				
1	1	1	AO O&M GNDTP BHATINDA	
2	2	2	AO O&M GGSSTP ROPAR	
3	4	4	A.O. O&M GHTP LEHRA MOHABAT	
4	5	5	AO O&M GNDTP BHATINDA	
5	6	6	AO O&M GNDTP BHATINDA	
6	7	7	Ad. SE O&M MHP TALWARA	
7	9	9	RE(OP) UBDC PH DIVN MALIKPUR	
8	11	11	RE S P H PSEB DIVN JOGINDER NA	
9	13	13	RE GEN. DIVN. ANANDPUR SAHIB	
10	14	14	RE/O&M Uchhi bassi	
11	16	16	RE/O&M DIV. RSD SHAHPUR KANDI	
12	17	17	AO-2 O And M GGSSTP ROPAR	
13	18	18	AO-4 O&M GGSSTP ROPAR	
14	19	????	AO O&M GNDTP BHATINDA	
15	20	????	AO O&M GNDTP BHATINDA	
16	21	????	AO O&M GNDTP BHATINDA	
17	22	????	AO O&M GNDTP BHATINDA	
18	????	27	AO-4 O&M GGSSTP ROPAR	
19	28	28	AO-4 O&M GGSSTP ROPAR	
20	????	29	AO-4 O&M GGSSTP ROPAR	
21	30	????	AO-4 O&M GGSSTP ROPAR	

22	81	81	AO(P&S) GHTP STAGEIII LEHRA/M	
23	85	????	AO ASHP ANANDPUR SAHIB	
24	86	86	XEN AHC O&M DIVN GANGUWAL	
25	93	93	DY DIR (DDO) C HYDEL DES CHD	
26	118	118	AD SE MH CHANNEL O&M DIVN T/SH	
27	127	????	AO PRE AUDIT MPH TALWARA	
28	129	????	SR. XEN CIVIL CONST.UNCHI BASSI	
29	130	????	AO P&A UBDCI MALIKPUR	
30	131	????	AD SE SHAHPURKANDI PHS D/MALIK	
31	145	????	RE RHPH Ropar	
32	147	????	XEN CC D-III RHPH ROPAR	
33	160	????	AO PRE-A RSD SHAHPUR KANDI	
34	204	????	XEN TLSC D BHATINDA	
35	224	????	XEN PLC DIVN PATIALA	
36	241	????	XEN TL DIV Jalandhar	
37	242	????	XEN TL DIV BHATINDA	
38	243	????	SR XEN GRID CONST DIV PATIALA	
39	244	????	GRID CONSTRUCTION DIV LUDHIANA	
40	245	245	GRID CONSTRUCTION DIVISION AMRITSAR	
41	246	????	SR.XEN / TRANSMISSION LINE DIVISION PATIALA	
42	247	247	SR.XEN CIVIL WORKS PSPCL Mukatsar	
43	248	248	SR.XEN CIVIL WORKS PSPCL LUDHIANA	
44	249	????	SR XEN CIVIL WORKS DIVN PATIALA	
45	250	????	SR XEN GRID CONST DIV BATHINDA PSPCL	
46	252	????	AO ACCOUNTING CELL TL CIRCLE JALANDHAR PSPCL	

47	263	263	XEN C/C MUKATSAR	
48	266	266	AD. SE CIVIL MTC.-II PATIALA	
49	267	267	SR XEN PILOT WORKSHOP SARNA	
50	268	????	SR.XEN / MDI PATIALA	
51	321	321	ADD SE (OP) CITY DIV PATHANKOT	
52	322	322	ADD SE (OP) S/URBAN DIV PATHAN	
53	323	323	ADD SE (OP) PSEB GURDASPUR	
54	324	324	SR XEN (OP) DIV DHARIWAL	
55	325	325	SR XEN (OP) CITY DIV BATALA	
56	326	326	SR XEN (OP) DIV S/URBAN DIV BA	
57	327	327	XEN OP DIVN HARGOBINDPUR	
58	331	331	ADD SE (OP) EAST DIV AMRITSAR	
59	332	332	ADD SE (OP) WEST DIV PSEB AMRI	
60	333	333	XEN S/URBAN AMRITSAR	
61	334	334	D/S DIVN AJNALA	
62	335	335	SR XEN GRID MTC AMRITSAR	
63	336	336	SR XEN EAST COMMERCIAL DIVN. AMRITSAR	
64	341	341	SR XEN CITY DIVN TARN TARAN	
65	342	342	SR XEN (DS) DIVN TARNTARN	
66	343	343	SR XEN (OP) DIV JANDIALA GURU	
67	344	344	ADD SE (OP) RAYYA DIV AT BEAS	
68	345	345	SR XEN (OP) DIV PATTI	
69	346	346	SR XEN (OP) PSEB BHIKHIWIND (A	
70	347	????	XEN GRID MTC.TARN TARAN	
71	351	351	SR XEN (OP) CITY DIV KAPURTHAL	
72	352	352	S/URBAN DIVN KAPURTHALA	

73	353	353	SR XEN (OP) DIVN KARTARPUR	
74	354	354	XEN OP CONST DIVN KAPURTHALA	
75	361	361	DS DIVN NAWANSHAHAR	
76	362	362	ADD SE (OP) DIV BANGA	
77	363	363	ADD SE (OP) DIV GARHSHANKAR	
78	364	364	ADD SE (OP) DIV GORAYA	
79	371	371	OP EAST DIV JALANDHAR	
80	372	372	ADD SE WEST DIVN JALLANDHAR	
81	373	373	XEN (OP) MODEL TOWN DIV JALLAN	
82	374	374	ADD SE(OP) CANT DIV JALANDHAR	
83	375	375	SR XEN (OP) CITY DIVN NAKODAR	
84	376	376	S/URBAN DIVN NAKODAR	
85	377	377	SR XEN (OP) DIV PHAGWARA	
86	378	????	XEN GRID MTC (OP) DIV JALLANDH	
87	379	????	XEN OP. CONST. DIV JALLANDH	
88	381	381	ADD SE (OP) CITY DIV HOSHIARPU	
89	382	382	XEN (OP) S/URBAN DIV HOSHIARPU	
90	383	383	D/S DIVN DASUYA	
91	384	384	DS DIVN BHOGPUR	
92	385	385	XEN DS DIVN MAHILPUR	
93	386	386	XEN GRID MTC DIV HOSHIARPUR	
94	387	387	XEN OP DIVN MUKERIAN	
95	389	????	CIVIL CONST AND MTC. DIV JALANDHAR	
96	391	391	EAST DIVN PATIALA	
97	392	392	ADD SE (OP) WEST DIV PATIALA	
98	393	393	S/URBAN DIVN PATIALA	

99	394	394	XEN (OP) DIV RAJPURA	
100	395	395	XEN (OP) DIVN NABHA	
101	396	396	XEN (OP) DIV SAMANA	
102	397	????	XEN GRID MTC PATIALA	
103	398	398	XEN OP DIVN PATRAN	
104	400	????	COMMERCIAL DIV. MODEL TOWN PATIALA	
105	401	????	DS CONST DIV (APDRP) PATIALA	
106	402	????	CIVIL CONST AND MTC DIV PATIALA	
107	411	411	ADD SE (OP) DIV ROPAR	
108	412	412	ADD SE OP DIVN MORINDA(KHARAR)	
109	413	413	XEN (OP) DIV ANANDPUR SAHIB	
110	414	414	XEN (OP) DIVN MOHALI	
111	415	415	ADD SE OP DIVN ZIRAKPUR	
112	416	????	SR.XEN/APDRP MOHALI	
113	417	417	SR. XEN. OP. DIVN. LALRU	
114	422	422	SR XEN OP DIVN SIRHIND	
115	423	423	ADD SE (OP) DIVN KHANNA	
116	424	424	ADD SE (OP) DIVN DORAHA	
117	425	425	XEN (OP) DIVN SAMRALA	
118	426	426	ADD SE (OP) DIVN MANDIGOBINDGA	
119	427	427	XEN OP DIVN AMLOH	
120	431	431	XEN (OP) DIV SANGRUR	
121	432	432	CITY OP DIVN SUNAM	
122	433	433	D/S DIVN BARNALA	
123	434	434	OP DIVN MALERKOTLA	
124	435	435	D /S DIVN AHMEDGARH	

125	436	???	XEN GRID MTC(OP) SANGRUR	
126	437	437	SR XEN SUBURBAN DIVN BARNALA	
127	438	438	SR XEN SUBURBAN DIVN SUNAM	
128	439	439	SR XEN (OP) DIVN DHURI	
129	441	441	SE (OP) DIVN BATHINDA	
130	442	442	ADD SE (OP) DIVN RAMPURAPHOOL	
131	443	443	OP DIVN MANSA	
132	444	444	SE (OP) DIVN MAUR	
133	445	445	D/S DIVN MALOUT	
134	446	446	XEN (OP) DIVN GIDDERBAHA	
135	447	447	SR XEN (OP) DIVN BUDHLADA	
136	449	449	XEN OP DIV PSEB BHAGATA BHAIKA	
137	451	451	XEN (OP) CITY DIVN FEROZEPUR	
138	452	452	SUBURBAN DIVN FEROZEPUR	
139	453	453	SR XEN (OP) DIVN MUKATSAR	
140	454	454	D S DIVN ABOHAR	
141	456	456	OPERATION DIVN JALALABAD	
142	461	461	SR XEN (OP) DIVN FARIDKOT	
143	462	462	XEN OP DIVN KOTKAPURA	
144	463	463	CITY DIVN MOGA	
145	464	464	D/S DIVN SUBURBAN MOGA	
146	465	465	ADD SE (OP) DIVN BAGHA PURANA	
147	466	466	XEN OP ZIRA	
148	468	???	SR. XEN CIVIL CONST. AND MTC DIV WEST ZONE BTI	
149	471	471	CITY CENT DIVN LUDHIANA	

150	472	472	ADD SE CITY WEST DIVN LUDHIANA	
151	473	473	FOCAL POINT DIVN LUDHIANA	
152	474	474	XEN JANTA NAGAR (SP)LUDHIANA	
153	475	475	ADD SE OP MODEL TOWN DIVN LUDH	
154	476	476	XEN ESTATE DIVN SPECIAL LDH	
155	477	477	XEN GRID MTC CITY DIVN LUDHIAN	
156	478	478	XEN CMC SPL. LUDHIANA	
157	479	479	Ad. SE OP. SUNDERNAGAR (LDH)	
158	481	481	SR XEN(OP)S/URBAN DIVN L/KALAN	
159	482	482	D/S DIVN ADDA DAKHA	
160	483	483	OP DIVN JAGRAON	
161	484	484	XEN DS RAIKOT	
162	485	485	SR XEN GRID MTC(OP)S/U DIV LDH	
163	488	????	SR XEN DS CIVIL CONST DIV LUDHIANA	
164	490	490	AO CPC CITY CIRCLE AMRITSAR	
165	496	????	SR XEN CIVIL CONST & MTC.DIVN AMRITSAR	
166	502	502	XEN OP. DIVN. DIRBA	
167	511	511	XEN (OP) DIVN FAZILKA	
168	513	513	XEN OP. DIVN. BADAL	
169	514	????	DS CONST DIVN APDRP BTI	
170	521	521	OP DIVN AGGAR NAGAR LDH	
171	522	????	DS CONST. DIVN.APDRP LDH	
172	602	????	GRID MTC. op. KAPURTHALA	
173	????	632	XEN PROTECTION HOSHIARPUR	
174	????	654	SR XEN 220KV S/S P&M MUKATSAR	
175	615	????	GRID MTC (OP) GURDASPUR	

176	625	????	XEN GRID MTC OP DIVN N SHAHAR	
177	633	????	XEN GRID MTC (OP) KHANNA	
178	635	????	XEN GRID MTC (OP) ROPAR	
179	643	????	PROTECTION DIV SANGRUR	
180	652	????	XEN GRID MTC DIV OP KOTKAPURA	
181	655	655	GRID MTC OP BHATINDA	
182	701	662	TRW -i DIVN. AMRITSAR	
183	702	666	TRW DIVN PATIALA	
184	704	701	ME DIVN AMRITSAR	
185	705	702	ME DIVN PATIALA	
186	706	704	SR XEN ME DIVN JALANDHAR	
187	707	705	TRW DIVN JAGRAON	
188	708	706	SR XEN TRW DIVN MALERKOTLA	
189	709	709	SR XEN TRW DIVN KOTKAPURA	
190	712	712	SE CONTROL STORE BATHINDA	
191	713	713	XEN STORE LUDHIANA	
192	714	????	SE CENTRAL STORE JALLANDHAR	
193	715	????	XEN CENTRAL STORE PATIALA	
194	716	????	XEN STORE DIVN SANGRUR	
195	718	718	XEN CENTRAL STORE KOTKAPURA	
196	719	719	XEN CENTRAL STORE VERKA (ASR)	
197	725	725	SR XEN CENTRAL STORE FERROZEPUR	
198	726	????	XEN STORE DIVN PATHANKOT	
199	728	????	SR. XEN CENTRAL STORE MOHALI	
200	729	????	XEN STORE HOSHIARPUR	
201	731	731	SR XEN CENTRAL W/S DIV ASR	

202	732	????	PILOT WORKSHOP MOHALI	
203	733	????	SR XEN PILOT W/S DIVN MUKATSAR	
204	734	????	A.O. DISPOSAL LUDHIANA	
205	735	????	SR XEN TRW DIVN DORAHA	
206	736	736	SR XEN TRW DIVN JALANDHAR	
207	737	????	SR XEN TRW DIVN NAKODAR	
208	738	????	SR XEN TRW-II DIVN AMRITSAR	
209	739	????	SR XEN TRW DIVN 3 AMRITSAR	
210	740	740	DIRECTOR/CORDINATION PSEB N/DE	
211	741	741	PRINCIPAL TTI PSEB PATIALA	
212	744	????	XEN TRW FATEHGARH CHURIAN	
213	745	745	ADD SE ME DIVN LUDHIANA	
214	746	746	ME DIVISION BHATINDA	
215	752	????	HYDEL PROJECT NO 1 ASR	
216	760	????	AO FIELD BHATINDA	
217	761	????	AO FIELD JALANDHAR	
218	762	????	AO FIELD LUDHIANA	
219	763	????	AO FIELD ROPAR	
220	764	????	AO FIELD HOSHIARPUR	
221	765	????	AO FIELD ASR	
222	766	????	AO FIELD PTA	
223	767	767	AO FIELD TARNTARAN	
224	768	????	AO FIELD FARIDKOT	
225	770	????	DY DIR COMP CELL CHD	
226	????	800	AO CASH PATIALA	
227	????	809	AO/PENSION PATIALA1	

228	812	????	XEN CIVIL MTC PTA	
229	814	????	OMBUDSMAN	
230	????	815	AO/PENSION PATIALA2	
231	816	816	AO THERMAL DESIGN PATIALA	
232	851	????	800 SECY OFF PSEB PTA	
233	852	????	800 C E PSEB PTA	
234	853	????	800 CAO PSEB PTA	
235	864	????	800 SECY OFF PSEB PTA	
236	892	????	801 AO / P&A PATIALA	
237	893	????	801 AO / P&A PATIALA	
238	894	????	801 AO / P&A PATIALA	
239	895	????	801 AO / P&A PATIALA	