

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)  
**Chief Accounts Officer, A&R (Compilation), Shakti Sadan, Patiala**  
(e-mail: [ao-comp@pstcl.org](mailto:ao-comp@pstcl.org)) Tel./Fax No. 0175-2203637)

To All Sr.Xen/AOs(DDOs), PSTCL,

Memo No. 1166-1210 /CAO/A&R-32  
Dated: 16.07.2013

Subject:- **Accounting Procedure for transfer of GPF subscription & repayment of refundable advances and payment of advances as well as final payments to the employees to/from GPF Trust - non-compliance thereof.**

Reference:- **PSTCL Accounts Circular No.4/2013/PSTCL dated 29.5.2013.**

With respect to the above noted subject it has come to the notice of this office that some field offices are not following the instructions issued through the Accounts Circular under reference and are advised to do the needful as under:

1. Some Divisions/Accounting Units are not depositing the amount of GPF deductions on the day of payment of salary, in the GPF Trust Bank account as intimated in the aforesaid circular. It must be ensured in future by DDO's that the amount of GPF deductions must be deposited in the GPF Trust Bank account on the day of payment of salary.
2. Some Divisions/Accounting Units are not sending the details of the deductions to the office of AO/GPF Trust, PSPCL under intimation to the office of CAO/ Cash Section, PSTCL immediately on monthly basis. So DDO's must ensure that the details of deductions are sent to the office of AO/GPF Trust, PSPCL (GPF account number wise in soft as well as hard copy i.e. schedules) with copy to CAO/ Cash & P&A Section PSTCL, Patiala. Moreover the consolidated detail in the following format should be mailed to AO/Cash & Pay & Accounts, PSTCL at e-mail id: [ao-pay@pstcl.org](mailto:ao-pay@pstcl.org) immediately after making the payment:

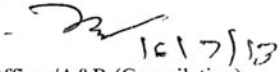
**Information regarding Amount of GPF deposited in GPF Trust Bank Account in respect of Division\_\_\_\_\_ Location Code\_\_\_\_\_ for the Month of \_\_\_\_\_**

Sr. No.	Cheque No. & Date	Date of Deposit	Amount

3. Some Divisions/Accounting Units are not making demand for depositing the amount of GPF deductions to AO/Banking, PSTCL, Patiala in absolute figures but in thousands/lakhs. DDO's must ensure that the demand for this is raised in absolute figures (not in thousands/lakhs) to AO/Banking, PSTCL, Patiala every month.
4. It may also be ensured that Bank charges for this payment are to be borne by PSTCL, hence the amount of GPF deduction must be deposited in full in GPF Trust Bank account and bank charges, if any must be paid extra and not to be deducted from the amount of cheque of GPF deduction.

Therefore it is once again re-iterated that strict compliance of above instructions are ensured, otherwise the concerned DDO will be held personally responsible for the violation and for any penalty/interest for delay in depositing the same.

This issues with the approval of competent authority.

  
Accounts Officer/A&R (Compilation),  
PSTCL, Patiala.

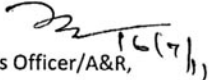
Endst. No. 1211-44 /CAO/A&R/32

Dated: 16.07.2013

Copy of the above is forwarded to the following for information and further necessary action please.

1. Chief Engineer/TS PSTCL Patiala.
2. Chief Engineer/SLDC PSTCL Patiala.
3. Chief Engineer/P&M PSTCL Ludhiana.
4. Chief Engineer/HR, IT & Planning, PSTCL, Patiala.
5. Financial Advisor PSTCL Patiala.
6. Chief Accounts Officer (WM&G) PSPCL Patiala.
7. All Dy. CEs/SEs under PSTCL.
8. All Dy. CAOs / Dy. CAs / Dy. FAs under PSTCL.
9. Company Secretary, PSTCL.
10. AO/GPF Trust, PSPCL, Patiala.
11. AO/Banking, PSPCL/PSTCL, Patiala.

12. AO/Cash, PSTCL, Patiala.
13. AO/WAD, PSTCL, Patiala.
14. AO/Corporate Audit, PSTCL, Patiala.
15. All other AOs under PSTCL(Except DDOs)
16. RAO, PSTCL, Patiala.
17. ✓ SE/IT, PSPCL/PSTCL, Patiala for placing the circular on websites of PSPCL/PSTCL.

  
Accounts Officer/A&R,  
PSTCL, Patiala.

CC:

1. Sr. PS to Director/F&C, PSTCL, Patiala for kind information of Director please.