



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)
Corporate Identity No. U40109PB2010SGC033814
(O/o Chief Financial Officer, IInd Floor, Shakti Sadan, Patiala)
www.pstcl.org e-mail: cfo@pstcl.org Tel. No. 0175-2920287

To

✓ All ASE/Sr.Xen/AOs (DDOs)
Under PSTCL.

Memo No. 18/56 /

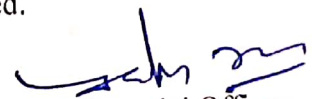
dated 10.3.2021

Subject: Sending Service Books for Audit Scrutiny of employees at the time of retirement.

A meeting was held in the chamber of worthy Director/F&C on the subject cited above wherein it has been observed that service books of officials are sent by various DDO's to AO/EAD for audit scrutiny few days before the date of retirement or even in many cases after months from the date of retirement. Although service books are required to be got pre audited at the age of 50/55 years but it has been observed that these service books were not got pre audited from concerned Accounts Officer upon attaining the age of 50/55 years, with the result it takes more time to get the deficiencies/anomalies removed at the time of retirement resulting in delay in finalization of pension cases.

It has been viewed very seriously by the Director/F&C and directed that all DDO's be advised to send the service books at least 3 months before the date of retirement to EAD for Audit scrutiny. It may also be ensured that audit scrutiny of service book be got completed from the concerned AO on attaining the age of 50/55 years. All responsibility for delay in finalization of pension cases due to late submission of service books for audit scrutiny shall be of DDO concerned.

Meticulously compliance of above instructions be ensured.


Chief Financial Officer,
PSTCL, Patiala.

cc: 57/58 dt. 10.03.2021

- 1) Sr. PS to Director/F&C, PSTCL, Patiala for kind information of Director/F&C.
- 2) Sr. PS to Director/Technical, PSTCL, Patiala for kind information of Director/Technical.