



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB, Head Office, The Mall, Patiala-147001, Punjab, India)

Corporate Identity Number - U40109PB2010SGC033814,

Office of Chief Financial Officer/A&R Section, Shakti Sadan, Patiala

E-mail: dy-cao-a-r@pstcl.org, Tel/Fax No. 0175-2203637

To

1. Add. SE/Sr. Xen, Civil Works Division, Jalandhar.
2. Add. SE/Sr. Xen, Grid Construction Division, Jalandhar.
3. Add. SE/Sr. Xen, Grid Construction Division, Moga.
4. Add. SE/Sr. Xen, TLSC Division, Jalandhar.
5. Add. SE/Sr. Xen, TLSC Division, Patiala.
6. Add. SE/Sr. Xen, CO&C Division, Ludhiana.
7. Add. SE/Sr. Xen, P&M Division, Laltokalan.

Memo No: 865-871 /CFO/A&R/147 Dated: 29.04.2016

Subject: Submission of Physical verification report (PVR) item wise as on 31.03.2016.

During the audit of FY 2014-15, C&AG has raised the point that the incharge of concerned accounting units/DDOs are submitting the stock verification certificates along with the list of items as per stores (quantity and value) but not submitted the physical verification reports (PVRs - item wise) containing the details - quantity as per stock cards of the stores and quantity physically verified along with surplus/shortage if any at the end of the closing of financial year as per instruction contained in Material accounting manual.

For the proper compliance of this para/point, this office has already issued instructions through instruction no. 4 (vii) of the instructions regarding submission of March annual adjustment account of 2016 regarding submission of Physical vertical reports (PVRs - item wise) as on 31.03.2016 by the concerned DDO positively.

Therefore it is again requested that it must be ensured by the concerned DDO that Physical vertical reports (PVRs - item wise) as on 31.03.2016 on the following format be sent to AO/WAD or AO/A&R, PSTCL along

with the stock verification certificate and details of items of stores (quantity & value) as per previous pattern:

Sr. No.	Name of Item/ Description	Unit	Quantity as per stock card of the stores	Quantity as per physical verification	Surplus		shortage		Remarks (date of verification/SVR no. etc.)
					Qty.	Value	Qty.	Value	
1	2	3	4	5	6	7	8	9	10

This issues with the approval of Chief Financial Officer, PSTCL Patiala.

Sd/-
Dy. CAO/A&R,
PSTCL, Patiala

Endst No. 872-881 /CFO/A&R/147

Dated: 29.04.2016

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

1. Dy. CE/SE Civil Works Circle, Patiala.
2. Dy. CE/SE Grid Construction Circle, Ludhiana.
3. Dy. CE/SE TLSC Circle, Patiala.
4. Dy. CE/SE Planning & Communication, Patiala.
5. Dy. CE/SE P&M Circle, Ludhiana.
- ✓ 6. SE/IT, PSTCL Patiala for placing the same on the website of PSTCL.


Dy. CAO/A&R,
PSTCL, Patiala

CC:

1. E.I.C./TS, PSTCL Patiala for information and necessary action please.
2. C.E./P&M, PSTCL Ludhiana for information and necessary action please.
3. Sr. PS to Director/F&C, PSTCL Patiala for kind information of Director, please.
4. Dy. Secy. to Director/Technical, PSTCL Patiala for kind information of Director, please.