



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
Regd. Office: PSEB, HEAD OFFICE, THE MALL, PATIALA
OFFICE OF: CFO, Cash Section, IIInd FLOOR, SHAKTI SADAN,
PATIALA-147001, Punjab, India.
Corporate Identity Number: U40109PB2010SGC033814.
M:96461-21778, E-mail: dy-cao-hq@pstcl.org

To

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

Memo No: 394

Dated: 11/8/21

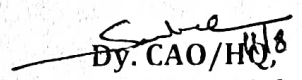
Sub: Sending Service Books for Audit Scrutiny of Employees at the time of Retirement.

Ref: This office's Memo No. 18/56 Dated 10.03.2021.

Vide above referred memo (copy enclosed), instructions were issued to all DDOs that the service books at the time of retirement of an employee be sent to the office of EAD at least 3 months before the date of retirement, for doing Audit scrutiny. However it has been observed that these instructions are not followed and still there is delay in sending the service books for Audit scrutiny at the time of retirement of the employee due to which the payment of retirement benefits to the employee are getting delayed.

Therefore, it is hereby again stated that the instructions issued vide above referred memo be followed meticulously and the service books of the retiring employees be sent to EAD section for audit scrutiny at least 3 months before the date of retirement of the employee. All responsibility for delay in finalization of pension cases due to late submission of service books for audit scrutiny shall be of DDO concerned.

DA: As above


Dy. CAO/HQ,
PSTCL, Patiala

CC:

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 of information of Director/Technical

pstcl

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

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Under PSTCL.

Memo No. 18/56 /

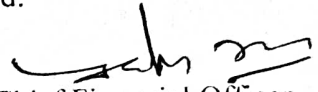
dated 10.3.2021

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.