



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

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

Corporate Identity Number: U40109PB2010SGC033814

O/o Chief Financial Officer, Shakti Sadan, Patiala

www.pstcl.org e-mail: cfo@pstcl.org Tel. No. 0175-2920287

To

1. Chief Engineer/SLDC, Patiala.
2. Chief Engineer/HIS&D, Patiala
3. All Dy. CEs/SEs, P&M Circle under PSTCL.
4. Dy. CE/SE, Grid Const. Circle, Ludhiana
5. Dy. CE/SE Civil Works Circle, Patiala
6. Dy. CE/SE TLSC Circle, Patiala.
7. SE/Communication Circle, Ludhiana.
8. SE/S&D Circle, Patiala.

Memo No: 119-130/CFO/Taxation-48

Dated: 11.02.2021

**Subject: Physical verification of Fixed Assets as per the requirement of Company Auditor's Report Order (CARO).**

Ref.: This office memo no. 71-82/CFO/Taxation-48 dated 18.02.2020

Like previous year, a committee of the following members be constituted for each accounting unit by concerned Dy. CE/SE of the circle for the accounting units under their control for the physical verification of fixed assets of accounting unit for FY 2020-21:

1. Add. SE/Sr. XEN in-charge of accounting unit (i.e. DDO)
2. AEE/AE (nominated by Dy. CE/SE/Add. SE/Sr. XEN).
3. AAO/Divisional Accountant of concerned accounting unit (or any accounts personnel in the absence of AAO/DA).

For physical verification of fixed assets of SLDC, Committee be constituted by Chief Engineer/SLDC on the same pattern.

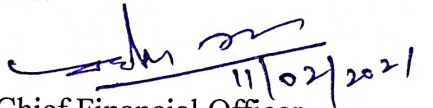
Similarly for the physical verification of fixed assets maintained at HQ level (i.e. CMD/Directors offices/all offices i.e. HR/TS/Accounts/Finance situated at Shakti Sadan building etc.), committee be constituted by Chief Engineer/HIS&D.

Further, the above said committees shall Physically verify the each fixed asset on the basis of **fixed assets record/register maintained and supplied in soft copy with March Annual Adjustment Account, 2020** along with detail of depreciation to Head Office for the Statutory Auditors as well as PSERC. The additions/deletions made during FY 2020-21 be

also taken into account at the time of physical verification of fixed assets for the FY 2020-2021.

**On the basis of above, each DDO shall ensure to provide the detailed physical verification report of fixed assets for the FY 2020-21 conducted by these committees to the Statutory Auditors at the time of Statutory Audit of his accounting unit. One copy of detailed said report be also provided to AO/Broadsheet & Audit at the time of submission of Annual Adjustment Account of March, 2021 latest by 30<sup>th</sup> April, 2021.**

This issues with the approval of Director/F&C, PSTCL, Patiala.

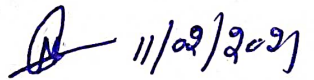
  
11/02/2021  
Chief Financial Officer,  
PSTCL, Patiala.

Endst. No. 131-190/CFO/Taxation-48

Dated: 11.02.2021

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

1. Chief Engineer/TS, PSTCL, Patiala.
2. Chief Engineer/P&M, PSTCL, Ludhiana.
3. Chief Accounts Officer (Finance & Audit), PSTCL, Patiala.
4. Company Secretary, PSTCL, Patiala.
5. All other Dy.CEs/SEs under PSTCL.
6. All Joint/Dy. CAOs/Dy. CAs/Dy. FAs under PSTCL.
7. All Addl. SEs/Sr. Xens/AOs under PSTCL (DDOs).

  
11/02/2021  
Dy. CAO/A&R,  
PSTCL, Patiala.

CC:

1. Sr. PS to CMD, PSTCL
2. Sr. PS to Director/F&C, PSTCL
3. Sr. PS to Director/Technical, PSTCL
4. Dy. Secy. to Director/Admn., PSTCL

} for kind information of worthy  
CMD and Directors, please.