



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 AO/Broadsheet & Audit section, Shakti Sadan, Patiala
e-mail:-ao-wad-bs@pstcl.org

To

All Addl.SE's/Sr.Xen's/AO's (All Accounting Units)
under PSTCL.

Memo No. 774/816 CFO/AO/B&A -27

Date: 31-08-2022

Subject: Regarding uploading of Monthly Account upto 7th of the following month.

Reference: AO/A&R ,PSTCL Account Circular No.12/2019.

Vide Account Circular under reference, instructions regarding submission of monthly account by the 7th of the following month were issued. But, it has come to the notice of undersigned that all the accounting units are not following these instructions properly and not submitting their monthly account by the due date. This has been viewed very seriously by the higher authorities.

So all the accounting units should ensure that uploading of monthly account is done on 7th of each following month. In case of any monthly account left to be uploaded, the concerned accounting unit should give proper explanation for non-submission of monthly account to the undersigned in writing for delay immediately and send a e-mail to AO/Broadsheet & Audit for opening of monthly account .

This issues with the approval of competent authority.

K.P. Raw
31/8/2022
AO/Broadsheet & Audit
PSTCL Patiala.

Endst. No. 817/865 CFO/AO/B&A-27

Dated: 31-08-2022

Copy of above is forwarded to the followings for information and futher necessary action please:

1. All CEs under PSTCL.
2. Chief Accounts Officer (Finance & Audit), PSTCL, Patiala.
3. Company Secretary, PSTCL, Patiala.
4. All Dy.CEs/SEs under PSTCL.
5. All Dy. CAOs/Dy. CAs under PSTCL.
6. All Addl.SEs/Sr.Xens/AOs under PSTCL . (exopt DDOs)

K.P. Raw
31/8/2022
AO/Broadsheet & Audit
PSTCL Patiala.

CC: 866/867
31-08-2022

1. OSD to Director/F&C,PSTCL, Patiala for kind information of worthy Director/F&C please.
2. PS to CFO, PSTCL, Patiala for kind information of CFO please.