



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Corporate Identity Number: U40109PB2010SGC033814

O/o Chief Financial Officer (A&R, Compilation Section), Shakti Sadan, Patiala

www.pstcl.org e-mail: ao-comp@pstcl.org

Accounts Circular No. 5/2020/PSTCL

To

All Addl. SEs/Sr. Xens/AOs **(All Accounting Units)**
under PSTCL

Memo No. 886-931/CFO/A&R-192

Dated: 19.05.2020

Subject: Posting of Vouchers/Preparation of Accounts through New Online Accounting System/Software on compulsory basis i.e. to fully switch on new system w.e.f. 01.04.2020 onwards.

As you are aware that online new accounting system/software (jvpstcl.pspcl.in) was running on trial basis from January 2019 onwards. Training/demo to the concerned staff was also imparted at Head Office/Circle Level, which was again reviewed in the month of March 2019 and requisite changes were got incorporated in system as per feedback from field offices from time to time.

Further, it was decided and intimated through memo no. 367/452 dated 19.08.2019 that the vouchers/Accounts be posted in the new online accounting system/software w.e.f. 01.09.2019 on daily basis. Cash book was also operated online by taking the closing balance of 31.08.2019 or opening balance of 01.09.2019 through this system which was live. This system was operated parallel along with existing system.

In the month of March 2020, IT Deptt. has also created the system of online issue of IUT bills as well as U-cheques on this New Online Accounting System/Software along with automatic generation of U-cheque Cash Book like normal cash book. This automated Cash Book and U-cheque Cash Book is available in the Report Module under the new system. The concerned office may take print-outs of these for record/audit purpose.

During the period of curfew/lockdown on account of COVID- 19 situation and before re-opening of offices of PSTCL, in the month of April 2020, the following message was also circulated to all the DDOs/AAOs/Divl. Accts. of the concerned accounting units to implement this new system w.e.f. 01.04.2020:

"Monthly account wef 4/2020 onwards be posted only under online voucher level accounting system. This new system includes issue of IUT bills as well as issue of u- cheques. Therefore, now there is no need to use old portal for issue of u - cheques & also no need to issue IUT bills manually. Further cash book being maintained manually under old system is also dispensed with." kindly ensure compliance.

The posting of Vouchers/Preparation of Accounts has to be made compulsory w.e.f. 01.04.2020 through New Online Accounting System/Software. Thus, the posting of Monthly Trial Balance in the existing online system has been dispensed with w.e.f. 01.04.2020 and only it can be posted through new online accounting system. Further, preparation of Manual Cash Book as well as U-Cheque Cash Book has also been dispensed with. It has also been brought to the notice that in due course of time, IT Deptt. will create the system to generate all the reports in the new system which were being generated under existing system along with monthly Trial Balance etc. The reports/data upto March 2020 will be available in the existing system.

Further, it is also brought to notice that in the new system as and when any Division operate IUT heads (31 to 37) through different vouchers (i.e. cash voucher or JV voucher or otherwise through SR/SRW etc.) then IUT Bill will be generated automatically after clicking the required buttons appearing in the system as per the details provided in the relevant voucher. The same IUT Bill will also appear in the system against responding division for issuing U-cheque online through this new system. It may also be taken care that that at the time of generating voucher relating to IUT Heads (31 to 37), party name must be the name of relevant Division to

whom IUT Bill is required to be issued (not the name of any other party/supplier to whom the payment is made on behalf of other division, if required the same can be shown in the Description/Particulars of the relevant voucher).

Each DDO will also click the "**Submit certificate**" option online under the "**Transaction Tab**" in the new system, after posting the complete data of the relevant month in the new online voucher system. **Before clicking the option of "Submit certificate", it must be ensured that all the vouchers have been saved and all the IUT bills for the vouchers created under GH 31 to GH 37 have been issued, since after clicking the "Submit certificate" no IUT bill can be issued for that particular month and no voucher can be saved which was pending for that particular month.** After which the data for the relevant month will freeze and no further transaction in this month can be made.

Apart from the above, IT department has also created a portal named "**master.pstcl.org**" for automatic generation of unique estimate number for sanctioned estimates of PSTCL (to link the expenditure of each estimate with the concerned DPR for loan & regulatory purpose etc.). Each DDO should ensure that all the estimates of their accounting unit have been entered in this portal by the concerned officer/official after preparation/sanction, so that the relevant unique estimate number may appear in the online vouchers at the time of creation of any voucher. For using this portal "username" be location code (say 201) of concerned unit and password will be "PSTCLLocation Code" say "PSTCL201". The password can be changed by the concerned accounting unit after first use.

Now, it is instructed that all the DDOs must ensure that the transactions occurred in April 2020 and May 2020 be posted positively on compulsory basis in this new online Accounting system/software **till 31.05.2020** (as already mentioned that the existing system from April 2020 onwards has been dispensed with). **In case of any difficulty/ambiguity while operating this New Online Accounting System/Software then the following officers may be contacted :-**

1. **Er. Sahil Kohli – Asstt. Manager/IT** **96461-17953**
2. **Sh. Khem Chand – AO/Broadsheet & Audit** **96461-17975**

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

Harminder Singh

Accounts Officer/A&R,
PSTCL, Patiala.

Dated: 19.05.2020.

Endst. No. 932-975 /CFO/A&R-192

Copy of the above is forwarded to the following for information and further necessary action please:

1. Chief Engineer/TS/ P&M/ SLDC/ HIS&D, under PSTCL.
2. CAO/F&A, PSTCL, Patiala.
3. Company Secretary, PSTCL, Patiala.
4. All Dy.CEs/SEs under PSTCL.
5. All Dy. CAOs/Dy. CAs /Dy. FAs under PSTCL.
6. All Addl.SEs/Sr.Xens/AOs under PSTCL (except DDOs).
7. RAO, PSTCL, Patiala.

Harminder Singh

Accounts Officer/A&R,
PSTCL, Patiala.

CC:

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

} for kind information of worthy
Directors please.