



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
(Regd. Office: PSEB, Head Office, The Mall, Patiala-147001, Punjab, India)
Corporate Identity Number - U40109PB2010SGC033814,
Office of CFO, A&R Section, Shakti Sadan, Patiala
E-mail: dy-cao-a-r@pstcl.org

To

All Add. SE's/Sr. Xen's/AO's (DDO's),
Under PSTCL,

Memo No: - 75-120 /CFO/A&R/177 Dated: - 15.02.2021

Subject: - Marking of distinctive mark/specification numbers on Fixed Assets.

Every year Statutory Auditor is raising point in his Audit report that “No distinctive mark/specification number has been marked on Fixed Assets.” While discussing Statutory Auditor’s Report of FY 2019-20, Audit Committee of PSTCL has taken it seriously and desired that distinctive mark/specification number be put up on every Fixed Asset, so that the qualification of the Statutory Auditor in his Audit Report may be avoided in the Audit Report of FY 2020-21.

For distinctive mark/specification number on Assets appearing under different group heads the following specification number format are suggested:-

1. Land & Land Rights (GH 10.1)

Location Code/L/Year of purchase/F or L/0015.00/00123

In the above format Location Code is the numeric value of Location Code (LC) allocated to the particular Accounting Unit, L denotes the Land, F for freehold and L for Lease hold should be used, 0015.00 should be used for denoting the Area of Land in acres, 00123 is the numeric value for number of land.

At the Land sites suitable sign boards, depicting the above pattern identification mark along with description of ownership of PSTCL, should be installed.

2. Building (GH 10.2)

Location Code/B/Year of purchase or Construction/R or C or W/00123

In the above format Location Code is the numeric value of Location Code (LC) allocated to the particular Accounting Unit, B denotes the Building, R for Residential and C for Commercial and W for workshop etc. i.e. 1st letter of the type of building should be used here, 00123 is the numeric value of number of building.

At the Building sites suitable sign boards, depicting the above pattern identification mark along with description of ownership of PSTCL, should be installed.

3. Other Civil Works (GH 10.4)

Location Code/CW/Year of Construction/PR or RS / 0015.00/00123

In the above format Location Code is the numeric value of Location Code (LC) allocated to the particular Accounting Unit, CW denotes the Civil Works, PR for Pucca Road and RS for Railways Siding etc., i.e. 1st letter of the type of Civil works should be used here, 0015.00 should be used for denoting the Area of civil works in acres, 00123 is the numeric value of number of other civil works.

At the Civil works sites suitable sign boards, depicting the above pattern identification mark along with description of ownership of PSTCL, should be installed.

4. Plant & Machinery (GH 10.5)

Location Code/P&M/Year of Purchase or Make/Type and Capacity/00123

In the above format Location Code is the numeric value of Location Code (LC) allocated to the particular Accounting Unit, P&M denotes the Plant & Machinery, Trf for Transformer, CT/PT, Breakers etc. and their capacity, 00123 is the numeric value of number of Plant & Machinery items.

At the Plant & Machinery sites suitable marking on plant & machinery or sign boards depicting the above pattern identification mark along with description of ownership of PSTCL should be done.

5. Lines & Cable (GH 10.6)

Location Code/LC/Year of Commissioning or Put to use/ Line Length and Capacity/00123

In the above format Location Code is the numeric value of Location Code (LC) allocated to the particular Accounting Unit, LC denotes the Lines & Cable, Line Length and capacity i.e. 132 KV/220KV etc., 00123 is the numeric value of number of Lines & Cable.

At the Lines & Cable sites suitable marking of sign boards depicting the above pattern identification mark along with description of ownership of PSTCL should be done.

Further it is also brought to your kind notice that above types of assets may have an Identity Mark as per the requirement of Form CE-2A given in the Commercial Accounting Manual-VI (Manual on Capital Expenditure & Fixed Assets). In such cases, suitable cross reference should be given in the record of the accounting unit.

6. Vehicles (GH-10.7)

Performa of register for maintaining (Form CE-05) the record relating to Account Code 10.7 Vehicle has already been given in the Commercial Accounting Manual-VI (Manual on Capital Expenditure & Fixed Assets).

For distinctive mark/specification number on Vehicle (GH 10.7) the following specification number format is suggested.

Location Code/V/Year of purchase or model/C or J/Registration No/00123

In the above format Location Code is the numeric value of Location Code (LC) allocated to the particular Accounting Unit, V denotes the Vehicle, C denotes the Car, similarly 1st letter of the other type of vehicle e.g. for jeeps J should be used in place of C and T should be used for Trucks and so on, 00123 is the numeric value for number of vehicles.

7. Furniture and Fixtures (GH-10.8)

Performa of register for maintaining (Form CE-05) the record relating to Account Code 10.8 Furniture & Fixture has already been given in the Commercial Accounting Manual-VI (Manual on Capital Expenditure & Fixed Assets).

For distinctive mark/specification number on Furniture & Fixture (GH 10.8) the following specification number format is suggested.

Location Code/F&F/Year of purchase/T/00123

In the above format Location Code is the numeric value of Location Code (LC) allocated to the particular Accounting Unit, F&F denotes the Furniture & Fixture, T denotes the Table, similarly 1st letter of the item e.g. for chairs C should be used in place of T and A should be used for Almirah and so on, 00123 is the numeric value for number of Furniture & Fixture items.

8. Office Equipment (GH-10.9)

Performa of register for maintaining (Form CE-05) the record relating to Account Code 10.9 Office Equipment has already been given in the Commercial Accounting Manual-VI (Manual on Capital Expenditure & Fixed Assets).

For distinctive mark/specification number on Office Equipment (GH 10.9) the following specification number format is suggested.

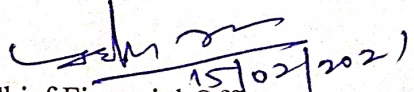
Location Code/OE/Year of purchase/Comp/00123

In the above format Location Code is the numeric value of Location Code (LC) allocated to the particular Accounting Unit, OE denotes the Office Equipment, Comp denotes the Computer, similarly 1st letter of the item e.g. for Printer P should be used in place of Comp and S should be used for Scanner and so on. Where 1st letter of the different item such as Calculator, Computer is same i.e. C then combination of 1st two or more letter of the name of item should be used and so on, 00123 is the numeric value for number of Office Equipment items.

Further marking should be done with paint or permanent marker having a long life.

So keeping in view the above, proper distinctive mark/specification number be marked on Fixed Assets, complete the register of General Assets and Fixed Asset register for FY 2020-21 for satisfaction of Statutory Auditor and to avoid the Para in Statutory Auditor Report.

Above marking of distinctive mark/specification numbers on fixed assets should be completed up to 31st March, 2021 and requisite certificate regarding this be submitted along with annual adjustment account of March, 2021.



15/02/2021
Chief Financial Officer,
PSTCL, Patiala.

Endst. No. : 121-140 /CFO/A&R/177

Dated: 15.02.2021

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

1. All Chief Engineer's, under PSTCL.
2. All Dy. CEs/SEs, under PSTCL.
3. All Dy. CAOs/ Dy. CAs/Dy. FAs, under PSTCL.


15/02/2021
Dy. CAO/A&R,
PSTCL, Patiala.

CC:-

OSD to Director/F&C, PSTCL, Patiala for information of worthy Director/F&C, please.