



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Chief Accounts Officer, A&R {Compilation} Shakti Sadan, Patiala

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Accounts Circular No. 1/2014 PSTCL

To

1. All Addl. SEs/Sr. Xens under PSTCL (All accounting units)
2. All Accounts Officers under PSTCL.

Memo No. 167-224 /CAO/A&R/20

Dated: 11.02.2014

Subject: Online submission of Monthly Trial Balance through online software of accounting, prepared by the SE/IT, PSTCL from the month January 2014 onwards along with hard copy with vouchers to AO/WAD as usual.

PSTCL has prepared online accounting software for online submission of monthly Trial Balance by the different accounting units. It has been decided that from the month of January 2014 onwards, each Division will submit online Trial Balance to the Head Office by punching the entries/transactions in the online software relating to current month. The brief procedure for punching the transactions is as under:

1. First of all it must be ensured that Google Chrome browser is installed at your system, as the software works best in this browser. If not, it must be first downloaded from www.google.com/intl/en/chrome/browser/ and installed on system.
2. Visit PSTCL official website www.pstcl.org through Google Chrome.
3. Then click on left side of Homepage of website of PSTCL at link '**PSTCL Admin/Compilation Accounts**'.
4. A new screen '**LOGIN INTO COMPILATION OF ACCOUNTS SYSTEM**' will appear on your system.
5. Login by putting User Name and Password which is being informed separately to your office on telephone.
6. '**Welcome**' screen will appear, then click on '**Transaction – Account or Scheme**' option as the case may be.
7. It may be noted that all entries relating to different Account Codes be punched/entered in '**Account**' option (except GH-10/11/14/15). The entries relating to GH –10/11/14/15 be punched/entered in '**Scheme**' option only.
8. Enter Account Code or Account name in '**Account Code [Name]**' column and select the desired Account Code.

9. Make the entry Dr or Cr in '**During The Month**' columns only and then click Save. Repeat the same process for each entry to be made.
10. In case entry is to be made in Scheme option then before following the process given in Sr. No. 8 & 9, **Scheme Code No** or **Scheme Name** must be selected first from Drop-down menu.
11. The entries made may be previewed at any stage for authenticity by clicking on '**Preview**' and '**Preview All**' buttons provided.
12. Full Trial Balance Account Code wise and Scheme wise can be viewed in the '**Report**' option.
13. In case of any difficulty you may contact at the Mobile Nos. provided at '**Welcome**' Screen.

Apart from the above it is also clarified that Hard Copy of Trial Balance along with vouchers and details etc. must be submitted as usual to AO/WAD & Broadsheet, PSTCL, Patiala up to the prescribed dates as per prevailing practice.

This issues with the approval of competent authority.


Dy. CAO/A&R (Compilation),
PSTCL, Patiala.

Endst. No. 225-245 /CAO/A&R/20

Dated: 11.02.2014

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

1. Chief Engineer/TS PSTCL Patiala.
2. Chief Engineer/SLDC PSTCL Patiala.
3. Chief Engineer/P&M PSTCL Ludhiana.
4. Financial Advisor PSTCL Patiala.
5. Chief Accounts Officer (WM&G) PSPCL Patiala.
6. All Dy.CEs/SEs under PSTCL.
7. All Dy. CAOs / Dy. CAs / Dy. FAs under PSTCL.
8. Company Secretary, PSTCL.
9. RAO, PSTCL, Patiala.
10. SE/IT, PSPCL / PSTCL, Patiala for placing the circular on websites of PSPCL/PSTCL.


Dy. CAO/A&R (Compilation),
PSTCL, Patiala.

CC

Sr. PS to Director/F&C, PSTCL, Patiala for kind information of Director please.