



Accounts Circular No. 01/2022/PSTCL

To

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

Memo No. 165-207/CFO/A&R-192

Dated: 25.03.2022

Subject: Uploading of Voucher's Supporting Documents in Online Accounting System/Software w.e.f. 01.04.2022 onwards.

As you are aware that vide Accounts Circular No. 5/2020 dated 19.05.2020 and Accounts Circular No. 11/2020 dated 31.12.2020, the posting of Vouchers/Preparation of Accounts has been made compulsory through Online Accounting System/Software.

Now, going one step further, it has been decided that from 01.04.2022, the voucher's supporting documents i.e. bills/invoices, hand receipt, office order, etc of all the entries (cash payments, cash receipts or JVs) shall also be uploaded in PDF format in this Online Accounting System/Software on real time basis at the time of creating new voucher. Therefore, all the DDOs are requested to ensure the compliance of above instructions. Further, copies of Purchase orders/Work orders be sent to the office of AO/ Broadsheet & Audit in physical form as is being done for payments made by field offices against these Purchase orders/Work orders. Please feel free to contact AO/ Broadsheet & Audit at 96461-17975 for accounts related queries and DM-IT at 96461-17953 for IT related queries.

This issues with the approval of competent authority.

Harminder Singh
Accounts Officer/A&R,
PSTCL, Patiala.

Endst. No 208-256 /CFO/A&R-192

Dated: 25.03.2022

Copy of the above is forwarded to the followings for information and further 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 (except DDOs)

Harminder Singh
Accounts Officer/A&R,
PSTCL, Patiala.

CC:

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