



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Corporate Identity Number: U40109PB2010SGC033814

O/o Accounts Officer/A&R(Compilation), Shakti Sadan, Patiala

www.pstcl.org e-mail: ao-comp@pstcl.org Tel./Fax No. 0175-2203637

Accounts Circular No. 10/2014/PSTCL

To

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

Memo No. 2539-83/CFO/A&R-20

Dated: 09.12.2014

Subject: - Booking of encashment of earned leave at the time of availing of leave travel concession (LTC) in correct Account Code 75.616.

Encashment of earned leave at the time of availing of leave travel concession (LTC) was allowed to the employees of PSTCL vide Finance Circular 2/2013 issued vide memo no. 3938/3978/Fin-II/16(206)LTC/Loose dated 04.01.2013 by PSPCL. To book this expenditure a new account code as under was added in "Chart of Accounts" Commercial Accounting Systems Vol-1 Part-1 under Main Account Code 75.6 – Other Staff Costs vide Accounts Circular 2/2013 issued vide Memo No. 563/763/WM&G/CAC-37/ Vol-XII dated 01.03.2013 of PSPCL.

Account Code

Account Head

75.616

Encashment of earned leave at the
Time of availing of Leave Travel
Concession

It has come to notice that some offices are not booking this expenditure in the correct account head opened for this purpose.

It is directed that booking of all transactions made during FY 2013-14 and FY 2014-15 (up to date) relating to this expenditure should be thoroughly checked and the wrong booking (if any) should be corrected through Recasting Account of March 2014 in respect of FY 2013-14 by sending JV to WAD section and in respect of FY 2014-15 it should be adjusted in the account of next month.

It should also be ensured to book this expenditure to its correct account head in future.

Meticulous compliance of these instructions may be made.

This issues with the approval of Chief Financial Officer, PSTCL, Patiala.


Accounts Officer/A&R (Compilation),
PSTCL, Patiala.

Endst. No. 2584-2609 /CFO/A&R-20

Dated: 09.12.2014

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. All AOs under P & M Circles.
10. RAO, PSTCL, Patiala.
11. SE/IT, PSTCL, Patiala for placing the circular on website of PSTCL.


Accounts Officer/A&R (Compilation),
PSTCL, Patiala.

CC:

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