



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 Tel./Fax No. 0175-2203637

Accounts Circular No. 4/2017/PSTCL

To

1. All Addl. SEs/Sr. Xens in PSTCL
2. All Accounts Officers in PSTCL

Memo No. 985-1032/CFO/A&R-20

Dated: 31.03.2017

Sub: Implementation of electronic U-cheque Management System for the transactions occurring on or after 01.04.2017.

Presently the Inter Unit Transactions/Inter Division Transactions i.e. IUT are being settled as per Inter Unit Accounting Manual (Commercial Accounting System Vol.-VIII) by issue and receipt of U-Cheques manually. Now w.e.f. 01.04.2017 the settlement of IUT transactions (receipt, issue and reconciliation of U-Cheques) will be made online electronically through an Interface named as U-Cheque Management System developed by IT Department as under:-

1. Un-cashable Cheque (U-Cheque) will be issued online electronically and no physical U-Cheque from the U-Cheque book or certificate (in case of misplace of U-Cheque) will be issued by any issuing accounting unit.
2. U-Cheque issued online electronically will bear auto generated unique Sr. No. from 1 to 1000 during the month.
3. Electronic Un-cashable Cheque (e U-cheque) so generated will bear auto generated unique 13 digit no. in which first four digits will represent the financial year, next two digit to the month, next three digit to the location code and last four digits to the e U-cheque number.

For example:- The e U-cheque bearing no. 2017046660001 will represent as under:-

2017	Financial year
04	month (April)
666	Location code of the accounting unit
0001	Cheque No.

4. The accounting unit (responding the IUT bill) issuing electronic Un-cashable Cheque (e U-cheque) shall open the Interface as:-

Step 1: <http://115.249.65.148/uchqpstcl>

The U-CHEQUE LOGIN screen will appear.

Step 2: Login by putting User Name, Password (which is being informed separately to your office telephonically or personally), Employee ID & Password of Employee ID

The U-CHEQUE MANAGEMENT SYSTEM screen will appear.

5. The accounting unit shall select the location code to which the e U-cheque is to be issued and fill the relevant options available on the screen. In the remarks column the reference of IUT Bill No. or/and letter no. shall be recorded so that the accounting unit which issued the IUT Bill and receiving the e U-cheque

may not face any difficulty in referring the e U-cheque number on the concerned documents. Then click on the ISSUE button on the screen and e U-cheque will be issued electronically. The concerned division can also take the print of e U-cheque issued (if required) from the REPORT SECTION of the interface by entering e U-cheque number for record purpose.

6. Each accounting unit shall regularly visit the website as per the procedure mentioned in Sr. No. 4 and check the status of e U-cheques to be received by them in "Receive (Pending)" link under the U-CHEQUE MANAGEMENT SYSTEM and receive them after verification on the basis of IUT Bill already raised or any other document/correspondence etc.
7. e U-cheque once issued cannot be edited/altere/amended. However it can be cancelled only by the issuing accounting unit by login to the same Interface as mentioned in Para 4 above **before it is accepted by the receiving accounting unit i.e. the unit which originated the IUT Bill.**
8. In case accounting unit (receiving the e U-cheque) feels that there is any discrepancy in the e U-cheque either in the amount or otherwise, it shall take up the matter with the issuing accounting unit for its rectification before its acceptance.
9. Once the e U-cheque is accepted, it cannot be cancelled.
10. The accounting unit shall login the 'Reports' at the end of each month for taking/downloading various reports like Statement of U-Cheques Issued (IUT-6) and U-Cheques Received (IUT-7) to incorporate the same in the books of accounts in the relevant month. The statements presently prepared manually by the accounting unit on format IUT-6 and IUT-7 are hereby dispensed with. Only downloaded copies of both the statements will be supplied alongwith monthly accounts as usual.
11. The reconciliation of the e U-cheque issued, received, pending unmatched etc. can be checked by the e U-cheque receiving accounting units as well as by the AO/WAD & Broadsheet Section from the reports generated by the system.
12. Each accounting unit shall ensure that no e U-cheque is pending against its location code. In case any e U-cheque has been left due to the discrepancies, it must be cleared by taking personal efforts with the e U-cheque issuing accounting unit.
13. All the accounting units shall ensure that e U-cheque must be matched at the year end i.e. 31st March every year, so that the balances under Account Code 37.000 for Corporation as a whole must be Nil.
14. The entry in U-Cheque Cash Book shall be made as per previous practice and instructions contained in the IUT Manual.
15. To avoid misappropriation, e U-cheques shall be issued after getting the IUT bill verified and specifically approved by the Divisional Officer/A.O. The Divisional Officer/A.O. shall ensure that no e U-cheque is issued without his prior approval and shall certify online that all the e U-cheques have been issued with his specific approval after verification from the concerned office as per the existing procedure.
16. The above mentioned instructions are only for Online working (i.e. issue and receipt of U-Cheques electronically instead of manually) and do not supersede

the instructions already contained in Inter Unit accounting Manual (Commercial Accounting Manual Vol. -VIII).

Note: The above instructions are applicable on transactions occurring on or after 01.04.2017 and no physical U-Cheque shall be issued for these transactions. Transactions pertaining to the period upto 31.03.2017 (Monthly/ Supplementary/ Recasting-1/Recasting-2 etc. to be submitted in the month of April/May 2017) shall be settled as per present practice by issue and receipt of U-Cheques manually. After the finalisation of March 2017 accounts unused U-Cheque Books shall be returned by each DDO/Accounting Unit to the AO/WAD Broadsheet Section.

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

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

Endst. No. 1033-66 /CFO/A&R-20

Dated: 31.03.2017

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

1. Er.-in-Chief/TS, PSTCL, Patiala.
2. Chief Engineer/P&M, PSTCL, Ludhiana.
3. Chief Engineer/SLDC, PSTCL, Patiala.
4. Chief Engineer/HIS&D, PSTCL Patiala.
5. Chief Financial Officer, PSPCL, Patiala.
6. Financial Advisor, PSTCL, Patiala.
7. Chief Auditor, PSTCL, Patiala.
8. Company Secretary, PSTCL, Patiala.
9. Dy. CAO/A&R, PSPCL, Patiala.
10. All Dy.CEs/SEs under PSTCL.
11. All Dy. CAOs/Dy. CAs/Dy. FAs under PSTCL.
12. All AOs under P & M Circles.
13. AO/WAD, PSPCL/PSTCL, Patiala.
14. RAO, PSTCL, Patiala.
15. SE/IT, PSTCL, Patiala for placing the circular on website of PSTCL.

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

CC:

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