

## PUNJAB STATE TRANSMISION CORPORATION LIMITED

Regd. Office: PSEB, HEAD OFFICE, THE MALL, O/O: CAO (Finance & Audit), IInd FLOOR, SHAKTI SADAN PATIALA-147001, Pb., India. Corporate Identity Number: U40109PB2010SGC033814.

TEL: 96461-08785, FAX-0175-2970183. E- mail: ao-gst@pstcl.org

To

(All Accounting Units) All Addl. SEs/Sr.Xens/AOs, Under PSTCL.

Memo. No. 2990/3035/CPC/GST-1

Date: - 22/11/2018.

Information regarding GST for the month of 11/2018. Sub:-

It is intimated that GSTR-3B and GSTR-I returns for the month of October 2018 has been filed by this office on the basis of information/data entered by your office on GST online Software (statement attached).

Now the data for the month of November 2018 is required which must be entered in the GST software duly tallied with the trial balance of your offices. It may also be ensured that all the transactions for supply of taxable/exempt/Nil rated to/from registered/unregistered person must be reported so that correct information may be uploaded on the GSTIN Portal.

It must be noted that GST online software will be locked on 5th December and it will not be made available to upload any information/invoices thereafter in any circumstances. So you are requested to upload the information/invoices well before the time without waiting for the last minute.

Matter may be treated as Most Urgent.

DA/As Above

PSTCL, Patiala.

Date:-: 22/11/2018. Endst. No. 3036/3071CPC/GST-I Copy of the above is forwarded to the following for information please:-

- 1 Chief Engineer/TS, PSTCL, Patiala.
- 2. Chief Engineer/P&M, PSTCL, Ludhiana.
- 3. Chief Engineer/HIS&D, PSTCL Patiala.
- 4. Chief Engineer/SLDC, PSTCL, Patiala.
- 5. Chief Financial Officer, PSTCL, Patiala.
- 6. Chief Accounts Officer (Finance & Audit), PSTCL, Patiala.
- 7. All Dy. CAOs/DY.FAs/Dy.CAs./Sr.AOs/AOs, PSTCL.

CC:

Sr. Xen/IT, PSTCL, Patiala for uploading on PSTCL website please.

PSTCL, Patiala.

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