

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Regd. Office: PSEB Head Office, The Mall Patiala-147001, Punjab, India.
Corporate Identity Number: U40109PB2010SGC033814 (www.pstcl.org)
(Office of Chief Accounts Officer (Finance & Audit))
3rd Floor, Opp. Kali Mata Mandir, Shakti Sadan, Patiala.
Fax/Ph.No.0175-2970183 Email : fa@pstcl.org

Subject:- Submission of Agendas to Finance Section for Concurrence.

As per the Regulation No. 19 to 22 of PSEB Regulations of Conduct of Business-1980, Part-III (B-Finance Section), the agenda items to be put up to BODs/WTDs are required to be sent to Finance Section for consultation. However, it has been observed that the agendas are generally sent very late to Finance Section for offering its views. So little time is left to examine the cases/agendas properly. Further, it has also been observed that some offices send agendas for comments/concurrence without the approval of Director Incharge. Sometimes, draft agenda is not even signed by HODs.

It has also been observed that some HODs put up the agendas before the BODs/WTDs without the comments/concurrence of Finance Section.

To overcome the above problems, Hon'ble CMD, PSTCL has desired as under:-

1. All HODs shall submit the agendas in duplicate duly signed by them for the comments of Finance Section well in advance preferably at least 7 days before the last date of receipt by O/o Company Secretary, PSTCL with the approval of Director Incharge alongwith a softcopy of proposal on E-mail ID ao-budget@pstcl.org.
2. All HODs shall submit all the agendas for comments of Finance Section in line with Regulation No. 19 to 22 of PSEB Regulations of Conduct of Business-1980, Part-III (B-Finance Section).

This issues with the approval of Hon'ble CMD, PSTCL, Patiala.

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CAO(Finance & Audit),
PSTCL, Patiala.

Endst. No. 2615/21/CAO(F&A)/Budget-42

Dated 28/08/19

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

1. Chief Engineer/P&M, PSTCL, Ludhiana.
2. Chief Engineer/TS, PSTCL, Patiala.
3. Chief Engineer/HIS&D, PSTCL, Patiala.
4. Chief Engineer/SLDC, PSTCL, Patiala.
5. Chief Financial Officer, PSTCL, Patiala.
6. PA to CAO(F&A), PSTCL, Patiala.
- ✓ 7. DGM/IT, PSTCL, Patiala for uploading on PSTCL website as a latest update.

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CAO(Finance & Audit),
PSTCL, Patiala.

2622 cc:
28/08/19

Company Secretary, PSTCL, Patiala is requested to ensure that agendas submitted to his office for placing before the BODs/WTDs must contain the comments/concurrence of Finance Section, wherever required.