

**DETAILS OF OFFICERS AND NATURE OF DUTIES FUNCTIONING UNDER THE  
CONTROL OF FINANCIAL ADVISOR, PSTCL, PATIALA.**

<b>DESIGNATION</b>	<b>NATURE OF DUTIES/Functions</b>
<b>FINANCIAL ADVISOR</b>	Preparation of Budget and Financial Resources, Arranging loans from Financial Institutions and its servicing. Transfer of funds to the payment Accounts of DDO's. Reconciliation of payment as well as collection accounts of DDO's. Preparation and filing petition of ARR. Filing review/appeal petition against Tariff Order before PSERC, CSERC and APTEL. Raising Bills for Interstate 132 KV and above Transmission Lines. Raising Transmission Bills to PSPCL.
<b>DY.FA-I</b>	Looking after the work of AO/L&B, AO/CPC, Nodal Officer for Court Case.
<b>AO/LOAN &amp; BANKING</b>	Transfer of funds to the payment Accounts of DDO's. Arranging of Loans from Financial Institutions and its servicing, Monitoring and reconciliation of payment as well as collection accounts of all the DDO's, preparation of monthly Account in respect of above mentioned activities.
<b>AO/CPC</b>	Making payment of all centrally purchased items. Besides this, payment to M/s PGCIL and other firms for Transmission works associated with Talwandi Sabo and Rajpura Projects. Remittance of IT, ST, VAT, CST, Welfare cess and filing their return. Maintenance of security/EMD record, cash book, remittance register, IUT Ledger, U-Cheque cash book, consignee Leger Schedule 46.941. T/F of debits to store divisions by issuing IUT Bills. Receipt of U-Cheques, Issuance of PEMD certificates, Refund of EMD/security, Issuance of C-forms, to attend audit parties etc
<b>DY.FA-II</b>	Looking after the work of AO/Budget, AO/ARR.
<b>AO/BUDGET</b>	Preparation of Budget. Preparation of Estimates of Financial Resources and Statements concerned with Annual Plan/Five Year plan outlay and budget under Capital Head. Matters relating to Establishment & Misc. Work. Maintenance of various registers such as contingency register, consumable register, Incumbency register, register of T&P, contingent bills passing and maintenance of Expenditure control register etc.
<b>AO/ARR</b>	Preparation and filing petition of ARR. Filing review/Appeal petition against Tariff order before PSERC, CERC & APTEL etc. Raising bills for 132 K.V and above transmission lines. Raising bills of transmission charges to PSPCL on account of energy injected by NRSE projects and monthly transmission bills in pursuant to the PSERC Tariff order.
<b>Addl./ SE COMMERCIAL</b>	Looking after the work of AE/Commercial.
<b>AE/COMMERCIAL</b>	Interstate monthly Billing of 132KV/220KV Interstate Transmission Lines on account of wheeling charges and O&M Charges. Providing Technical inputs/ scrutinizing of data of technical nature required for ARR Tariff Petition and petitions of miscellaneous nature at PSERC, CERC and APTEL related to PSTCL.