

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

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

**Corporate Identity Number:U40109PB2010SGC033814**

**(O/O Chief Accounts Officer (Centralized Pay Cell), Shakti Sadan, Patiala )**

**(e-mail-ao-pay@pstcl.org, Phone No. 0175-2203636, Fax No. 0175-2203637)**

To

1. All Dy. C E/SEs under Chief Engineer/P&M, PSTCL, Ludhiana
2. All Dy. C E/SEs under Chief Engineer/TS, PSTCL, Patiala.
3. All Dy. C E/SEs under Chief Engineer/SLDC, PSTCL, Patiala.
4. Company Secretary/PSTCL, Patiala.

Memo No. 279/288/DDO-1/Pay Dated 15-4-2014

**Subject : Disbursement of salary at centralized Level-Corrections of data entered by concerned drawing officers in salary package.**

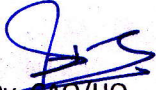
In this regard, it is intimated that the disbursement of salary at centralized level in PSTCL is under consideration from April 2014. Before taking up disbursement of salary at Head Office level, it is required that for proper accounting and proper working of various offices that the following corrections/amendments be done in salary software by field offices before their office be considered for centralized payment:-

1. Ensure that salary Group Head is selected for all the employees.
2. Ensure that all the Employees accounts are in one of the 11 prescribed banks only.
3. Ensure that No. of digits in Bank A/C Nos. as follows bank-wise are correct for all the Employees :- SBOP-11 Digits, SBI-11 Digits, ICICI Bank-12 Digits, Canara Bank-13, OBC-14, HDFC-14, Bank of Baroda-14, UCO Bank-14, AXIS Bank-15, Vijay Bank-15, PNB Bank-16
4. Ensure that Bank Name/bank account no. is mentioned for each employee.
5. Ensure that Grade pay column for each employee should not be Zero.
6. Ensure that Gross pay of any employee should not be more than 20% of previous month gross pay. Salary more than 20% of gross pay of previous month shall be claimed in arrear ledger only.
7. Ensure that increment month of all the employees is selected.
8. Ensure that GPF subscription is not less than 8% for each employee.
9. Ensure that date of retirement of any regular employee is not over.
10. Ensure that CPF subscription of any employee is not less than 10% of BP+GP+DA.
11. Ensure that correct account no. & detail of LIC is mentioned for all the employees.
12. Ensure that correct account no. & detail of Group Insurance Scheme is mentioned for all the employees.
13. **Ensure that no payment of salary/arrear may be made by operating manual ledgers.**
14. Ensure that the comparison report available in salary package is checked properly.

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The exception reports for the above points (where applicable) has been provided in the salary package. It is necessary to direct all the DDOs under your control to clear all these exception reports before finalizing the salary.

You are therefore, requested to instruct officers/officials working under your control to make compliance of above points on or before 18-04-2014 so that disbursement of salary of their office at centralized level be considered. In case of non-compliance of above instructions, the concerned office shall be responsible for non-payment of salary of their office at centralized level.

  
Dy. CAO/HQ  
P.S.T.C.L., Patiala.

End. No. 289/300/DDO-1 Date 15-4-14

Copy of the above is forwarded to the followings for information please:-

1. Chief Engineer/P&M, Ludhiana.
2. Chief Engineer/TS, Patiala.
3. Chief Engineer/SLDC, Patiala.
4. Chief Engineer/HR IT & Planning
5. Financial Advisor/PSTCL, Patiala.
6. All Accounts Officers, P&M Circles with the request to ensure compliance of above instructions please.

CC:

✓ SE/IT PSPCL and PSTCL for uploading the same on website please.

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15/4/14