



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
 (Regd. Office: PSEB, Head Office, The Mall, Patiala-147001, Punjab, India)  
 Corporate Identity Number - U40109PB2010SGC033814,  
 Office of Chief Financial Officer/A&R Section, Shakti Sadan, Patiala  
 E-mail: [ao-comp@pstcl.org](mailto:ao-comp@pstcl.org)

Accounts Circular No. 5/2021/PSTCL

To

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

Memo No. 1155-1197/CFO/A&R-20

Dated: 08.09.2021

**Subject: Accounting Instructions for Payment of Gratuity, Leave Encashment and Ex-gratia to employees recruited by PSTCL and opening of new account code.**

As payment of Gratuity, Leave Encashment and Ex-gratia to employees recruited by PSTCL is to be made at decentralized level i.e. by DDOs/Accounting Units as per NPS Circular No. 03/2021 dated 19-08-2021, following accounting entries are required to be passed by DDOs/Accounting Units:-

Sr. No.	Particulars	Debit	Credit
<b>Entries by AO/A&amp;R, PSTCL, Patiala</b>			
1.	<b>At the time of creating provision of Leave Encashment and Gratuity as per calculation done by Actuary at the closing of FY. This entry is already being done by A&amp;R Section every year on the basis of Actuarial certificate at the end of each FY in this respect.</b>		
	Terminal Benefits of employees recruited by PSTCL	G.H. 75.881	
	Prov. for Gratuity of employees recruited by PSTCL		G.H. 44.161
	Prov. for Leave Encashment of employees recruited by PSTCL		G.H. 44.162
<b>Entries by DDOs/Accounting Units</b>			
	<b>At the time of payment of Gratuity</b>		
1.	Prov. for Gratuity of employees recruited by PSTCL	G.H. 44.161	
	Income tax deducted at source*		G.H. 44.401
	Any other deduction/recoveries		G.H. concerned
	Disbursement Bank A/C		G.H. 24.4
2.	<b>At the time of raising IUT to AO/Cash, PSTCL, Patiala of Gratuity</b>		
	Prov. for Gratuity of employees recruited by PSTCL	G.H. 44.161(-)	
	IUT-Personnel	G.H. 36	
3.	<b>On receipt of U-cheque of Gratuity from AO/Cash, PSTCL, Patiala</b>		
	Blank code(U-cheque control account)	G.H. 37.000	
	IUT-Personnel		G.H. 36

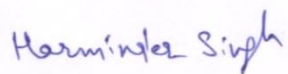
4.	<b>At the time of payment of Leave Encashment</b>		
	Prov. for Leave Encashment of employees recruited by PSTCL	G.H. 44.162	
	Income tax deducted at source*		G.H. 44.401
	Any other deduction/recoveries		G.H. concerned
	Disbursement Bank A/C		G.H. 24.4
5.	<b>At the time of raising IUT AO/Cash, PSTCL, Patiala of Leave Encashment</b>		
	Prov. for Leave Encashment of employees recruited by PSTCL	G.H. 44.162(-)	
	IUT-Personnel	G.H. 36	
6.	<b>On receipt of U-cheque of Leave Encashment from AO/Cash, PSTCL, Patiala</b>		
	Blank code(U-cheque control account)	G.H. 37.000	
	IUT-Personnel		G.H. 36
7.	<b>At the time of payment of Ex- Gratia</b>		
	Ex-Gratia to employees recruited by PSTCL	G.H. 75.763	
	Disbursement Bank A/C		G.H. 24.4
<b>Entries by AO/Cash, PSTCL, Patiala</b>			
1.	<b>Issuance of U-cheque of Gratuity to DDOs/Accounting Units (after reconciling amount from GPO issued by SE/HR&amp;Admn)</b>		
	Prov. for Gratuity of employees recruited by PSTCL	G.H. 44.161	
	Blank code(U-cheque control account)		G.H. 37.000
2.	<b>Issuance of U-cheque of Leave Encashment to DDOs/Accounting Units</b>		
	Prov. for Leave Encashment of employees recruited by PSTCL	G.H. 44.162	
	Blank code(U-cheque control account)		G.H. 37.000
<ul style="list-style-type: none"> <li><i>Note:- AO/Cash, PSTCL, Patiala will raise IUT at year end to AO/A&amp;R, PSTCL, Patiala and AO/A&amp;R, PSTCL, Patiala will issue U-Cheque to AO/Cash, PSTCL, Patiala to transfer the Provision of Gratuity &amp; leave Encashment of employees recruited by PSTCL.</i></li> </ul>			

*\*Note: - Income tax deducted at source will be deposited to Income Tax Department by DDOs/Accounting Units as per instructions of Income Tax Act, 1961 as amended from time to time.*

Keeping in view the above, the following new account code be added in the booklet "Chart of Accounts" (Commercial System Vol-1 Part1) for payment of Ex-Gratia to employees recruited by PSTCL:-

<b>Main Account Code: 75.7- Staff welfare expenses</b>	
<b>Account Code</b>	<b>Description</b>
75.763	Ex-Gratia to employees recruited by PSTCL

This issues with the approval of competent authority.

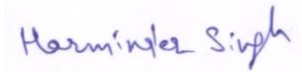
  
 Accounts Officer/A&R,  
 PSTCL, Patiala.

Endst. No. 1198-1244/CFO/A&R-20

Dated: 08.09.2021

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

1. All CEs under PSTCL.
2. Chief Accounts Officer (Finance & Audit), PSTCL, Patiala.
3. Company Secretary, PSTCL, Patiala.
4. All Dy.CEs/SEs under PSTCL.
5. All Dy. CAOs/Dy. CAs under PSTCL.
6. All Addl.SEs/Sr.Xens/AOs under PSTCL (except DDOs).



Accounts Officer/A&R,  
PSTCL, Patiala.

CC:

Sr. PS to Director/F&C, PSTCL, Patiala for kind information to worthy Director/F&C, please.