

PUNJAB STATE POWER CORPORATION LTD.
CHIEF ACCOUNTS OFFICER
(WM&G SECTION)

Accounts Circular No.10
Year: 2011

To

1. All Sr.Xens / REs in PSPCL (Accounting Units Only)
2. All Accounts Officers in PSPCL & PSTCL

Memo No: 6340/6840 /CAO/WM&G/CAC-23
Dated : 20.07.2011

Sub:- Opening of new account code/heads under Financial Management and Information System and procedure thereof.

PSPCL has introduced Financial Management and Information System under which the manual system of issuing drawing limits to DDOs has been replaced with online fund transfer system. Under this system the funds will be transferred to individual bank accounts of each DDO and the unutilized amount at the end of the month shall be deposited in Surrender Account opened in the name of A.O./Banking Drawing. To keep proper accounting of actual funds transferred and unutilized funds surrendered by the DDOs, new account codes under the main account code 24.4 are added in the booklet "Chart of Accounts(Commercial Accounting Systems Vol-I Part-I) as under :-

<u>Account Code</u>	<u>Account Head</u>
24.410	Transfer of Funds Account
24.412	Surrender of Funds Account


Explanation

The amount transferred from Head Office to individual bank account of each DDO shall be debited to Account Code 24.410 by the Head Office and credited by the DDOs on receipt of funds in their bank account through Journal Voucher. At the end of the month the unutilized amount deposited in surrender Account of A.O./Banking Drawing shall be debited to account code 24.412 by the respective DDO's.

The detailed accounting entries regarding transfer of funds from head office to DDOs and deposit of surrender amount have been given as per over leaf. Old accounting procedure shall continue up to the date of issue of drawing limits under old system and new procedure shall be adopted with effect from the date on which funds have actually been transferred in DDO's newly opened bank accounts and account code 24.403- Cheque Issue Account shall cease to operate.

At the end of the financial year A.O./Banking Drawing, PSPCL, Patiala shall intimate bank balances outstanding in DDO's accounts and value of cheques issued but yet to be presented into bank for payment to A.O./A&R, PSPCL for incorporation in final accounts of PSPCL and shall monitor the bank transactions under Account Code 24.110.

This issues with the approval of Chief Accounts Officer, PSPCL, Patiala.


Accounts Officer/WM&G,
PSPCL, Patiala.

Endst. No: 6841/7020 /CAO/WM&G/CAC-23 Dated: 20.07.11

Copy of the above is forwarded to the following offices of PSPCL & PSTCL for information & further necessary action:-

1. All EIC/CEs
2. All CAOs/CA/FA&CAOs/FA
3. All Dy.CEs/SEs.
4. All Dy.CAOs/Dy.CAs/Dy.FAs
5. RAO, Patiala.
6. Principal TTI, Patiala.
7. SE/IT, PSPCL, Patiala alongwith softcopy for placing the circular on website.


Accounts Officer/WM&G,
PSPCL, Patiala.

CC:-

1. PS to CMD (PSPCL/PSTCL)
2. PS to Directors (PSPCL/PSTCL)

Accounting Entries

Sr. No.	Event	Accounting entries by Head Office		Accounting entries by DDOs		Record / form through which entry is passed
		Dr.	Cr.	Dr.	Cr.	
1	Transfer of funds from Head office to DDOs A/c	24.410 Transfer of Funds Account	24.110 Cash in hand			Journal Voucher based on Bank Statement
2	Receipt of funds by the DDOs in their Bank a/c			24.401 Disbursement account- State Bank of Patiala.	24.410 Transfer of Funds Account	Journal Voucher based on Bank Statement
3	Issue of cheques by DDOs			Relevant Head	24.401 Disbursement account- State Bank of Patiala.	Cash Book
4	Stale cheques				46.910 Stale cheque (-) 24.401 Disbursement account- State Bank of Patiala	Journal Voucher
5	Issue of fresh cheque against stale cheques			46.910 Stale Cheque	24.401 Disbursement account- State Bank of Patiala	Cash Book
6	At the end of year; U-cheque to be issued by DDOs for funds received from Head office				37.000 (-)24.410 Transfer of Funds Account	U cheque Book
7	Receipt of U cheque in Head Office	37.000	24.410 Transfer of Funds account			U Cheque Cash Book
8	Surrender of funds by DDOs		(-)24.110 Cash in Hand 24.412 Surrender of Funds Account	24.412 Surrender of Funds Account	24.401 Disbursement account-State Bank of Patiala.	Journal Voucher based on Bank Statement Cash Books
9	Raising of IUT Bill by DDOs to Head office for funds surrendered			(-) 24.412 Surrender of Funds Account IUT- 37		Journal Voucher
10	Issue of U cheque by H.O. for funds surrendered by DDOs	24.412 surrender of funds account	37.000	37.000	IUT 37	U cheque Cash Book