

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

ACCOUNTS CIRCULAR No. 10
YEAR 2013

To

1. All Addl. SEs/Sr. Xens/REs in PSPCL
2. All Accounts Officers in PSPCL

Memo No: 3785/3985/WM&G/CAC-37/Vol-XII Dated: 30.07.2013

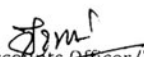
Subject: - Revision of Accounting procedure for payment of GP Fund Advances and Final Payments to Employees.

The instructions contained in Para 'B' Payment of Advances for Accounting of GPF subscription and Payment of advances (Refundable & Non-refundable) as well as final payments to the employees to/from the GPFund Trust issued vide Accounts Circular no. 07/2013 (memo no. 2678/ 2878/CAO/ WM&G/CAC-37 dated 27.05.13) is amended as under :-

- (1) The application of GPF advances (Refundable and Non-refundable) and final payments shall be processed (passed and audited) as per existing procedure.
- (2) Divisional officer/Officer-In-charge, on receipt of hand receipt duly passed/ passed and audited on account of refundable / non refundable GP Fund advances or final payments respectively, shall enter the particulars in the Interface developed by IT.
- (3) Divisional officer/Officer-In-charge shall record a certificate on the interface regarding release of payment of advances/Final payment of all the hand receipt received up to that date and time. Once the certificate is recorded, no more entry regarding payment of advances or final payment of GPF shall be accepted by the computer after that time on that date.
- (4) A.O./GPF Trust, on the basis of certificates recorded by the Divisional officer/ officer-in-charge, shall release the funds to AO Centralised Pay for payment to the employees concerned.
- (5) On receipt of payment from AO/GPF Trust, A.O./Centralized Pay shall credit to account code 57.127--Provident Fund Trust (Payment) and will make payment to concerned employees through bank Account No. by which the pay is disbursed to them, by debiting to Account Code 57.127-Provident Fund Trust (Payment). The cheque no./Voucher no./RTGS no. and date shall automatically be entered in the salary package in the debit schedule immediately.

- (6) The Whole responsibility for the completion of G.P.Fund Pass Book shall rest with the Divisional officer/officer-in-charge who is the custodian of the GPF Pass book. Therefore a certificate that GPF advance has been sanctioned vide o/o no..... dated..... and passed voucher has been uploaded on software of GPF on dated for payment shall be recorded on the GPF pass book. At the end of the each month or time to time, Divisional officer/officer-in-charge shall print the list of payment of advances and the reference to the voucher no./cheque no. and date vide which the payment has been made by the AO centralized pay shall be entered in the GPF Passbook. All the necessary record on the basis of which DDO has login for payment by the AO Centralized pay cell shall be maintained by the DDO.
- (7) In case of employees on deputation with BBMB and other departments, the existing system of payments shall continue.

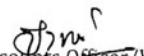
This issues with the approval of Director/Finance, PSPCL, Patiala.


Accounts Officer/WM&G
PSPCL, Patiala.

Endst. No. 3986/4186 /CAO/WM&G/CAC-37/Vol-XII Dated: 30.07.2013

Copy of the above is forwarded to the following for information & necessary action please: -

1. All Engineer-in-Chief/ Chief Engineers in PSPCL
2. All CAOs, FA , FA& CAO in PSPCL
3. Chief Auditor PSPCL Patiala.
4. All Dy.Chief Engineers/Superintending Engineers in PSPCL
5. All Dy.CAOs, Dy.CAs, Dy.FAs in PSPCL
6. RAO, Patiala.
7. Xen/CSW, Patiala for placing the circular on web site.


Accounts Officer/WM&G,
PSPCL, Patiala.

CC:-

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