

**PUNJAB STATE ELECTRICITY BOARD  
CHIEF ACCOUNTS OFFICER  
(WM&G SECTION)**

**Accounts Circular No. 13  
Year 2009**

**To**

- 1. All Addl. SEs/Sr.Xens/REs in PSEB (Accounting Units Only).**
- 2. All Accounts Officers in PSEB.**
- 3. Director Co-ordination B\_533 New Friends Colony New Delhi 110065.**
- 4. All AEEs/AEs/AAEs (Operation)**

**Memo No.: 9419/10219/CAC-23/Vol-II/CAO/WM&G**

**Dated: 21.10.2009**

**Subject: - E- payment facility to PSEB consumers.**

The World Wide Web is the fastest growing means of communication. PSEB finds pleasure in providing better services to consumers by introducing on line payment of electricity bills. In order to exercise proper control over the transactions pertaining to the collection of electricity bills through internet, the following account code is added in the Booklet 'Chart of Account' Commercial Accounting Systems Vol.-1 Part-1:-

**Account Code**

**24.541**

**Account Head**

**Remittance through E-Payment system in respect of Accounting Units.**

**EXPLANATION**

**Amount received on account of energy bills of consumers through internet shall be debited to this account code.**

**The formats A to E have been devised to control the transactions regarding the payment received through E-payment system properly:-**

### **Accounting Procedure:-**

Every working day at the time of closing of cash collection hours, each sub division shall download the details of amount deposited by the consumers through internet and obtain the print on Format 'A' by using name / password provided for the purpose. The concerned sub division will credit the amount in account code 23.3 as usual. After making the entries in CCR & main Cash book the collection made through internet will be debited to account code 24.541 "Remittance through E-Payment system in respect of accounting units". The bill can be deposited round the clock i.e. from 00.00 hours to 24.00 hours in all the 7 days of the week. The amount deposited on a particular day i.e. from 00.00 hours to 24.00 hours shall be considered as received on the same day.

The concerned Division /Accounting unit will also obtain print out daily on Format 'B' for the amount collected through E-payment system in respect of sub division working under their control.

Till the internet connection is not available, operation sub divisions may record their entries in cash book on fortnight basis instead of daily basis.

Monthly abstract of the amount collected by the sub division through internet shall be prepared by the Divisional office on the Formats 'C' and ensure that amount received should tally with Formats 'C'. It should be certified by the Divisional Supdt. (A/c) that the figures of Formats 'C' tally with the trial balance (Account Code 24.541) while forwarding it to Nodal officer(Dy. FA II) upto 10th of the following month. The certificate will also be sent to CAO/WAD section at the time of submission of the monthly account. WAD/Compilation section will provide the final figures of Account Code 24.541 to Nodal officer (Division/Circle/Zonal wise) every month.

Every working day at the time of closing of cash collection hours of different operation sub divisions, the Nodal Officer will operate computer Internet system and get the detail of amount collected by Bank through internet system on Format 'D'. The monthly abstract / statement for the PSEB as a whole will be prepared on Format 'E' on the basis of Format 'D' for reconciling the amount as per statement

supplied by different accounting unit on format 'C'. The RTGS charges shall be borne by the service provider.

User ID/Pass word shall be created for each sub divisions and computer service centre. The user shall be able to assess all the reconciled information for downloading. Till the Internet connection is not available the sub divisions office shall collect the E payment statements from the computer service centre on the weekly/fortnight basis.

This issues with the approval of Competent Authority.

Accounts Officer/WM&G  
PSEB, Patiala.

Endst.No: 10220/10619/CAO/WM&G/CAC-23 Dated: 21.10.2009

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

1. All EIC/CEs in PSEB.
2. Chief Controller Finance, PSEB, Patiala.
3. All CAOs/CA/FA&CAOs in PSEB.
4. All Dy.CEs/SEs/Directors in PSEB.
5. All Dy.CAOs/Dy.CAsDy.FAs/A&FM, GNDTP, Bathinda.
6. RAO, PSEB, Patiala.

Accounts Officer/WM&G,  
PSEB, Patiala.

CC:-

Dy. Secretary to Chairman, Sr. PS to Members and Secretary, PSEB, Patiala for information of the Chairman, Members and Secretary respectively.

**FORMAT-A**

**DAILY STATEMENT**

**PAYMENT OF ELECTRICITY BILLS THROUGH INTERNET**

**FORMAT FOR SUB DIVISION WISE MIS**  
**(Management Information System/Statement)**

**NAME OF CIRCLE \_\_\_\_\_**  
**NAME OF DIVISION \_\_\_\_\_**  
**LOCATION CODE \_\_\_\_\_**

**NAME OF THE SUB DIVISION: \_\_\_\_\_**  
**DATE OF TRANSACTION: \_\_\_\_\_**

**SUB DIVISION CODE**

Sr. No.	ACCOUNT No.	TRANS I.D.	MODE OF PAYMENT	AMOUNT (RS.)			
				SOP	ED	OCTROI	TOTAL
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
	<b>TOTAL:</b>						

**NOTE:** The RTGS (Real Transaction Gross settlement) Charges shall be borne by the service provider.

**FORMAT 'B'**

**PAYMENT OF ELECTRICITY BILLS THROUGH INTERNET**

**FORMAT FOR DIVISION WISE MIS**

**(DAILY)**

**NAME OF DIVISION**

**NAME OF CIRCLE**  
**LOCATION CODE**

Sr. No.	NAME OF SUB DIVISION	SUB DIVISION CODE	No. of Transaction	AMOUNT (RS.)			
				SOP	ED	OCTROI	TOTAL
1							
2							
3							
4							
5							
	<b>TOTAL:</b>						

**FORMAT-C**

**PAYMENT OF ELECTRICITY BILLS THROUGH INTERNET**

FORMAT FOR DIVISION (MONTHLY)

NAME OF ZONE:  
 NAME OF CIRCLE:  
 LOCATION CODE :

NAME OF THE DIVISION:

SR. NO	DATE OF PAYMENT	SUB DIV-I (CODE NO.)		SUB DIV-II (CODE No.)		SUB DIV-III (CODE NO.)		TOTAL	
		No. of Trans	Amount	No. of Trans	Amount	No. of Trans	Amount	No. of Trans	Amount
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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21									
22									
23									
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26									
27									
28									
29									
30									
31									
		<b>TOTAL</b>							



