

Office Order no. 27 /ASE/TC

Date: 24.06.2022

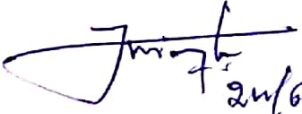
Sanction is hereby accorded to depute the following Officer working in PSTCL to attend One Day Training of " PGRS & RTI portal of State Government" at Directorate of Governance Reforms (DoGR), Sector-74, Mohali, on 27.06.22 from 10.00 AM to 12.00 PM as detailed below.

Sr. No.	Name of officer/official (s)	Designation	Mobile No.	Name of Office
1	Er. Gurpreet Kaur/ ID 108263	Sr.Xen/ Admn. & Estate	96461-20655	CE/HIS&D, PSTCL,Patiala

**Terms & Conditions for the participants, their controlling officers & respective DDOs:-**

- 1) In case of non-compliance of this office order, the responsibility will lie on the concerned deputed officer and controlling officer and strict action will be taken against them.
- 2) "Request for Cancellation/Change in batch shall be entertained only after recommendations of concerned Chief Engineer/Chief Financial Officer/Financial Advisor. Chief Engineer/Chief Financial Officer/Financial Advisor while recommending cancellation/change shall intimate names of 2 or 3 substitutes to Chief Engineer/ HIS&D which shall be considered for replacement if they qualify for training as per approval of Competent Authority".
- 3) Any participant will not proceed for the training & will intimate this office immediately if:
  - i) He/ She have been deputed for any other training program by this office/ any other office during this training period.
  - ii) He/ She have attended this type of training earlier.
  - iii) His/ Her date of retirement is less than 1 year from the date of start of training.
  - iv) He/ She have attended any other training during current financial year.
- 4) Participants will ensure to mark their attendance daily on the attendance sheet at the program venue, failing which charges of the program will be recovered from them besides taking any other action as deemed fit.
- 5) During the above period, the participants will be considered on duty for the purpose of pay and other allowances.
- 6) The participants will be entitled to claim Travelling Allowances as per PSEB TA Regulations-1972 (as adopted and amended from time to time by PSTCL).
- 7) Their TA/DA Charges shall be charged as per TA regulations. The expenses so incurred will be charged to concerned DDO while reimbursing their TA Bill. Their TA claims shall be allowed by

- 7) their controlling authority/ Account Section only after they certify (alongwith no. and date) that requisite report has been submitted to Dy.CE/ HR & Admn. PSTCL, Patiala.
- 8) The participants will not be allowed any joining time except for the time required for attending the programme.
- 9) The participants will submit proper report (two copies) of the programme along with documents which have been given to them by Institute, mentioning their Employee Code/ Posting Station, within 7 days to this office. They will also intimate their respective DDOs regarding their participation in the Programme who will make necessary entries in their service record in this regard.

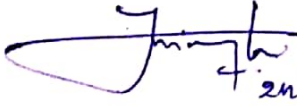
  
24/6/2022  
SE/HR& Admn,  
PSTCL, Patiala

Endst. No. 528/36

Dated: 24.06.2022

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

- 1) Sr. P.S. to CMD, PSTCL, Patiala
- 2) Sr. P.S. to Director/ Technical, PSTCL, Patiala.
- 3) Sr. P.S to Director/ Admin., PSTCL, Patiala.
- 4) Sr. P.S to Director/F&C, PSTCL, Patiala.
- 5) CE/HIS&D, PSTCL, Patiala.
- 6) Dy.CE/IT, PSTCL, Patiala
- 7) AO/Cash, PSTCL, Patiala.
- 8) AO/Audit (HO), PSTCL, Patiala
- 9) Above Officer at her place of posting.

  
24/6/2022  
SE/HR&Admin,  
PSTCL, Patiala