

PUNJAB STATE TRANSMISSION CORPORATION LIMITED.
Office: Dy.CE/Admn. & HR -Training Cell, Shakti Sadan, Patiala.

To

Urgent

- a) CE/HIS&D, PSTCL, Patiala
- b) Dy.CE/ HR & Admin, PSTCL, Patiala
- c) Dy.CE/Technical Audit, PSTCL, Patiala
- d) Dy.CE/Store & Disposal, PSTCL, Patiala
- e) SE/IT, PSTCL, Patiala

Memo no. 2447/51

Date: 14.12.2020

Sub: Regarding requirement of Stationery items for the quarter
January to March, 2021.

Please refer to the subject cited above.

In this regard, it is requested that requirement of stationery items for
the quarter **January to March, 2021**, may be sent as per attached format latest by
31st December, 2020 in the office of undersigned (email:ase-training@pstcl.org).

Vain
14/12/20
Sr.Xen/ Training Cell
PSTCL, Patiala

Endst no. 2452/55 Date: 14.12.2020

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

- a) Sr. PS to CMD, PSTCL, Patiala
- b) Sr. PS to Director/ Admin., PSTCL, Patiala
- c) Sr. PS to Director/ F&C, PSTCL, Patiala
- d) Sr. PS to Director/ Tech. PSTCL, Patiala.

Vain
14/12/20
Sr.Xen/Training Cell,
PSTCL, Patiala

**Note: Only requirement of Stationary Items received upto 31st December, 2020
will be considered.**

Format for Stationery Items

S.no	Description	Quantity (no.)
1	Photo copy paper full scape (Ream)	
2	Photo copy paper A4 (Ream)	

S. Rami