

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall Patiala, 147001)

Office: SE/ Admn. & HR - Training Cell, #23- Officer's Flat, Shakti Vihar, Patiala.

Office Order no. 33 /Sr.Xen/TC

Date: 11.03.2019

Sanction is hereby accorded to depute the following Officers working in PSTCL to attend **Two Days Workshop on 'Power Protection & Automation'** by **Central Board of Irrigation & Power (CBIP)**, on **14-15 March 2019 from 10.00 AM to 5.00 PM, both days, at Technical Training Institute (TTI), PSPCL, Patiala:-**

Sr.No.	Name	Emp.ID	Desgn.	Office	Mobile Number
1.	Er. Munish Datta	107758	Sr.Xen	400KV S/S Rajpura	96461-05098
2.	Er.Lovenpreet Mittal	501009	AEE	Protection Divn. Patiala	96461-53424

A) Instructions for the participant(s), 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 training shall be entertained only after recommendations of concerned Chief Engineer/Chief financial Officer / Chief Accounts Officer/Company Secretary. Chief Engineer/Chief Financial Officer/Chief Accounts Officer/ Company Secretary while recommending cancellation/change shall intimate names of 2 or 3 substitutes to Chief Engineer/ HR,IT, S&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.
- 4) Participant(s) 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 participant(s) will be considered on duty for the purpose of pay and other allowances.
- 6) The participant(s) 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 their controlling authority/ Account Section only after they certify (alongwith no. and date) that requisite report has been submitted to SE/Admn. & HR, PSTCL, Patiala.
- 8) The participant(s) will not be allowed any joining time except for the time required for attending the programme.
- 9) The participant(s) will submit proper report of the training programme alongwith 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.

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Terms & Conditions of Payment of Fee

1. The Workshop is a non-residential programme.
Registration fee for one participant is Rs.12000/-, Registration fee shall cover the registration kit, and Tea/Coffee/Lunch during the workshop. Participants will have to make their own arrangement for travel, boarding and lodging etc.
2. The details of Bank for payment are as follows:
All Payments should be made by check at par/Demand Draft drawn in favour of "Central Board of Irrigation and Power", payable at New Delhi or by transfer the amount to HDFC Bank.

Beneficiary Name	Central Board of Irrigation and Power
Bank & Branch	HDFC-New Delhi Surya Kiran KG Marg
Bank Address	209-214, Kailash Building, 26 Kasturba Gandhi Marg, New Delhi 110001
Bank Account No.	00031110004411
IFSC Code	HDFC 0000003 MICR Code 110240001
Swift Code	HDFCINBBDEL
GSTIN	07AAAJC0237F1ZU

3. Instructions regarding payments:

Workshop conducting agency shall supply Invoice/bill alongwith following documents:-

- i) Original Attendance sheet duly signed by the Officers of PSTCL, deputed for the workshop.
- ii) Copy of PAN Card
- iii) Bills in triplicate alongwith GST Number.

This has been issued with the approval of Competent Authority.




Sr.Xen/Training Cell,
PSTCL, Patiala

Endst. No.388/97

Dated: 11.03.2019

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) SE/Admn. & HR, PSTCL, Patiala.
- 7) AO/Cash, PSTCL, Patiala.
- 8) AO/WAD & Broadsheet, PSTCL, Patiala.
- 9) Sr.Xen /IT, PSTCL, Patiala for uploading the Office order on web site.
- 10) Above Officers at their place of posting.



Sr.Xen/Training Cell,
PSTCL, Patiala