

To

Urgent

- a) CE/ HIS & D, PSTCL, Patiala
- b) CFO, PSTCL, Patiala
- c) Dy.CE/ HR & Admin., PSTCL, Patiala
- d) Dy.CE/Technical Audit, PSTCL, Patiala
- e) Dy.CE/Store & Disposal, PSTCL, Patiala
- f) SE/IT, PSTCL, Patiala
- g) CAO/F&A, PSTCL, Patiala
- h) Company Secretary, PSTCL, Patiala

Memo no. 2435/42 date: 14.12.2020

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

Please refer to the subject cited above.

In this regard, it is requested that requirement of Printed 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).

Sd/-
Sr.Xen/ Training Cell,
PSTCL, Patiala

Endst no. 2443/46 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

Vaino
14/12/2020
Sr.Xen/ Training Cell,
PSTCL, Patiala

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

Format for Printed Items

| S.no | Description | Quantity (no.) |
|------|--------------------------------------|----------------|
| 1. | UF-77 file board | |
| 2. | Diary register (200 no. pages) | |
| 3. | Movement register (100 no. pages) | |
| 4. | Dispatch register (200 no. pages) | |
| 5. | File cover UF-59 | |
| 6. | Noting sheet (500 in 1 rim) | |
| 7. | PSE-3 Small envelope | |
| 8. | PSE-4 Big Envelope | |
| 9. | File Cover UF-57 | |
| 10. | PSE-6 envelope | |
| 11. | CE-33 Docket Voucher book | |
| 12. | Form BA-1 register | |
| 13. | PSE 7 envelope | |
| 14. | TA form (100 per pad) | |
| 15. | Service record (68 no. pages) | |
| 16. | Pay Roll ledger (260 no. pages) | |
| 17. | LPC form (100 nos. per pad) | |
| 18. | NDC form (100 nos. per pad) | |
| 19. | Journal vouchers (100 nos. per pad) | |
| 20. | Earn leave form (100 nos. per pad) | |
| 21. | Compilation -1 (100 nos. per pad) | |
| 22. | File cover Printed Chairman's Office | |
| 23. | IUT-3 (100 nos. per pad) | |
| 24. | Compilation-3 (100 nos. per pad) | |
| 25. | Form no. C&B-3 | |
| 26. | Attendance register | |
| 27. | Arrear Ledger | |
| 28. | Income tax ledger | |
| 29. | File cover UF-59 Director logo | |
| 30. | File cover UF-57 Director logo | |
| 31. | Payslip | |

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