

To

1. All Dy. CE(s)/SE(s)/CFO/CAO/CS in PSTCL
2. All Addl. SE(s)/Sr. XEN(s)/Dy. CAO/Dy. Secy.(s) in PSTCL
3. All Sr. AO/AO(s) in PSTCL


Memo. No.: 350/IT-1209 Date: 19/05/2023

Subject: Regarding Allotment of Laser Printers available at Sahnewal store PSTCL.

In this context, it is intimated that 1st lot of 100 Laser printers have arrived in PSTCL store at Sahnewal.

These are hereby allotted 1 each to all the above offices in PSTCL, it is requested that these may be drawn from the store and further allocate the same under your control, wherever it is required the most. Already available printers may be reallocated/ readjusted accordingly under intimation to this office as per the instruction already issued.

This is issued with the approval of Director/F&C PSTCL.


Dy. CE/IT
PSTCL, Patiala
P

CC.

1. Sr. PS to Director/F&C, PSTCL, for his information
2. Sr. PS to Director/Technical PSTCL, for his information
3. Sr. PS to Director/Admin. PSTCL, for his information
4. All EIC(s)/CE(s)/HOD(s) in PSTCL for their information
5. AEE Store PSTCL Sahnewal for information and issuing the printer to above offices as per allocation and for providing consolidate information of issued printers from time to time to this office.