

To

- 1) Chief Engineer/ TS, PSTCL, Patiala.
- 2) Chief Engineer/ SLDC, PSTCL, Patiala,
- 3) Chief Engineer/ P & M, PSTCL, Ludhiana,
- 4) Chief Financial Officer. PSTCL, Patiala,
- 5) Chief Accounts Officer (Finance & Audit). PSTCL, Patiala,
- 6) Dy.CE/ Store and Disposal, PSTCL, Patiala,
- 7) Dy.CE/ HR and Admin, PSTCL, Patiala.
- 8) Dy.CE/ Technical Audit, PSTCL, Patiala.

Memo No: 248-255/IT-1193 Dated: 03/06/2020

Subject: Implementation of e-Office in PSTCL- Regarding verification of user data.

Reference: This office Memo No. 221-228/IT-1193 dated 22.5.2020

In continuation to above reference, it is brought out that towards the first step in implementing e-office in PSTCL is to create of name based e-Mail IDs on govt. portal (i.e. on @punjab.gov.nic.in portal) of all the identified users for e-Office in PSTCL.

it has been decided in PSTCL, to start with, all AEs/ AOs and above levels, plus Supdt. Grade-I/ II, Dy. Secy./ Under Secy./ PA/ PS have been identified as users of e-office, which are at present actually posted (i.e. excluding vacant posts)

The data of identified users has been received from HR& Admin (Personal section), is attached for your reference please. It is requested to get the above data verified related to your respective organizations by 05-06-2020 and send back the organization wise verified consolidate data in excel format as well as pdf format.

Specifically please get the following verified as given in the attached data of the identified users of PSTCL for e-Office:

1. Name of the user should be as per official record as the email will be created as per that.
2. Designation of the user
3. Mobile No. of user
4. DOB and DOR of the user
5. Emp. Code of the user
6. Name of office where the user is posted.

This is for your information and urgent necessary action please.

DA/- As above.


o/c SE/IT
PSTCL, Patiala
