

Office Order no. 68 /Sr.Xen/TC**Date: 29.07.2019**

Sanction is hereby accorded to depute the following Officer(s) working in PSTCL to attend “**Metering India - 2019**”, Seminar to be organized by Indian Electrical and Electronics Manufacturers' Association (**IEEMA**) at **Hotel Le Meredien, New Delhi** on **8th & 9th August 2019:-**

Sr.No.	Name of Officer	Emp.ID	Designation & Office	Mob.No.
1.	Er. Shashi Bhushan	107561	Sr.Xen/SLDC	9646117935
2.	Er. Munish Garg	107588	Sr.Xen/IT	9646135600

Note : The seminar will be followed by a technical tour/visit to Smart Grid Knowledge Centre, Manesar on 10th August 2019, for which all logistics arrangements will be made by IEEMA/NSGM

Instructions for the Participants :-

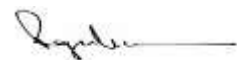
- 1) In case of non-compliance of this office order, the responsibility will lie on the concerned deputed officer and controlling officer and strict action will be taken against them.
- 2) "Request for Cancellation/Change in training/workshop/conference/seminar shall be entertained only after recommendations of concerned Chief Engineer/Chief Financial Officer/Financial Advisor/Company Secretary. Chief Engineer/Chief Financial Officer/Financial Advisor/ 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/workshop/conference/seminar 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 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 for Payment of training/workshop/conference/seminar Fee :

- i) There is NO PARTICIPATION FEE for PSTCL Officers to attend the Seminar.
- ii) The Officers will make their own travel and stay arrangements.

This has been issued with the approval of Competent Authority.



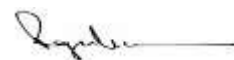
Sr.Xen/Training Cell,
PSTCL, Patiala.

Endst. No. 915/27

Dated: 29.07.2019

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/F&C, PSTCL, Patiala
- 4) P.S to Director/ Admin., PSTCL, Patiala.
- 5) Chief Engineer /HIS&D, PSTCL, Patiala.
- 6) Chief Engineer /SLDC, PSTCL, Patiala.
- 7) DGM/IT, PSTCL, Patiala.
- 8) SE/Admn. & HR, PSTCL, Patiala.
- 9) AO/Cash, PSTCL, Patiala.
- 10) AO/Audit (HQ), PSTCL, Patiala.
- 11) Sr.Xen /IT, PSTCL, Patiala for uploading the Office Order on web site.
- 12) Above Officer/Official at their place of posting.
- 13) Contact person(s)- Ms.Bharti Bisht
(M)98882-08880 email: bharti.bisht@ieema.org



Sr.Xen/Training Cell,
PSTCL, Patiala.