



PUNJAB STATE TRANSMISSION CORPORATION LIMITED.

ASE/Training Cell, Flat No 23, Officer Flat, Shakti Vihar PSTCL, Patiala.

Ph: 0175 2300481, ase-training@pstcl.org

Office Order No. 1001 /ASE/TC

Dated: 08/08/2014

Subject: One day Seminar on "Companies Act, 2013, Rules made there under and its implementation" on 9th Aug, 2014 at Chandigarh.

Sanction is here by accorded to depute the following PSTCL Officer to attend the subject said seminar

S.No	Name	Designation
1.	Sh. Jasbir Singh	Company Secretary, PSTCL, Patiala.

Following Terms and Conditions will be applicable on them for attending the above Program:-

- 1) During the above period they will be considered on duty for the purpose of pay and other allowances.
- 2) They will be entitled to claim TA/DA as per PSPCL TA Regulation-1972 (as amended from time to time). Their TA claim shall be allowed by their Controlling Authority/ Accounts Section only after they certify (along with No. and date) that requisite report has been submitted to ASE/Training Cell, PSTCL, Patiala.
- 3) **Registration fee:** - Seminar fee for one participant is Rs. 1200/- (Twelve Hundred only) inclusive of Service tax. The payment shall be released by AO/Cash, PSTCL, Patiala and shall be chargeable to account head 76.151.
- 4) Payment of fee shall be made through Demand Draft in favour of "The Institute of Company Secretaries of India" payable at New Delhi. DD/RTGS charges shall also be borne by PSTCL.
- 5) Participant will ensure daily attendance on the attendance sheet at the Programme failing which charges of the prog. will be recovered from them.
- 6) They will not be provided any joining time except the time required for joining the program.
- 7) The institute shall supply following documents:
 - a) Attested copy of attendance sheet.
 - b) Invoice.
 - c) Seminar Kit

- 8) **Venue:** Hotel JW Marriot, Ball room 1 & 2, Lobby level, Sector 35 B, Plot no. 6, Chandigarh.

This issue with the approval of Competent Authority.

ASE/Training Cell,
PSTCL, Patiala (Pb.)

Endst. No. 1002/51 /ASE/TC/46

Dated: 7-8-14

Copy of the above is forwarded to the following for information and further necessary action please: -

- 1) P.S to Director/F&C, PSTCL, Patiala
- 2) P.S to Director/ Admin, PSTCL, Patiala.
- 3) Chief Engineer/HR, Planning & IT, PSTCL, Patiala
- 4) Dy.CE/HR & Admin. PSTCL, Patiala
- 5) AO, P & A, PSTCL, Patiala
- 6) AO/Cash, PSTCL, Patiala
- 7) AO/Corporate Audit, (EAD Section), PSTCL, Patiala.
- 8) Sr.Xen /IT, PSTCL, Patiala. To upload the O/o on web site.
- 9) Above Officer at their place of posting.
- 10) CS K.V. Singhal- Programme Coordinator, Chairman, Chandigarh Chapter, Institute of Company Secretaries of India.

ASE/Training Cell
PSTCL, Patiala