



Punjab State Transmission Corporation Limited

Regd. Office: PSEB Head Office, The Mall Patiala-147001.
O/o Company Secretary

Smr Xerox/IT
For info & compliance

Get noted from all the officers
2/11

Office Order No. 41 /CS/T-70

Dated: 27.11.2013

Subject:- Streamlining the Procedure for Submission of Memorandum for the meetings of Board of Directors/WTD.

Following procedure be and is hereby defined for submission of memorandum for the meetings of Board of Directors/The Committee of Whole Time Directors/ Committee of Board (Loans)/Audit Committee.

1. Each page of the Memorandum should be signed by the concerned H.O.D.
2. Decision which required approval from BOD/WTD should clearly be mentioned in speaking terms under the para "Decision Required" of the memorandum and not reference of the paras of the memorandum.
3. The Memorandum to be submitted should be divided into Paras and each Para be numbered.
4. Competency should be clearly mentioned in the Memorandum.
5. The concurrence/views of Legal/Finance be incorporated in the Memorandum, in case it is not required then suitable reason be mentioned therein.
6. The annexure, if any, attached to the Memorandum be marked on the Memorandum Margins with page number and signed by the officer who is signing the memorandum.
7. The Memorandum should be printed both sides of the paper with proper margin and consecutively numbered till last page of the memorandum including annexures thereof and it should be ensured that no page is missing.
8. Memorandum should be submitted in sealed cover to the office of the Company Secretary.
9. Memorandum should accompany the photocopy of the complete noting of the file where approval of the concerned Director has been taken for the proposal for placing before BOD/WTD.
10. Memorandum should be sent in advance atleast three working days before the WTD meeting and seven days before the BOD meeting otherwise memorandum will be accepted only with the prior approval of CMD, PSTCL.

It is requested that henceforth above instructions shall be ensured before submitting the memorandum to the office of Company Secretary.

This issue with the approval of Chairman-cum-Managing Director, PSTCL.

27/11/2013
Company Secretary
PSTCL, Patiala

Endst. No. 1210/1215

/CS/T-70

Date: 27.11.2013

A copy of the above is forwarded to the followings for information and necessary action:-

1. Er.-in-Chief/SLDC, PSTCL, Ablowal, Patiala.
2. Chief Engineer/P&M, PSTCL, Ludhiana.
3. Chief Engineer/TS, PSTCL, Patiala.
4. Chief Engineer/HR, Planning & IT, PSTCL, Patiala.
5. Chief Accounts Officer, PSTCL, Patiala.
6. Financial Advisor, PSTCL, Patiala.

Dy. C.E./Adm. & IIR
 Dy. C.E./Planning
 Dy. C.E./I.T. & T.A.
P. S.

27/11/13
C.E./HR, Planning & I.T.

27.11.2013
Company Secretary
PSTCL, Patiala

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