

To

1. EIC /HIS&D, PSTCL, Patiala
2. EIC/P&M, PSTCL, Ludhiana
3. CE/ TS, PSTCL, Patiala
4. CE/ SLDC, PSTCL, Patiala
5. CFO, PSTCL, Patiala.
6. CAO (Finance & Accounts), PSTCL, Patiala.

Memo. No: 1911/16 ASE/TC/263 Date: 19/12/23

Sub: Regarding nomination for suitable employees to honour them on the occasion of 75th Republic day (26th January, 2024).

In reference to subject cited above, it is hereby bring to your kind notice that Like every year, this year also PSTCL is going to celebrate Republic Day on 26th Jan 2024 with great enthusiasm. On the occasion of Republic Day the best officers/officials of PSTCL will be honoured by management to bring motivation and inspiration among them.

As per discussion in the meeting held in the chamber of Director/F&C, PSTCL, Patiala on 24.01.2020, it was decided that the organization wise quota system is not applicable for future nominations and only the names of best officers/officials received through respective Director's offices will be considered.

In view of above, it is requested to send the nominations of suitable officers/officials as per perform: attached "Annex-A" through respective Director's offices before 1st Jan, 2024 for awarding them on the occasion of Republic Day. The nominations received after 1st Jan, 2024 will not be considered.

The criteria to be followed for nomination of the officers/officials for the award are as given below:

a) Eligibility under the scheme:-

- 1) All serving officers/officials of PSTCL, either individually or as a team. Under the team nomination, all members of the team should have been actively and directly involved in initiative nominated.

Discharge of routine duties and responsibilities and/or implementation programmes/projects in the normal course; do not qualify for the award.

- 2) No proven disciplinary case against the employee.
- 3) No litigation against the Corporation.



PUNJAB STATE TRANSMISSION CORPORATION LIMITED.
O/o Dy.CE/HR & Admn.- Training Cell, Shakti Vihar, PSTCL, Patiala.

b) Nominations under the scheme:-

The details furnished in support of the nomination should contain background of the programme/project/initiative, its priorities and purposes, strategies adopted for its implementation, innovative methods used, period implementation, exceptional achievements and resulting outcomes, positive changes and impact, sustainability and most importantly, the nature and role involvement and contribution by the nominee.

DA/Annx-A

— s/d —
Dy. CE/HR&Admn
PSTCL, Patiala

Endst No.: 1917/21

Date: 19/12/23

1. Sr. PS to CMD, PSTCL, Patiala
2. Sr. PS to Director/ Admn., PSTCL, Patiala
3. Sr. PS to Director/ Technical, PSTCL, Patiala
4. Sr. PS to Director/ F&C. PSTCL, Patiala
5. Company Secretary, PSTCL, Patiala

19/12/23

Dy. CE/HR&Admn
PSTCL, Patiala

CC: 1922/24 - 19/12/23

1. Dy. Secy/Establishment, PSTCL, Patiala
2. Sr. XEN/Personnel, PSTCL, Patiala
3. Sr. XEN/Admn, PSTCL, Patiala

Annexure-A

Performa to be filled by Officer/Official

Name of Occasion: Republic Day (26th January, 2024)

1.	Name	
2.	Employee ID	
3.	Designation	
4.	Office	
5.	Period of stay in the office	
6.	Contact No. of Employee	
7.	Job Assigned	
8.	Achievements for which nominated	
9.	Benefits to PSTCL	
10.	Details of Disciplinary cases (pending/decided for last 5 financial years)	
11.	Any other information	
12.	Self declaration:	<p>I.....Son/Daughter of hereby declare that: "I have not received any award from Hon'ble CMD/Director on the occasion of Republic day/Independence Day in any capacity or for any achievement." Signature of applicant</p>

1. It is certified that the above applicant has not received any award from Hon'ble CMD/Directors on the occasion of Republic day/Independence Day in any capacity or for any achievement.
2. He/She is not found guilty in any disciplinary/other case during last five financial years and no disciplinary proceedings/cases are pending against him/her.

Sign & seal of controlling officer