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27/12/18



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)

Corporate Identity Number: U40109PB2010SGC033814

www.pstcl.org (O/o Company Secretary) E-mail: comp-secy@pstcl.org

Tel./Fax No. 0175-2970047

Sr. Xen/IT-II

AM-J/JG-5
P. S. Tewari
27/12/18

To

1. Chief Engineer/TS, PSTCL, Patiala.
2. Chief Engineer/P&M, PSTCL, Ludhiana.
3. Chief Engineer/SLDC, PSTCL, Ablowal, Patiala.
4. Engineer-in-Chief/HR, IT, S&D, PSTCL, Patiala.
5. Chief Financial Officer, PSTCL, Patiala.
6. Chief Accounts Officer/ Finance & Audit, PSTCL, Patiala.

Memo No. _____/CS/T-70

Dated: _____

Subject:- Submission of Agenda notes for the meeting of Board of Directors.

This is in reference to this office memo no. 180/186/CS/T-70 dated 02.03.2015 and Office Order No. 38/CS/T-70 dated 21.07.2015.

Instructions were issued vide above referred memo/office order with the submission to record the views of Finance/Legal Section in the agenda before submitting the same to the office of Company Secretary for placing in the Board meeting. In case, views of Finance/Legal Section are not required, reasons for the same should be given in the agenda.

While taking note of the agenda items in the 51st meeting held on 26.11.2018, Board observed that in many cases neither views of the Finance Section are incorporated nor the reasons for non-requirement of the same are mentioned therein. Board has taken serious views of the same and directed that in future views of the Finance Section should be taken before placing the agenda in the Board.

You are once again requested to ensure the compliance of the instructions already issued vide above referred memo/office order before submitting the agenda for placing to the Board. In case views of Finance/Legal Section are not required reasons for the same should be incorporated in the agenda.


24.12.2018
Company Secretary
PSTCL, Patiala.

CC: No. 1822 /CS/T-70

Dated: 24-12-18

1. Sr. PS to Chairman-cum-Managing Director, PSTCL, Patiala.
2. Joint Secretary to Director/Technical, PSTCL, Patiala.
3. Sr. PS to Director/F&C, PSTCL, Patiala.
4. Sr. PS to Director/Administration, PSTCL, Patiala.
5. DGM/IT, PSTCL with the request to upload the same to PSTCL website.
6. Supdt./Meeting, PSTCL with the submission to ensure the compliance of the aforesaid instructions meticulously in future before accepting the agenda items for placing in the Board.