

PUNJAB STATE TRANSMISSION CORPORATION LIMITED.
Office: SE/ Admn. & HR -Training Cell, Shakti Vihar, Patiala.

To

Urgent

- a) CE/HIS&D, PSTCL, Patiala
- b) Dy.CE/Technical Audit, PSTCL, Patiala
- c) SE/ HR & Admin, PSTCL, Patiala
- d) DGM/IT, PSTCL, Patiala
- e) Dy.CE/Store & Disposal, PSTCL, Patiala

Memo no.

2135/39

Date:

23.09.19

**Sub: Regarding requirement of Stationery items for the quarter
October to December, 2019.**

Please refer to the subject cited above.

In this regard, it is requested that requirement of stationery items for the quarter **October to December, 2019** may be sent as per attached format latest by 30th September, 2019 in the office of undersigned.

Sr.Xen/ Training Cell
PSTCL, Patiala

Endst no.

2140/43

Date:

23.09.19

Copy of the above is forwarded to following for necessary action please.

- a) Sr. PS to CMD, PSTCL, Patiala
- b) Dy. Secy. to Director/ Admin., PSTCL, Patiala
- c) Sr. PS to Director/ Tech. PSTCL, Patiala
- d) Sr. PS to Director/ F&C, PSTCL, Patiala

Sr.Xen/ Training Cell,
PSTCL, Patiala

Format for Stationery Items

S.no	Description	Quantity (no.)
1	Photo copy paper full scape (Ream)	
2	Photo copy paper A4 (Ream)	

MEMO NO. 2035/33
Date: 20/10/19
Regarding requirement of Stationery items for the quarter
October to December, 2019.

As per memo no. 2035/33 dated 20/10/19, the requirement of stationery items for the quarter October to December, 2019 may be sent as per attached format to the office of the undersigned.

- Under no. 2035/33, Date: 20/10/19
- Copy of the above is forwarded to following for their respective action:
- a) Sr. PS to CMD, PSTCL, Patna
 - b) By Secy. to Director, PSTCL, Patna
 - c) Sr. PS to Director, PSTCL, Patna
 - d) Sr. PS to Director, PSTCL, Patna

Sr. PS to Director,
PSTCL, Patna