

Office Order no. **56** /ASE/TC

Date: **13.09.2022**

Sanction is hereby accorded to depute the following Officers working in PSTCL to attend two days training program on " on Detailed Project Report (DPR), Request for Proposal (RFP), Service Level Agreements (SLA's) and Contract Management " being organized by MGSIPA scheduled on 15th September, 2022 to 16th September, 2022 at MGSIPA, Sector 26, Chandigarh as under:-

Sr. No.	Name of officer	Designation	Mobile No.	Name of Office
1	Er. Sanjay Kumar	ASE/TS (Design)	96461-24456	CE/TS PSTCL Patiala

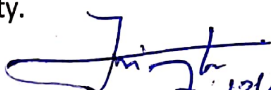
Note:- For any queries, please contact General Manager (Training, Project & Consultancy) /MGSIPA, Contact no. 9888037966.

Terms & Conditions for the participants, their controlling officers & respective DDOs:-

- 1) In case of non-compliance of this office order, the responsibility will lie on the concerned deputed officer and controlling officer and strict action will be taken against them.
- 2) "Request for Cancellation/Change in batch shall be entertained only after recommendations of concerned Chief Engineer/Chief Financial Officer/Financial Advisor. Chief Engineer/Chief Financial Officer/Financial Advisor while recommending cancellation/change shall intimate names of 2 or 3 substitutes to Chief Engineer/ HIS&D which shall be considered for replacement if they qualify for training as per approval of Competent Authority".
- 3) Any participant will not proceed for the training & will intimate this office immediately if:
 - i) He/ She have been deputed for any other training program by this office/ any other office during this training period.
 - ii) He/ She have attended this type of training earlier.
 - iii) His/ Her date of retirement is less than 1 year from the date of start of training.
 - iv) He/ She have attended any other training during current financial year.
- 4) Participants will ensure to mark their attendance daily on the attendance sheet at the program venue, failing which charges of the program will be recovered from them besides taking any other action as deemed fit.
- 5) During the above period, the participants will be considered on duty for the purpose of pay and other allowances.
- 6) The participants will be entitled to claim Travelling Allowances as per PSEB TA Regulations-1972 (as adopted and amended from time to time by PSTCL).

- 7) Their TA/DA Charges shall be charged as per TA regulations. The expenses so incurred will be charged to concerned DDO while reimbursing their TA Bill. Their TA claims shall be allowed by their controlling authority/ Account Section only after they certify (alongwith no. and date) that requisite report has been submitted to Dy.CE/ HR & Admn. PSTCL, Patiala.
- 8) The participants will not be allowed any joining time except for the time required for attending the programme.
- 9) The participants will submit proper report (two copies) of the programme along with documents which have been given to them by Institute, mentioning their Employee Code/ Posting Station, within 7 days to this office. They will also intimate their respective DDOs regarding their participation in the Programme who will make necessary entries in their service record in this regard.
- 10) The officer/official deputed on training will book the tickets (Air, Bus, Train etc.) for the training venue/destination within 3 days from the date of issue of office order for other states/offshore training exemption in exceptional cases can only be provided as justified by concerned HOD.

This issues with the approval of competent authority.



13/9/2022
SE/HR&Admin,
PSTCL, Patiala

Endst. No. 890/95

Dated: 13.09.2022

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

- 1) CE/HIS&D, PSTCL, Patiala.
- 2) CE/TS, PSTCL, Patiala.
- 3) SE/TS (Design) PSTCL, Patiala.
- 4) ASE/ TS (Design) Cell-2 PSTCL, Patiala.
- 5) AO/Cash PSTCL, Patiala.
- 6) AO/Pay & Accounts PSTCL, Patiala.


13/9/2022
SE/HR&Admin,
PSTCL, Patiala

C.C.:- $\frac{896}{1319122}$

General Manager (Training, Project & Consultancy), MGSIPA, Govt. Of Punjab and certified Trainer (E-Governance), for kind information please.