

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Office: SE/ Admn. & HR - Training Cell, Shakti Sadan, Patiala.

Office Order no. 49

Date: 20-4-16

Sanction is hereby accorded to depute the officers working in PSTCL to attend the five days Training program on Contract Management for Officers working in PSTCL at Rajiv Gandhi National University of Law, Patiala from 2nd to 6th May, 2016 as per details given below:

S.No	Name of Officer	Code	Name of Post	Station	DOB	Mob no.
1	Ashok Kumar Singla	103870	Dy.CE/P&M Circle	Bathinda	02-01-1961	96461-18207
2	Avtar Singh Kang	104068	SE/Admn & HR	Patiala	27-11-1961	96461-18006
3	Sandeep Kumar	103846	Dy.CE/P&M Circle	Amritsar	10-12-1961	96461-18206
4	Er. Sham Lal Garg	103504	Dy.CE/Planning & Comm.	Patiala	10-01-1961	96461-18769
5	Kanwaljit Singh	107025	Sr.Xen/TS Design	Patiala	25-04-1960	96461-17991
6	Major Singh	104754	Addl.SE/TS- IX	Patiala	15-06-1960	96461-17806
7	Narminder Singh	105466	Sr.Xen Protection Divn.	Malikpur	15-10-1960	96461-18246
8	Raj Kumar	103942	Addl.SE/Civil Civil Works Divn.	Mohali	20-03-1961	96461-17914
9	Jagminder Singh	104815	Addl.SE/400 KV S/s	Dhuri	12-06-1961	96461-24907
10	Ajaib Singh	105566	Sr.Xen/P&M Divn.	Verpal	15-06-1961	96461-18237
11	Darshan Singh	105256	Sr.Xen Protection Divn.	Ferozepur	21-07-1961	96461-18254
12	Surinder Pal	104563	Sr.Xen P&M Div.	Ropar	15-08-1961	96461-18212
13	Jarnail Singh	106571	Sr.Xen/Power Controller	Ablowal	05-10-1961	96461-18016
14	Ajmer Singh	107255	Sr.Xen/P&M Divn.Sarna	Sarna	01-01-1962	96461-18240
15	Nand Lal	104162	Addl.SE/ Civil Works Divn.	Jalandhar	16-04-1962	96461-17918
16	Harwant Singh	105699	Addl.SE CO&C, Divn.,	Amritsar	07-07-1962	96461-18029
17	Balkar Singh	104066	Sr.Xen/P&M Divn.	F. Churian	15-07-1962	96461-18238
18	Vimal Kumar	106559	Addl.SE, 400KV S/S	Rajpura	15-09-1962	96461-05098
19	Fateh Singh	106924	Sr.Xen/P&M Divn.	Mukatsar	16-10-1962	96461-18250
20	K.K.Arora	104399	Sr.Xen/ Civil P&M	Ludhiana	28-12-1962	96461-10193

A) Instructions 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 Engineer while recommending cancellation/change shall intimate names of 2 or 3 substitutes to Chief Engineer/ HR, IT, S&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 SE/Admn. & HR, 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 alongwith 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.

B) Terms and Conditions for this Training Program:-

- 1) Fee - It is a residential Training Program. The training fee for five days duration for 20 Officers will be Rs. One Lac and accommodation charges will be Rs. 500/- per participant per day in the double occupancy room, including all meals. The payment shall be released by AO/ Cash, PSTCL, Patiala and shall be chargeable to account head 76.167.
- 2) Payment shall be made through RTGS/ Demand Draft in favour of "Registrar, RGNUL Punjab" payable at Patiala. DD/RTGS charges shall also be borne by PSTCL.
- 3) Instructions regarding payments:
The Institute shall supply Invoice/bill alongwith following documents:-
 - i) Original Attendance sheet duly signed by the Training officers deputed for the training for all the days of training.
 - ii) PAN alongwith proof of PAN
 - iii) Bills in triplicate
- 4) The module for the programme is as under :

Topics/contents to be covered

- Purchase Contracts
- Civil/Electrical Construction and Maintenance Work Contracts
- Outsourcing Man Power Contract
- Outsourcing of Vehicles Contract
- Housekeeping/ Horticulture Maintenance Works Contracts

This issue with the approval of Competent Authority.

YSR
Sr. Xen/Training Cell,
PSTCL, Patiala

Endst. No. **731/38**

Dated: **20.4.16**

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

- 1) P.S to Director/ Admin., PSTCL, Patiala.
- 2) All EICs/CEs, PSTCL, Patiala.
- 3) SE/Admn. & HR, PSTCL, Patiala.
- 4) AO/Cash, PSTCL, Patiala.
- 5) AO/Corporate Audit, (EAD Section), PSTCL, Patiala.
- 6) Sr. Xen /IT, PSTCL, Patiala for uploading the Office order on web site.
- 7) Above Officers at their place of posting.
- 8) Ms. Gurmanpreet Kaur, Assistant Professor of Law, Rajiv Gandhi National University of Law, Patiala.
Mob: 09501034463, phone-0175-2391600, 601, 602, 603 Fax no. 017502391690.
Email: gurmanpreet@rgnul.ac.in

YSR 20/4/16
Sr. Xen/Training Cell,
PSTCL, Patiala