



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

CIN: U40109PB2010SGC033814. Website: www.pstcl.org

(O/O Dy. Chief Engineer/IT, PSTCL, Patiala)

Office Order No. 48

Dated: 25.7.14

Sub: PSTCL's Website Updation Policy.

The website updation policy for the PSTCL's website (www.pstcl.org) maintained by IT office has been prepared to ensure that the information on the PSTCL's website is the latest and up-to-date.

The following points shall be followed for the updation of website:

1. PSTCL website will be updated every Friday or next working day.
2. Any time sensitive or important information will be published on the same day before 4.00 pm. Any information that will be received after 4.00 pm will be published on next working day.
3. The tenders that are closed will be removed from the website but will be archived at back end.
4. Information in digital information will be accepted to upload on PSTCL website. The following list consists of all acceptable formats.
 - i. All Microsoft office documents.
 - ii. JPEG
 - iii. GIF
 - iv. Bitmap
 - v. Photoshop
 - vi. PDF
 - vii. Text.

This issue with the approval of competent authority.

91W
Superintending Engineer/IT
PSTCL, Patiala

Endst.No. 978/1097/IT-1043

Dated: 25-7-14

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

1. Chief Engineer/TS, PSTCL, Patiala.
2. Chief Engineer/SLDC, PSTCL, Patiala.
3. Chief Engineer/P&M, PSTCL, Ludhiana.
4. Financial Advisor, PSTCL, Patiala.
5. Chief Accounts Officer, PSTCL, Patiala.
6. All Dy. CEs/SEs under PSTCL.
7. All Addl. SIs/Sr.Xens/Dy. CAOs/Dy. FAs under PSTCL.
8. Company Secretary, PSTCL, Patiala.

91W
Superintending Engineer/IT
PSTCL, Patiala