

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED.**

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

To

- 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) SE/Store & Disposal, PSTCL, Patiala

Memo no.

290/94

Date:

8.2.19

**Sub: Regarding requirement of stationery items for the quarter April to June, 2019.**

Please refer to the subject cited above.

In this regard, it is requested that requirement of stationery items for the quarter **April to June, 2019** may be sent as per attached format up to 20<sup>th</sup> February 2019 in the office of undersigned.

*Sd/-*  
Sr.Xen/ Training Cell  
PSTCL,Patiala

Endst no.

295/98

Date:

8.2.19

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

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

*Sd/-*  
Sr.Xen/ Training Cell  
PSTCL,Patiala

Format for Stationery Items

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

Handwritten initials or marks.

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED.**

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

To

- ✓ a) CE/ HIS & D, PSTCL, Patiala
- b) CFO, PSTCL, Patiala
- c) CAO/F&A, PSTCL, Patiala
- d) Dy.CE/Technical Audit, PSTCL, Patiala
- e) SE/ HR & Admin., PSTCL, Patiala
- f) DGM/IT, PSTCL, Patiala
- g) SE/Store & Disposal, PSTCL, Patiala
- h) Company Secretary, PSTCL, Patiala
- i) Under Secy/ Legal, PSTCL, Patiala

Memo no. 299/307

date: 08.02.2019,

**Sub: Regarding requirement of Printed items for the quarter April to June, 2019.**

Please refer to the subject cited above.

In this regard, it is requested that requirement of Printed items for the quarter **April to June, 2019** may be sent as per attached format up to 20<sup>th</sup> February 2019 in the office of undersigned.

*S/L*  
Sr.Xen/ Training Cell,  
PSTCL, Patiala

Endst no. 308/311

Date: 8.2.2019

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

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

*[Signature]*  
8/2/19  
Sr.Xen/ Training Cell,  
PSTCL, Patiala

### Format for Printed Items

S.no	Description	Quantity (no.)
1.	UF-77 file board	
2.	Diary register (200 no. pages)	
3.	Movement register (100 no. pages)	
4.	Dispatch register (200 no. pages)	
5.	File cover UF-59	
6.	Noting sheet (500 in 1 rim)	
7.	PSE-3 Small envelope	
8.	PSE-4 Big Envelope	
9.	File Cover UF-57	
10.	PSE-6 envelope	
11.	CE-33 Docket Voucher book	
12.	Form BA-1 register	
13.	PSE 7 envelope	
14.	TA form (100 per pad)	
15.	Service record (68 no. pages)	
16.	Pay Roll ledger (260 no. pages)	
17.	LPC form (100 nos. per pad)	
18.	NDC form (100 nos. per pad)	
19.	Journal vouchers (100 nos. per pad)	
20.	Earn leave form (100 nos. per pad)	
21.	Compilation -1 (100 nos. per pad)	
22.	File cover Printed Chairman's Office	
23.	IUT-3 (100 nos. per pad)	
24.	Compilation-3 (100 nos. per pad)	
25.	Form no. C&B-3	
26.	Attendance register	
27.	Arrear Ledger	
28.	Income tax ledger	
29.	File cover UF-59 Director logo	
30.	File cover UF-57 Director logo	
31.	Payslip	