



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Corporate Identity Number: U40109PB2010SGC033814

(Office of SE/HR&Admn., Shakti Sadan, Patiala)

Fax No. 0175-2220054 Telephone No. 0175-2225907 Website: www.pstcl.org

To

1. CE/P&M, PSTCL, Ludhiana.
2. CE/TS, PSTCL, Patiala.
3. CE/SLDC, PSTCL, Patiala.
4. CFO, PSTCL, Patiala.
5. FA, PSTCL, Patiala.
6. SE/IT, PSTCL, Patiala.
7. Dy.CE/Planning & TA, PSTCL, Patiala.
8. Company Sectary, PSTCL, Patiala.

Memo No: 12960/67

Date: 15.9.14

Subject: Non submission of various information/Comments/reports regarding complaint.

It has been observed that requisite information /record /reports/ explanation/comments are not being provided by the various offices inspite of repeated requests/reminders.

The management of PSTCL has taken a serious view regarding non submission of various informations in time. This office has been directed to impart strict instructions to submit all type of informations regarding complaints within 15 days positively. If the requisite information is not received even after giving the grace period of Addl. 7 days , then the disciplinary action will be initiated against the delinquent Officials/Officers. These instructions may please be brought to the notice of all offices under yours control for strict compliance.

This issue with the approval of Worthy CMD/PSTCL.

12968/72
15.9.14


Dy.CE/HR & Admn.,
PSTCL, Patiala.

CC:

- 1) Sr.PS to CMD, PSTCL, Patiala.
- 2) Dy.Secy to Dir./Tech., PSTCL, Patiala.
- 3) Sr.PS to Dir./F&C, PSTCL, Patiala.
- 4) Sr.PS to Dir./Admn., PSTCL, Patiala.
- 5) CE/HPI, PSTCL, Patala.