



**PUNJAB STATE TRANSMISSION CORPORATION LTD.**  
(Regd. Office: PSEB Head Office, The Mall, Patiala-147001, Punjab, India)  
Corporate Identity Number: U40109PB2010SGC033814  
(O/O Dy. CE/HR & Admin, PSTCL, PATIALA)

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Email- [se-admin@pstcl.org](mailto:se-admin@pstcl.org) Telephone No. 0175-2970693 Website: [www.pstcl.org](http://www.pstcl.org)

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To

- 1) All Chief Engineers / HODs under PSTCL
- 2) Chief Financial Officer / Chief Accounts Officer / Company Secretary PSTCL
- 3) All Dy. Chief Engineers / Superintending Engineers under PSTCL
- 4) All Addl. Superintending Engineers / Sr. XENs / Dy. CAOs / Dy. Secys. / Under Secys. under PSTCL.

Memo No.: 9206-9335 / HR&Admin

Date: 13.07.2021

Subject: **Regarding Office Timings.**

In compliance to Government of Punjab, Department of Personnel (Personnel and Policies 3 Branch) instructions issued vide File No.PERS-PP-30MISC/ 31/2021-1PP3 dated 12.07.2021 (Copy attached) and in continuation to this office order No. 425/ HR & Admin Date: 02.07.2021, PSTCL has decided to continue the office timings from 8 A.M. to 2 P.M. till 14<sup>th</sup> July 2021 and during this period Air Conditioners will not be used in the offices.

All officials/ officers are directed to strictly follow the above in letter and spirit.

This issues with the approval of worthy Director/ Admin, PSTCL.

DA: As above

Dy. Chief Engineer/ HR&Admin  
PSTCL, Patiala.

I/210009/2021

Government of Punjab  
Department of Personnel  
(Personnel and Policies 3 Branch)

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries & Administrative Secretaries to Govt. of Punjab.
- ii) All Heads of the Departments of Govt. of Punjab.
- iii) All Commissioners of Divisions of the State of Punjab.
- iv) All Deputy Commissioners in the State of Punjab.

Subject- Regarding Timings of Government Offices in Punjab.

Sir/Madam,

In continuation of this Office letter No. PERS-PP-30MISC/31/2021-1PP3/ dated 01.07.2021, it has been decided that all Punjab Government Offices in Punjab shall continue functioning from 8.00 A.M. to 2.00 P.M. till 14th July, 2021. It is further directed that the Air Conditioners will not be used in the Offices during this period.

2. Please ensure compliance of these instructions.

  
Priya Uppal

Superintendent

12/07/2021

A copy is forwarded to Director, Information and Public Relations Department to publish press note in this regard.

  
Priya Uppal

Superintendent

12/07/2021