Office Order no. 75 /Sr.Xen/TC   **Date: 06.09.2018**

Sanction is hereby accorded to depute the following official working in PSTCL to attend the One Day Training Program on "Medium Term Expenditure Framework(MTEF)" under the Asian Development Bank(ADB) supported 'Punjab Development Finance Program' of Finance Department, Govt. of Punjab **on 07.09.2018 at PEDA - Auditorium, Solar Passive Complex, Plot No.1-2, Sector-33-D, Chandigarh from 08.45 AM to 5.00 PM** :-

Sr. No	Name of Officer	Designation	Office/ Station
1.	Kamaldeep Goel	AAO	CAO/Finance & Audit, PSTCL, Patiala

A)   Instructions for the participant(s), 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 Financial Officer/Financial Advisor/Company Secretary. Chief Engineer/Chief Financial Officer/Financial Advisor/ Company Secretary 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.

4) Participant(s) 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 participant(s) will be considered on duty for the purpose of pay and other allowances.

6) The participant(s) 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 concerend 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 participant(s) will not be allowed any joining time except for the time required for attending the programme.

9) The participant(s) will submit proper report of the training 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.

10) The training program is free of cost.

This is issued with the approval of Competent Authority.

Sr.Xen/Training Cell,
PSTCL, Patiala

Office Order no.   75   /Sr.Xen/TC   **Date: 06.09.2018**

Endst. No.   1170/79   Dated: 06.09.2018

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

1) Sr. P.S. to CMD, PSTCL, Patiala
2) Jt.Secy. to Director/ Technical, PSTCL, Patiala.
3) P.S to Director/ Admin., PSTCL, Patiala.
4) Sr. P.S to Director/F&C, PSTCL, Patiala
5) CE/HIS&D, PSTCL, Patiala.
6) CAO/Finance & Audit, PSTCL, Patiala
7) Dy.CE/Admn. & HR, PSTCL, Patiala.
8) AO/Cash, PSTCL, Patiala.
9) AO/NPS, Billing & EAD Section, PSTCL, Patiala.
10) Sr.Xen /IT, PSTCL, Patiala for uploading the Office order on web site.
11) Above Officers/Officials at their place of posting.

Sr.Xen/Training Cell,
PSTCL, Patiala