



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

Corporate Identity Number: U40109PB2010SGC033814

O/o DGM/IT, PSTCL, Head Office, The Mall, Patiala

Email id: [se-it@pstcl.org](mailto:se-it@pstcl.org) Website: [www.pstcl.org](http://www.pstcl.org)

Circular No: 01  
Dated: 02/02/2018

**From:**  
Chief Engineer/HIS&D  
PSTCL, Patiala

**To:**

- ✓ 1. Engineer-In-Chief/TS, PSTCL, Patiala.
2. Chief Engineer/SLDC, PSTCL, Patiala.
3. Chief Engineer/P&M, PSTCL Ludhiana.
4. Chief Financial Officer, PSTCL, Patiala.
5. Financial Advisor, PSTCL Patiala.
6. Company Secretary, PSTCL.
7. Chief Auditor, PSTCL, Patiala.
8. All Dy. CEs/SEs under PSTCL.
9. All Addl. SEs/Sr. Xens (under PSTCL)
10. All Dy. CAOs / Dy. CAs/ Dy. FAs under PSTCL.

Memo No: 33-42/IT-1084

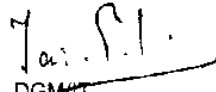
Dated: 02/02/18

**Sub:** Website Policy for the website of PSTCL.

In pursuance to the decision taken by the committee of the WTD, PSTCL while considering CE/HR,IT,S&D Agenda No. 49/CE/HIS&D dated: 22-12-2017 in its meeting, held on 04-01-2018 regarding Website Policy for the official website of PSTCL (Annexure-I) which is available on PSTCL website ([www.pstcl.org](http://www.pstcl.org)) under **Office orders and Circulars of IT section**, shall be applicable for all PSTCL offices.

This website policy shall be considered for publishing and reviewing the content on PSTCL website. All authorized officers as per policy shall ensure strict compliance of website policy for providing/publishing and reviewing the content on the official PSTCL website ([www.pstcl.org](http://www.pstcl.org)).

This issues with the approval of competent authority.


  
DGM/IT  
PSTCL, Patiala

Endst: No: 43-46/IT-1086

Dated: 02/02/18

Copy of the above is forwarded to the following for information please:

- 1) Sr. PS to CMD, PSTCL, Patiala.
- 2) Sr. PS to Director/F&C, PSTCL, Patiala.
- 3) Dy. Secy. to Director/Tech., PSTCL, Patiala.
- 4) Sr. PS to Director/Admn., PSTCL, Patiala.

  
DGM/IT  
PSTCL, Patiala

**Sub: WEBSITE POLICY FOR THE WEBSITE OF PSTCL****1.0 WEBSITE POLICY**

The various policies that will act as Website Policy are described as under:

**1.1 CONTENT CONTRIBUTION, MODERATION AND REVIEW POLICY**

1.1.1 This Policy describes the contents of the website and the authorized officers who will provide the information to the IT department of PSTCL. Dy.CE/ SE/IT will act as a moderator for examining the content on website so as to ensure consistency of the content on PSTCL website. The authorized officers as per Table-I below will also review the provided information on monthly basis to ensure that information on the website is up-to-date.

1.1.2 The matrix in the Table-I describes the Content Contribution, Moderation and Review Policy:

**Table-I**

<b>Sr. No.</b>	<b>Content Element/Link</b>	<b>Contents</b>	<b>Authorized officer to provide /review Information</b>
<b>A.</b>	<b>About Us</b>		
A.1	Vision, Mission & Core values	Vision, Mission & Core Values of PSTCL	Company Secretary
A.2	Board of Directors	List of Board of Directors	Company Secretary
A.3	Profiles	Profiles of Management	Company Secretary
A.4	Organization Structure	Organization Structure of PSTCL	Dy.CE / SE/ HR & Admn.
<b>B.</b>	<b>Information</b>		
B.1	Office Orders & Circulars	Office wise Office orders & Circulars	Concerned EIC/CE/CFO/FA/Dy.CE
B.2	Regulations & Circulars	Regulations of/adopted by PSTCL e.g. service regulation, purchase regulation etc.	Dy.CE / SE/ HR & Admn.
B.3	Seniority List	Seniority lists of PSTCL employees	Dy.CE / SE/ HR & Admn./ ASE/Sr.XEN Recruitment./Dy.Secy/ Recruitment (Recruitment Section)
B.4	New Pension Scheme (NPS)	NPS related documents, letters	CFO
B.5	Training	Regarding training office orders of the employees and others	Dy.CE/ SE/ HR & Admn./ ASE/Sr.XEN Training Cell
B.6	Department Exam	Departmental examination notices, results	Dy.CE / SE/ HR & Admn./ASE/Sr.XEN Training Cell
B.7	Transmission Network	Transmission network of PSTCL	Dy.CE or SE/ Planning
B.8	ARR/Tariff Petitions	Documents related to ARR/Tariff Petitions	Financial Advisor
B.9	Financial Statements	PSTCL Financial Statements for FY	CFO
B.10	Directory	Contact Directory of Employees	Dy.CE/ SE/ HR & Admn./ Dy.Secy/ General
B.11	Downloads	I-card Performa, HR Data Performa etc.	Concerned Dy.CE/ SE
B.12	Photo Gallery	Photos of events and functions	Concerned HOD with the approval of Director in-charge of IT
B.13	Planning	Information provide by Planning department	Dy.CE /SE/ Planning
B.14	CSR	Corporate Social Responsibility	Dy.CE/ SE/ HR & Admn.

Sr. No.	Content Element/Link	Contents	Authorized officer to provide /review Information
<b>C.</b>	<b>Tenders</b>		
C.1	NITs	Notices inviting tenders	CE/Dy.CE/SE /CFO/FA/ Company Secy. /ASE/ Sr.Xen
C.2	Expression of Interest	EOIs	CE/Dy.CE/SE /CFO/FA/ Company Secy. /ASE/ Sr.Xen
C.3	E-Tendering	Link to the website of n-Code solution or any other agency engaged from time to time for implementing e-tendering	Dy.CE/SE/IT (For updating the link)
C.4	Auction Notices	Auction notices	CE/Dy.CE/ Company Secy. /ASE/ Sr.Xen
<b>D.</b>	<b>Posting &amp; Transfers</b>		
D.1	Gazetted	Office orders related to promotions or transfers of Gazetted Employees	Dy.CE / SE/ HR & Admn.
D.2	Non-Gazetted	Office orders related to promotions and transfers of Non-Gazetted Employees	Dy.CE / SE/ HR & Admn./ HODs / Concerned HODs
<b>E.</b>	<b>Recruitment</b>		Documents/information related to recruitment
<b>F.</b>	<b>Employee Login</b>		Link to HR as well as pay slip portal
<b>G.</b>	<b>RTI</b>		
G.1	Spotlight on RTI	General information about Right to Information	Under Secy./RTI & Court Cases (RTI Cell)
G.2	RTI Manuals	Various RTI Manuals	
G.3	RTI Instructions	RTI instructions given by RTI cell	
G.4	Status of RTI Applications	Status of RTI application	
<b>H.</b>	<b>Open Access</b>		The link to SLDC website Open Access page which is managed by SLDC
<b>I.</b>	<b>CVO</b>		Information related to Chief Vigilance Officer
<b>J.</b>	<b>Mail</b>		
J.1	Login	The link to mail portal	Dy.CE/SE/IT (For updating the link)
J.2	Email-ids	List of email-ids of employees	Dy.CE/SE/IT
<b>K.</b>	<b>Quick Links</b>		
K.1	PSPCL	Link of Punjab State Power Corporation Limited website	Dy.CE/SE/IT (For updating the link)
K.2	SLDC	Link of State Load Dispatch Centre, Ablowal website	Dy.CE/SE/IT (For updating the link)
K.3	CERC	Link of Central Electricity Regulatory Commission website	Dy.CE/SE/IT (For updating the link)
K.4	PSERC	Link of Punjab State Electricity Regulatory Commission Website	Dy.CE/SE/IT (For updating the link)
K.5	National Portal	Link of National Portal of India	Dy.CE/SE/IT (For updating the link)
<b>L.</b>	<b>Home Page</b>		
L.1	Slide Show	Slide show contain images of events or functions	Concerned HOD with the approval of Director in charge of IT
L.2	About Us	Brief Description about PSTCL	Company Secretary
L.3	Vision 2020	Vision 2020 of PSTCL	Company Secretary
L.4	Mission	Mission of PSTCL	Company Secretary
L.5	Latest Updates	Any latest information	Concerned EIC/CE/CFO/FA
L.6	Address	Registered address of PSTCL	Company Secy/Dy.CE/SE/ HR & Admn.
L.7	Font Resize	To increase or decrease the font size	Dy.CE/SE/IT

Sr. No.	Content Element/Link	Contents	Authorized officer to provide /review Information
L.8	Mail	The link to mail portal	Dy.CE/SE/IT (For updating the link)
L.9	Contact us	Link to Directory of Punjab Govt. and PSTCL	Dy.CE/SE/IT (For updating the link)
L.10	Site Map	To locate information on the PSTCL website	Dy.CE/SE/IT
L.11	Photo Gallery	Link to Photo gallery page	Refer To Sr. No. B.12 of this table.
L.12	News Letter	Link to newsletters of PSTCL	Dy.CE/SE/ HR & Admn.
L.13	Training	Employee/ Student Training Information	Dy.CE/SE/ HR & Admn./ASE/Sr.XEN/Training Cell
L.14	Transmission Network	Transmission network of PSTCL	Dy.CE or SE/ Planning
L.15	CSR	Corporate Social Responsibility of PSTCL	Dy.CE/SE/ HR & Admn.
L.16	Daily Stores Stock Position	Position of stock in PSTCL stores on daily basis	Dy.CE/SE/S&D
L.17	Terms and Conditions	Terms and conditions regarding the Usage of the website	Dy.CE/SE/IT
L.18	Privacy Policy	Privacy policy states the purpose of information being collected from visitor	Dy.CE/SE/IT
L.19	Copyright Policy	Copyright policy explains the terms and conditions of usage of documents, information or material available on PSTCL website and reference by others	Dy.CE/SE/IT
L.20	Hyperlink Policy	It contains the guidelines with respect to hyperlinks with other sites	Dy.CE/SE/IT
L.21	Help	Includes some tools to help the user to access the content on website	Dy.CE/SE/IT
<b>M</b>	<b>Other than above</b>		
M.1	Addition /Updation /Removal of Links	Addition of new links , updation and removal of old links	Dy.CE/SE/IT with the approval of Director in charge of IT
M.2	Website Layout/ Design Updation	Any change in the website layout	Dy.CE/SE/IT with the approval of Director in charge of IT

- 1.1.3 It shall be the duty of the authorized officer, as mentioned in the last column of Table-I above, to get the information/documents/content updated on PSTCL website from the IT department, after getting it approved from the competent authority, wherever required.
- 1.1.4 To maintain the consistency of the content, authorized officers will use 'Asees' font for Punjabi Language and 'Arial' font or 'Times New Roman' font for English Language. They will also ensure that the language used in the content is free from errors.
- 1.1.5 The information/documents/content having size up-to 25 MB must be sent through official email id to the official email id of Dy.CE/SE/IT, PSTCL, Patiala and Sr.XEN/IT, PSTCL, Patiala. Any document having size greater than 25 MB must be sent through CD/Pen Drive to the office of Dy.CE/SE/IT, PSTCL, Patiala.
- 1.1.6 The documents sent through email should have the following format:
- To:** se-it@pstcl.org or srxen-it@pstcl.org  
**Subject:** Website Uploading: Short Title of Document.  
**Mail Content:**
- i. Reference No.: Reference No. of document
  - ii. Title of Document: Short title of the document to be displayed on website.
  - iii. Page/Link: Specify the page(s)/link(s) on the website where the document has to be uploaded.

- iv. File(s) Attachment(s).
  - v. In case, the attachments are photos, then caption/title for each photo should be written in the email.
- 1.1.7 The documents sent through CD/Pen Drive, should also have the forwarding letter that contains information mentioned in the Sr.No. i, ii, iii, v of sub-para titled "Mail content" under para 1.1.6 above.
- 1.1.8 The information/documents/content for uploading will be submitted by the authorized officers to the office of Dy.CE/SE/IT between 0900hrs- 1630hrs. The information will be updated at the earliest but not later than two working days after the receipt of information in the office of Dy.CE/SE/IT.
- 1.1.9 Any information not mentioned under Table-I will need the approval of Director-in-charge of IT for uploading on website.
- 1.1.10 The authorized officers will ensure that the information is up-to-date on the website.

## **1.2 CONTENT ARCHIVAL POLICY**

- 1.2.1 Some of the information/documents on the website need to be kept only for a limited period. For example, only live NITs need to be shown on the website and others may be archived after bid opening date. This kind of period will be known as **Validity Period of document**. After this period the content will be archived. For some of the content, the validity date may not be known, for example: Vision Mission. Such **content is stated to be perpetual** and will remain on the website forever. However such content can be modified or replaced with new one, when required. However, there should be some time limit for removing the already archived information/document so that there should be **enough space** available for uploading the new documents. After this period, the document/information will be permanently removed from the website and the servers. If any information is to be shown on website after the validity period, prior intimation to the office of Dy.CE/SE/IT may be sent by the authorized officer as mentioned in the last column of Table-I under Chapter 1.1, titled "Content Contribution, Moderation and Review Policy".
- 1.2.2 The information under the content elements as mentioned below will be archived after 3 years from the date of publishing on website and after that, these will remain under archives for maximum of 2 years after expiry of 3 years.

**Table-II**

<b>Sr. No.</b>	<b>Content Element</b>
<b>A.</b>	<b>Information</b>
A.1	Office Orders & Circulars
A.2	Regulations & Circulars
A.3	Seniority List
A.4	New Pension Scheme(NPS)
A.5	Training
A.6	Department Exam
A.7	ARR/Tariff Petitions
A.8	Financial Statements
A.9	Planning
<b>B.</b>	<b>Tenders</b>
B.1	NITs
B.2	Expression of Interest
B.3	E-Tendering
B.4	Auction Notices
<b>C.</b>	<b>Posting &amp; Transfers</b>
C.1	Gazetted
C.2	Non-Gazetted
<b>D.</b>	<b>Recruitment</b>
<b>E.</b>	<b>RTI</b>
E.1	Spotlight on RTI
E.2	RTI Manuals

E.3	RTI Instructions
E.4	RTI-Status of Applications

1.2.3 The content related to latest updates/news on the website shall be removed after 2 weeks of it being published or after the required action date on the document expires, whichever be the earliest.

1.2.4 The perpetual content elements as mentioned below will not be archived but will be replaced with other content from the website, whenever any change takes place.

**TABLE-III**

Sr. No.	Content Element
<b>A.</b>	<b>About Us</b>
A.1	Vision Mission
A.2	Board of Directors
A.3	Profiles
A.4	Organization Structure
<b>B.</b>	<b>CVO</b>
<b>C.</b>	<b>Mail</b>
C.1	Login
C.2	Email-ids
<b>D.</b>	<b>Quick Links</b>
<b>E.</b>	<b>Home Page</b>
E.1	Slide Show
E.2	Address
E.3	Contact us
E.4	Site Map
E.5	Newsletter
E.6	CSR
E.7	Daily Stores Stock Position
E.8	Terms and Conditions
E.9	Privacy Policy
E.10	Copyright Policy
E.11	Hyperlink Policy
E.12	Help
<b>F.</b>	<b>Information</b>
F.1	Directory
F.2	Transmission Network
F.3	Downloads
F.4	Photo Gallery
F.5	CSR

### **1.3 CONTENT FORMATS**

Content which needs to be published on PSTCL website will be accepted in digital format/ soft copy submitted by the authorized officer as mentioned in the last column of Table-I under Chapter 1.1, titled "Content Contribution, Moderation and Review Policy".

The acceptable formats are as under:-

1. Portable Document Format (PDF)
2. All Open office formats/Microsoft office formats
3. JPEG/JPG

The above acceptable formats can be submitted to the office of the Dy.CE/ SE/IT through the following medium:

1. Pen Drive

2. CD/DVD
3. Email at [se-it@pstcl.org](mailto:se-it@pstcl.org) or [srxen-it@pstcl.org](mailto:srxen-it@pstcl.org)

#### 1.4 **COPYRIGHT POLICY**

Copyright is a form of protection under law for the owners of “original works of authorship” in any form or media. It is implied that the original information put up on the website by the corporation is by default a copyright of the corporation and may be copied, reproduced, republished, uploaded, posted, transmitted, or distributed only if the content copyright policy of the office allows so.

The paragraph below describes the Content Copyright policy of PSTCL:

*“Contents of this website may not be reproduced partially or fully, without due permission from PSTCL. If referred to as a part of another website, the source must be appropriately acknowledged. The contents of this website cannot be used in any misleading or objectionable context.”*

#### 1.5 **PRIVACY POLICY**

The purpose of the Privacy Policy is to clarify whether the website of the corporation collects personal details/information about the visitors to the sites and what shall be the purpose of the same.

The paragraph below describes the Privacy Policy of PSTCL:

*“PSTCL website does not automatically capture any specific personal information of the visitor, (like name, phone number or e-mail address), that allows us to identify the visitor individually.*

*If the PSTCL website requests the visitor to provide personal information, visitor will be informed for the particular purposes for which the information is gathered and adequate security measures will be taken to protect visitor’s personal information.*

*We do not sell or share any personally identifiable information volunteered on the PSTCL website to any third party (public/private). Any information provided to this website will be protected from loss, misuse, unauthorized access or disclosure, alteration, or destruction.”*

#### 1.6 **CONTENT HYPERLINKING POLICY**

Many a times, links of the other websites on the organization website can cause ambiguity in the mind of the visitors about the owner of a particular portion of content and whom to be contacted in case of any query. To avoid such ambiguity, there is need of Content Hyperlinking policy.

The paragraph below describes the Content Hyperlinking Policy of PSTCL:

##### ***“Links to external websites/portals***

*At many places in this website, you shall find links to other websites/portals. The links have been placed for your convenience. PSTCL is not responsible for the contents and reliability of the linked websites and does not necessarily endorse the views expressed in them. Mere presence of the link or its listing on this Portal should not be assumed as endorsement of any kind. We cannot guarantee that these links will work all the time and we have no control over availability of linked pages.*

##### ***Links to PSTCL-Website by other websites***

*We do not object to you linking directly to the information that is hosted on this site and no prior permission is required for the same. However, we would like you to inform us about any links provided to this Portal so that you can be informed of any changes or updations therein. Also, we do not permit our pages to be loaded into*

frames on your site. The pages belonging to this site must load into a newly opened browser window of the User.”

## **1.7 TERMS & CONDITIONS**

“Terms & Conditions” states various terms and conditions regarding the usage of the website.

The paragraph below describes the Terms & Conditions policy of PSTCL:

*“This official website of the "Punjab State Transmission Corporation Limited" has been developed to provide information to the general public. The documents and information displayed in this website are for reference purposes only and does not purport to be a legal document. As a result of updates and corrections, the web contents are subject to change without any notice from PSTCL at PSTCL website. In case of any variance between what has been stated and that contained in the relevant Act, Rules, Regulations, Policy Statements etc, the latter shall prevail. Certain links on the website lead to resources located on other websites maintained by third parties over whom PSTCL has no control or connection. These websites are external to PSTCL and by visiting these, you are outside the PSTCL website and its channels. PSTCL neither endorses in any way nor offers any judgment or warranty and accepts no responsibility or liability for the authenticity, availability of any of the goods or services or for any damage, loss or harm, direct or consequential or any violation of local or international laws that may be incurred by your visiting and transacting on these websites.”*

## **1.8 WEB INFORMATION MANAGER AND WEBSITE MONITORING POLICY**

Dy. Chief Engineer/IT or Superintending Engineer/IT will act as Web Information Manager (WIM). WIM will lead the IT team for monitoring the PSTCL website. All the authorized officers/officials will send the content for publishing on website to Web Information Manager. WIM aided by a technical team, shall oversee design, development, maintenance of website and publishing of content on PSTCL website to ensure that all Citizens/stakeholders who visit the web site can access information and services conveniently, and the corporate officials may also feel empowered to maintain the web site with ease.

## **1.9 FEEDBACK POLICY**

Feedback from visitors who will visit PSTCL website shall be taken through Feedback Form which shall be made available on PSTCL website. Through this form, a visitor will be able to provide any suggestion related to website only, for example, if any link on the website is not working. Feedback form will contain two parameters. First one will be 'suggestion' and second will be 'Email-id' which will be optional. All the feedbacks related to website will be monitored by Web Information Manager on monthly basis and if required, response to feedback or queries received through website will be sent.