

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

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

Office Order no. **53**

Date: **3.5.16**

Sanction is hereby accorded to depute the officers working in PSTCL to attend the Five days Management Development Training program on "Enhancing Managerial Excellence of Engineers & Executives (SEs, Sr.Xens, AEs, Dy.CAOs and AOs)" at Engineering Staff College of India (ESCI), Hyderabad- 16th to 20th May, 2016 as per details given below:

S. No	Name of Officer (Er./Sh.)	Code	Name of Post	Station	DOB	Mob no.
1	Sandeep Kumar	103846	Dy.CE/P&M Circle	Amritsar	10-12-1961	96461-18206
2	Satvinder Singh	104079	SE/TLSC Circle	Patiala	23-04-1963	96461-17804
3	Krishan Gopal Singla	103939	Addl.SE/Works	Patiala	14-07-1961	96461-19405
4	Narinder Kumar	106395	Sr.Xen/ Power Controller	Ablowal	10-10-1961	96461-19320
5	Gurnam Singh	107035	Sr.Xen/Training Cell	Patiala	08-01-1962	96461-19099
6	Balkar Singh	104066	Sr.Xen/P&M Divn.	Patti	15-07-1962	96461-18242
7	Brij Mohan Sethi	107078	Sr.Xen/ TS Design	Patiala	02-01-1964	96461-17821
8	Naresh Kumar Diwan	108797	AE/TS Design-IV	Patiala	10-09-1959	96461-24471
9	Bawa Ram	109473	AE Against AEE / TLSC S/D	Jalandhar	06-03-1960	96461-19158
10	Shingara Singh	108585	SSE 220KV S/S	Amlah	17-03-1960	96461-18288
11	Saroop Lal	104240	AE/ CO & C S/D	Hoshiarpur	07-04-1960	96461-02647
12	Makhan Singh	108959	AE against AEE Protection Divn.-II	Bathinda	20-04-1960	96461-05013
13	Paramjit Kumar	109451	AE(OT) Electrical in Regulatory Cell (Finance Section)	Patiala	04-05-1960	96461-17965
14	Anju Bala Sharma	501047	AE Against AEE/Procurement-II	Ludhiana	11-02-1979	96461-18256
15	Mandeep Micky	501037	AE/ 220 KV S/S	Rajpura	12-07-1979	96461-18261
16	Gurvinder Singh	501060	AE /Prot. Divn.	M.Gobindgarh	11-02-1980	96461-00981
17	Surinder Singh	501008	AE /132 KV S/S	Kotakpura-1	24-08-1980	96461-24491
18	Sanjeev Soni	501050	AE Against SSE 220 KV S/S	F.Churian	01-10-1980	96461-18332
19	Amarjit Singh	108423	AO/P&M Circle	Jalandhar	5.2.1965	96461-24869
20	Sukhpreet Singh	109055	AO/ Corporate Audit	Patiala	24.6.1966	96461-11047

Note: Participants will intimate their travel plan to Er. Gurnam Singh, Sr.Xen/Training Cell, (mobile-96461-19099) or Er.Harbir Singh, AEE/Training Cell (mobile-96461-24481) latest by 19th May, 2016.

A) Instructions for the participants, 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.
 - iv) He/ She have attended any other training during current financial year.

- 4) Participants 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 participants will be considered on duty for the purpose of pay and other allowances.
- 6) The participants 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 concerned 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 participants will not be allowed any joining time except for the time required for attending the programme.
- 9) The participants will submit proper report (two copies) of the 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.

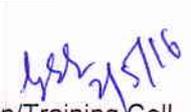
B) Terms and Conditions for this Training Program:-

- 1) Fee - It is a residential Training Program. The training fee for five days duration per participant per day will be Rs.3800/- + service tax @ 14.5%. The total course fee for 5 days programme for 20 participants will be Rs.4,35,100/- inclusive of Service Tax. The residential fee covers course Material, Course kit (Bag, Pen & Note Book), Twin Sharing AC Accommodation (Single AC accommodation may be allotted subjected to availability), Breakfast, Tea/ coffee, Snacks, Lunch, Dinner etc. The payment shall be released by AO/ Cash, PSTCL, Patiala and shall be chargeable to account head 76.167.
- 2) Payment shall be made through RTGS/ Demand Draft in favour of "The Institution of Engineers (India)- Engineering Staff College of India" payable at Hyderabad. DD/RTGS charges shall also be borne by PSTCL.
- 3) Instructions regarding payments:
The Institute shall supply Invoice/bill alongwith following documents:-
 - i) Original Attendance sheet duly signed by the Training officers deputed for the training for all the days of training.
 - ii) PAN alongwith proof of PAN
 - iii) Bills in triplicate
- 4) The module for the programme is as under :

Topics/contents to be covered

- Managerial Excellence – Overview & Significance
- The challenges Managers Embrace
- Managing Change
- Strategies of Excellence
- Culture and Ethics
- Value Driven Management
- Structured Team working
- The Essential Skills of a Managerial Excellence
- Self-Awareness & Self-management key to excellence
- Rapport Building techniques
- The ladder of Manager - Leader- Coach
- Stress Management Techniques like Meditation Exercises etc
- Group Presentation / Case Study.
- Management Education Trip

This issue with the approval of Competent Authority.


 Sr.Xen/Training Cell,
 PSTCL, Patiala

Endst. No. 808/15

Dated: 3.5.16

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

- 1) P.S to Director/ Admin., PSTCL, Patiala.
- 2) All EICs/CEs/CFO/FA, PSTCL, Patiala.
- 3) SE/Admn. & HR, PSTCL, Patiala.
- 4) AO/Cash, PSTCL, Patiala.
- 5) AO/Corporate Audit, (EAD Section), PSTCL, Patiala.
- 6) Sr.Xen /IT, PSTCL, Patiala for uploading the Office order on web site.
- 7) Above Officers at their place of posting.
- 8) GP Capt (Retd) BS Phillora- Dean of Studies & Head, Management & Technology Division, Engineering Staff College of India, Old Bombay Road, Gachi Bowli,, Hyderabad-500 032, India. Mob: 09441886478, phone-040 6630 4111, 4112 & 6630 4105, Fax no. 040 2300 0336/ 040 23001515. Email: dos@escihyd.org


Sr.Xen/Training Cell,
PSTCL, Patiala