



PUNJAB STATE TRANSMISSION CORPORATION LIMITED.  
SE/ HR& Admin- Training Cell, Shakti Vihar, Patiala.

To

1. Chief Financial Officer,  
PSTCL, Patiala.
2. CAO (Corporate Finance),  
PSTCL, Ludhiana.
3. Company Secretary,  
PSTCL, Patiala.

Memo no. 2434/36 Date: 09.12.2019

**Subject :** Regarding Two Weeks Training to AAE's/J.E's (Electrical, Communication & Civil), UDC/Accounts and UDC/General employees appointed by PSTCL.

Please refer to the subject cited above.

In this regard, it is brought out that Two Weeks training is to be provided to AAE's/J.E's (Electrical, Communication & Civil), UDC/Accounts, UDC/General appointed by PSTCL.

Hence, it is requested that particulars of these employees appointed by PSTCL and appointed against compassionate grounds by PSTCL, who have not attended any training conducted by PSTCL till now (excluding the JE's who have already attended the training while working in PSTCL) may please be sent to this office as per the following format within 7 days, so that training may be provided to them at the earliest:

Sr. No.	Name of Employee	Employee ID	D.O.B.	Mob. No. (Personal & Office)	Place of Posting alongwith Divn./Circle (Full Office Address)

This may be treated as urgent please.

  
Sr.Xen/Training Cell,  
PSTCL, Patiala.

Endst. No. 2437/40

Date. 9-12-19

Copy of the above is forwarded to following for further necessary action in this regard.

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

  
Sr.Xen/Training Cell,  
PSTCL, Patiala.