

To

Urgent

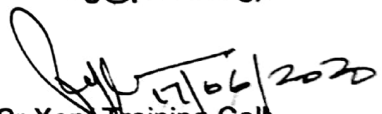
- a) CE/ HIS & D, PSTCL, Patiala
- b) CFO, PSTCL, Patiala
- c) CAO/F&A, PSTCL, Patiala
- d) Dy.CE/Technical Audit, PSTCL, Patiala
- e) Dy.CE/ HR & Admin., PSTCL, Patiala
- f) SE/IT, PSTCL, Patiala
- g) Dy.CE/Store & Disposal, PSTCL, Patiala
- h) Company Secretary, PSTCL, Patiala
- i) Under Secy/ Legal, PSTCL, Patiala

Memo no. 724/32 date: 17.06.2020

Sub: Regarding requirement of Printed items for the quarter July to September, 2020.

Please refer to the subject cited above.


In this regard, it is requested that requirement of Printed items for the quarter **July to September, 2020** may be sent as per attached format latest by 30th June, 2020 in the office of undersigned (**email:ase-training@pstcl.org**).


Sr.Xen/ Training Cell,
PSTCL, Patiala

Endst no. 733/36 Date: 17.06.2020

Copy of the above is forwarded to following for necessary action please.

- a) Sr. PS to CMD, PSTCL, Patiala
- b) Dy. Secy. to Director/ Admin., PSTCL, Patiala
- c) Sr. PS to Director/ Tech. PSTCL, Patiala
- d) Sr. PS to Director/ F&C, PSTCL, Patiala


Sr.Xen/Training Cell,
PSTCL, Patiala

Note: Only requirement of Printed Items received upto 30th June, 2020 will be considered.

Format for Printed Items

S.no	Description	Quantity (no.)
1.	UF-77 file board	
2.	Diary register (200 no. pages)	
3.	Movement register (100 no. pages)	
4.	Dispatch register (200 no. pages)	
5.	File cover UF-59	
6.	Noting sheet (500 in 1 rim)	
7.	PSE-3 Small envelope	
8.	PSE-4 Big Envelope	
9.	File Cover UF-57	
10.	PSE-6 envelope	
11.	CE-33 Docket Voucher book	
12.	Form BA-1 register	
13.	PSE 7 envelope	
14.	TA form (100 per pad)	
15.	Service record (68 no. pages)	
16.	Pay Roll ledger (260 no. pages)	
17.	LPC form (100 nos. per pad)	
18.	NDC form (100 nos. per pad)	
19.	Journal vouchers (100 nos. per pad)	
20.	Earn leave form (100 nos. per pad)	
21.	Compilation -1 (100 nos. per pad)	
22.	File cover Printed Chairman's Office	
23.	IUT-3 (100 nos. per pad)	
24.	Compilation-3 (100 nos. per pad)	
25.	Form no. C&B-3	
26.	Attendance register	
27.	Arrear Ledger	
28.	Income tax ledger	
29.	File cover UF-59 Director logo	
30.	File cover UF-57 Director logo	
31.	Payslip	