

To

1. EIC /HIS&D, PSTCL, Patiala
2. CE/ TS, PSTCL, Patiala
3. CE/ P&M, PSTCL, Ludhiana
4. CE/ SLDC, PSTCL, Ablawal, Patiala
5. CFO, PSTCL, Patiala.
6. CAO (Finance & Accounts) PSTCL, Patiala.

Memo. No: 2369/74 Sr.Xen/TC/263

Date: 01.12.2020

**Sub: Regarding Nomination for suitable employees to honour them on the occasion of Republic day (26<sup>th</sup> January, 2021).**

In reference to subject cited above, it is hereby bring to your kind notice that like every year, this year also PSTCL is going to celebrate Republic Day on 26<sup>th</sup> Jan 2021 with great enthusiasm. On the occasion of Republic Day the best officers/employees of PSTCL will be honoured by management to bring motivation and inspiration among them.

As per discussion in the meeting held in the chamber of Director/F&C, PSTCL, Patiala on 24.01.2020, it was decided that the organization wise quota system is not applicable for future nominations and only the names of best employees/officers received through respective Directors before 31<sup>st</sup> December of the succeeding year will be considered.

In view of above, it is requested to send the nominations of suitable officers/ employees through respective Director Offices before 31<sup>st</sup> of December, 2020 for awarding them on the occasion of Republic Day. The nominations received after 31<sup>st</sup> December, 2020 will not be considered.

The criteria to be followed for nomination of the employee for the award is as under please:-

**a) Eligibility under the scheme:-**

- 1) All serving officers/ officials of PSTCL, either individually or as a team. Under the team nomination, all members of the team should have been actively and directly involved in initiative nominated.  
Discharge of routine duties and responsibilities and/ or implementation programmes/ projects in the normal course; do not qualify for the award.
- 2) No proven disciplinary case against the employee.
- 3) No litigation against the Corporation.

b) **Nominations under the scheme:-**

The details furnished in support of the nomination should contain background of the programme/ project/ initiative, its priorities and purposes, strategies adopted for its implementation, innovative methods used, period implementation, exceptional achievements and resulting outcomes, positive changes and impact, sustainability and most importantly, the nature and role involvement and contribution by the nominee.

  
Dy. CE/HR&Admin  
PSTCL, Patiala

Endst No.: 2375/79

Date: 1.12.2020

1. Sr.PS to CMD, PSTCL, Patiala
2. PA to Director/Admin, PSTCL, Patiala
3. Sr.PS to Director/Technical, PSTCL, Patiala
4. Sr.PS to Director/F&C, PSTCL, Patiala
5. Company Secretary, PSTCL, Patiala

  
Dy. CE/HR&Admin  
PSTCL, Patiala