



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

Regd. Office: PSEB, Head Office, The Mall, Patiala-147001

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)

Office Order No.: ~~222~~/IT-1020-Vol IV

Dated: 31/07/18

The online application for Identity Card preparation on the similar lines of PSPCL application has been developed in PSTCL as per the approval of Director/Administration. The following procedure will be followed for preparation of Identity Cards in PSTCL:-


1. DDOs will request for ID-Card through this application for the employees for whom the salary is being prepared by them.
2. HR information of the employee as available in the HR Data Base will be picked up by the application for ID-Card printing.
3. Employee will submit his ID-card application to his/her DDO as per Annexure-I
4. In case of any change in the information, the HR Data will be uploaded by DDO before submitting the ID-Card request.
5. DDO to ensure that following information is available and is correct in the HR Data base:-

i. Employee's Code	ii. First Name
iii. Middle Name	iv. Last Name
v. Father's Name	vi. Designation
vii. PAN	viii. Date of Birth
ix. Address	x. Blood Group
xi. Present Office	xii. Employee Photo
xiii. Employee Signature	

6. PVC fused photo Identity cards shall be got printed from the market by the General Section and afterwards will be dispatched to the concerned DDOs.

The ID-Card request form is available on PSTCL website ([www.pstcl.org](http://www.pstcl.org)) under Downloads Section. The expenditure will be continued to be charged to the office contingency of CE/HR, IT, S&D, PSTCL, Patiala.

This issues with the approval of Chief Engineer/HIS&D.

  
Sr. XEN/IT-2  
PSTCL, Patiala

Endst. No. /IT-1020-Vol -IV

Dated: 31/07/18

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

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

4. CE/HIS&D, PSTCL, Patiala
5. CE/P&M, PSTCL, Ludhaina
6. CE/TS, PSTCL, Patiala
7. CE/SLDC, PSTCL, Ablowal, Patiala
8. All DDOs, PSTCL, Patiala

  
Sr. XEN/IT-2  
PSTCL, Patiala

To

\_\_\_\_\_ (Concerned DDO)  
PSTCL, \_\_\_\_\_

**Subject: Request for Identity Card**

My identity card may please be printed as per my HR data information as available in HR/Salary software.

1.	<b>Employee Code</b>											
2.	<b>Name of the Employee</b>											
3.	<b>Reason</b>	<table border="1"> <tr> <td>i. New Joining</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ii. Promotion</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iii. Lost</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iv. Damaged</td> <td><input type="checkbox"/></td> </tr> <tr> <td>v. Correction</td> <td><input type="checkbox"/></td> </tr> </table>	i. New Joining	<input type="checkbox"/>	ii. Promotion	<input type="checkbox"/>	iii. Lost	<input type="checkbox"/>	iv. Damaged	<input type="checkbox"/>	v. Correction	<input type="checkbox"/>
i. New Joining	<input type="checkbox"/>											
ii. Promotion	<input type="checkbox"/>											
iii. Lost	<input type="checkbox"/>											
iv. Damaged	<input type="checkbox"/>											
v. Correction	<input type="checkbox"/>											
4.	<b>In case of Lost ID Card</b>	<table border="1"> <tr> <td>i. BA-16 No. (Attach Proof)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ii. Date of issue of BA-16</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iii. FIR No.(Attach Proof)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iv. FIR Date</td> <td><input type="checkbox"/></td> </tr> </table>	i. BA-16 No. (Attach Proof)	<input type="checkbox"/>	ii. Date of issue of BA-16	<input type="checkbox"/>	iii. FIR No.(Attach Proof)	<input type="checkbox"/>	iv. FIR Date	<input type="checkbox"/>		
i. BA-16 No. (Attach Proof)	<input type="checkbox"/>											
ii. Date of issue of BA-16	<input type="checkbox"/>											
iii. FIR No.(Attach Proof)	<input type="checkbox"/>											
iv. FIR Date	<input type="checkbox"/>											
5.	<b>In case of Correction</b>	<table border="1"> <tr> <td>i. BA-16 No. (Attach Proof)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ii. Date of issue of BA-16</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iii. Original ID Card</td> <td><input type="checkbox"/></td> </tr> </table>	i. BA-16 No. (Attach Proof)	<input type="checkbox"/>	ii. Date of issue of BA-16	<input type="checkbox"/>	iii. Original ID Card	<input type="checkbox"/>				
i. BA-16 No. (Attach Proof)	<input type="checkbox"/>											
ii. Date of issue of BA-16	<input type="checkbox"/>											
iii. Original ID Card	<input type="checkbox"/>											
6.	<b>Emergency Contact No. (To be printed on ID Card)</b>											
7.	<b>Aadhaar No. (Optional)</b>											

Signature of the Employee

C/S

Signature of the controlling  
Officer

(Office Stamp)

**Note**

1. Attach original ID card in case of promotion, correction, damaged ID card.
2. In case of updation in HR details, Annexure II should be submitted along with this request letter to concerned DDO for updation of HR Data.
3. Fill form in block capitals and place a tick  in the appropriate boxes.



## PUNJAB STATE TRANSMISSION CORPORATION LIMITED

### Proforma for Updation of HR details for PSTCL employees

To \_\_\_\_\_ (Concerned DDO)  
PSTCL, \_\_\_\_\_

1) Employee's Code	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>							Color Passport Size Photograph          PASTE ONLY																							
2) First Name	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
Middle Name	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
Last Name	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
3) Father's Name	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
4) Designation	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
5) Contact No. (in case of Emergency)	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
6) PAN	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
7) Address (Correspondence)	<table border="1" style="width: 100%; height: 40px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
8) Blood Group	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
9) Present Office	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														
10) Specimen Signature	<table border="1" style="width: 100%; height: 60px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>																														

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Signature of the controlling  
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(Office Stamp)

- Note:** 1. Fill form in block capitals and place a tick  in the appropriate boxes.  
2. This form is to be submitted alongwith Identity Card application, for other updation in HR details, please contact the concerned DDO