



Punjab State Transmission Corporation Limited

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

Office of Company Secretary

Office Order No. 7/CS-T/8

Dated 2.12.2010

Subject: Streamlining the Procedure for according approval of Resolutions through circulation by Whole Time Directors and Board of Directors PSTCL.

In order to comply the provisions of the Companies Act, 1956 and the Articles of Association of PSTCL, following procedure shall henceforth be followed with immediate effect for getting approval of resolutions by circulation both by the Board of Directors and the Whole Time Directors(WTD) :-

- (i) The concerned Chief Engineers or Functional Departmental Heads shall take the approval of the respective Whole Time Directors in case they propose any matter to be passed through circulation either by the Board or WTD.
- (ii) Once the concerned Whole Time Director agrees to move the resolution for approval through circulation considering the urgency of the matter, the concerned Chief Engineers/ Functional Departmental Heads shall prepare a Memorandum along with a draft Resolution and send the same to the Company Secretary for taking necessary action for approval of these resolutions through circulation in compliance to the provisions of Section 289 of the Companies Act, 1956 and article 58 of the Articles of Association of PSTCL.
- (iii) The Company Secretary shall immediately, on receipt of the Memorandum and draft Resolutions, circulate the same to all the Directors of the Board/Whole Time Directors for their approval.
- (iv) Once the Resolutions are approved by majority of Directors, the same shall be treated as having been passed by the respective Board/WTDs. The Company Secretary shall send the approved resolution to the concerned Chief Engineer/Functional Departmental Heads for necessary further action.
- (v) All such resolutions approved through circulation shall be placed before the Board/ WTDs in its next meeting for taking on record the decisions taken through circulation.
- (vi) The details of all resolutions passed through circulation till date along with supporting documents/papers may be sent to Company Secretary for taking the said approved resolutions on record by the Board/WTD, as the case may be.

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14/12/10

4551  
9/12/10  
S.E./Planning  
S.E./FR&C  
S.E./S.L.D.C.  
S.E./COMM.  
S.E./S.A.  
Sr. Xerox Admin

C.F./SO.

DS-1  
DS-II  
13/12

Dr.

This issue with the approval of Competent Authority.

  
Company Secretary  
Punjab State Transmission Corporation Limited

Endst No. 566/71/CS-T/8

Dated 2.12.2010

Forwarded to the followings with the request to ensure strict compliance please:

1. EIC/Sub Stations, PSTCL, Patiala.
2. CE/Transmission Lines, PSTCL, Patiala.
3. CE/SO&C, PSTCL, Patiala.
4. CE/P&M, PSTCL, Ludhiana.
5. Financial Advisor, PSTCL, Patiala.
6. Chief Accounts Officer/Corporate Accounts, PSTCL, Patiala.

572/76 dated 2.12.2010

CC: to followings for information please:

1. OSD to Chairman cum Managing Director, PSTCL, Patiala.
2. Sr. PS to Chairman cum Managing Director, PSTCL, Patiala.
3. Dy. Secretary to Director/Technical, PSTCL, Patiala.
4. Sr. PS to Director (Finance & Commercial), PSTCL, Patiala.
5. Sr. PS to Director/Administration, PSTCL, Patiala.