

Office Order No. 436 / IT-1092

Date: 11/10/2021

For all the IT items (i.e. CPU, Monitor, Printer, UPS, Keyboard, mouse, etc.) supplied by the office of SE/ IT, that are under warranty, the same need to be got repaired from the concerned supplier/manufacturer or the service provider, as the case may be, by the respective offices by contacting these directly, under intimation to SE/ IT office.

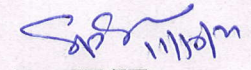
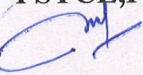
For all the IT items (i.e. CPU, Monitor, Printer, UPS, Keyboard, mouse, etc.) supplied by the office of SE/ IT, after the expiry of their warranty period, or any item that is not covered under warranty the same shall be got repaired by respective offices at their own after taking due approvals as per DOP and following the specified procedures of PSTCL, under intimation to SE/ IT office.

The maintenance/ repairs of IT items related to office of CMD, Directors and Company secretary of PSTCL, will be continued to be done by office of SE/IT.

Proper & complete record of all the repair/maintenance work, under warranty or after warranty shall be maintained by respective offices besides SE/ IT office too.

This shall be applicable retrospectively from the date 13.08.21 i.e. since when new guidelines and computer norms have been issued by SE/ IT office.


This issues with the approval of worthy Director/F&C.


Dy.CE/IT
PSTCL, Patiala


Endst. No.: 840 - 849 / IT-1092 Date: 11/10/2021

Copy of the above is sent to following:

1. Sr. PS to CMD, PSTCL, Patiala, for his information.
2. Sr. PS to Director/Admin, PSTCL, Patiala, for his information.
3. Sr. PS to Director/Technical, PSTCL, Patiala, for his information.
4. Sr. PS to Director/F&C, PSTCL, Patiala, for his information.
5. CFO, PSTCL, Patiala, for information.
6. CE/P&M, PSTCL, Patiala, for information.
7. CE/TS, PSTCL, Patiala, for information.
8. CE/SLDC, PSTCL, Patiala, for information.
9. CE/HIS&D, PSTCL, Patiala, for information.
10. CAO(F&A), PSTCL, Patiala, for information.


Dy.CE/IT
PSTCL, Patiala