

To

- a) EIC/HIS&D, PSTCL, Patiala
- b) CE/ TS, PSTCL, Patiala
- c) CE/ P & M, PSTCL, Ludhiana
- d) CE/ SLDC, PSTCL, Ablawal, Patiala
- e) CFO, PSTCL, Patiala.
- f) CAO (Finance & Accounts) PSTCL, Patiala.

Memo. No: 2308/13 ASE/TC/209

Date: 06.12.2018

**Sub: Nomination for suitable employees to honour them on the occasion of Republic day (26<sup>th</sup> January, 2019)**

Please refer to the subject cited above.

In this regard, it is intimated that on the occasion of **Republic Day** function on 26.1.2019 PSTCL will honour its employees. It is requested to send the nominations of suitable employees latest by **5<sup>th</sup> January, 2019**, indicating details of their special achievements in the previous year so that they may be considered by the committee for presenting the award.

The criteria to be followed for nomination of the employee for the award is as given below:

**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.

The maximum no. of nominations as indicated below:

S.no	Name of office	Nominations (max)
1.	Corporate Offices (Office of CMD/ All Directors/ Company Secretary )	02
2.	EIC/ HIS&D	03
3.	CE/ P & M	03
4.	CE/ SLDC	02
5.	CE/ TS	03
6.	CFO (Corporate Finance)	01
7.	FA (Corporate Finance)	01



Sr.Xen/Training Cell  
PSTCL, Patiala

CC: 2314/18

Dated 06.12.2018

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