



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001, Punjab, India)

Corporate Identity Number: U40109PB2010SGC033814

(Office of Dy.CE/HR&Admn., Shakti Sadan, Patiala)

Fax No. 0175-2220054 Telephone No. 0175-2225907 Website: www.pstcl.org

To.

- 1) All EICs/CEs of PSTCL.
- 2) CFO/PSTCL, Patiala.
- 3) FA/PSTCL, Patiala.
- 4) Chief Auditor/PSTCL, Patiala.
- 5) All Dy.CEs/SEs of PSTCL.

Memo No. 8662/86

Dated: 8/12/17

Subject: Regarding compliance report of promotion/posting/transfer orders

In reference to subject cited above, it is intimated that the compliance of orders issued by this office is being followed regularly for updation of incumbency/HR Data. It is found that in many cases the charge assuming/relinquishing/joining/relieving reports either received very late or in some cases it is never received. As a result of this, vacancy /HR Data does not match with the actual position

In addition to above vide office order no. 727 dated 24.10.17, the powers to transfer personnel in the rank of JE and below in technical discipline has been delegated to concerned CE/SE. With effect to that, many postings/transfers of the officials have been executed by the concerned CEs/SEs. It is very difficult to maintain accurate information of vacancy/HR data without clear communication from concerned offices.

So it must be ensured to send the copy of the charge assuming/relinquishing/joining/relieving reports to this office through fax/emails.

Sr. Xen Pers.
PSTCL, Patiala.