



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

(Office of CE/HIS&D, PSTCL, Patiala)

Corporate Identity Number: U40109PB2010SGC033814

GSTIN No. 03AAFCP4714J1ZAK

To

1. Chief Engineer/TS, PSTCL, Patiala.
2. Chief Engineer/P&M, PSTCL, Ludhiana.
3. Chief Engineer/SLDC, PSTCL, Ablowal, Patiala.
4. Chief Financial Officer, PSTCL, Patiala.
5. Chief Account Officer/Finance & Audit, PSTCL, Patiala.
6. Dy. CE / Technical Audit, PSTCL, Patiala.
7. Company Secretary, PSTCL Patiala.

Memo No. **563** /IT-1193

Date: 18.11.2024

**Subject: Regarding implementation of e-Office in PSTCL.**

A reference has been received from Secy/ Power-cum-CMD/ PSTCL that henceforth all the official file work should be shifted to e-Office. Copy of reference is enclosed with this memo for your reference please.

It is brought out that e-Office is already implemented in PSTCL since July 2020. In case any office is facing any difficulty especially if any change is required in e-Office due to promotion/ transfer/ retirement etc., of the user/s, then these change requests need to be sent to O/o Sr. XEN/ Personnel, PSTCL, Patiala under SE/ HR & Admin. to create/ amend the IDs & hierarchy. Further, in case of any technical/ procedural difficulty in using the e-Office, one should go through the e-Office menu and sub menus (i.e. Information, Training, FAQs, SOP, etc.) available on PSTCL website at [www.pstcl.org](http://www.pstcl.org).

In case still there is any technical difficulty in using the e-Office, the concerned may please contact Er. Sunil Kumar Gupta, Addl SE/IT, 9646117962 and Er. Mandeep Singh, AM/IT, 96461-02809.

To access e-Office, URL is : <https://eofficebnc.punjab.gov.in>

DA/- As above

Chief Engineer/HIS&D,  
PSTCL, Patiala.

CC: Copy of the above is forwarded to the following for information please: -

1. Sr.PS to CMD, PSTCL, Patiala.
2. Sr.PS to Director/Admin, PSTCL, Patiala
3. Sr. PS to Director/Technical, PSTCL Patiala.
4. Sr.PS to Director /F&C, PSTCL Patiala.
- ✓ 5. Dy. CE/HR and Admin, PSTCL, Patiala.
6. Dy. CE /IT, PSTCL, Patiala.
7. SE/Store and Disposal, PSTCL, Patiala.



From;

✓ CE/HIS&D  
✓ 2. C.F.O.  
✓ 3. CAO/F&A  
✓ 4. OSD/F&C  
✓ 5. Company Secy.  
✓ 6. Sr. PS

Director/F&C

18/11/24

Administrative Secretary Housing & Urban Dev.  
cum Power cum NRES cum CMD PSTCL. Punjab.

To,

Dy. No. 530 JSPS/CMD  
Dated: 18/11/24

No. 526 SPS/D (F&C)  
Date: 18/11/24

1. SSHUD cum SSP
2. DTCP cum CA PUDA
3. All CAs in Housing Deptt
4. CEO PEDA
5. Spl. Secy. NRES
6. CMD PSPCL
7. Dy. Secy. Power
8. OSD (PR)
9. Chief Electrical Inspector Patiala
10. Dir. Tech./Finance/Admn. PSTCL

No. PA/2024/ 3607

Dated: 13.11.2024

**Subject: Implementation of eOffice for Transparent and Efficient File Management.**

- 1.0 On the above subject please find attached Order by Worthy Chief Secretary dated 12.11.2024.
- 2.0 In view of crystal clear directions of W/CS please ensure that all office work put up to undersigned is put up only on E-files henceforth.
- 3.0 Similarly for offices/officials under you; pass on directions & ensure immediate compliance that all office work is done on e-files.
- 4.0 A certificate in this regard must reach my IT Asstt. Sh. Sukhvir by 20.11.2024 for onward compliance by me to W/CS.

Adm. Secy. HUD cum Power  
cum NRES cum CMD PSTCL



**OFFICE OF THE CHIEF SECRETARY  
GOVERNMENT OF PUNJAB**

**Subject: Implementation of eOffice for Transparent and Efficient File Management**

The Government of Punjab is committed to enhancing transparency, accountability, and efficiency in its operations to serve the citizens of the State. To achieve this, the eOffice developed by the National Informatics Centre (NIC) was adopted and the Department of Governance Reforms (DoGR) was designated as the nodal agency.


Presently, eOffice has been successfully implemented across the State, with over 60,000 users across ADs, District/ Sub-Divisional/ Tehsil Offices, Directorates, Boards & Corporations.

However, it has been reported that certain offices are yet to fully transition to this system and in some cases are even reverting to hard files despite directions issued by the Government of Punjab on 16.04.2020 (Annex A). eOffice enables trackable, accountable file management, ensuring files are not kept pending/ backdated and discourages other non-transparent practices. As such, use of eOffice enables transparent decision making and better service delivery to citizens.

In view of the above, all offices are required to adopt eOffice as the primary method for file processing. Hard/ paper files should be phased out and may only be used in exceptional cases such as Cabinet other files with sensitive information etc. DoGR is organizing ongoing training with daily sessions and a help-desk to support this transition, details of which are attached (Annex B).

Implementation of the above is crucial to make Punjab a model of transparent and efficient governance and moving toward a paperless, citizen-friendly administration.

Necessary action must be expeditiously taken, and Administrative Secretaries shall send a compliance report under their signatures to this Office. This shall be reviewed in the next meeting of the Committee of Secretaries.

  
Chief Secretary, Punjab

1. All Administrative Secretaries
2. All Heads of Departments
3. All Deputy Commissioners

C/o Chief Secretary,  
Government of Punjab  
Room No. 362, 1st Flr.  
Secretariat, Chandigarh