

## Instructions regarding initial joining for employees from another department in PSTCL.

- a. While entering data related to initial joining for employees of other department (e.g. PSPCL, BBMB etc.) who are working in PSTCL either on deputation or secondment, the default selection for the "Initial Joining" field is currently set to "State Government." However, for these types of employees, "Initial Joining" field needs to be changed to "State Government (HRMS NOT IMPLEMENTED)". In case of "State" field, "State Government (HRMS NOT IMPLEMENTED)" is to be selected.

EMPLOYEE INITIAL JOINING INFORMATION

Enter Employee Initial Joining Detail

Initial Joining Detail

Initial Joining In  State Government  State Government (HRMS NOT IMPLEMENTED)

State \*  Department \*

Office \*

Mode of Recruitment \*  Joining Time  For-Noon  After-Noon

Appointment Date \*  Joining Date \*

Service Regularisation Date

Service Regularisation Joining Time  For-Noon  For-AfterNoon

Service Confirmation Date

Further, instead of selecting the department, office and Initial Designation from a dropdown list, you will now have the option to enter the department, office and Initial Designation fields' information directly into text boxes.

- For department field, full department name is required to be entered (e.g.
    - for PSEB, Punjab State Electricity Board,
    - for PSPCL, Punjab State Power Corporation Limited,
    - for BBMB, Bhakra Beas Management Board etc.
  - For office field, type the office details in respect of employee from the physical copy of the service book of employee.
  - For entry in the Initial Designation field, please use the Designations available in Appendix-A.
- b. After initial joining, as mentioned in the previous point "a", transaction entry should be recorded for such employees. For e.g. in case of transfer entry,
- for Transaction field, please select "Transfer"
  - for Order Number field and date field, please use the office order/transfer order for entering the required data.
  - In case of employees of erstwhile PSEB who are in PSTCL before 16.04.2010, please enter the Order No. when two companies were created upon unbundling of PSEB which is "1/9/08-EB(PR)196". For Date, please enter "16/04/2010"

Then “Posting Details before Transfer” form, the data entry should be made per the below mentioned instructions: -

- for "From" field, please select " State Government (HRMS NOT IMPLEMENTED)"
- For the "State" field, please select the state as per the physical copy of the service book of employee.
- For department field, please use the department names as per the physical copy of the service book of employee.
- For office field, type the office details in respect of employee from the physical copy of the service book of employee.

After completing “Posting Details before Transfer”, the next step is to fill the details related to posting details after transfer i.e. new department (PSTCL), office, and designation etc.

ONLINE TRANSACTIONS FOR SANDEEP SINGH(531)

Enter Employee Name/Code\*  [Help](#) [SEARCH](#)

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**Online Transaction History For SANDEEP SINGH(531)**

Name  Birth Date  Join Date  Retirement Date

Transaction\*  Order Number\*  Order Date\*

**POSTING DETAILS BEFORE TRANSFER**

**From**

**State \***

**Department \***

**Office \***

**Branch**

**Designation \***

**POSTING DETAILS AFTER TRANSFER**

**To**

**State \***

**Enter Office Id**  [if you know](#)

**Department \***

**Office State \***

**District \***

**Office Level**

**Office \***

**Branch**

**Designation \***

**Sub Designation**

**Note: A list (Appendix-A) has been provided for department names and Designation types. This sheet should be utilized for copying and pasting the required field to ensure consistency and uniformity. It is recommended that entry in the department and designation field text boxes should be done by copying and pasting, not by typing.**

**1. List of departments**

- i) Punjab State Electricity Board,
- ii) Punjab State Power Corporation Limited,
- iii) Bhakra Beas Management Board,
- iv) Punjab Public Service Commission etc.

**2. List of Designation**

Sr.No	Designation
1	Chairman Cum Managing Director
2	Director
3	Engineer-in-Chief
4	Chief Engineer
5	Deputy Chief Engineer/Electrical
6	Superintending Engineer/Electrical
7	Deputy Chief Engineer/Civil
8	Superintending Engineer/Civil
9	Company Secretary
10	Additional Superintending Engineer/Electrical
11	Additional Superintending Engineer/Civil
12	Executive Engineer/Electrical
13	Executive Engineer/Civil
14	Senior Executive Engineer/Electrical
15	Senior Executive Engineer/Civil
16	Chief Financial Officer
17	Chief Accounts Officer
18	Deputy Chief Accounts Officer
19	Accounts Officer
20	Assistant Executive Engineer/Electrical
21	Assistant Engineer/Electrical
22	Assistant Executive Engineer/Civil
23	Assistant Engineer/Civil
24	Assistant Manager-IT
25	Deputy Manager/IT
26	Assistant Manager-HR

27	Deputy Manager/HR
28	Additional Assistant Engineer/Electrical
29	Junior Engineer/Electrical
30	Junior Engineer/ Sub-Station
31	Junior Engineer/Testing
32	Junior Engineer/IT
33	Junior Engineer/Civil
34	Additional Assistant Engineer/Communication
35	Junior Engineer/ Communication
36	Information and Public Relation Officer
37	Architect
38	Sub Station Attendant
39	Assistant Sub Station Attendant
40	Electrician Grade-I
41	Electrician Grade-II
42	Lineman
43	Assistant Lineman
44	Regular Team Mate
45	Foreman/Electrical
46	Circle Head Draftsman
47	Divisional Head Draftsman
48	Head Draftsman
49	Draftsman
50	SAS Accountant
51	Divisional Accountant
52	Data Entry Operator
53	Superintendent Grade-I
54	Superintendent Grade-II

55	Deputy Secretary/Stenography
56	Deputy Secretary
57	Under Secretary
58	Deputy Secretary/Legal
59	Under Secretary /Legal
60	Law Officer Grade-I
61	Law Officer Grade-II
62	Personal Secretary
63	Senior Personal Secretary
64	Personal Assistant
65	Senior Scale Stenographer
66	Junior Scale Stenographer
67	Lower Division Clerk/Typist
68	Steno typist/Clerk
69	Pharmacist
70	Senior Assistant
71	Circle Assistant
72	Upper Division Clerk/General

73	Upper Division Clerk/Accounts
74	Lower Division Clerk/Accounts
75	Telephone Attendant
76	Peon
77	Storekeeper
78	Store Verifier
79	Assistant Storekeeper
80	Duplicate Machine Operator
81	Hawaladar
82	Diesel Mechanic (Workman)
83	Fitter/Mistri Mechanic
84	Mali
85	Oil Cleaner
86	Driver
87	Telephone mechanic
88	Sweeper
89	Cook-cum-chowkidar
90	Chowkidar