

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED.**  
**Office: SE/ Admn. & HR -Training Cell, Shakti Vihar, Patiala.**

To

Urgent

- a) CE/HIS&D, PSTCL, Patiala
- b) Dy.CE/Technical Audit, PSTCL, Patiala
- c) Dy.CE/ HR & Admin, PSTCL, Patiala
- d) SE/IT, PSTCL, Patiala
- e) Dy.CE/Store & Disposal, PSTCL, Patiala

Memo no.

737/41

Date:

17.06.2020

Sub:

**Regarding requirement of Stationery Items for the quarter July to September, 2020.**

Please refer to the subject cited above.

In this regard, it is requested that requirement of stationery items for the quarter **July to September, 2020** may be sent as per attached format latest by 30<sup>th</sup> June, 2020 in the office of undersigned (**email:ase-training@pstcl.org**).

  
Sr.Xen/ Training Cell  
PSTCL, Patiala

Endst no.

742/45

Date:

17.06.2020

Copy of the above is forwarded to following for necessary action please.

- a) Sr. PS to CMD, PSTCL, Patiala
- b) Dy. Secy. to Director/ Admin., PSTCL, Patiala
- c) Sr. PS to Director/ Tech. PSTCL, Patiala
- d) Sr. PS to Director/ F&C, PSTCL, Patiala

  
Sr.Xen/ Training Cell,  
PSTCL, Patiala

**Note: Only requirement of Stationery Items received upto 30<sup>th</sup> June, 2020 will be considered.**

**Format for Stationery Items**

S.no	Description	Quantity (no.)
1	Photo copy paper full scape (Ream)	
2	Photo copy paper A4 (Ream)	