



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
(Regd. Office: PSEB Head Office, The Mall, Patiala-147001, Punjab, India)  
Corporate Identity Number: U40109PB2010SGC033814  
(O/o Dy.CE/HR & Admn., Shakti Sadan, Patiala)

Telephone No. 0175-2970693

Website: www.pstcl.org

Email Id: se-admin@pstcl.org

**Most Urgent**

To

All DDOs of PSTCL

Memo No: 7341

Dated: 20/07/2020

**Subject: Regarding mapping of employees using S-Map event.**

**Reference: This office letter no. 3769 dated 08-05-2020.**

With reference to the subject cited above, it is once again intimated that on the pattern of PSPCL HR data application, all the posts and locations of PSTCL have been created in online portal in accordance with the latest sanctioned strength of PSTCL after recent restructuring.

The DDO's have been provided with the facility to map the employees and their posting by using S-Map event. The procedure of mapping is attached herewith as Annexure-II for reference.

In this regard DGM/IT, PSTCL, Patiala vide his office O/o no. 302/IT-1153 dated 12-02-2020 (Annexure-I) has already ordered all the DDOs to map the employees in the online portal using S-Map event within two weeks.


Till date, the mapping of employees has not been completed by many of the DDOs, due to which the HR data application is held up and it is further delaying in implementation of E-Office.

It has been desired by the higher authorities that the work of mapping of employees be completed at the earliest. As such, it is again requested to all DDOs to map the employees and their posting by 27-07-2020. Your office will be held responsible for any further delay and the status of the same will be intimated to worthy CMD/PSTCL.

The certificate regarding the completion of mapping of employees may be directly sent to the office of SE/IT, PSTCL, Patiala with intimation to this office.

**Matter most urgent.**

DA/As above.

  
Dy. CE/HR & Admn.  
PSTCL, Patiala

CC: 7342/46

1. All EICs/CEs of PSTCL.
2. CFO, PSTCL, Patiala & CAO(F&A), PSTCL, Patiala.
3. All Dy. CEs/SEs of PSTCL.
4. All ASEs/Sr. Xens of PSTCL.
5. SE/IT, PSTCL, Patiala, for information and with the request to upload it on PSTCL website.



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**MOST URGENT**

To

All DDOs of PSTCL

(To be hosted on website only)

Memo No: 3769

Dated: 08/05/2020

**Subject: Regarding mapping of employees in online portal using S-Map event.**


This is to inform you that on the pattern of PSPCL HR data application, all the posts and locations of PSTCL have been created in online portal in accordance with the latest sanctioned strength of PSTCL after recent restructuring.

In this regard DGM/IT, PSTCL, Patiala vide his office o/o no. 302/IT-1153 dated 12-02-2020 (Annexure-I) ordered all the DDOs to map the employees in the online portal using S-Map event within two weeks. But till date the mapping of employees has not been completed by many of the DDOs, due to which the HR data application is held up. As such it is again requested to all DDOs to map the employees.

The DDO's have been provided with the facility to map the employees and their posting by using S-Map event. The procedure of mapping is attached herewith as Annexure-II for reference. In case of any difficulty Sh Mandeep Singh, AM/IT (M-9646102809) & Er. Sachin Singla, AE/Personnel (M-9646103214), may please be contacted.

Matter most urgent.

DA/As above.

  
Dy. CE/HR & Admn.  
PSTCL, Patiala

3770/74 dated - 08/05/2020

CC: Copy of the above is sent to following with request to instruct all the DDOs under your control to map the employees posted at their respective posts by using S-Map event by 15-05-2020.

1. All EICs/CEs of PSTCL.
2. CFO, PSTCL, Patiala. & CAO (F&A), PSTCL, Patiala.
3. All Dy. CEs/ SEs in PSTCL.
4. All ASEs/ Sr. Xens in PSTCL.
5. SE/IT, PSTCL, Patiala, with the request to upload it on PSTCL website.



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
 (Regd. Office: PSEB Head Office, The Mall, Patiala – 147001, Punjab, India)  
 Corporate Identity Number: U40109PB2010SGC033814  
**OFFICE OF DGM/IT, PSTCL, Shakti Sadan, THE MALL PATIALA**  
 E-mail: [dgm-it@pstcl.org](mailto:dgm-it@pstcl.org) Website: [www.pstcl.org](http://www.pstcl.org)

Office Order No. 302 / IT- 1153

Dated 12/02/2020

This is to inform you that on the pattern of PSPCL HR data application, all the posts and locations of PSTCL have been created in online portal in accordance with the latest sanctioned strength of PSTCL after recent restructuring.

Now it is required to map the employees posted at their respective posts. The DDO's have been provided with the facility to map the employees and their posting by using S-Map event. The procedure of mapping is attached herewith as Annexure-I for reference. In case of any difficulty the office of Sr.Xen/Personnel, PSTCL. (Mob No. 96461-56500) or AM/HR. (Mob No 96461-17961) can be contacted.

All the DDO's are required to map the posts within two weeks of issue of this office order.

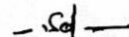
  
 DGM/IT  
 PSTCL. Patiala

Endst. No. 90-138 /IT-1153

Dated 12/02/2020

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

1. All DDO's of PSTCL.
2. Sr.Xen/Personnel, PSTCL, Patiala.

  
 DGM/IT  
 PSTCL., Patiala

**Steps to Add SMAP Event for Updating the Paycharge Location and Sanctioned Designation of the Employee**

**Step 1:** Click on Career History

**Step 2:** Click on ADD Event

Designation : ASSTT. MANAGER / IT      Sanc Designation : -  
 Office : SE/INFORMATION TECHNOLOGY      PayCharge Loc :

Basic Details   Job Details   **Career History**   Family Details   Department Test   Qualification

**Add Event**   Insert Event   Update Event   Delete Event

Select #	Event	From Date	To Date	Desg	Posting Loc	Pay Charge Loc
<b>Original</b>						
1	Joined on first appointment ( New Employee)	09-07-2012		ASSTT. MANAGER / IT	SE/INFORMATION TECHNOLOGY	---DO---
<b>Proposed</b>						
1	Joined on first appointment ( New Employee)	09-07-2012		ASSTT. MANAGER / IT	SE/INFORMATION TECHNOLOGY	---DO---

**Step 3:** Select SMAP Event from the Dropdown List of Events as shown below:

Designation : ASSTT. MANAGER / IT      Sanc Designation :    
 Office : SE/INFORMATION TECHNOLOGY      PayCharge Loc :  

Basic Details   Job Details   **Career History**   Family Details   Department Test   Qualification

**Event**   UNAA - Period of Unauthorized absence

**Date of Relieving**   RMIN - Retirement-Medical Invalidation

**Date of Joining**   RMIS - MISSING

**Designation**   RNDP - REGULARISATION OF NON DUTY PERIOD

**Location**   ROPE - REGULARISATION OF TEMP PROMOTION AFTER ATTAINING AGE ABOVE 54 YEARS

**Pay Charge Location**   ROSP - REGULARISATION OF OWN SCALE PROMOTION

**Sanctioned Designation**   ROTP - REGULARISATION OF TEMPORARY PROMOTION AFTER PASSING DEPT EXAM

**Office Order No**   RPRB - Premature Retirement by Board

    RPSP - REGULARISATION OF SUSPENSION PERIOD

    RSFB - Removal from service

    RSUP - Retirement-Superannuation

    RUNA - REGULARISATION OF UNAUTHORISED ABSENCE

    RVOR - Retirement-Voluntary Retirement

    S2IWO - STOPPAGE OF TWO INCREMENTS WITH FUTURE EFFECT

    S3IWO - STOPPAGE OF THREE INCREMENTS WITH FUTURE EFFECT

    S3IWO - STOPPAGE OF THREE INCREMENTS WITHOUT FUTURE EFFECT

    SIMP1 - STOPPAGE OF INCREMENT WITH FUTURE EFFECT

    SIMP2 - STOPPAGE OF INCREMENT WITHOUT FUTURE EFFECT

**SMAP - Sanction Maaping**

    UNAA - Period of Unauthorized absence

**Step 4:** In order to search pay charge location, Type initials letters of pay charge location

Example 1: For DS Division Commercial East Amritsar **Type *div com amr***

Example 2: For DS Sub-Division West technical Patiala **Type *div west pat***

**Note:** Please ,don't type location code like LC 424,567etc.

Designation : ASSTT. MANAGER / IT      Sanc Designation : -  
 Office : SE/INFORMATION TECHNOLOGY      PayCharge Loc :

Basic Details   Job Details   **Career History**   Family Details   Department Test   Qualification

**Event**   SMAP - Sanction Maaping

**Date of Relieving**  

**Date of Joining**  

**Designation**   -Select-

**Location**   Type Location Here and then press Enter

**Pay Charge Location**  

    DS DIVISION COMMERCIAL EAST, AMRITSAR

    DS DIVISION COMMERCIAL EAST, AMRITSAR

    DS DIVISION EAST COMMERCIAL, AMRITSAR [22]

    DS DIVISION EAST TECHNICAL AMRITSAR

**Sanctioned Designation**  

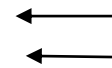
**Office Order No**         **Date of Office Order**

**Step 5:** click on the Sanctioned designation and you will get a dropdownlist of sanctioned designation as shown below:

**Step 6:** Click on Save Button

**Step 7:** After the Approval of DDO, Sanc Designation and Pay Charge Location will get displayed as shown below:

Designation : ASSTT. MANAGER / IT      Sanc Designation : DIVISIONAL ACCTT./ SUPDT. - 1  
 Office : SE/INFORMATION TECHNOLOGY      PayCharge Loc : DS DIVISION COMMERCIAL EAST, AMRITSAR



Select #	Event	From Date	To Date	Desg	Posting Loc	Pay Charge Loc	Sanctioned Post	O/
<b>Original</b>								
1	Joined on first appointment ( New Employee)		09-07-2012	ASSTT. MANAGER / IT	SE/INFORMATION TECHNOLOGY	SE/INFORMATION TECHNOLOGY	ASSTT. MANAGER / IT-6	0
<b>Proposed</b>								
1	Joined on first appointment ( New Employee)		09-07-2012	ASSTT. MANAGER / IT	SE/INFORMATION TECHNOLOGY	SE/INFORMATION TECHNOLOGY	ASSTT. MANAGER / IT-6	0
2	Sanction Maaping			--- <td></td> <td>DS DIVISION COMMERCIAL EAST, AMRITSAR</td> <td>DIVISIONAL ACCTT./ SUPDT. -1</td> <td></td>		DS DIVISION COMMERCIAL EAST, AMRITSAR	DIVISIONAL ACCTT./ SUPDT. -1	

**Note:**

1. In case of Transfer/Promotion, you can directly add the pay charge location and sanctioned designation in career history with the following events:

- CTRP for transfer event in public interest
- CTRO for transfer event in own interest
- CPRO for promotion event
- JNEW for the joining of new employee

In the above cases, there is no need to add SMP event separately in career history of the employee.