

## PUNJAB STATE TRANSMISSION CORPORATION LTD Regd. office PSEB Head Office, The Mall, Patiala O/O Company Secretary

Office Order No. 10 /CS/-4/ PSTCL

Dated 31.12.2010

## Subject: Delegation of Powers to Company Secretary, PSTCL.

Board of Directors of Punjab State Transmission Corporation Limited, while considering the memorandum No. 8/CS dated 20.12.2010, in its 6<sup>th</sup> Board Meeting held on 21.12.2010, have approved the delegation of powers to Company Secretary, PSTCL as under:

Sr. No. As Under Delegation of Power	Nature of Power	Extent of Delegation	Remarks
89	To Sanction contingent expenditure of a recurring nature not otherwise provided in the rules	Rs. 2,000/- P.a.	As per remarks in Booklet DOP
95	To Sanction non – recurring expenditure chargeable to Contingencies where no Special power is prescribed in the rules	Up to Rs. 1000 for any one item	-Do-
103	To Sanction expenditure on Service Postage Stamps including courier charges	time	-Do-
107	To sanction purchase of stationary for the requirement of office		-Do-
110	To sanction the purchase of books and maps for office use		For office use only
111	To sanction purchase of periodicals and newspapers required for official use	Newspaper like	As per remarks in Booklet DOP
113	To sanction expenditure on account of Printing works executed at private presses	each case	Provided the work is given to private presses after calling for the tenders, the lowest tender being accepted.

114	To sanction expenditure on book binding through local agencies		As per remarks Booklet DOP	in
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- B. Following additional powers be and are hereby delegated to Company Secretary for smooth, effective and efficient running of the office of Company Secretary:
  - All powers delegated to Dy. Secretary of erstwhile PSEB now PSPCL regarding sanctioning of GP Fund Advance, Medical Bills, TA Bills and earned leave etc. of the staff controlling under him may be delegated to Company Secretary.
  - Full Powers for approving the Expenditure incurred in Conductance of Meetings of Committee of Whole Time Directors, Board of Directors and Shareholders Meeting and its affairs.

All above powers shall be exercised by the Company Secretary subject to the availability of Budget grant at his disposal.\*

for and on behalf of Punjab State Transmission Corporation Limited

Company Secretary

Endst. No.

871/1040 CS/-4/PSTCL Dated

31.12.2010

Chairman cum Managing Director, PSTCL

 Sh. Karanbir Singh Sidhu, IAS, (Director/PSTCL), Principal Secretary/Finance, Govt. of Punjab, Civil Secretariat, Chandigarh.

 Sh. Arun Goel, IAS, (Director/PSTCL), Principal Secretary/Power, Govt. of Punjab, Mini Secretariat, Chandigarh.

4. Director/Technical, PSTCL.

- 5. Director/Finance & Commercial, PSTCL.
- 6. Director/Administration, PSTCL.
- 7. Er. in Chief/SS, PSTCL, Patiala.
- 8. Chief Engineer/TL, PSTCL, Patiala.
- Chief Engineer/SO&C, PSTCL, Patiala.
- 10. Chief Engineer/P&M, PSTCL, Ludhiana.
- 11. Financial Advisor, PSTCL, Patiala.
- 12. Chief Accounts Officer/Corporate Accounts, PSTCL, Patiala.
- 13. OSD to CMD, PSTCL, Patiala.
- 14. All SEs/Sr. Xens., /PSTCL.
- 15. All Dy. FA/Dy. CAO, PSTCL.
- 16. All Dy. Secretary/ Under Secretary, PSTCL.
- 17. All Sr. P.S./P.S. to Directors, PSTCL.
- 18, All Sectional Officers/ Head of Sections.

Company Secretary PSTCL.

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