



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall, Patiala-147001)

Corporate Identity Number: U40109PB2010SGC033814

(Chief Engineer/HIS & D, PSTCL, Patiala).

Telephone No. 0175-2300426 E. mail- ce-hr@pstcl.org

Office order no. 793 /HR Dated 14-12-2016

Subject: Regarding updating of HR data of Employees posted in PSTCL.

The HR data of employees posted in PSTCL is being maintained in **PSPCL HR Data Base application** and all the DDOs of PSPCL/PSTCL are using the salary package of PSPCL for making online payment of salary to the employees, but updating of HR data of employees posted in PSTCL is not being updated.

The matter regarding updating of HR data of Employees posted in PSTCL and New entry/modification/rectification/change of the HR data of employee was put up to the competent authority who has decided to implement the updating of HR data as under :-

- I. All DDOs are directed to implement the proposal after getting the User-ID & Password from the O/o DGM/IT PSPCL Patiala.
- II. Dy. Secretary/Establishment, PSTCL is nominated as “**Approving Authority for new entry of PSTCL employees in HR data base software application of PSPCL**” i.e. for newly recruited /appointed etc., officers/officials.
- III. On the lines of PSPCL, a procedure regarding allotment of ID, entering of primary information and modification of the exiting information or to enter the information of newly recruited/appointed officers/officials be implemented as under :-

1. **New Entry in HR Data base:** - In case of new entry, the auditor will enter the information and DDO will accept the same however, he will forward the same to the aforesaid approving authority for approval.

2. **Modification/Changes/Rectification in HR Data base:** - In case of modification/changes, the auditor will enter the information and DDO will accept the same.

To update the information, the link through PSPCL Web Site can be invoked i.e. www.pspcl.in> **PSPCL Admin>Employee Data (HR)** or [http://www.pspcl.in/docs /hr information.htm](http://www.pspcl.in/docs/hr%20information.htm)
115.249.65.148/hrdata

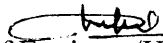
- IV. Personnel Section of PSTCL will provide requisite information for getting the posting locations up-dated in HR data base application software through o/o Dy.CE/IT,PSTCL

or o/o DGM/IT, PSPCL or any query regarding posting locations by DDO while updating the HR data base of employee.

V. Initially, DDOs will up-date the HR data base/career history of employee w.e. from 1.4.2016 and later on it will be updated completely.

The detailed instructions are available on the PSPCL HR application portal after login. The login ID and password can be obtained from O/o DGM/IT, PSPCL, Patiala. In case of any query the O/o DGM/IT PSPCL (96461-19127) or O/o Dy. CE/IT PSTCL be consulted. In future the HR information in PSPCL HR Data base application will be updated/created by the concerned DDOs of PSTCL only as explained above to ensure timely updating of HR data and effective control of all the career history entries in the HR data base.

This has been issued with the approval of CMD, PSTCL.


Chief Engineer/HIS & D,
PSTCL, Patiala.

Endst No. 15747/62 /HR

Dated 14-12-2016

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

1. All EICs/CEs of PSTCL.
2. EIC/IT, PSPCL, Patiala.
3. CFO, PSTCL, Patiala.
4. FA/CAO/ (HQ)/Chief Auditor/CFO/AO (P&A Section I&II), PSPCL, Patiala.
5. All Dy.CE/SEs of PSTCL. (Dy.CE/IT, PSTCL, Patiala for coordinating with IT deptt. of PSPCL for the issuance of User- ID and Password to the concerned DDOs of PSTCL and to acquaint them regarding use of this application).
6. DGM/IT, PSPCL, Patiala (for necessary action regarding issuance of User- ID and Password to the concerned DDOs of PSTCL).
7. FA, PSTCL, Patiala.
8. CA, PSTCL, Patiala.
9. Company Secy., PSTCL, Patiala.
10. All Addl.SEs/Sr. XENs of PSTCL.
11. Dy.Secy./Estt., PSTCL, Patiala.
12. AO/P&A and AO/Corporate Audit, PSTCL, Patiala.


SE/HR & Admin,
PSTCL, Patiala.

CC to:

1. Sr. PS to CMD, PSTCL, Patiala.
2. Sr. PS to Director/F&C, PSTCL, Patiala.
3. Dy. Secy. to Director/Tech., PSTCL, Patiala.
4. PS to Director/Admin., PSTCL, Patiala.