



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Corporate Identity Number: U40109PB2010SGC033814

(O/o SE/HR & Admn., Shakti Sadan, Patiala)

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Telephone No. 0175-2970693

Website: www.pstcl.org

To

1. All EICs/CEs of PSTCL
2. CFO, PSTCL, Patiala.
3. All Dy.CEs/SEs of PSTCL.
4. FA, PSTCL, Patiala.
5. CA, PSTCL, Patiala.
6. Company Secy., PSTCL, Patiala.
7. All Addl.SEs/Sr.Xens/Dy.Secy, PSTCL, Patiala.
8. AO/P&A and AO/EAD, Billing & NPS, PSTCL, Patiala.

Memo No 11178/85

Dated: 23/8/18

Sub:

Instructions for compliance of Promotion/ Posting/ Transfer orders.

Posting and transfer orders of all the officer/officials working in PSTCL are issued by this office with the approval of competent authority. Many times either the orders are not complied by the officer/official under posting/transfer citing personal reasons and requests being sent to this office to amend the orders in own interest or by controlling officer citing shortage of staff etc. which is clear disobedience of the orders of the competent authority. This type of disobedience has been taken very seriously by the higher authority.

In view of above following instructions are hereby issued:-

1. It will be the duty of the officer/official and his/her controlling officer to comply with the orders otherwise disciplinary action can be initiated against them as per the existing regulations.
2. After the expiry of last date of compliance of orders, no salary is to be disbursed to the officer/official at his present place of posting who is under posting/transfer.
3. In case the employee under transfer has given his request for relieving but his/her controlling officer is not complying with the orders then the salary of the officer/official under transfer should be charged from the pocket of controlling officer.

4. In the cases where an amendment in orders is required on administrative grounds then the case for the same is to be forwarded to the O/o Dy. CE/SE HR & Admn through their respective Chief Engineer/HOD and it must be ensured that the same should reach to the O/o Dy. CE/SE HR & Admn, PSTCL Patiala before the expiry of compliance date of orders so that a suitable remedial action could be initiated regarding the same.

Note: All the DDO's must ensure meticulous compliance of the orders.

This issues with the approval of CMD PSTCL.

11186/89
23/8/18


SE/HR & Admn.
PSTCL, Patiala

Cc:

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