

Office Order no. 70 /Sr.Xen/TC

Date: 10.08.2018

Sanction is hereby accorded to depute the following Officers working in PSTCL to attend Training and Certification of System Operators, by NPTI, Bangalore as per Course details & Schedule given here below:-

| Sr. No | Course | Duration | Venue | Period | Name of Officer(s) | Design | Residential Fee/participant Including GST |
|--------|------------------------|----------|-----------------|-------------------------------------|--|----------------------------|---|
| 1 | Power System Operation | 2 weeks | PSTI, Bangalore | 01-13 th Oct'2018 | Er. Ravneet Kaur Er.Silky Rani | AEE AEE | Rs.22,302/- |
| | | | | 19 Nov.- 01 st Dec' 2018 | Er.Rajan Sharma Er. Saurabh Gupta Er. Vineet Loomba | AEE AEE AE | |
| | | | | 04-16 th Feb'2019 | Er.Madan Singh Er.Shashi Bhushan Er.Nitish Gupta Er.Nitish Bansal | SE Sr.Xen AEE AEE | |
| | | | NPTI, Guwahati | | | | |

A) Instructions for the participants, their controlling officers & respective DDOs:-

- 1) In case of non-compliance of this office order, the responsibility will lie on the concerned deputed officer and controlling officer and strict action will be taken against them.
- 2) "Request for Cancellation/Change in training shall be entertained only after recommendations of concerned Chief Engineer/Chief Financial Officer/Financial Advisor/ Company Secretary. Chief Engineer/Chief Financial Officer/Financial Advisor/ Company Secretary, while recommending cancellation/change shall intimate names of 2 or 3 substitutes to Chief Engineer/ HR,IT, S&D which shall be considered for replacement if they qualify for training as per approval of Competent Authority".
- 3) Any participant will not proceed for the training & will intimate this office immediately if:
 - i) He/ She have been deputed for any other training program by this office/ any other office during this training period.
 - ii) He/ She have attended this type of training earlier.
 - iii) His/ Her date of retirement is less than 1 year from the date of start of training.
- 4) Participants will ensure to mark their attendance daily on the attendance sheet at the program venue, failing which charges of the program will be recovered from them besides taking any other action as deemed fit.
- 5) During the above period, the participants will be considered on duty for the purpose of pay and other allowances.
- 6) The participants will be entitled to claim Travelling Allowances as per PSEB TA Regulations-1972 (as adopted and amended from time to time by PSTCL).
- 7) Their TA/DA Charges shall be charged as per TA regulations. The expenses so incurred will be charged to concerend DDO while reimbursing their TA Bill. Their TA claims shall be allowed by their controlling authority/ Account Section only after they certify (alongwith no. and date) that requisite report has been submitted to SE/Admn. & HR, PSTCL, Patiala.

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- 8) The participants will not be allowed any joining time except for the time required for attending the programme.
- 9) The participants will submit to this office, proper report of the training programme alongwith documents which have been given to them by the Institute, mentioning their Employee Code/ Posting Station, within 7 days of completion of training. They will also intimate their respective DDOs regarding their participation in the Programme who will make necessary entries in their service record, in this regard.

B) Terms and Conditions for this Training Program:-

- 1) The Undertaking by Chief Engineer/SLDC, PSCTL, Patiala, is attached herewith.
- 2) Training Fee –
Residential Training- Rs. 22,302/- per participant including GST which includes complete boarding and lodging charges for single/double AC room accommodation.
The payment shall be released by AO/ Cash, PSTCL, Patiala and shall be chargeable to account head 76.167.
- 3) **Payment shall be made through RTGS/ Demand Draft/Cheque as per the details which will be sent by the Training conducting agency/institute. DD/RTGS charges if any shall be borne by PSTCL.**
- 4) Instructions regarding payments:

Training conducting agency/institute shall supply Invoice/bill alongwith following documents/ details:-

- i) Original Attendance sheet duly signed by the Training officer deputed for the training for all the days of training.
- ii) Copy of PAN Card
- iii) **In case of Draft - In favour of “ _____ ” and payable at _____.**
- iv) **In case of RTGS - Bank & Branch, Bank Account No., IFSC Code, MICR CODE.**
- v) Bills in triplicate alongwith GST Number.

This has been issued with the approval of Competent Authority



Sr.Xen/Training Cell,
PSTCL, Patiala

Endst. No. 1058/67/Sr.Xen/TC

Dated: 10.08.2018

Copy of the above is forwarded to the following for information and further necessary action please: -

- 1) Sr. P.S. to CMD, PSTCL, Patiala
- 2) Dy.Secy. to Director/ Technical, PSTCL, Patiala.
- 3) P.S to Director/ Admin., PSTCL, Patiala.
- 4) Sr. P.S to Director/F&C, PSTCL, Patiala
- 5) CE/HIS&D, PSTCL, Patiala.
- 6) Dy.CE/Admn. & HR, PSTCL, Patiala.
- 7) AO/Cash, PSTCL, Patiala.
- 8) AO/NPS, Billing & EAD Section, PSTCL, Patiala.
- 9) Sr.Xen /IT, PSTCL, Patiala for uploading the Office order on web site.
- 10) Above Officers at their place of posting.



Sr.Xen/Training Cell,
PSTCL, Patiala