



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)

Email-se-admin@pstcl.org Telephone No. 0175-2970693 Website: www.pstcl.org

To

1. EIC/TS, PSTCL, Patiala.
2. CE/P&M, PSTCL, Ludhiana.
3. CE/SLDC, PSPCL, Patiala
4. CFO, PSTCL, Patiala.
5. CAO/F&A, PSTCL, Patiala.
6. Dy.CE/Technical Audit-cum-OSD to CMD, PSTCL, Patiala.
7. Dy.CE/IT, PSTCL, Patiala.
8. SE/S&D, PSTCL, Patiala.
9. Company Secretary, PSTCL, Patiala.
10. Under Secretary/Legal, PSTCL, Patiala.

Memo No: 11806/815

Dated: 12/12/24

Subject:- Regarding implementation of e-Office in PSTCL.

In reference to subject cited above, a meeting was held on 11.12.2024 in the chamber of worthy Director/F&C, PSTCL, Patiala regarding implementation/progress of iHRMS and e-Office.

At present for the implementation of e-Office in PSTCL, e-Office login IDs has been created up to Gazetted level officers only. As per the discussion held in this regard, it has been decided to further extend the access of e-Office to the officials working immediately under the, Gazetted officers, who is directly reporting to him/her.

In view of the above, information of the officials may be sent to this office latest by 16.12.2024 up to 3:00 PM as per format given below:-

| First Name | Last Name | Designation | User Mobile Number (personal) | Date Of Retirement | Date of Birth | Employee code |
|------------|-----------|-------------|-------------------------------|--------------------|---------------|---------------|
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This issues with the approval of competent authority.

Dy.CE/HR & Admn.,
PSTCL, Patiala.

Endst. No. 11816/818

Dated: 12/12/24

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

1. Dy.Secy./Establishment, PSTCL, Patiala.
2. ASE/Training & Development and Safety Cell, PSTCL, Patiala.
3. ASE/Admin, PSTCL, Patiala.

Dy.CE/HR & Admn.,
PSTCL, Patiala.