



PUNJAB STATE TRANSMISSION CORPORATION LTD.

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

CIN: U40109PB2010SGC033814

Office of the Chief Financial Officer, NPS Section, Shakti Sadan, Patiala

Website: www.pstcl.org Email Id: ao-nps@pstcl.org

NPS Circular No. -2/2018/PSTCL

To

All Addl. SEs/Sr. Xens/AOs (DDOs)
Under PSTCL.

Memo No:- 153-199/NPS

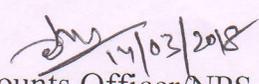
Dated:- 14-03-2018

Subject:- Regarding timely activation of employee ID & updation of HR Data of newly recruited employees.

It has been observed that salary of newly joined employees of PSTCL is often delayed on account of non-activation of Employee ID & updation of HR Data. When any new employee joins the service of PSTCL, he/she has to fill HR Data form and it is to be updated and accepted by concerned DDO and the same is to be authorized by Dy. Secy/Establishment, PSTCL, Patiala for employee ID activation. Further, employee has to fill PRAN form for generating PRAN number. As per Memo No.793/HR dated 14.12.2016 issued by Chief Engineer/HIS&D, PSTCL, Patiala, salary of newly joined employees will be released only after allotment of PRAN number and the same is to be updated by this office with concerned employee IDs.

Due to non-activation of employee ID and non-updation of HR Data, PRAN number cannot be updated with the concerned employee IDs. Hence this creates delay in release of salary of newly recruited employees.

Therefore, it is requested to update and accept HR data and send the same to Dy. Secy/Establishment, PSTCL, Patiala at the earliest and simultaneously send PRAN forms of newly recruited employee within 7 days of date of joining of new employee. This will save time and there will be no delay in release of their salaries.

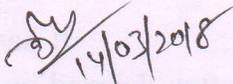

Sr. Accounts Officer/NPS
PSTCL, Patiala.

Endst No: - 200-235/NPS

Dated:- 14-03-2018

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

1. Engineer-In-Chief/TS, PSTCL, Patiala.
2. Chief Engineer/SLDC, PSTCL, Patiala.
3. Chief Engineer/P&M PSTCL Ludhiana.
4. Chief Engineer/HIS&D PSTCL, Patiala.
5. Financial Advisor PSTCL Patiala.
6. Company Secretary, PSTCL.
7. Chief Auditor, PSTCL, Patiala.
8. All Dy.CEs/SEs under PSTCL.
9. All Dy. CAOs / Dy. CAs/ Dy. FAs under PSTCL.
10. All Addl. SEs/Sr. Xens (under PSTCL).
11. All AOs under PSTCL (other than DDOs).
12. Dy.CE/IT, PSTCL, Patiala for placing the circular on website of PSTCL.


Sr. Accounts Officer/NPS
PSTCL, Patiala.

CC:

1. Sr. PS to CMD, PSTCL, Patiala for kind information of CMD, please.
2. Sr. PS to Director/F&C, PSTCL, Patiala for kind information of Director, please.
3. Dy. Secy. to Director/Tech., PSTCL, Patiala for kind information of Director, please.
4. Sr. PS to Director/Admn., PSTCL, Patiala for kind information of Director, please.