



# PUNJAB STATE TRANSMISSION CORPORATION LIMITED.

ASE/Training Cell, Flat No 23, Officer Flat, Shakti Vihar PSTCL, Patiala.

Ph no. 0175 2300481, [ase-training@pstcl.org](mailto:ase-training@pstcl.org)

Office Order no. 232

Date: 2-12-14

**Sub: 5 days Basic Computer Training Program to non-gazetted employees of PSTCL from 4<sup>th</sup> Dec to 10<sup>th</sup> Dec, 2014 (11 am to 1 pm)**

Sanctioned is hereby accorded to depute the following employees for attending the subject said training.

Sr. no	Name of Employee	Desg.	Office	D.O.B.
1	Sh. Desh Deepak	UDC	Company Secretary	30.11.1969
2	Sh. Jaswinder Singh	UDC	Dy.CE/ HR & Admn	15.8.1970
3	Smt. Kamla Rani	Sr. Asstt	Dy.CE/ HR & Admn	28.10.1966

### Terms & Conditions:

- 1) During the above period they will be considered on duty
- 2) Participant will ensure daily attendance on the attendance sheet at the Training Centre.
- 3) Request for Cancellation/Change shall be entertained only after recommendations of concerned HOD.
- 4) After completion of the training, a test will be conducted to assess the performance of employees.

**Venue:** Flat no. 23, Officer's Flat, Shakti Vihar, PSTCL, Patiala

**Timings:** 11 am to 1 pm

This issues with the approval of Competent Authority.

*Shekh*  
ASE/Training Cell,  
PSTCL, Patiala (Pb.)

Endst. No. 2268/14

Dated: 2-12-14

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

- 1) P.S to Director/ Admin., PSTCL, Patiala.
- 2) Dy.CE/HR & Admin. PSTCL, Patiala
- 3) Sr.Xen /IT, PSTCL, Patiala for uploading the O/o on web site.
- 4) Above Officers at place of posting.

*Shekh*  
ASE/Training Cell  
PSTCL, Patiala