



# 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. 235

Date: 12-12-14

Sub: 5 days Basic Computer Training Program to non-gazetted employees of PSTCL from 15<sup>th</sup> Dec to 19<sup>th</sup> Dec, 2014 (11 am to 1 pm) - Second batch

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	Satish Kumar	PA	SE/ IT	12.5.1964
2	Munish Garg	Sr. Asst	Company Secretary	24.8.1972
3	Tarsem Chand	UDC	Dy.CE/ HR & Admin	26.5.1982

### 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.

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

Endst. No. 2320/24

Dated: 12-12-14

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.
- 5) Company Secretary, PSTCL, Patiala

*Joshi*  
ASE/Training Cell  
PSTCL, Patiala