



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

Office Order no. *33*

Date: *10-3-15*

Sub: 5 days Basic Computer Training Program to non-gazetted employees of PSTCL from -16th to 20th March, 2015 (11 am to 1 pm)

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

S. no	Name of Employee	Desg.	Office	D.O.B.
1	Manjeet Kaur	LDC	ASE/ Civil Design, Patiala	2-2-1969
2	Sarwan Singh	LDC	AO/ Loan & Banking	1-5-1966
3	Nek Singh	DHD	ASE/ Civil Construction Divn., Patiala	8-8-1965

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.

Shukla
ASE/Training Cell,
PSTCL, Patiala (Pb.)

Endst. No. *493/98*

Dated: *10-3-15*

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 Officials at their place of posting.

Shukla
ASE/Training Cell
PSTCL, Patiala