



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

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

Office: SE/ Admn. & HR - Training Cell, Shakti Sadan, Patiala.

Date: 25.4.2016

Office Order no. 50

Sanction is hereby accorded to depute the following officer working in PSTCL to attend the SURGEPROTECH-Second International Conference on Lightning and Surge Arresters on 28<sup>th</sup> & 29<sup>th</sup> April, 2016 at Hotel Le Meridien, New Delhi as per details given below:

1. Er. Vivek Khanna, Addl. SE/TS (Design)-V, PSTCL, Patiala

**A) Instructions for the participants, their controlling officers & respective DDOs:-**

- 1) In case of non-compliance of this office order, the responsibility will lie on the concerned deputed officer and controlling officer and strict action will be taken against them.
- 2) "Request for Cancellation/Change shall be entertained only after recommendations of concerned Chief Engineer. Chief Engineer while recommending cancellation/change shall intimate names of 2 or 3 substitutes to Chief Engineer/ HR, IT, S&D which shall be considered for replacement if they qualify for Conference as per approval of Competent Authority".
- 3) The participant will not proceed for the Conference & will intimate this office immediately if:
  - i) He has been deputed for any other Conference program by this office/ any other office during this Conference period.
  - ii) He has attended this type of Conference earlier.
  - iii) His date of retirement is less than 1 year from the date of start of Conference.
  - iv) He has attended any other Conference during current financial year.
- 4) Participant will ensure to mark his attendance daily on the attendance sheet at the program venue, failing which charges of the program will be recovered from him besides taking any other action as deemed fit.
- 5) During the above period, the participant will be considered on duty for the purpose of pay and other allowances.
- 6) The participant will be entitled to claim Travelling Allowances as per PSEB TA Regulations-1972 (as adopted and amended from time to time by PSTCL).
- 7) Their TA/DA Charges shall be charged as per TA regulations. The expenses so incurred will be charged to concerned DDO while reimbursing their TA Bill. The TA claims shall be allowed by their controlling authority/ Account Section only after they certify (alongwith no. and date) that requisite report has been submitted to SE/Admn. & HR, PSTCL, Patiala.
- 8) The participant will not be allowed any joining time except for the time required for attending the programme.
- 9) The participant will submit proper report (two copies) of the programme alongwith documents which has been given to him by Institute, mentioning the Employee Code/ Posting Station, within 7 days to this office. He will also intimate the respective DDOs regarding his participation in the Programme who will make necessary entries in his service record in this regard.

**B) Terms and Conditions for this Conference Program:-**

- 1) Fee - The fee for Conference & Tutorial for two days will be Rs.6000/- per delegate inclusive of service tax. The payment shall be released by AO/ Cash, PSTCL, Patiala and shall be chargeable to account head 76.167.
- 2) Payment shall be made through RTGS/ Demand Draft in favour of "IEEMA" payable at Delhi. DD/RTGS charges shall also be borne by PSTCL.
- 3) Instructions regarding payments:

The Institute shall supply Invoice/bill alongwith following documents:-

  - i) Original Attendance sheet duly signed by the Conference officers deputed for the Conference for all the days of Conference.
  - ii) PAN alongwith proof of PAN
  - iii) Bills in triplicate

4) The module for the programme is as under :

**Topics/contents to be covered**

- Technical and Design Aspects of Surge Arresters
- Selection and Application of Surge Arresters
- Condition assessment
- Surge Arresters for distribution System
- HVDC Surge Arresters, etc.

This issue with the approval of Competent Authority.

*ysr 25/4/16*  
Sr.Xen/Training Cell,  
PSTCL, Patiala

Endst. No. 749/ 57

Dated: 25.4.2016

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) All EICs/CEs, PSTCL, Patiala.
- 3) SE/Admn. & HR, PSTCL, Patiala.
- 4) AO/Cash, PSTCL, Patiala.
- 5) AO/Corporate Audit, (EAD Section), PSTCL, Patiala.
- 6) Sr.Xen /IT, PSTCL, Patiala for uploading the Office order on web site.
- 7) Above Officers at their place of posting.
- 8) Contact Person of IEEMA: Ms. Anita Gupta. Email: [anita.gupta@ieema.org](mailto:anita.gupta@ieema.org), Mob: 91-9810540026.

*ysr 25/4/16*  
Sr.Xen/Training Cell,  
PSTCL, Patiala