

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

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

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

**Office Order no. 23**

**Date: 16.3.2017**

Sanction is hereby accorded to depute the officers working in PSTCL to attend the Five days Management Development Training program on "Enhancing Managerial Excellence of Engineers & Executives (Dy.CEs/ SEs, Addl.SEs/Sr.Xens, AEEs/ AEs, Dy.CAOs, AMs and AOs)" at Engineering Staff College of India (ESCI), Hyderabad as per details given below:-

**Batch- 3<sup>rd</sup> (10<sup>th</sup> to 14<sup>th</sup> April, 2017)**

S. No	Name of Officer (Er./Sh.)	Code	Name of Post	Station	DOB	Mob no.
1	Daljit Singh Mahal	103881	Dy.CE/ T.A cum OSD to CMD	Patiala	20-09-1961	96461-08969
2	Rajinder Grover	104078	Dy.CE/P&M Circle	Patiala	04-06-1962	96461-18203
3	Parveen Kumar Kataria	105469	Addl.SE/ Power Controller	Ablowal	31-10-1961	96461-18012
4	Manmohan Singh Multani	105574	Addl.SE/ Implementation	Ablowal	16-04-1963	96461-18016
5	Gurbakash Singh	104764	Addl.SE, 400KV S/S	Nakodar	03-01-1964	96461-02978
6	Dhan Singh Dhillon	106281	Addl.SE/Personnel	Patiala	18-05-1964	96461-53500
7	Balwinder Pal	105389	Sr.Xen/P&M Divn.	Jamsher	20-05-1969	96461-18227
8	Rajinder Lal	108928	AE/Prot. Divn.-II	Ludhiana	21-02-1961	96461-18295
9	Ashwani Kumar	109708	AE /220 KV S/S	Kanjli	02-03-1961	96461-04945
10	Bachan Lal	109524	AE/220 KV S/s	Sarna	09-03-1961	96461-18333
11	Jaspal Singh	105002	AEE/TL	Verka	15-03-1961	96461-18322
12	Gurpreet Singh Chadda	107384	AEE/Civil, SE/ HR & Admn	Patiala	15-03-1961	96461-61909
13	Yashpal	109535	AE 220 KV S/S	Noormehal	01-04-1961	96461-53393
14	Sarabjeet Singh	501054	AE Against SSE 220KV S/S	M.Gobindgarh -IV	23-11-1977	96461-18292
15	Ravinder Singh Dalla	501091	AE/ CO & C S/D	Ludhiana	01-04-1978	96461-53066
16	Surinder Singh	501008	AE 132/66/11 KV S/S	Kotakpura-1	24-08-1980	96461-24491
17	Suman Kumari	501063	AE(OT). 132 KV S/S	Tanda	28-03-1981	96461-18304
18	Akku Sharma	501092	AE/ 220 KV S/S	Abohar	07-09-1981	96461-43638
19	Paramjit Kaur	109056	AO/ NPS, Billing & EAD	Patiala	5-12-1965	96461-05021
20	Bhupinder Singh	109151	AO/ Corporate Audit Patiala	Patiala	4-3-1968	96461-54133

**Batch- 4<sup>th</sup> (17<sup>th</sup> to 21<sup>st</sup> April, 2017)**

S. No	Name of Officer (Er./Sh.)	Code	Name of Post	Station	DOB	Mob no.
1	Manjit Singh	104092	SE/ Operations, SLDC	Patiala	05.12.1962	96461-18004
2	Yogesh Tandon	103884	Dy.CE/Grid Const., Circle	Ludhiana	23-10-1963	96461-17904
3	Anil Kumar	106397	Sr.Xen/P&M Divn.	Lalton Kalan	25-09-1964	96461-18218
4	Jaswant Singh Zafar	104777	Addl. SE/ Procurement (Spares)	Ludhiana	25-01-1965	96461-18209
5	Sanjay Kumar	106134	Sr.Xen/ TS Design	Patiala	02-08-1965	96461-24456

6	Surinder pal Singh	104376	Addl.SE/ Civil works Divn.,	Patiala	19-09-1965	96461-17916
7	Munish Singal	105871	Sr.Xen/TLSC Divn.	Jalandhar	27-11-1965	96461-17812
8	Kulwinder Singh	109464	AE against SSE 132/66/11 KV S/S	Kathu Nangal	04-04-1961	96461-18409
9	Jagmal Singh	109162	AE/P&M Store S/D	Sahnewal	10-04-1961	96461-18279
10	Subhash Chander	107141	AEE/Civil,Civil/ Works S/D-1	Jalandhar	01-05-1961	96461-09951
11	Davinder Singh	109468	AE /220 KV S/S	Sadiq	29-05-1961	96461-18366
12	Harkamaljit Singh	108958	AE /220KV S/S	Lalru	21-06-1961	96461-07964
13	Rakesh Kalra	109585	AE/Civil, P&M Civil Mtc. S/D	Patiala	27-07-1961	96461-03141
14	Bikramjeet Singh	501077	AE/OT,Op 400 KV S/S	Nakodar	18-09-1981	96461-02980
15	Amandeep Singh	504003	AM/IT	Patiala	07-12-81	96461-02723
16	Gurkirpal Singh	501048	AE / TLSC S&T S/D	Jamsher	15-05-1982	96461-19161
17	Ashok Singh	501072	AE 400 KV S/S	Mastewal	01-04-1983	96461-02868
18	Sukhwant Singh	501078	AE /CO&C S/D	Jalandhar	10-05-1983	96461-55287
19	Mukesh Kumar	503004	AO/ P&M Circle	Bathinda	3-4-1983	96461-03102
20	Kuldeep Singh Raina	109150	AAO against AO	Patiala	21-7-1973	96461-12566

**Batch- 5<sup>th</sup> (1<sup>st</sup> to 5<sup>th</sup> May, 2017)**

S. No	Name of Officer (Er./Sh.)	Code	Name of Post	Station	DOB	Mob no.
1	V.S. Mander	104089	Dy.CE/Trans. System Design	Patiala	21-04-1965	96461-17803
2	Arvinder Pal Singh	105014	SE/ Projects & Services, SLDC	Patiala	03.03.1970	96461-18005
3	Gurpreet singh Gill	105849	Sr. Xen/IT	Patiala	20-03-1966	96461-01890
4	Amarjit Singh	106614	Sr.Xen/P&M Divn	Moga	20-08-1966	96461-18249
5	Gurcharan Singh Heer	104803	Sr.Xen/ Grid Const. Divn.	Jalandhar	06-10-1966	96461-17910
6	Nirmal Singh	107257	Sr.Xen/P&M Divn.-I	M/Gobindgarh	5-10-1966	96461-18220
7	Inderjit Singh	106576	Sr.Xen/P&M Divn.	Wadala Granthian	05-03-1967	96461-18239
8	Davinder Kumar	109462	AE/ CO & C S/D	Patiala	24-09-1961	96461-18031
9	Sohan Lal	107922	SSE 132 KV S/S	Nakodar	25-09-1961	96461-03387
10	Harvinder Singh	109711	AE against SSE 220KV S/S	M/Gobindgarh-II	10-10-1961	96461-18289
11	Balkar Singh	109467	AE 132 KV S/S	Gurdaspur	16-10-1961	96461-55104
12	Surinder Singh	109683	AE /Crane Bay S/D	Lalton kalan	05-01-1962	96461-19194
13	Balkar Singh	107861	AEE/ CO & C Store	Ludhiana	10-01-1962	96461-03843
14	Mandeep Singh	501056	AE Protection Divn.	Amritsar	03-11-1983	96461-05097
15	Rahul Singla	501053	AE/400 KV S/S	Mukatsar	03-12-1983	96461-05525
16	Sukhwinder Singh	505002	Asstt.Manager (HR)	Patiala	07-08-84	96461-17961
17	Pushpinder Singh	501084	AE against SSE 220 KV S/S	Devigarh	27-01-1985	96461-06425
18	Akaljot Singh	501073	AE Against SSE 220 KV S/S	Mohali	27-05-1985	96461-18266
19	Khushwinder Kumar Arora	08466	AO, O/o Financial Advisor	Patiala	10-06-1974	96461-08785
20	Vinay Mahajan	109052	AAO against AO	P&M Patiala	9.12.1972	96461-05068

**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 in batch shall be entertained only after recommendations of concerned Chief Engineer/Chief Financial Officer/Financial Advisor/Company Secretary. Chief Engineer/Chief Financial Officer/Financial Advisor/ Company Secretary 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 training as per approval of Competent Authority".
- 3) Any participant will not proceed for the training & will intimate this office immediately if:
  - i) He/ She have been deputed for any other training program by this office/ any other office during this training period.
  - ii) He/ She have attended this type of training earlier.
  - iii) His/ Her date of retirement is less than 1 year from the date of start of training.
  - iv) He/ She have attended any other training during current financial year.
- 4) Participants will ensure to mark their attendance daily on the attendance sheet at the program venue, failing which charges of the program will be recovered from them besides taking any other action as deemed fit.
- 5) During the above period, the participants will be considered on duty for the purpose of pay and other allowances.
- 6) The participants 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. Their 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 participants will not be allowed any joining time except for the time required for attending the programme.
- 9) The participants will submit proper report (two copies) of the programme alongwith documents which have been given to them by Institute, mentioning their Employee Code/ Posting Station, within 7 days to this office. They will also intimate their respective DDOs regarding their participation in the Programme who will make necessary entries in their service record in this regard.

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

- 1) Fee - It is a residential Training Program. The training fee for five days duration per participant per day will be Rs.4370/- inclusive of service tax @ 15%. The total course fee for 5 days programme for 20 participants (one batch) will be Rs.4,37,000/- inclusive of Service Tax. The residential fee covers course Material, Course kit (Bag, Pen & Note Book), Twin Sharing AC Accommodation (Single AC accommodation may be allotted subjected to availability), Breakfast, Tea/ coffee, Snacks, Lunch, Dinner etc. 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 "The Institution of Engineers (India)- Engineering Staff College of India" payable at Hyderabad. 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 Training officers deputed for the training for all the days of training.
  - ii) PAN alongwith proof of PAN
  - iii) Bills in triplicate

4) The module for the programme is as under :

**Topics/contents to be covered**

- Managerial Excellence – Overview & Significance
- The challenges Managers Embrace
- Managing Change
- Strategies of Excellence
- Culture and Ethics
- Value Driven Management
- Structured Team working
- The Essential Skills of a Managerial Excellence
- Self-Awareness & Self-management key to excellence
- Rapport Building techniques
- The ladder of Manager - Leader- Coach
- Stress Management Techniques like Meditation Exercises etc
- Group Presentation / Case Study.
- Management Education Trip

This issue with the approval of Competent Authority.

*JSR, 16/3/17*  
Sr.Xen/Training Cell,  
PSTCL, Patiala

Endst. No. 354/ 61

Dated: 16.3.2017

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/CFO/FA, PSTCL, Patiala.
- 3) Dy.CE/Admn. & HR, PSTCL, Patiala.
- 4) AO/Cash, PSTCL, Patiala.
- 5) AO/NPS, Billing & 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) GP Capt (Retd) BS Phillora- Dean of Studies & Head, Management & Technology Division, Engineering Staff College of India, Old Bombay Road, Gachi Bowli,, Hyderabad-500 032, India. Mobile: 09441886478, Phone-040 6630 4111, 4112 & 6630 4105, Fax no. 040 2300 0336/ 040 23001515. Email: [dos@escihyd.org](mailto:dos@escihyd.org)

*JSR, 16/3/17*  
Sr.Xen/Training Cell,  
PSTCL, Patiala