

OFFICE OF THE CHIEF ENGINEER/HRD

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ਦੇਲ

- 1) ਸਾਰੇ ਇੰਜੀਨੀਅਰ-ਇੰਨ-ਚੀਫ/ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ:
- 2) ਡੀ.ਜੀ.ਪੀ/ਵੀ ਅਤੇ ਐਸ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ:ਪਟਿਆਲਾ।
- 3) ਮੁੱਖ/ਪ੍ਰਬੰਧਕੀ ਅਤੇ ਭਲਾਈ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ:ਪਟਿਆਲਾ।
- 4) ਕਾਸਟ ਕੰਟਰੋਲਰ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ:ਪਟਿਆਲਾ।
- 5) ਸਾਰੇ ਉਪ ਮੁੱਖ ਇੰਜੀ:ਨਿਗ:ਵ:ਨਿਗ:ਇੰਜੀ:ਸੀ:ਕਾ:ਕਾ:ਇੰਜੀ:ਸਹਾ:ਕਾ:ਕਾ:ਇੰਜੀ:ਸਹਾ:ਇੰਜੀਨੀਅਰ
- 6) ਸਾਰੇ ਵਪੀਕ ਸਹਾਇਕ ਇੰਜੀ:ਵੰਡ, ਇੰਜੀ:ਸਬ ਆਫਿਸਰ।
- 7) ਸਾਰੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਉਪ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਲੇਖਾ ਅਫਸਰ ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ:ਪਟਿਆਲਾ।
- 8) ਸਾਰੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਮਾਲ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ: ਪਟਿਆਲਾ।
- 9) ਮੁੱਖ ਆਡੀਟਰ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ: ਪਟਿਆਲਾ
- 10) ਆਰ.ਏ.ਓ./ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ:ਪਟਿਆਲਾ।
- 11) ਸੀ:ਪੀ.ਐਸ ਟੂ ਚੇਅਰਮੈਨ-ਕਮ-ਮਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ: ਪਟਿਆਲਾ।
- 12) ਸੀ:ਪੀ.ਐਸ ਟੂ ਡਾਇਰੈਕਟਰ/ਐਚ.ਆਰ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ: ਪਟਿਆਲਾ।
- 13) ਸੀ:ਪੀ.ਐਸ ਟੂ ਡਾਇਰੈਕਟਰ/ਜਨਰੇਸ਼ਨ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ: ਪਟਿਆਲਾ।
- 14) ਸੀ:ਪੀ.ਐਸ ਟੂ ਡਾਇਰੈਕਟਰ/ਵੰਡ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ: ਪਟਿਆਲਾ।
- 15) ਸੀ:ਪੀ.ਐਸ ਟੂ ਡਾਇਰੈਕਟਰ/ਪ੍ਰਬੰਧਕੀ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ: ਪਟਿਆਲਾ।
- 16) ਸੀ:ਪੀ.ਐਸ ਟੂ ਡਾਇਰੈਕਟਰ/ਵਿੱਤ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ: ਪਟਿਆਲਾ।
- 17) ਸੀ:ਪੀ.ਐਸ ਟੂ ਡਾਇਰੈਕਟਰ/ਵਣਜ, ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ: ਪਟਿਆਲਾ।

ਮੀਸੇ ਨੰ: 74665/75365

ਮਿਤੀ 1/8/2011


Subject:- Use of Email & Internet for official communication.

PSPCL is making use of its website for various useful information. The provision of email has also made on the website but this is being used in a very limited way by very few employees. Frequently all circulars are being issued after cyclostyling the same which consumes large amount of stationary and also reaches very late in the various offices. Most of the Govt. PSUs are already using Information Technology for official communication. Most of the officers in PSPCL have already been allotted email addresses. Since in the modern era the use of email is very effective, fast, reliable & legal communication medium, so the proposal of CE/HRD placed vide memorandum No.5 dated 7.7.2011 regarding use of email & website instead of paper circulars etc. was considered by Whole Time Directors (WTDs) in its 51st meeting held on 8.7.2011 at Patiala and approved the same. Accordingly following instructions are issued in this regard:-



- 1) Signed scanned copies of all Commercial, Finance, HR circulars such as trainings, transfer, posting, promotion, general circulars etc. to be issued will be sent to all officers through email and these shall also be uploaded on the Company's website for which suitable provision will be made on the website by IT Deptt. and as such the use of paper for cyclostyling of circulars, transfer, posting and promotional orders shall be stopped. Apart from the email. Hard copy of these circulars be sent to Directors and HODs only. Wherever hard copy will be sent these shall be Photostat copy.
- 2) Only scanned copies of the CMD/Directors orders shall be sent through email.
- 3) The authorization for uploading the circulars on the website shall be given to the respective section heads and the IT Department shall ensure scanners and connectivity of net. All offices/officers (i.e. except Directors) shall check the website at least once a day to check the circulars & emails and shall download the same or print the same, if required.
- 4) The offices shall be provided Broad Band connections from BSNL, if required, for the implementation of the instructions and depending upon the nature of work.
- 5) The scanned copy of the decision of Board/WTDs meetings shall be sent to the concerned HODs through email.
- 6) All officers shall use emails for communicating with other officers for meetings and sending various other information/data.
- 7) Emails shall be used with various firms and other offices by the concerned offices.
- 8) All legal related notices shall be sent through post as per prevalent practice.
- 9) SE/IT is hereby advised to strengthen IT Deptt., provide required hardware and strengthen mail system instead of using proxy server, to cope up the requirement.

All the offices in PSPCL are hereby directed to strictly comply with the above instructions. Communication of various circulars/orders through email & putting on website as detailed above would mean that these deemed to have been delivered to all concerned for all intents and purposes. In case of any requirement with regard to Internet Connection, the matter may be taken up with Dy.Secy/General, PSPCL, Patiala and for any requirement of Computer related Hardware for implementation of this decision the matter may be taken up with SE/IT or CE/Metering & IT, PSPCL, Patiala.


(Er. S.K. Arora)
Chief Engineer/HRD,
PSPCL, Patiala.

CC:-

- 1) Chief Engineer/TL, PSTCL, Patiala.
- 2) Chief Engineer/Generation, BBMB, Nangal Township.
- 3) Chief Engineer/Transmission, BBMB, Chandigarh.
- 4) Superintending Engineer/Admn., PSTCL, Patiala.