



PUNJAB STATE POWER CORPORATION LTD.

(O/o. DGM/IT(SD&I), Ground Floor, Seven storey Building, Head Office PSPCL Patiala)

Office Order No-12 DIT/-828

Dated: 09-02-2021

In continuation to office order no 66 /DIT-828 dated 26-02-2015, 66 /DIT-828 dated 25-04-2018 and 86 DIT/828 dated 01-06-2018, authorization is given to following offices for updation of HR data of employees/retirees/pensioners in online HRIS package. The detail of the authorised offices for HR-updation is as under:

Employee Type	Date of Birth	All Other Information
Regular Employee	Jt. Secy / Personnel	1. DDO 2. Dy. Secy/Services-1(Engineers cadre only) 3. SE/Personnel-(Non Gazetted employees)
Pensioner	Dy. CAO/P&F (Pension Audit Office)	1. DDO 2. Dy. CAO/P&F (Pension Audit Office)
Retiree	AO/Pay & Accounts and Pension Mobile Section	1. DDO 2. Dy. CAO/P&F (Pension Audit Office)
Deputationist	Jt. Secy / Personnel	1. Dy. Secy./Services -I,II & III for Gazetted employees. 2. SE/DS Circle, Ropar office for Non-Gazetted employees

Note: DDOs, AO/Pay & Accounts and Pension Mobile Section will modify/update all the information related to retirees/ pensioners whose last salary/pension has not been disbursed through Salary/Pension Package.

DGM/IT(SD&I)
PSPCL ,Patiala.

Endst No. 813/21

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A copy of the above is forwarded to the following for information and necessary action, please:

- 1) All EICs/GMs/CEs in PSPCL,PSTCL
- 2) OSD(T) to CMD, PSPCL, Patiala
- 3) FA/CAO (HQ) /Chief Auditor/CFO/AO(P&A Section I &II),PSPCL ,Patiala
- 4) All Dy. CE/SEs in PSPCL/PSTCL
- 5) All SEs(T) to Directors PSPCL.
- 6) SE/Personnel, PSPCL, Patiala.
- 7) Dy. CAO(P&F),PSPCL, Patiala.
- 8) All ASEs/Sr. Xens/Jt. Secys/ Dy.Secys. in PSPCL
- 9) AM/HRs , Suptds/ Gazetted Ito V, PSPCL, Patiala

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