



**PUNJAB STATE POWER CORPORATION LIMITED**

Regd. Office: PSEB Head Office, The Mall, Patiala

Corporate I.D.No.U40109PB2010SGC033813, website:www.pspcl.in

(Office of Principal/TTI, PSPCL Patiala)

Phone No.0175-2971250, Email: principal-hrd@pspcl.in

Office Order No. 359 /TTI- 1117 Dated: 13/12/23

PSPCL will be honouring its officers/officials with award on Republic Day, 2024 who have performed their duties extraordinarily and contributed towards improving efficiency and financial benefits of PSPCL. Necessary details in Performa attached herewith, be sent through respective HODs to the office of Dy.CE/SE a/w respective Directors in-charge for getting award please.

**(A) Directorate wise detail of nominations for awards to be given is as under:**

Office	No. of awards
CMD	2
Director/Administration	1
Director/HR	1
Director/Commercial	2
Director/Distribution	12
Director/Finance	2
Director/Generation	5
Total	25

**(B) Selection criteria for giving awards to officers/officials is as under:-**

1. She/he should have performed extraordinarily in day to day duties.
2. She/he should have given some extraordinarily contribution over and above normal duties.
3. She/he should have contributed towards improvement/simplification of office working procedure system to the benefit of PSPCL.
4. She/he should have performed in the way to bring name/reputation to PSPCL.
5. She/he should be of rank of Asst. Executive Engineer/Equivalent rank or below.
6. She /he should not have been found guilty in any disciplinary /other case during last five financial years.


Continue...2

**(C) Conditions for giving awards to officers/officials is as under:-**

- 1) One award shall be given to a team, in case nominations of officers/officials for joint efforts of a team for a particular task.
- 2) Personal Staff of Senior Officers should be avoided.
- 3) Controlling officer of an employee while sending his/her nomination for award will certify that the nominated employee is not found guilty in any disciplinary/ other case during last five financial years and no disciplinary proceedings/cases are pending against him/her.
- 4) Nominations of those employees who have already been awarded on Republic Day/Independence Day occasion should be avoided.

Therefore you are requested that nominations kindly be sent latest by 26.12.2023 positively.

This issues with the approval of Competent Authority.

  
Principal/TTI  
PSPCL Patiala.  
13/12/23

Endst. No. 12616/622 /TTI-1117

Dated:

Copy of the above is forwarded to the following with request to finalize names and to ensure submission of final names to this office along with filled in Performa in **hard copy latest by 28.12.2023 :-**

- 1) OSD to CMD, PSPCL, Patiala.
- 2) SE/Dy.CE a/w Director/Administration, PSPCL Patiala.
- 3) SE/Dy.CE a/w Director/Distribution, PSPCL Patiala.
- 4) SE/Dy.CE a/w Director/Generation, PSPCL Patiala.
- 5) SE/Dy.CE a/w Director/Finance, PSPCL Patiala.
- 6) SE/Dy.CE a/w Director/Commercial, PSPCL Patiala.
- 7) Addl SE/Tech. a/w Director/HR, PSPCL, Patiala.

  
Principal/TTI  
PSPCL Patiala



**Performa to be filled by Officer/Official**

**Name of Occasion: Republic Day (26<sup>th</sup> January, 2024)**

1.	Name	
2.	Employee ID	
3.	Designation	
4.	Office	
5.	Period of stay in the office	
6.	Contact No. of Employee	
7.	Job Assigned	
8.	Achievements for which nominated	
9.	Benefits to PSPCL	
10.	Details of Disciplinary cases (pending/decided for last 5 financial years)	
11.	Any other information	
12.	Self Declaration:	<p>I _____ Son/Daughter of _____ hereby declare that : "I have not received any award from Hon'ble CMD/Director on the occasion of Republic day/ Independence, Day in any capacity or for any achievement."</p> <p align="right">Signature of applicant</p>

1. It is certified that the above applicant has not received any award Hon'ble CMD/Directors on the occasion of Republic day/Independence Day in any capacity or for any achievement.
2. He/she is not found guilty in any disciplinary/ other case during last five financial years and no disciplinary proceedings/cases are pending against him/her.

**Sign & seal of controlling officer**