

Punjab State Power Corporation Limited

Office: Dy.CE/Personnel, PSPCL, Patiala

(Email ID: se-personnel@pspcl.in)

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

(Corportate ID no.U40109PB2010SGC033813 Website: www.pspcl.in)

To,

1. DGP/ V&S, PSPCL, Patiala.
2. All Engineer-in-Chiefs/ Chief Engineers, PSPCL.
3. CFO/ Cost Controller/ CAO (Headquarter)/ CAO (Rev.)/ Financial Advisor/ CA/ RAO PSPCL, Patiala.
4. Legal Adviser, PSPCL, Patiala.
5. All Dy.CEs/SEs, PSPCL.
6. All Addl.SEs/ Sr.Xens/ Joint Secretaries/ Deputy Secretaries/ Manager/ Dy.CAO/ Sr.PS PSPCL.
7. All AEEs/ Under Secretaries/ Dy. Managers/ PS, PSPCL.
8. All AEs/ Asstt. Managers/ Supdt.Gr.I/ Supdt.Gr.II, PSPCL.

Memo No. 145/2145

Date: 13/11/2024

Subject: Regarding Online-Live Telephone Directory/ Diary of PSPCL.

In reference to subject cited above, it is mentioned here that the Online-Live Telephone Directory of PSPCL have been prepared and it is available on the PSPCL website.

It displays the following contact information of the employees & Management of the PSPCL:-


- i. Name of the Office
- ii. Name of the Post
- iii. Name of the Officer
- iv. Official/ Residence Landline Telephone no.
- v. EPABX/ FAX no. of the office
- vi. Official Mobile no.
- vii. Official Email Id.

It has been integrated with the Cadre posts record in IT database and the employee HR data in IT database, so it shall got updated automatically on the basis of changes in these databases. So, the upadation (events such as retirement/ resignation/ dismissal/ promotion/ transfer/ creation, abolition, updation of offices/ posts & their hierarchical structure in IT datatbase, Phone nos., updation of employee name/ mapping, official email ids etc.), of these databases by the concerned offices/ DDOs, establishments etc is required, so that the said diary displays the correct contact information.

The contact information in the subject cited diary be got checked and if any discrepancy is found in the data specified therein, the same may be got corrected within 1 month from the following offices:-

Sr. No.	Field of the diary:-	The office responsible for the correction of the concerned HR/ IT database:-
i	Name of the Office	The office of Jt.Secy./ Personnel, PSPCL, Patiala maintains cadre posts/ offices data & their hierarchical structure in the IT database, so if there is any discrepancy in these fields of the diary, the same may be got corrected from their office, by updation/ correction therein.
ii	Name of the Post	
iii	Name of the Officer	For correction in the name of the employee/ mapping in sanctioned posts/ offices, the concerned establishment/ DDO may be contacted for updation of the same in the HR database.
iv	Official/ Residence Landline Telephone no.	The office of Dy.Secy./ General, PSPCL, Patiala maintains the record of contact information (i.e. Telephone/ FAX/ EPABX/ Mobile nos.), so if there is any discrepancy in these fields of the diary, the same may be got corrected from their office.
v	EPABX/ FAX no. of the office	In addition to this, it is mentioned here that the list of Nodal complaint Centres/ NCCs is available only in consolidated form in the office of Dy.Secy./ General, PSPCL, Patiala, but the name of NCCs each Division/ Sub Division/ office wise is not available in their record. So, the concerned CE/DS zones are requested to kindly send the list of NCCs hierarchically (i.e. each Division/ Sub Division/ office wise) to the office of Dy.Secy./ General, PSPCL, Patiala, so that same may be updated in this online diary.
vi	Official Mobile no.	
vii	Official Email Id.	The office of CE/ IT, PSPCL, Patiala maintains the record the official email Ids, so if there is any discrepancy in this field of the diary, the same may be got corrected from their office.


This issues with the approval of competent authority.


Dy.CE/ Personnel,
PSPCL, Patiala.

Endstt. No. 2146/2345 Date: 13/11/2024

Copy of the above is forwarded to the following for information & further necessary action please:-

1. CE/ IT, PSPCL, Patiala in reference to updation of official email ids in PSPCL domain (@pspcl.in), in respect of Sr. no. (vii) of the table specified in the above letter.
2. Jt.Secy./ Personnel, PSPCL, Patiala in reference to updation of IT datatbase of cadre posts/ offices, in respect of Sr. no. (i) & (ii) of the table specified in the above letter.
3. Dy.Secy./ General, PSPCL, Patiala in reference to updation of contact information (Telephone, EPABX, FAX, Mobile nos.), in respect of Sr. no. (iv), (v) & (vi) of the table specified in the above letter. Further, it has been decided by the competent authority that the existing practice of publishing the manual diary on website (updated annually) in both the languages (English & Punjabi) be also continued.
4. All the concerned DDOs/ offices responsible for HR updation of the Name of the employees/ mapping, in respect of Sr. no. (iii) of the table specified in the above letter.


Dy.CE/ Personnel,
PSPCL, Patiala.