

ਦਫਤਰੀ ਹੁਕਮ ਨੰ: 1038/ਆਰ:ਈ:ਜੀ-307 ਮਿਤੀ: //06/2015

ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., Framing of Regulations to make provisions regarding passing of Departmental Accounts Examinations and determination of syllabus thereof as applicable for Assistant Manager/HR, Assistant Manager/IT as well as System Analyst ਨਾਲ ਸਬੰਧਤ ਹੋਠ ਲਿਖੇ ਅਨੁਸਾਰ ਰੈਗੂਲੇਸ਼ਨ ਬਣਾਉਣ ਵਿੱਚ ਪ੍ਰਸੰਨਤਾ ਪ੍ਰਗਟ ਕਰਦਾ ਹੈ:-

REGULATIONS

1 SHORT TITLE, COMMENCEMENT AND APPLICATION:-

- (1) These regulations may be called the Punjab State Power Corporation Ltd, AM/IT Systems, System Analysts and AM/HR Departmental Examination Regulations 2013.
- (2) These shall come into force at once.
- (3) The regulations shall apply to all AM/IT Systems, System Analysts and AM/HR .

2 DEFINITIONS:-

- (a) PSPCL means Punjab State Power Corporation Limited.
- (b) PSPCL Employee (hereafter called the "employee") means a person who is a member of any of the services under the control of the PSPCL or who holds a post under the PSPCL and includes any such person on 'Foreign Service' or whose services are temporarily placed at the disposal of central Govt. or a State Govt. or a local or other authority and also any person in the service of the Central Govt. or a State Govt. or a local or other authority, whose services are temporarily placed at the disposal of the Board notwithstanding that his salary is drawn from the sources other than the PSPCL funds.
- (c) 'DIRECT APPOINTMENT' means an appointment made otherwise than by promotion to the service or by transfer of an official already in the service of any other board or Govt. or any Undertaking of the Govt.
- (d) 'EXAMINATION' means Punjab State Power Corporation Ltd. AM/IT Systems, System Analysts and AM/HR Departmental Examination .
- (e) 'Chief' means the Chief Engineer/HRD of the PSPCL appointed and includes any other officer so authorized by the CMD to perform the duties of the CE/HRD in the absence of the CE/HRD for a short period.

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(f) 'SUPERVISING OFFICER' for the purpose of these Regulations means a person who is deputed to conduct the examination and is made overall incharge of a particular centre of the examination.

3 SUBJECTS OF THE EXAMINATION:

The subjects and the papers of the examination with marks assigned to each are given in Appendix-A of these Regulations. The AM/IT Systems, System Analysts & AM/HR who are eligible to appear in the Examination shall be required to pass the examination in papers I to III.

Note:- The examination shall be held on open books pattern.

4. Conduct of the Examination:

The examination shall be conducted at least once a year at a place and on the date and time notified by the CE/HRD and this schedule can be changed, if necessitated by unavoidable circumstances.

5. APPLICATION FOR APPEARING IN THE EXAMINATION:

1) The AM/IT Systems, System Analysts & AM/HR who are eligible to appear in the Examination, shall submit their applications on the prescribed form as given in Appendix-C & D of these Regulations through their Heads of office by the date notified by the PSPCL inviting such applications. The roll numbers of the eligible candidates shall be uploaded on PSPCL website at least 15 days before the commencement of the examination.

2) Applications received after the last date fixed for the receipt of application, shall not be entertained. However, in deserving cases, an application may be accepted even after the due date, if it is established that the delay was due to the circumstances beyond the control of the examinee.

6. TRAVELLING ALLOWANCE:

Travelling allowance shall be admissible to the examinee appearing in the examination in accordance with the terms and conditions as laid-down in Regulation 36 of PSEB (Now PSPCL) Main Service Regulations Vol.III (Travelling Allowance Regulations).

7. SETTING OF PAPERS AND EVALUATION OF ANSWER BOOKS:

The question papers on all the subjects shall be set up and answer books of examinee evaluated by the officers nominated by the CE/HRD PSPCL. The sealed envelopes containing question papers of each subject shall be kept under lock and key with the officer incharge of the Examination Branch and the sealed envelope of the papers concerned handed over to the Supervising Officer before the commencement of the examination. The sealed envelope shall be opened by the Supervising Officer in the presence of another officer and the candidates and the number of question papers specified on the envelope checked and then distributed to the examinee. The Supervising officer and other staff deputed to assist him shall be present in the examination hall all the time the candidate are answering the papers and no outsider shall be permitted to enter the Examination Hall.

8. INSTRUCTIONS FOR THE EXAMINEES:

The candidates appearing in the examination shall strictly observe the instructions printed on the blank answer books as reproduced in Appendix-C. Any violation thereof shall be viewed seriously. While leaving the examination hall the candidate shall hand over his answer book to the Supervising Officer even if it be blank. In no case any paper of the answer book shall be torn-out/removed or taken out of the Examination Hall.

9. USE OF UNFAIR MEANS IN THE EXAMINATION:

9(a) A candidate who is caught either using or attempting to use unfair means or is found in possession of any unauthorized material or equipment such as Mobile Phone, Pager, Walkie-Talkie, Bluetooth, Headphone, Wi-Fi, Tablets etc., which can be used for employing unfair means in the first instance, will warrant cancellation of paper & he will be debarred for the two attempts (including the attempt in which the concerned employee was caught). He/she will be debarred from appearing in any other exam of the department if found using unfair means for the second time.

b. The candidates who are found carrying/using unfair means are also required to be served with a 'Show Cause Notice' under the Punishment and Appeal Rules governing them. The Draft Show Cause Notices shall be got prepared by Examination Section and served through SE/Technical. The authority empowered to impose punishment shall be CE/HRD and these regulations shall be applicable in future to all other cases/exams also not specified herein.

10. PASS PERCENTAGE:

- i) A candidate who obtains 40% marks in any paper in any attempt will be declared pass in that paper.
- ii) Candidates who pass one or more papers in any attempt will not be required to appear again in those paper and will appear in the remaining paper/s only in subsequent attempts.
- iii) A candidate will be declared pass in the examination as-a- whole when he clears all the three papers in one or more attempts.

11. GRACE MARKS

Grace marks upto five will be allowed to a candidate who appears in one attempt in all the three papers, but passes in two papers and is short of marks up to that extent in one paper. No grace marks shall be allowed in other cases

12. RECHECKING OF PAPERS

The failed candidates shall be allowed an opportunity to get their answer books rechecked. For this purpose, the following procedure shall be followed:-

- a) The failed candidates, seeking rechecking of paper/s shall be required to deposit a sum of Rs. 50/- per paper, which he intends to get re-examined, in any of the Sub-Divisional/ Divisional Office of the Board.

b) Such candidates shall submit an application to the CE/HRD, indicating the following particulars, alongwith the original receipt referred to in (a) above :

- 1) Name of the Examination.
- 2) Session
- 3) Particular of paper/s which is to be re-checked.
- 4) Roll No. under which appeared.

(c) On receipt of application complete in all respects, re-checking of the particular paper/s shall be made in the Examination Branch. This re-checking shall be restricted only to ensure whether totaling of the answer book/s has been correctly made and no question or part thereof has been left over by the Examiner unmarked. The re-checking shall not be intended for re-evaluating the answer books of the failed candidates.

(d) No application shall be entertained if it is submitted after 30 days of the declaration of the result of particular examination. The result of re-checking shall be communicated to the candidate within 15 days of the receipt of his application.

(e) While re-checking the answer books of any failed candidate, the answer books shall, in no case, be shown to the candidate concerned or his representative. However, to ensure that the answer book/s actually pertain/s to a particular candidate, he shall send his specimen handwriting running into 15/20 lines, alongwith his application seeking re-checking in the papers, which shall invariably be compared with all the answer books of the failed candidate concerned.

(f) The fee of Rs.50/- per paper deposited by the candidate shall be refundable, in case any discrepancy is noticed in the result once declared. If status quo is maintained, the fees so deposited shall be forfeited.

(g) In case of any identification mark in the answer sheet, the following procedure shall be followed:-

(i) In case any identification mark is found in the answer sheet or having any doubt in this respect, the same shall be got revaluated before declaring the result of the candidate.

(ii) After revaluation of the answer sheet, if the difference in marks is found to be 10.5% or more, the examiner shall be issued a letter of warning, besides debarring him from handling the examination work for three years.

(iii) After revaluation of the answer sheet, if the difference in marks is found to be 10.5% or more, the candidate shall be declared fail, besides debarring him from appearing in the Examination for the next one session.

13. LANGUAGE OF THE PAPER:

The candidate may attempt the papers in English or Punjabi. He shall, however, indicate the language of the paper in the application.

14. RESULT

The complete result of the examination shall be uploaded on the PSPCL website.

15. RECTIFICATION OF RESULT:

The CE/HRD shall have the power to quash the result of a candidate after it has been established that:-

- i) he has been disqualified for using unfair means in the Examination, or
- ii) a mistake is discovered in the result, or
- iii) he is found ineligible to appear in the Examination.

16. INTERPRETATION

If any question arises relating to the interpretation of these Regulations, it shall be referred to CE/HRD (Examination Branch) whose decision thereon shall be final.

17. GENERAL

The PSPCL reserves the right to amend, cancel or add to any of these Regulations/Rules and Annexures thereof.

18. REPEAL:

Any Regulation/Rules corresponding to these Regulations in force immediately before the commencement of these Regulations and applicable to the PSPCL employees to whom these Regulations apply are hereby repealed. Provided that any order made or action taken under these Regulations/rules so repealed shall be deemed to have been made or taken under the corresponding provision of these Regulations.

SYLLABUS FOR ASSISTANT MANAGER/IT SYSTEMS & SYSTEM ANALYST**PAPER-1 (WORKS ACCOUNTS)****Max.Marks-100****Section-A**

A.	Manual on Capital Expenditure and Fixed Assets	Except Chapter-XXI to XXIV (60 Marks)
B.	I. U. T. Manual	Chapter-1 Except Para-10, Chapter-2 Except Para-9, Chapter-3 to 7
C.	Expense Accounting Manual	Chapter-18.
D.	Cash and Bank Manual	Chapter-11,13 to 17.
E.	Chart of Accounts	
F.	Manual on CAS-Basic Accounting Principles & Policies: (Except Part-C)	

Section-B

(40 Marks)

Miscellaneous Topics

1. Works Regulations, 1997
2. Basic Principles of Management (Introductory).Purchase Regulation 1981.
3. PSEB DELEGATION OF POWERS

PAPER-II (SERVICE RULES & REGULATIONS)

Max.Marks-100

1. MAIN SERVICE REGULATIONS,1972 Vol-I PART-I.

Chapter-II (Definitions), Chapter-III (General Conditions of Service), Chapter-IV (Pay), Chapter-V (Additions to Pay) Chapter-VII (Dismissal, Removal Suspension & Resignation), Chapter-VIII (Leave) Chapter-IX (Joining Time), Chapter-XII (Record of Service), Chapter-XV (Competent Authority under various regulations).

2. MAIN SERVICE REGULATION,1972,VOL.1 PART -II.

Appendix-3(List of Employees granted Rent Free Accommodation.) Appendix-V (Leave Procedure), Appendix-VIII(Regulation for the grant of Casual and Quarantine leave).

3. MAIN SERVICE REGULATIONS 1972 Vol. III (T.A. Regulations).

4. PUNJAB C.S.R. Vol-II

Chapter-III (Service Qualifying for Pension) Chapter-IV (Reckoning of Service for pension), Chapter-V (Different kinds of Pensions and conditions for their grant), Chapter-VI (Amount of Pension), Chapter-IX (Determination and Authorization of the amounts of Pension and Gratuity), Chapter-X (Payment of Pensions).

5. PSEB EMPLOYEES CONDUCT REGULATIONS-1971.
6. PSEB EMPLOYEES P&A REGULATIONS-1971.
7. PSPCL GPF REGULATIONS-2010.
8. NEW PENSION SCHEME.

PAPER-III (REVENUE ACCOUNTS, ACTS AND LABOUR LAWS) Max.Marks-100

PART-A

MARKS 40

1. Electricity Supply Regulations & Rules/Regulations made under Electricity (Supply) Act, 2003.
2. Tariff and its Applications.
3. Commercial Accounting Systems Vol-II (Sale of Power) including Computerized Billing.
4. Power Regulation instructions relating to energy bills, issued from time to time.

PART-B**MARKS 60**

1. PSEB STANDING ORDERS APPLICABLE TO WORK-CHARGED AND DAILY WAGED WORKERS.
2. WORKMEN COMPENSATION Act.1923. Chapter-I & II (Up to section IX only).
3. EMPLOYEE PROVIDENT FUND ACT
4. ELECTRICITY ACT 2003.
5. RIGHT TO INFORMATION ACT.
6. CONSUMER PROTECTION ACT.
7. MICRO SMALL AND MEDIUM ENTERPRISES ACT.
8. THE I.T. ACT

NOTE: The instructions /Amendments, relating to the above subject issued by different branches from time to time shall also be applicable. However no cognizance of any amendment issued within 6 months of the commencement of examination shall be taken.

SYLLABUS ASSISTANT MANAGER/HR**Paper-I (SERVICE RULES AND REGULATION)****MAX. MARKS :100**

- 1) PSEB, MSR-1972 VOL.I PART-I

Chapter-II (Definitions)
 Chapter-III (General conditions of service)
 Chapter-IV (Pay)
 Chapter-V (Additions to Pay)
 Chapter-VII (Dismissal, Removal, Suspension & Resignation)
 Chapter-VIII(Leave)
 Chapter-IX (Joining Time)
 Chapter-XII (Record of Service).

AND PSEB, MSR-1972 Vol-I, Part-II

Appendix-3(List of Employees granted Rent Free Accommodation.) Appendix-V (Leave Procedure).Appendix-VIII(Regulation for the grant of Casual and Quarantine leave).

PAY REVISION AND PAY FIXATION ALLOWANCES ENTITLEMENT,PAY ANOMLY CASES.

2. **PUNJAB CSR VOL.II**

Chapter-III (Service Qualifying for Pension)
 Chapter-IV (Reckoning of Service for pension)

Chapter-V (Different kinds of Pension and conditions for their grant)

Chapter-VI (Amount of Pension)

Chapter-IX (Determination and Authorization of the amounts of Pension and Gratuity)

Chapter-X (Payment of Pension).

3. PSEB MSR 1972 Vol. III (T.A. Regulations).
4. PSEB PROVIDENT FUND REGULATIONS, 1960 (EXCEPT REG. 19 TO 30)
5. NEW PENSION SCHEME

PAPER-II (GENERAL RULES AND REGULATIONS)

MAX.MARKS:100

1. PSEB DELEGATION OF POWERS (UP TO DATE)
2. PSEB EMPLOYEES CONDUCT REGULATION – 1971
3. PSEB EMPLOYEES P & A REGULATIONS – 1971
4. SERVICES REGULATIONS OF ENGINEERING & ACCOUNTS SERVICES OFFICERS AS WELL AS TECHNICAL AND NON-TECHNICAL STAFF
5. INSTRUCTIONS RELATING TO ACRs
6. INSTRUCTIONS RELATING TO PROMOTIONS
7. PSEB WORKS REGULATIONS – 1997
8. PSEB PURCHASE REGULATIONS – 1981
9. INSTRUCTIONS REGARDING RECRUITMENT AND RESERVATIONS
10. CONDUCT OF BUSINESS REGULATIONS


PAPER-III (ACTS AND LABOUR LAWS)

MAX.MARKS 100

1. FACTORIES ACT. 1948 Chapter-1 (Preliminary), II (Inspecting Staff), III ((Health), IV (Safety), V (Welfare), VI (Working Hours of Adults), VIII (Annual leave with wages).
2. PSEB STANDING ORDERS APPLICABLE TO WORK-CHARGED AND DAILY WAGED WORKERS.
3. WORKMEN COMPENSATION Act. 1923.
4. AIR (PREVENTION AND CONTROL OF POLLUTION) ACT. 1981. Chapter-I & II (Up to section IX only). Chapter-I (Preliminary), IV (Prevention and Control of Air Pollution), VI (Penalties and Procedure).
5. EMPLOYEE PROVIDENT FUND ACT
6. ELECTRICITY ACT 2003.
7. RIGHT TO INFORMATION ACT.
8. CONSUMER PROTECTION ACT.
9. MICRO SMALL AND MEDIUM ENTERPRISES ACT.

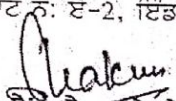
NOTE: The instructions /Amendments, relating to the above subject issued by different branches from time to time shall also be applicable. However no cognizance of any amendment issued within 6 months of the commencement of examination shall be taken.

ਨੱਥੀ/ਸਬੰਧਤ ਪ੍ਰੀਖਿਆ ਵਿੱਚ ਦਾਖਲੇ ਲਈ ਨਮੂਨਾ ਫਾਰਮ।


ਉਪ ਸਕੱਤਰ/ਪੀ ਤੇ ਆਰ,
ਪੰ:ਰਾ:ਪਾ:ਕਾ:ਲਿ:, ਪਟਿਆਲਾ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: 6634/7884 / ਆਰ:ਈ:ਜੀ-307 ਮਿਤੀ: 11/06/2015

- ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-
1. ਸਾਰੇ ਇੰਜ: ਇਨ:ਚੀਫ/ਜਨਰਲ ਮੈਨੇਜਰ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ ਅਤੇ ਬੀ.ਬੀ.ਐਮ.ਬੀ. ਸਮੇਤ ਹਾਈਡਲ।
 2. ਸਾਰੇ ਮੁੱਖ ਇੰਜ:/ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ /ਬੀ. ਬੀ.ਐਮ. ਬੀ ਸਮੇਤ ਹਾਈਡਲ।
 3. ਮੈਂਬਰ ਪਾਵਰ ਸਕੱਤਰ/ਬੀ.ਬੀ.ਐਮ.ਬੀ. ਚੰਡੀਗੜ੍ਹ।
 4. ਡੀ ਜੀ ਪੀ ਵੀ ਤੇ, ਐਸ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
 5. ਓ. ਐਸ. ਡੀ (ਟੀ). ਟੂ ਸੀ.ਐਮ.ਡੀ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ ਪਟਿਆਲਾ।
 6. ਸਾਰੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਮੁੱਖ ਆਡੀਟਰ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ ਪੀ.ਐਸ.ਟੀ.ਸੀ. ਐਲ।
 7. ਮੁੱਖ ਕੰਟਰੋਲਰ/ਵਿੱਤ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
 8. ਫੈਜੀਡੈਂਟ ਆਡਿਟ ਅਫਸਰ, ਪਟਿਆਲਾ।
 9. ਚੀਫ ਕਾਸਟ ਕੰਟਰੋਲਰ ਤੇ ਰਿਡਕਸ਼ਨ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
 10. ਐਸ. ਈ (ਟੀ) ਟੂ ਡਾਇਰੈਕਟਰਜ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ ਪੀ.ਐਸ.ਟੀ.ਸੀ. ਐਲ, ਪਟਿਆਲਾ।
 11. ਮੁੱਖ ਖਰੀਦ ਅਫਸਰ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
 12. ਵਿੱਤ ਸਲਾਹਕਾਰ ਅਤੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ ਓ. ਐਡ.ਐਮ ਜੀ.ਜੀ.ਐਸ.ਐਸ.ਟੀ.ਪੀ. ਰੋਪੜ ਪੀ.ਐਸ.ਪੀ.ਸੀ. ਐਲ।
 13. ਸਾਰੇ ਨਿਗ:ਇੰਜ:/ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ।
 14. ਲੇਖਾ ਅਤੇ ਵਿੱਤ ਮੈਨੇਜਰ ਜੀ.ਐਨ.ਡੀ.ਟੀ.ਪੀ. ਬਠਿੰਡਾ।
 15. ਸਾਰੇ ਉਪ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ ਉਪ ਮੁੱਖ ਆਡਿਟਰ / ਉਪ ਵਿੱਤ ਸਲਾਹਕਾਰ ਸਮੇਤ ਰੋਪੜ ਬਰਮਲ ਪ੍ਰੋਜੈਕਟ ਬਠਿੰਡਾ ਅਤੇ ਲਹਿਰਾ ਮੁਹੱਬਤ ਪ੍ਰੋਜੈਕਟ।
 16. ਸਾਰੇ ਸੀਨੀ: ਲੇਖਾ ਅਫਸਰ / ਲੇਖਾ ਅਫਸਰ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ/ ਸਮੇਤ ਬਰਮਲ ਬੀ.ਬੀ.ਐਮ.ਬੀ ਅਤੇ ਹਾਈਡਲ।
 17. ਨਿਗ:ਇੰਜ:/ ਇਲੈਕਟ੍ਰੀਕਲ ਯੂ:ਟੀ: ਚੰਡੀਗੜ੍ਹ।
 18. ਸਾਰੇ ਕਾ: ਕਾ: ਇੰਜ:/ ਫੈਜੀਡੈਂਟ ਇੰਜ:/ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ//ਖਰੀਦ ਅਫਸਰ।
 19. ਵਿੱਤ ਸਲਾਹਕਾਰ ਤੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ ਬਿਆਸ ਪ੍ਰੋਜੈਕਟ ਤਲਵਾੜਾ ਟਾਊਨਸ਼ਿਪ।
 20. ਉਪ ਵਿੱਤ ਸਲਾਹਕਾਰ ਤੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ ਬੀ.ਬੀ.ਐਮ.ਬੀ ਨੰਗਲ ਟਾਊਨ ਸ਼ਿਪ।
 21. ਸਾਰੇ ਜੁਆਇੰਟ ਸਕੱਤਰ /ਉਪ ਸਕੱਤਰ/ਅਧੀਨ ਸਕੱਤਰ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ।
 22. ਉਪ ਸਕੱਤਰ ਟੂ ਸੀ.ਐਮ.ਡੀ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ/ਸੀਨੀ:ਨਿੱਜੀ ਸਕੱਤਰ ਟੂ ਡਾਇਰੈਕਟਰਜ ਪਟਿਆਲਾ।
 23. ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਹੈਡ ਆਫਿਸ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ/ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ ਪਟਿਆਲਾ।
 24. ਪਬਲਿਕ ਰਿਲੇਸ਼ਨ ਅਫਸਰ/ਭਾਸ਼ਾ ਅਫਸਰ/ਜਨਰਲ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ ਪਟਿਆਲਾ।
 25. ਕੰਪਨੀ ਸਕੱਤਰ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
 26. ਸਕੱਤਰ/ਓਮਬਰਡਸਮੈਨ, 66 ਕੇ.ਵੀ. ਗਰਿਡ ਸ/ਸ, ਪਲਾਟ ਨੰ: ਏ-2, ਇੰਡਸਟ੍ਰੀਅਲ ਟੇਰੀਆ ਫੇਜ਼-1 ਮੋਹਾਲੀ।


ਸੁਪਰਡੈਂਟ/ਚੈਕੂ: ਤੇ ਕੇਂਦਰੀ ਰਿਕਾਰਡ,
ਪੰ:ਰਾ:ਪਾ:ਕਾ:ਲਿ:, ਪਟਿਆਲਾ।