

# User Manual

## PSPCL –House Allotment Process

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Document Ref:  
Version: V1.0

### Approvals:

<Approver 1>

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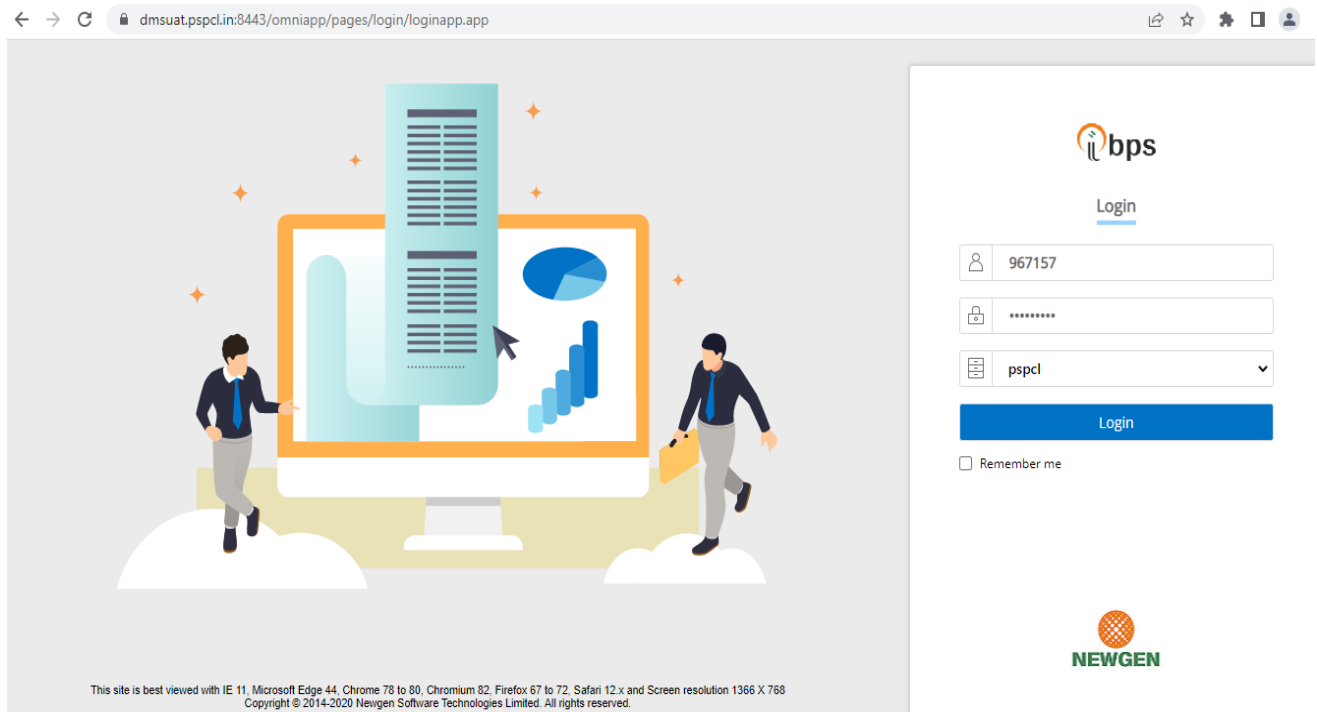
<Approver 2>

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## House Allotment Process

1. User will login to the IBPS (Newgen) system by entering User Name and Password on the below mentioned URL

<https://dmsuat.pspcl.in:8443/omniapp/>




← → ↻ dmsuat.pspcl.in:8443/omniapp/pages/login/loginapp.app

  
Login

Login

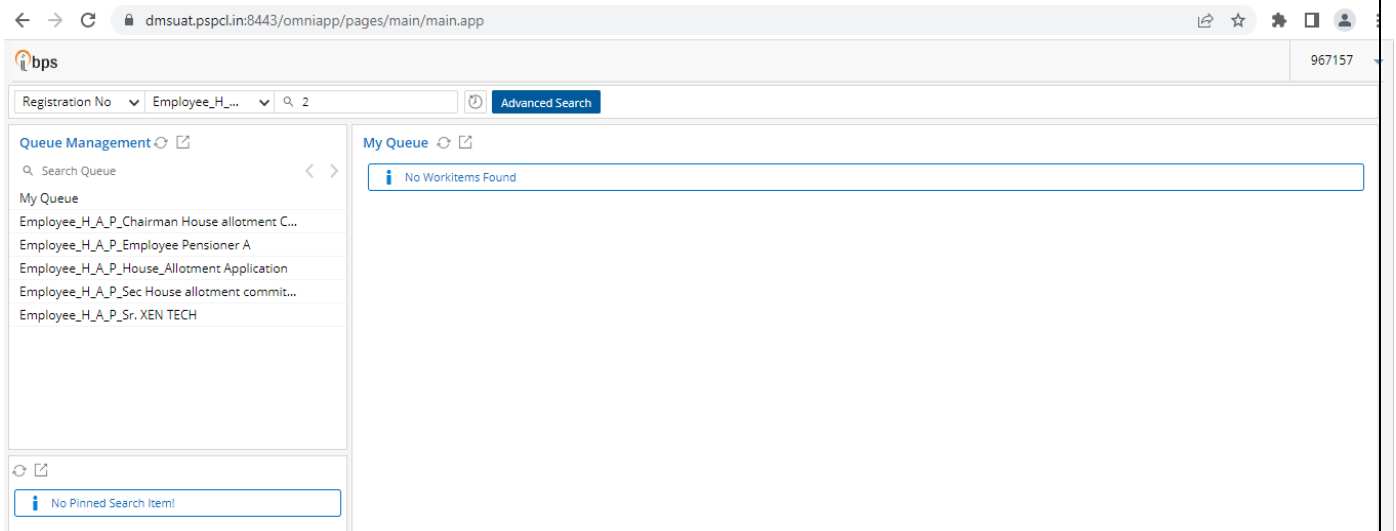
☐ Remember me

  
**NEWGEN**

This site is best viewed with IE 11, Microsoft Edge 44, Chrome 78 to 80, Chromium 82, Firefox 67 to 72, Safari 12.x and Screen resolution 1366 X 768  
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2. User can see the dashboard once they have logged in and navigate the dashboard screen

- **Queue List**
  - In a queue list the user can see only that queue for which they have a right
- **Search Bar**
  - User will select the **House Allotment Process**
  - User will provide the Work Item number to search and press "**Enter**" button
- **My Search Queue**
  - User can see the WI which are assigned to them
  - User will click on a relevant work item's registration to open it



3. In the next step, on the left side in the Queue list, User will click on the **WorkStep Name** and then click on **New** button on the right side of the screen to open the form

bps 967157

Registration No Employee\_H\_... 2 Advanced Search

Queue Management

Search Queue

My Queue

- Employee\_H\_A\_P\_Chairman House allotment C...
- Employee\_H\_A\_P\_Employee Pensioner A
- Employee\_H\_A\_P\_House\_Allotment Application**
- Employee\_H\_A\_P\_Sec House allotment commit...
- Employee\_H\_A\_P\_Sr.XEN TECH

Employee\_H\_A\_P\_House\_Allotment Application

No WorkItems Found

No Pinned Search Item!

4. New form will get open and the below mentioned fields will be in disabled mode and get auto populated:

- Name of Applicant
- Mobile Number of Applicant
- Designation
- Name of office where posted
- Head Quarter Name
- Date of Birth

dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

House\_Allotment Application : Emp\_House\_Allot-5

Save Introduce Close

No documents have been added yet.

**HOUSE ALLOTMENT**

Request: New House Allotment Request

Mobile Number of Applicant: 8195800276

Name of office Where Posted: Punjab State Power Corporation Ltd

Group Or Grade: HP

Basic Pay: 7499

Office from where he being paid(DDO):

Name of Colony Request: Power Colony No.1, Model Town, Patiala

Vacant House List: 118

Name of Applicant: AJIT SINGH

Designation/ ID no:

Head Quarter Name: Punjab State Power Cororation Limited

Pay Scale: 6200

Location: Patiala

House Type of Colony/Amount: 1 : 6200- to 7499-

House No.: 118

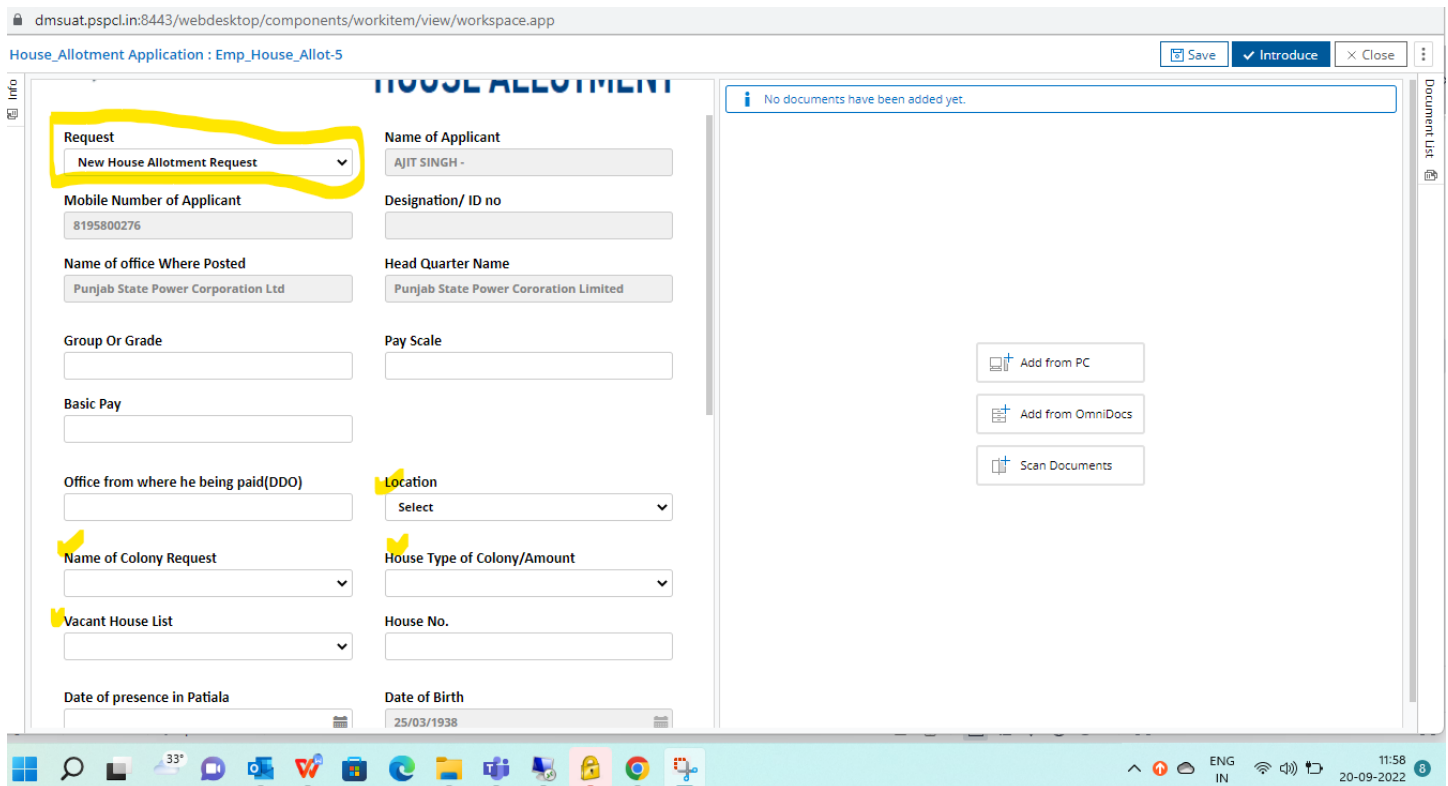
Add from PC

Add from OmniDocs

Scan Documents

5. User needs to select the relevant type of Request from the drop-down options available in the **Request** field:

- New House Allotment Request
- Change of Quarter
- Leave Quarter
- Extension after retirement



6. User will select the “**New House Allotment Request**” from the drop-down options to apply for new house allotment

- User will the rest of the form manually
- Once the user selects the **Location** from the drop-down options and based on the location, relevant **Name of Colony Request** and **House Type of Colony** options will be available in the relevant fields, user will select the relevant options
- Based on the Location, Name of Colony and House Type of Colony fields, system will fetch the list of **Vacant House** and user can select the desired option from that list of values
- User will provide the **House No** by referring the **Vacant House List**
- User needs to provide the date, since they are living in Patiala in “**Date of presence in Patiala**” field

- **Old Quarter Details** will be disabled for New House Allotment request
- There will be some check box available with their description points, user needs to click on the relevant check box as per the requirement

dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

House\_Allotment Application : Emp\_House\_Allot-5

Save Introduce Close

**HOUSE ALLOTMENT**

**Request**  
New House Allotment Request

**Name of Applicant**  
AJIT SINGH -

**Mobile Number of Applicant**  
8195800276

**Designation/ ID no**

**Name of office Where Posted**  
Punjab State Power Corporation Ltd

**Head Quarter Name**  
Punjab State Power Cororation Limited

**Group Or Grade**  
HP

**Pay Scale**  
6200

**Basic Pay**  
7499

**Office from where he being paid(DDO)**

**Location**  
Patiala

**Name of Colony Request**  
Power Colony No.1, Model Town, Patiala

**House Type of Colony/Amount**  
1 : 6200- to 7499-

**Vacant House List**  
118

**House No.**  
118

No documents have been added yet.

Add from PC  
Add from OmniDocs  
Scan Documents

dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

House\_Allotment Application : Emp\_House\_Allot-5

Save Introduce Close

**2**

**Old Quarter Details**

**Current Location**  
Select

**Current Name Of Colony**

**Current Type Of Colony/Amount**

**Current Vacant House No**

**Resion**

**Date of Retirement**

**Pension Office**

**Extension after retirement Remarks**

☒ a) It is verified that all the above-mentioned facts are correct in every respect.

☒ b) I've read the rules of house allotment and agree to abide by them.

☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.

☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

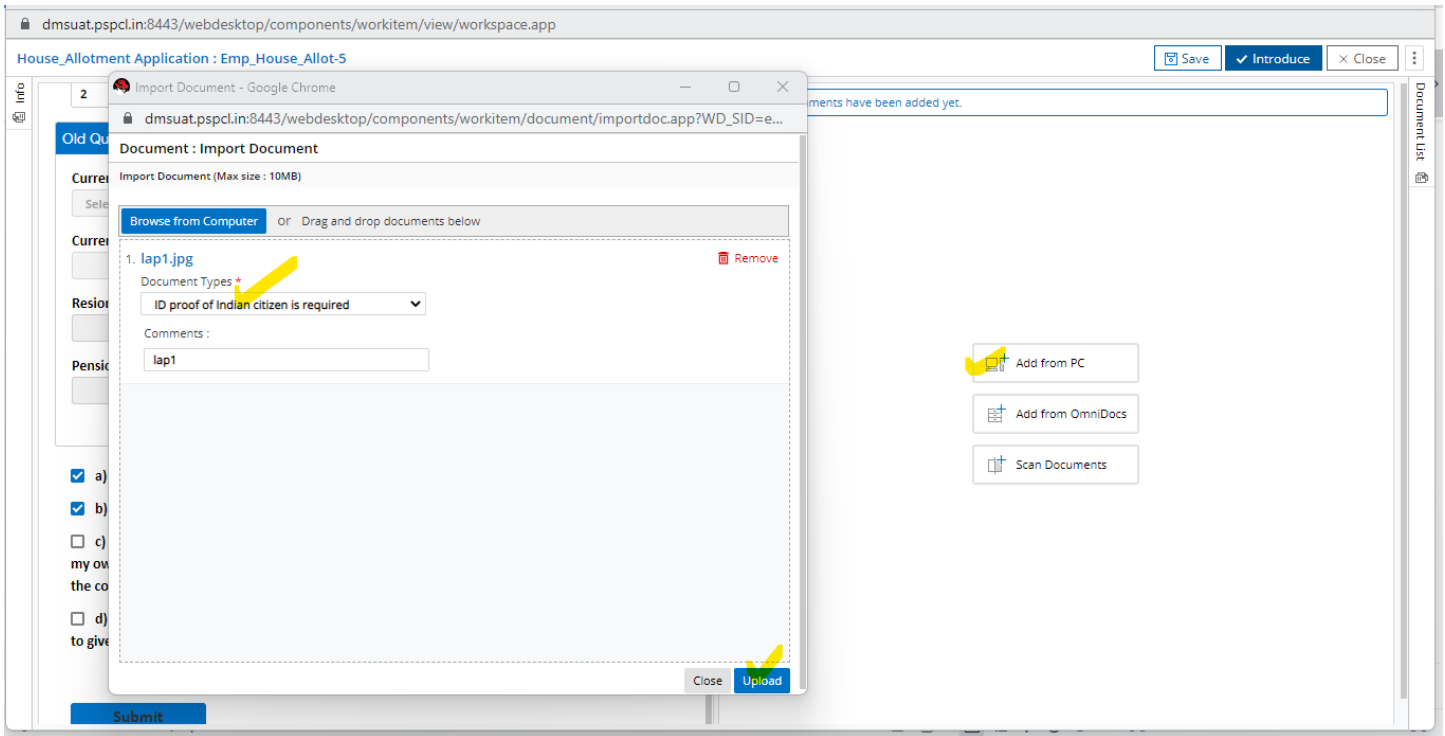
Submit

No documents have been added yet.

Add from PC  
Add from OmniDocs  
Scan Documents

Document List

- User can attach the relevant document by clicking on **Add from PC** option available the right section of the window, after adding the document user needs to provide the relevant **Document Type** and **Comments**



The screenshot displays a web application interface for 'House Allotment Application : Emp\_House\_Allot-5'. A modal window titled 'Import Document' is open, showing a document named 'lap1.jpg' with a size of 10MB. The document type is set to 'ID proof of Indian citizen is required' and the comment is 'lap1'. The 'Add from PC' button is highlighted with a yellow checkmark. The background interface includes a 'Submit' button and a 'Document List' sidebar.

- Now user will submit the work item(WI) and the WI will route to 1<sup>st</sup> level of approver

← → ↻ dmsuat.pspcl.in:8443/omniapp/pages/main/main.app ☆ ⚙️ 📄 👤 ⋮

bps 967157

Registration No Employee\_H\_... 5 Advanced Search

Queue Management

Search Queue

My Queue

- Employee\_H\_A\_P\_Chairman House allotment C...
- Employee\_H\_A\_P\_Employee Pensioner A
- Employee\_H\_A\_P\_House Allotment Application
- Employee\_H\_A\_P\_Sec House allotment commit...
- Employee\_H\_A\_P\_Sr. XEN TECH

My Search Queue

Save

	Registration No	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Locked Time	Introduc
	Emp_House_Allot-5	Sr. XEN TECH		N	20/Sep/2022 12:09:57				20/Sep

No Pinned Search Item!

- Form will be in the disabled mode, only the below mentioned field will be enabled for 1<sup>st</sup> approver:
  - Priority
  - Remarks
  - Decision
- User will do the eye ball check and validate all the details filled by the user
- User will select the **Priority** from the drop-down option, provide the remarks
- User will select the relevant Decision as mentioned below:
  - Approve- WI will route to the next level of approver
  - Reject- WI will get terminated



dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

Sr. XEN TECH : Emp\_House\_Allot-5

Save Done Close

Info

Current Location: Select

Current Name Of Colony:

Current Type Of Colony/Amount:

Current Vacant House No:

Resion:

Date of Retirement:

Pension Office:

Extension after retirement Remarks:

☒ a) It is verified that all the above-mentioned facts are correct in every respect.

☒ b) I've read the rules of house allotment and agree to abide by them.

☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.

☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

Priority: General

Remarks: okay

Decision: Approve

Submit

lap1.jpg

ID proof of Indian citizen is required (by 967157, 20/Sep/2022 12:09:33)

File Edit Zoom Transform Annotate

50%

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:  
(1) This device may not cause harmful interference.  
(2) This device must accept any interference received, including interference that may cause undesired operation.  
www.dell.com/regulatory\_compliance

MFG YR-2022  
ST-3TPYDL3  
EX-8327460423

- 2<sup>nd</sup> Approver will select the WI from their pending queue, and the form will open on their window

dmsuat.pspcl.in:8443/omniapp/pages/main/main.app

bps 967157

Registration No Employee\_H... 5 Advanced Search

Queue Management

Search Queue

My Queue

Employee\_H\_A\_P\_Chairman House allotment C...

Employee\_H\_A\_P\_Employee Pensioner A

Employee\_H\_A\_P\_House\_Allotment Application

Employee\_H\_A\_P\_Sec House allotment commit...

Employee\_H\_A\_P\_Sr. XEN TECH

My Search Queue

Save

Registration No	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Lock
Emp_House_Allot-5	Sec House allotment committee		N	20/Sep/2022 12:14:59			

- 2<sup>nd</sup> Approver will fill some of the enabled fields manually and validate all the pre-filled details
- Approver will check the vacant house list and can do the changes if required
- 2<sup>nd</sup> approver has 3 below mentioned mentions available in the **Decision** field:
  - Approve-WI will route to the 3<sup>rd</sup> level of Approver
  - Reject-WI will get terminated
  - Waiting- WI will route to Employee Pensioner work step and the notification will be sent to the applicant

dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

Sec House allotment committee : Emp\_House\_Allot-5

Save Done Close

**Name of Applicant**  
AJIT SINGH -

**Applicant Office Address**  
patiala

**Name of the Colony in which Quarter is Demanded**  
Power colony no 1

**Entitled Category of Applicant**  
General

**Category of Residence Demanded by Applicant**  
B

**Current Residence of Board of Applicant**  
PSPCL

**Requested House is How Many Step up from Entitlement**  
3

**Description of Letter of General/Secretary if any**  
General

**Vacant House**

**Number of Vacant House**  
118

**House Number of Requested House by Applicant (if any)**  
118

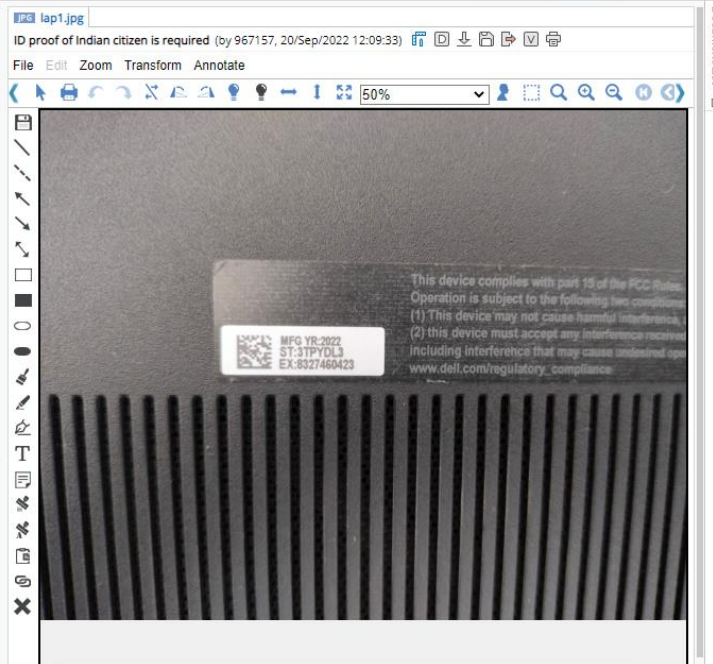
**Remarks From Sec/House allotment committee**  
done

**Priority**  
General

**Remarks**  
okay

**Decision**  
Approve

Submit



- 3rd Approver will receive the WI in their pending queue, user will click on the relevant WI to open the form. Form will get open in the disabled mode, user needs to select the decision only:
  - Approve- WI will route to end event
  - Reject- WI will get terminated

dmsuat.pspcl.in:8443/omniapp/pages/main/main.app

bps 967157

Registration No Employee\_H\_... 5 Advanced Search

**Queue Management**

Search Queue

My Queue

- Employee\_H\_A\_P\_Chairman House allotment Com...
- Employee\_H\_A\_P\_Employee Pensioner A
- Employee\_H\_A\_P\_House Allotment Application
- Employee\_H\_A\_P\_Sec House allotment commit...
- Employee\_H\_A\_P\_Sr. XEN TECH

No Pinned Search Item!

**My Search Queue**

Registration No	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Lock
Emp_House_Allot-5	Chairman House allotment Com		N	20/Sep/2022 12:34:08			

Chairman House allotment Com : Emp\_House\_Allot-5

Save Done Close

Info

Name or Applicant  
AJIT SINGH -

Applicant Office Address  
patiala

Name of the Colony in which Quarter is Demanded  
Power colony no 1

Entitled Category of Applicant  
General

Category of Residence Demanded by Applicant  
B

Current Residence of Board of Applicant  
PSPCL

Requested House is How Many Step up from Entitlement  
3

Description of Letter of General/Secretary if any  
General

Vacant House

Number of Vacant House  
118

House Number of Requested House by Applicant (if any)  
118

Remarks From Sec/House allotment committee  
done

Priority  
General

Remarks  
okay

Decision  
Approve

Submit

lap1.jpg

ID proof of Indian citizen is required (by 967157, 20/Sep/2022 12:09:33)

File Edit Zoom Transform Annotate

50%

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:  
(1) This device may not cause harmful interference.  
(2) This device must accept any interference received, including interference that may cause undesired operation.  
www.dell.com/regulatory\_compliance

MFG YR:2022  
ST:STPYDL3  
EX:4327460423

dmsuat.pspcl.in:8443/omniaapp/pages/main/main.app

bps 967157

Registration No Employee\_H\_... 5 Advanced Search

Queue Management

Search Queue

My Queue

Employee\_H\_A\_P\_Chairman House allotment C...

Employee\_H\_A\_P\_Employee Pensioner A

Employee\_H\_A\_P\_House\_Allotment Application

Employee\_H\_A\_P\_Sec House allotment commit...

Employee\_H\_A\_P\_Sr.XEN TECH

My Search Queue

Save

Registration No	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Locked Time	Introduc
Emp_House_Allot-5	End Event-8		N	20/Sep/2022 12:39:33				20/Sep

7. User will select the “**Change of Quarter**” from the drop-down options to apply to change the quarter as a type of request

- User will the rest of the form manually
- Once the user selects the **Location** from the drop-down options and based on the location, relevant **Name of Colony Request** and **House Type of Colony** options will be available in the relevant fields, user will select the relevant options
- Based on the Location, Name of Colony and House Type of Colony fields, system will fetch the list of **Vacant House** and user can select the desired option from that list of values
- User will provide the **House No** by referring the **Vacant House List**
- User needs to provide the date, since they are living in Patiala in “**Date of presence in Patiala**” field

dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

House Allotment Application : Emp\_House\_Allot-6

Save Introduce Close

No documents have been added yet.



## HOUSE ALLOTMENT

Request

Change Of Quarter

Name of Applicant

AJIT SINGH -

Mobile Number of Applicant

8195800276

Designation/ ID no

Name of office Where Posted

Punjab State Power Corporation Ltd

Head Quarter Name

Punjab State Power Cororation Limited

Date From Earlier Applied

15/09/2022

Group Or Grade

B

Pay Scale

6200

Basic Pay

7499

Designation on First Applied Position

Basic Salary on First Applied Position

7499

Earlier Requested For Which type

Add from PC

Add from OmniDocs

Scan Documents

- **Old Quarter Details** will be enabled for Change of Quarter request and user will provide all the required details and the reasons of changing the quarter
- Below mentioned fields will be disabled in **Old Quarter Details** Section:
  - Date of Retirement
  - Pension Office
  - Extension After Retirement:Remarks
- There will be some check box available with their description points, user needs to click on the relevant check box as per the requirement

dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

House Allotment Application : Emp\_House\_Allot-6

Save Introduce Close

No documents have been added yet.

### Old Quarter Details

Current Location

Patiala

Current Name Of Colony

Power Colony No.1, Model Town, Patiala

Current Type Of Colony/Amount

I : 6200- to 7499-

Current Vacant House No

126

Resion

Location change

Date of Retirement

Pension Office

Extension after retirement Remarks

☒ a) It is verified that all the above-mentioned facts are correct in every respect.

☒ b) I've read the rules of house allotment and agree to abide by them.

☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.

☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

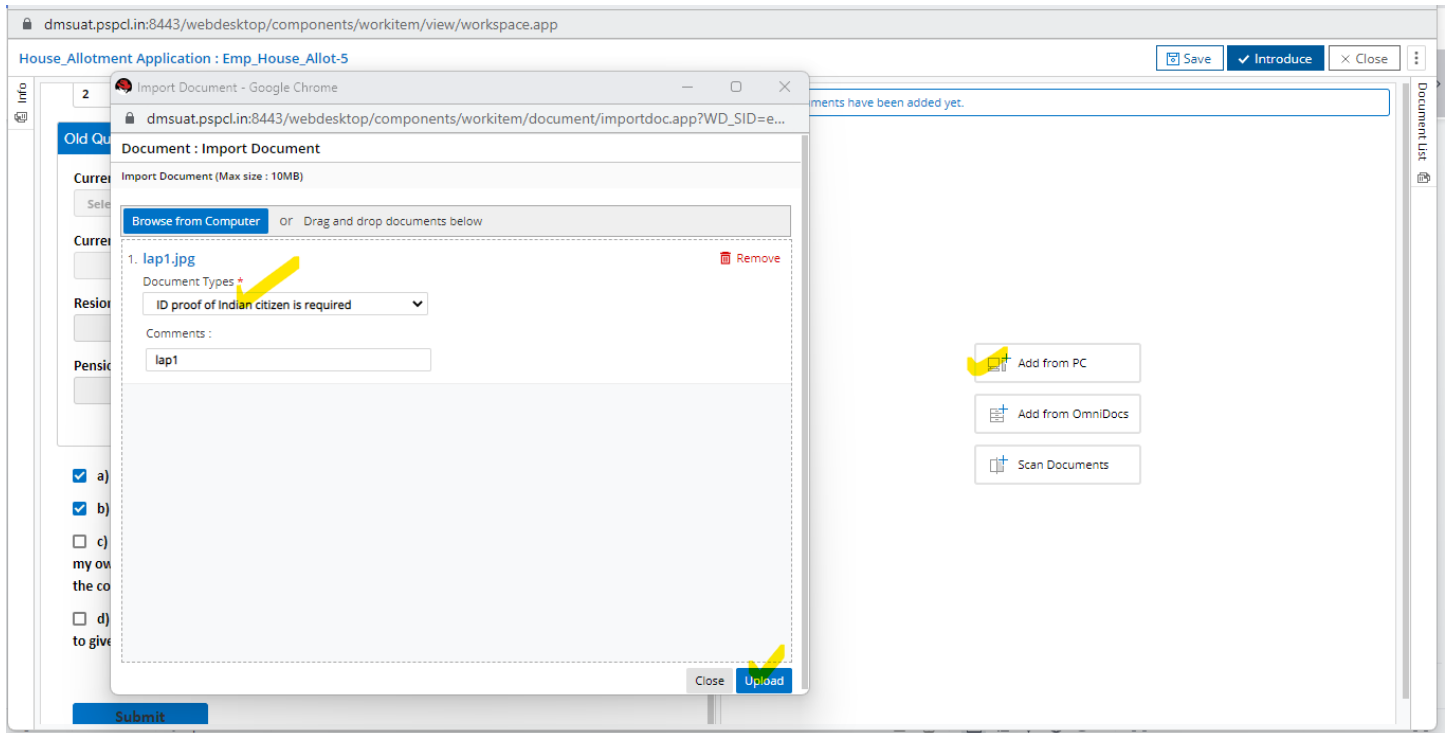
Submit

Add from PC

Add from OmniDocs

Scan Documents

- User can attach the relevant document by clicking on **Add from PC** option available the right section of the window, after adding the document user needs to provide the relevant **Document Type** and **Comments**



The screenshot displays a web application interface for document management. A modal window titled 'Import Document' is open, showing a file named 'lap1.jpg' being added. The 'Document Types' dropdown menu is set to 'ID proof of Indian citizen is required', and the 'Comments' field contains the text 'lap1'. The 'Add from PC' button is highlighted with a yellow checkmark. The background shows a workspace with a 'House Allotment Application' form.

- Now user will submit the work item(WI) and the WI will route to 1<sup>st</sup> level of approver
- Form will be in the disabled mode, only the below mentioned field will be enabled for 1<sup>st</sup> approver:
  - Priority
  - Remarks
  - Decision
- User will do the eye ball check and validate all the details filled by the user
- User will select the **Priority** from the drop-down option, provide the remarks
- User will select the relevant Decision as mentioned below:
  - Approve- WI will route to the next level of approver
  - Reject- WI will get terminated



Info

Current Location

Patiala

Current Name Of Colony

Power Colony No.1, Model Town, Patiala

Current Type Of Colony/Amount

I : 6200- to 7499-

Current Vacant House No

126

Resion

pending work

Date of Retirement

23/09/2022

Pension Office

pspcl

Extension after retirement Remarks

done

☒ a) It is verified that all the above-mentioned facts are correct in every respect.
 ☒ b) I've read the rules of house allotment and agree to abide by them.
 ☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.
 ☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

Priority

General

Remarks

okay

Decision

Approve

Submit

No documents have been added yet.

Add from PC


Add from OmniDocs

Scan Documents

Document List

- 2<sup>nd</sup> Approver will select the WI from their pending queue, and the form will open on their window
- 2<sup>nd</sup> Approver will fill some of the enabled fields manually and validate all the pre-filled details
- Approver will check the vacant house list and can do the changes if required
- 2<sup>nd</sup> approver has 3 below mentioned mentions available in the **Decision** field:
  - Approve-WI will route to the 3<sup>rd</sup> level of Approver
  - Reject-WI will get terminated
  - Waiting- WI will route to Employee Pensioner work step and the notification will be sent to the applicant

Sr. XEN TECH : Emp\_House\_Allot-8



## HOUSE ALLOTMENT

**Request**

Change Of Quarter

**Mobile Number of Applicant**

8195800276

**Name of office Where Posted**

Punjab State Power Corporation Ltd

**Date From Earlier Applied**

30/08/2022

**Group Or Grade**

B

**Basic Pay**

7499

**Basic Salary on First Applied Position**

7499

**Name of Office From Where He Requested Earlier**

PSPCL

**Name of Applicant**

AJIT SINGH -

**Designation/ ID no**

**Head Quarter Name**

Punjab State Power Cororation Limited

**Pay Scale**

6200

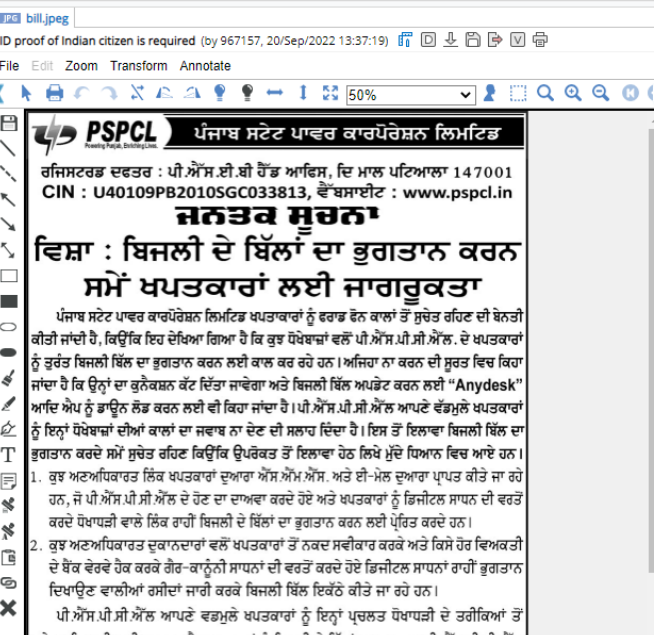
**Designation on First Applied Position**

**Earlier Requested For Which type**

I

**Number of Office From Where He Requested Earlier**

1



bill.jpeg

ID proof of Indian citizen is required (by 967157, 20/Sep/2022 13:37:19)

File Edit Zoom Transform Annotate

50%

**PSPCL** ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ

ਰਜਿਸਟਰਡ ਦਫਤਰ : ਪੀ.ਐੱਸ.ਈ.ਬੀ ਹੋਡ ਆਫਿਸ, ਦਿ ਮਾਲ ਪਟਿਆਲਾ 147001  
CIN : U40109PB2010SGC033813, ਵੈੱਬਸਾਈਟ : www.pspcl.in

### ਜਨਤਕ ਸੂਚਨਾ

### ਵਿਸ਼ਾ : ਬਿਜਲੀ ਦੇ ਬਿੱਲਾਂ ਦਾ ਭੁਗਤਾਨ ਕਰਨ ਸਮੇਂ ਖਪਤਕਾਰਾਂ ਲਈ ਜਾਗਰੂਕਤਾ

ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ ਖਪਤਕਾਰਾਂ ਨੂੰ ਫਰਾਡ ਫੰਨ ਕਾਲਾਂ ਤੋਂ ਸੂਚਤ ਰਹਿਣ ਦੀ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਕਿਉਂਕਿ ਇਹ ਦੇਖਿਆ ਗਿਆ ਹੈ ਕਿ ਕੁਝ ਧੋਖੇਬਾਜ਼ਾਂ ਵਲੋਂ ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ. ਦੇ ਖਪਤਕਾਰਾਂ ਨੂੰ ਤੁਰੰਤ ਬਿਜਲੀ ਬਿੱਲ ਦਾ ਭੁਗਤਾਨ ਕਰਨ ਲਈ ਕਾਲ ਕਰ ਰਹੇ ਹਨ। ਅਜਿਹਾ ਨਾ ਕਰਨ ਦੀ ਸੂਰਤ ਵਿਚ ਕਿਹਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਨ੍ਹਾਂ ਦਾ ਕੁਨੈਕਸ਼ਨ ਕੱਟ ਦਿੱਤਾ ਜਾਵੇਗਾ ਅਤੇ ਬਿਜਲੀ ਬਿੱਲ ਅਪਡੇਟ ਕਰਨ ਲਈ "Anydesk" ਆਦਿ ਐਪ ਨੂੰ ਡਾਊਨ ਲੋਡ ਕਰਨ ਲਈ ਵੀ ਕਿਹਾ ਜਾਂਦਾ ਹੈ। ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ. ਆਪਣੇ ਵੱਡੇ ਖਪਤਕਾਰਾਂ ਨੂੰ ਇਨ੍ਹਾਂ ਧੋਖੇਬਾਜ਼ਾਂ ਦੀਆਂ ਕਾਲਾਂ ਦਾ ਜਵਾਬ ਨਾ ਦੇਣ ਦੀ ਸਲਾਹ ਦਿੰਦਾ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਬਿਜਲੀ ਬਿੱਲ ਦਾ ਭੁਗਤਾਨ ਕਰਦੇ ਸਮੇਂ ਸੂਚਤ ਰਹਿਣ ਕਿਉਂਕਿ ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਹੋਰ ਲਿਖੇ ਮੁੱਦੇ ਧਿਆਨ ਵਿਚ ਆਏ ਹਨ।

- ਕੁਝ ਅਣਅਧਿਕਾਰਤ ਲਿੰਕ ਖਪਤਕਾਰਾਂ ਦੁਆਰਾ ਐੱਸ.ਐੱਮ.ਐੱਸ. ਅਤੇ ਈ-ਮੇਲ ਦੁਆਰਾ ਪ੍ਰਾਪਤ ਕੀਤੇ ਜਾ ਰਹੇ ਹਨ, ਜੋ ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ. ਦੇ ਹੋਣ ਦਾ ਦਾਅਵਾ ਕਰਦੇ ਹੋਏ ਅਤੇ ਖਪਤਕਾਰਾਂ ਨੂੰ ਡਿਜੀਟਲ ਸਾਧਨ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਧਾਧੜੀ ਵਾਲੇ ਲਿੰਕ ਰਾਹੀਂ ਬਿਜਲੀ ਦੇ ਬਿੱਲਾਂ ਦਾ ਭੁਗਤਾਨ ਕਰਨ ਲਈ ਪ੍ਰੇਰਿਤ ਕਰਦੇ ਹਨ।
- ਕੁਝ ਅਣਅਧਿਕਾਰਤ ਦੁਕਾਨਦਾਰਾਂ ਵਲੋਂ ਖਪਤਕਾਰਾਂ ਤੋਂ ਨਕਦ ਸਵੀਕਾਰ ਕਰਕੇ ਅਤੇ ਕਿਸੇ ਹੋਰ ਵਿਅਕਤੀ ਦੇ ਬੈਂਕ ਵੇਰਵੇ ਹੇਠ ਕਰਕੇ ਗੈਰ-ਕਾਨੂੰਨੀ ਸਾਧਨਾਂ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ ਡਿਜੀਟਲ ਸਾਧਨਾਂ ਰਾਹੀਂ ਭੁਗਤਾਨ ਦਿਖਾਉਣ ਵਾਲੀਆਂ ਰਸੀਦਾਂ ਜਾਰੀ ਕਰਕੇ ਬਿਜਲੀ ਬਿੱਲ ਇਕੱਠੇ ਕੀਤੇ ਜਾ ਰਹੇ ਹਨ।

ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ. ਆਪਣੇ ਵੱਡੇ ਖਪਤਕਾਰਾਂ ਨੂੰ ਇਨ੍ਹਾਂ ਪ੍ਰਚਲਤ ਧੋਖਾਧੜੀ ਦੇ ਤਰੀਕਿਆਂ ਤੋਂ ਸੂਚਤ ਰਹਿਣ ਦੀ ਅਪੀਲ ਕਰਦਾ ਹੈ। ਖਪਤਕਾਰਾਂ ਨੂੰ ਬਿਜਲੀ ਦੇ ਬਿੱਲਾਂ ਦਾ ਭੁਗਤਾਨ ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ.

Sr. XEN TECH : Emp\_House\_Allot-8

**Current Location**

Patiala

**Current Type Of Colony/Amount**

I : 6200- to 7499-

**Resion**

pending work

**Pension Office**

**Current Name Of Colony**

Power Colony No.1, Model Town, Patiala

**Current Vacant House No**

126

**Date of Retirement**

**Extension after retirement Remarks**

☒ a) It is verified that all the above-mentioned facts are correct in every respect.

☒ b) I've read the rules of house allotment and agree to abide by them.

☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.

☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

**Priority**

General

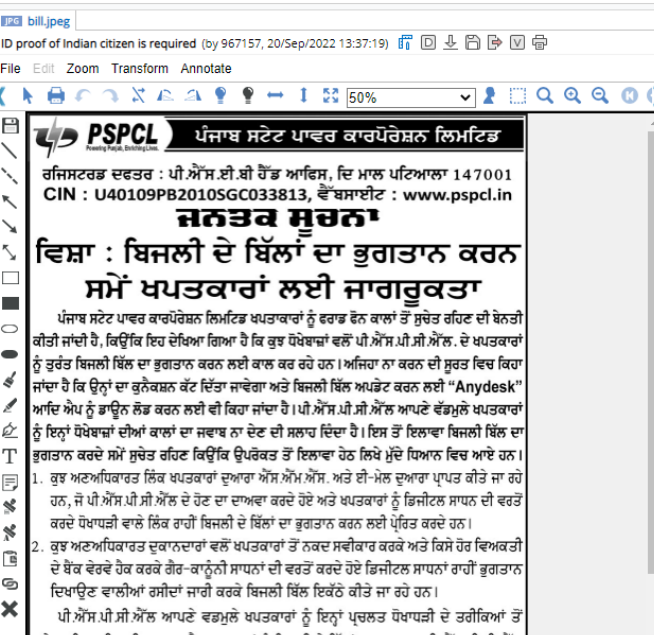
**Remarks**

okay

**Decision**

Approve

**Submit**



bill.jpeg

ID proof of Indian citizen is required (by 967157, 20/Sep/2022 13:37:19)

File Edit Zoom Transform Annotate

50%

**PSPCL** ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ

ਰਜਿਸਟਰਡ ਦਫਤਰ : ਪੀ.ਐੱਸ.ਈ.ਬੀ ਹੋਡ ਆਫਿਸ, ਦਿ ਮਾਲ ਪਟਿਆਲਾ 147001  
CIN : U40109PB2010SGC033813, ਵੈੱਬਸਾਈਟ : www.pspcl.in

### ਜਨਤਕ ਸੂਚਨਾ

### ਵਿਸ਼ਾ : ਬਿਜਲੀ ਦੇ ਬਿੱਲਾਂ ਦਾ ਭੁਗਤਾਨ ਕਰਨ ਸਮੇਂ ਖਪਤਕਾਰਾਂ ਲਈ ਜਾਗਰੂਕਤਾ

ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ ਖਪਤਕਾਰਾਂ ਨੂੰ ਫਰਾਡ ਫੰਨ ਕਾਲਾਂ ਤੋਂ ਸੂਚਤ ਰਹਿਣ ਦੀ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਕਿਉਂਕਿ ਇਹ ਦੇਖਿਆ ਗਿਆ ਹੈ ਕਿ ਕੁਝ ਧੋਖੇਬਾਜ਼ਾਂ ਵਲੋਂ ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ. ਦੇ ਖਪਤਕਾਰਾਂ ਨੂੰ ਤੁਰੰਤ ਬਿਜਲੀ ਬਿੱਲ ਦਾ ਭੁਗਤਾਨ ਕਰਨ ਲਈ ਕਾਲ ਕਰ ਰਹੇ ਹਨ। ਅਜਿਹਾ ਨਾ ਕਰਨ ਦੀ ਸੂਰਤ ਵਿਚ ਕਿਹਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਨ੍ਹਾਂ ਦਾ ਕੁਨੈਕਸ਼ਨ ਕੱਟ ਦਿੱਤਾ ਜਾਵੇਗਾ ਅਤੇ ਬਿਜਲੀ ਬਿੱਲ ਅਪਡੇਟ ਕਰਨ ਲਈ "Anydesk" ਆਦਿ ਐਪ ਨੂੰ ਡਾਊਨ ਲੋਡ ਕਰਨ ਲਈ ਵੀ ਕਿਹਾ ਜਾਂਦਾ ਹੈ। ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ. ਆਪਣੇ ਵੱਡੇ ਖਪਤਕਾਰਾਂ ਨੂੰ ਇਨ੍ਹਾਂ ਧੋਖੇਬਾਜ਼ਾਂ ਦੀਆਂ ਕਾਲਾਂ ਦਾ ਜਵਾਬ ਨਾ ਦੇਣ ਦੀ ਸਲਾਹ ਦਿੰਦਾ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਬਿਜਲੀ ਬਿੱਲ ਦਾ ਭੁਗਤਾਨ ਕਰਦੇ ਸਮੇਂ ਸੂਚਤ ਰਹਿਣ ਕਿਉਂਕਿ ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਹੋਰ ਲਿਖੇ ਮੁੱਦੇ ਧਿਆਨ ਵਿਚ ਆਏ ਹਨ।

- ਕੁਝ ਅਣਅਧਿਕਾਰਤ ਲਿੰਕ ਖਪਤਕਾਰਾਂ ਦੁਆਰਾ ਐੱਸ.ਐੱਮ.ਐੱਸ. ਅਤੇ ਈ-ਮੇਲ ਦੁਆਰਾ ਪ੍ਰਾਪਤ ਕੀਤੇ ਜਾ ਰਹੇ ਹਨ, ਜੋ ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ. ਦੇ ਹੋਣ ਦਾ ਦਾਅਵਾ ਕਰਦੇ ਹੋਏ ਅਤੇ ਖਪਤਕਾਰਾਂ ਨੂੰ ਡਿਜੀਟਲ ਸਾਧਨ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਧਾਧੜੀ ਵਾਲੇ ਲਿੰਕ ਰਾਹੀਂ ਬਿਜਲੀ ਦੇ ਬਿੱਲਾਂ ਦਾ ਭੁਗਤਾਨ ਕਰਨ ਲਈ ਪ੍ਰੇਰਿਤ ਕਰਦੇ ਹਨ।
- ਕੁਝ ਅਣਅਧਿਕਾਰਤ ਦੁਕਾਨਦਾਰਾਂ ਵਲੋਂ ਖਪਤਕਾਰਾਂ ਤੋਂ ਨਕਦ ਸਵੀਕਾਰ ਕਰਕੇ ਅਤੇ ਕਿਸੇ ਹੋਰ ਵਿਅਕਤੀ ਦੇ ਬੈਂਕ ਵੇਰਵੇ ਹੇਠ ਕਰਕੇ ਗੈਰ-ਕਾਨੂੰਨੀ ਸਾਧਨਾਂ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ ਡਿਜੀਟਲ ਸਾਧਨਾਂ ਰਾਹੀਂ ਭੁਗਤਾਨ ਦਿਖਾਉਣ ਵਾਲੀਆਂ ਰਸੀਦਾਂ ਜਾਰੀ ਕਰਕੇ ਬਿਜਲੀ ਬਿੱਲ ਇਕੱਠੇ ਕੀਤੇ ਜਾ ਰਹੇ ਹਨ।

ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ. ਆਪਣੇ ਵੱਡੇ ਖਪਤਕਾਰਾਂ ਨੂੰ ਇਨ੍ਹਾਂ ਪ੍ਰਚਲਤ ਧੋਖਾਧੜੀ ਦੇ ਤਰੀਕਿਆਂ ਤੋਂ ਸੂਚਤ ਰਹਿਣ ਦੀ ਅਪੀਲ ਕਰਦਾ ਹੈ। ਖਪਤਕਾਰਾਂ ਨੂੰ ਬਿਜਲੀ ਦੇ ਬਿੱਲਾਂ ਦਾ ਭੁਗਤਾਨ ਪੀ.ਐੱਸ.ਪੀ.ਸੀ.ਐੱਲ.

- 3rd Approver will receive the WI in their pending queue, user will click on the relevant WI to open the form. Form will get open in the disabled mode, user needs to select the decision only:

Registration No. Employee\_H... 7 Advanced Search

**Queue Management**

Search Queue

My Queue

- Employee\_H\_A\_P\_Chairman House allotment Com
- Employee\_H\_A\_P\_Employee Pensioner A
- Employee\_H\_A\_P\_House Allotment Application
- Employee\_H\_A\_P\_Sec House allotment commit...
- Employee\_H\_A\_P\_Sr. XEN TECH

**My Search Queue**

Registration No.	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Lock
Emp_House_Allot-7	Chairman House allotment Com		N	20/Sep/2022 13:20:25			

○ Approve- WI will route to end event

dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

Chairman House allotment Com : Emp\_House\_Allot-7

**HOUSE ALLOTMENT**

**Request**

Extension after retirement

**Name of Applicant**

AJIT SINGH

**Mobile Number of Applicant**

8195800276

**Designation/ ID no**

**Name of office Where Posted**

Punjab State Power Corporation Ltd

**Head Quarter Name**

Punjab State Power Cororation Limited

**Group Or Grade**

B

**Pay Scale**

6200

**Basic Pay**

7499

**Office from where he being paid(DDO)**

paid

**Location**

Select

**Name of Colony Request**

**House Type of Colony/Amount**

**Vacant House List**

**House No.**

No documents have been added yet.

Add from PC

Add from OmniDocs

Scan Documents



Chairman House allotment Com : Emp\_House\_Allot-7

Save Done Close

<p><b>Name of Applicant</b> AJIT SINGH -</p> <p><b>Name of the Colony in which Quarter is Demanded</b> Power colony no1</p> <p><b>Category of Residence Demanded by Applicant</b> B</p> <p><b>Requested House is How Many Step up from Entitlement</b> 2</p> <p><b>Vacant House</b></p> <p><b>Number of Vacant House</b> Select</p> <p><b>House Number of Requested House by Applicant (if any)</b> 126</p> <p><b>Remarks From Sec/House allotment committee</b> okay</p> <p><b>Priority</b> General</p> <p><b>Remarks</b> okay</p> <p><b>Decision</b> --Select--</p>	<p><b>Applicant Office Address</b> B 1102 The Hermitage Park K Area Dhakouli Zi</p> <p><b>Entitled Category of Applicant</b> General</p> <p><b>Current Residence of Board of Applicant</b> PSPCL</p> <p><b>Description of Letter of General/Secretary if any</b> Yes</p>	<p>No documents have been added yet.</p> <p>Add from PC</p> <p>Add from OmniDocs</p> <p>Scan Documents</p>
---	--	--

- Reject- WI will get terminated

8. User will select the “**Leave Quarter**” from the drop-down options to apply to leave the quarter as a type of request

- User will the rest of the form manually
- User needs to provide the date, since they are living in Patiala in “**Date of presence in Patiala**” field

<p><b>Request</b> Leave Quarter</p> <p><b>Mobile Number of Applicant</b> 8195800276</p> <p><b>Name of office Where Posted</b> Punjab State Power Corporation Ltd</p> <p><b>Group Or Grade</b> B</p> <p><b>Basic Pay</b> 7499</p> <p><b>Office from where he being paid(DDO)</b> paid</p> <p><b>Name of Colony Request</b></p> <p><b>Vacant House List</b></p>		<p><b>HOUSE ALLOTMENT</b></p> <p><b>Name of Applicant</b> AJIT SINGH -</p> <p><b>Designation/ ID no</b></p> <p><b>Head Quarter Name</b> Punjab State Power Cororation Limited</p> <p><b>Pay Scale</b> 6200</p> <p><b>Location</b> Select</p> <p><b>House Type of Colony/Amount</b></p> <p><b>House No.</b></p>		<p>No documents have been added yet.</p> <p>Add from PC</p> <p>Add from OmniDocs</p> <p>Scan Documents</p>
---	--	--	--	--

- **Old Quarter Details** will be enabled for Change of Quarter request and user will provide all the required details and reason for leaving the quarter

- Below mentioned fields will be disabled in **Old Quarter Details** Section:
  - Date of Retirement
  - Pension Office
  - Extension After Retirement:Remarks
- There will be some check box available with their description points, user needs to click on the relevant check box as per the requirement

Info

Number of Dependents Living with the Applicant

Floor of Colony Request

Old Quarter Details

Current Location

Patiala

Current Name Of Colony

Power Colony No.1, Model Town, Patiala

Current Type Of Colony/Amount

1 : 6200- to 7499-

Current Vacant House No

126

Resion

relocate

Date of Retirement

Pension Office

Extension after retirement Remarks

☒ a) It is verified that all the above-mentioned facts are correct in every respect.

☒ b) I've read the rules of house allotment and agree to abide by them.

☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.

☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

No documents have been added yet.

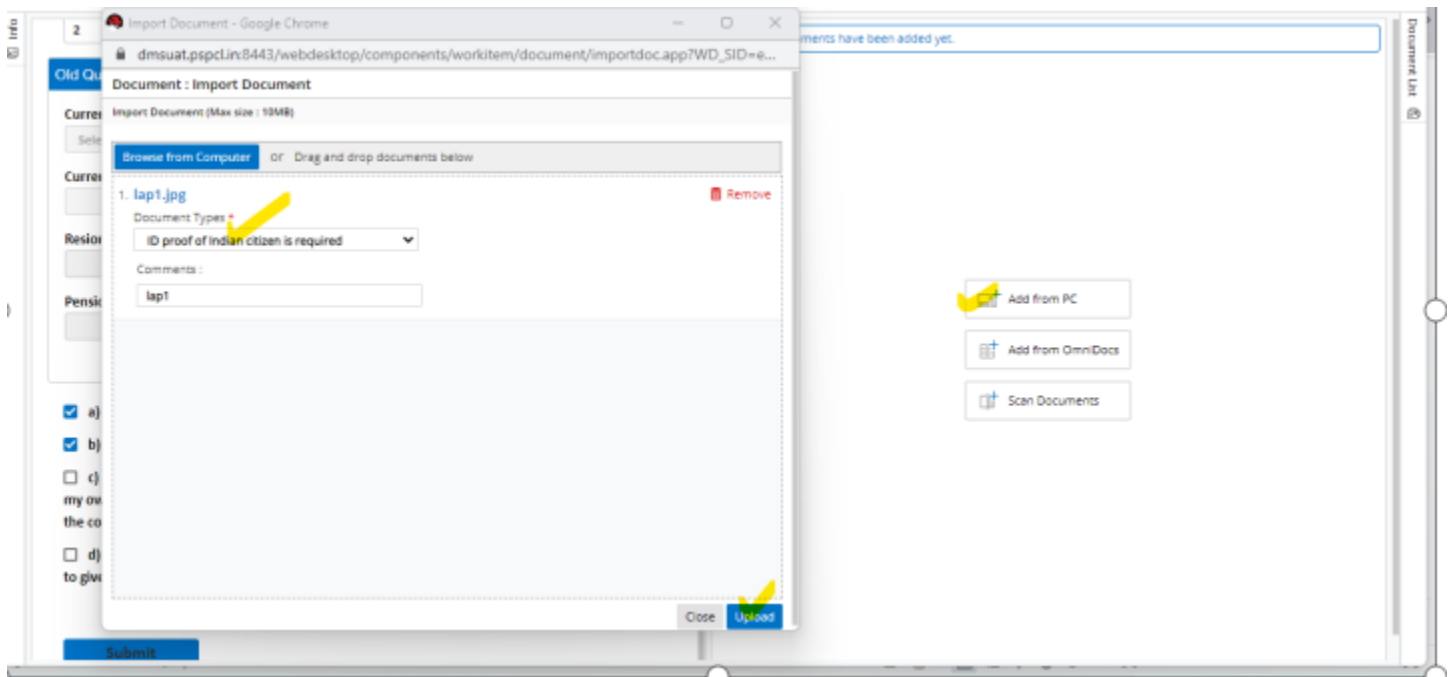
Add from PC

Add from OmniDocs

Scan Documents

Document List

- User can attach the relevant document by clicking on **Add from PC** option available the right section of the window, after adding the document user needs to provide the relevant **Document Type** and **Comments**



Import Document - Google Chrome

dmsuat.pspcl.in:5443/webdesktop/components/workitem/document/importdoc.app?WD\_SID=e...

Document : Import Document

Import Document (Max size : 10MB)

Browse from Computer OR Drag and drop documents below

1. lap1.jpg Remove

Document Types: ID proof of Indian citizen is required

Comments: lap1

Close Upload

Submit

Documents have been added yet.

Add from PC

Add from OmniDocs

Scan Documents

- Now user will submit the work item(WI) and the WI will route to 1<sup>st</sup> level of approver
- Form will be in the disabled mode, only the below mentioned field will be enabled for 1<sup>st</sup> approver:
  - Priority
  - Remarks
  - Decision
- User will do the eye ball check and validate all the details filled by the user
- User will select the **Priority** from the drop-down option, provide the remarks
- User will select the relevant Decision as mentioned below:
  - Approve- WI will route to the next level of approver
  - Reject- WI will get terminated

Info

Current Location

Patiala

Current Name Of Colony

Power Colony No.1, Model Town, Patiala

Current Type Of Colony/Amount

I : 6200- to 7499-

Current Vacant House No

126

Resion

pending work

Date of Retirement

23/09/2022

Pension Office

pspcl

Extension after retirement Remarks

done

☒ a) It is verified that all the above-mentioned facts are correct in every respect.
 ☒ b) I've read the rules of house allotment and agree to abide by them.
 ☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.
 ☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

Priority

General

Remarks

okay

Decision

Approve

Submit

No documents have been added yet.

Add from PC

Add from OmniDocs

Scan Documents

Document List

- 2<sup>nd</sup> Approver will select the WI from their pending queue, and the form will open on their window
- 2<sup>nd</sup> Approver will fill some of the enabled fields manually and validate all the pre-filled details
- Approver will check the vacant house list and can do the changes if required
- 2<sup>nd</sup> approver has 3 below mentioned mentions available in the **Decision** field:
  - Approve-WI will route to the 3<sup>rd</sup> level of Approver
  - Reject-WI will get terminated
  - Waiting- WI will route to Employee Pensioner work step and the notification will be sent to the applicant

dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

Sec House allotment committee : Emp\_House\_Allot-7

Save Done Close

Info

**Old Quarter Details**

Current Location: Patiala

Current Name Of Colony: Power Colony No.1, Model Town, Patiala

Current Type Of Colony/Amount: 1 : 6200- to 7499-

Current Vacant House No: 126

Resion: pending work

Date of Retirement: 23/09/2022

Pension Office: pspcl

Extension after retirement Remarks: done

☒ a) It is verified that all the above-mentioned facts are correct in every respect.

☒ b) I've read the rules of house allotment and agree to abide by them.

☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.

☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

Name of Applicant: AJIT SINGH -

Applicant Office Address: B 1102 The Hermitage Park K Area Dhakouli Zi

Name of the Colony in which Quarter is:

Entitled Category of Applicant:

No documents have been added yet.

Add from PC

Add from OmniDocs

Scan Documents

- 3rd Approver will receive the WI in their pending queue, user will click on the relevant WI to open the form. Form will get open in the disabled mode, user needs to select the decision only:

Registration No Employee\_H\_... 7 Advanced Search

Queue Management

My Queue

Employee\_H\_A\_P\_Chairman House allotment Com

Employee\_H\_A\_P\_Employee Pensioner A

Employee\_H\_A\_P\_House Allotment Application

Employee\_H\_A\_P\_Sec House allotment commit...


Employee\_H\_A\_P\_Sr. XEN TECH

My Search Queue

Registration No	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Lock
Emp_House_Allot-7	Chairman House allotment Com		N	20/Sep/2022 13:20:25			

- Approve- WI will route to end event
  - Reject- WI will get terminated
9. User will select the “**Extension after retirement**” from the drop-down options to apply to extension as a type of request
- User will the rest of the form manually
  - User needs to provide the date, since they are living in Patiala in “**Date of presence in Patiala**” field

Info



## HOUSE ALLOTMENT

Request

Extension after retirement

Name of Applicant

AJIT SINGH -

Mobile Number of Applicant

8195800276

Designation/ ID no

Name of office Where Posted

Punjab State Power Corporation Ltd

Head Quarter Name

Punjab State Power Cororation Limited

Group Or Grade

B

Pay Scale

6200

Basic Pay

7499

Office from where he being paid(DDO)

paid

Location

Select

Name of Colony Request

House Type of Colony/Amount

Vacant House List

House No.

No documents have been added yet.

Add from PC

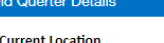
Add from OmniDocs

Scan Documents

Document List

- **Old Quarter Details** will be enabled for Change of Quarter request and user will provide all the required details and reason for leaving the quarter
- Below mentioned fields will be enabled in **Old Quarter Details** Section for extension after retirement request and user needs to provide the details for the same fields:
  - Date of Retirement
  - Pension Office
  - Extension After Retirement:Remarks
- There will be some check box available with their description points, user needs to click on the relevant check box as per the requirement

Info



## HOUSE ALLOTMENT

Request

Extension after retirement

Name of Applicant

AJIT SINGH -

Mobile Number of Applicant

8195800276

Designation/ ID no

Name of office Where Posted

Punjab State Power Corporation Ltd

Head Quarter Name

Punjab State Power Cororation Limited

Group Or Grade

B

Pay Scale

6200

Basic Pay

7499

Office from where he being paid(DDO)

paid

Location

Select

Name of Colony Request

House Type of Colony/Amount

Vacant House List

House No.

No documents have been added yet.

Add from PC

Add from OmniDocs

Scan Documents

Document List

Old Quarter Details

Current Location

Patiala

Current Name Of Colony

Power Colony No.1, Model Town, Patiala

Current Type Of Colony/Amount

I : 6200- to 7499-

Current Vacant House No

126

Resion

pending work

Date of Retirement

23/09/2022

Pension Office

pspcl

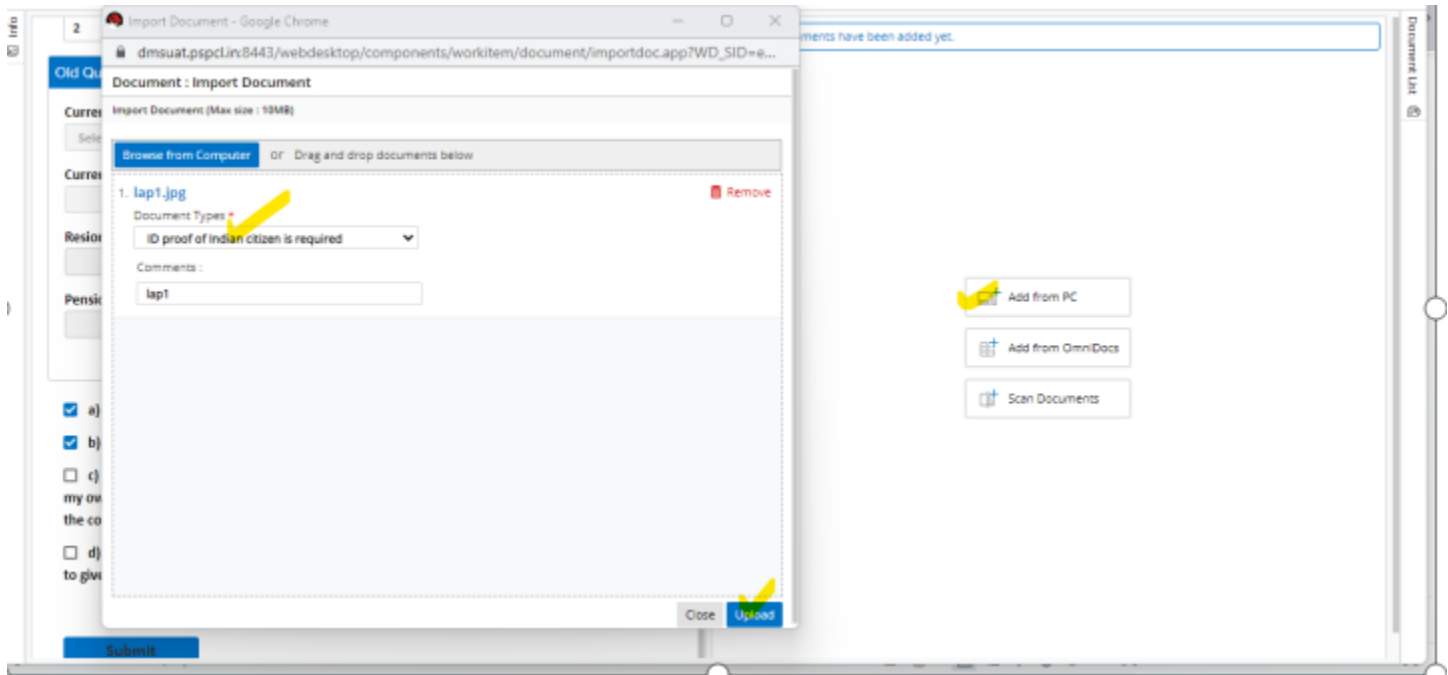
Extension after retirement Remarks

done

☒ a) It is verified that all the above-mentioned facts are correct in every respect.
   
☒ b) I've read the rules of house allotment and agree to abide by them.
   
☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.
   
☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

Submit

- User can attach the relevant document by clicking on **Add from PC** option available the right section of the window, after adding the document user needs to provide the relevant **Document Type** and **Comments**



- Now user will submit the work item(WI) and the WI will route to 1<sup>st</sup> level of approver

Queue Management		My Search Queue									
Search Queue		Registration No	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Locked Time	Introduc	
My Queue		Emp_House_Allot-7	Sr. XEN TECH		N	20/Sep/2022 13:03:40				20/Sep	
Employee_H_A_P_Chairman House allotment C...											
Employee_H_A_P_Employee Pensioner A											
Employee_H_A_P_House_Allotment Application											
Employee_H_A_P_Sec House allotment commit...											
Employee_H_A_P_Sr. XEN TECH											

- Form will be in the disabled mode, only the below mentioned field will be enabled for 1<sup>st</sup> approver:
  - Priority
  - Remarks
  - Decision
- User will do the eye ball check and validate all the details filled by the user
- User will select the **Priority** from the drop-down option, provide the remarks
- User will select the relevant Decision as mentioned below:
  - Approve- WI will route to the next level of approver
  - Reject- WI will get terminated

**Current Location**

Patiala

**Current Type Of Colony/Amount**

I : 6200- to 7499-

**Resion**

pending work

**Pension Office**

pspcl

**Current Name Of Colony**

Power Colony No.1, Model Town, Patiala

**Current Vacant House No**

126

**Date of Retirement**

23/09/2022

**Extension after retirement Remarks**

done

☒ a) It is verified that all the above-mentioned facts are correct in every respect.

☒ b) I've read the rules of house allotment and agree to abide by them.

☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.

☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

**Priority**

General

**Remarks**

okay

**Decision**

Approve

**Submit**

No documents have been added yet.

Add from PC

Add from OmniDocs

Scan Documents

- 2<sup>nd</sup> Approver will select the WI from their pending queue, and the form will open on their window
- 2<sup>nd</sup> Approver will fill some of the enabled fields manually and validate all the pre-filled details
- Approver will check the vacant house list and can do the changes if required
- 2<sup>nd</sup> approver has 3 below mentioned mentions available in the **Decision** field:
  - Approve-WI will route to the 3<sup>rd</sup> level of Approver
  - Reject-WI will get terminated
  - Waiting- WI will route to Employee Pensioner work step and the notification will be sent to the applicant

**Queue Management**

Search Queue

My Queue

Employee\_H\_A\_P\_Chairman House allotment C...

Employee\_H\_A\_P\_Employee Pensioner A

Employee\_H\_A\_P\_House\_Allotment Application

Employee\_H\_A\_P\_Sec House allotment commit...

Employee\_H\_A\_P\_Sr.XEN TECH

**My Search Queue**

Registration No	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Locked Time	Introdui
Emp_House_Allot-8	Sr.XEN TECH		N	20/Sep/2022 13:37:28				20/Sep



dmsuat.pspcl.in:8443/webdesktop/components/workitem/view/workspace.app

Sec House allotment committee : Emp\_House\_Allot-7

Save Done Close

Info

**Old Quarter Details**

Current Location: Patiala

Current Name Of Colony: Power Colony No.1, Model Town, Patiala

Current Type Of Colony/Amount: 1 : 6200- to 7499-

Current Vacant House No: 126

Resion: pending work

Date of Retirement: 23/09/2022

Pension Office: pspcl

Extension after retirement Remarks: done

☒ a) It is verified that all the above-mentioned facts are correct in every respect.

☒ b) I've read the rules of house allotment and agree to abide by them.

☐ c) I attest that I didn't build/own a house on loan from PSPCL in Patiala. And also, I don't have my own house in Patiala. Whenever I build a house on loan in future, I will vacate the house of the colony as per rules and in case of non-evacuation will be entitled to punishment as per rules.

☐ d) It is verified that the above details are true and in case of false statement it will be my duty to give notice for loss of house rent and allotment.

Name of Applicant: AJIT SINGH -

Applicant Office Address: B 1102 The Hermitage Park K Area Dhakouli Zi

Name of the Colony in which Quarter is

Entitled Category of Applicant

No documents have been added yet.

Add from PC

Add from OmniDocs

Scan Documents

- 3rd Approver will receive the WI in their pending queue, user will click on the relevant WI to open the form. Form will get open in the disabled mode, user needs to select the decision only:
  - Approve- WI will route to end event

Chairman House allotment Com : Emp\_House\_Allot-7

Save Done Close

Info

**Name of Applicant**: AJIT SINGH -

**Applicant Office Address**: B 1102 The Hermitage Park K Area Dhakouli Zi

**Name of the Colony in which Quarter is Demanded**: Power colony no1

**Entitled Category of Applicant**: General

**Category of Residence Demanded by Applicant**: B

**Current Residence of Board of Applicant**: PSPCL

**Requested House is How Many Step up from Entitlement**: 2

**Description of Letter of General/Secretary if any**: Yes

**Vacant House**

**Number of Vacant House**: Select

**House Number of Requested House by Applicant (if any)**: 126

**Remarks From Sec/House allotment committee**: okay

**Priority**: General

**Remarks**: okay

**Decision**: Approve

Submit

No documents have been added yet.

Add from PC

Add from OmniDocs

Scan Documents

Document list

Registration No ▼ Employee\_H\_... ▼ 7 🔍 Advanced Search

Queue Management 🔄 📄

🔍 Search Queue < >

My Queue

Employee\_H\_A\_P\_Chairman House allotment C...

Employee\_H\_A\_P\_Employee Pensioner A

Employee\_H\_A\_P\_House\_Allotment Application

Employee\_H\_A\_P\_Sec House allotment commit...

Employee\_H\_A\_P\_Sr. XEN TECH

My Search Queue 🔄 📄 🔍 Save ⌵ ⌵ < >

<input type="checkbox"/>	<span>⬆</span> <span>⬆</span> <span>⚠</span>	Registration No <span>⬆</span>	Workstep Name	Locked By	Checklist Complete	Entry Date Time	Turn Around Date Time	Valid Till	Locked Time	Introduc
<input type="checkbox"/>	<span>⬇</span>	Emp_House_Allot-7	Emp Event-8		N	20/Sep/2022 13:31:43				20/Sep

- Reject- WI will get Employee\_H\_A\_P\_Sec House allotment committe.