



Punjab State Power Corporation Ltd.

(P.S.E.B. Head Office Building, The Mall, Patiala)

(Office of Chief Accounts Officer/Centralized Pay & Pension Cell, P.S.P.C.L., Patiala)

(E-mail ID: - dy-cao-cppc@pspcl.in, Fax No.:- 0175-2213046)

To

All Engineer-in-Chiefs/ Chief Engineers/ CAO & Equivalents

All Dy. Chief Engineer/ Superintending Engineers/ Dy. CAOs/ Company Secy

All Additional S.Es. /Sr. Xens/Accounts Officers

All Dy. Secy. / Under Secy. / Sectional Heads in Head Office

} PSPCL

Memo. No. 755/- 8251

Dated: - 31 /10/2013.

Subject: Important guidelines to operate official e-mail IDs at pspcl.in.

Regarding subject cited matter, as you are aware that the payment of salary & pension of entire PSPCL is being disbursed from the month of August 2013 and onwards through Centralized Pay and Pension Cell at Head Office level Patiala. For correspondence with this office, Official e-mail ids for all the Drawing Officers/Officers-in-Charge have been got created from the concerned office. In this regards, please instruct officials/officers under your control that any e-mail sent from pspl official e-mail ID of their office is being considered by this office, as requests/intimation sent to this office by concerned drawing officer/Officers-in-Charge. Such requests/intimations received through e-mail are being forwarded by this office to concerned offices on behalf of concerned drawing officer/Officer-in -Charge without waiting for any hard copy of such request/intimation.

As such, being financial matter, all the offices should be careful while sending e-mails to this office through their official e-mails. All the officials/officers under your control may be instructed to keep in mind the following points while dealing with this office on official e-mail:-

- 1) Being financial matter, official e-mail ids should only be operated by concerned Drawing officer/Officers-in -Charge or any other person duly authorized by him/her. However, any e-mail from official e-mail of any office shall be treated by this office as the same is received from concerned Drawing officer/Officer-in -Charge & he/she shall be fully responsible for operation of these e-mail ids.
- 2) All the offices are requested to check their e-mail IDs on regular basis & make compliance of the instructions/guidelines as given by this office from time to time.
- 3) Any reply to e-mail sent from this office may please be given in format prescribed in the mail of this office. No reply of e-mail from offices shall be considered if the same is not in format, as requested by this office.
- 4) All the offices are requested to send scanned copies of documents (as & when requested by this office) only in PDF format as other format take more space on system & take more time to upload/download.

- 5) All the Drawing officer/Officer-in -Charge are requested to change password of their official e-mail ID at least twice a month for security purpose. If password is not changed within 45 days the same shall be locked by IT section & your office shall be required to unlock it from their office.
- 6) Being financial matter, no e-mail from e-mail id other than PSPCL official e-mail id shall be considered by this office.
- 7) All the offices are requested to send all the queries/correspondence to following e-mail IDs only:-
For salary regarding matters :- ao-cpay@pspcl.in
For pension regarding matters:- ao-cpension@pspcl.in
- E-mail sent to any e-mail ID other than e-mail IDs mentioned above shall not be considered by this office.
- 8) All the offices are also requested to check following link on regular basis for instruction issued by centralized pay & pension cell from time to time.
www.pspcl.in > information center > office orders & circulars > Dv. CAO/ Centralized Pay & Pension.
- 9) In case of any issue regarding e-mail, your office is requested to contact in IT/Section at mobile no. 75895-19181.

All the officials/officers under your control be instructed to take a quick note of all the above mentioned points & carefully follow these guidelines.


Dy. CAO/CPPC
PSPCL, Patiala

CC:-

- 1) SE/IT for uploading this letter on PSPCL web site at following link please:-
www.pspcl.in > information center > office orders & circulars > Dv. CAO/ Centralized Pay & Pension.