

# Punjab State Power Corporation Limited

Regd. Office: PSEB Head Office, The Mall Patiala-147001.

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Corporate Identity Number : U40109PB2010SGC033813 Website : [www.pspcl.in](http://www.pspcl.in)

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To

All EICs/ General Manager /Administration, PSPCL.  
All Chief Engineers, PSPCL  
All Chief Accounts Officers, PSPCL  
Chief Auditor /Financial Advisor/ Cost Controller PSPCL.  
Legal Advisor, PSPCL

Memo. No. 24357-24401/CS Dated: 26.05.2014

Sub: DECLARATION BY HOD:

The matter reading placing the Agenda Item was discussed with Whole Time Directors. The Board of Directors, Committee of Whole Time Directors and Committees constituted and authorized by the Board consider and take decision on proposals in the agenda submitted by HOD's. As such, the Head of Department shall give a Declaration in every Agenda Item just before the Heading – Decision Required, as under:

Declaration by HOD:

'All material information likely to influence the decision has been truly and fairly brought out in the Agenda and that no such information has been withheld. Also, there is no willful default in compliance of applicable standard operating procedure (SOPs) and Laws.'

All HOD's are requested to incorporate the above Declaration in all the agendas submitted to be placed before the Board, Committee of Whole Time Directors and Committee constituted by the Board, failing which the agenda shall not be placed before the competent authority.

For Punjab State Power Corporation Limited



(JASPAL SINGH)

Company Secretary

CC: All Whole Time Directors for information please.