



**PUNJAB STATE POWER CORPORATION LTD.**  
**(Regd. Office: PSEB Head Office, The Mall, Patiala)**  
**(MEETING SECTION)**

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To:

All H.O.Ds,  
Punjab State Power Corporation Ltd.,  
Patiala.

Memo No.32197/32297/BD-526(PSPCL)  
Dated: 15.03.2013.

Sub:

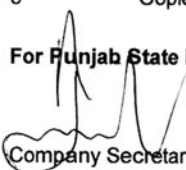
**SUBMISSION OF MEMORANDUM.**

Instructions regarding preparation and submission of memorandums have been issued by the Meeting Section from time to time (available on PSPCL's website). It was observed by the Directors in WTD Meeting that certain memorandums are prepared in a very small font and printed in a very congested space so make it very difficult to read the memorandum. In certain cases photo copies are very dim.

As such, it is requested that henceforth followings may please be strictly adhered otherwise the memorandum shall not be placed before the Board/WTD:

- 1 All memorandums should be printed in Font Arial size 12.
- 2 Line space should be 1.5 and margins should be 1.6" left side and .8" right side (in mirror margin) so that while punching the memorandum, the printed area is not punched.
- 3 Copies of the memorandums should be legible.

For Punjab State Power Corporation Ltd.,



Company Secretary.

CC: Sr. P.S's to Director/Generation, Director/Fin. ,Director/Distribution, and Director/Comml., PSPCL, Patiala.