

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

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Office Order No.23/BD-673 (PSPCL)

Dt. 4.10.2012

Subject: RESOLUTION OF DECISION REQUIRED.

Instructions regarding submission of Memorandums were issued vide this office O/O No. 14/BD-673/PSPCL Dated 21.10.2010 and circulated vide endst. No. 63784/64184/BD-673 Dt. 21.10.2010 to all H.O.Ds. which are reiterated as under:-

The Board of Director in the 7<sup>th</sup> Board meeting of the Company held on 13<sup>th</sup> day of October 2010 at Mohali observed that the present system of giving 'Decision Required' in the Memorandums by mentioning 'as per Para No.....' is not correct and desired that the Decision Required be given in the Memorandum in the shape of Resolution containing the complete decision which the concerned office wants the Board of Directors to consider and Pass/Approve.

As such, it is requested that all H.O.D's, from now onwards, while submitting the Memorandums for the consideration of the Board/WTD shall give under the heading 'Decision Required' a Resolution containing complete decision to the Memorandum which the Board/WTD is to consider and if deem fit, pass the same, with or without any modification as under:

DECISION REQUIRED:

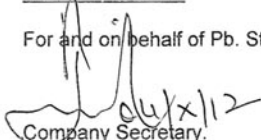
The Board/WTD is requested to consider and pass the following resolution:  
"RESOLVED THAT the....."

It is requested that the above instructions be followed strictly while preparing/submitting the memorandums.

In this regard it is observed that certain memorandums are still submitted indicating decision required as per Para so and so, which makes it very difficult for Directors to trace what actually is required at the time of decision.

As such, it is again requested that the above instruction regarding decision required be followed strictly while submitting all the Memorandums.

For and on behalf of Pb. State Power Corporation Ltd.,

  
Company Secretary.

Endst. No. 73194/73294 /BD-526 /PSPCL

Dt. 4-10-2012

A copy of the above is forwarded to all H.O.Ds. for information and necessary action.-

Under Secy. Meeting  
PSPCL, Patiala.

CC: Sr. P.S to All Directors, PSPCL, Patiala.