

PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION LTD
CHANDIGARH

OFFICE ORDER

The Corporation takes policy decisions from time to time relating to different functions being performed by it and issues OFFICE ORDERS/CIRCULARS/NOTIFICATIONS to give effect to the same. The Concerned Stakeholders/General Public are required to be informed about these decisions, so that the required necessary action may be taken by them. Therefore, it is ordered that all the OFFICE ORDERS/CIRCULARS/NOTIFICATIONS relating to matter of public dealing/interface issued by the Corporation from time to time be uploaded on the website of the Corporation and to make easy access to this information, a separate folder of each wing of the Corporation should be created. For this purpose, the following procedure is hereby laid down:-

1. Sh. Deepak Kumar Programmer, Computer Section will act as Nodal Officer to upload all such OFFICE ORDERS /CIRCULARS/NOTIFICATIONS referred to him.
2. All the OFFICE ORDERS/CIRCULARS/NOTIFICATIONS issued by the Corporation till the date of issue of this notice be provided by the concerned Functional Heads to Nodal Officer to upload the same on the website of the Corporation.
3. From now onwards, the concerned Functional Head will forward a copy of the OFFICE ORDERS/CIRCULARS/NOTIFICATIONS to the Nodal Officer, Computer Section for uploading the same on the website of the Corporation.
4. A monthly report on this issue will be submitted to the concerned Functional Head for information by the Nodal Officer.
5. The Nodal Officer will be responsible for uploading of all such OFFICE ORDERS/CIRCULARS/NOTIFICATIONS and will ensure the uploading of the same and updation from time to time.


The above orders are to be implemented meticulously by all concerned.

MANAGING DIRECTOR

Endst no./PSIEC/Per/A-6/19603-607 Dated: 15-11-2017

A copy of the above is forwarded to the following for the information and necessary action:-

1. All Functional Heads
2. PS to MD and PS to AMD
3. All Officers at Head Office and Field.
4. Sh. Deepak Kumar, Incharge, Computer Section.
5. Notice Board at H.O. and Field Offices.


(ASHWANI K. GUPTA)
CGM(Personnel)