



बिहार स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड

Bihar State Power Transmission Company Limited

(निबंधित कार्यालय:-विद्युत भवन, बेली रोड, पटना)

(Regd. Office: Vidyut Bhawan, Bailey Road, Patna)

CIN-U74110BR2012 SGC 018889

Contact No.: 7763817975, 7763818077, Website: www.bsptcl.in

DEPARTMENT OF HR & ADMINISTRATION

कार्यालय आदेश सं०:- ५६७

पटना, दिनांक- ०५/१२/२०२५

T/IV/CC/T&P-4704/2025 (P)

बिहार स्टेट पावर (होलिडिंग) कंपनी लिमिटेड के नियोजन सूचना सं०-03/2024 के तहत नवनियुक्त पत्राचार लिपिक, जिनकी सेवा बिहार स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड को सौंपी गई है तथा जिनका पदस्थापन कंपनी के कार्यालय आदेश सं०-461 दिनांक-02.12.2025 के द्वारा विभिन्न कार्यालयों में किया गया है; को संलग्न Module-I एवं II के अनुरूप दिनांक-08.12.2025 से 29.12.2025 तक कुल 15 दिनों के प्रशिक्षण हेतु निदेशित किया जाता है।

2. दिनांक-08.12.2025 से 12.12.2025 तक का प्रशिक्षण विद्युत भवन-1, चतुर्थ तल स्थित Conference Hall में प्रदान किया जाएगा तथा दिनांक-15.12.2025 से 29.12.2025 तक का प्रशिक्षण संबंधित प्रशाखा/कोषांग द्वारा प्रदान किया जाएगा।

3. क्षेत्रीय कार्यालयों में पदस्थापित नवनियुक्त पत्राचार लिपिक Video Conferencing के माध्यम से दिनांक-08.12.2025 से 12.12.2025 तक के प्रशिक्षण में भाग लेंगे।

इस पर सक्षम प्राधिकार का अनुमोदन प्राप्त है।

अनु०-तथैव।

आदेश से,

ह०/-

(शशिकान्त कुमार)

अवर सचिव

ज्ञापांक-.....

दिनांक-.....

प्रतिलिपि:-प्रबंध निदेशक के विशेष कार्य पदाधिकारी (मा०सं०/प्रशा०), बिहार स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड, पटना को सूचनार्थ प्रेषित।

ह०/-

(शशिकान्त कुमार)

अवर सचिव

ज्ञापांक- 2939 /

पटना, दिनांक- ०५/१२/२०२५

प्रतिलिपि:- निदेशक (परियोजना)/निदेशक (परिचालन)/महाप्रबंधक (मा०सं०/प्रशा०)/महाप्रबंधक (वित्त एवं लेखा)/सभी मुख्य अभियंता/मुख्य अभियंता (असैनिक)/सभी उपमहाप्रबंधक (मा०सं०/प्रशा०), बिहार स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड, पटना/महाप्रबंधक-सह-मुख्य अभियंता, सभी संचरण जोन/विद्युत अधीक्षण अभियंता/लेखा पदाधिकारी, सभी संचरण अंचल/वरीय प्रबंधक (मा०सं०), सभी संचरण अंचल/उप सचिव/सभी अवर सचिव/वरीय प्रबंधक (वित्त एवं लेखा), बिहार स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड, पटना/विद्युत कार्यपालक अभियंता/प्रशासी पदाधिकारी, सभी संचरण प्रमंडल/सी०डी०बी०ए०/लेखा पदाधिकारी (स्थापना)/सभी संबंधित पदाधिकारी/सभी नवनियुक्त पत्राचार लिपिक, बिहार स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

2. डी०बी०ए०, बिहार स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड, पटना से अनुरोध है कि आदेश की प्रति कंपनी की वेबसाइट पर अपलोड करवाने की कृपा की जाय।

3. डी०बी०ए०, बिहार स्टेट पावर ट्रांसमिशन कंपनी लिमिटेड से अनुरोध है कि उक्त प्रशिक्षण हेतु Video Conferencing की व्यवस्था सुनिश्चित की जाय।

4. अवर सचिव (Maintainance Cell) से अनुरोध है कि दिनांक-08.12.2025 से 12.12.2025 तक के प्रशिक्षण हेतु चाय, पानी एवं अल्पाहार की व्यवस्था सुनिश्चित कराने की कृपा की जाय।

अनु०-तथैव।

(शशिकान्त कुमार)

अवर सचिव

05/12/25

Email

Module - 1

Orientation Training Program for newly recruited Correspondence Clerk **Training Module**

Session Timing: Session-1: 09:30-12:00

Session-2: 02:30-05:00

Proposed Date	Session	Session Description	Lecture to be delivered by BSPTCL	Name of Faculty
Day-1 Monday 08.12.2025	Session-1	(i) Introduction to structure of BSPHCL & BSPTCL (ii) Introduction to HRM, function of HRM	BSPTCL	Sri Shashikant Kumar, Under Secretary
	Session-2	Soft Skill- Public dealing, Inter personal behavior, Communication and MIS, etc.		Sri Ajay Kumar Mishra, OSD(HR/Adm.)
Day-2 Tuesday 09.12.2025	Session-1	BSEB Service Regulation, 1976; Certified Standing Order; Delegation of Power; Bihar Service Code	BSPTCL	Sri Ashish Kumar, S.O
	Session-2			
Day-3 Wednesday 10.12.2025	Session-1	ERP (ESS, HCM) and FLM	BSPTCL	Sri Rajeev Ranjan Kumar, Ad.O (ERP)
	Session-2			
Day-4 Thursday 11.12.2025	Session-1	CCA Rules/Departmental Proceeding/RTI/Grievance Redressal/Assembly Questions/CPGRAMS/E-Compliance Dashboard	BSPTCL	Sri Vijay Kumar, Under Secretary
	Session-2			
Day-5 Friday 12.12.2025	Session-1	File creation/Noting/Drafting/Movement of file/Diary/Dispatch	BSPTCL	Sri Raushan Raj, S.O Sri Pankaj Kumar, H.C
	Session-2			

Ashish
5/12/25
Ashish Kumar
Section Officer

Shashikant Kumar
5/12/25
Shashikant Kumar
Under Secretary
BSPTCL

Module -II

Day	Date	Section-I	Section-II	Section-III	Section-IV	Section-V	Section-VI	Section-VII	Section-VIII	Diary and Dispatch	Central Dispatch
Monday	15.12.2025	Pooja Kumari	Monam Kumari	Raja	Aman Kumar	Manish Kumar	Neetu Kumari	Sujit Kumar	Annu Rajak	Kamini Kaushal Shilp	Chandani Kumari
Tuesday	16.12.2025	Chandani Kumari	Pooja Kumari	Monam Kumari	Raja	Neetu Kumari	Manish Kumar	Neetu Kumari	Sujit Kumar	Annu Rajak	Kamini Kaushal Shilp
Wednesday	17.12.2025	Kamini Kaushal Shilp	Chandani Kumari	Pooja Kumari	Monam Kumari	Raja	Aman Kumar	Manish Kumar	Neetu Kumari	Sujit Kumar	Annu Rajak
Thursday	18.12.2025	Annu Rajak	Kamini Kaushal Shilp	Chandani Kumari	Pooja Kumari	Monam Kumari	Raja	Aman Kumar	Manish Kumar	Neetu Kumari	Sujit Kumar
Friday	19.12.2025	Sujit Kumar	Annu Rajak	Kamini Kaushal Shilp	Chandani Kumari	Pooja Kumari	Monam Kumari	Raja	Aman Kumar	Manish Kumar	Neetu Kumari
Monday	22.12.2025	Neetu Kumari	Sujit Kumar	Annu Rajak	Kamini Kaushal Shilp	Chandani Kumari	Pooja Kumari	Monam Kumari	Raja	Aman Kumar	Manish Kumar
Tuesday	23.12.2025	Manish Kumar	Neetu Kumari	Sujit Kumar	Annu Rajak	Kamini Kaushal Shilp	Chandani Kumari	Pooja Kumari	Monam Kumari	Raja	Aman Kumar
Wednesday	24.12.2025	Aman Kumar	Manish Kumar	Neetu Kumari	Sujit Kumar	Annu Rajak	Kamini Kaushal Shilp	Chandani Kumari	Pooja Kumari	Monam Kumari	Raja
Friday	26.12.2025	Raja	Aman Kumar	Manish Kumar	Neetu Kumari	Sujit Kumar	Annu Rajak	Kamini Kaushal Shilp	Chandani Kumari	Pooja Kumari	Monam Kumari
Monday	29.12.2025	Monam Kumari	Raja	Aman Kumar	Manish Kumar	Neetu Kumari	Sujit Kumar	Annu Rajak	Kamini Kaushal Shilp	Chandani Kumari	Pooja Kumari

Ashish
05/12/25
Ashish
Section Officer

Shashikant Kumar
5/12/25
Under Secretary
BSPTCL



BIHAR STATE POWER TRANSMISSION CO. LTD

(Registered office:-Vidyut Bhawan, Bailey Road, Patna.)

Contact No:7763817975, 7763818077, email-hr.admin@bsptcl.bihar.gov.in, website-www.bsptcl.in

CIN-U74110 BR 2012 SGC 018889

Office Order No-.....461.....

Patna, Date:-02/12/2025

T-IV/CC/T&P-4704/2025

In pursuance of BSP(H)CL's Emp. Notice No. 03/2024, the following newly appointed Correspondence Clerk and Store Assistant, who have submitted their joining in BSPHCL on 26.11.2025, are hereby posted at the place mentioned against their names in column 6 with immediate effect:-

Sl. No.	Roll Number	Name	Home District	Allotted Post	Place of Posting
1	2	3	4	5	6
1	EXSA153010	PRAMOD KUMAR SHAW	Jamtara	Correspondence Clerk	Transmission Circle, Bhagalpur
2	EXSA056141	PALLAVI KUMARI	Garhwa	Correspondence Clerk	Transmission Division, Gaya
3	EXSA140256	MD HALEEM NAWAZ	Madhubani	Correspondence Clerk	Transmission Circle, Koshi (Madhepura)
4	EXSA011459	PREMLATA KUMARI	Patna	Correspondence Clerk	Transmission Division, Patna (East)
5	EXSA171079	RAMAN KUMAR	Gaya	Correspondence Clerk	Transmission Circle, Patna (East)
6	EXSA026898	VIKASH KUMAR	Patna	Correspondence Clerk	Transmission Civil Circle, Darbhanga
7	EXSA185365	BHOLA SHANKAR SINGH	Patna	Correspondence Clerk	Transmission Division, Hajipur
8	EXSA097528	ATUL ANAND	Jehanabad	Correspondence Clerk	Transmission Civil Circle, Madhepura
9	EXSA034852	PRIYANSHU RANJAN	Aurangabad	Correspondence Clerk	Transmission Civil Circle, Dehri On Sone
10	EXSA080251	PRAKASH KUMAR SINGH	Rohtas	Correspondence Clerk	Transmission Circle, Bhojpur (Ara)
11	EXSA069296	RAUSHAN KUMAR	Patna	Correspondence Clerk	Transmission Division, Bettiah
12	EXSA146177	RAJEEV KUMAR	Patna	Correspondence Clerk	Transmission Division, Samastipur
13	EXSA073740	ABHISHEK AANAND	Patna	Correspondence Clerk	Transmission Division, Motihari
14	EXSA073825	KUMAR ANKIT	Lakhisarai	Correspondence Clerk	Transmission Division, Begusarai
15	EXSA042029	SANDEEP KUMAR	Gaya	Correspondence Clerk	Transmission Civil Circle, Purnea
16	EXSA157790	RAJA	East Delhi	Correspondence Clerk	Section-III, HR/ Adm. BSPTCL, Patna
17	EXSA012658	PRANAV KESHAV	Patna	Correspondence Clerk	Transmission Division, Darbhanga
18	EXSA012753	SOURAV RAJ	Lakhisarai	Correspondence Clerk	Transmission Division, Purnea
19	EXSA163822	DILIP KUMAR	Nawada	Correspondence Clerk	Transmission Circle, Biharsharif
20	EXSA006527	PRABHAT RAJA	Jamui	Correspondence Clerk	Transmission Division, Munger
21	EXSA176327	ANAND ABHISHEK	Munger	Correspondence Clerk	Transmission Division, Bhagalpur
22	EXSA054154	POOJA KUMARI	Muzaffarpur	Correspondence Clerk	Transmission Zone, Muzaffarpur
23	EXSA071009	SWEETY	Saran	Correspondence Clerk	Transmission Division, Chapra
24	EXSA011460	ANAMIKA KUMARI	Patna	Correspondence Clerk	Transmission Division, Patna (Central)
25	EXSA114005	ANKITA ROY	Patna	Correspondence Clerk	Transmission Civil Circle, Patna
26	EXSA189098	PRITI KUMARI	Lakhisarai	Correspondence Clerk	Transmission Division, Barh
27	EXSA170527	NEHA KASHYAP	Rohtas	Correspondence Clerk	Transmission Circle, Dehri On Sone

28	EXSA093523	SONAM KUMARI	Begusarai	Correspondence Clerk	Transmission Circle, Begusarai
29	EXSA042359	SACHIN KUMAR	Patna	Correspondence Clerk	Transmission Zone, Koshi
30	EXSA000747	AGAM PARASHAR	Bhagalpur	Correspondence Clerk	Transmission Division, Kishanganj
31	EXSA141582	VISHAL KUMAR	Bhojpur	Correspondence Clerk	Transmission Division, Mohania
32	EXSA063386	SHALINI	Nawada	Correspondence Clerk	Transmission Civil Circle, Gaya
33	EXSA084564	MONAM KUMARI	Nawada	Correspondence Clerk	Section-II, HR/ Adm. BSPTCL, Patna
34	EXSA093671	NEHA KUMARI	Patna	Correspondence Clerk	Transmission Division, Patna (West)
35	EXSA115557	AMAN KUMAR	Patna	Correspondence Clerk	Transmission Division, Madhubani
36	EXSA144683	GOVIND KUMAR	Aurangabad	Correspondence Clerk	Transmission Division, Ara
37	EXSA046091	DEAVCHAND PASWAN	Sheikhpura	Correspondence Clerk	Transmission Division, Nawada
38	EXSA141525	SUJIT KUMAR	Bhojpur	Correspondence Clerk	Section-VII, HR/ Adm. BSPTCL, Patna
39	EXSA188621	AMAN KUMAR	Patna	Correspondence Clerk	Section-IV, HR/ Adm. BSPTCL, Patna
40	EXSA023640	RAJEEV KUMAR	Nalanda	Correspondence Clerk	Transmission Division, Bodhgaya
41	EXSA024594	ANUP KUMAR NIRALA	Gopalganj	Correspondence Clerk	Transmission Circle, Saran (Chapra)
42	EXSA180708	RAJNI KUMARI	Aurangabad	Correspondence Clerk	Transmission Division, Aurangabad
43	EXSA115615	KAMINI KAUSHAL SHILP	Patna	Correspondence Clerk	GM (HR/ Adm.) Cell, Deputed to F&A, BSPTCL Hq. Patna
44	EXSA006243	POOJA KUMARI	Patna	Correspondence Clerk	P&E, BSPTCL Hqr.; Deputation Section-I, HR/ Adm. BSPTCL, Patna
45	EXSA145902	ANNU RAJAK	Jehanabad	Correspondence Clerk	Section-VIII, HR/ Adm. BSPTCL, Patna
46	EXSA124849	SUPRIYA RANI	Banka	Correspondence Clerk	Transmission Division, Banka
47	EXSA018562	CHANDNI KUMARI	Patna	Correspondence Clerk	Central Dispatch Cell, BSPTCL Hq., Patna
48	EXSA187501	HEMANT KUMAR KHATAIT	West Champaran	Correspondence Clerk	Transmission Circle, Motihari
49	EXSA154011	RATNA RISHABH	Katihar	Correspondence Clerk	Transmission Circle, Purnea
50	EXSA012392	ASHISH KUMAR	Patna	Correspondence Clerk	Transmission Circle, Muzaffarpur
51	EXSA183357	RAHUL KUMAR	Purnia	Correspondence Clerk	Transmission Division, Birpur
52	EXSA058538	MANISH KUMAR	Rohtas	Correspondence Clerk	Section-V, HR/ Adm. BSPTCL, Patna
53	EXSA012584	KAUSHAL KISHOR CHOURASIYA	Nalanda	Correspondence Clerk	Transmission Civil Circle, Bhagalpur
54	EXSA147836	MD DANISH IQUBAL	Bhojpur	Correspondence Clerk	Transmission Zone, Gaya
55	EXSA001778	AKANKSHA RAJ	Rohtas	Correspondence Clerk	Transmission Division, Dehri On Sone
56	EXSA188771	DIVYA BHARATI	Patna	Correspondence Clerk	Transmission Circle, Vaishali (Hajipur)
57	EXSA131366	SUDHA GUPTA	Arwal	Correspondence Clerk	Transmission Division, Jehanabad
58	EXSA150932	MEERA KUMARI	Saran	Correspondence Clerk	Transmission Civil Circle, Muzaffarpur
59	EXSA192457	KUMAR ANSHUMAN	Begusarai	Correspondence Clerk	Transmission Division, Madhepura
60	EXSA043907	PARAMHANS ANAND (FF)	Banka	Correspondence Clerk	Transmission Zone, Bhagalpur
61	EXSA141763	HIMANSHU KUMAR SINGH (FF)	Buxar	Correspondence Clerk	Transmission Civil Circle, Chapra
62	EXSA154581	GOPAL KUMAR (FF)	Patna	Correspondence Clerk	Transmission Division, Sitamarhi
63	EXSA089309	ABHISHEK KUMAR (FF)	Rohtas	Correspondence Clerk	Transmission Circle, Darbhanga
64	EXSA033107	CHANDNI KUMARI	Siwan	Correspondence Clerk	Transmission Division, Gopalganj

65	EXSA100578	NEETU KUMARI	Patna	Correspondence Clerk	Section-VI, HR/ Adm. BSPTCL, Patna
66	EXSA097655	SHUBHAM KUMAR	Patna	Store Assistant	Transmission Circle, Begusarai
67	EXSA082336	RABINDRA PASWAN	Nalanda	Store Assistant	Deputed to BSPGCL
68	EXSA028760	SHIKHA RAJ	Rohtas	Store Assistant	Deputed to BSPGCL
69	EXSA027340	AMAN RAJ GUPTA	Nawada	Store Assistant	Transmission Circle, Biharsharif

2. All the above mentioned candidates are hereby directed to submit their joining at the place of posting at the earliest.

3. The Store Assistant mentioned at sl.no. 66 and 69 are posted against the vacant post of Assistant Storekeeper and will draw the salary of Store Assistant.

4. The candidates who have not submitted the desired documents at the time of joining, are instructed to submit the documents to their respective office within seven days positively.

5. This has got approval of the competent authority.

By Order,

Sd/-

(Vijay Kumar)

Under Secretary

Memo No...../

Patna, dated the...../

Copy forwarded to the OSD/PPS to CMD/ Director (Admin.), BSP(H)CL /OSD to MD, BSPTCL/BSPGCL Patna for information.

Sd/-

(Vijay Kumar)

Under Secretary

Memo No...2909...../

Patna, dated the...02/12/2025...../

Copy forwarded to Director (Projects)/ Director (Operation)/ GM (HR/Adm.), BSP(H)CL/BSPTCL/BSPGCL/GM (F&A)/All GM-cum-Chief Engineer/All DGM (HR/Adm.)/D.S/All ESE/All SE (Civil)/CDBA/All U.S./All EEE/All EE (Civil)/All Senior Manager (HR)/All S.O./All ADO/All A.O, Bihar State Power Transmission Company Limited, Patna/All concerned employees for kind information and necessary action.

2. CDBA/DBA is requested to kindly upload the above order on the company official website immediately.

3. All concerned controlling officers are requested to kindly verify and ensure the candidature of the newly appointed Store Assistant/Correspondence Clerk before taking their joining at the new place of posting with the original offer of appointment letter, which is signed by General Manager (HR & Admin), BSPHCL.

4. Controlling Officers of concerned employee are also requested to kindly ensure verification of all educational, caste, residential, PHP etc. certificates from respective issuing authority.

(Vijay Kumar)

Under Secretary