



# Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005

Phones: 0177-2633808, Fax No.: 0177-2633813

File No. HPPCL/P&A/Policy/Miscellaneous/- 4548-78 Dated: 7/06/2012

To

All HOPs/HODs,  
Under Corporate Office, HPPCL.

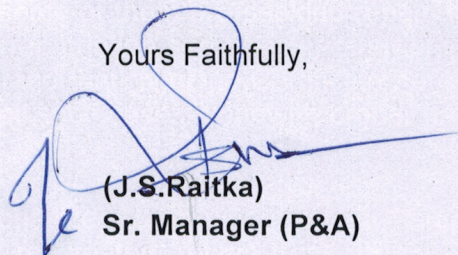
**Subject: Issuance of "No Due Certificate" and Handing/ Taking over of charge.**

Most of the staff in HPPCL is from HPSEBL and few of them are from other organizations on secondment basis. Officials of HPSEBL are even retiring on attaining the age of superannuation from offices of HPPCL and some of them are seeking repatriation to HPSEBL. In such an eventuality of superannuation, repatriation and transfer of an employee even from one unit of HPPCL to others, we understand that "No Due Certificate", are being invariably issued by the concerned HODs/HOPs in all such cases alongwith proper handing/ taking over of charge by the transferee.

It is, therefore, once again emphasized that whenever an employee including seconded employee is either transferred/ repatriated/ retires from HPPCL, a "No Due Certificate" must be obtained by the employee duly signed by concerned HOP/HOD and the charge of the files and other assets on transfer should also be properly handed over to other officer/ official as per direction of the Superior Officer. In absence of issuing "No Due Certificate", the responsibility for not recovering the dues shall rest with concerned HOP/HOD.

These instructions may kindly be brought to the notice of all dealing officers/officials concerned under your control for strict compliance and any deviation will be viewed seriously.

Yours Faithfully,

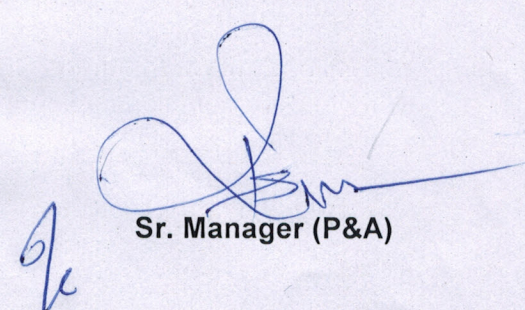
  
(J.S. Raitka)  
Sr. Manager (P&A)

**CC to the following for information and necessary action:-**

1. PS to the Managing Director, HPPCL.
2. The Director (Civil), HPPCL.
3. The Director (Electrical), HPPCL.
4. The Director (Finance), HPPCL.
5. Official website.

*Transd on  
per direction  
of Sr. Mgr. P&A.*

*16/11*

  
Sr. Manager (P&A)