



Himachal Pradesh Power Corporation Limited

(A State Govt. Undertaking)

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

Phone: 0177-2633814-18, Fax 0177-2633813

No. HPPCL/P&A/Policy Circulars/14-3084-3112

Dated: 06 June, 2014

Subject: Guidelines for providing equivalence & designations to Circle Head Draughtsman (CHDM)

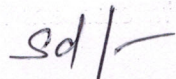
The Board of Directors vide item No. 26.34 approved the equivalence of CHDMs in HPPCL as under:-

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| CHDM any | CHDM with good performance shall be placed at E-1 level. |
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In order to implement the above decision, the following operational guidelines for granting equivalence to CHDMs are hereby prescribed:-

1. Immediately, on receiving the promotion/placement orders of HDMs as CHDMs in HPPCL, the Personnel Department shall constitute a Screening Committee within fortnight. HOP/HOD will submit its recommendations to the Personnel Department within 20 days from the date of joining of the incumbent.
2. The Screening Committee shall take into consideration recommendations of the HOP/HOD and also previous three years ACRs (as HDM) of concerned CHDM, out of which minimum two must be rated as "Good" to establish "good performance" as approved by the BOD.
3. The Screening Committee shall make its recommendations within a time-frame of 45 days counted from the date of promotion/placement of HDMs as CHDMs in HPPCL.
4. In case Screening Committee fails to submit the same, the concerned CHDM shall become entitled to E-1 equivalence with all consequential benefits from the 46th day of his promotion/placement as CHDM even if Screening Committee recommendation is issued at a later date. Accordingly, the CHDM shall be eligible for perks and facilities as admissible to E-1 level from the 46th day.
5. This equivalence shall apply for the perks and entitlements only; however, they may continue to perform their present duties and such tasks assigned to them by their HOPs or Controlling Officers in HPPCL.

These orders shall come into effect from the date of issue of these guidelines.


Managing Director

Copy to following for information and further necessary action:-

1. The Director (Personnel), HPPCL.
2. The Director (Electrical), HPPCL.
3. The Director (Finance), HPPCL.
4. All HOPs/HODs, HPPCL.
5. Sr. Manager (IT) with a request to upload these guidelines in the official website of HPPCL.
6. Sr. Manager (Finance-cum-CPT), HPPCL, Shanti-Kutir, Chakkar, Shimla.
7. All Pos/APOs, Corporate Office, HPPCL.
8. Notice Board.


Sr. Manager (P&A)