



# HIMACHAL PRADESH POWER CORPORATION LIMITED

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171 005

Phones: 0177-2633814-15, Fax No.: 0177-2633813

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18 August, 2014

To

1. The GM, Civil Contracts, HPPCL, Shanti Kutir, Chakkar, Shimla-5.
2. The GM (Electrical), HPPCL, Shanti Kutir, Chakkar, Shimla-5.
3. The GM, Corporate Planning, HPPCL, Himfed Bhawan, Shimla-5.
4. The GM (Civil Designs), HPPCL, Sundernagar, Distt. Mandi.
5. The GM, Shongtong Karcham HEP, HPPCL, R/Peo, Distt. Kinnaur.
6. The GM, IKHEP, HPPCL, HPPCL, R/Peo, Distt. Kinnaur.
7. The GM, Sawra Kuddu HEP-cum-Chirgaon Majhgaon HEP, HPPCL, Hatkoti, Distt. Shimla.
8. The GM, Renuka Ji Dam Project, HPPCL, Dadahu, Distt. Sirmaur.
9. The GM, Sainj HEP-cum Nakthan HEP, HPPCL, Sarabai, Bhuntar, Distt. Kullu.
10. The GM, TM & TP HEPs-cum-SSHEP, HPPCL, Sujanpur, Distt. Hamirpur.
11. The AGM, Elect. Designs-II, HPPCL, Sundernagar, Distt. Mandi.
12. The DGM, Elect. Designs-I, HPPCL, Sundernagar, Distt. Mandi.
13. The DGM, Gyspa HEP, HPPCL, Rangri, Near Manali, Distt. Kullu.
14. The DGM, Architecture, HPPCL, Uttam Bhawan, Shimla-4.
15. The DGM, Quality Assurance, HPPCL, Sundernagar, Distt. Mandi.
16. The CES, HPPCL, Uttam Bhawan, Shimla-4.
17. The Company Secretary, HPPCL, Uttam Bhawan, Shimla-4.
18. The Sr. Manager (F&A)-cum-CPT, HPPCL, Himfed Bhawan, Shimla-5.
19. The Sr. Manager (IT), HPPCL, Vidyut Bhawn, Shimla-4.
20. The LAO, HPPCL, Uttam Bhawan, Shimla-4.
21. The Sr. Law Officer, HPPCL, Uttam Bhawan, Shimla-4.

**Subject: Option for extension in service beyond the age of superannuation i.e. 58 years and guidelines for proper regulation of all such cases in HPPCL.**

Sir,

In pursuance to the amendment of Fundamental Rule 56 by the Govt. of H.P. vide its notification dated 28.05.2014 and subsequent adoption thereof for HPSEBL employees vide Order dated 29.05.2014, this office has been receiving applications from the field offices of HPPCL for extension in services beyond the age of superannuation, especially in cases of the staff of HPSEBL/ HPPCL.

Since the GoHP Notification as stated above, as per decision of BoD of HPPCL has not been adopted in toto and thus such cases of extension in service are to be dealt on case to case basis in HPPCL and thus in order to regulate all such cases of extension in service in HPPCL, the HOD/Head of Projects are to follow, the following guidelines meticulously while forwarding the applications of all such employees working under their control to the Corporate office as under:-

1. On receipt of the Forms of Option (4 Nos.), under FR 56 (dd) from an employee for extension in service beyond 58 years of age, the HoP/ HoD of HPPCL shall forward these Option Forms with forwarding letter to the Director (Personnel), HPPCL, Shimla, covering therein the facts that the post is vacant, there is a necessity for continuation/ extension in service on existing post, the work & conduct report and full justification thereof.
2. No Forms of Option in respect of HPSEBL and other employees on secondment shall be forwarded by field offices of HPPCL directly to their



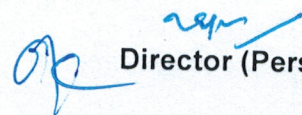
parent organization and all such Forms shall only be forwarded well in time for further necessary action to Director (P), HPPCL Corporate Office.

3. While forwarding the cases of extension, the HoP/ HoD shall not sign the Acceptance Form at their own level which shall be signed in case of seconded employees by their parent organization's HoO/ HoD and in case of HPPCL employees, the Acceptance Form after approval of Managing Director on file in each case shall be signed by the Director (Personnel).
4. On receipt of Form of Option for extension in service of either seconded or HPPCL employees in the Corporate Office, establishment section of P&A division shall examine & put up all such cases with all details of existence of sanctioned post work and conduct report in case of HPSEBL & seconded employees and in case of HPPCL employees with ACRs for the last 3 years for obtaining formal approval of the Managing Director of HPPCL.
5. Once the approval of extension is formally accorded by the Managing Director, on file, in case of seconded employees, the Form of Option of the applicant shall be forwarded to their parent Organization/ Department for approval. In those cases, where the seconded employees do not fit to the job requirement of HPPCL, the HPPCL shall specifically while forwarding the letter to their parent organization/ department state that services of such employees on extension only be utilized in their own parent Department/ Organization.
6. On receipt of approval of extension of seconded employees from their parent organisation or HPPCL employees from Managing Director, HPPCL, a copy thereof shall be retained in PF/ and another copies sent to their HoP/ HoD and Finance Division for record & necessary action.
7. Lastly, on quarterly basis, all such cases of extension in services shall be compiled by the concerned dealing officer/ official with the subject and these cases with all details then be sent to the policy cell of P&A Division, who shall in turn compile a consolidate proposal of extension in service for ratification/ approval of BoD of HPPCL.

The above, instructions/ guidelines may be followed scrupulously by all HoP/ HoD and concerned dealing officer/ officials of HPPCL, please.

Thanking you,

Yours faithfully,

  
Director (Personnel)

**Copy for information to:**

1. PA to Managing Director, HPPCL, Corporate Office, Himfed Bhawan, Shimla.
2. PA to Director (Electrical), HPPCL, Corporate Office, Himfed Bhawan, Shimla.
3. PS to Director (Civil), HPPCL, Corporate Office, Himfed Bhawan, Shimla.
4. The Executive Director , HPSEBL, Kumar House, Vidyut Bhawan, Shimla-4, H.P.

  
Director (Personnel)