



**HIMACHAL PRADESH POWER CORPORATION LIMITED**  
**(A State Government Undertaking)**  
**2<sup>nd</sup> Floor, Uttam Bhawan, Shimla-171004**

Registered Office: Himfed Building, Bye Pass Road (Panjri), Below Old MLAS' Quarters), Tutikandi, Shimla, Himachal Pradesh-171004

CIN : U40101HP2006SGC030591

Phone Number: 0177-2807923, Fax Number: 0177-2807923

Website : [www.hppcl.gov.in](http://www.hppcl.gov.in), Email : [cs\\_hpjvvi@yahoo.com](mailto:cs_hpjvvi@yahoo.com)

*HPPCL*  
No. HPSHHHC/Misc./2014- *295-345*

Dated: 07.08. 2014

**"OFFICE ORDER"**

Subject: **Implementation of provisions of Section 12(3) of the Companies Act, 2013.**

Sir,

The Govt. of India has promulgated Companies Act, 2013 and implemented all the provisions in phases. This act has been enforced w.e.f. 1st April, 2014 repealing the earlier Companies Act, 1956. As per Section 12 (3) of the Companies Act, 2013, Every company shall—

- (a) paint or affix its name, and the address of its registered office, and keep the same painted or affixed, on the outside of every office or place in which its business is carried on, in a conspicuous position, in legible letters, and if the characters employed therefore are not those of the language or of one of the languages in general use in that locality, also in the characters of that language or of one of those languages;
- (b) have its name engraved in legible characters on its seal;
- (c) get its name, address of its registered office and the Corporate Identity Number along with telephone number, fax number, if any, e-mail and website addresses, if any, printed in all its business letters, billheads, letter papers and in all its notices and other official publications; and
- (d) have its name printed on *hundies*, promissory notes, bills of exchange and such other documents as may be prescribed:

If any default is made in complying with the requirements of this section, the company and every officer who is in default shall be liable to a penalty of one thousand rupees for every day during which the default continues but not exceeding one lakh rupees.

Further, it is also submitted that the name of the Company Himachal Pradesh Power Corporation Limited should not be translated into Hindi while corresponding in Hindi or getting advertisements published in newspapers etc. Generally, it has been noticed that other power sector Companies of the State are translating the name in Hindi, which is not permissible as per the act. The English name as registered and approved should be written in Devnagri script.

Accordingly, it is advised that these instructions be implemented among all the Offices/Projects/Units etc. of Himachal Pradesh Power Corporation Limited immediately so as to avoid any penalty.

**(A) The information needs to be painted or affixed of its name and the address of the registered office outside of every office or place would be as under:**

1. Name : Himachal Pradesh Power Corporation Limited
2. Address of Branch/Project office :
3. Address of Registered Office : Himfed Building, Bye Pass Road (Panjri),  
(Below Old MLAS' Quarters),  
Tutikandi, Shimla, Himachal Pradesh-171004

**(B) The information needs to be printed in all business letters, billheads, letter papers and in all notices and other official publications would be as under:**

1. Corporate Identity Number (CIN) : U40101HP2006SGC030591
2. Telephone Numbers : Phone Number of the number of concerned office/project/unit etc.
3. Fax Number: the number of concerned office/project/unit etc.
4. Email address: : the email of concerned office/project/unit etc.
5. Website address : www.hppcl.gov.in

The draft letter head as per (B) above for all branches/projects of the Company is being designed and shall be circulated shortly. Till such time, the information as per requirement of the act may please be inserted and action taken accordingly.

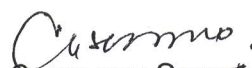
By orders  
  
(Er. Devendra Kumar Sharma)  
Managing Director

No.HPPCL/Misc./2014-  
CC:

295-345

Dated: 07.08.2014

All Heads of the Projects.  
The General Manager (Electrical/Contract/ Corporate Planning)Design,  
HPPCL, Shimla/Sundernagar.  
The Chief Environment Specialist, HPPCL, Shimla.  
The Land Acquisition Officer, HPPCL, Shimla.  
The AGM/DGM (Corporate Planning/Monitoring/Electrical/Contract/Civil  
Constr./Finance/Banking/P &A), HPPCL, Shimla.  
The Sr.Manager,(Finance)/(IT)/Tech./Corporate  
Planning/Monitoring/Personnel/ Estate, HPPCL, Shimla.  
The PS to the MD, Director (Electrical), Director (Civil), Director (Finance),  
Director (Personnel), HPPCL, Shimla-5.  
Notice Board of Himfed Buliding/Shanti Kutir/Uttam Bhawan offices.

  
Company Secretary-cum-DGM  
07/08/2014