



**Himachal Pradesh Power Corporation Limited**  
(A State Government Undertaking)  
**Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005.**  
Phones: 01772633815, Fax No.: 0177-2633813,15

**OFFICE ORDER**

Consequent upon the decision taken by the Board of Directors in its 55<sup>th</sup> Meeting held on 29.03.2016 vide Agenda Item No. 55.35, the following existing clauses/ rules/ guidelines existing in Policy Statement on Manpower Recruitment and Policy regarding promotion of Supervisors are hereby revised as under:-

S.N	Existing	Revised
<b>A. Policy Statement on Manpower Recruitment</b>		
1.	<p><b><u>Abstract of Clause 5.2</u></b> (* )The induction level for executives, 75% posts will be filled up by Direct Recruitment and 25% posts will be filled up by promotion from <b>S-4 level</b>. For engineering executives, diploma in respective trade is mandatory for promotion to executive level. Similarly, other executives shall also be eligible only if they acquire minimum qualification prescribed for direct recruits.</p>	<p><b><u>Abstract of Clause 5.2</u></b> (* )The induction level for executives, 75% posts will be filled up by Direct Recruitment and 25% posts will be filled up by promotion <b>from S-2 &amp; above level</b>. For engineering executives, diploma in respective trade is mandatory for promotion to executive level. Similarly, other executives shall also be eligible only if they acquire minimum qualification prescribed for direct recruits.</p>
<b>B. Policy regarding Promotion of Supervisors</b>		
1.	<p><b><u>Clause 3.2</u></b> The promotions of employees from supervisory to executive category shall be considered from <b>S3 to E1 grade</b>, subject to the employees possessing the prescribed qualification/ job specifications for the executive post.</p>	<p><b><u>Clause 3.2</u></b> The promotions of employees from supervisory to executive category shall be considered from <b>S2 to E1 grade</b>, subject to the employees possessing the prescribed qualification/ job specifications for the executive post.</p>
3.	<p><b><u>Abstract of Clause 3.2.3</u></b> In respect of supervisor not possessing the prescribed qualifications for promotion to executive cadre, they will be required to qualify departmental examination as prescribed by HPPCL for this purpose. For being eligible to appear in the departmental examination, the employees in the supervisory category will be required to have put in at <b>least two years of service in S3 grade/level</b>.</p>	<p><b><u>Abstract of Clause 3.2.3</u></b> In respect of supervisor not possessing the prescribed qualifications for promotion to executive cadre, they will be required to qualify departmental examination as prescribed by HPPCL for this purpose. For being eligible to appear in the departmental examination, the employees in the supervisory category will be required to have put in at <b>least two years of service in S2 grade/level</b>.</p>
4.	<p><b><u>Clause 8.2</u></b> For promotion <b>from S3 to E1 grade</b>, the employee must qualify in the test(s) and/or interview, as may be prescribed with the approval of Director (Personnel). Test(s) and/or interviews are also to be conducted for promotion from S3 to S4 level, unless specific relaxation is given by Director (Personnel).</p>	<p><b><u>Clause 8.2</u></b> For promotion <b>from S2 to E1 grade</b>, the employee must qualify in the test(s) and/or interview, as may be prescribed with the approval of Director (Personnel). Test(s) and/or interviews are also to be conducted for promotion from S3 to S4 level, unless specific relaxation is given by Director (Personnel).</p>
5.	<p><b><u>Clause 8.3</u></b> The test(s)/ interviews, wherever prescribed, shall be conducted by a Committee to be constituted by Director (Personnel) for <b>promotion from S3 to E1</b> level and appointing authority for promotion from S3 to S4 level.</p>	<p><b><u>Clause 8.3</u></b> The test(s)/ interviews, wherever prescribed, shall be conducted by a Committee to be constituted by Director (Personnel) for <b>promotion from S2 to E1</b> level and appointing authority for promotion from S3 to S4 level.</p>

6.	<b>Clause 9.1 (b)</b> Promotion of Supervisors from the grade of <b>S3 to E1:</b>	<b>Clause 9.1 (b)</b> Promotion of Supervisors from the grade of <b>S2 to E1:</b>		
	FACTORS	MAXIMUM POINTS	FACTORS	MAXIMUM POINTS
	Performance appraisal ratings (for last 3/4 years)	30	Performance appraisal ratings (for last 3/4 years)	30
	Grade Service	30	Grade Service	30
	Test(s)/ Interview	40	Test(s)/ Interview	40
TOTAL	100	TOTAL	100	

The employees who could not be promoted to the E-1 level on completion of 3 yrs. service at S-2 level either due to non-availability of vacancy against promotion quota OR non-qualifying of departmental exam OR non-possessing of qualification shall be continued to be governed by the normal channel of promotion i.e. S2 to S3 and S3 to S4 and they shall have to compete with their juniors in subsequent DPCs. However, in case of consideration under same DPC, after qualifying the eligibility either by way of acquiring qualification or by way of passing the departmental exam, the senior will be placed above his/her immediate junior.

Consequent upon the above revision in policy regarding promotion of Supervisors, the Circular No. 26 issued vide No. HPPCL/P&A/Policy Circulars/08-9448-576 dated 18.08.2009 shall also stand superseded.

This issues with prior approval of the Competent Authority.

**Director (Personnel)**  
Dated: 10-5-16

No. HPPCL/P&A/Policy Circulars/16-2835-70

**Copy forwarded to the following for information and necessary action:-**

1. PS to the Additional Chief Secretary (Power) GoHP, HP Secretariat, Shimla-171002.
2. PS to the Additional Chief Secretary (Finance) GoHP, HP Secretariat, Shimla-171002.
3. PS to the Managing Director, HPPCL, Corporate Office, Shimla.
4. Stenographer to the Director (Electrical), HPPCL, Corporate Office, Shimla.
5. PS to the Director (Civil), HPPCL, Corporate Office, Shimla.
6. Stenographer to the Director (Finance), HPPCL, Corporate Office, Shimla.
7. All HOPs/ HODs, HPPCL.
8. The Company Secretary-cum-AGM, HPPCL w.r.t. Action Taken against Item No. 55.35 of your office letter No. HPPCL/ CS/ BOD/2016-17-626-33 dated 8<sup>th</sup> April, 2016.
9. The DGM (Finance-cum-CPT), HPPCL, Uttam Bhawan, Dogra Lodge, Shimla-4.
10. Sr. Manager (IT), Corporate Office, HPPCL with a request to upload this circular in the official website of HPPCL.
11. The Sr. Manager (F&A), Corporate Office, HPPCL.
12. The Dy. Controller (F&A), Corporate Office, HPPCL.
13. All Personnel Officers (Establishment I/II/III/Recruitment-I/II), Corporate Office, HPPCL.

**Director (Personnel)**