



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

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

Phones: 0177-2633814, Fax No.: 0177-2633813/14

1. Particulars of organization, Functions and Duties:

Himachal Pradesh Power Corporation Limited (HPPCL), was incorporated in December 2006 under the Companies Act 1956, with the objective to plan, promote and organize the development of all aspects of hydroelectric power on behalf of Himachal Pradesh State Government (GoHP) and Himachal Pradesh State Electricity Board (HPSEB) in Himachal Pradesh. The GoHP has a 60%, and HPSEB, a 40% shareholding in HPPCL.

Special Purpose Vehicles namely Pabber Valley Power Corporation (PVPC) and Kinner Kailash Power Corporation (KKPC), earlier owned by HPSEB, have been merged with HPPCL with the objective of developing new hydro projects in their respective river basins. HPPCL has taken over staff and projects initiated by PVPC (Sawra Kuddu HEP, 111 MW) and KKPC (Three stages of Kashang HEP, 243MW). For information on other projects of HPPCL, please [click here](#).

HPPCL is entrusted with a target of achieving 3000 MW power generating capacity by March 2017 and; 5000 MW by the year 2022.

Diversification

HPPCL, apart from Hydro Power Development, intends to diversify its power development activities in other areas such as thermal, renewable sources of energy, mainly solar power etc. The basic idea is to have a long term corporate plan for planned implementation of power projects to meet the growing energy demand, ensuring environment and ecological balance for contributing towards the progress and prosperity of the State. HPPCL intends to meet the challenges of dynamically transforming business and environment to build a sustainable relationship with the stakeholders for maximum benefits and economic growth by achieving performance excellence.

a. Date of Incorporation	18 th December, 2006
b. Mode of Incorporation	Incorporated as a Government Company under the provisions of the Companies Act 1956

c. Administrative Ministry	Ministry of Power, Himachal Pradesh
d. Present Status	A Government Company within the meaning of Section 617 of the Companies Act- 1956
e. Listing With Stock Exchanges	Not Listed with any Exchange
f. Address of Registered Office	Himfed Bhawan, Panjri, Below Old MLA Quarters, Shimla-171005,
g. Address of Company's Registrar and Transfer Agent	Not Applicable

Mission

Development and prosperity in Himachal Pradesh through Power generation.

Aim

To come up as a major power generating company of India with good managerial and technical capabilities.

Target

To develop 861 MW Power generating capacity by March 2019 and; 1241 MW by the year 2022.

Organization Chart:

Organization Chart of HPPCL is duly uploaded on the official website of HPPCL i.e. hppcl.in

2. Powers and Duties of Officers and Employees:

The powers and duties of the officers and employees of the Company stems mainly from the provisions of the Companies Act, 1956 and Memorandum & Articles of Association of the company. The employees of the company carry out the business operations of the company in line with the objectives specified in the Memorandum of Association of the company.

While discharging duties and responsibilities, all employees are to comply with the applicable provisions of the all applicable statutory rules and regulation framed there under.

The DOP is available with Public Information Officer and also available on web site.

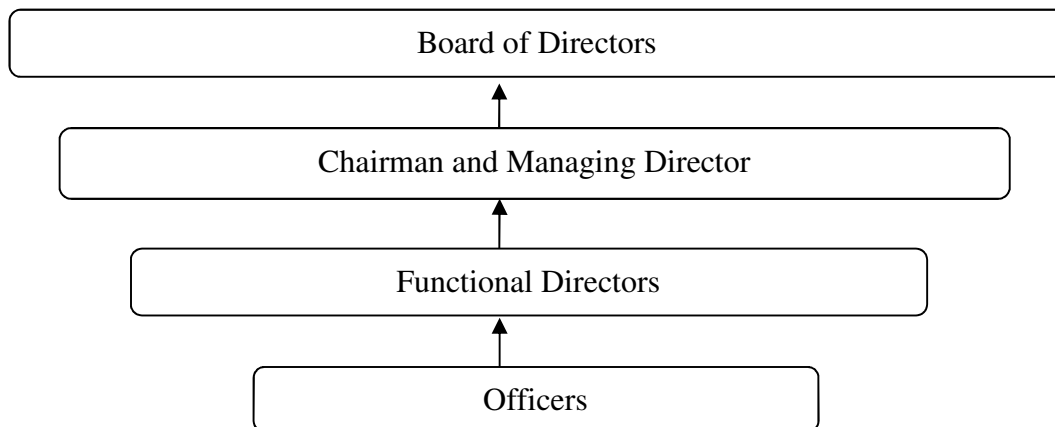
3. Procedures Followed in the Decision-Making Process. Including Channels of Supervision and Accountability.

Overall management of the Company rests with the Board of Directors of the Company. The highest decision making body within the Company.

The day to day management of the Company is entrusted with the Chairman & Managing Director who is supported by Functional Directors and other Officers and Staff of the Company.

For effective discharge of his functions, the Board of Directors has delegated substantial powers to the Chairman & Managing Director. The Chairman & Managing Director, in turn, have delegated specified power to Functional Directors/Officers subject to due control being retained by them and subject to such conditions which are consistent with the need of prompt, effective and efficient discharge of responsibilities.

The chain of accountability in HPPCL:



The key areas for our organization are:

Contracts:

There are specific Contract/Procurement departments at Corporate Office Shimla. These are:

I. Electrical Contracts

Electro Mechanical Components and related material is procured or contracted through this department headed by a GM level officer.

II. Civil Contracts

All civil contracts are procured or contracted through this department headed by and GM level officer

Recruitment:

- Sanction, abolition and operation of posts including re-appropriation of posts lies with The Board of Directors.
- The competent authority for creation of posts and approving appointments within the approved budget to such post is as follows. The competent authority is referred to as the appointing authority.

Posts	Appointing Authority
a. Top Post of General Manager and above	Board of Directors
b. All posts other than those included in (a) above	Director (Personnel)
c. Executive Trainee/ Supervisory Trainee	Director (Personnel)

- The appointing authority has the flexibility to re-appropriate posts as between various functions under his control subject to overall provisions in the budget.

Budgeting:

All the budgeting of planned and non-planned expenditure is carried out by Corporate Planning Department presently headed by an officer of GM rank.

Payments:

All the payments due from HPPCL are done through finance department of respective site.

4. The Norms Set For Discharge of Functions:

HPPCL has already set up norms for various functionaries and the same is reviewed in Monthly Management Review Meeting in respect of all HEPs of HPPCL

5. The Rules, Regulations, Instructions, Manuals and Records Held By The Company Or Under Its Control Or Used By Its Employees For Discharge Of Their Functions

The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:

1) Delegation of Powers

The Board of Directors has delegated power to the Chairman & Managing Director of the Company who in turn has delegated power to the Functional Directors/Officers of the Company at various levels for discharging their functions and responsibilities within the powers delegated to them.

2) Structured Policies and Guidelines

HPPCL is having well-structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines.

3) Guidelines of Department of Public Enterprises

HPPCL being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of HP issued from time to time.

4) Guidelines of State anticorruption and Vigilance Bureau of HP

HPPCL being a Public Sector Enterprise follows the guidelines of State anticorruption and Vigilance Bureau of HP.

5) Compliance of provisions of Statutes etc.

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes of Rules and Regulations.

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

A) Matters pertaining to company affairs

- i) Memorandum & Articles of Association
- ii) Government Directives issued from time to time.
- iii) Decisions of the Board of Directors and sub-committees of the Board from time to time as contained in the minutes book. The same are circulated to all HOD and HOP etc from HPPCL from time to time.
- iv) HPPCL has already framed HPPCL (CDA Rules) for ensuring discipline to its executives, supervisors and workmen.
- v) General Power of Attorney issued in favour of Officers of the Company from time to time.

6. Statement of The Categories Of Documents That Are Held By The Company Or Under Its Control

Various categories of documents that are being held by the Company or under its control as given below:

A) Documents pertaining to incorporation

- i) Memorandum & Articles of Association

B) Documents pertaining to Company Affairs

- i) Presidential Directives issued from time to time.
- ii) Statutory Registers under the Companies Act, 1956
- iii) Statutory Registrars under other applicable Acts and Rules & Regulations
- iv) Annual Reports
- v) Annual Returns
- vi) Returns & Forms filed with the Registrar of Companies etc.

C) Documents pertaining to Board Meeting & General Meetings

- i) Agenda papers of Board Meetings
- ii) Minutes Book of meetings of the Board of Directors
- iii) Agenda papers of Board sub-committees
- iv) Minutes Book of meetings of Board sub-committees

- Documents pertaining to incorporation for public are available at the office of Company Secretary.

7. The Particulars Of Any Existing Arrangement For Consultation With, Or Representation By, The Members of the Public In Relation To The Formulation Of Policy Or Implementation Thereof

- In HPPCL, Policy is formulated in the public interest. Representation received in regard with policy formulation are examined by competent authorities of HPPCL and taken into account in the policy formulation as and when the need arises.

8. Statement On The Boards, Councils, Committees And Other Bodies Consisting Of Two Or More Persons Constituted As Its Part Or For The Purpose Of Its Advice, And As To Whether Meetings Of Those Boards, Councils, Committees And Other Bodies Are Open To The Public, Or The Minutes Of Such Meetings Are Accessible To The Public

Board of Directors:

The Management of the Company is vested with the Board of Directors. As per Article 32 of the Articles of Association of the Company, the Board of Directors will consist of minimum 2 (Two) and Maximum 10 (Ten) Directors. Some of the Directors may be whole time functional directors others may be part-time directors.

At present, the Composition of the Board of Directors is given below

Sr. No.	Name	Designation	Office	E-mail Id
1.	Sh.B.K.Agarwal, IAS Chief Secretary to the Govt. of Himachal Pradesh, Shimla-171002	Chairman	0177-2621022	cs-hp@nic.in
2.	Sh.Anil Kumar Khachi, IAS, Addl. Chief Secretary (Finance), to the Govt. of Himachal Pradesh, Shimla-171002	Director	0177-2880788	finsecy-hp@nic.in
3.	Sh.Prabodh Saxena, IAS, Principal Secretary (MPP & Power), to the Govt. of Himachal Pradesh, Shimla-171002	Director	0177- 2880751	secypower-hp@nic.in , powersecy-hp@nic.in
4.	Sh. Devesh Kumar, IAS HPPCL, BCS, New Shimla, Shimla-171009	Managing Director	0177-2670716	md@hppcl.in
5.	Sh. Neeraj Kumar, HAS Director (Personnel & Finance) HPPCL, BCS, New Shimla, Shimla-171009	Director	0177- 2671589	dir_pers@hppcl.in dir_fin@hppcl.in
6.	Er. Mahesh Sirkeck, Director (Electrical), HPPCL,BCS New Shimla, Shimla-171009	Director	0177-2670811	dir_elect@hppcl.in
7.	Er.Dharam Singh Thakur, Director (Civil), HPPCL, BCS, New Shimla, Shimla-171009	Director	0177-2672818	dir_civil@hppcl.in

Sub-Committees of the Board:

Board of Directors has the following sub-committees:

1. Service Committee
2. Finance Committee

The compositions of the sub-committee of the Board as on 01 June, 2016 are given below:

a) Service Committee

The committee comprises following Directors:

Sr. No.	Name	Mobile	Office
1.	Additional Chief Secretary (Personnel, MPP & Power, NCES) Financial		0177- 2880721

	Commissioner (Revenue) to the Govt. of H.P. Shimla-171002		
2.	Principal Secretary (Finance) to the Govt. of H.P. Shimla-171002		0177-2880758
3.	Managing Director of HPPCL		0177-2670716

b) Finance Committee

The committee comprises following Directors:

Sr. No.	Name	Mobile	Office
1.	Principal Secretary (MPP & Power) to the Govt. of H.P. Shimla-171002		0177- 2880721
2.	Principal Secretary (Finance) to the Govt. of H.P. Shimla-171002		0177-2880758
3.	Managing Director of HPPCL		0177-2633816

9. A Directory Of Officers And Employees

Directory of HPPCL employees: visit list of employees section under RTI corner <http://www.hppcl.gov.in>

Statement of Monthly remuneration received by each of officers and employees including system of compensation as provided in its regulation.

The details can be obtained from office of PIO.

The remuneration of the officers of the company is governed by the guidelines of State Government and HPSEB Ltd. The pay scales of officers are on Central DA pattern.

The existing pay scales of employees are as under:

PAY SCALES

EXECUTIVE PAY SCALES					
Scale Title	Indicative Designation	Pay Band	Pay scale	Grade pay	Minimum basic pay plus grade pay on joining
E-1	AFO / APO / AE(C/E/M) (Env)	PB - 4	16650-39100	5800	22450
E-2	F.O./P.O.			5800	23990
E-3	Sr.F.O/ Sr.P.O.			5800	25680
E-4	Dy. Manager			5800	27530
E-5	Manager			8500	33240
E-6	Sr. Manager			8500	35530
E-7	Dy.General Manager	PB - 5	41300-67000	9600	50900
E-7A	Addl.General Manager			9600	50900
E-8	General Manager			10500	55640
E-9	Executive Director			10500	55640
WORKMEN CATEGORIES					
W-1	Attendant/ Peon/ Multi Task Worker/ Driver	PB-1	5100-10680	1700	1950
W-2				1850	2150
W-3				2350	3400
W-4	Steno-typist/ Stenographer/ Sr. Scale Stenographer/ Driver/ Computer Operator/ Surveyor/ Electrician/Fitter/Crane -Optr/Welder/ Pharmacist/ Staff Nurse	PB-2	6400-20200	2450	3400
W-5				2950	3700
W-6				3200	3700
W-7				3550	3850
W-8				3550	3850
W-9	PB-3	10900-34800	3700	4000	
W-10			3700	4000	
W-11			4150	4300	
SUPERVISORY CATEGORIES					
S-1	Jr. Officer (Civil/ Mechanical/ Electrical/ IT/ Geology/ Personnel & Administration/ Finance & Accounts/ Relief & Rehabilitation/ Geology/ Environment etc.)	PB-3	10900-34800	4500	5350
S-2				4700	5350
S-3				4800	5450
S-4				4800	5450

- **Basic Pay means = Pay in Pay Band + Grade Pay**

Rate of annual increment in the revised scales of pay will be 3% (percent) of the basic pay drawn on the date of increment.

Note: In addition to above Lease accommodation to various locations of HPPCL are taken as approved by BOD from time to time. Leave as per Rule, Leave Travel Concession, Medical reimbursement, Subsidized Canteen facilities, Provident Fund, are also admissible as per Company's Rules.

10. The Manner of Execution Of Subsidy Programs, Including The Amount Allocated and Details Of Beneficiaries of Such Programs

No subsidy program has been executed by HPPCL

11. Particular of Recipients Of Concessions, Permits Or Authorizations Granted By The Company

HPPCL does not grant any concession, permits or authorization.

12. Details In Respect Of The Information Available Or Held By The Company, Reduced in An Electronic Form

The following documents are available and held by the Company in electronic form:

1. Annual Reports (contains information pertaining to financial & physical performance)
2. HR Manual
3. Delegation of powers
4. Procurement Policy

*All are available on web site of HPPCL (hppcl.gov.in)

13. Public Information Officers & Assistant Public Information Officers:

<u>List of PIOs and Appellate Authorities under RTI Act, 2005 in r/o HPPCL</u>				
Sr. No.	Name of wings/ Unit/HEPs	Name of Division/Offices	PIO	Appellate Authority
I	II	III	IV	V
1.	Personnel	HPPCL, Himfed Building New Shimla, BCS, Shimla-9	Ms. Nishi Bhatti, Manager (P&A), 0177 2671831	Sh. Neeraj Kumar (HAS), Director (Personnel), Phone No. 0177 2670633
2.	Environment	HPPCL, Himfed Building New Shimla, BCS, Shimla-9	Sh. Hemant K. Gupta (IFS), CES, 0177 2672739	Sh. Neeraj Kumar (HAS), Director (Personnel), Phone No. 0177 2670633
3.	Land Acquisition	HPPCL, Himfed Building New Shimla, BCS, Shimla-9	Sh. Manjeet Sharma (LAO), Phone No. 0177 2672808	Sh. Neeraj Kumar (HAS), Director (Personnel), Phone No. 0177 2670633
4.	Civil Contract	HPPCL, Himfed Building New Shimla, BCS, Shimla-9	Sh. Naveen Gupta, AGM (CC), Phone No. 0177 2671822	Sh. Deepak Chauhan, GM(CC), Phone No. 0177 2671915

5.	Electrical Contract	HPPCL, Himfed Building New Shimla, BCS, Shimla-9	Sh. Nirmal Attri, DGM(E), Phone No. 0177 2671737	Sh. Udhyan Ukhal, General Manager (E), Phone No. 0177 2671899
6.	Corporate Planning/ Corporate Monitoring	HPPCL, Himfed Building New Shimla, BCS, Shimla-9	Sh..M.K.Sharma, DGM, Phone No.-0177-2670810	Sh.P.K.S.Rohilla, General Manager, Phone No. 0177- 2672920
7.	Finance	HPPCL, Himfed Building New Shimla, BCS, Shimla-9	Sh. B. L. Verma, Sr. Manager (F), Phone No. 0177 2671716	Sh. Neeraj Kumar (HAS), Director (Personnel), Phone No. 0177 2670633
8.	Civil Design Sundernagar	Design Cell, HPPCL, BBMB Colony, Sundernagar, Distt. Mandi-175019	Sh. Satish Kumar Thakur, DGM, Phone No. 01907 262244	Sh. K.K. Goel, General Manager, Phone No. 01907 262298
9.	Electrical Design – I, Sundernagar	HPPCL, BBMB Colony Sundernagar, Distt. Mandi-175019	Sh..Virender Kumar, Sr. Manager, Phone No. 01907 264336	Sh. K.K. Goel, General Manager, Phone No. 01907 262298
10.	Electrical Design – II, Sundernagar	HPPCL, BBMB Colony, Sundernagar, Distt. Mandi-175019	Sh. Yashwant Singh, Sr. Manager, Phone No. 01907 265536	Sh. K.K. Goel, General Manager, Phone No. 01907 262298
11.	Quality Assurance Sundernagar	HPPCL, Sundernagar, Distt. Mandi-175019	Sh. R.K. Sharma, Sr. Manager, Phone No. 01907 263014	Sh. K.K. Goel, General Manager, Phone No. 01907 2622988
12.	Sawra Kuddu HEP/ Chiragon- Majhgaon HEP	Sawra Kuddu HEP,HPPCL Hatkoti,Tehsil, Jubbal, Shimla-171201	Sh. Naginder Singh Rathore, Sr. Manager, Phone No. 09816630841	Sh. Dharam Singh Thakur, General Manager Phone No. 01781 239205
13.	Sainj HEP/Nakthan HEP	Sainj HEP, HPPCL, Sarabhai, Bhunter, Distt. Kullu-175125	Sh. P.K. Tandon, DGM (Civil), Phone No. 09418158294	Sh.. D.S. Verma, General Manager, Phone No. 01902 265191
14.	Renuka ji Dam Project	Renuka Ji Dam Project, HPPCL,RCC-I, ,Dadahu, Sirmour-173022	Er. Anchana Bisht, Dy. Manager (Environment), Phone No. 01702 267893	Sh. S.L. Dogra, General Manager, Phone No. 0177 267944
15.	Integrated Kashang HEP	Integrated Kashang HEP, HPPCL, PCC,Kinfed Building, R/Peo, Distt. .Kinnaur-172107	Ms. Geeti Singh, Manager (P&A), Phone No. 01786 223882	Sh. R.B. Gautam, GM, Phone No. 01786 223662
16.	Shongtong- Karchham HEP	Shongtong Karcham HEP HPPCL, R/Peo, Distt. Kinnaur-172107	Sh. R.P. Chaudhary, DGM, Phone No. 01786 222303	Sh. .Dinesh Kumar Chaudhary, GM, Phone No. 01786 223310
17.	Ravi & Chenab Projects	Ravi & Chenab Projects, HPPCL, Hardaspura, Distt. Chamba	Sh.Ashwani Kumar, Section Officer, Phone No.01896-242041	Sh..A.M.Dutta, General Manager Phone No.01896- 242042.
18.	Triveni Mahadev & Thana Plaun HEP/ Gyspa HEP	TM&TP HEP, HPPCL, Sujanpur-Tihra, Distt. Hamirpur	Sh..Sanjeev, Manager (Civil), Phone No. 01972- 272200	Sh..Bhim Singh, DGM, Phone No.01972-272200