



Himachal Pradesh Power Corporation Limited
(A State Govt. Undertaking)

Himfed Building, BCS, New Shimla, Shimla-171009.
Phone: 0177-2670633, Fax No.: 0177-2671589
CIN:U40101HP2006SGC030591

Office Order

Consequent upon the decision taken vide BOD Item 22.10 dated 08.12.2009, the dress code in HPPCL has come into force w.e.f. 15.03.2010. Accordingly, all the employees (regular, contract and seconded employees), while on duty are required to adhere to the dress code as notified vide HPPCL Circular No. 32 dated 09.03.2010. The related clarifications and instructions in the matter have been issued subsequently vide HPPCL Office Order dated 05.04.2010 and dated 29.06.2020 respectively.

The Management of HPPCL has expressed serious concern regarding non-adherence to dress code by majority of employees and has thus passed instructions to ensure observance of the dress code policy in letter and spirit.

It is in this background, all the employees are hereby directed to ensure implementation of dress code notified vide HPPCL Circulars/ Office Orders referred to above in letter & spirit. The Controlling Officers of respective officers/officials are, therefore, requested to ensure observance to dress code themselves and w.r.t. the officers/officials under their control. The overall monitoring shall be done by the concerned HOD/HOP. In case of any lapse/ departure, the HOPs/ HODs are authorized to initiate action as outlined in the policy regarding dress allowance".

This bears the approval of Competent Authority.


Dy. General Manager (P&A)

No. HPPCL/P&A/PRM/System Circular (Dress Code)- 11673-92 Dated: 16/11/24

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

1. Spl.PS to the Managing Director, HPPCL, Shimla.
2. PA to the Director (Personnel), HPPCL, Shimla.
3. PA to the Director (Finance), HPPCL, Shimla.
4. ES to the Director (Civil), HPPCL, Shimla.
5. ES to the Director (Electrical), HPPCL, Shimla.
6. All HOPs/ HODs, HPPCL.
7. ✓ Sr. Manager (IT), HPPCL, Shimla to upload the Office Order in the official website of HPPCL under head "System Circular" with title "Observance of Dress-Code-instructions thereof".
8. Notice Board.


Dy. General Manager (P&A)

12.6

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 (Vol-II)/09-25490-
25517

Dated: 09/03/2010

Circular No. 32

Subject: Dress Allowance.

The Board of Directors in its 22nd meeting held on 8th December, 2009 vide agenda Item No. 22.10, approved the re-imbursement of Dress Allowance up-to Rs. 75,00/- per annum to its regular/ contract employees who are on the rolls of the Corporation. Accordingly, all employees are required to observe the Dress Code, while on Official duty, as per detail given below: -

1. Male Employees

- a. Dark Grey Pant (Cotton/ Woolen)
- b. Light Grey Shirt (Full/ Half Sleeves)
- c. Plain Socks (Grey/White)
- d. Leather Shoes (Black)
- e. Coat (Blue blazer)

Female Employees

- a. Salwaar Kamiz with Chunni/ Sari (Firozi).
- b. Leather Shoes (Black)
- c. Plain Socks (Grey/White)
- d. Coat (Blue blazer)

- 2. Medical staff will observe Dress Code as notified by the State Govt. for Hospitals from time to time.
- 3. All employees, while on duty, are required to adhere to the dress code as mentioned above strictly. However, they are not required to adhere to Dress Code on the last working day of every week.

The Dress Code will come into force w.e.f. 15th March, 2010.

- The re-imbursement will be made only on the production of bill/ cash memo of the dress articles up-to a ceiling of Rs. 7, 500/- per annum (Seven thousand, five hundred only).

(24)

Executive Director (Personnel)



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

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

Phones: 0177-2633808, Fax No.: 0177-2633813

(98)

HPPCL/P&A/Policy Clarification/09-166-192

Dated: 05/04/2010

Office Order

In continuation to the Circular No. 32 dated 9/3/2010 regarding the reimbursement on account of Dress for the employees of HPPCL, the following clarifications are hereby issued with immediate effect:

1. Employees will be eligible for re-imbursement on account of purchase/stitching of dress only once in a calendar year i.e. 1st January to 31st December.
2. If the employee leaves the organization within six months of purchase/stitching of liveries, he/she will be required to refund 50% of expenditure incurred on account of dress code.
3. No deduction shall be made in case the employee ceases to be in employment due to superannuation or death.
4. The dress code is for the employees on Regular rolls (direct /secondment) and contractual employees but not for employees who have been outsourced or are on daily wages.
5. If an employee who is on secondment basis with HPPCL and is getting reimbursement of Dress from HPPCL, he will not be entitled for any other type of allowance/re-imbursement on account of dress/livery/Washing etc., if any.
6. If someone is found not wearing uniform even after taking the advance, the advance will have to be returned under the following circumstances: -
 - a) The uniform has not been procured even 15 days after taking advance (bills have to be submitted within 15 days).
 - b) After procuring the uniform, if the employee is found not wearing uniform for 3 days in any month.

Executive Director (Personnel)

(25)

(25)



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/09- 1152 - 49

Dated 29/09/2011

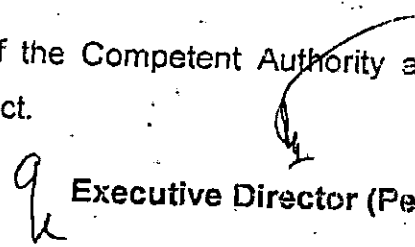
Circular No. 56

Subject: Changes induced by the ERP System development.

The Management of HPPCL has decided to induce the following changes:-

1. The Salary shall be paid from 1st April to 31st March instead of 1st March to 28th February.
2. Salary shall be disbursed on last working day of each month.
3. Re-imbusement on account of dress code (uniform) shall be made as per financial year instead of calendar year (being annual).
4. If any person joins HPPCL during last three months of Calendar year, he/she shall not be eligible for re-imbusement on account of dress code during that year.

This comes with prior approval of the Competent Authority and these orders shall come into force with immediate effect.


Executive Director (Personnel)

Copy to the following for information & necessary action:-

1. The Managing Director, HPPCL, Shimla -5.
2. The Director (Civil), HPPCL, Shimla -5.
3. The Director (Elect.), HPPCL, Shimla-5.
4. The Director (Finance), HPPCL, Shimla -5.
5. The Director (Personnel), HPPCL, Shimla-5.
6. The General Manager (Beri Nichli HEP & Thana Plaun), HPPCL Near Degree college, Sujampur Tihra, Distt. Hamirpur (HP)
7. The General Manager (Sainj) HPPCL, Sarabai, Bhunter Distt. Kullu (H.P.) 175125
8. The General Manager (Sawara Kuddu), HPPCL Near Hatkoti, Rohru, Shimla (H.P.)
9. The General Manager Renuka Ji Dam (HEP) HPPCL, Const. Circle, Dadahu Distt. Sirmour (H.P.)
10. The General Manager (Kashang). HPPCL Kinfed Bhawan Reckong-Peo Distt. Kinnaur (H.P.)
11. The General Manager Shongtog Karcham (HEP) HPPCL Reckong-Peo Distt. Kinnaur (H.P.)
12. The General Manager (Nakthan), HPPCL Sarabai, Bhunter Distt Kullu (H.P.)

(28)



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

HPPCL/P&A/Policy Circulars (Vol-III)/13/- 26623-40 Dated: 31/10/2013

Corrigendum

The word "Calendar Year" appearing at first line of Sr. No. 04 of Circular No. 56 issued vide this office letter No. HPPCL/P&A/Policy Circulars/09-11520-49 dt. 29/09/2011 may be read as "Financial Year". The rest of the contents of the aforesaid circular shall remain same.

31/10/13
Sr. Manager (P&A)

Copy to the following for information & necessary action:

1. The Managing Director, HPPCL, Shimla-5.
2. The Director (Finance), HPPCL, Shimla-5.
3. The Director (Electrical), HPPCL, Shimla-5.
4. The GM (Designs), HPPCL, Sunder Nagar, Distt. Mandi.
5. The GM (Sainj) HPPCL, Sarabai, Bhunter Distt. Kullu (H.P.) 175125
6. The GM (Triveni Mahadev HEP & Thana Plaun), HPPCL, Sujampur Tihra, Distt. Hamirpur (HP)
7. The GM (Sawara Kuddu), HPPCL Near Hatkoti, Rohru, Shimla (H.P.)
8. The GM Renuka Ji Dam (HEP) HPPCL, Const. Circle, Dadahu Distt. Sirmour (H.P.)
9. The GM (Kashang), HPPCL, Reckong-Peo, Distt. Kinnaur (H.P.)
10. The GM Shongtong Karcham (HEP) HPPCL Reckong-Peo Distt. Kinnaur (H.P.)
11. The GM (Contracts & Procurement), Shanti Kutir, Chakkar, HPPCL, Shimla-5.
12. The GM, Corporate Planning, HPPCL, Shimla-5.
13. The GM (Electrical), HPPCL, Shanti Kutir, Chakkar, HPPCL, Shimla-5.
14. The Chief Environment Specialist, HPPCL, Uttam Bhawan, Shimla-4.
15. The Deputy General Manager (Monitoring), HPPCL, Shimla-5.
16. The Company Secretary, HPPCL, Uttam Bhawan, Shimla-4.
17. The Sr. Manager (Finance-cum-CPT), Shanti Kutir, Chakkar, HPPCL, Shimla-5.
18. The Manager (Finance), Corporate Office, HPPCL, Shimla-5.

31/10/13
Sr. Manager (P&A)

- Copy to the following for information & necessary action:
1. The Managing Director, HPPCL, Shimla-5.
 2. The Director (Finance), HPPCL, Shimla-5.
 3. The Director (Electrical), HPPCL, Shimla-5.
 4. The GM (Designs), HPPCL, Sunder Nagar, Distt. Mandi.
 5. The GM (Sainj) HPPCL, Sarabai, Bhunter Distt. Kullu (H.P.) 175125
 6. The GM (Triveni Mahadev HEP & Thana Plaun), HPPCL, Sujampur Tihra, Distt. Hamirpur (HP)
 7. The GM (Sawara Kuddu), HPPCL Near Hatkoti, Rohru, Shimla (H.P.)
 8. The GM Renuka Ji Dam (HEP) HPPCL, Const. Circle, Dadahu Distt. Sirmour (H.P.)
 9. The GM (Kashang), HPPCL, Reckong-Peo, Distt. Kinnaur (H.P.)
 10. The GM Shongtong Karcham (HEP) HPPCL Reckong-Peo Distt. Kinnaur (H.P.)
 11. The GM (Contracts & Procurement), Shanti Kutir, Chakkar, HPPCL, Shimla-5.
 12. The GM, Corporate Planning, HPPCL, Shimla-5.
 13. The GM (Electrical), HPPCL, Shanti Kutir, Chakkar, HPPCL, Shimla-5.
 14. The Chief Environment Specialist, HPPCL, Uttam Bhawan, Shimla-4.
 15. The Deputy General Manager (Monitoring), HPPCL, Shimla-5.
 16. The Company Secretary, HPPCL, Uttam Bhawan, Shimla-4.
 17. The Sr. Manager (Finance-cum-CPT), Shanti Kutir, Chakkar, HPPCL, Shimla-5.
 18. The Manager (Finance), Corporate Office, HPPCL, Shimla-5.



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himself Building, New Shimla-171009

Phone No. 0177-2670633, 2671831

CIN-U4010HP2006SGC030591

OFFICE ORDER

The Board of Directors in its 22nd meeting held on 8th December 2009, vide agenda No.22.10 had approved the policy for Re-imbusement of Dress Code for employees of HPPCL and accordingly, dress code with theme separately for both male and female employee has been defined vide Circular No. HPPCL/P&A/Policy Circulars (Vol.-II)/09-25490-25517 dated 09.03.2010. However, for past some time, this office was in receipt of demands from various employees regarding seeking relaxation/amendment in the earlier instructions. Now, thereafter after consideration in matter and in supersession to the previous orders, the following directions are hereby issued as regards to the dress code:-

- 1) All the employees in HPPCL shall strictly follow the dress code as defined from every Monday to Thursday i.e. for 4 days in a week and no relaxation on this account shall be permissible. Further, the dress code shall also be observed on the rest of days as well, in case of special occasions/official meetings/functions, for which, specific instructions may be issued from time to time.
- 2) As far as dress code theme of female employees, they shall be allowed to wear trousers & Shirts as per the dress code theme defined for the male counterparts in HPPCL.

It is, therefore, once again directed that all employees of HPPCL should sincerely follow the orders related to observance of dress code, while in office and no laxity in this regard shall be allowed. Any departure to these instructions shall invite levy of fine as decided by the competent authority, debarring of Uniform Reimbursement, as well as, initiation of disciplinary action.

These orders are issued with the approval of Managing Director, HPPCL

Director (Personnel)

Dated: - 29/6/2020

No. HPPCL/P&A/Policy Miscellaneous/2018-3486-3519

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

1. The ES to the Managing Director, HPPCL for information of Worthy MD please
2. The Director (Finance), HPPCL
3. The Director (Civil), HPPCL
4. The Director (Electrical), HPPCL
5. All the HOP's/HOD's, HPPCL for ensuring compliance through respective controlling officers in respect of employees under their control.
6. The AGM /DGM(Finance), HPPCL
7. The Joint Controller (F&A), HPPCL
8. The Sr. Manager (IT) for hoisting the above orders on official website of HPPCL
9. The Manager (EE), Manager (S&W), Manager (IR), Corporate Office.
10. Notice Board.
11. Guard File


Director (Personnel)