



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, BCS, New Shimla-171009.

Phone No. 0177- 2871812

CIN U40101HP2006SGC030591

No. HPPCL/Law/236/OA-2342/2018- 12425-31

Dated:- 24-8-18

System Circular

In Continuation to this office order No. HPPCL/Law/236/OA-2342/2018- 12384-91 Dated:-24.08.2018 the time frame work for processing the Court Cases pertaining to service matters after receipt of the Court notice is framed as under:-

- 1) Upon receipt of the Court Notice or getting written information from the legal cell the respective Manager (P&A) will provide the detailed draft reply/comments on the basis of facts and records within 10 days. However, in case the matter pertains with two or more Manager(s) then the time framework will be 15 days.
- 2) After receipt of the information from the legal cell, it is incumbent upon the Manager (P&A) to ascertain that whether the subject in issue is exclusively required to be dealt at his end or not. If the subject matter of the case is not required to be dealt at his/her section then within two days he/she may forward the file at his end to the concerned section/Manager (P&A). If, only part matter pertains to him/her than he/she shall immediately forward the file alongwith Part reply/information/comments to the concerned/next Manager (P&A) who shall further deal the remaining part in same manner and to file the reply alongwith affidavit (being mainly concerned with the case) as per aforementioned office order.
- 3) The respective Manager (P&A) will also depute the concerned official/dealing hand conversant with the facts of the case/file to attend the designated HPPCL advocate alongwith legal cell to get the reply prepared/vetted within next 7 days. After vetting of the reply from the advocate the deputed official of the O/o P&A alongwith Legal cell will prepare the draft reply within 5 days for final signatures and submission before the Hon'ble Court.
- 4) Although, all possible efforts be made to file the reply in stipulated time, however, in case of any uncertain/unavoidable circumstances the concerned Manager (P&A) requires more time then he/she shall intimate the same to Legal cell sufficiently in advance so that the Legal counsel can be informed accordingly in time. However, it will be incumbent upon the dealing hands of both P&A and Legal cell to remain in touch with the update/status of the case for avoiding adverse orders against HPPCL.

These instructions shall come into effect with immediate effect.

ok Director (Personnel)

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Copy for information to:-

1. All the Manager (P&A) at Corporate Office HPPCL who shall deemed to be Nodal Officer of the concerned case for all intent and purposes.
2. File No. HPPCL/Law-general/142.

ok Director (Personnel)

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