



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, BCS, New Shimla, Shimla-9

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CIN U4010HP2006SGC030591

HPPCL/P&A/EE/Admin/22- 3032-48

Dated: 16.05.2023

19/5/23

To

All HOPs/ HODs,
Himachal Pradesh Power Corporation Limited.

Subject: Regarding relinquishment of charge on transfer - instructions thereof.

Sir,

Reference is hereby invited to the above mentioned subject and to say that transfers and postings of officers/officials in HPPCL are issued in view of the project interests of HPPCL. Lately, it has been observed that the officers/officials after receipt of transfer orders do not relinquish the charge of the post on one pretext or the other. Even HoPs/ HoDs in most of cases prolong the relieving of concerned officer/officials thereby disregarding the clear instructions/ orders of the issuing authority. Resultantly, transferred officer/ officials gets enough time to manage their postings due to which project progress hampers for want of requisite manpower. This has been viewed very seriously by the Management and thus, it has been decided that the following procedure/instruction(s) regarding relinquishment of charge on transfer shall invariably be followed by all concerned:-

1. All transferred officers/officials (including seconded staff) will relinquish the charge, without waiting for substitutes, after handing over the charge to the officer/official nominated by the Competent Authority.
2. It shall be mandatory and personal responsibility of the concerned HoP/HoD to relieve the officer/official transferred to another project/office within a period of seven days from the date of issue of transfer orders.
3. In case the officer/official is not relieved within seven days, he/she shall be deemed to have been relieved on completion of seventh day and such employees shall not be paid salary beyond the deemed date of relieving, in case such employees do not join duties at transferred station.
4. Disciplinary Action will be initiated against concerned HoP/HoD responsible for not relieving the employee concerned within seven days.

In the event, the concerned HoP/HoD is unable to relieve the transferred officer/official in view of critical work assignments of concerned project/office, specific exemption shall be sought from the competent authority i.e. Director (Personnel) by the project/office within prescribed period i.e. within seven days of issuance of transfer orders. After culmination of specific period of exemption granted by the Competent Authority, the officer shall be deemed to have been relieved to join the transferred location.

5. It shall be personal responsibility of the concerned controlling authority that no leave of any kind may be granted to the officer/official under transfer till his/her relieving. In case, any officer/official proceeds on leave on medical grounds before relieving, he/she will be immediately directed to appear before Medical Board by concerned HoP/HoD under intimation to the O/o Director (Pers.), HPPCL within three days without fail.
6. In case, the transferred officer/official does not join at the transferred station within the prescribed joining time (or specific period of exemption granted in joining, if any), the concerned HoP/HoD of the respective transferred station shall inform the same, on last day of prescribed joining period (or specific period of exemption granted in joining, if any) to the Corporate (P&A) Wing along with intimation to CPT section, Corporate Office.

This may be brought to the notice of all concerned for strict compliance.

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Director (Personnel)

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

1. The AGM (F&A-cum-CPT), HPPCL, Shimla.
2. The Sr. Manager (IT), HPPCL, Shimla for uploading the above executive instructions in the official website of HPPCL.
3. The Sr. Manager (S&W), HPPCL, Shimla.
4. The Sr. Manager (PRM), HPPCL, Shimla.

- Suresh (Prog) to upload
in HPPCL website

Director (Personnel)

19/5/23 ✓