



Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)

Himfed Building, BCS, New Shimla, Shimla-9
Phones: 0177-2670633, 2671831. Website: www.hppcl.in
CIN U4010HP2006SGC030591

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, organise and execute Power Projects in Hydro Electric Power, Thermal Power, Solar Power, Wind Power etc. within and outside State of Himachal Pradesh and outside Country/Overseas. As on 31st March, 2025, the GoHP has a 43.86%, HPIDB has 50.57% and HPSEB, a 5.57% shareholding in HPPCL.

Presently there are 22 Hydro Electric Projects allotted by the GoHP for development under state sector to HPPCL with aggregate installed capacity of 2817 MW. HPPCL has also been a nodal agency for development of Kishau Multipurpose Project (660 MW) to be executed through a Special Purpose Vehicle of Govt. of Himachal Pradesh and Govt. of Uttarakhand. Himachal Pradesh has 50% share in the project thereby making the total allotted potential of 3147 MW.

For information on Hydro Power Projects please [click here](#).

Diversification

HPPCL, apart from Hydro Power Development, intends to diversify its power development activities in other areas such as Non-conventional renewable sources of energy like Solar, Wind, 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. For information on the Solar Projects of HPPCL, please [click here](#):

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 State Government Company and the class of Company is Private Company registered under Companies Act.
e.	Listing With Stock Exchanges	Not Listed with any Exchange
f.	Address of Registered Office	Himfed Building, BCS, New Shimla, Shimla-171009
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

Target of HPPCL is to develop 281 MW Power generating capacity by March, 2021 and 861 MW by the year 2024.

Organisation Chart:

Organisation 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.

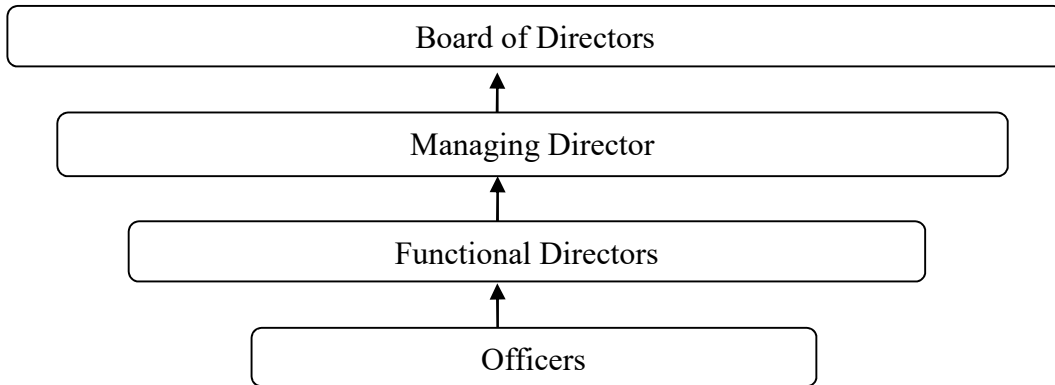
3. Procedures Followed in the Decision-Making Process. Including Channels of Supervision and Accountability.

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 powers to the Managing Director of the Company, who in turn has delegated powers to the Functional

Directors and 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(s). The same are circulated to all HODs and HOPs etc. by HPPCL from time to time.
- iv) HPPCL has already framed HPPCL (CDA Rules) for ensuring discipline to its executives, supervisors and workmen.

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.
- vii) Delegation of Power

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 Meetings.
- iv) Minutes of meetings of Board Sub-committees.
- v) Agenda papers of Annual / Extra-Ordinary General meetings.

vi) Minutes Book of Annual /Extra-OrdinaryGeneral meetings.

- Documents pertaining to incorporation of the Company are available in the Company Secretariat.

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 31 of the Articles of Association of the Company, the Board of Directors will consist of minimum 03 (Three) and Maximum 09 (Nine) 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. Prabodh Saxena, IAS, Chief Secretary, Govt. of Himachal Pradesh, Shimla-171002	Chairman	0177-2621022	cs-hp@nic.in
2.	Sh. Sanjay Gupta, IAS, Chairman, HBSEBL, Shimla-171004	Director	0177-2813563	chairman@hpseb.in

3.	Sh. Devesh Kumar, IAS, Principal Secretary (Finance), Govt. of Himachal Pradesh, Shimla-171002	Director	0177- 2621904 0177- 2880726	finsecy-hp@nic.in
4.	Sh. Rakesh Kanwar, IAS, Secretary (MPP & Power) to Govt. of Himachal Pradesh, Shimla-171002	Director	0177- 2620625 0177- 2880727	powersecy-hp@nic.in
5.	Sh. Abid Hussain Sadiq Bhat, IAS, Managing Director, HPPCL, BCS, New Shimla, Shimla -171009	Managing Director	0177- 2670716 0177- 2670633	md@hppcl.in md@hppcl.in
6.	Sh. Naresh Thakur, HAS Director (Personnel & Finance) HPPCL, BCS, New Shimla, Shimla-171009	Director	0177- 2671589	dir_pers@hppcl.in dir_fin@hppcl.in
7.	Er. Maneesh Mahajan Director (Electrical), HPPCL, BCS, New Shimla, Shimla- 171009	Director	0177- 2670811	dir_elect@hppcl.in
8.	Er. Surender Kumar, 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. Audit and Finance Committee.

3. Vigil Mechanism Committee.

4. Committee of Whole Time Directors for Technical & Engineering matters.

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	Designation	Office Tel. No.
----------------	-------------	--------------------	------------------------

1.	Secretary (MPP & Power) to the Govt. of H.P. Shimla-171002	Chairman	0177-2620625 0177-2880727
2.	Principal Secretary (Finance) to the Govt. of H.P. Shimla-171002	Director	0177-2621904 0177-2880726
3.	Managing Director	Managing Director	0177-2670716
4.	Director (Personnel)	Director	0177-2670633

b) Audit and Finance Committee

The Committee comprises following Directors:

Sr. No.	Name	Designation	Office Tel. No.
1.	Secretary (MPP & Power) to the Govt. of H.P. Shimla-171002	Chairman	0177-2620625 0177-2880727
2.	Principal Secretary (Finance) to the Govt. of H.P. Shimla-171002	Director	0177-2621904 0177-2880726
3.	Managing Director	Managing Director	0177-2670716

c) Vigil Mechanism Committee

The Committee comprises following Directors/Members:

Sr. No.	Name	Designation	Office Tel. No.
1.	Secretary (MPP & Power) to the Govt. of H.P. Shimla-171002	Chairman	0177-2620625

			0177-2880727
2.	Principal Secretary (Finance) to the Govt. of H.P. Shimla-171002	Director	0177-2621904 0177-2880726
3.	Managing Director	Managing Director	0177-2670716
4.	Company Secretary as Designated Authority	Secretary	0177-2672742

9.A Directory Of Officers And Employees

Directory of HPPCL employees: visit list of employees section under RTI corner

<http://www.hppcl.in>

10. 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:

4.1. PAY SCALES

Pay-Matrix Applicable in HPPCL												
S. N	Category	Level	Post	Pay Band	Pay-Scale (Rs.)	Grade Pay (Rs.)	Revised Grade Pay as per O/O No.7 dated 01/10/2011 & HPPCL Circular No.57 dated 01/12/2011 (Rs.)	As per HPPCL O/o dated 17/06/2016 Revised Grade Pay adopted of HPSEBL O/O No. 4 dated 01/11/2014 & O/o No.12 dated 04/07/2015 after <u>two years of Regular Service.</u> (Rs.)	Applicable Level in the Revised Pay Scales, 2022	Initial Basic Pay in the Level i.e Cell 1 (in Rs.)		
1	Workmen	W1	Jr.Fitter/Jr. Technician /Attendant	PB-1	5100-10680	1550	1700	1950	1	18000		
2		W2				1700	1850	2150	2	19600		
3		W3	Junior Office Assistant	PB-2	6400-20200	2200	2350	3400	3	22700		
4		W4	Staff Nurse/Steno-Typist /Driver/Crane Operator /Electrician/Fitter/Welder/ Pharmacist/Surveyor / Asst.. Store Keeper/Silt Observer			2300	2450	3400	4	23500		
5		W5				2800	2950	3700	7	28400		
6		W6				3050	3200	3700	8	31000		
7		W7				3400	3550	3850	9	33000		
8		W8				3400	3550	3850	9	33000		
9		W9				PB-3	10900-34800	3550	3700	4000	10	38500
10		W10						3550	3700	4000	10	38500
11		W11	4000	4150	4300			11	41500			
12	Supervisory	S-1	JE(C/M/E)/JO(P&A)/JO(F&A)/JO(IT)/JO(R&R)/JO(Env.)/JO(Geo)/PA etc.	PB-3	10900-34800	4350	4500	5350	13	43800		
13		S-2				4550	4700	5350	14	45600		
14		S-3				4650	4800	5450	15	47600		
15		S-4				4650	4800	5450	15	47600		
16	Executive	E2	Executive Trainee	PB-4	16650-39100	5800	Not Applicable	18	59900			
17		E3	Executive									
18		E4	Dy.Manager			8500						
19		E5	Manager									
20		E6	Sr.Manager	PB-5	41300-67000	9600		21	135900			
21		E7	Dy.General Manager									
22		7A	Add. General Manager									
23		E8	General Manager							10500	22	151300

24		E9	Executive Director							
----	--	----	--------------------	--	--	--	--	--	--	--

- **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.

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Head	Budget Allocation 2023-24	Budget Allocation 2024-25
Planned Expenditure	1186.74 Crores	1467.56 Crores

12. 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

13. Particular of Recipients of Concessions, Permits or Authorizations Granted by the Company

HPPCL does not grant any concession, permits or authorization.

14. 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.in)

15. Public Information Officers & Appellate Authorities:

S. No.	Name of wings/ Unit/HEPs	Name of Division/Offices	PIO	Appellate Authority
I	II	III	IV	V
1	Corporate Planning & Monitoring	HPPCL, Himfed Building, BCS, New Shimla -9	Sh. Navneet Sood, DGM Phone No. 0177-2671822 navneet.sood@hppcl.in	Sh. Nitin Garg, General Manager (CP) Phone no. 0177-2671915
2	Civil Contract	HPPCL, Himfed Building, BCS, New Shimla -9	Sh. Rajesh Saklani Sr. Manager (CC) Phone No. 9816087434	Sh. Dharam Vir Gupta General Manager (CC) Ph.No. 01905-2671915
3	Electrical Wing	HPPCL, Himfed Building, BCS, New Shimla	Sh. Deepak Dogra Sr.Manager (Electrical) Mobile - 98052-80058	General Manager (Electrical) Ph.No.0177- 2671397
4	Generation Wing	HPPCL, Himfed Building, BCS, New Shimla	Smt.Anjali Sharma, Sr.Manager (Electrical) Mobile- 9418026921	General Manager (Generation) Ph. No. 0177- 2671397
5	Renewal Energy	HPPCL, Himfed Building, BCS, New Shimla	Sh. Rajneesh Katoch, Sr.Manager(Electrical) Mobile - 9418340530	General Manager (Renewable Energy)
6	Personnel	HPPCL, Himfed Building, BCS, New Shimla -9	Ms. Nishi Bhatti, Sr. Manager (P&A), Mobile-9418119519	Sh.Naresh Thakur, (HAS) Director(Personnel) Phone no. 0177-2670633
7	Finance	HPPCL, Himfed Building, BCS, New Shimla -9	Sh.Naresh Thakur, Sr.Manager (Finance) Mobile-9418770418	Sh.Naresh Thakur, (HAS) Director(Finance) Phone no. 0177-2670633
8	Environment	HPPCL, Himfed Building, New Shimla -9	Ms. Sanwali Katoch, Phone No. 0177 2672739 simple_katoch@rediffmail.com	Sh.Naresh Thakur, (HAS) Director(Personnel) Phone no. 0177-2670633
9	Land Acquisition	HPPCL, Himfed Building, New Shimla -9	Land Acquisition Officer Phone No. 0177 2672808	Sh.Naresh Thakur, (HAS) Director(Personnel) Phone no. 0177-2670633
10	Sainj HEP	Sainj HEP, HPPCL, Sarabhai, Bhunter, Distt. Kullu-175125	Sh. Anupam Paul, Sr. Manager (C), Phone No.9418005542	DGM (Electrical) Phone No.01902-265191
11	Renuka Ji Dam Project	Renuka Ji Dam Project, HPPCL Dadahu, Sirmour	Ms. Anchana Bisht, Dy. Manager (Env.), Phone No.01702 267893	General Manager, Phone No.01702-267944
12	Civil Design Office,	Design Office, HPPCL Sundernagar, Mandi	Sh.Deepak Katoch, Sr.Manager(C) Mobile-94180290766	General Manager Ph.No.01907-262298
13	Quality Control & Assurance, Sundernagar	HPPCL, Sundernagar, Distt. Mandi-175019	Sh. Dinesh Sharma Sr. Manager (C/M) Phone No. 9418000987	General Manager Ph.No.01907-262298
14	Electrical Design-I, Sundernagar	HPPCL, BBMB Colony Sundernagar ,Mandi	DGM, ED-I Phone No.01907 264336	General Manager Ph.No.01907-262298
15	Electrical Design-II Sundernagar	HPPCL, BBMB Colony Sundernagar ,Mandi	DGM, ED-II Phone No.01907-265883	General Manager Ph.No.01907-262298
16	Shongtong-Karchham HEP	Shongtong Karcham HEP, HPPCL, R/Peo, Kinnaur-172107	Sh. Lalit Mohan, Sr.Manager(C/M) Mobile -7018277109	General Manager, Phone No.01786-223310

17	Integrated Kashag HEP	IKHEP, HPPCL, Reckong Peo, Distt. Kinnaur	Sh.Hemraj Sr.Manager(P&AI) Mobile-	General Manager, Ph. No.01786-222001
18	Trveni Mahadev & Thana Plaun HEP	TM&TP HEPs, HPPCL, Kotli, Distt. Mandi-175003	Sh. Himanshu Behl Sr. Manager (Civil) Mobile9816762243	Sh. Sanjay Kumar Jagota General Manager, Ph.No. 01905-281081
19	Solar Power Projects,	HPPCL, Anu, Distt. Hamirpur	Sh. Akshy Vrat, Dy.Manager (Civil) Mobile-9882556822	HoP-cum-DGM (E) Ph. No. 01972-299151
20	Ravi & Chenab Projects	Ravi & Chenab Projects, HPPCL, Distt. Chamba	Sh.Sunil Kumar Verma, Section Officer Ph.No.01896 242041	General Manager, Ph.No. 01896-242042
21	Sawra Kuddu HEP	HPPCL, Hatkoti, Tehsil, Jubbal, Shimla-171201	Sr. Manager (Electrical) Mobile-9736366226	DGM (Electrical) Ph.No.01781- 256003