



**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 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. As on 31<sup>st</sup> March, 2016, the GoHP has a 12.75%, HPIDB has 78.59% and HPSEB, a 8.66% 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.

### **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.

<b>a. Date of Incorporation</b>	18 <sup>th</sup> December, 2006
<b>b. Mode of Incorporation</b>	Incorporated as a Government Company under the provisions of the Companies Act 1956
<b>c. Administrative Ministry</b>	Ministry of Power, Himachal Pradesh
<b>d. Present Status</b>	A Government Company within the meaning of Section 617 of the Companies Act- 1956
<b>e. Listing With Stock Exchanges</b>	Not Listed with any Exchange
<b>f. Address of Registered Office</b>	Himfed Building, BCS, New Shimla, Shimla-171009
<b>g. Address of Company's Registrar and Transfer Agent</b>	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.

## **Organisation Chart:**

Organisation Chart of HPPCL is duly uploaded on the official website of HPPCL i.e. [hppcl.in](http://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.

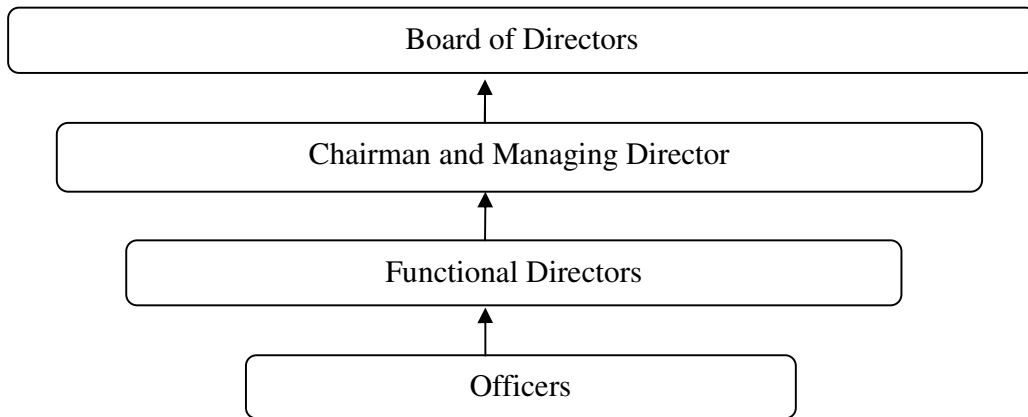
## **3. Procedures Followed in the Decision-Making Process. Including Channels of Supervision and Accountability.**

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.

<b>Posts</b>	<b>Appointing Authority</b>
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

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Office</b>	<b>E-mail Id</b>
1.	Sh. Anil Kumar Khachi, IAS, Chief Secretary to the Govt. of Himachal Pradesh, Shimla-171002	Chairman	0177-2621022	<a href="mailto:cs-hp@nic.in">cs-hp@nic.in</a>
2.	Sh.Ram Subhag Singh, IAS, Additional Chief Secretary (MPP & Power), Govt. of Himachal Pradesh, Shimla-171002	Director	0177- 2880721	<a href="mailto:secypower-hp@nic.in">secypower-hp@nic.in</a> , <a href="mailto:powersecy-hp@nic.in">powersecy-hp@nic.in</a>
3.	Sh. Prabodh Sexena, IAS, Principal Secretary (Finance), Govt. of Himachal Pradesh, Shimla-171002	Director	0177-2880758	<a href="mailto:finsecy-hp@nic.in">finsecy-hp@nic.in</a>
4.	Sh. Rakesh Kanwar, IAS HPPCL, BCS, New Shimla, Shimla-171009	Managing Director	0177-2670716	<a href="mailto:md@hppcl.in">md@hppcl.in</a>
5.	Sh. Manmohan Sharma, IAS Director (Personnel & Finance) HPPCL, BCS, New Shimla, Shimla- 171009	Director	0177- 2671589	<a href="mailto:dir_pers@hppcl.in">dir_pers@hppcl.in</a> <a href="mailto:dir_fin@hppcl.in">dir_fin@hppcl.in</a>
6.	Er.Shashi Kant Joshi, Director (Electrical), HPPCL, BCS New Shimla, Shimla-171009	Director	0177-2670811	<a href="mailto:dir_elect@hppcl.in">dir_elect@hppcl.in</a>

7.	Er.Dharam Singh Thakur, Director (Civil), HPPCL, BCS, New Shimla, Shimla-171009	Director	0177-2672818	<a href="mailto:dir_civil@hppcl.in">dir_civil@hppcl.in</a>
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### 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 Commissioner (Revenue) 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		0177-2670716

#### b) Finance Committee

The committee comprises following Directors:

Sr. No.	Name	Mobile	Office
1.	Additional Chief Secretary (Personnel, MPP & Power, NCES) Financial Commissioner (Revenue) 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		0177-2670716

## 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:

### 2.1. PAY SCALES

EXECUTIVE PAY SCALE				
Scale Title	Indicative Designation	Pay Band	Pay scale	Grade pay
E-2	Executive Trainee	PB -4	16650-39100	5800
E-3	Assistant Officer/AE			5800
E-4	Dy. Manager			5800
E-5	Manager			8500
E-6	Sr. Manager			8500
E-7	Dy.General Manager	PB - 5	41300-67000	9600
E-7A	Addl.General Manager			9600
E-8	General Manager			10500
E-9	Executive Director			10500
WORKMEN CATEGORIES				
W-1	Attendant/ Peon/ Multi Task Worker/ Driver	PB-1	5100-10680	1500
W-2				1700
W-3				2200
W-4	Steno-typist/ Stenographer/ Sr. Scale Stenographer/ Driver/ Computer Operator/ Surveyor/ Electrician/Fitter/Crane-Optr/Welder/ Pharmacist/ Staff Nurse	PB-2	6400-20200	2300
W-5				2300
W-6				3050
W-7				3400
W-8				3400
W-9				3550
W-10	PB-3	10900-34800	3550	
W-11			4000	
SUPERVISORY CATEGORIES				
S-1	Jr. Officer (Civil/ Mechanical/ Electrical/ IT/Geology/Pers.& Admn./Finance & Accounts/ Relief & Rehabilitation/ Geology/ Environment etc.)	PB-3	10900-34800	4500
S-2				4700
S-3				4800
S-4				4800



- **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 Leave 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:**

<b>Head</b>	<b>Budget Expenditure 2016-17</b>	<b>Budget Expenditure 2017-18</b>
Planned Expenditure	1110.06 Crores	1432.85 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 & 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), Phone No.0177 2671831	Sh. Manmohan Sharma (IAS),Director (Personnel) Phone No. 0177 2670633
2.	Environment	HPPCL, Himfed Building, New Shimla, BCS, Shimla-9	Sh. Hitender K. Gupta, CES, Phone No. 0177 2672739	Sh. Manmohan Sharma (IAS),Director(Personnel), Phone No. 0177- 2670633
3.	Land Acquisition	HPPCL, Himfed Building, New Shimla, BCS, Shimla-9	Sh.Vikram Jeet Singh, Land Acquisition Officer, Ph.No. 0177-2672808	Sh. Manmohan Sharma (IAS),Director (Personnel) Phone No. 0177- 2670633
4.	Civil Contract	HPPCL, Himfed Building, New Shimla, BCS, Shimla-9	Sh.Narender Chauhan DGM(CC) Ph.No. 9418016280	Sh. Navin Gupta, General Manager (CC), Ph. No. 0177- 2671915
5.	Electrical Contract	HPPCL, Himfed Building, New Shimla, BCS, Shimla-9	Sh. Pankaj Kumar DGM(EC), Phone No.0177-2671737	Sh. Dheeraj Mittal GM (Electrical Contract), Phone No. 0177- 2671899
6.	Corporate (Planning & Monitoring)	HPPCL, Himfed Building, New Shimla, BCS, Shimla-9	Er. Satish Thakur, DGM (CM), Phone No.0177-2671018	Sh. R.S. Chauhan, General Manager (CP/CM) Phone No. 0177- 2671899
7.	Finance	HPPCL, Himfed Building, New Shimla, BCS, Shimla-9	Sh. B. L. Verma, Sr. Manager (F), Phone No.0177-2671716	Sh. Manmohan Sharma (IAS), Director (Finance), Phone No. 0177- 2670633
8.	Civil Design Sundernagar	Design Cell, HPPCL, BBMB Colony, Sundernagar, Distt. Mandi-175019	Sh. Uttam Chand Sr. Manager(C), Ph.No.9418396200	Smt. Poonam Binjolker General Manager (Designs), Phone No. 01907 262298
9.	Electrical Design -I, Sundernagar	HPPCL, BBMB Colony, Sundernagar, Distt. Mandi-175019	Sh. A.K.Sood, DGM, Phone No.01907 264336	Smt. Poonam Binjolker General Manager(Design), Phone No.01907-262298
10.	Electrical Design -II, Sundernagar	HPPCL, BBMB Colony, Sundernagar, Distt. Mandi-175019	Sh.Satya Pal Sharma DGM, Phone No. 01907 265536	Smt. Poonam Binjolker General Manager(Design), Phone No. 01907 262298
11.	Quality Assurance Sundernagar	HPPCL, Sundernagar, Distt. Mandi-175019	Sh. N.P.Jagota, DGM, Phone No. 01907-263014	Smt. Poonam Binjolker General Manager(Design), Phone No. 01907 262298
12.	Sawra Kuddu HEP/ Chiragon-Majhgaon HEP	Sawra Kuddu HEP, HPPCL, Hatkoti, Tehsil, Jubbal, Shimla-171201	Sh. Naginder Singh Rathore, Sr. Manager(C) Phone No. 09816630841	Sh.Vinay Kumar Manan, General Manager, Phone No. 01781 239205
13.	Sainj HEP /Nakthan HEP	Sainj HEP, HPPCL, Sarabhai, Bhunter, Distt. Kullu-175125	Sh.Anupam Paul, Manager (C), Phone No.9418005542	Sh.Rohit Sharda, DGM (E) Phone No. 01902-265191
14.	Renuka ji Dam Project	Renuka Ji Dam Project, HPPCL, RCC-I, Near HPPCL Colony, Dadahu, Sirmour-173022	Er. Anchana Bisht, Dy. Manager (Environment), Phone No. 01702-267893	Sh.P.K.Tandon, DGM-cum-HOP, Phone No. 0177- 267944
15.	Integrated Kashang HEP	Integrated Kashang HEP, HPPCL,Kinfed Building,R/Peo,Kinnaur-172107	Smt. Geeti Singh, Manager (P&A), Phone No. 01786-223882	Sh. S.P.Rattan, DGM (Civil) Manager, Phone No. 01786 223662

16.	Shongtong-Karchham HEP	Shongtong Karcham HEP, HPPCL, R/Peo, Distt. Kinnaur-172107	Sh. R.K. Chaudhary, DGM, Phone No.01786-222303	Sh. Maheshwar Kumar Sharma, GM Phone No. 01786 223310
17.	Ravi & Chenab Projects	Ravi & Chenab Projects, HPPCL, Hardaspura, Distt. Chamba	Sh. Kuldeep Rana Under Secretary, Ph.No.01896 242041	Sh.R.P.Sharma, GM, Ph.No. 01896-242042
18.	Triveni Mahadev & Thana Plaun HEP/ Gyspa HEP	TM&TP HEP, HPPCL, Sujanpur-Tihra, Distt. Hamirpur	Sh. Sanjeev, Manager Phone No. 01972 272200	Sh. Ajay Kumar Bisth, GM, Phone No. 01972 272200