



HIMACHAL PRADESH POWER CORPORATION LIMITED

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171 005

Phones: 0177-2633814-15, Fax No.: 0177-2633813

HPPCL/P&A/Policy Circular/ 14- 14590 - 610

Dated: 29/11/2014

To

The General Manager,
Sainj Hydro Electric Project, HPPCL,
Sarabai (Bhunter), Distt. Kullu (HP)

Subject: Regarding admissibility of 16 weeks Maternity Leave, 10 days Medical Leave and 5 days Special Leave to contract employees of HPPCL.

Sir,

This is with reference to your office letter dated 18-11-2014 on the subject cited above, the queries as sought vide above referred letter are clarified as under:-

S. N.	Query	Clarification
1.	Shall 10(ten) days Medical Leave, 5 (five) days Special Leave and enhanced Maternity Leave from existing 12 (twelve) weeks to 16 (sixteen) weeks to the contract employees of HPPCL be admissible from date of issue of above order or retrospectively i.e. from their date of engagement as contract employees?	Medical Leave of 10 (ten) days and Special Leave of 5 (five) days shall be credited into the account of contract employee at the start of the year which can be availed at any time during the year. It is clarified that the existing contract employees of HPPCL recruited on or before 1 st January, 2014 shall be entitled for full Medical Leave of 10 (ten) days and Special Leave of 5 (five) days. However, if any fresh appointment on contract basis is made after the month of January, 14; he/ she shall be entitled for above leaves on pro-rata basis. As far as admissibility of 16 (sixteen) weeks of Maternity Leave to the contract employees of HPPCL is concerned, the same shall be applicable from the date of issue of Circular No. 72 i.e. 30 th July, 2014.
2.	On what grounds/ reasons the 5 (five) days special leave is to be granted to contract employees of HPPCL?	The 5 (five) days special leave can be availed by the contract appointees for any purpose alike casual leave and full pay for this purpose means contract pay.
3.	Whether un-availed Medical Leave and Special Leave can be accumulated or will lapse at the end of calendar year?	The Un-availed Medical Leave and Special Leave can be accumulated up-to the calendar year and will not be carried forward for the next calendar year.

Yours Faithfully,

Dy. General Manager (P&A)

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

1. All HOPs/HODs, HPPCL.
2. Sr. Manager (IT), HPPCL, Uttam Bhawan, Dogra Lodge, Shimla to upload this communication in the official website of HPPCL.
3. The Dy. Controller (F&A), Corporate Office, HPPCL, Shimla.
4. All POs/APOs of this office.

Dy. General Manager (P&A)