



**HIMACHAL PRADESH POWER CORPORATION LIMITED**  
**(A State Government Undertaking)**

Registered Office: Himfed Building, BCS, New Shimla, Shimla, Himachal Pradesh-  
171009

CIN : U40101HP2006SGC030591

Phone Number: 0177-2670716, Fax Number: 0177-2670716

Website : www.hppcl.gov.in, Email : cs\_hpjvvn@yahoo.com

HPPCL: CS/Mics./2016-17

24599-51

Dated: 1<sup>st</sup> February, 2017

**"URGENT"**

**"INTERNAL OFFICE NOTE"**

**Subject: Shifting of Registered Office of the Corporation.**

As per decision of the Board of Directors of the Corporation vide 58<sup>th</sup> Board meeting held on 5<sup>th</sup> December, 2016, the Registered Office/Corporate Office of the Corporation, which was earlier located at Himfed Bhawan, Tutikandi, Shimla-171005 along-with its other offices located at Shanti-Kutir, Chakkar, Shimla and Uttam Bhawan, Dogra Lodge, Shimla has now been shifted and started functioning at Himfed Building, BCS, New Shimla, Shimla-171009 (HP) w.e.f. 1<sup>st</sup> December, 2016. The new address of the Registered Office has also been got updated with the Registrar of Companies, Ministry of Corporate Affairs.

It is, accordingly requested that the new address may please be got updated with various offices, the Corporation is dealing with, by the concerned functional heads of the Corporation particularly with the Statutory and Regulatory bodies, such as Income Tax Authorities, EPF, Excise & Sales Tax, CWC, CEA, concerned Ministries of the Central & State Governments, Head of Projects etc. etc.

Also, it is requested that as per the mandate of the Companies Act, 2013, Every company shall—

(a) paint or affix its name, and the address of its registered office, and keep the same painted or affixed, on the outside of every office or place in which its business is carried on, in a conspicuous position, in legible letters, and if the characters employed therefore are not those of the language or of one of the languages in general use in that locality, also in the characters of that language or of one of those languages;

(b) have its name engraved in legible characters on its seal;

(c) get its name, address of its registered office and the Corporate Identity Number along with telephone number, fax number, if any, e-mail and website addresses, if any, printed in all its business letters, billheads, letter papers and in all its notices and other official publications; and

*Shimla, Himachal Pradesh  
Pl. update  
in website*

*[Signature]*  
01/02/2017

*[Signature]*



(d) have its name printed on *hundies*, promissory notes, bills of exchange and such other documents as may be prescribed:

The above also needs to be adhered to in accordance with the requirements as a result of change/shifting of Registered Office.

  
Company Secretary-cum-AGM

01/02/2017

CC:

The Chief Environment Specialist, HPPCL, Shimla.

The General Manager (Electrical/Contract/Corporate Planning),  
HPPCL, Shimla.

The Land Acquisition Officer, HPPCL, Shimla.

The AGM/DGM (Corporate Planning/Monitoring/Electrical/Contract  
/Civil Constr./Finance/ Banking/ Personnel), HPPCL, Shimla.

The Sr. Manager, (Finance)  (IT) / Tech./Corporate Planning/Monitoring  
/Estate, HPPCL, Shimla.

The PS/PA to the MD, Director (Electrical), Director (Civil), Director  
(Finance), Director (Personnel), HPPCL, Shimla-5.

All Heads of Projects.

The Sr. Manager (IT) –with a request to kindly post the letter on the  
website of the company.

Notice Board.

  
Company Secretary-cum-AGM

01/02/2017