

**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

**System Circular-1/17**

In view of keeping of a proper record and updated status report for the timely disposal of cases, the management of HPPCL has decided that all the pending cases in Hon'ble Apex Courts/High Court/Subordinate Courts including Judicial and quasi judicial Courts such as Dispute Boards/Arbitration and cases in HPERC/CERC/ITAT etc. including RFAs, henceforth, be maintained in the Proforma enclosed below.

The dually filled proforma be made available to Director (Personnel) on or before 10<sup>th</sup> of every month. Further, a Monthly status report based on this proforma be prepared and placed for information of the Managing Director in every 3<sup>rd</sup> Monday Meeting.

It may be ensured that this report be checked and signed by an officer not less than the level of Dy. General Manager and it may also be ensured that all the details in the enclosed proforma be maintained without any fail and the same be updated regularly.

These instructions be adhered in letter and spirit

DA: - Proforma Sheet

Director (Personnel)

No. HPPCL/P&A/Policy Circular /2017- 266/11-515

Dated: - 30/01/18

Copy for information and necessary action to: -

1. PS to the Managing Director, HPPCL, Himfed Building, BCS, Shimla-9 for kind information of the Managing Director please.
2. PS to the Director (Electrical/Finance/Civil), HPPCL, Himfed Building, BCS, Shimla-9 for kind information of the Director please.
3. The CES-cum-Chief Social & R&R specialist HPPCL, Himfed Building, BCS, Shimla-9
4. All HoPs/HoDs, HPPCL.
5. The GM (Corporate Planning), HPPCL with the request to ensure the same in every 3<sup>rd</sup> Monday Meeting.
6. The General Manager (Generation), HPPCL, Himfed Building, BCS, Shimla-9.
7. The AGM (F&A) HPPCL, Himfed Building, BCS, Shimla.
8. The Company Secretary-cum AGM, HPPCL, Himfed Building, BCS, Shimla-9.
9. The Sr. Manager (Law), HPPCL with a request to upload the office order in the official website of HPPCL.
10. The Sr. Manager (IT), HPPCL with a request to upload the office order in the official website of HPPCL.
11. The APO (Estate), Himfed Building, BCS, Shimla-9.

Director (Personnel)