



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

CIRCULAR

A detail procedure regarding maintenance & movement of Files in HPPCL was notified vide Circular No.10 Vide File No. HPPCL/P&A/1-6/08-12452-81 dated 24.09.2009 and the content of the said Circular are available in the HR Manual of HPPCL and also at HPPCL website i.e. www.hppcl.in under the head Policy Section. Subsequently, the instructions relating to processing of Noting Portion in particular were reiterated vide this office order No. HPPCL/P&A/Consultant/9122-61 dated 01.08.2016, however, it has been observed by the management that inspite of these aforesaid instructions, the files are not being processed & maintained in the manner specified by HPPCL.

The Managing Director, HPPCL has taken a very serious view of departure of above laid down instructions and thus it has been re-emphasized that all the files in future be strictly processed & maintained in accordance with the already codified & circulated procedures. In addition, it is also impressed upon that indexing and page numbering be properly done and checked before submitting any file to the higher authorities i.e. Functional Directors and Managing Director. All paragraphs of Note sheet & Letter of correspondence portion of the files should be numbered consecutively including PUC indicating relevant references pertaining to PUC for quick decision with supporting papers duly flagged with proper pinning from bottom to top without overlapping and indicative of proper page numbering. The slips/ flags being a temporary convenience should be removed as soon as it has served its purpose. No files should contain more than 200 notes or correspondence letters.

Further, if some decision is taken on PUC or on loose note paper by the Management, it should be placed in appropriate file at the earliest. If some correspondence is exchanged on e-mail then print outs of only important correspondence should be placed in the relevant file & properly page numbered. Also, as already notified, while signing note sheets or letters, all the officers/officials must indicate, under their signature, clearly their name and designation.

It has also been observed that the Corporate Office is receiving number of cases from field offices for approval of manpower or related outsource service cases on Loose Note Sheets in place of a letter, and such practice of sending cases on loose Note sheet from field offices as already advised may be discontinued immediately.

These specified detail instructions already issued are available on Corporation Website i.e. www.hppcl.in and for compliance of these instructions, the same can also be downloaded by the concerned HoP/HoD/officer/official of the concerned office.

Thus, the already laid down procedure specified may be followed in letter & spirit and any deviation to above instructions on the part of concerned officer/official shall attract disciplinary action as per HPPCL CDA Rules.

(J.S. Raitka)

Dy. General Manager (P&A)

Dated:- 13/12/17

No. HPPCL/P&A/Policy Circular/2017- 23171-99
Copy to the following for information and necessary action please:-

- 1) PS to the Managing Director, HPPCL, Himfed Building, BCS, Shimla-9 for kind information of the Managing Director.
- 2) PS to the Director (Electrical/Finance/Civil), HPPCL, Himfed Building, BCS, Shimla-9 for kind information of the Director.
- 3) The CES, HPPCL Corporate Office, Himfed Building, BCS, Shimla-9.
- 4) All HoPs/HoDs, HPPCL for compliance and strict adherence before sending any matter to Corporate Office HPPCL.
- 5) The AGM (CPT)/AGM (Banking)/ DGM (Finance) HPPCL, Himfed Building, BCS, Shimla-9.
- 6) The Company Secretary-cum DGM/ LAO, HPPCL, Himfed Building, BCS, Shimla-9.
- 7) The Sr. Manager (IT), HPPCL with a request to upload the office order in the official website of HPPCL
- 8) The Manager (EE)/Manager (S&W)/ Manager (Trg.) HPPCL, Himfed Building, BCS, Shimla-9.
- 9) The APO (Estate), Himfed Building, BCS, Shimla-9.
- 10) Notice Board.

(J.S. Raitka)
Dy. General Manager (P&A)

Sr. Manager (Law)

20/12/17

dt. 13/12/17

13/12/17

20/12/17