

**Himachal Pradesh Power Corporation Limited***(A State Government Undertaking)***Himfed Bhawan, Panjri, (Below Old MLA Quarters),
Shimla-171004.****Phones: 0177-2633814, Fax No: 0177-2633813****OFFICE ORDER**

In continuation to office circular No. HPPCL/P&A/APO(Estate)/hiring of vehicle/2017-13471-490 dated 25-08-2017 it is to reiterate that all the executives/non-executives of HPPCL using attached/pooled vehicle must necessarily fill all the particulars of the log book including the date, time of departure, time of arrival, places visited, purpose of travel, opening and closing odometer readings, total distance travelled, and all other relevant information required under the prescribed format.

This office order be complied with, in true letter and spirit.

Digitally signed by

NARESH THAKUR

Date: 05-08-2026

16:19:25

Director (Personnel)

No. HPPCL/P&A/Estate/Co. Vehilces /2026-27- 6548-72 Dated: - 06.08.26

Copy to: -

1. The SPS to Managing Director, HPPCL, Corporate Office, Himfed building, Shimla-9 for information, please.
2. The P.A to Director (Personnel/Civil/ Electrical), HPPCL, Corporate Office, Himfed building, BCS, Shimla-9.
3. All the HoPs/GMs of HPPCL.
4. The consultant (company Secretary), HPPCL, Corporate Office, Himfed building, BCS, Shimla-9.
5. The AGM (Finance), Corporate Office, Himfed building, BCS, Shimla-9.
6. The DGM (P&A) Corporate Office, Himfed building, BCS, Shimla-9.
- ✓ 7. The Sr. Manager (IT/Law)
8. Notice Board.
9. The Guard file.