



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, New Shimla-171009

Phone No. 0177-2670633, 2671831

CIN-U4010HP2006SGC030591

OFFICE ORDER

It has been observed that in past some days there is an increase in number of persons affected by Covid-19. Therefore, in continuation to the various instructions issued/endorsed by this office in past amid outbreak of COVID-19 pandemic, it is once again directed that those officials/officers who have developed influenza like illness (ILI) or symptoms thereof should inform their controlling officers on time, and similarly, if the controlling officers finds some ILI symptoms in any of the employee(s) under their control then they may ask the concerned employee to 'self quarantine' and take all preventive measures with due information to the management of HPPCL.

This is for information and necessary compliance to all.

Director (Personnel)

No. HPPCL/P&A/PRM/Miscell./2018/- 9356-85

Dated:- 24/09/2020

Copy for information and necessary action to:-

1. E.S. to Worthy Managing Director, HPPCL for information please.
2. The Director (Finance), HPPCL.
3. The Director (Civil), HPPCL.
4. The Director (Electrical), HPPCL.
5. All HOP's, HPPCL with the request to issue similar instructions at their end please.
6. All HOD's, HPPCL.
7. The Sr. Manager (IT) for information and necessary action, with the request to upload the same on HPPCL website.
8. The Jt. Controller (F&A), HPPCL.
9. The Manager (EE), Manager (S&W), Manager (Training), Manager (IR), Manager (PR), Corporate Office.
10. The A.E. (Estate) alongwith the directions to kindly ensure availability of Water, Soap/Hand Sanitizer and maintenance of hygiene especially in the washrooms at Corporate Office.
11. Notice Board.
12. Guard File.

Director (Personnel)