



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

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CIN U4010HP2006SGC030591

No. HPPCL/P&A/67th BOD/18-

9839-865

Dated:- 04-09-2019

Circular No. 1/19

In Pursuance of BOD decision taken in its 67th Meeting held on 15.12.2018 (Item No. 67.31) and after careful consideration in the matter, the management of HPPCL is pleased to make the following amendments in the Policy Regarding Promotion of Executives, Supervisor & Workmen in HPPCL:-

- I. In all such cases, where there is no change in the grade pay of the employee upon promotion, and the change of level is mere a placement/re-designation, no interview shall be conducted and in these cases promotions shall be based on the principle of seniority, subject to rejection of unfit. However, the levels shall be assigned after following the rest of the codal formalities as already provided in the aforesaid policies. Therefore, the related clauses/provisos in aforesaid policies shall be deemed to be amended to this effect.
- II. In order to develop a good understanding of the business of power generation and to ensure proper manpower planning, every employee would normally be required to do at-least one tenure i.e. three years in Non-Family Station before consideration for promotion to:-
 - a) Manager (E-5) or Sr. Manager(E-6) level in case of Executives
 - b) Junior Officer (S-3) or Assistant Engineer/Officer (E-2) level in case of Supervisors

Further, for the purpose of Non-family station i) Projects located in District Kinnaur (ii) Projects located in District Chamba iii) Sawra Kuddu HEP in Distt. Shimla and Projects located in Distt. Lahual Spiti shall be treated as Non-Family Station at present. All other locations in Himachal Pradesh, where HPPCL has existence shall be treated as Family stations for the purpose at present.


Accordingly, in case of inconformity with above referred criteria, the employee shall not be considered for promotion; this being eligibility criteria for promotion/placement for the above mentioned levels. However, to effectuate the amended provisions of policy as placed above and avoid any administrative issues in context to the employee already due for promotion vis-à-vis those who shall be due in future course of time, the cases shall be processed as per the following provisos:-

- 1) That, in so far as existing employees are concerned who are already due for promotion to level(s) mentioned at a) and b) of Point No. II. above i.e. for Manager (E5)/Sr. Manager (E6) and Supervisor (S3)/ Assistant Officer/Engineer (E2) levels, they shall be promoted/placed in routine at higher levels, however, an undertaking shall be obtained from them immediately, to the effect that, they can be transferred at any point of time to a Non-Family Station, as per requirement of HPPCL, as a consequence of implementation of these provisions of the policy.
- 2) That, from all other employees who shall be due for promotions in future, to level(s) mentioned at a) and b) of Point No. II. above i.e. for Manager (E5)/Sr. Manager (E6) and Supervisor (S3)/ Assistant Officer/Engineer (E2) levels, options shall be called from them, on immediate basis, for submitting their choice(s) of Non-Family stations. So that, they can be transferred accordingly to become eligible under this proviso well in advance; however, as per administrative requirement.
- 3) In both the above cases, where ever any issue related to less number of posts available in 'Non-family Stations' vs more number of willing employees, is faced, the transfers shall be effected on the basis of 'seniority-cum-longest stay in family stations'. Further, in case of employee having been transferred to Non family station as per the instant policy if falls short of service of three years at the transferred station (on account of non availability of promotional post) at the time of his/her promotion on a future date, he shall be transferred on promotion to any other non family station, where the promotional posts exist, for the purpose of completion of the tenure at short. However, if the post does not exist at any other non family station, the employee shall not be denied of promotion.

Further, the Law, Company Secretary & Public Relation Cadre shall be out of purview of above criteria at present.

Also, within the above scheme of things, it will be ensured that the technical/functional staff engaged in Design/O&M/Contracts/Planning or any other field would be allowed longer tenures only in view of their specializations, if any. However, the staff posted in O&M Stage projects shall be rotated to other projects/officers preferably every 3 years, so as, to ensure exposure of all aspects of Hydro Power development.

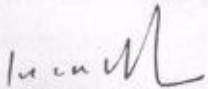
These changes in policy as above shall accordingly are made with immediate effect and the relevent provisions in the Policy Regarding Promotion of Executives, Supervisor & Workmen as depicted in HR manual of HPPCL are deemed to be amended to above extent, which shall be incorporated/suitably included in due course of time..


Director (Personnel)

Copy for information and necessary action to:-

- 1) ES to the Managing Director, HPPCL
- 2) The Director (Finance), HPPCL.
- 3) The Director (Electrical, HPPCL.
- 4) The Director (Civil), HPPCL.
- 5) All HOPs/HODs, HPPCL.
- 6) The Company Secretary-cum-AGM, HPPCL
- 7) The AGM (Finance)/DGM (Accounts), HPPCL.
- 8) The Sr. Manager (Law), HPPCL.
- 9) The LAO, HPPCL
- 10) The Dy. Controller-cum Manager (F&A), HPPCL.
- 11) The Manager (EE)/Manager (S&W), Manager (Training), HPPCL.
- 12) The APO / AE (Estate) HPPCL.
- 13) Guard File

Sr. Mgr
IT


Director (Personnel)