

HIMACHAL PRADESH POWER CORPORATION LIMITED
(A Govt. of H.P. Undertaking)

No.: HPPC/CCPC/GM-Misc./2014- 399- 410

Dated: 19/06/2014

To

All the Head of Projects (HoPs)
Himachal Pradesh Power Corporation Limited.

Subject: Submission of cases to Corporate Office for approval of competent authority.

Sir,

I have been directed to convey that it has been observed for some time past that the cases submitted to the Corporate Office by field authorities for approval of competent authority do not fulfill the submission requirements and most of the time, the cases are without any determination and recommendations by the concerned Engineer-in-Charge and HoP. Even the supporting papers/documents are not signed properly by the concerned field authorities. It has also been observed that direct correspondence is being addressed to this office by EICs on various issues, and as such, the views and recommendations of HoP are not forthcoming in these cases.

It is, therefore, desired that in future, all cases requiring approval from Corporate Office/Management of HPPCL be submitted to the concerned Director in proper format, duly determined by the Engineer-in-Charge with specific references to the Contract Clauses under which the determination has been made and with clear cut recommendations of the HoP, for consideration and approval. It may be ensured that all the supporting papers/documents are also duly signed & recommended by the Engineer-in-Charge.

In replies to submissions/ averments made by the Contractor(s), particularly with regards to claims, reference to the relevant Contract clause(s) under which the claim is denied/ accepted should invariably be quoted, and it may be ensured that the Contract Provisions are meticulously followed while dealing with the contractual issues/claims of the Contractor(s).

The reference to Delegation of Powers under which the approval is sought should invariably be quoted while submitting the cases and fulfillment of submission requirements therefor may also be ensured.

Any issues, requiring interpretational clarifications / approvals from competent authority may be forwarded to Corporate Office, duly incorporating views /comments /recommendations of HoP.

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The above instructions may be strictly adhered to. The cases not fulfilling the submission requirements as per Contract and Delegation of Powers shall be returned back in original and the subsequent delay in decision/ approval on this account shall entirely be the responsibility of the field authorities.

These instructions may be brought to the notice of all concerned.

Yours faithfully,

Ashok Sharma
General Manager (Contracts)

CC:

1. The Managing Director, HPPCL, Himfed Bhawan, Panjri, Tuttikandi Shimla-5 for his kind information.
2. The Director (Finance), HPPCL, Himfed Bhawan, Panjri, Tuttikandi Shimla-5 for his kind information.
3. The Director (Civil), HPPCL, Himfed Bhawan, Panjri, Tuttikandi Shimla-5 for kind information with reference to the discussions held on 17-06-2014.
4. The Additional General Manager, in this office for information.
- ✓ 5. The Dy. General Manager, in this office for information.