



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005.

Phones: 0177-2633808 Fax No.: 0177-2633813

Office Order

As of now there are no detailed instructions regarding *procedure for writing notes and movement of files in HPPCL* particularly in respect of Noting portion and therefore in continuation to the instructions contained in the *HR Manual under Administrative Polices section on Procedure Regarding Maintenance & Movement of Files in HPPCL*; the following instructions as stated in the State Government Office Manual, are to be followed and put into practice while writing notes on noting sheet portion as under:

1. All paragraphs in the note-sheet should be numbered consecutively in ink in the margin.
2. In the margin, nothing except the Note No. and the identification of flags should be written. Two centimetres of space should be left on the top and at the bottom of the note sheet. A note continued on to a new leaf/side should mention '*continued on page* _____ / *overleaf*' on the previous leaf/side and "*continued from page* _____ / *overleaf*" on to the new leaf/side as the case may be, so that continuity of the note is not lost.
3. The notes should be properly referenced. The number and date of every communication referred to in the notes should be quoted in the notes with file No. and page No. The flags in the linked file(s) should be indicated in the margin in pencil.
4. Relevant lengthy extracts of rules or instruction should be added on the file and attention to it drawn in the note rather than reproducing the relevant provisions in the route.
5. If a paper under consideration raises several points requiring detailed examination and separate respective orders, then each point or group of related points should be noted upon separately in the note of the dealing assistant so that clear orders are passed on each point or group of points.
6. All notes should be written in the third person.
7. The language in the note should always be temperate, polite and courteous. It should be free from personal remarks. In case any contradiction, error mis-statement is to be pointed out, care should be taken to couch the observations in a respectful manner.
8. The use of abbreviations which are un-common should be avoided. In case such an abbreviation has to be used because it occurs several times in a note, the expanded form should be given the first time with the abbreviation in brackets.
9. A simple or short word should be preferred to a long phrase or difficult word. For instance instead of writing the words " make the assessrment" we can better use the words "assess" and instead of the words "make enquiries" use the word enquire and instead of the words "building purposes" use the words "for building" etc. etc.
10. Short sentences should be preferred to long ones.
11. In all cases where it is anticipated that the file will reach the level of the Secretary or Minister or higher, the note should always be self contained avoiding as far as possible reference to previous notes or correspondence. In case the previous notes or correspondence is to be referred to, then a summary of the matter should be given for taking a clear and quick decision. At the concluding portion of the note the dealing

assistant should summarize his suggestions and also state the level to which the file is to be submitted in accordance with the provisions of the rules of business of the Govt. of Himachal Pradesh, 1971 and the Standing Orders issues under Rules 26 and 27 thereof.

12. The concluding portion of the note should not end at the bottom of the note sheet. If the dealing assistant apprehends such a situation, then he should take over the last line to the next page, so that there is sufficient space left for the Supervisory Officers to write their notes etc.
13. At the end of the note, the dealing assistant is required to sign the note on the extreme left part near the margin. The signatures have to be in full and note merely with initials. The date is also to be recorded below the signatures.
14. Two extra blank note-sheets should be added to the noting portion after completing the note.
15. After the dealing hand has completed the note in the above manner, he has to mark the case to the next higher level authority on the left hand side just below his signatures.
16. Lastly, the noting portion should be covered in the file cover of Notes and the entire file along-with the correspondence portion, Appendix to Notes, Appendix to correspondence, standing guard files, precedent register, Acts, Rules, Manuals and Recorded files etc. should be added.

The above instructions be followed in letter and spirit in all offices of HPPCL, however instruction relating to correspondence portion of file already available in HR Manual under Administrative Policies section of HPPCL will be continued to be followed in letter & spirit as such.

These instructions are issued with the approval of the competent authority.

No. HPPCL/P&A/Consultant/ - 9122-61

Copy to the following for information and necessary action:

Director (Personnel)

Dated: 01/08/2016

1. The Managing Director, HPPCL, Himfed Bhawan, Shimla -5.
2. The Director (Civil), HPPCL, Himfed Bhawan, Shimla -5.
3. The Director (Electrical), HPPCL, Himfed Bhawan, Shimla-5.
4. The Director (Finance), HPPCL, Himfed Bhawan, Shimla -5.
5. All HODs/HOPs, HPPCL.
6. Chief Environment & R & R Specialist, HPPCL, Uttam Bhawan, Shimla-4.
7. AGM (F&A-cum-CPT), HPPCL, Uttam Bhawan, Shimla-4.
8. AGM-cum-Company Secretary, HPPCL, Uttam Bhawan, Shimla-4.
9. D.G.M(Archit.), HPPCL, Uttam Bhawan, Shimla-4.
10. Sr. Law Officer, HPPCL, Uttam Bhawan, Shimla-4.
11. ☒ Sr. Manager (IT & C), HPPCL, Uttam Bhawan, Shimla-4 to host on official website of HPPCL under Administrative policy section.
12. Dy. Controller (F&A), HPPCL, Himfed Bhawan, Shimla-5.
13. Dy. Manager (P&A)/AE(Estate), HPPCL, Himfed Bhawan, Shimla-5.
14. All APOs/POs, HPPCL, Himfed Bhawan, Shimla-5.
15. File No. HPPCL/P&A/Rectt./Appt./2016.

Director (Personnel)