



Himachal Pradesh Power Corporation Limited (A State Government Undertaking)

Himfed Building, BCS, New Shimla, Shimla-9
Phones: 0177-2670633, 2671831. Website: www.hppcl.in
CIN U4010HP2006SGC030591

CIRCULAR

A detail procedure regarding maintenance & movement of Files in HPPCL was notified vide Circular No.10 Vide File No. HPPCL/P&A/1-6/08-12452-81 dated 24.09.2009 and the content of the said Circular are available in the HR Manual of HPPCL and also at HPPCL website i.e. www.hppcl.in under the head Policy Section. Subsequently, the instructions relating to processing of Noting Portion in particular were reiterated vide this office order No. HPPCL/P&A/Consultant/9122-61 dated 01.08.2016, however, it has been observed by the management that inspite of these aforesaid instructions, the files are not being processed & maintained in the manner specified by HPPCL.

The Managing Director, HPPCL has taken a very serious view of departure of above laid down instructions and thus it has been re-emphasized that all the files in future be strictly processed & maintained in accordance with the already codified & circulated procedures. In addition, it is also impressed upon that indexing and page numbering be properly done and checked before submitting any file to the higher authorities i.e. Functional Directors and Managing Director. All paragraphs of Note sheet & Letter of correspondence portion of the files should be numbered consecutively including PUC indicating relevant references pertaining to PUC for quick decision with supporting papers duly flagged with proper pinning from bottom to top without overlapping and indicative of proper page numbering. The slips/ flags being a temporary convenience should be removed as soon as it has served its purpose. No files should contain more than 200 notes or correspondence letters.

Further, if some decision is taken on PUC or on loose note paper by the Management, it should be placed in appropriate file at the earliest. If some correspondence is exchanged on e-mail then print outs of only important correspondence should be placed in the relevant file & properly page numbered. Also, as already notified, while signing note sheets or letters, all the officers/officials must indicate, under their signature, clearly their name and designation.

It has also been observed that the Corporate Office is receiving number of cases from field offices for approval of manpower or related outsource service cases on Loose Note Sheets in place of a letter, and such practice of sending cases on loose Note sheet from field offices as already advised may be discontinued immediately.

These specified detail instructions already issued are available on Corporation Website i.e. www.hppcl.in and for compliance of these instructions, the same can also be downloaded by the concerned HoP/HoD/officer/official of the concerned office.

Thus, the already laid down procedure specified may be followed in letter & spirit and any deviation to above instructions on the part of concerned officer/official shall attract disciplinary action as per HPPCL CDA Rules.

(J.S. Raitka)

Dy. General Manager (P&A)

Dated:- 13/12/17

No. HPPCL/P&A/Policy Circular/2017- 23171-99

Copy to the following for information and necessary action please:-

- 1) PS to the Managing Director, HPPCL, Himfed Building, BCS, Shimla-9 for kind information of the Managing Director.
- 2) PS to the Director (Electrical/Finance/Civil), HPPCL, Himfed Building, BCS, Shimla-9 for kind information of the Director.
- 3) The CES, HPPCL Corporate Office, Himfed Building, BCS, Shimla-9.
- 4) All HoPs/HoDs, HPPCL for compliance and strict adherence before sending any matter to Corporate Office, HPPCL.
- 5) The AGM (CPT)/AGM (Banking)/ DGM (Finance) HPPCL, Himfed Building, BCS, Shimla-9.
- 6) The Company Secretary-cum DGM/ LAO, HPPCL, Himfed Building, BCS, Shimla-9.
- 7) The Sr. Manager (IT), HPPCL with a request to upload the office order in the official website of HPPCL.
- 8) The Manager (EE)/Manager (S&W)/ Manager (Trg.) HPPCL, Himfed Building, BCS, Shimla-9.
- 9) The APO (Estate), Himfed Building, BCS, Shimla-9.
- 10) Notice Board.

J.S. Raitka
Dy. General Manager (P&A)



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

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

Phones: 0177-2633803 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 Policies 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 assessment" 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.

Director (Personnel)

Dated: 01/08/2016

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

Copy to the following for information and necessary action:

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(Archt.), 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)



HPPCL/P&A/1-6/08-

12452 - 81

Dated: 24/09/2009

Circular No. 10

Subject: Procedure regarding maintenance and movement of files in HPPCL.

With a view to streamline the movement of files to various authorities and to ensure their proper maintenance, the following procedure is laid down: -

1. All files to the Managing Director and functional Directors will be moved through respective Heads of the Departments. The concerned HOD will examine the proposal and then forward the cases with their recommendations to the respective Directors for decision.

2. The files will have two portions: -

a. Noting Portion:

The noting will be done on the noting portion and be numbered properly.

b. Correspondence Portion :

The letters received which are under consideration will be filed in the correspondence portion.

3. Any level personnel including officer category can be dealing person for a file depending upon the nature of the file and availability of personnel.

4. The Dealing person (Executives/Supervisors/Workers) while forwarding the proposals to their immediate higher officer for consideration must ensure proper flag and paging indicating all references of the relevant documents to facilitate quick decisions. The file should be put-up with the previous supporting papers/ decisions.

5. If some decision is taken on the PUC or on loose paper it should be placed in the appropriate file at the earliest. If some correspondence is exchanged on e-mail then print outs of important correspondence should be placed in the relevant file.

6. While signing note sheets or letters, all the officers/ officials must indicate, under their signature, clearly their name and designation.

7. Department, File No. and Subject of the file must be clearly indicated on the cover.

8. The files should be opened subject-wise by each Department/ Wing and the matter should be put-up on the respective file.

9. The files which become very bulky should be firmly stitched so that no pages are removed and new file may be opened in its continuation. The stitched files should be kept in safe custody to be attached with the running file whenever any previous references are required to be seen/ gone through.

10. The noting should be initiated by the Dealing Assistant/ Officer.

11. Files must be diarized before sending it to the concerned HOD. It will be the responsibility of the Dealing Assistant or Officer of the file to see that the proposal comes back to him after it is seen by the competent authority. He should, therefore, keep track of the files.

12. If the main file is under submission and a matter of urgent nature is to be dealt with in loose sheet, it will be the duty of the Dealing Assistant or Officer to place it in the respective file, as soon as the main file comes back and the numbering of noting as well as papers/ letters should be done in continuation with the main file.

13. Overwriting, cuttings and use of white fluid must be avoided in the noting sheets.

14. All files are the property of the Corporation. These should be kept properly. No unauthorized reproduction of the documents should be allowed. The custodian of the file must ensure this.

15. The custodian of the file is the person who deals with the subject matter of that particular file. In case, he/ she get transferred, leaves the organization or proceeds on a long leave (More than 1 month) then he/she will hand-over the files properly to the next custodian.

16. The letters and other correspondence received should be placed in the file neatly and tagged firmly. These papers should also be numbered separately and shall be placed at the right hand side of the file.

17. The Officers In-Charge of the Section/ Branches must check the files in their section at least once in a month in order to ensure that no file is missing or damaged.

18. Important circulars and instructions should be kept separately in a guard file so that these circulars can be referred to whenever required. In case, such circulars are filed in the main file, then a photo copy of the same must be kept in the guard file.

19. Periodic inspection will be conducted to check whether record is being maintained properly or not.

 **Executive Director (Personnel)**

1. PA to Managing Director, HPPCL, Shimla-5 for favour of information of MD.
2. PA to Director (Electrical), HPPCL, Shimla-5 for favour of information of Director (Electrical).
3. PA to Director (Civil), HPPCL, Shimla-5 for favour of information of Director (Civil).
4. Executive Director (Civil Contract), HPPCL, Chakkar, Shimla-5
5. General Manager (Civil Design), HPPCL, Sundernagar, Mandi-174402.
6. General Manager (Electrical), HPPCL, Uttam Bhawan, Shimla-4.
7. GM (Finance), HPPCL, Corporate Office, Shimla
8. All Head of the Projects (Integrated Kashang HEP, Shongtong Karcham HEP, Tidong-II HEP, Sawra Kuddu HEP, Chirgaon Majhgaon HEP, Sainj HEP, Renukaji Dam Project).
9. Chief Environment Specialist, HPPCL, Uttam Bhawan, Shimla-4.
10. GM (Monitoring), HPPCL, Shimla-5
11. DGM (Planning), HPPCL, Shimla-5
12. DGM (IT Cell, Electrical Contract, Electrical Design), HPPCL, Chakkar, Shimla-5.
13. Land Acquisition Officer, Uttam Bhawan, Shimla-4.
14. Sr. Manager (Finance), HPPCL, Chakkar, Shimla-5.
15. Company Secretary, HPPCL, Uttam Bhawan, Shimla-4.
16. Manager (Personnel & Administration), HPPCL, Shimla-5.
17. Manager (Personnel), HPPCL, Shimla-5.
18. Dy. Mgr (Admin.), HPPCL, Shimla-5.
19. Sr. A.O. (Budget/Banking, Concurrence,), HPPCL, Chakkar, Shimla-5.
20. Sr. A.O. (Establishment), HPPCL, Chakkar, Shimla-5.
21. A.E. (Estate), HPPCL, Shimla-5.

 **Executive Director (Personnel)**