



K/A M.D. [unclear] Corporation (6)

Fax No. 2626284
Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005.
Phones: 0177-2633814, Fax No.: 0177-2633813

No.HPPCL/P&A/7-15-

Dated: 10.07.2008

Office order

The Board of Directors in its 11th meeting held on 2nd July, 2008 approved the following policy for use of company vehicles: -

1. Company owned vehicles will be provided as attached vehicles to only GM level and above officers and HOP's (any rank).
2. Hired attached vehicles will be provided to DGM and above. Sr. Managers in field who are required to travel frequently may also be provided attached hired vehicles.
3. A pool of vehicles will be maintained for other duties in corporate office as well as project offices under the control of designated vehicle incharge. Pool vehicles will be hired vehicles unless some company owned vehicle is available.
4. Log books will be signed by the officers using vehicles. Idle journeys or journeys where officer is not sitting in the vehicles will also be signed by the officer with whom the vehicle is attached for the attached vehicles and by the designated vehicle In-charge for pool vehicles. Journeys for use of company guests or other important dignitaries may be signed by the designated vehicle in charge.
5. All executives will be entitled to use pool vehicles for official journeys. Non-executives may be allowed to use official vehicles if allowed by the Directors or by HOPs if the work is such that they have to travel by vehicle.

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6. There will be no ceiling on use of petrol or no. of Kms to be plied in a month for official journeys but austerity will have to be maintained.

The private journeys will be regulated as follows: -

Monthly deduction

GM+ above - Rs. 600

-600Km
private journey

Below GM - Rs. 500

- 400Km
private journey

Beyond this limit charges will be Rs.5/Km.

7. Journey from residence to office will be treated as official Journey

No.HPPCL/P&A/7-15-5475-54
Copy to the following:-

Shukla
General Manager (Personnel)
100.07.2008

1. PA to Managing Director, HPPCL.
2. Director (Electrical), HPPCL.
3. Director (Civil), HPPCL.
4. Chief Environment Specialist, HPPCL.
5. Dy. General Manager, Corporate Planning Cell, HPPCL.
6. Dy. General Manager, Contract Cell, HPPCL.
7. Dy. General Manager, Civil Design, HPPCL.
8. All Heads of the Projects, HPPCL.
9. Sr. Manager (F&A), HPPCL.
10. Sr.A.O (Estt.), HPPCL.
11. A.F. (S&A) HPPCL

Shukla
General Manager (Personnel)

(1091)



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

In partial modification to this Office Order No. HPPCL/7-15-5475-84, dated 10.07.2008, the rates for private journey beyond permissible limit in attached/non-attached HPPCL/ Privately hired vehicle(s) shall be Rs. 7.00 (Rupees Seven) per kilometer in place of Rs. 5.00 (Rupees Five) per kilometer w.e.f. 1st November, 2012.

[Signature]
Director (Personnel)

No. HPPCL/P&A/7-15/- 21917-40

3rd November, 2012

Copy for information and necessary action to:-

- 1) APS to Managing Director, HPPCL, Corporate Office, Himfed Building, Shimla-5.
- 2) Director (Electrical), HPPCL, Corporate Office, Himfed Building, Shimla-5.
- 3) Director (Finance), HPPCL, Corporate Office, Himfed Building, Shimla-5.
- 4) The Chief Environmental Specialist, HPPCL, Uttam Bhawan, Shimla, H.P.
- 5) All HOPs/HODs of HPPCL.
- 6) The Dy. General Manager, HPPCL Corporate Planning Cell.
- 7) The Dy. General Manager, HPPCL Contract Cell.
- 8) The Dy. General Manager, HPPCL Civil Design.
- 9) The Sr. Manager (P&A), HPPCL, Corporate Office, Himfed Building, Shimla-5.
- 10) The Sr. Manager (F&A)/ CPT Head, HPPCL Corporate Office, Shanti Kutir, Shimla.
- 11) The Sr. Manager(F&A), HPPCL, Corporate Office, Corporate Office, Himfed Building, Shimla-5.
- 12) Assistant Engineer (Estate), HPPCL, Corporate Office, Himfed Building, Shimla-5.
- 13) Guard File.

[Signature]
Director (Personnel)