



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

File No. HPPCL/P&A/Policy/Miscellaneous/-12-3948-63

Dated: 30/5/12

OFFICE ORDER

It has generally been observed that important references from VVIPs of Central & State Government are not being dealt with timely which does not create good impression about the organization.

It is, hereby, ordered that important references from VVIPs of Central & State Government be disposed off within three days, positively. These instructions may kindly be brought to the notice of all concerned for strict compliance and any deviation will be viewed seriously.

Director (Personnel)

CC:

1. The Sr. Manager (P&A), Corporate Office, HPPCL.
2. The Sr. P.O (A&E), PO (Estb.), Corporate Office, HPPCL.
3. All APO's/AO (PR), Corporate Office, HPPCL.
4. Legal Cell, Corporate Office, HPPCL.



(69)

Himachal Pradesh Power Corporation Limited
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Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005.

Office Order

Subject: Targets pertaining to Personnel & Administration Cell, HPPCL.

The targets pertaining to Personnel & Administration Cell, HPPCL have been formulated and are to be completed within specified time period mentioned against each. (Copy Enclosed) All officers/ officials in Personnel & Administration Cell in HPPCL (Corporate Office and Projects) are requested to complete their job assignments within the stipulated period. The evaluation of performance will be done on the basis of above targets *alm*.

al **Executive Director (Personnel)**
Dated: 15/07/2009
7378-7406

Endst. No. HPPCL/P&A/1-6(Targets)/2009-10-
Copy to the following:

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 Design), HPPCL, Sundernagar, Mandi-174402.
5. Executive Director (Civil Contract), HPPCL, Chakkar, Shimla-5
6. Executive Director (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. DGM (Monitoring), DGM (Planning), HPPCL, Shimla-5
11. DGM (IT Cell, Electrical Contract, Electrical Design), HPPCL, Chakkar, Shimla-5.
12. Land Acquisition Officer, Uttam Bhawan, Shimla-4.
13. Sr. Manager (Finance), HPPCL, Chakkar, Shimla-5.
14. Company Secretary, HPPCL, Uttam Bhawan, Shimla-4.
15. Manager (Personnel), HPPCL, Shimla-5.
16. Dy. Mgr (Admin.), HPPCL, Shimla-5.
17. Sr. A.O. (Budget/Banking, Concurrence.), HPPCL, Chakkar, Shimla-5.
18. Sr. A.O. (Establishment), HPPCL, Chakkar, Shimla-5.
19. A.E. (Estate), HPPCL, Shimla-5.

al **Executive Director (Personnel)**

Normal work Targets

Sr. No.		Time Frame (with in)
1.	Diary and Dispatch of all papers	Same day • In case the number of papers to be diarized and dispatched is very large then the same should be done latest by next day.
2.	Disposal of PUC's	7 days
3.	Important references from Central & State Government and VVIP's	2 days
4.	Papers marked as Urgent/ Important/ Immediate/ Time Bound	Same day
5.	Parliamentary & Assembly Business	Same day
6.	Weekly pendency reports to be submitted by every section	Monday every week

Part-II
Innovation and improvement of work targets

1. Establishment Section

1.	Preparation of Personnel Files & Service Books of all Executives, Supervisory and Workmen category including contract employees	Within 1 month from the date of joining
2.	Maintenance of Personnel Files & Service Books of all Executives Supervisory and Workmen category including staff on secondment basis & contract employees	Within 3 months from the date of joining
3.	Grant of Annual increment	30 days before due date
4.	Processing of Superannuation cases	3 months before the date of superannuation
5.	Processing of Career progression cases on completion of 8/9, 16 and 23/24 years of service	One month before due date
6.	Processing of promotion cases	3 months before due date and this exercise will be completed in the month of April every year in which panel shall also be drawn for the vacancies falling due during next one year.
7.	All kinds of leave	Within 7 days from the receipt of sanction by sanctioning authority
8.	Formal Departmental Inquiries	To be completed within 6 months
9.	Completion of inquiry against personnel of HPPCL	1 Month
10.	Supply of ACR Performa to all Executives, Supervisory and Workers	Before 28 th February every year
11.	Self appraisal of ACR by concerned Executives and Supervisors	7 th of every April
12.	Submission of ACR's by Reporting Officer to the Reviewing Officer	22 nd of every April
13.	Accepting Authority	30 th of every April
14.	Conveying of adverse remarks if any	31 st May every year
15.	Decision against representation against adverse remarks	Within 30 days
16.	Execution of agreement with contract appointee	Within 15 days from the date of joining
17.	Maintenance of Personnel files and Service books of new recruitee	7 days from the date of joining
18.	Verification of antecedents and educational qualifications and issue of letters to the concerned authorities	Within 1 month from the date of joining
19.	Processing of permission/ NOC	7 days
20.	Processing of various sanction cases i.e. GPF, Loans and other advances etc.	7 days
21.	Transfer cases	7 days
22.	Up-dating of incumbency reports/ registers	10 th of every month
23.	Monthly report of vacancies to be submitted to Recruitment Cell	15 th of every month
24.	Supply of information by the concerned branch to the PIO/APIO	Within 7 days
25.	Supply of information under RTI to the applicant	Within 1 month from the receipt of application
26.	Allotment of employee number	Within 1 month from the date of joining
27.	Fixing equivalence	By the month of September
28.	Taking feed-back from employees	August every year

2. Policy Section

1.	Preparation of remaining Draft policies concerning Personnel & Administration	Within 6 months
2.	Compilation of recruitment rules already finalized by the management	31 st July
3.	Draft review proposal of recruitment rules	Within 3 months
4.	Draft consolidated R&P rules for HPPCL	Within 6 months
5.	Preparation of Board Memorandums as be decided by the Management	Within 7 days
6.	Circulation of various decisions of BOD	Within 3 days
7.	Finalization of equivalence of workers	Within 2 months
8.	Grievance Redressal a) To immediate controlling officer b) If grievance is not settled by the controlling officer within stipulated period, then the grievance will be settled by HOD/HOP	Within 7 days Within 15 days

3. Recruitment Section

1.	Forecasting of Manpower	28 th February of every year
2.	Approval of management for creation and filling up of various posts	April every year
3.	Notification of vacancies	Within 15 days from the date of approval
4.	Recruitment of various categories to be done in 2009-10 i. Executives- 62 ii. Supervisors- 45 iii. Workmen- 10 iv. Apprentices- 45 Total - 162	
5.	Issuing of appointment letters	Within 15 days from the date of receipt of recommendations of the recruitment agency
6.	Creation of data bank of experts of different disciplines for setting of papers every year	September every year
7.	Updation of data bank of experts of different disciplines for setting of papers every year	October every year
8.	Creation of data bank for subject specialist for facilitating interviews for various disciplines	September every year
9.	Updation of data bank for subject specialist for facilitating interviews for various disciplines	October every year
10.	Internal recruitment	Within 2 month from the date of approval of the BOD
11.	Recruitment of apprentices	Within 45 days before expiry of term

4. Industrial Relations Section

1.	Setting up of employees grievances cell	Within 3 months
2.	Finalization of various staff welfare measures	By the month of November
3.	Review of registration of contractors under Contract Labour(Regulation and Abolition) Act, 1970 and HP Contract Labour Regulation rules, 1978	1 month from the date of engagement
4.	Updating monthly record of Himachalis and Non-Himachalis at various HEPs as per provisions of Hydro Power Policy, 2003	10 th of every month
5.	Employment of at least 70% manpower amongst Himachalis at projects as per the provision under Hydro Power Policy, 2003	Return of this by 10 th of every month
6.	Registration of Principal employer at Corporate Office as well as at various HEPs as per provisions of Labour Regulation and Abolition Act, 1970	Within 30 days
7.	Matter related to providing Salary and Minimum Wages as per the provisions of Minimum Wages Act, 1948	Before 7 th of every month
8.	Handling Industrial Unrest at various projects of HPPCL	Within 3 days
9.	Schedule of meeting with Associations Meetings with unions/ associations under chairmanship of HOP/HOD Meetings with unions/ associations at Corporate Office under chairmanship of Managing Director	Quarterly In the month of September & January

5. Legal Section

1.	Filling of replies of writ petitions	Within 7 days
2.	Vetting of BOD memorandums, Contract agreements and MOU's	Within 3 days
3.	Preparation of legal documents on behalf of HPPCL	Within 3 days
4.	Processed fee bills of the lawyers/ counsels	Within 7 days
5.	Reply of various Court cases	Within 7 days
6.	Monthly report on status of various Court cases	Before 7 th of every month
7.	Review of empanelment of advocates	April every year

6. Public Relations

1.	Issuing of developmental stories to print and electronic media	Every fortnight
2.	Subscription of periodicals & power related magazines for the HPPCL library.	Every month
3.	Making of film documentary	By the month of September,09
4.	Annual Press visits to the project sites.	By the month of October,09
5.	Organizing of Quiz competitions, Blood Donation camps, sports and cultural events of HPPCL.	In the month of October every year
6.	Organizing of Raising Day of HPPCL.	Preparation for Raising Day before 1 month of the event.
7.	Publication of calendars & diaries, HPPCL newsletters and publicity material.	By the month of November

7. Training

1.	Preparation of calendar on the basis of training policy	1 st week of April every year
2.	Creation of data bank of training institutes	1 st week of April every year
3.	Assess training needs	Every quarter of year
4.	Appointing of Training Coordinators	By August every year
5.	Maintenance of Data Base of all categories of employees of HPPCL i.e. duration of training, type of training and name of the institution	Within 2 months
6.	Creation of data bank of faculties from different disciplines for conducting In-house/ external training programmes	Within 2 months
7.	Inviting options on training calendar	By July every year
8.	Making annual budget provision for training in consultation of finance department	1 st week of April every year
9.	Training of new recruits	Within 3 months from the date of joining
10.	Training feed back	Within 5 days after every training/ workshop/ seminar
11.	Payment of honorarium to faculties	Within 3 days

1) EXTERNAL TRAININGS

Total 200 Persons to be covered in Approx 900 mandays

Ex. Training is also to be organized in PMI, Noida for Finance Personnels: 20 People for 5 days duration.

2) EXPOSURE VISITS

25 every year

I. 3 Exposure Visits to be arranged during the month of July / August =

(Duration 2/3 days)

- A. Tehri Dam
- B. Koldam, Parvati, Thein Dam
- C. Salal Project

II. 2 Exposure Visits outside India =

- A. Tala HEP
- B. Hydro Project in France

III. Exposure Visits for ERP =

(Finance & Monitoring people to be sent)

- A. Indraprasth Power, Delhi
- B. NTPC or NHPC

3) WORKSHOPS & IN-HOUSE LECTURES

20 every year

4) SEMINARS

5 seminars every year

1. Minor Seminar = Last week of June or 1st week of July

2. Major Seminar = In month of August

3. Minor Seminar = In month of September

4. Minor Seminar = 1st week of November

5. Minor Seminar = End of December

5) On promotion:

- a) 2 weeks training for promotion to DGM level (E7)
- b) 2 weeks training for promotion to Dy. Manager level (E4)
- c) 2 weeks training for promotion workman level to supervisory level.

8. Administration and Estate Cell

1.	Procurement of Stores and Stationary articles	Within 7 days
2.	Supply of articles as per indent	Within 7 days
3.	Maintenance of stock registers to be updated	Every week
4.	Physical verification of fixed assets	Half yearly (in the month of April & October)
5.	Finalization of contract for vehicles	Within 1 month
6.	Processing of various types of bills	Within 7 days
7.	Finalization of source standardization for furniture and fixturess	April every year
8.	Guest house bookings	Within 2 days
9.	Source standardization of all stores and stock articles (other than furniture and fixtures)	February every year
10.	Standardization of tea, lunch etc.	By the month of July
11.	Setting up Electrical Design Office	By the month of August
12.	Setting up Library	By the month of August
13.	Setting up record room	By the month of August
14.	Celebration of Raising Day	18 th December every year
15.	Deployment of Security Personnel in all projects	August, 2009
16.	Repair and Maintenance	Within one month from the date of demand
17.	Checking of canteen, transit camp & cleanliness of offices	Every week



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

File No. HPPCL/P&A/Policy/Miscellaneous/- 6096-6136 Dated: 01/06/2012

To:

- ✓ 1. All HOPs/HODs, HPPCL
2. General Manager, Civil Design Wing, HPPCL, Sundernagar.

Subject: Disposal of references relating to VVIPs of Central & State Government.

The undersigned is directed to invite your kind attention towards this Office Order endorsed vide Endst. No. HPPCL/P&A/1-6(Targets)/2009-10-7378-7406 dated 15/7/09 already addressed to all concerned for necessary action.

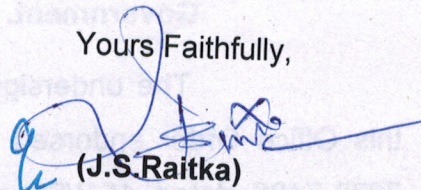
It has been observed that the important references from VVIPs of Gol and GoHP are not being attended on priority and Thus, I have been directed to reiterate that all such references may be disposed off timely as per time frame already decided by HPPCL as under:-

Sr. No.	Work targets	Time Frame
1.	Diary and Dispatch of all papers	Same day In case the number of papers to be diarized and dispatched is very large in number then the same should be done latest by next day
2.	Disposal of PUCs	7 days
3.	Important references from Central & State Government and VVIPs	2 days
4.	Papers marked as Urgent/ Important/ Immediate/ Time Bound	Same day
5.	Parliamentary & Assembly Business	Same day
6.	Weekly pendency reports to be submitted by every section	Monday every week

Moreover, other issues relating to disposal of personnel matters pertaining to staff of the Corporation are also to be attended on priority as per already decided time frame, a copy of which is now available on official website of HPPCL (hppcl.gov.in) and may be downloaded for further necessary action.

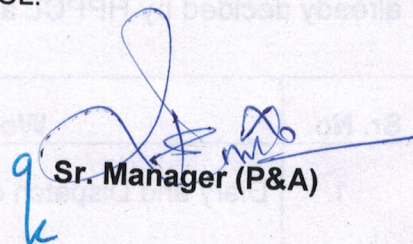
These instructions may kindly be brought to the notice of all dealing officers/officials concerned under your control for strict compliance and any deviation will be viewed seriously.

Yours Faithfully,


(J.S. Raitka)
Sr. Manager (P&A)

CC to the following for information and necessary action:-

1. PS to the Managing Director, HPPCL.
2. The Director (Civil), HPPCL.
3. The Director (Electrical), HPPCL.
4. The Director (Finance), HPPCL.
5. The Sr. Manager (A&E), Corporate Office, HPPCL.
6. All PO/APO/AO(PR), Corporate Office, HPPCL.
7. Official website.


Sr. Manager (P&A)