



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, BCS, New Shimla-171009.

Phones: 0177-2671812



HPPCL/Law/257/System Circular/ Office Order- 4878-98 Dated: 9/8/2021

OFFICE ORDER

In reference to the office orders/ letters HPPCL/P&A/PF (Rajender Rathore)/17-1935-39 dated 19.07.2018, HPPCL/ Law/ 142/ Gen/ 2018-7688-90 dated 06.08.2019 regarding maintenance of the Corporate Legal Cell record.

In this regard, it is again reiterated that as per the procedure, all the files/ correspondence pertaining to the Corporate Legal Cell are routed through undersigned after its entry in the concerned register to help track the said files/ correspondence. Now, on the same analogy, a separate register should also be maintained in the Corporate Legal Cell for tracking the movement of Corporate Legal Cell files which are sent to the office of undersigned through Corporate Legal Cell to avoid misplacement of files as was noticed in the CWP No. 53/2019 (Gram Sabha Lippa VS State of HP & ors.).

Apart from above, after the final disposal of the Court matters, the original record from whom it was taken should be returned through the concerned HoPs/ HoDs/ Director (after obtaining its receipt). The copies of the above referred letters dated 19.07.2018 & 06.08.2019 are also enclosed herewith for your ready reference.

Director (Personnel)

Copy forwarded to:

1. The Director Finance/Electrical/Civil, HPPCL, Himfed Building, BCS, New Shimla – for information please.
2. All the HoPs/ HoDs, HPPCL – for information and issuance of necessary directions at their end for updating their record please.
3. The Sr. Manager (IT), HPPCL, Himfed Building, BCS, New Shimla – to upload the same on HPPCL website please.
4. The Manager (PRM) & (S&W), HPPCL, Himfed Building, BCS, New Shimla – w.r.t. office order No. HPPCL/P&A/PF (Rajender Rathore)/17-1935-39 dated 19.07.2018 with directions that the person who is the custodian of the Corporate Legal Cell record must have to hand over the charge of the files.
5. Sh. Manish Saklani, JO (P&A) (custodian of the Corporate Legal Cell record), HPPCL, Himfed Building, BCS, New Shimla – for information and necessary action please.
6. Sh. Ranjan Sharma, JO (P&A), (custodian of the record during the leave period of Sh. Manish Saklani, JO (P&A), HPPCL, Himfed Building, BCS, New Shimla – for information and necessary action please.

Director (Personnel)