



Annex - C

Himachal Pradesh Power Corporation Limited
(A State Govt. Undertaking)
Himfed Bhawan, Panjri, (Below Old MLA Quarter), Shimla-171005
Phone: 0177-2633814-18, Fax 0177-2633813



No. HPPCL/P&A/Policy Circulars/14- 91537-17

Dated: 19th February, 2014

Circular No. 69/14

Subject: Substitution/Amendment of existing Clause No. 3.2.1 and 3.2.4 and Inclusion of new Clause No. 3.5 in the "Policy regarding Promotion of Supervisors" and Substitution/Amendment of Clause No. 3.5 of "Policy regarding Promotion of Executives".

In pursuance to the decision taken by the Board of Directors in its 44th Meeting vide Agenda Item No. 44.25, the Sr. No. 4 of Clause No. 3.2.1 and Clause No. 3.2.4 of "Policy regarding promotion of Supervisors" circulated vide this Office Circular No. 46 dated 21/08/2010 and Sr. No. 4 of Clause No. 3.5 of Policy regarding promotion of Executives circulated vide this Office Order Endst. No. HPPCL/P&A/Policy/08-09-12219-249 dated 22/09/2009 shall stand substituted as under with immediate effect:-

Sl.No.	Clause	Discipline/Function	Existing Clause	Substituted/Amended Clause
4.	Clause No. 3.2.1 of "Policy regarding Promotion of Supervisors"	Finance	CA/ICWA/MBA (Finance) will be main qualification. However, on specific requirement we may induct Master degree in Financial Control / ICFA from a recognized University / Institute. One or more out of the above mentioned qualifications may be indicated in the advertisement as per requirement.	*CA/ ICWA/ M.Com./ MBA (Finance) with B.Com." from a recognized University / Institute.
-	Clause No. 3.2.4 of "Policy regarding Promotion of Supervisors"	-	Supervisor not possessing graduate degree will be considered for stagnation promotion to S-2 level after putting 7 years at S-1 level. No supervisor will be promoted beyond S-2 level unless he passes graduate degree.	No supervisor in non-engineering discipline will be promoted beyond S-2 level unless he passes graduate degree. The minimum eligibility period for promotion within next higher level in supervisory cadre for the category of Jr. Engineers (Civil/ Mechanical/ Electrical) possessing diploma in respective engineering discipline shall be 3 Yrs.
4.	Clause No. 3.5 of "Policy regarding Promotion of Executives"	Finance	ACA/ FCA, AICWA/ FICWA/ MBA Finance from a recognized university/ institute.	*CA/ ICWA/ M.Com./ MBA (Finance) with B.Com." from a recognized University/Institute

In addition to above, a new Clause No. 3.5 is hereby added in the existing "Policy regarding promotion of Supervisors" circulated vide this Office Circular No. 46 dated 21/08/2010 as under:-

Clause No. 3.5: The qualification requirements are shown in following table for induction/recruitment of Supervisory Trainees and Supervisors at intermediate level in different disciplines:-

	Name of the post	Qualification
1.	Engineering Discipline (JO/JE) - Civil - Mechanical - Electrical	Full time diploma in respective Engineering discipline from recognized board/university.
2.	JO (IT)	Full time MCA/MSc (IT)/ MSc in any discipline with PGDCA from recognized university.
3.	JO (P&A)	Graduate with Full time one year diploma in HR/Personnel Management from recognized university.
4.	JO (F&A)	Full time Graduate in Commerce (B.Com) from recognized university.
5.	JO (R&R)	Full time MA (Sociology/Social Work)/BSc (Horticulture/ Agriculture) from recognized university.
6.	JO (Geology)	Full time MA/MSc (Geology) from recognized university.
7.	JO (Environment)	Full time Masters in Environment Science/Environment/ Forestry/ Wild life/Natural Resource Management/ Wood Sciences/ Forest Management/ Environmental Planning/ Ecology from a recognized university.
8.	JO (Law)	Full time BALLB (5 yrs. integrated course) or Graduate with 3 yrs. bachelor degree in law (LLB) recognized by the Bar council of India with one year experience.
9.	Other disciplines	As approved by the BOD from time to time.

However, in case if the existing employees of HPPCL apply for some higher post being filled up through direct recruitment or internal recruitment/promotion then employees who have acquired above qualification full time or part time or through correspondence/distance education shall also be eligible/ considered

This issues with prior approval of the Competent Authority.

Handwritten signature: Tiwari
18/02/2014
Director (Personnel)

Copy to the following for information & necessary action:-

1. The Managing Director, HPPCL, Shimla -5.
2. The Director (Personnel), HPPCL, Shimla-5.
3. The Director (Elect.), HPPCL, Shimla-5.
4. The Director (Civil), HPPCL, Shimla -5.
5. The Director (Finance), HPPCL, Shimla -5.
6. All HOPs/HODs, HPPCL.
7. The Land Acquisition Officer, HPPCL, Uttam Bhawan, Dogra Lodge, Shimla.
8. The Dy. General Manager-cum-Company Secretary, HPPCL w.r.t. letter No. CS/BOD/2014-850 Dated 07.02.2014 relating to item No. 44.25.
9. The Sr. Manager (IT), HPPCL, Uttam Bhawan, Dogra Lodge, Shimla with a request to upload the Circular in Official website of HPPCL.
10. The Sr. Manager (Finance-cum-CPT), HPPCL, Shimla-5.
11. Sr. Law Officer, HPPCL, Uttam Bhawan, Shimla-4
12. PO (E1A, E1B, EII, EIII, R-I), APO (R-II) Corporate Office, HPPCL, Shimla-5.
13. Notice Board.

Handwritten signature: Tiwari
18/02/2014
Director (Personnel)

HNHR-0



Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)
Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005.
Phones: 01772633815, Fax No.: 0177-2633813,15

OFFICE ORDER

Consequent upon the decision taken by the Board of Directors in its 55th Meeting held on 29.03.2016 vide Agenda Item No. 55.35, the following existing clauses/ rules/ guidelines existing in Policy Statement on Manpower Recruitment and Policy regarding promotion of Supervisors are hereby revised as under:-

S.N	Existing	Revised
A. Policy Statement on Manpower Recruitment		
1.	<u>Abstract of Clause 5.2</u> (*)The induction level for executives, 75% posts will be filled up by Direct Recruitment and 25% posts will be filled up by promotion from S-4 level . For engineering executives, diploma in respective trade is mandatory for promotion to executive level. Similarly, other executives shall also be eligible only if they acquire minimum qualification prescribed for direct recruits.	<u>Abstract of Clause 5.2</u> (*)The induction level for executives, 75% posts will be filled up by Direct Recruitment and 25% posts will be filled up by promotion from S-2 & above level . For engineering executives, diploma in respective trade is mandatory for promotion to executive level. Similarly, other executives shall also be eligible only if they acquire minimum qualification prescribed for direct recruits.
B. Policy regarding Promotion of Supervisors		
1.	<u>Clause 3.2</u> The promotions of employees from supervisory to executive category shall be considered from S3 to E1 grade , subject to the employees possessing the prescribed qualification/ job specifications for the executive post.	<u>Clause 3.2</u> The promotions of employees from supervisory to executive category shall be considered from S2 to E1 grade , subject to the employees possessing the prescribed qualification/ job specifications for the executive post.
3.	<u>Abstract of Clause 3.2.3</u> In respect of supervisor not possessing the prescribed qualifications for promotion to executive cadre, they will be required to qualify departmental examination as prescribed by HPPCL for this purpose. For being eligible to appear in the departmental examination, the employees in the supervisory category will be required to have put in at least two years of service in S3 grade/level .	<u>Abstract of Clause 3.2.3</u> In respect of supervisor not possessing the prescribed qualifications for promotion to executive cadre, they will be required to qualify departmental examination as prescribed by HPPCL for this purpose. For being eligible to appear in the departmental examination, the employees in the supervisory category will be required to have put in at least two years of service in S2 grade/level .
4.	<u>Clause 8.2</u> For promotion from S3 to E1 grade , the employee must qualify in the test(s) and/or interview, as may be prescribed with the approval of Director (Personnel). Test(s) and/or interviews are also to be conducted for promotion from S3 to S4 level, unless specific relaxation is given by Director (Personnel).	<u>Clause 8.2</u> For promotion from S2 to E1 grade , the employee must qualify in the test(s) and/or interview, as may be prescribed with the approval of Director (Personnel). Test(s) and/or interviews are also to be conducted for promotion from S3 to S4 level, unless specific relaxation is given by Director (Personnel).
5.	<u>Clause 8.3</u> The test(s)/ interviews, wherever prescribed, shall be conducted by a Committee to be constituted by Director (Personnel) for promotion from S3 to E1 level and appointing authority for promotion from S3 to S4 level.	<u>Clause 8.3</u> The test(s)/ interviews, wherever prescribed, shall be conducted by a Committee to be constituted by Director (Personnel) for promotion from S2 to E1 level and appointing authority for promotion from S3 to S4 level.

6.

Clause 9.1 (b) Promotion of Supervisors from the grade of **S3 to E1:**

FACTORS	MAXIMUM POINTS
Performance appraisal ratings (for last 3/4 years)	30
Grade Service	30
Test(s)/ Interview	40
TOTAL	100

Clause 9.1 (b) Promotion of Supervisors from the grade of **S2 to E1:**

FACTORS	MAXIMUM POINTS
Performance appraisal ratings (for last 3/4 years)	30
Grade Service	30
Test(s)/ Interview	40
TOTAL	100

The employees who could not be promoted to the E-1 level on completion of 3 yrs. service at S-2 level either due to non-availability of vacancy against promotion quota OR non-qualifying of departmental exam OR non-possessing of qualification shall be continued to be governed by the normal channel of promotion i.e. S2 to S3 and S3 to S4 and they shall have to compete with their juniors in subsequent DPCs. However, in case of consideration under same DPC, after qualifying the eligibility either by way of acquiring qualification or by way of passing the departmental exam, the senior will be placed above his/her immediate junior.

Consequent upon the above revision in policy regarding promotion of Supervisors, the Circular No. 26 issued vide No. HPPCL/P&A/Policy Circulars/08-9448-576 dated 18.08.2009 shall also stand superseded.

This issues with prior approval of the Competent Authority.

Director (Personnel)
Dated: 16-5-16

No. HPPCL/P&A/Policy Circulars/16-2835-70

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

1. PS to the Additional Chief Secretary (Power) GoHP, HP Secretariat, Shimla-171002.
2. PS to the Additional Chief Secretary (Finance) GoHP, HP Secretariat, Shimla-171002.
3. PS to the Managing Director, HPPCL, Corporate Office, Shimla.
4. Stenographer to the Director (Electrical), HPPCL, Corporate Office, Shimla.
5. PS to the Director (Civil), HPPCL, Corporate Office, Shimla.
6. Stenographer to the Director (Finance), HPPCL, Corporate Office, Shimla.
7. All HOPs/ HODs, HPPCL.
8. The Company Secretary-cum-AGM, HPPCL w.r.t. Action Taken against Item No. 55.35 of your office letter No. HPPCL/ CS/ BOD/2016-17-626-33 dated 8th April, 2016.
9. The DGM (Finance-cum-CPT), HPPCL, Uttam Bhawan, Dogra Lodge, Shimla-4.
10. Sr. Manager (IT), Corporate Office, HPPCL with a request to upload this circular in the official website of HPPCL.
11. The Sr. Manager (F&A), Corporate Office, HPPCL.
12. The Dy. Controller (F&A), Corporate Office, HPPCL.
13. All Personnel Officers (Establishment I/II/III/Recruitment-I/II), Corporate Office, HPPCL.

Director (Personnel)



Annex -6

Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)
Himfed Bhawan, Panjiri, (Below Old MLA Quarters), Shimla-171005.
Phones: 01772633815, Fax No.: 0177-2633813,15

OFFICE ORDER

Consequent upon the decision taken by the Board of Directors in its 55th Meeting held on 29.03.2016 vide Agenda Item No. 55.34, the following existing clauses/ rules/ guidelines existing in Policy Statement on Manpower Recruitment, Direct Recruitment Procedures Manual, Policy regarding promotion of Executives and Policy regarding promotion of Supervisors are hereby revised as under:-

S.N	Existing	Revised								
A. Policy Statement on Manpower Recruitment										
1.	Clause 5.2 At the appropriate stage of the growth of the Organization, recruitment will be restricted, by and large, to the induction levels as specified below so as to ensure that career growth prospects of the existing employees are in no way impaired. Artisan Trainees- W 3 Diploma/Supervisory Trainees – S0 Engineer/Officer Trainees (*)- E 0 The Corporation will also engage apprentice in various trades for a period of one year as per scheme approved by the board from time to time. Preference in appointments will be given to candidates belonging to project affected families, areas, zones etc. as per R&R policy of HPPCL. (*)The induction level for executives, 75% posts will be filled up by Direct Recruitment and 25% posts will be filled up by promotion from S-4 level. For engineering executives, diploma in respective trade is mandatory for promotion to executive level. Similarly, other executives shall also be eligible only if they acquire minimum qualification prescribed for direct recruits.	Clause 5.2 At the appropriate stage of the growth of the Organization, recruitment will be restricted, by and large, to the induction levels as specified below so as to ensure that career growth prospects of the existing employees are in no way impaired. Artisan Trainees- W 3 Diploma/Supervisory Trainees - S0 Engineer/Officer Trainees (*)- E 2 The Corporation will also engage apprentice in various trades for a period of one year as per scheme approved by the board from time to time. Preference in appointments will be given to candidates belonging to project affected families, areas, zones etc. as per R&R policy of HPPCL. (*)The induction level for executives, 75% posts will be filled up by Direct Recruitment and 25% posts will be filled up by promotion from S-2 & above level. For engineering executives, diploma in respective trade is mandatory for promotion to executive level. Similarly, other executives shall also be eligible only if they acquire minimum qualification prescribed for direct recruits.								
B. Direct Recruitment Procedures Manual										
1.	Clause 4.0 (i) <table><tr><th>Posts</th><th>Source</th></tr><tr><td>(i) Post in the Executive Cadre including Executive Trainees (E0 to E9)</td><td> - By advertisement on All India Basis. - Through internal recruitment. </td></tr></table>	Posts	Source	(i) Post in the Executive Cadre including Executive Trainees (E0 to E9)	- By advertisement on All India Basis. - Through internal recruitment.	Clause 4.0 (i) <table><tr><th>Posts</th><th>Source</th></tr><tr><td>(i) Post in the Executive Cadre including Executive Trainees (E2 to E9)</td><td> - By advertisement on All India Basis. - Through internal recruitment. </td></tr></table>	Posts	Source	(i) Post in the Executive Cadre including Executive Trainees (E2 to E9)	- By advertisement on All India Basis. - Through internal recruitment.
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(i) Post in the Executive Cadre including Executive Trainees (E2 to E9)	- By advertisement on All India Basis. - Through internal recruitment.									
2.	Clause 36.0 In 'HPPCL' there are ten levels in 'Executive Category' from E0 to E9, i.e. from the level of Executive to Executive Director. During the formative stage of HPPCL, the recruitment in the initial years shall be done at all levels. After the commissioning of HPPCL and undertaking the new projects, the career growth prospects of existing employees can be ensured only by restricting the recruitment at induction level, i.e. Executive Trainee-E0 level. The induction at	Clause 36.0 In 'HPPCL' there are eight levels in 'Executive Category' from E2 to E9, i.e. from the level of Executive to Executive Director. During the formative stage of HPPCL, the recruitment in the initial years shall be done at all levels. After the commissioning of HPPCL and undertaking the new projects, the career growth prospects of existing employees can be ensured only by restricting the recruitment at induction level, i.e. Executive Trainee-E2 level. The induction at intermediate								

4.	Clause 7.1 The points for grade service i.e. service rendered by the executive in their respective grades up-to the level E6 and below shall be as under; <table border="1"><thead><tr><th rowspan="2">Grade service</th><th colspan="2">Points rating for promotion</th></tr><tr><th>From E1 to E2, E2 to E3, E3 to E4 and E4 to E5</th><th>From E5 to E6 and E6 to E7.</th></tr></thead><tbody><tr><td>3 years</td><td>18</td><td>9</td></tr><tr><td>4 years</td><td>20</td><td>11</td></tr><tr><td>5 years</td><td>22</td><td>13</td></tr><tr><td>6 years & above</td><td>25</td><td>15</td></tr></tbody></table>	Grade service	Points rating for promotion		From E1 to E2, E2 to E3, E3 to E4 and E4 to E5	From E5 to E6 and E6 to E7.	3 years	18	9	4 years	20	11	5 years	22	13	6 years & above	25	15	Clause 7.1 The points for grade service i.e. service rendered by the executive in their respective grades up-to the level E6 and below shall be as under; <table border="1"><thead><tr><th rowspan="2">Grade service</th><th colspan="2">Points rating for promotion</th></tr><tr><th>From E3 to E4 and E4 to E5</th><th>From E5 to E6 and E6 to E7.</th></tr></thead><tbody><tr><td>3 years</td><td>18</td><td>9</td></tr><tr><td>4 years</td><td>20</td><td>11</td></tr><tr><td>5 years</td><td>22</td><td>13</td></tr><tr><td>6 years & above</td><td>25</td><td>15</td></tr></tbody></table>	Grade service	Points rating for promotion		From E3 to E4 and E4 to E5	From E5 to E6 and E6 to E7.	3 years	18	9	4 years	20	11	5 years	22	13	6 years & above	25	15
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5.	Clause 8.1.1 CRITERIA FOR PROMOTION FROM E1 TO E2, E2 TO E3, E3 TO E4 AND E4 TO E5 LEVEL. Factors which are to be taken into account for determining the suitability for promotion of an executive in the above grades and the weightages thereof will be as under: <table border="1"><thead><tr><th>Factors</th><th>Maximum Points</th></tr></thead><tbody><tr><td>Performance Appraisal Rating (For last 3/4 years)</td><td>45</td></tr><tr><td>Grade Service</td><td>25</td></tr><tr><td>DPC</td><td>30</td></tr></tbody></table>	Factors	Maximum Points	Performance Appraisal Rating (For last 3/4 years)	45	Grade Service	25	DPC	30	Clause 8.1.1 CRITERIA FOR PROMOTION FROM E3 TO E4 AND E4 TO E5 LEVEL. Factors which are to be taken into account for determining the suitability for promotion of an executive in the above grades and the weightages thereof will be as under: <table border="1"><thead><tr><th>Factors</th><th>Maximum Points</th></tr></thead><tbody><tr><td>Performance Appraisal Rating (For last 3/4 years)</td><td>45</td></tr><tr><td>Grade Service</td><td>25</td></tr><tr><td>DPC</td><td>30</td></tr></tbody></table>	Factors	Maximum Points	Performance Appraisal Rating (For last 3/4 years)	45	Grade Service	25	DPC	30																		
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D. Policy regarding Promotion of Supervisors		
1.	Clause 3.2 The promotions of employees from supervisory to executive category shall be considered from S3 to E1 grade, subject to the employees possessing the prescribed qualification/ job specifications for the executive post.	Clause 3.2 The promotions of employees from supervisory to executive category shall be considered from S2 to E2 grade, subject to the employees possessing the prescribed qualification/ job specifications for the executive post.
2.	Clause 3.2.2 25% vacancies shall be reserved in the E1/E2/E3 cluster for promotion from Supervisory cadre to E1 as stipulated in Para 3.2.	Clause 3.2.2 25% vacancies shall be reserved in the E2/E3 cluster for promotion from Supervisory cadre to E2 as stipulated in Para 3.2.
4.	Clause 8.2 For promotion from S3 to E1 grade, the employee must qualify in the test(s) and/or interview, as may be prescribed with the approval of Director (Personnel). Test(s) and/or interviews are also to be conducted for promotion from S3 to S4 level, unless specific relaxation is given by Director (Personnel).	Clause 8.2 For promotion from S2 to E2 grade, the employee must qualify in the test(s) and/or interview, as may be prescribed with the approval of Director (Personnel). Test(s) and/or interviews are also to be conducted for promotion from S3 to S4 level, unless specific relaxation is given by Director (Personnel).
5.	Clause 8.3 The test(s)/ interviews, wherever prescribed, shall be conducted by a Committee to be constituted by Director (Personnel) for promotion from S3 to E1 level and appointing authority for promotion from S3 to S4 level.	Clause 8.3 The test(s)/ interviews, wherever prescribed, shall be conducted by a Committee to be constituted by Director (Personnel) for promotion from S2 to E2 level and appointing authority for promotion from S3 to S4 level.

4. Abstract of Clause 36.3 The induction at E0 level will be through Written Test, Group Discussion or Personal Interview. However, the requirement of minimum percentage of marks in prescribed qualification for the induction of Executive Trainees will be 55% in engineering disciplines for SC/ST/ Internal Candidates and 60% in engineering disciplines for others for recruitment of all types of Trainees in Engineering trade and in case of internal recruitment deserving candidates will be given time to complete their education qualification.	Abstract of Clause 36.3 The induction at E2 level will be through Written Test, Group Discussion or Personal Interview. However, the requirement of minimum percentage of marks in prescribed qualification for the induction of Executive Trainees will be 55% in engineering disciplines for SC/ST/ Internal Candidates and 60% in engineering disciplines for others for recruitment of all types of Trainees in Engineering trade and in case of internal recruitment deserving candidates will be given time to complete their education qualification.
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C. Policy regarding Promotion of Executives

1. Clause 3.2 Executive levels up-to E7A will be aggregated in the following clusters:- E1/E2/E3 – Junior Management. E4/E5 – Middle Management (M1) E6 – Middle Management (M2) E7/E7A – Sr. Management (SM1) EXPLANATORY NOTE Section will be headed by a middle management level i.e., M1 level executive. A Division will be headed by an executive at the level of E6 level i.e., M2. A Division may consist of one or more sections. Several Divisions will form a group to be headed by SM1 level executive called the Group Head.	Clause 3.2 Executive levels up-to E7A will be aggregated in the following clusters:- E2/E3 – Junior Management. E4/E5 – Middle Management (M1) E6 – Middle Management (M2) E7/E7A – Sr. Management (SM1) EXPLANATORY NOTE Section will be headed by a middle management level i.e., M1 level executive. A Division will be headed by an executive at the level of E6 level i.e., M2. A Division may consist of one or more sections. Several Divisions will form a group to be headed by SM1 level executive called the Group Head.
2. Clause 3.5.1 If an executive, who is already working in a position beyond E2 level and does not possess prescribed qualification as stipulated under para 3.4 and 3.5, is also required to pass the departmental examination for further promotion up-to E5 level. Note: Once an Executive secures qualifying marks in a paper(s) is not further required to appear in the same paper(s). Executives are required to appear only in the left-out paper(s) in the subsequent departmental examination. However Executives should qualify in all papers taken together in a maximum of four attempts.	Clause 3.5.1 If an executive, who is already working in a position beyond E3 level and does not possess prescribed qualification as stipulated under para 3.4 and 3.5, is also required to pass the departmental examination for further promotion up-to E5 level. Note: Once an Executive secures qualifying marks in a paper(s) is not further required to appear in the same paper(s). Executives are required to appear only in the left-out paper(s) in the subsequent departmental examination. However Executives should qualify in all papers taken together in a maximum of four attempts.
3. Clause 3.10 Executive, who had been promoted from Supervisory Grade to E1 under clause 3.2.1 of Statement of Company Policy regarding Promotion of Supervisors, shall not be promoted beyond E2 level unless he acquires prescribed qualification or qualify department examination within six year of promotion.	Clause 3.10 Executive, who had been promoted from Supervisory Grade to E2 under clause 3.2.1 of Statement of Company Policy regarding Promotion of Supervisors, shall not be promoted beyond E3 level unless he acquires prescribed qualification or qualify department examination within six years of promotion.

6. **Clause 9.1 (b)** Promotion of Supervisors from the grade of **S3 to E1:**

FACTORS	MAXIMUM POINTS
Performance appraisal ratings (for last 3/4 years)	30
Grade Service	30
Test(s)/ Interview	40
TOTAL	100

Clause 9.1 (b) Promotion of Supervisors from the grade of **S2 to E2:**

FACTORS	MAXIMUM POINTS
Performance appraisal ratings (for last 3/4 years)	30
Grade Service	30
Test(s)/ Interview	40
TOTAL	100

Pursuant to above decision, on completion of 4 yrs. service including probation period of one year, the Executives shall be eligible for their placement/ promotion at E-4 Dy. Manager level, thus, minimum eligibility period for promotion to the post of Dy. Manager shall be 04 Yrs. Similarly, minimum eligibility period for the post of Manager is revised to 07 yrs. and for the post of Sr. Manager to 10 yrs. Pursuant to the revised minimum eligibility criteria, the existing incumbents whether absorbee' or direct recruits shall become eligible for their placement/promotion at E-4 or E-5 level or E-6 level subject to availability of vacancy and fulfilling of revised minimum eligibility criteria i.e. Grade Service/ APARs/ Qualification and existing seniority. Further, the Managing Director may grant relaxation in prescribed specifications in case any anomaly specifically related to seniority arising out of the proposed revision. Consequent upon this, E0 & E1 level wherever reflected in various policy/circular/orders/instructions shall henceforth be treated as deleted, as E2 level shall be the induction level in HPPCL in Executive Category in HPPCL.

Consequent to above, the revised policy documents i.e. Direct Recruitment Procedures Manual, Policy statement on manpower recruitment, HPPCL Policy regarding promotion of Executives, Supervisors and Workmen, wherever required and any other policy/ rules/ guidelines/ instructions/ orders shall be revised accordingly and made available in the revised HR Manual shortly.

The above revised rules shall be applicable w.e.f. 29th March, 2016.

This issues with prior approval of the Competent Authority.

Director (Personnel)

Dated: 20.06.2016

No. HPPCL/P&A/Policy Circulars (loose)/16- 6829-68

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

1. PS to the Additional Chief Secretary (Power) GoHP, HP Secretariat, Shimla-171002.
2. PS to the Additional Chief Secretary (Finance) GoHP, HP Secretariat, Shimla-171002.
3. PS to the Managing Director, HPPCL, Corporate Office, Shimla.
4. Stenographer to the Director (Electrical), HPPCL, Corporate Office, Shimla.
5. PS to the Director (Civil), HPPCL, Corporate Office, Shimla.
6. Stenographer to the Director (Finance), HPPCL, Corporate Office, Shimla.
7. All HOPs/ HODs, HPPCL.
8. The Company Secretary-cum-AGM, HPPCL w.r.t. Action Taken against Item No. 55.34 and 55.35 of your office letter No. HPPCL/ CS/ BOD/2016-17-626-33 dated 8th April, 2016.
9. The AGM (Finance-cum-CPT), HPPCL, Uttam Bhawan, Dogra Lodge, Shimla-4.
10. Sr. Manager (IT), Corporate Office, HPPCL with a request to upload this circular in the official website of HPPCL.
11. The Sr. Manager (F&A), Corporate Office, HPPCL.
12. The Dy. Controller (F&A), Corporate Office, HPPCL.
13. All Personnel Officers (Establishment/Recruitment), Corporate Office, HPPCL.

Director (Personnel)



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

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

Phones: 01772633808,811, Fax No.: 0177-2633813

Annex - F

Circular No. 78

Pursuant to the decision taken by the Board of Directors in its 54th meeting held on 23rd December, 2015 vide Item No. 54.16, the existing proviso/clause regarding probation period in Policy regarding Promotion of Executives, Policy regarding Promotion of Supervisors and HPPCL Service Rules are hereby amended/modified/deleted as follows:-

Existing Policy Clause

Revised Clause

Clause No. 3.6 of Policy regarding Promotion of Executives

The probation of an Executive on promotion shall commence from the date of promotion.

Clause No. 3.6 of Policy regarding Promotion of Executives

Deleted.

Clause No. 3.4 of Policy regarding Promotion of Supervisors

The probation of a Supervisor on promotion shall commence from the date of promotion.

Clause No. 3.4 of Policy regarding Promotion of Supervisors

Deleted.

Clause No. 9 A HPPCL Service Rules

All employees on first appointment in the service of the Corporation including employees appointed on probation for a period of 1 year during which period of their performance will be watched with a view to determine their suitability for confirmation against regular post.

Clause No. 9 A HPPCL Service Rules

All employees on first appointment in the service of the Corporation shall have to undergo probation for a period of 1 year during which their performance will be watched with a view to determine their suitability for confirmation against regular post.

The employees have to undergo probation under following circumstances:-

- a) Upon initial joining
- b) Upon promotion from one category/class to other
i.e.
 - (i) From Workmen to Supervisory
 - (ii) From Supervisory to Executive

The following new Clause is hereby added in HPPCL Service Rules:-

Clause No. 9 B (iii) is hereby added in HPPCL Service Rules

There will be no probation in case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption. There will be no probation in case of promotion from one grade to another but within same class of posts e.g. within Executive to Executive or Supervisor to Supervisor or Workmen to Workmen.

The above amendments/additions/deletions shall also be made applicable in the Policy regarding Promotion of Workmen in HPPCL already submitted to the Service Committee for its approval.

This issues with prior approval of the Competent Authority

Director (Personnel)

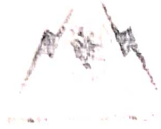
Endst. No. HPPCL/P&A/Policy Circulars/15-18061-80

Dated: 13 /01/2016

Copy forwarded to the following for information:-

- 1 PA to the Managing Director, HPPCL, Shimla (HP)
- 2 PA to the Director (Electrical), HPPCL, Shimla (HP)
- 3 PS to the Director (Civil) HPPCL, Shimla (HP)
- 4 All HOPs/HODs, HPPCL
- 5 The General Manager (Civil Design) HPPCL, Sundernagar, Distt. Mandi (HP)
- 6 Steno to the Director (Finance), HPPCL, Shimla (HP)
- 7 AGM-cum-Company Secretary, HPPCL, Shimla (HP)
- 8 Sr. Manager (IT), HPPCL, Shimla with a request to upload this office order in the official website of HPPCL

Director (Personnel)



Himachal Pradesh Power Corporation Limited

(A Govt. Undertaking)

Head Office: Corporate Office Shimla, Shimla (H.P.)
 Telephone: 0177-2611111, 2611112, 2611113, 2611114
 Fax: 0177-2611115, 2611116, 2611117, 2611118



CIRCULAR

In pursuance to the GoHP directions and after careful consideration in the matter, the Management of HPPCL, is pleased to decide that wherever the words 'or Equivalent', appears in the 'Education Qualification' required for any post in the Policy Statement of Manpower Recruitment, Direct Recruitment Procedure Manual, Policy Regarding Promotion of Executives, Policy Regarding Promotion of Supervisors and Policy Regarding Promotion of Workmen collectively as RSP Rules of HPPCL; including any amendments thereof, the same shall be considered as **deleted /excluded** with immediate effect.

Director (Personnel)

HPPCL/P&A/Policy/Personnel/2021/Loose- 6897-6921 Dated:- 10/9/2021

Copy forwarded to the following for information please:-

1. ES to the Managing Director, HPPCL Corporate Office, Shimla for kind information of worthy Managing Director please
2. The Special Secretary (Power) GoHP, H.P. Sectt-Shimla in compliance to his office letter no. MPP-B (15)-5/2020 dated 03.07.2021
3. The Director (Civil), HPPCL Corporate Office, Shimla-9
4. The Director (Electrical), HPPCL Corporate Office, Shimla-9
5. The Director (Finance), HPPCL Corporate Office, Shimla-9
6. All the HoPs/HoEs in HPPCL
7. The Sr. Manager (IT), HPPCL Corporate Office, Shimla for uploading the notification in the Official Website of HPPCL
8. The Manager (EE), Manager (S&W), Manager (Trg&IR), Manager (PR)
9. The Dy. Controller (F&A), HPPCL
10. Office Board
11. Guard file

Director (Personnel)