



Himachal Pradesh Power Corporation Limited

(A State Govt. Undertaking)

Himfed Building, BCS, New Shimla, Shimla-171009.

Phone: 0177-2670633, Fax No.: 0177-2671589

CIN:U40101HP2006SGC030591



Office Order

The practice of issuance of separate sanction orders at the end of P&A Department after "Change of Posting" & "Promotion/Placement/Grant of Equivalence" is currently in place, to allow the employees to receive Mobile Reimbursement; which is a level based Perk as already notified vide Circular No. 23 dated 18.08.2009 and Circular No. 34 dated 15.01.2021. However, it has been observed that, the "Promotion/Placement/Grant of Equivalence" related orders are 'self speaking' in terms of consequential changes in levels, therefore, the practice of issuance of separate orders has been re-examined. Accordingly, to discourage creation of multiple documents, the practice of issuing separate sanction orders is hereby decided to be discontinued with immediate effect.

However, It has been further decided that a "Declaration Form" (**Format Enclosed**) for Mobile/Telephone reimbursement shall be filled by the all the employee at the time of joining as well as at the time of update in Telephone/Mobile Numbers.

This is for information and compliance of all concerned.

Director (Personnel)

No. HPPCL/P&A/Policy/Pay & Allowances/2019/Loose 4466-92 Dated: 02-08-2021
Copy forwarded to the following for information and further necessary action please:-

1. ES to the Managing Director, HPPCL, Corporate Office, Shimla for kind information of Worthy Managing Director please.
2. The Director (Civil), HPPCL, Corporate Office, Shimla-9.
3. The Director (Electrical), HPPCL, Corporate Office, Shimla-9.
4. The Director (Finance), HPPCL, Corporate Office, Shimla-9.
5. All the HoPs/HoDs in HPPCL.
6. The AGM (Finance)/DGM (Accounts), HPPCL
7. The Sr. Manager (IT), HPPCL, Corporate Office, Shimla for uploading the Office Order in the Official Website of HPPCL.
8. The Manager (EE), Manager (S&W), Manager (Trg & IR), Manager (PR)
9. Notice Board.
10. Guard file.

- Pl. put up in the web site
of H.P.P.C.L. Sharma
24/8/2021

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DECLARATION FORM FOR MOBILE /TELEPHONE REIMBURSEMENT

To,

**The AGM Finance- cum- CPT Head,
Himachal Pradesh Power Corporation Limited,
Shimla (H.P.)**

Sir/Madam,

Kindly arrange to reimburse payment on account of Telephone/Mobile reimbursement as per my entitlement. The details of mobile /telephone numbers are given below.

Primary Mobile Number:-

Secondary Mobile Number:-

Primary Landline Number:-

Secondary Landline Number:-

Declaration:-

It is certified that the above mobile/telephone numbers are being used by me for official purpose.

Name :-

SAP ID :-

Designation:-

Place of Posting:-

Level:-

Signature of Employee

Date:-

Copy to:-

1. Establishment Section of concerned office for placing the same in personal file.

Note :-

Any change in the above numbers is to be intimated by submitting a fresh declaration form within three days.