



Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)

Himfed Building, BCS, New Shimla, Shimla-9
 Phones: 0177-2670633, 2671831. Website: www.hppcl.in
 CIN U4010HP2006SGC030591

HPPCL/P&A/PRM/Policy Misc./2025- 3041-59

Dated: 16 .05.2025

To

All HOPs/ HODs,
 Himachal Pradesh Power Corporation Limited.

Subject: Violation of Secrecy Norms: initiation of Disciplinary Action thereof.

Sir,

It has come to the notice of the Management that certain employees of Himachal Pradesh Power Corporation Limited (HPPCL), including outsourced manpower, are acting in contravention of established protocols concerning the confidentiality of official records. Specifically, there have been instances wherein official documents, records, or information have allegedly been disclosed or transmitted to social media platforms or unauthorized external entities. These actions constitute a grave violation of the Corporation's policies & rules and tantamount to serious acts of misconduct.

All Controlling Officers are reminded that they are directly responsible for enforcing discipline and ensuring the protection of confidential documents and information within their sections, branches, cells, or organizational units. Lapses in the enforcement of discipline and secrecy shall be viewed seriously by the Management. In this context, attention is drawn to the following rules of HPPCL:

Rule 20 of HPPCL Service Rules: Removal of Books, Drawings and other Papers outside Corporation's Premises

- (A) No employee shall carry with him outside the Office/Project premises any papers, books, drawings, photographs, instruments, apparatus, documents or any other property of the Corporation except with the approval of the competent authority.
 (B) Any document or information received or obtained by an employee, during the course of his official duty, from outside sources shall be the property of the Corporation.

Rule 5 of HPPCL CDA Rules: Misconduct

- Rule 5 (5): Acting in a manner prejudicial to the interests of the Company.
 Rule 5 (20): Commission of any act subversive of discipline or of good behavior.

Rule 11 of HPPCL Conduct, Discipline and Appeal Rules: Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the Company or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any officer or other employee, or any other person to whom he is not authorized to communicate such document or information.

Rule 11-A of HPPCL Conduct, Discipline and Appeal Rules: Representations to External Agencies

No employee shall make any communication or representation connected with his conditions of service or any matter connected with his employment in the Corporation or any matter related to the business of the Corporation to any external agency, including the Government, without routing such communication/representation through proper channel.

All the employees are hereby directed to refrain from sharing any official documents, records, or information to any external agencies or on social media platforms, including but not limited to WhatsApp, Facebook, Instagram, or any other public or private messaging or social media platform.

In view of the above, any officer/official of HPPCL including seconded one or outsourced manpower who is found guilty of:

- Unauthorized disclosure or communication of official documents or information to any external agency or individual; or
- Removal of official records, documents, or property from the Corporation's premises without proper authorization; or
- Making representations to external agencies without routing them through the proper channel;
- Sharing official documents or information on social media platforms;

shall be liable to strict disciplinary action under the provisions of the HPPCL Conduct, Discipline and Appeal Rules in the case of regular/ contract employees including seconded one, which may include imposition of penalties and even suspension. In the case of outsourced personnel, such violations shall lead to immediate termination or replacement.

All Supervisory Officers are, therefore, directed to ensure strict enforcement of the above instructions and to report any violations forthwith to the Competent Authority.

These orders may be brought to the notice of all officers and officials including outsourced staff under your control for ensuring strict compliance.

Director (Personnel)

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

1. Spl. P.S. to the Managing Director, HPPCL, Shimla.
2. The Director (Finance), HPPCL, Shimla.
3. The Director (Civil), HPPCL, Shimla.
4. The Director (Electrical), HPPCL, Shimla.
- ✓ 5. The Sr. Manager (IT), HPPCL, Shimla to upload this communication in the official website of HPPCL.
6. Notice Board.

Director (Personnel)