



**HARYANA POWER GENERATION CORPORATION LIMITED**

AN ISO:9001,ISO:14001 & OHSAS:18001 CERTIFIED COMPANY

Read. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.

Corporate Identity Number:- U45207HR1997SGC033517

website: [www.hpgcl.org.in](http://www.hpgcl.org.in)

HPGCL

Telephone No.0172-5023425

Fax No.0172-5022434

Office Order No. 192/CE/Admn.

Dated:- 12/7/19

In exercise of powers conferred under section -56 (3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all enabling powers in this behalf, HPGCL is pleased to frame a comprehensive Recruitment and Promotion Policy for **Ministerial Establishment for Head Office Cadre** in HPGCL as detailed below, by superseding all previous policies or amendments:-

**1.0 Peon**

- 1.1 100% posts shall be filled up by direct recruitment from the persons having Matric from any Board recognized by the Government of Haryana.
- 1.2 Must have passed Hindi or Sanskrit upto Matric Standard.
- 1.3 Minimum age should not be less than 18 years and the Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.
- 1.4 The incumbent, so appointed shall be on probation for a period of two years including training period from the date of joining. If the work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.
- 1.5 Such directly recruited Peons shall be given training as per the training policy in the regular pay scale to be allowed by the Corporation from time to time. The competent authority may increase or decrease the training period.
- 1.6 In the case of members appointed by direct recruitment the seniority shall be determined in accordance with the merit list prepared at the time of their selection.
- 1.7 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issues time to time.

**2.0 Havildar**

By Promotion from amongst the Peons/Chowkidars on seniority-cum-merit basis. The incumbent after promotion shall be on probation for a period of one year.

**3.0 Lower Division Clerk**

- 3.1 75% posts shall be filled-up by direct recruitment from amongst persons having the following qualifications:-
  - a) Graduate with atleast 60% marks for general category/other category candidates and 55% marks for SC category candidates of Haryana Domicile from any University recognized by the Government of Haryana.
  - b) Must have passed Hindi /Sanskrit upto Matric standard or in higher education.
  - c) Should have passed the State Eligibility Test in Computer Appreciation & Application (SETC) in terms of State Government instructions issued from time to time.
  - d) Minimum age should not be less than 18 years. The Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.
- 3.1.2 The directly recruited LDCs shall remain on training for a period of 6 months or as prescribed by the Corporation from time to time. The training period may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get regular pay scale plus allowances as admissible from time to time during the training period.
- 3.1.3 The incumbent, so appointed, shall be on probation for a period of two years including training period from the date of joining. If his/her work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.
- 3.2 25% posts of LDCs shall be filled up by the appointment/promotion from amongst the Class-IV employees (Peons, Havildars, Safai Karamcharies, Malies and Chowkidars etc.) on seniority-cum-fitness basis who are having the qualification 10+2/10+2 (Vocational) examination from Education Board recognized by the Govt. of Haryana with the following conditions and has completed 5 years regular service:-
  - a) The State Eligibility test in Computer Appreciation and Application (SETC) should be cleared within one year from the date of his/her promotion as LDC



in terms of State Government instructions issued time to time, failing which he/she would be reverted to his/her original post.

- 3.2.1 The official who have joined the Corporation Services prior to issuance of this order shall have to qualify test in type-writing in Hindi/English at the speed of 25/30 W.P.M. respectively within one year of his promotion. In case, a promotee fails to qualify the prescribed test within the stipulated period, he/she shall not be allowed any annual increment till passing of the said test. However, no reversion will be made on lower post from which he/she was promoted as LDC. The benefits of all increments earned but not allowed due to non passing of test will be allowed from the date of passing of the prescribed test. The benefits of increment, so allowed, be given towards pay fixation only and no arrear will be paid for the period during which he/she could not qualify the test.
- 3.2.2 If the officials available mentioned above are to be promoted and are not available for consecutive years those vacancies may be diverted to direct recruitment.
- 3.2.3 The names of the officials will be entered in the ranking list on seniority cum fitness basis from the date they complete the twin conditions i.e. passing of 10+2 exams and completion of five years regular service. Such ranking list shall be prepared/updated in the 1<sup>st</sup> week of August of each year and shall be valid for one year.
- 3.3 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.

#### 4.0 Upper Division Clerk

4.1 25% posts shall be filled-up by direct recruitment from amongst the candidates who possess the following qualifications:-

- a) Bachelor Degree in Commerce with atleast 60% marks for general category/other category candidates and 55% marks for SC category candidates of Haryana Domicile from any University recognized by the Government of Haryana.
- b) Must have passed Hindi/Sanskrit up to Matric Standard or in higher education.
- c) Should have passed the State Eligibility Test in Computer Appreciation and Application (SETC) in terms of State Government instructions issued time to time.
- d) Minimum age should not be less than 18 years. The Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.

4.1.2(a) A direct recruitee UDC's (under 25% quota) shall have to qualify the Departmental Accounts Examination for Ministerial Establishment conducted by Corporation within a period of two years or within 4 successive chances, whichever is later.

- b) If an official fails to pass the DAE exams within the stipulated period as given above, the increments falling due to him on expiry of that period, will be withheld and will not be granted with retrospective effect on his passing the exam i.e. DAE and his probationary period is deemed to be extended accordingly. Such official, shall loose his/her original seniority if he/she fails to qualify the test within the stipulated period as mentioned above. The benefits of increment on passing the test in extended chances, so allowed will be given towards notional pay fixation only and no arrears will be paid for the period during which he/she could not qualified the DAE.

On passing the exam i.e. DAE he/she will, with effect from the date following that on which the DAE ended, be entitled to the rate of pay which would have been admissible to him, had his increment not been withheld for his failure to pass the DAE. However, such a candidate would be taken to have cleared test, on the date of declaration of result & his/her seniority shall be re-fixed from the date of declaration of result of DAE whichever is later.

- c) The permission to clear DAE within extended period of one year would be granted by the Managing Director, HPGCL.
- d) In case of any unavoidable/exceptional circumstances the permission for availing chances to clear DAE after three years (as per clause (a) & (c)) can be further extended by 2 years by the Whole Time Directors, HPGCL.
- e) Even after availing all chances i.e. including extended three years as permissible under clause (c & d) above, if an official fails to qualify the aforesaid DAE, the Corporation may dispense with his/her services and such removal from services, shall not be considered as a penalty within the meaning of HSEB/HPGCL Employees (Punishment & Appeal Regulations) applicable in the Corporation.

4.1.3 The directly recruited UDCs shall remain on training for a period of 6 months or as prescribed by the Corporation from time to time. The training period, may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get



regular pay scale plus allowances as admissible from time to time during the training period.

The incumbent, so appointed, shall be on probation for a period of two years including training period from the date of joining. If his/her work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.

4.1.4 In case of members appointed by direct recruitment, the seniority shall be determined in accordance with the merit list prepared at the time of their selection.

4.2 50% posts shall be filled up by promotion from amongst LDCs on seniority-cum-merit basis having passed the departmental Examination for Ministerial Establishment prescribed by the Corporation. The ranking list of LDCs for their promotion as UDC would be prepared on the basis of date of passing the Departmental Accounts Examination.

4.3 25% posts shall be filled up by promotion from amongst LDCs on seniority-cum-merit basis having 6 years regular service for Matriculates and 3 year service for Graduate as such who have not qualified the Departmental Accounts Examination Ministerial Establishment prescribed by the Corporation.

a) In case, the vacancy under 25% share quota arises and to be filled up from the amongst the candidates from both the categories i.e. Matriculate or Graduate, the posts shall be filled from the eligible candidates who fulfill the requisite condition at the time of considering the promotion case. (e.g. in case, no Matriculate LDCs completed 6 years service at the time of considering the promotion case, then Graduate LDCs having requisite experience of 3 years shall be considered for promotion)

4.4 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.

4.5 For promotion to the post of UDC, the seniority of LDCs appointed by recruitment/promotion shall be determined from the date of passing the Departmental Examination for Ministerial Establishment, prescribed by the Board from time to time.

#### 5.0 Assistant

5.1 100% posts of Assistants shall be filled up by promotion amongst UDCs on seniority-cum-merit basis, having three years service as UDC for qualified UDCs and 12 years service as LDC/UDC for unqualified LDC/UDC including minimum three years service as UDC.

5.2 The inter-se-ranking list of UDCs, appointed by direct recruitment or by promotion, shall be drawn from the date of passing the Departmental Exam. prescribed by the Board/Corporation for their further promotion to the post of Assistant.

Note: a) The UDC who qualify the Departmental Accounts Examination within stipulated period of 2 years or 4 chances whichever is later will not lose their original seniority and the inter-se-seniority shall be kept intact.

b) The extended chances allowed to the official, if any by the competent authority after availing the prescribed 4 chances would not make him or her eligible for regaining the seniority deemed date promotion.

#### 6.0 Deputy Superintendent

100% posts shall be filled up by promotion on seniority-cum-merit basis from Assistant having five years service and passed DAE examination.

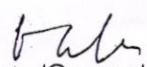
#### 7.0 Superintendent

100% posts shall be filled up by promotion on seniority-cum-merit basis from Deputy Superintendent having one year service as Dy. Supdt. and passed DAE examination.

#### 8.0 Under Secretary

100% posts shall be filled up by promotion on seniority-cum-merit basis from Superintendent having one year service as Superintendent and passed DAE examination.

NOTE: The above amendments shall be applicable with prospective effect only. The seniority lists already circulated shall not be disturbed on the basis of ibid revised recruitment & promotion policy.

  
Dy. Secy./General  
for Chief Engineer/Admn.,  
HPGCL, Panchkula



Endst. No. *Ch. 132/CSB/CS-262/2266*

Dated: *12/7/19*

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Secretary, BBMB, Chandigarh.
3. LR/HPUs, Panchkula.
4. All FA/CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula
6. All Dy. Secy./Under Secy. in HPGCL.

*Hub*  
Dy. Secy./General  
for Chief Engineer/Admn.,  
HPGCL, Panchkula

CC:-

- i. SPS to Managing Director, HPGCL, Panchkula.
- ii. Sr. PS. to Director/Generation, HPGCL, Panchkula.
- iii. PS to Chief Engineer/Admn. HPGCL, Panchkula



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In exercise of powers conferred under section -56 (3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all enabling powers in this behalf, HPGCL is pleased to frame a comprehensive Recruitment and Promotion Policy for Ministerial Establishment for Field Office Cadre in HPGCL as detailed below, by superseding all previous policies or amendments:-

**1.0 Peon (Field)**

- 1.1 100% posts shall be filled up by direct recruitment from the persons having Matric from any Board recognized by the Government of Haryana.
- 1.2 Must have passed Hindi or Sanskrit upto Matric Standard.
- 1.3 Minimum age should not be less than 18 years and the Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.
- 1.4 The incumbent, so appointed shall be on probation for a period of two years including training period from the date of joining. If the work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.
- 1.5 Such directly recruited Peons shall be given training as per the training policy in the regular pay scale to be allowed by the Corporation from time to time. The competent authority may increase or decrease the training period.
- 1.6 In the case of members appointed by direct recruitment the seniority shall be determined in accordance with the merit list prepared at the time of their selection.
- 1.7 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.

**2.0 Havildar (Field)**

By Promotion from amongst the Peons/Chowkidars (Field) on seniority-cum-merit basis. The incumbent after promotion shall be on probation for a period of one year.

**3.0 Lower Division Clerk (Field)**

- 3.1 75% posts shall be filled-up by direct recruitment from amongst persons having the following qualifications:-
  - a) Graduate with atleast 60% marks for general category/other category candidates and 55% marks for SC category candidates of Haryana Domicile from any University recognized by the Government of Haryana.
  - b) Must have passed Hindi /Sanskrit upto Matric standard or in higher education.
  - c) Should have passed the State Eligibility Test in Computer Appreciation & Application (SETC) in terms of State Government instructions issued from time to time.
  - d) Minimum age should not be less than 18 years. The Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.
- 3.1.2 The directly recruited LDCs shall remain on training for a period of 6 months or as prescribed by the Corporation from time to time. The training period may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get regular pay scale plus allowances as admissible from time to time during the training period.
- 3.1.3 The incumbent, so appointed, shall be on probation for a period of two years including training period from the date of joining. If his/her work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.
- 3.2 25% posts of LDCs shall be filled up by the appointment/promotion from amongst the Class-IV employees (Peons, Havildars, Safai Karamcharies, Malies and Chowkidars etc.) on seniority-cum-fitness basis who are having the qualification 10+2/10+2 (Vocational) examination from Education Board recognized by the Govt. of Haryana with the following conditions and has completed 5 years regular service:-
  - a) The State Eligibility test in Computer Appreciation and Application (SETC) should be cleared within one year from the date of his/her promotion as LDC



in terms of State Government instructions issued time to time, failing which he/she would be reverted to his/her original post.

- 3.2.1 The official who have joined the Corporation Services prior to issuance of this order shall have to qualify test in type-writing in Hindi/English at the speed of 25/30 W.P.M. respectively within one year of his promotion. In case, a promote fails to qualify the prescribed test within the stipulated period, he/she shall not be allowed any annual increment till passing of the said test. However, no reversion will be made on lower post from which he/she was promoted as LDC. The benefits of all increments earned but not allowed due to non passing of test will be allowed from the date of passing of the prescribed test. The benefits of increment, so allowed, be given towards pay fixation only and no arrear will be paid for the period during which he/she could not qualify the test.
- 3.2.2 If the officials available mentioned above are to be promoted and are not available for consecutive years those vacancies may be diverted to direct recruitment.
- 3.2.3 The names of the officials will be entered in the ranking list on seniority cum fitness basis from the date they complete the twin conditions i.e. passing of 10+2 exams and completion of five years regular service. Such ranking list shall be prepared/updated in the 1<sup>st</sup> week of August of each year and shall be valid for one year.
- 3.3 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.

#### 4.0 Upper Division Clerk (Field)

4.1 25% posts shall be filled-up by direct recruitment from amongst the candidates who possess the following qualifications:-

- a) Bachelor Degree in Commerce with atleast 60% marks for general category/other category candidates and 55% marks for SC category candidates of Haryana Domicile from any University recognized by the Government of Haryana.
- b) Must have passed Hindi/Sanskrit up to Matric Standard or in higher education.
- c) Should have passed the State Eligibility Test in Computer Appreciation and Application (SETC) in terms of State Government instructions issued time to time.
- d) Minimum age should not be less than 18 years. The Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.

4.1.2(a) A direct recruitee UDC's (under 25% quota) shall have to qualify the Departmental Accounts Examination for Ministerial Establishment conducted by Corporation within a period of two years or within 4 successive chances, whichever is later.

- b) If an official fails to pass the DAE exams within the stipulated period as given above, the increments falling due to him on expiry of that period, will be withheld and will not be granted with retrospective effect on his passing the exam i.e. DAE and his probationary period is deemed to be extended accordingly. Such official, shall loose his/her original seniority if he/she fails to qualify the test within the stipulated period as mentioned above. The benefits of increment on passing the test in extended chances, so allowed will be given towards notional pay fixation only and no arrears will be paid for the period during which he/she could not qualified the DAE.

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- c) The permission to clear DAE within extended period of one year would be granted by the Managing Director, HPGCL.
- d) In case of any unavoidable/exceptional circumstances the permission for availing chances to clear DAE after three years (as per clause (a) & (c)) can be further extended by 2 years by the Whole Time Directors, HPGCL.
- e) Even after availing all chances i.e. including extended three years as permissible under clause (c & d) above, if an official fails to qualify the aforesaid DAE, the Corporation may dispense with his/her services and such removal from services, shall not be considered as a penalty within the meaning of HSEB/HPGCL Employees (Punishment & Appeal Regulations) applicable in the Corporation.

4.1.3 The directly recruited UDCs shall remain on training for a period of 6 months or as prescribed by the Corporation from time to time. The training period, may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get

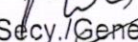


regular pay scale plus allowances as admissible from time to time during the training period.

The incumbent, so appointed, shall be on probation for a period of two years including training period from the date of joining. If his/her work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.

- 4.1.4 In case of members appointed by direct recruitment, the seniority shall be determined in accordance with the merit list prepared at the time of their selection.
- 4.2 50% posts shall be filled up by promotion from amongst LDCs on seniority-cum-merit basis having passed the departmental Examination for Ministerial Establishment prescribed by the Corporation. The ranking list of LDCs for their promotion as UDC would be prepared on the basis of date of passing the Departmental Accounts Examination.
- 4.3 25% posts shall be filled up by promotion from amongst LDCs on seniority-cum-merit basis having 6 years regular service for Matriculates and 3 year service for Graduate as such who have not qualified the Departmental Accounts Examination Ministerial Establishment prescribed by the Corporation.
- a) In case, the vacancy under 25% share quota arises and to be filled up from the amongst the candidates from both the categories i.e. Matriculate or Graduate, the posts shall be filled from the eligible candidates who fulfills the requisite condition at the time of considering the promotion case. (e.g. in case, no Matriculate LDCs completed 6 years service at the time of considering the promotion case, then Graduate LDCs having requisite experience of 3 years shall be considered for promotion)
- 4.4 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.
- 4.5 For promotion to the post of UDC, the seniority of LDCs appointed by recruitment/promotion shall be determined from the date of passing the Departmental Examination for Ministerial Establishment, prescribed by the Board from time to time.
- 5.0 Assistant (Field)
- 5.1 100% posts of Assistants (Field) shall be filled up by promotion amongst UDCs on seniority-cum-merit basis, having three years service as UDC (Field) for qualified UDCs (Field) and 12 years service as LDC/UDC (Field) for unqualified LDC/UDC (field) including minimum three years service as UDC Field).
- 5.2 The inter-se-ranking list of UDCs, appointed by direct recruitment or by promotion shall be drawn from the date of passing the Departmental Exam. prescribed by the Board/Corporation for their further promotion to the post of Assistant.
- Note: a) The UDC who qualify the Departmental Accounts Examination within stipulated period of 2 years or 4 chances whichever is later will not lose their original seniority and the inter-se-seniority shall be kept intact.
- b) The extended chances allowed to the official, if any by the competent authority after availing the prescribed 4 chances would not make him or her eligible for regaining the seniority deemed date promotion.
- 6.0 Deputy Superintendent (Field)
- 100% posts shall be filled up by promotion on seniority-cum-merit basis from Assistant (Field) having five years service and passed DAE examination.
- 7.0 Superintendent (Field)
- 100% posts shall be filled up by promotion on seniority-cum-merit basis from Deputy Superintendent (Field) having one year service as Dy. Supdt. and passed DAE examination.
- 8.0 Administrative Officer
- 100% posts shall be filled up by promotion on seniority-cum-merit basis from Superintendent (Field) having one year service as Superintendent and passed DAE examination.

NOTE: The above amendments shall be applicable with prospective effect only. The seniority lists already circulated shall not be disturbed on the basis of ibid revised recruitment & promotion policy.

  
Dy. Secy./General  
for Chief Engineer/Admn.,  
HPGCL, Panchkula



Endst. No. *Ch.133/CyB/CS-262/2267*

Dated: *12/7/19*

A copy of the above is forwarded to the following for information and necessary action:-

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3. LR/HPUs, Panchkula.
4. All FA/CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula
6. All Dy. Secy./Under Secy. in HPGCL.

*[Signature]*  
Dy. Secy./General  
for Chief Engineer/Admn.,  
HPGCL, Panchkula

CC:-

- i. SPS to Managing Director, HPGCL, Panchkula.
- ii. Sr. PS. to Director/Generation, HPGCL, Panchkula.
- iii. PS to Chief Engineer/Admn. HPGCL, Panchkula