



AN ISO 9001, ISO 14001 & OHSAS 18001 CERTIFIED COMPANY

HARYANA POWER GENERATION CORPORATION LIMITED  
Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula  
Corporate Identity Number: U45207HR1997SGC033517  
Website: [www.hpgcl.org.in](http://www.hpgcl.org.in)

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From

The Chief Engineer/Admn.,  
HPGCL, Panchkula.

To

1. The Chief Engineer/PTPS, HPGCL, Panipat.
2. The Chief Engineer/RGTPP, HPGCL, Hisar.
3. The Chief Engineer/Projects, HPGCL, Panchkula.
4. The Chief Engineer/Operation-cum-Fuel, HPGCL, Panchkula.
5. The Chief Engineer/Planning, HPGCL, Panchkula.
6. The Chief Engineer/DCRTPP, HPGCL, Yamunanagar.
7. The Chief Engineer/HPPC, Panchkula.
8. Controller of Finance, HPGCL, Panchkula.
9. Controller of Accounts, HPGCL, Panchkula.
10. Company Secy., HPGCL, Panchkula.
11. SE/Technical, HPGCL, Panchkula.
12. SE/FTPS, HPGCL, Faridabad.
13. All Dy. Secy., HPGCL.
14. All Under Secy., HPGCL.
15. Secretary, BBMB, Sector-19/B, Chandigarh.

For Personal  
Attn.

Most Urgent

Reminder-I

Memo No. Ch-281/HPG/QR-531/Vol-VI  
Dated: 02.07.2018

**Subject : ACRs for the year 2017-2018 in respect of all Gazetted Officers.**

In the light of ACRs instructions issued by erstwhile Secretary, HSEB vide Memo No. 173751/4096/NGE/G-452 dated 10.12.1971 and reiterated from time to time the ACRs of all categories of officers for the year 2017-2018 must have been written by 30.04.2018.

In this regard, this office vide Memo No. **Ch-263/HPG/QR-531/Vol-VI dated 28.02.2018** (copy attached herewith for ready reference) has requested to submit the ACRs for the period 2017-18 of all officers under your control. However, least number of ACRs has been received in this office till date.

It is therefore, once again requested that the ACRs of the officers shall be submitted to this office duly signed by all concerned competent authorities latest by 15.07.2018 and a certificate shall be furnished by 20.07.2017 by all the Head of Departments that ACRs have been written in respect of all officers under their control.

This may please be treated as most urgent.

DA/As above

Dy. Secy./Estt.(G)  
For Chief Engineer/Admn.,  
HPGCL, Panchkula.

CC:

1. Sr. PS to Managing Director, HPGCL, Panchkula.
2. Sr. PS to Director/Technical, HPGCL, Panchkula.
3. Sr. PS to Director/Generation, HPGCL, Panchkula.
4. PS to Chief Engineer/Admn., HPGCL, Panchkula.
5. ~~Xen/HR~~ Xen/IT, HPGCL, Panchkula. He is requested to upload the letter on official website of HPGCL i.e. [www.hpgcl.gov.in](http://www.hpgcl.gov.in) for similar action at their end please.

XEN/IT, HPGCL  
Diary No. 181  
Date: 3/7/18